

# Greens Norton C of E Primary School



## Safeguarding/Child Protection Policy

'In our school everyone can join in with all we offer'

Approved by

David Ward,  
Chair of Governors

Mrs Jan Pickering,  
Head Teacher

Ratified: 22 September 2011

Due for Review: September 2012



**Northamptonshire County Council  
Sample School  
Safeguarding/Child Protection Policy**

**SCHOOL Greens Norton CE Primary**

**HEAD TEACHER Mrs Jan Pickering**

**CHAIR OF GOVERNING BODY Mr David Ward**

Academic Year	Designated Senior Person	Deputy Designated Senior Persons	Nominated Governor
11/12	Jan Pickering	...Neil Gilbey.	.....David Ward.....

**Policy Review dates**

Review Date	Changes made Yes/no	By whom	Date Shared with staff
Sept 2011	Yes	Jan Pickering	27 <sup>th</sup> Sept 2011

**Dates of Staff Training and details of course title and training provider**

	Date of training	Training provider
<b>Designated Senior Person</b>	27.04.10  Jan 2011 7.02.11	Designated Teacher – Akamas, Northants CC National ecaf – LSCBN Safeguarding – on-line procedures, LSCBN
<b>Safe Recruitment</b>	April 2006	NCSL
<b>Whole School Awareness Raising</b>	...Feb 2011...	.....Jan Pickering

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## Integrated Working

The Northamptonshire Children and Young People's Partnership want to ensure that, through effective partnership working, all children and young people in Northamptonshire are healthy, safe and able to enjoy and achieve so that they will make a positive contribution throughout their lives and achieve economic well being. Northamptonshire Vulnerability Matrix and Threshold Criteria is included in this guidance (page 15).

(Integrated Working Guidance for Practitioners and Managers March 2010  
[www.northamptonshire.gov.uk](http://www.northamptonshire.gov.uk) 'Integrated Working' in search engine)

## Safeguarding Vulnerable Adults

Any concerns relating to vulnerable adults contact Adult Care Team

Email - [adultcare@northamptonshire.gov.uk](mailto:adultcare@northamptonshire.gov.uk)

Call 01604 362 900

Web

<http://www.northamptonshire.gov.uk/en/councilservices/asc/services/va/Pages/Safeguarding.aspx>

## **INTRODUCTION**

‘Everyone in the education service shares an objective to help keep children and young people safe by contributing to:

- Providing a safe environment for children and young people to learn in education settings; and
- Identifying children and young people who are suffering or likely to suffer significant harm, and taking appropriate action with the aim of making sure they are kept safe both at home and in the education setting’

*‘Safeguarding Children and Safer Recruitment in Education’ DfES 2007*

## **SCHOOL COMMITMENT**

‘Education staff have a crucial role to play in helping identify welfare concerns, and indicators of possible abuse or neglect, at an early stage.’  
*(Working Together to Safeguard Children 2010)*

Greens Norton CE Primary. School is committed to Safeguarding and Promoting the Welfare of all of its pupils *and is the responsibility of all school staff, governors and volunteers*

*Greens Norton CE Primary. School will therefore*

- Establish and maintain an environment where children feel secure and are encouraged to talk and are listened to
- Ensure that staff are able to identify welfare concerns and take appropriate action to address their concerns
- Ensure children know that there are adults in the school whom they can approach if they are worried
- Include opportunities in PHSE curriculum for children to develop the skills they need to recognise and stay safe from abuse
- Recognise that each pupil’s welfare is of paramount importance and that some children *may* be especially vulnerable to abuse e.g. those with special educational needs, those living in adverse circumstances eg those who witness violence.

We recognise that children who are abused or neglected may find it difficult to develop a sense of self worth and to view the world in a positive way. Whilst at school, their behaviour may be challenging. We recognise that some children who have experienced abuse may harm others. We will always take a considered and sensitive approach in order that we can support all of our pupils.

# **PROVIDING A SAFE AND SUPPORTIVE ENVIRONMENT**

## **1. Safer Recruitment and Selection**

The school pays full regard to DfE guidance 'Safeguarding Children and Safer Recruitment in Education' Jan 2010. We ensure that all appropriate measures are applied in relation to everyone who works in the school who is likely to be perceived by the children as a safe and trustworthy adult including e.g. volunteers and staff employed by contractors. Safer recruitment practice includes scrutinising applicants, verifying identity and academic or vocational qualifications, obtaining professional and character references, checking previous employment history and ensuring that a candidate has the health and physical capacity for the job. It also includes undertaking interviews and appropriate checks.

