



## **Safeguarding and Child Protection Policy for Schools**

**Date of issue: September 2015**

**Date of review: September 2016**

# **Safeguarding and Child Protection Policy Pennyhill Primary School**

# Policy Review

This policy will be reviewed in full by the Governing Body on an annual basis.

The policy was last reviewed and agreed by the Governing Body on (*insert date*).

It is due for review on *insert date* (up to 12 months from the above date).

Signature .....

Date .....

Head Teacher

Signature .....

Date .....

Chair of Governors

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## 1. Introduction

- 1.1 This document is the Safeguarding and child protection Policy for Pennyhill Primary School.
- 1.2 This policy applies to all staff (teaching and non-teaching), governors and volunteers, temporary and supply/visiting staff working in the school. It will be reviewed annually by the Governing Body, and is in line with the expectations of Ofsted/ISI which inspects safeguarding arrangements as part of the school's Leadership and Management and the requirements of the (Local) Safeguarding Children Board (LSCB).
- 1.3 The principles embedded in this policy link into other policies relating to: Health and Safety, PSHE, Sex and Relationship Education, Anti-bullying, Equal Opportunities, Special Educational Needs, Confidentiality, Attendance, Substance Misuse (including drugs and alcohol), Racism and Homophobia, Educational visits, E- safety, Combating Extremism, School Security etc.
- 1.4 Safeguarding and promoting the welfare of children is defined by the Department for Education as:
  - protecting children from maltreatment
  - preventing impairment of children's health or development
  - Ensuring children are growing up in circumstances consistent with the provision of safe and effective care.
  - Taking action to enable all children to have the best outcomes.
- 1.5 Child protection is a part of safeguarding and promoting welfare. It refers to the activity that is undertaken to protect specific children who are suffering, or are likely to suffer, significant harm.
- 1.6 This Safeguarding and Child Protection Policy forms one part of the schools safeguarding responsibilities and should be read in conjunction with the Safer Recruitment Policy, Behaviour Policy, Attendance Policy, Physical Intervention Policy, Anti-Bullying Policy, Mobile Phone Usage Policy and any other relevant policies.

<b>Purpose of a Safeguarding and child protection Policy</b>	<b>To inform all members of staff, parents, volunteers and governors about the school's responsibilities for safeguarding children and their responsibilities therein</b>
<b>Sandwell Safeguarding Children Board (SSCB)</b>	The school follows the procedures agreed by Sandwell Safeguarding Children Board (SSCB)
<b>School Staff &amp; Volunteers</b>	<p>School staff are well placed to observe the outward signs of abuse. The school will therefore:</p> <p>Ensure that all school staff and volunteers receive safeguarding children training, to help identify concerns.</p> <p>Ensure that all staff is aware of this policy and those relating to the safeguarding of children</p>
<b>Principles</b>	<p>This school recognises its responsibility to protect and safeguard the welfare of the children and young people entrusted to its care by establishing a safe and trusting environment in which children can learn and develop. The policy applies to all children between the ages of 0-18 whose care and education comes within the remit of this school/college. (For some special schools this age range goes beyond 18).</p> <p>The staff and Governing Body of this school are committed to establishing and maintaining an environment where children feel secure, are encouraged to talk, and are listened to. We will ensure that children know that there are adults in the school who they can approach if they are worried and that the principles of confidentiality are made clear to children and young people. The school promotes a positive, supportive and secure ethos, giving pupils a sense of being valued.</p> <p>To ensure children know that there are adults in the school whom they can approach if they are worried.</p> <p>This school also recognises its duty to work with other agencies in protecting children from harm and in responding to concerns about possible abuse, including the Police, Child and Adolescent Mental Health Services, Attendance &amp; Prosecution Service, Inclusion Support Service and other agencies/services coming into school to support individual pupils/groups of pupils</p> <p>To ensure that children who are subject to multi-agency plans are supported by the school as defined in that plan.</p> <p>To develop and deliver the PSHE curriculum to create</p>

