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**Braeburn Primary & Nursery Academy**

**Child Protection Procedures for staff**

**February 2019**

**Child Protection Responsibility & contact list**

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| **Agency** |  | **Contact details** |
| **School Designated Safeguarding Lead** | Richard Crabtree  Head of School | [r.crabtree@ebor.academy](mailto:r.crabtree@ebor.academy)   * Tel: 01723 582616 |
| **Deputy Designated Safeguarding Leads** | Michaela Chalk  Assistant Head Teacher  Julie Spivey  Safeguarding & Inclusion Officer  Lindsay Bryant  Safeguarding & Inclusion Officer | [m.chalk@ebor.academy](mailto:m.chalk@ebor.academy)  [j.spivey@ebor.academy](mailto:j.spivey@ebor.academy)  [l.bryant@ebor.academy](mailto:l.bryant@ebor.academy) |
| **Designated Safeguarding Governor** | Alison Smith | a.smith@ebor.academy |
| **Designated Looked after child teacher** | Michaela Chalk | [m.chalk@ebor.academy](mailto:m.chalk@ebor.academy) |
| **Chair of Governors** | Richard Ludlow | [r.ludlow@ebor.academy](mailto:r.ludlow@ebor.academy) |
| **Local Safeguarding Team** | North Yorkshire Multi Agency Screening Team (MAST) | 01609 780780  [Children&families@northyorks.gov.uk](mailto:Children&families@northyorks.gov.uk) |
| **Local Authority Designated Officer**  (allegations against staff & volunteers) |  |  |

**Child Protection Procedures**

This guidance provides a summary of:

* Your roles and responsibilities in Child Protection,
* How to respond if you have concerns about the safety and welfare of a pupil and
* What the responsibilities of the Designated Safeguarding Lead (DSL) are.
* Advice and expectations for safe and appropriate working

It should be read in conjunction with the following documents that school will have made available to you and that you **must read.** If at any time you are uncertain about any safeguarding or CP matters or the content of guidance or policies the DSL or other senior or Pastoral staff should be contacted for advice.

* **Statutory Guidance *Keeping Children Safe in Education 2018 (KCSiE) ‘Information for all School & College staff.’***
* **All staff must read each version of this guidance and seek advice if you have any questions or concerns about the information**
* **The Staff Code of conduct** – which is designed to support the maintenance of a safe and secure learning and working environment
* **The School Behaviour Policy**
* **Procedures for Children Missing Education**
* **E safety policy**

Other useful sources of information that are available on the EBOR/school website:

* **The school Strategic Child Protection and Safeguarding policy** - which outlines the overall Child Protection and Safeguarding arrangements in more detail
* **What to do if you are worried a child is being abused (DFE DOC)**
* **KCSiE 2018** the full document (includes management of safeguarding, safer recruitment and allegations against staff guidance)
* **The School Safeguarding whistle blowing policy guidance**

**Child Protection Concerns**

**KCSiE makes it clear that:**

*‘Safeguarding and promoting the welfare of children is* ***everyone’s*** *responsibility.* ***Everyone*** *who comes into contact with children and their families and carers has a role to play in safeguarding children…’*

*And that*

*‘School and college staff are particularly important as they are in a position to identify concerns early, provide help for children, and prevent concerns from escalating.’*

*All staff should ensure that they remain aware of the signs of possible abuse or neglect and maintain an attitude that* ***‘IT COULD HAPPEN HERE’.’***

**Awareness of indicators of Abuse & Neglect**

* All staff should be aware of the possible indicators or signs and symptoms of PHYSICAL, EMOTIONAL, SEXUAL ABUSE and NEGLECT and these are described in KCSiE and *‘What to do if you are worried a child is being abused*’ and in your online training module.
* In addition to these forms of abuse it is important to remain aware of other Child Protection and safeguarding concerns also outlined in these documents and training. These include:
  + Child sexual & criminal exploitation
  + Poor or irregular attendance
  + Possible radicalisation by violent political or religious extremism
  + Female Genital Mutilation and Forced marriage
  + Inappropriate or sexualised behaviour such as ‘Sexting’
* Within school it is important to remain vigilant to the possibility of:
  + Pupil on Pupil abuse and not dismiss such behaviour such as sexual touching or verbal abuse as ‘part of growing up’ or ‘banter’.
  + That children with SEN, disability or challenging behaviour may make them more likely to be abused and that this may be masked by their additional needs or communication difficulty

**Responding to concerns or disclosures**

**‘Never do nothing – Do the simple things well’**

Any member of staff who has a concern about a child’s welfare should follow the internal referral process as outlined below…

1. Speak with a Designated Safeguarding Lead **as soon as possible**. (See flow chart for further guidance on this)



1. On the rare occasion that the DSL and Deputy DSLs are all unavailable; speak with **Vicki Logan /** **Tim Jolly** (Head Teacher)
2. It is essential that you report your concerns **verbally** at the absolute **earliest opportunity.**
3. It is likely that you will be asked to log your concerns in writing on a Cause for Concern form or electronically on CPOMs. (DSL will advise). Please complete these as thoroughly as possible, **ensuring you log events and conversations accurately and distinguish between fact and opinion**.