Safer Recruitment training: Date April, 2006

.....Jan Pickering.....(Headteacher)

..... (School Governor)

and

..... (other)

The above have undertaken Safer Recruitment training and one of the above will be involved in all staff and volunteer appointments and arrangements (including, where appropriate, contracted services)

(Training from [www.cwdcouncil.org.uk/safeguarding/safer-recruitment](http://www.cwdcouncil.org.uk/safeguarding/safer-recruitment) or training provided by LASI [www.northamptonshire.gov.uk/cpdlasi](http://www.northamptonshire.gov.uk/cpdlasi) ).

## **2. Safer Working Practice**

Greens Norton CE Primary.school has adopted 'Guidance for Safer Working Practice for Adults Who Work with Children and Young People in Education Settings' (DCSF 2009) ( <http://www.teachernet.gov.uk/docbank/index.cfm?id=8200>)

Safe working practice ensures that pupils are safe and that all staff are aware that the nature of their work places them in a position of trust.

(The GTC's Code of Conduct sets out unacceptable professional conduct in detail. [www.gtce.org.uk/publications](http://www.gtce.org.uk/publications) )

## **3. Safeguarding Information for pupils**

The school is committed to ensuring that pupils are aware of behaviour towards them that is not acceptable and how they can keep themselves safe. All pupils know that we have a senior member of staff with responsibility for child protection/safeguarding and know who this is. We inform pupils of the availability of advice and support and whom they might talk to, both in and out of school; their right to be listened to and heard and what steps can be taken to protect them from harm.

PSHE materials we use to help pupils learn how to keep safe are:

.....SEAL (Social and Emotional Aspects of Learning)...and 'Protective Behaviours' and 'Body and Soul' (Yr 5 and 6), Life Education van (annual visit)

The following Information is made available to pupils :

*helplines, posters, NSPCC and Childline 'kidzone' website addresses, Miss dorothy.com, anti-bullying helplines*

School's arrangements for consulting with and listening to pupils are

*Learning Mentor drop-ins, school council, peer support scheme, Playground Buddies scheme*

We make pupils aware of these arrangements by

*Including SEAL themes in the assembly programme, regular pupil surveys, anti-bullying team actions*

#### **4. Partnership with Parents**

The school shares a purpose with parents to keep children safe from harm and to have their welfare promoted.

We are committed to working with parents positively, openly and honestly. We ensure that all parents are treated with respect, dignity and courtesy. We respect parents' rights to privacy and confidentiality and will not share sensitive information unless we have permission or it is necessary to do so in order to safeguard/protect a child.

We will share with parents any concerns we may have about their child unless to do so may place a child at risk of harm (see ' Action by Senior Designated Person') We acknowledge that lack of parental consent should not be a barrier to services for children.

We encourage parents to discuss any concerns they may have with  
The Headteacher, Mrs Jan Pickering

We make parents aware of our policy by  
Including a reference in the prospectus and on the school website.  
Parents are made aware that they can view this policy on request.

Sample insert for school brochure

Greens Norton CE Primary School is committed to ensuring the welfare and safety of all children in school. All Northamptonshire schools, including Greens Norton CE Primary School, follow the Northamptonshire Local Safeguarding Children Board Inter-Agency Procedures. The school will, in most circumstances, endeavour to discuss all concerns with parents about their child/ren. However, there may be exceptional circumstances when the school will discuss concerns with Social Care and/or the Police without parental knowledge (in accordance with Child Protection procedures). The school will, of course, always aim to maintain a positive relationship with all parents. The school's child protection policy is available on request."

## 5. Partnerships with others

The Northamptonshire Children and Young People's Partnership want to ensure that, through effective partnership working, all children and young people in Northamptonshire are healthy, safe and able to enjoy and achieve so that they will make a positive contribution throughout their lives and achieve economic well being. Northamptonshire Vulnerability Matrix and Threshold Criteria is included in the guidance (page 15). (Integrated Working Guidance for Practitioners and Managers March 2010 [www.northamptonshire.gov.uk](http://www.northamptonshire.gov.uk) and 'Integrated Working' in search engine)

The school recognises that it is essential to establish positive and effective working relationships with other agencies

*Integrated Working; LA Local Area Operational Teams, Social Care, Police, Health, District Council, Childline in Partnership with schools, NSPCC.*

## 6. School Training and Staff Induction

(Information on training – appendix 3)

