



EBOR ACADEMY TRUST

Policy Number

4B

To be read in conjunction with Policy no. 4 & 4A
Child Protection Procedures for Staff

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1. 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 2022 (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**
- **The school Safeguarding and Child Protection Policy of Intent** - 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 2022** the full document (includes management of safeguarding, safer recruitment and allegations against staff guidance)
- **The School Safeguarding Whistleblowing policy guidance**

2. 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'**.*

3. 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

4. Responding to concerns or disclosures

'Never do nothing – Do the simple things well'

1. It is essential to keep detailed, accurate and accessible records in order to protect children effectively. At all times Information Sharing guidance and GDPR (2018) will be followed.
2. All staff are made aware of the need to record and report concerns about a child or children within our school immediately to the DSL
3. All reports of concern and other entries on a child's Child Protection file must include a record of actions taken by the internal referrer or DSL.

4. All staff with an Ebor school email account have access to CPOMS and should log concerns and incidents using 'add an incident' and alert the DSL/DDSL using CPOMS. Other staff without a school email account and no access to CPOMS should speak to the DSL/DDSL and record such concerns or disclosures on a 'Record of Concern' sheet and if needed a Body Map. Copies of these can be found outside the Hub Office at the Infant School or in the Staffroom at the Junior School.

For URGENT matters the DSL (Ext. 3802) / DDSL (Exrt. 3705) must be contacted immediately either via telephone or over the radio.

5. The DSL is responsible for such records and for deciding at what point these records should be shared with, or transferred to other agencies or schools, in consultation with the Headteacher or appropriate Senior Manager.
6. Individual child files are stored electronically on CPOMS. Previous paper copies have now been scanned and uploaded to the child's individual CPOMS (siblings linked where necessary). Only the DSLs, Headteacher and other appropriate Senior Leaders or Pastoral Staff have access to these files.
7. The information in these files may be shared with other agencies as appropriate and in some cases used as evidence by other agencies in line with current Information Sharing guidance and GDPR (2018).
8. Only factual verified information is recorded as such. Information 'reported' by outside individuals is clearly indicated as such.
9. Parents may request to read their child's file under Subject Access Request or GDPR. School will seek legal or safeguarding advice if such a request is made in order to ensure that only appropriate information is disclosed depending on the circumstances and any '3rd party' information that will need to be redacted.
10. The DSL will decide what information needs to be shared within school with whom and when on a case by case basis. Confidentiality is essential but staff working with children can only provide effective support and monitor concerns if they are made aware that there are concerns or at the least that individual children are being monitored.
11. Child protection records are reviewed each term to check whether any action, advice or updating is needed.

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

5. 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
- Tell me what happened - Explain what you mean - Describe 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.

6. 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*

7. 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 the 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 school's 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 headteacher 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 Whistleblowing guidance
- KCSiE part 2 and part 4 '*Managing Allegations against teachers and other staff*'

8. 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 with the 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.

- ***The Flowcharts on the last 2 pages give clear guidance to Staff on the school recording and reporting procedure that MUST be followed immediately when a concern is raised/realised***

9. Child Protection Record of Concern or Disclosure

Complete and hand the DSL or Headteacher in urgent cases immediately or less urgent on the same day.

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

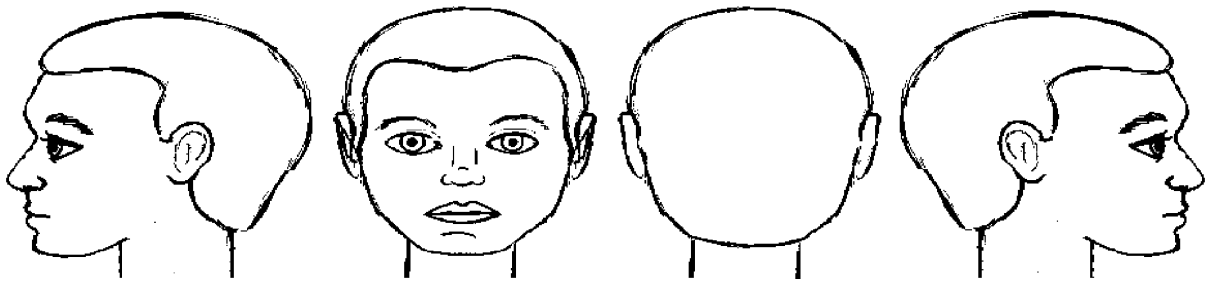
<p align="center">Child Protection Record of Concern - Body Map (Attach to Record of Concern Form)</p>							
Name of Child:							
Date of Birth				Date of completion:			
Full Description of Injury							
Signed:				Position:			