At all times you must maintain the **strictest confidentiality** in respect of individual Child Protection matters.

## **Responding to - Disclosures**

* React calmly, promise CONFIDENTIALITY **not** SECRECY
* Reassure the child that they have done the right thing by telling you
* Avoid making comments or judgements about what is shared
* Keep responses short, simple, slow and gentle
* Do not stop a child or parent who is talking freely about what has happened
* Observe and listen but only ask open ended type questions if you feel you need to clarify.

Specific more detailed questioning may be better left to the DSL or SLT

* **T**ell me what happened - **E**xplain what you mean - **D**escribe how it made you feel
* Tell the child or parent what will happen next, make clear this cannot stay with you and you will be passing this on to a supportive adult.
* It is **not our job to investigate** it is our responsibility to **pass on all concerns** to the named safeguarding lead.

**Feedback**

You should expect to receive feedback following such internal referrals on a ‘Need to Know’ basis from the DSL. If this does not happen it is good practice to seek feedback.

**The DSL or Dep DSL** \* will be available on site when the school is open to advise staff or respond to urgent Child Protection matters. The DSL and Deputy DSL are designated to take the lead responsibility for Child protection. This includes:

* Providing advice and support and information to staff as appropriate
* Liaising with the LA and other agencies including the involvement in Early Help Assessments and plans
* Obtaining, maintaining and transferring CP records for individual pupils and liaising with previous and receiving schools
* Ensuring the preparation of appropriate reports for and attendance at Case Conferences, Core Groups and other multi agency meetings
* Arranging appropriate induction and continuing training for all staff

# Liaising with the headteacher and Designated Safeguarding Governor

# Encouraging a culture in staff of listening to pupils and taking account of their wishes and feelings and supporting measures and plans put in place to support or protect them.

**\***A*fuller outline of the Role of the DSL is at Annex B of KCSiE*

**Safe and Appropriate Working - Code of Conduct**

KCSiE instructs all schools to issue a Code of Conduct to all staff. It is designed to;

* Help all staff establish safe and responsive learning environments which safeguard children
* Reduce the risk of adults being unjustly accused of unprofessional, inappropriate or abusive conduct
* Help staff to work safely to protect pupils and themselves
* Ensure that all staff are aware of what is regarded as appropriate or inappropriate conduct and practice
* Support the School managers in setting clear expectations for all staff

It is important that you **understand and follow** this Code to ensure that you protect yourself and to be aware that failure to do so could result in concerns about your behaviour and possible disciplinary action.

It is particularly important that you are aware that this code of conduct includes the requirement to follow the school ‘Acceptable use policy’ in respect of the use of internet and other IT applications.

Also that behaviour out of school may call into question your suitability to work with children will need to be assessed by the schools senior leadership team.

If there are any parts of this code or any issues arising from your work in this area you have concerns or queries about you should seek advice from the Head Teacher or another senior member of staff.

You may also wish to refer to the following documents which give more detailed guidance.

* *Safer working Practice for Adults who work with Children & Young People in Education Settings (October 15 Safer Recruitment Consortium)*
* School Safeguarding Whistle blowing guidance
* KCSiE part 2 and part 4 *‘Managing Allegations against teachers and other staff’*

**Concerns about the conduct of other members of staff or volunteers**

The responsibility for Child Protection and Safeguarding includes a clear obligation to report concerns you have or disclosures made to you that indicate inappropriate or abusive behaviour by members of staff or volunteers. Such allegations should usually be referred to the Headteacher or if the allegation is about the headteacher to the Chair of Governors, a Senior Member of staff or the Local Authority Designated Officer.

**If your concerns persist after you have referred Child Protection concerns or allegations as above** you should raise these concerns withthe recipient. If after these discussions there are concerns that the school has not acted appropriately to protect a child or to address inappropriate behaviour by a member of staff you should consider making a referral to Children’s Social Care or in the case of allegations the Local Authority Designated Officer.