- The school's Senior Designated Persons for safeguarding/child protection undertake Designated Person training with a refresher every 2 years
- Multi Agency training may also be undertaken
- All staff must undertake safeguarding/child protection training at least every 3 years
- All staff (including temporary staff and volunteers) are provided with the school's child protection/safeguarding policy and are informed of school's safeguarding/child protection arrangements on induction.
- The Headteacher and all other school staff, including non teaching staff, undertake appropriate induction training to equip them to carry out their safeguarding/child protection responsibilities effectively
- The Headteacher and Chair of Governing Body access training relating to managing concerns and allegations of abuse against people who work with children.
- The Governing Body access 'Governors' Responsibilities for Safeguarding Children in Education'

## 7. Support, Advice and Guidance for Staff

Staff are supported by  
*The designated senior person, their line managers.*

The Designated Senior Persons are supported by  
*nominated governor, mentoring arrangement with other designated person*

Advice and support is always available from:

- Education Welfare Service,
- Children and Young People's Service Initial Contacts Team
- Northamptonshire Conference Review and Quality Assurance Service
- Police Child Abuse Investigation Team

### **Initial Contact Team Children and Young People's Service**

Tel No	0300 126 1006
Fax	0300 126 8900
E.mail	<a href="mailto:CYPInitialcontacts@northamptonshire.gov.uk">CYPInitialcontacts@northamptonshire.gov.uk</a>
Visit	<a href="http://www.northamptonshire.gov.uk/cyps">www.northamptonshire.gov.uk/cyps</a>

Out of Hours	01604 626938
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Northampton Review & Conference Service	01604 654040
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Police Child Abuse Investigation Unit	03000 111 222
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Education Welfare Service: South - Northampton	01604 36 4064
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## 8. Related School Policies/Procedures

.Greens Norton CE Primary School recognises that a number of other policies and procedures developed and operated by school form part of the wider agenda of safeguarding and promoting children's welfare.

This encompasses issues such as e.safety; pupil health and safety; anti-bullying; medical needs of children; positive handling; providing first aid; school security; drugs and substance misuse; racist incidents etc.

(Other School policies also form part of the safeguarding agenda eg admissions, exclusions, work experience etc)

There may also be other safeguarding issues that are specific to the local area or population ('Safeguarding Children and Safer Recruitment in Education' DfES 2007 Annex A search on [www.ecm.gov.uk](http://www.ecm.gov.uk) )

## **Children Missing from Education**

Greens Norton CE Primary School would follow Children Missing Education procedure and would contact Education Welfare Service

## **Elective Home Education**

Greens Norton CE Primary School would follow procedure and would contact Education Welfare Service

## **9. Information Sharing/Confidentiality**

“Where there is a concern that the child may be suffering or is at risk of suffering significant harm, the child’s safety and welfare must be the overriding consideration.”

Greens Norton CE Primary School adheres to

“Information Sharing: Practitioner’s guide” HM Government, 2006  
[www.teachernet.gov.uk/publications](http://www.teachernet.gov.uk/publications)

## **Pupil Information**

In order to keep children safe and provide appropriate care for them the school requires accurate and up to date information regarding:

- Names and contact details of persons with whom the child normally lives
- Names and contact details of all persons with parental responsibility
- Emergency contact details (if different from above)
- Details of any persons authorised to collect the child from school (if different from above)
- Any relevant court orders in place including those which affect any person’s access to the child (e.g. Residence Order, Contact Order, Care Order, Injunctions etc.)
- If the child has or has had a Child Protection Plan.
- Name and contact detail of G.P.
- Any other factors which may impact on the safety and welfare of the child

The school will collate, store and agree access to this information and ensure all staff are aware of and adhere to agreed procedures.

Newly appointed staff are required to familiarise themselves with all policies relating to safeguarding and in the School Handbook available in the school office and on the school website. Induction arrangements are in place to verify that staff are aware of procedures. Staff are reminded of these policies and procedures annually during the autumn term.

## **10. Roles and Responsibilities**

### **Governing Body - responsibilities**

- the school has a safeguarding/child protection policy and procedures in place that are in accordance with local authority guidance and locally agreed inter-agency procedures, and the policy is made available to parents on request;

- the school operates safer recruitment procedures and makes sure that all appropriate checks are carried out on staff and volunteers who work with children;
- the school has procedures for dealing with allegations of abuse against staff and volunteers that comply with guidance from the local authority and locally agreed inter-agency procedures;
- a senior member of the school's leadership team and a deputy/deputies are designated to take lead responsibility for child protection/safeguarding
- staff undertake appropriate training;
- they remedy, without delay, any deficiencies or weaknesses regarding child protection arrangements;
- the Chair of Governors is nominated to be responsible for liaising with the LADO (Local Area Designated Officer) and /or partner agencies in the event of allegations of abuse being made against the head teacher
- where services or activities are provided on the school premises by another body, the body concerned has appropriate policies and procedures in place in regard to safeguarding children and child protection and liaises with the school on these matters where appropriate.
- they review their policies and procedures annually and provide information to the LA about them and about how the above duties have been discharged

Neither the governing body, nor individual governors, have a role in dealing with individual cases or a right to know details of cases (except when exercising their disciplinary functions in respect of allegations against members of staff).