	<p>opportunities for children to develop the skills they need to recognise and stay safe from harm including Domestic Violence and Abuse (DVA), Child sexual exploitation (CSE), Female Genital mutilation (FGM) Honour based Violence (HBV) and Forced Marriage (FM).</p> <p>To include training.</p> <p>To encourage pupils to respect the fundamental British values of democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs. We ensure that partisan political views are not promoted in the teaching of any subject in the school and where political issues are brought to the attention of the pupils, reasonably practicable steps have been taken to offer a balanced presentation of opposing views to pupils</p> <p>To contribute to children being healthy, safe, enjoying and achieving, making a positive contribution and achieving economic well-being.</p> <p>The school will ensure that parents have an understanding of the responsibility placed on staff for child protection by setting out its obligations in the school prospectus. The school's child protection policy is made available to parents on request and published on the school website.</p>
<p><b>Implementation, Monitoring and Review of the Safeguarding and child protection Policy</b></p>	<p>The Designated Senior Person will ensure that the school's child protection policy is put on the agenda of the Governing Body once a year for discussion, monitoring, review and renewal. In this way the Governing Body authorises the DSP for Child Protection to carry out his/her responsibilities as outlined in the statutory Guidance</p>

## 2. Statutory Framework

2.1 In order to safeguard and promote the welfare of children, the school will act in accordance with the following legislation and guidance:

- The Children Act 2004
- Sandwell Safeguarding Children Board Inter-Agency Procedures
- Working Together to Safeguard Children (HM Government 2015)
- The Education (Pupil Information) (England) Regulations 2005
- Dealing with Allegations of Abuse against Teachers and Other Staff (DfE 2011)
- Keeping Children Safe in Education (2015)
- Education Act 2002 (section 175/157)
  - Section 175 of the Education Act 2002 requires local education authorities and the governors of maintained schools and further education (FE) colleges to make arrangements to ensure that their functions are carried out with a view to safeguarding and promoting the welfare of children.
  - Section 157 of the same act and the Education (Independent Schools Standards) (England) Regulations 2003 require proprietors of independent schools (including academies and city technology colleges) to have arrangements to safeguard and promote the welfare of children who are pupils at the school.

2.2 “Working Together to Safeguard Children” (2015) requires all schools to follow the procedures for protecting children from abuse which are defined by Sandwell Safeguarding Children Board and have appropriate procedures in place for responding to all concerns of actual or suspected abuse including allegations against members of staff in a position of trust. The best way to safeguard a child is through effective early help and prevention so it is important to carry out effective early help assessment and take on the role of the Lead Professional. Sandwell’s multi-agency Threshold Document explains early help and expectations more in depth.

2.3 ‘Keeping Safe in Education’ (2015) places the following statutory duties on all schools:

- Schools should be aware of and follow the procedures issued by Sandwell Safeguarding Children Board
- Staff should be vigilant to signs of abuse and to whom they should report any concerns on to
- Schools should have procedures in place which are disseminated to all staff for handling suspected or actual cases of abuse of pupils, including procedures to be followed in the case of allegations against persons in a position of trust

- Every school should have Designated Senior Person who is a member of the senior management team and responsible for co-coordinating safeguarding/child protection work within the school and liaising with other agencies as appropriate
- Staff with designated responsibility for safeguarding and child protection should receive appropriate single agency and multi agency training approved by SSCB at least every two years
- All other staff in school should receive training to raise their awareness of signs and symptoms of suspected or actual abuse and the procedures they should follow at least every three years.
- That all schools and FE colleges should share information and work in partnership with other agencies when there are concerns about a child's welfare.