10. BODY MAP

SCHOOL: _____

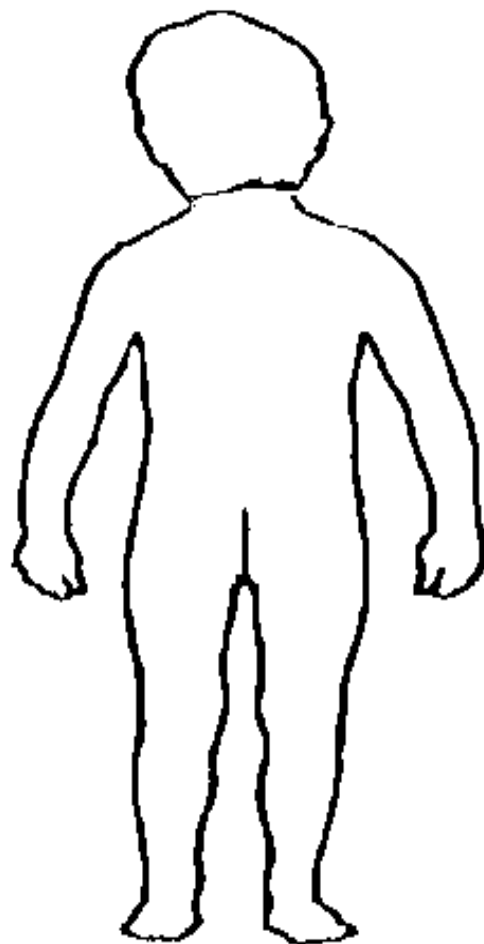
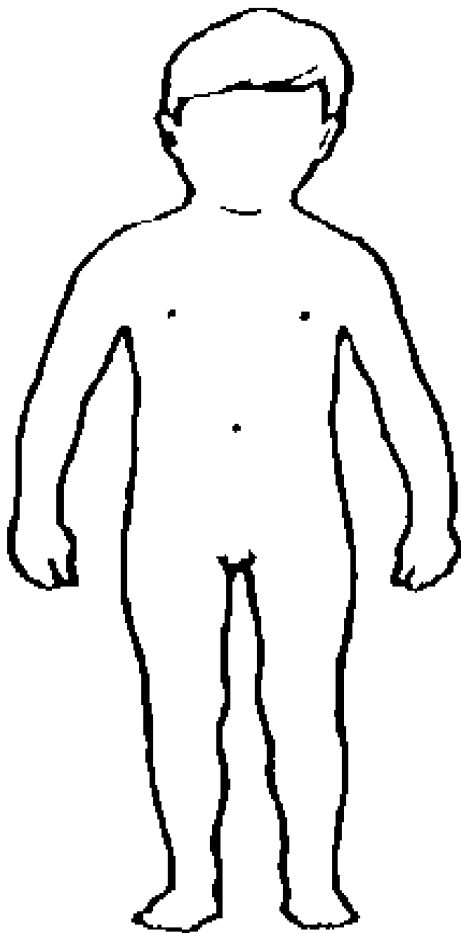
DATE: _____

CHILD INITIALS: _____



Left Side

Right Side



BODY MAP CONTINUED.