#### Headteacher - responsibilities

- ensure that the policies and procedures adopted by the Governing Body are fully implemented, and followed by all staff;
- ensure that sufficient resources and time are allocated to enable the designated person and other staff to discharge their responsibilities; and
- ensure that all staff and volunteers feel able to raise concerns about poor or unsafe practice in regard to children, and such concerns are addressed sensitively and effectively in a timely manner in accordance with agreed whistle blowing policies.
- Liaise with LADO when managing all allegations made against members of staff

#### Designated Senior Member of Staff (DSP)

All schools must appoint a senior member of the school Leadership Team as a DSP.(Ofsted recommend two DSPs for Primary and several for Secondary) This person must have the status and authority within the school management structure to carry out the duties of the post, including committing resources to child protection matters and where appropriate directing other staff. It is suggested that schools should consider how matters are dealt with in this person's absence.

#### Broad Areas of Responsibility

##### **Referrals**

- Refer cases of suspected abuse or allegations to the relevant investigating agencies  
([www.lscbnorthamptonshire.org.uk](http://www.lscbnorthamptonshire.org.uk))

- Act as a source of support; advice and expertise within the educational establishment;
- Liaise with head teacher to inform him/her of any issues and ongoing investigations and ensure there is always cover for this role.

### **Training**

- Ensure all staff (teaching and non-teaching) and volunteers access basic training which should include recognising signs of abuse and what action they should take (i.e. inform Designated Senior Person of any concerns). This training should be updated at least every 3 yrs. Designated Senior Person can deliver this as long as their own training is up to date
- Understand the importance of signs and indicators of abuse and how 'minor' concerns when seen within a cumulative context can form a picture of significant harm.
- Recognise when it is appropriate to make a referral
- Have a working knowledge of how LSCBs operate, the conduct of a child protection case conference and be able to attend and contribute to these; ([www.lscbnorthamptonshire.org.uk](http://www.lscbnorthamptonshire.org.uk))
- Ensure that all staff have access to and understand the school's child protection/safeguarding policy;
- Ensure that safeguarding/child protection is included in induction training;
- Ensure all staff have access to standardised recording format for reporting concerns (sample appendix 3)
- Keep detailed accurate secure written safeguarding/child protection records and know how to transfer and archive these records
- Obtain access to resources and attend refresher training courses at least every two years. ([www.northamptonshire.gov.uk/cpdlasi](http://www.northamptonshire.gov.uk/cpdlasi))
- Attend relevant multi agency training ([www.lscbnorthamptonshire.org.uk](http://www.lscbnorthamptonshire.org.uk))

### **Raising Awareness**

- Ensure the child protection/safeguarding policy is updated and reviewed annually and work with the governing body regarding this;
- Ensure all staff (teaching and non-teaching) and volunteers fully comply with the school's policies and procedures
- Ensure parents are made aware of the child protection/safeguarding policy which alerts them to the fact that referrals may be made and the role of the establishment in this to avoid conflict later;
- Where a child leaves the establishment, ensure any safeguarding/child protection files are copied and the copy sent to the new establishment asap, separately from the main pupil file. The originals should be kept by the establishment. The sending and receiving of files should be evidenced.
- When admitting a new pupil where there are existing child protection records that have not been passed on, these records must be chased within a reasonable timescale
- When details of the receiving establishment are not known, schools should follow the 'Missing Child' procedure. If the child is subject to a Child Protection Plan the Social Worker must be informed and arrangements must be made to transfer the files.

### **All staff and volunteers**

- Fully comply with the school's policies and procedures

- Attend appropriate training
- Inform the designated person of any concerns

## **IDENTIFYING CHILDREN AND YOUNG PEOPLE WHO MAY BE SUFFERING SIGNIFICANT HARM**

Teachers and other adults in school are well placed to observe any physical, emotional or behavioural signs which indicate that a child may be suffering significant harm. The relationships between staff, pupils, parents and the public which foster respect, confidence and trust can lead to disclosures of abuse, and/or school staff being alerted to concerns.

### **Definitions**

As in the Children Acts 1989 and 2004, a child is anyone who has not yet reached his/her 18<sup>th</sup> birthday.