### 3. The Designated Senior Person

- 3.1 The Designated Senior Person (DSP) for child protection will co-ordinate action on child protection within the school. This includes ensuring that all staff, teaching and non-teaching (including supply staff) know who the Designated Member of Staff is and that they are aware of their individual responsibility to be alert to the signs of abuse and to discuss any concerns with the Designated Member of Staff. Also that they are aware of what happens once a concern has been raised.
- 3.2 NAME: Mrs Michelle Williams is the DSP for Child Protection and is a member of the senior leadership team.
- 3.3 A Deputy DSP should be appointed to act in the absence/unavailability of the DSP.
- 3.4 The Deputy Designated Senior Persons for Child Protection in this school are:  
NAMES: Miss Elaine Williams / Miss Marianne Woolvin
- 3.5 In the absence of the DSP and the deputy DSP the most senior member of staff in school will assume responsibility for any child protection matters that arise.
- 3.6 (Early Years provision run by the school will need to allocate a separate person to this role in view of operating before and after standard school times).
- 3.7 It is the role of the Designated Senior Person for Child Protection to:
- Ensure that she receives refresher training at least every two years
  - To keep her knowledge and skills up to date
  - Ensure that all staff who work with children undertakes appropriate training to equip them to carry out their responsibilities for safeguarding children at least every three years which will enable them to recognise the signs and symptoms of abuse including Domestic Violence and Abuse (DVA), Child sexual exploitation (CSE), Female Genital mutilation (FGM), Honour based Violence (HBV) and Forced Marriage (FM).
  - Ensure there are effective induction in safeguarding and child protection for all adults working in the school, be they staff or volunteers, including supply agency staff which are to be undertaken no longer than 10 working days of commencement of their contract
  - Make sure that concerns are raised by staff/volunteers when necessary
  - Offer support and guidance to all adults working within the school on matters of safeguarding and child protection.
  - Ensure that the names and contact details of the DSP/Deputy are on display for all staff, parents, pupils and visitors to the school
  - Ensure that (whenever possible) the Designated and Deputy Designated Persons are not out of school at the same time. If they are absent arrangements should be in place to ensure their duties are covered during their absence.

- Ensure that the telephone number for the Contact Centre is available and easily accessible to staff in case, for any reason, the DSP and Deputy are not contactable, in order to ensure there is no unwarranted delay in referral
- Discuss concerns as required with outside agencies e.g. specific agency for single need (e.g. speech and language, Inclusion Support), early intervention multi-agency (e.g. Early Help process) or Multi Agency Safeguarding Hub (MASH) /existing social worker (child protection/significant harm concerns)
- Complete all necessary paperwork and correspondence including referral forms to the Early Help team or MASH in regard to safeguarding and child protection referrals
- Ensure that the school is represented by a Designated Person for Child Protection at child protection conferences, core groups and multi-agency meetings about 'Children in Need'. It is the Designated Person for Child Protection who should attend Child Protection Conferences rather than another representative. If this is not possible, the Deputy Designated Person should attend. If neither can attend apologies must be given and a written report must be submitted prior to the conference
- Compile and submit a written report regarding children who are subject to child protection conferences. This should be shared with parents before the conference takes place –Ensure there is appropriate representation on Core Groups when a child is on a child protection plan. If the most appropriate person is a class teacher, there must be joint working with the Designated Person – consider appropriate safeguarding supervision arrangements.
- Ensure there is appropriately trained staff to lead on and that all staff is aware of the Early Help process
- Ensure that relevant staff are informed and advised about appropriate action when a child is subject to a Child Protection Plan
- Ensure that welfare records are kept securely and confidentially (locked and with limited access)
- Ensure that safeguarding and child protection records are chronologically recorded, with significant incidents or events clearly highlighted. These records should be reviewed regularly and focus on outcomes for the child/children.
- Ensure that records are transferred when a child changes school.
- Ensure mechanism is in place to support the Designated Persons for Child Protection in specific regard to their welfare responsibilities e.g. weekly/monthly one to one meetings between the Designated and Deputy Designated Persons to offer mutual support.
- Keep the school's SMT, Governors, Local Authority and SSCB informed about safeguarding and child protection issues as requested
- Provide guidance to parents, children and staff about obtaining suitable support

- Discuss with new parents the role of the DSP and the role of safeguarding in the school. Make parents aware of the safeguarding procedures used and how to access the safeguarding and child protection policy.