Left Hand

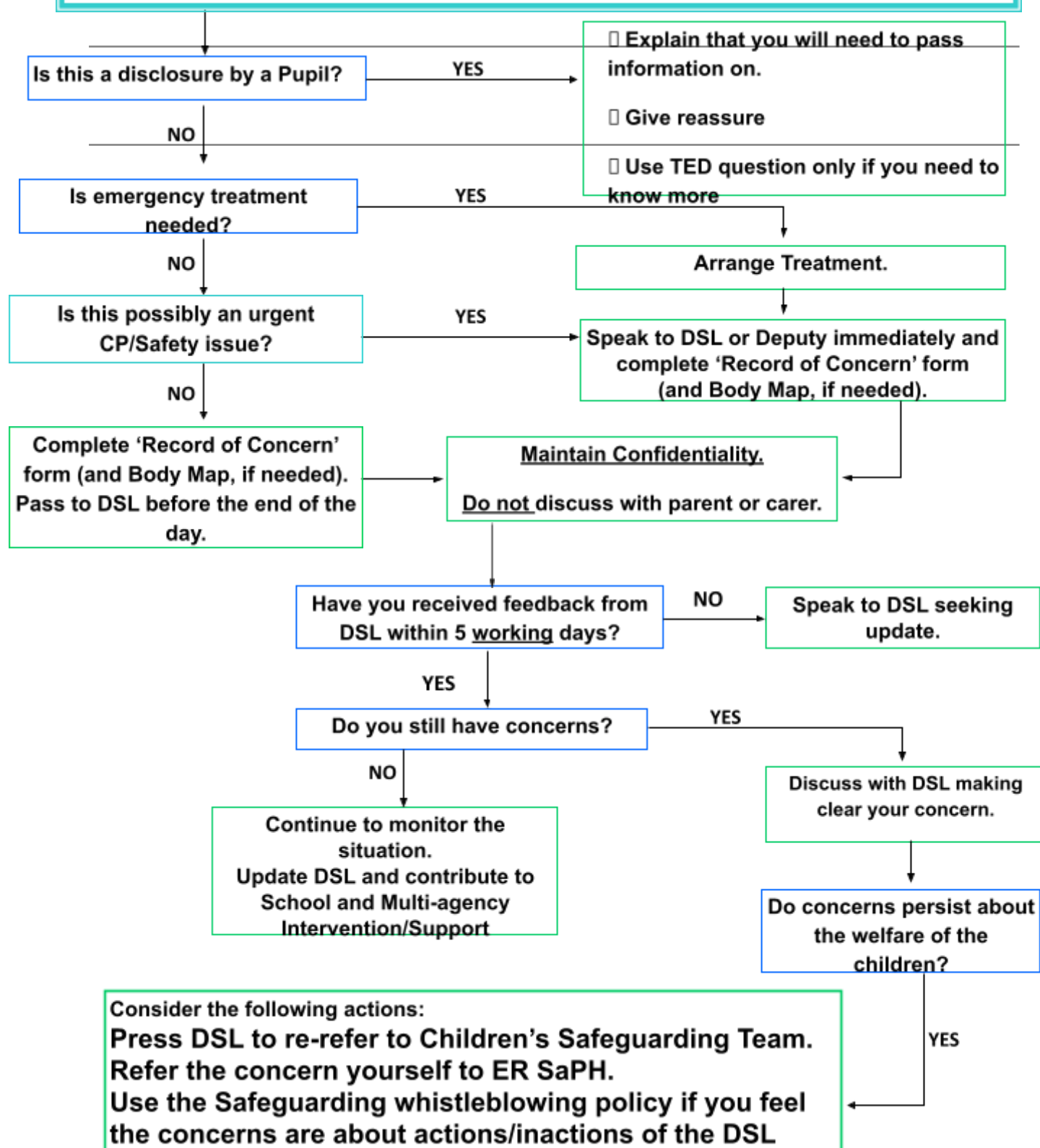
Right Hand



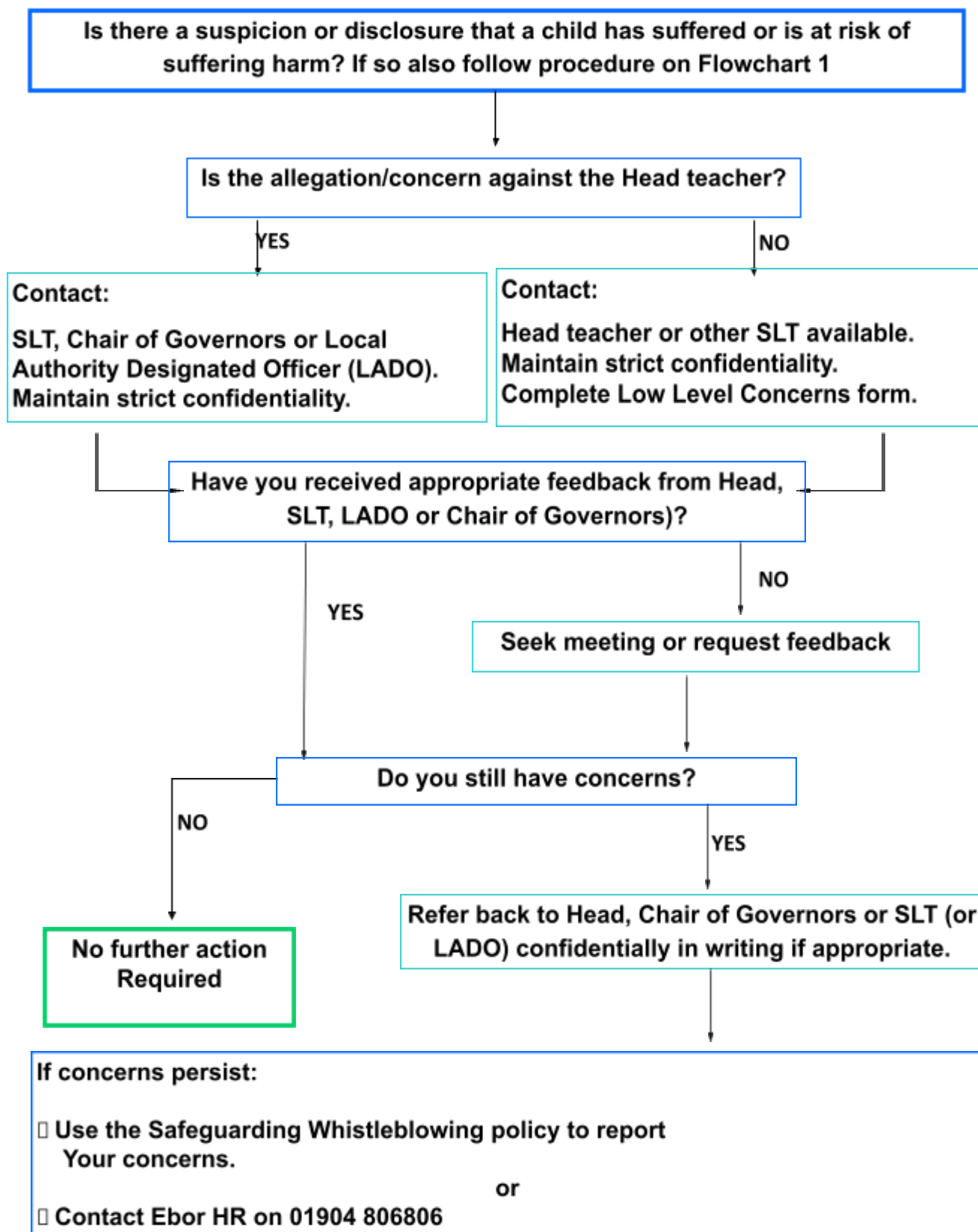
Left Foot

Right Foot

Flowchart 1:
Suspicion or disclosure that pupil has suffered or is at risk of suffering harm.
What you must do:



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:



Child Protection Responsibility & contact list - **2022/2023**

Agency	Name and Role	Contact details
School Designated Safeguarding Lead	Mrs Zoey Newsham Deputy Head Teacher with DSL responsibility	Email: z.newsham@ebor.academy Tel: internal 3802 Tel: 01482 648082
Deputy DSL	Mrs Lisa Nicholson Safeguarding and Wellbeing Officer with DDSL responsibility	Email: l.nicholson@ebor.academy Tel: internal 3705 Tel: 01482 648082
Designated Safeguarding Governor	Revd. Carol Tetley Designated Safeguarding Governor	Email: admin.asf@ebor.academy Marked FAO: DSG, Revd. Carol Tetley Tel: 01482 648082 (school)
Designated Looked after child teacher	Mrs Zoey Newsham Deputy Head Teacher and DT for LAC and PLAC	Email: z.newsham@ebor.academy Tel: internal 3802 Tel: 01482 648082