Harm means ill-treatment or impairment of health or development, including, for example, impairment suffered from seeing or hearing the ill-treatment of another; Development means physical, intellectual, emotional, social or behavioural development; Health includes physical and mental health; Ill-treatment includes sexual abuse and other forms of ill-treatment which are not physical.

Abuse and Neglect are forms of maltreatment. Somebody may abuse or neglect a child by inflicting harm or failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting; by those known to them, or, more rarely, by a stranger. They may be abused by an adult or adults or another child or children.

**Physical Abuse** may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of or deliberately induces illness in a child.

**Sexual Abuse** involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (e.g. rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, or encouraging children to behave in sexually inappropriate ways; or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse as can other children.

**Emotional Abuse** is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve

conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill treatment of another. It may involve serious bullying (including cyber-bullying) causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

**Neglect** is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to:

- provide adequate food and clothing, shelter (including exclusion from home or abandonment)
- protect a child from physical and emotional harm or danger
- ensure adequate supervision (including the use of inadequate care-givers); or
- ensure access to appropriate medical care or treatment.
- It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

## **TAKING ACTION TO ENSURE THAT CHILDREN ARE SAFE AT SCHOOL AND AT HOME AND THE MANAGEMENT OF REFERRALS TO CHILDREN AND YOUNG PEOPLE'S SERVICE SOCIAL CARE**

- All staff follow the Northamptonshire Local Safeguarding Children Board Inter-Agency Procedures ([www.lscbnorthamptonshire.org.uk](http://www.lscbnorthamptonshire.org.uk)) and have a duty to recognise concerns and maintain an open mind.
- Accordingly all concerns regarding any pupils will be discussed with a Designated Senior Person (or another senior member of staff in the absence of the DSP) prior to any action being taken or any discussion with parents.
- All concerns must also be recorded (sample form Appendix 4)

It is *not* the responsibility of the school staff to investigate concerns or to determine the truth of any disclosure or allegation.

### **1. Staff will immediately report to the DSP:**

- any suspicion that a child is injured, marked, or bruised in a way which is not readily attributable to the normal knocks or scrapes received in play
- any explanation for injury given which appears inconsistent or suspicious
- any behaviours which give rise to suspicions that a child may have suffered harm (e.g. worrying drawings or play)
- any concerns that a child may be suffering from inadequate care, ill treatment, or emotional maltreatment
- any concerns that a child is presenting signs or symptoms of abuse or neglect
- any significant changes in a child's presentation, including non-attendance

- any hint or disclosure of abuse from any person
- any concerns regarding person(s) who may pose a risk to children (e.g. living in a household with children present)

## 2. Responding to Disclosure

Disclosures or information may be received from pupils, parents or other members of the public.

Greens Norton CE Primary School recognises that those who disclose such information may do so with difficulty, having chosen carefully to whom they will speak. Accordingly all staff will handle disclosures with sensitivity

The Learning Mentor is available to support children with communication difficulties should they wish to disclose information.

Such information cannot remain confidential and staff will immediately communicate what they have been told to the Designated Senior Person and make a contemporaneous record.

### Staff will:

- listen to and take seriously any disclosure or information that a child may be at risk of harm and ensure that the child knows staff cannot keep secrets
- not investigate
- try to ensure that the child disclosing does not have to speak to another member of school staff
- clarify the information
- try to keep questions to a minimum and of an 'open' nature e.g. 'Tell me' 'Explain' and 'Describe' (TED) rather than 'Did x hit you?'
- try not to show signs of shock, horror or surprise
- not express feelings or judgements regarding any person alleged to have harmed the child
- explain sensitively to the child that the senior designated person will have to be informed
- reassure and support as far as possible and be honest
- explain that only those who 'need to know' will be told
- explain what will happen next and that the child will be involved as appropriate

## 3. Action by the Designated Senior Person or other senior person in their absence

Following any information raising concern, the senior designated person will consider:

- any urgent medical needs of the child
- discussing the matter with other agencies involved with the family and gathering all information from other members of staff etc
- consulting with other appropriate agencies e.g. EWS, Social Care
- the child's wishes where appropriate

Then decide:

- whether to make a child protection referral to Initial Contact Centre because a child is suffering or is likely to suffer significant harm and whether this needs to be undertaken immediately.

- wherever possible, to talk to parents, unless to do so may place a child at risk of significant harm, impede any police investigation and/or place the member of staff or others at risk. (It is important that the potential impact upon outcomes for children is borne in mind when judgements are made about when it is or is not appropriate to share concerns with parents/carers)
- that reasons for NOT notifying parents before making a referral or concerns about doing so will be discussed with the Initial Contacts Team and recorded.