**Recording Child Protection concerns**

In our school we use the CPOMS electronic recording system and most staff have access to this. After reporting concerns verbally to the DSL or DDSL they will advise you on whether to log this onto CPOMS or to complete a written cause for concern form. On occasions, if the concern is with regards to a visible physical markor injury you may also be asked to complete a “Body Map”. Examples of forms are below.

## **Child Protection Record of Concern or Disclosure**

Speak verbally immediately to the DSL / DDSL then complete this form and hand to the DSL or DDSL asap after.

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Pupils Name:** | | **Class** | | | | **Yr group:** | | | | |
| **DoB:** | | | | | | | | |
| **Concern identified by:** | | **Date:** | | | **Time:** | | | | | |
|  |  |  |  | | | |  | |
| **Nature of Concern / details of disclosure / other relevant information.**  **Use Body Map if appropriate**    Continue on reverse if needed | | | | | | | | | | |
| **Passed to:** | **Received by: Date**: | | | | | |  |  | |  |
| **Action taken by DSL (or person receiving this form)**  This form to be filed in pupils CP file and noted on CP chronology | | | | | | | | | | |

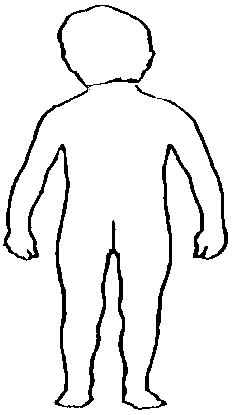
|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Child Protection Record of Concern - Body Map**  **(Attach to Record of Concern Form)** | | | | | | | | | |
| Name of Child: | |  | | | | | | | |
| Date of Birth | |  |  |  | Date of completion: | |  |  |  |
| **Full Description of Injury** | | | | | | | | | |
|  | | | | | | | | | |
| **Signed:** |  | | | | **Position:** |  | | | |
|  | | | | | | | | | |

**BODY MAP**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **SCHOOL:** | | | | |
| **DATE:** |  |  |  | **CHILD INITIALS:** |



**Left Side** **Right Side**



**BODY MAP CONTINUED.**



**Left Hand Right Hand**





**Left Foot Right Foot**

**Flowchart 1:**

Suspicion or disclosure that pupil has suffered or is at risk of suffering harm.

**What you must do:**

**Is emergency treatment needed?**

**Arrange Treatment.**

**Speak to DSL or Deputy immediately and complete ‘Record of Concern’ form**

**(and Body Map, if needed).**

**Do concerns persist about the welfare of the children?**

**Continue to monitor the situation.**

**Update DSL and**

**contribute to School and**

**Multi-agency Intervention/Support**

**Do you still have concerns?**

**Have you received feedback from DSL within 5 working days?**

**Maintain Confidentiality.**

**Do not discuss with parent or carer.**

DSL= Designated Safeguarding Lead

 **Explain that you will need to pass information on.**

 **Give reassure**

 **Use TED question only if you need to know more**

**YES**

**Is this a disclosure by a Pupil?**

**NO**

**YES**

**NO**

**Is this possibly an urgent CP/Safety issue?**

**YES**

**NO**

**Complete ‘Record of Concern’ form (and Body Map, if needed). Pass to DSL before the end of the day.**

**Speak to DSL**

**seeking update.**

**NO**

**YES**

**YES**

**NO**

**Discuss with DSL making clear your concern,**

**YES**

**NO**

**Consider the following actions:**

1. **Press DSL to re-refer to Children’s Safeguarding Team.**

2. **Refer the concern yourself to MAST – 01609 780780**

3. **Use the Safeguarding whistleblowing policy if you feel the concerns are about actions/inactions of the DSL**

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**Is there a suspicion or disclosure that a child has suffered or is at risk of suffering harm? If so also follow procedure on Flowchart 1**

**Is the allegation against the Head teacher?**

**Flowchart 2:**

**When you have a concern, disclosure or allegation about inappropriate or abusive behaviour towards children by a member of staff or volunteer.**

**What you must do:**

**NO**

**YES**

**Contact:**

**Head teacher or other SLT**

**available.**

**Maintain strict confidentiality.**

**Contact:**

**SLT, Chair of Governors or Local**

**Authority Designated Officer (LADO).**

**Maintain strict confidentiality.**

**Have you received appropriate feedback? ( from Head, SLT, LADO or Chair of Governors)**

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**If concerns persist:**

 **Use the Safeguarding Whistleblowing policy to report**

**Your concerns.**

**Or**

 **Contact Ebor HR: a.taylor@ebor.academy**

**Refer back to Head, Chair of Governors or SLT (or LADO) confidentially in writing if appropriate.**

**No further action**

**Required**

**NO**

**YES**

**Do you still have concerns?**

**Seek meeting or request feedback**

**YES**

**NO**