Chair of Governors	Mrs Rose Tyler Chair of Governors	Email: admin.asf@ebor.academy Mark FAO: Chair of Governors, Mrs Tyler Tel: 01482 648082 (school)
Local Safeguarding Hub - ER - Safeguarding and Partnership Hub	CP initial referral Support & Advice: Intensive & Specialist Safeguarding support 1. Urgent C P concerns 2. Consultation with Social Worker	Mon to Thu 8:30am – 5:00pm Fri 8:30am – 4:30pm 01482 395500 Request for service forms to: safeguardingchildrenshub@eastriding.gov.uk
Children's Emergency Duty Team - ER	Urgent CP concerns outside of office hours where a child is at risk of significant harm.	01482 393939
Local Safeguarding Hub - Hull - EHASH	CP initial referral Support & Advice: Intensive & Specialist Safeguarding support 1. Urgent C P concerns 2. Consultation with Social Worker	Mon to Thu 8:30am – 5:00pm Fri 8:30am – 4:30pm 01482 448879 Request for service forms to: EHASH@hullcc.gov.uk
Children's Emergency Duty Team - Hull	Urgent CP concerns outside of office hours where a child is at risk of significant harm.	01482 300304
Local Authority Designated Officer	Referral of possible allegations against staff & volunteers.	LADO@eastriding.gov.uk