### Initial Contact Team, Children and Young People's Service

Tel No	0300 126 1006
Fax	0300 126 8900
E.mail	<a href="mailto:CYPInitialcontacts@northamptonshire.gov.uk">CYPInitialcontacts@northamptonshire.gov.uk</a>
Visit	<a href="http://www.northamptonshire.gov.uk/cyps">www.northamptonshire.gov.uk/cyps</a>
Out of Hours	01604 626938

- ***It may be at this stage it is difficult to gauge the seriousness of the concern and the DSP should contact Initial Contacts Team for advice.***

All referrals will be followed up by using the Inter-Agency Referral Form within 1 working day  
[www.lscbnorthamptonshire.org.uk](http://www.lscbnorthamptonshire.org.uk)

The DSP may decide:

- not to make a referral at this stage
- that further monitoring is necessary
- that an assessment of need is required (e.g. Common Assessment Framework) and/or make a referral for other services.

Children and young people are supported most effectively when services are planned and delivered in a co-ordinated way to offer integrated support across the continuum of needs and services ([www.northamptonshire.gov.uk](http://www.northamptonshire.gov.uk) 'Integrated Working in search engine) A matrix of vulnerability is included in this guidance.

All information and actions taken, including the reasons for any decisions made, will be fully documented.

#### 4. Action following a child protection referral

The Designated Senior Person or other appropriate member of staff will:

- make regular contact with Initial Contacts Team for outcome of referral
- wherever possible, contribute to any Strategy Discussion
- provide a report for, attend and contribute to any subsequent Child Protection Conference
- if the child or children become subject to a Child Protection Plan, contribute to the Plan and attend Core Group Meetings and Review Child Protection Conferences
- where possible, share all reports with parents prior to meetings

- where there is disagreement with a decision made, e.g. not to apply Child Protection Procedures or not to convene a Child Protection Conference, attempts should be made to address issues via line management. ([www.lscbnorthamptonshire.org.uk](http://www.lscbnorthamptonshire.org.uk) – chapter 7)  
(Advice can also be sought from Senior Education Welfare Officers or Northamptonshire Review and Conference Service)
- where a child is subject to a Child Protection Plan and moves from the school or goes missing, immediately inform the key worker in Social Care and Education Welfare Service

## 5. Recording and monitoring

The Designated Senior Person should ensure that:

- Accurate records are kept and clearly distinguish between observation, fact, opinion and hypothesis. All records will be signed and dated, any information given will be recorded verbatim, where possible, and a note made of the location and description of any injuries seen. (Appendix 4 – sample ‘Cause for Concern’ form)
- All safeguarding/child protection documents are retained in a ‘Child Protection/Safeguarding’ file, separate from the child’s main file. This will be kept securely and only accessible to the Headteacher and Senior Designated Persons.
- These records will be copied and the copy transferred to any school or setting the child moves to, clearly marked ‘Child Protection/Confidential, for attention of Designated Person Child Protection.’) The sending and receiving of files should be evidenced. The original file should be kept by the establishment.  
([www.rms-gb.org.uk/resources/848](http://www.rms-gb.org.uk/resources/848))
- When details of the receiving establishment are not known, schools should follow the ‘Missing Child’ procedure. If the child is subject to a Child Protection Plan the Social Worker must be informed and arrangements must be made to transfer the files.
- When admitting a new pupil where there are existing child protection records that have not been passed on, these records must be chased within a reasonable timescale

## 7. Supporting the Child and Partnership with Parents

- School recognises that the child’s welfare is paramount, however good child protection/safeguarding practice and outcome relies on a positive, open and honest working partnership with parents
- Whilst we may, on occasion, need to make referrals without consultation with parents, we will make every effort to maintain a positive working relationship with them whilst fulfilling our duties to protect any child. The impact on outcomes for children must be borne in mind when making any decisions about discussing concerns with parents/carers
- We acknowledge that lack of parental consent should not be a barrier to services for children
- We will provide a secure, caring, supportive and protective relationship for the child

- Children will be given a proper explanation (appropriate to age & understanding) of what action is being taken on their behalf and why
- We will endeavour always to preserve the privacy, dignity and right to confidentiality of the child and parents. The Designated Senior Person will determine which members of staff “need to know” personal information and what they “need to know” for the purpose of supporting and protecting the child and themselves.

### Safeguarding Vulnerable Adults

Any concerns relating to vulnerable adults contact Adult Care Team

Email - [adultcare@northamptonshire.gov.uk](mailto:adultcare@northamptonshire.gov.uk)

Call 01604 362 900

<http://www.northamptonshire.gov.uk/en/councilservices/asc/services/va/Pages/Safeguarding.aspx>

## **ALLEGATIONS AGAINST PEOPLE WHO WORK WITH CHILDREN**

All school staff should take care not to place themselves in a vulnerable position with a child (Safer Working Practice - <http://www.teachernet.gov.uk/docbank/index.cfm?id=8200>)

### **1. Managing Allegations**

**Where there is either a concern about, or an allegation is made against, any person working in or on behalf of the school, that he or she has:**

- a. behaved in a way that has harmed a child or may have harmed a child
- b. possibly committed a criminal offence against or related to a child or
- c. behaved towards a child or children in a way that indicates s/he is unsuitable to work with children.

Greens Norton CE Primary.school will follow the LSCBN Inter-Agency Procedure

‘Managing Allegations of Abuse Made Against People who Work with Children’  
([www.lscbnorthamptonshire.org.uk](http://www.lscbnorthamptonshire.org.uk) – chapter 5.2)

All allegations are taken seriously and investigated properly and in line with agreed procedures.

### **Initial Action**

- The person who has received an allegation or witnessed an incident will immediately inform the Headteacher and make a record. (If the person receiving information or witnessing an incident is from an external service or agency then they should also notify their own line manager.)
- In the event that an allegation is made against the Headteacher the matter will be reported to the Chair of Governors who will proceed as the ‘Headteacher’
- The Headteacher will take steps, where necessary, to secure the immediate safety of children and attend to any urgent medical needs

- The member of staff will not be approached at this stage unless it is necessary in order to address the immediate safety of children
- The Headteacher may need to clarify any information regarding the allegation, however no person will be interviewed at this stage

### Initial Consideration

- The Headteacher will have an initial consultation with operational Education Local Authority Designated Officer (LADO)

Contact details as follows:

Christine Churchman	01604 364064	South
Jill Sneddon	01604 361384	North
Gerry Barr	01604 362026	non-education personnel

- Consideration will be given throughout to the support and information needs of pupils, parents and members of staff
- The Headteacher will liaise with the Chair of Governors.

## 2. Whistleblowing

- We recognise that children cannot be expected to raise concerns in an environment where staff fail to do so.
- Greens Norton CE Primary School recognises that the ethos of the school should be one where concerns can be raised easily.
- Greens Norton CE Primary School has a 'Whistleblowing' policy.
- All staff should be aware of their duty to raise concerns about the attitude or actions of colleagues.

The policy has been developed in accordance with the principles established by Children Act 1989 and Children Act 2004 and is in line with:

- Sections 175 and 157 of the Education Act 2002, implemented June 2004
- 'Safeguarding Children and Safer Recruitment in Education' (DfES 2007)
- Northamptonshire Local Safeguarding Children Board Inter-Agency Child Protection Procedures [www.lscbnorthamptonshire.org.uk](http://www.lscbnorthamptonshire.org.uk)
- "Working Together To Safeguard Children" (DCSF 2010)
- 'What To Do If You Are Worried A Child is Being Abused' (DfES2006)

and applies to all adults, including volunteers, working in or on behalf of the school.

(Policy developed by Senior Education Welfare Officers/Safeguarding January 2011)

(Acknowledgement to North Yorkshire Education Child Protection and Safeguarding Managers with acknowledgement that they have included information from the CAPE sample school policy.)

## Appendix 1

Useful numbers/links

### Initial Contact Team Children and Young People's Service

Tel No	0300 126 1006
Fax	0300 126 8900
E.mail	<a href="mailto:CYPInitialcontacts@northamptonshire.gov.uk">CYPInitialcontacts@northamptonshire.gov.uk</a>
Visit	<a href="http://www.northamptonshire.gov.uk/cyps">www.northamptonshire.gov.uk/cyps</a>

Out of Hours	01604 626938
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Northampton Review & Conference Service	01604 654040
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Police Child Abuse Investigation Unit	03000 111 222
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Education Welfare Service:	
South - Northampton	01604 36 4064
North – Kettering	0300 126 1013

Human Resources

Laura Jones, [lfjones@northamptonshire.gov.uk](mailto:lfjones@northamptonshire.gov.uk) Tel: 01604 236323

Safeguarding Vulnerable Adults

<http://www.northamptonshire.gov.uk/en/councilservices/asc/services/va/Pages/Safeguarding.aspx>

01604 362 900

## **Appendix 2** **Useful Documents**

'Safeguarding Children and Safer Recruitment in Education' (DfES 2006) Search title in [www.ecm.gov.uk](http://www.ecm.gov.uk)

'What To Do If You're Worried A Child Is Being Abused' – (DfES 2005) Search title in [www.ecm.gov.uk](http://www.ecm.gov.uk)

'Information Sharing: Practitioners' Guide' (DfES 2006)  
[www.everychildmatters.gov.uk/informationsharing](http://www.everychildmatters.gov.uk/informationsharing)

'Working Together to Safeguard Children' (DfES 2010) Search title in [www.ecm.gov.uk](http://www.ecm.gov.uk)

Northamptonshire Local Safeguarding Children Board 'Inter-Agency Child Protection Procedures' (LSCBN 2010) [www.lscbnorthamptonshire.org.uk](http://www.lscbnorthamptonshire.org.uk)

'Recognition and Referral of Possible Child Abuse' (LSCBN 2010)  
[www.lscbnorthamptonshire.org.uk](http://www.lscbnorthamptonshire.org.uk)

Northamptonshire Children and Young People's Partnership 'Integrated Working – guidance for Practitioners and Managers including 'Matrix of Vulnerability'  
[www.northamptonshire.gov.uk](http://www.northamptonshire.gov.uk) 'Integrated Working in search engine

Common Assessment Framework – [www.northamptonshire.gov.uk/caf](http://www.northamptonshire.gov.uk/caf) [www.ecm.gov.uk](http://www.ecm.gov.uk)

LSCBN Training Programme [www.lscbnorthamptonshire.org.uk](http://www.lscbnorthamptonshire.org.uk) - Adults working with children/Training Information

LSCBN Inter-Agency Referral Form – [www.lscbnorthamptonshire.org.uk](http://www.lscbnorthamptonshire.org.uk) Worried about a Child/Person Working with a Child

Records Keeping Management Tool Kit – [www.rms-gb.org.uk/resources/848](http://www.rms-gb.org.uk/resources/848)

Guidance on child protection records retention and Storage (England and Wales) Search title in – [www.nspcc.org.uk](http://www.nspcc.org.uk)

School to School (s2s) – [www.teachernet.gov.uk/s2s](http://www.teachernet.gov.uk/s2s)

Guidance for Safer Working Practice  
<http://www.teachernet.gov.uk/docbank/index.cfm?id=8200>

## **USEFUL WEBSITES**

Keeping Children Safe Online

[www.ceop.gov.uk](http://www.ceop.gov.uk)  
[www.missdorothy.com](http://www.missdorothy.com)  
[www.ceop.org.uk/thinkuknow](http://www.ceop.org.uk/thinkuknow)

Bullying & child abuse

[www.anti-bullyingalliance.org](http://www.anti-bullyingalliance.org)  
[www.kidscape.org.uk](http://www.kidscape.org.uk)  
[www.childline.org.uk](http://www.childline.org.uk)  
[www.nspcc.org.uk](http://www.nspcc.org.uk)

## Appendix 3

### **TRAINING**

The following training is available from  
[www.northamptonshire.gov.uk/cpd/asi](http://www.northamptonshire.gov.uk/cpd/asi)

**‘SENIOR DESIGNATED PERSON FOR CHILD PROTECTION’**

**‘MANAGING ALLEGATIONS’ for Headteachers and Chairs of Gove**

**‘GOVERNORS’ RESPONSIBILITIES FOR SAFEGUARDING CHILDREN IN EDUCATION’  
for nominated Governor**

**‘SAFER RECRUITMENT’**

(Also available on line [www.cwdcouncil.org.uk/safeguarding/safer-recruitment](http://www.cwdcouncil.org.uk/safeguarding/safer-recruitment))

### **INTER AGENCY TRAINING**

Brochure - [www.lscbnorthamptonshire.org.uk](http://www.lscbnorthamptonshire.org.uk)

### **COMMON ASSESSMENT TRAINING**

[www.northamptonshire.gov.uk/caf](http://www.northamptonshire.gov.uk/caf)

Appendix 4

SAFEGUARDING CHILDREN IN EDUCATION

STUDENT WELFARE - CHILD PROTECTION

Pupils Name: \_\_\_\_\_

Form: \_\_\_\_\_

Date: \_\_\_\_\_

Time: \_\_\_\_\_

**Areas of Concern**

**Advice/Action**

Member of Staff: \_\_\_\_\_ Signed: \_\_\_\_\_

Passed to Designated Person – Name: \_\_\_\_\_ Date: \_\_\_\_\_