## 4. The Governing Body

4.1 The Governing Body has overall responsibility for ensuring that there are sufficient measures in place to safeguard the children in their establishment. It is recommended that a nominated governor for child protection is appointed to take lead responsibility.

4.2 The nominated governor for child protection is:

NAME Mrs D Wright

4.3 In particular the Governing Body must ensure that:

- Safeguarding and child protection policy and procedures are in place and reviewed annually
- Safe recruitment procedures are in place and reviewed annually
- Position of trust procedures are in place and reviewed annually
- A DSP who is a senior member of school leadership team is appointed and notify the LA of any changes in personnel to this role
- there is a dedicated teacher for Looked after Children who have been appropriately trained. This staff member has a key role in promoting the educational achievement of Looked after Children and engaging with the DSP.
- A member of the Governing Body (usually the Chair) is nominated to be responsible in the event of an allegation of abuse being made against the Head Teacher
- Relevant safeguarding/child protection training is accessed by all school staff/volunteers according to their role and responsibilities
- That they receive an annual report from the DSP regarding safeguarding/child protection work including details of early help involvement and the lead professional role which has been undertaken in the year which is shared with the LA or other appropriate body.
- Deficiencies or weaknesses in safeguarding arrangements are remedied without delay, liaising with relevant bodies for support as required
- The governors support the Designated Member of Staff for Child Protection in carrying out his/her responsibilities as outlined in 'Keeping Children Safe in Education', (April 2014) and role in Job Description.

## 5. School Procedures – Staff Responsibilities

- 5.1 All school staff and volunteers need to be alert to the potential abuse of children both within their families and from other sources including members of the school community.
- 5.2 If any member of staff is concerned about a child the Designated Senior Person (or the rep in their absence) must be informed immediately. There is an absolute responsibility for all members of the school to respond to any suspected or actual abuse of a child in accordance with these procedures.
- 5.3 The member of staff must record information regarding the concerns and ensure the written record is passed to the DSP on the same day. The recording must be a clear, precise, factual account of the observations. A record of concern proforma is available on the Sandwell Extranet Safeguarding Virtual Office.
- 5.4 There may be emerging needs or adversities faced by children and their families that could be addressed through early help. [Sandwell's Multi Agency Threshold document](#) (available on the [SSCB Website](#)) will guide you on what is the most appropriate level of support for families based on their level of need. The COG Teams are available for early advice and support prior to getting to the point when things need to go to MASH.
- 5.5 The school will robustly monitor the attendance of children on roll in the school in line with the Attendance Policy. When a safeguarding/child protection concern is raised, attendance concerns will be shared with partner agencies in accordance with local information sharing protocols.
- 5.6 The Designated Senior Person will decide whether the concerns should be referred to children's social care via the MASH. If it is decided to make a referral to children's social care this will be discussed with the parents and consent sought, unless to do so would place the child at further risk of harm, place a vulnerable adult at risk or compromise any enquiries that may need to be made.
- 5.7 When concerns have been raised regarding a child or they are subject to any multi-agency work a written record will be kept securely and separately from the child's main pupil record.
- 5.8 Whenever a child transfers to another school all school records, including safeguarding/child protection files will be sent to the receiving school in a secure manner and relevant agencies will be informed of the new school that the child has moved to.
- 5.9 The Designated Senior Person is responsible for making the senior leadership team aware of trends in behaviour that may affect pupil welfare. If necessary, training will be arranged.
- 5.10 All staff and volunteers should be aware that the main categories of abuse are:
  - **Physical abuse**
  - **Emotional abuse**
  - **Sexual abuse**

- **Neglect**

5.11 All staff and volunteers should be concerned about a child if he/she presents with indicators of possible significant harm – see Appendix A for details.

## **6. Dealing with a Disclosure**

- 6.1 Where a pupil actually discloses that he/she has been abused the following guidelines must be followed:

### **RECEIVE**

- 6.2 If a child wants to talk to you, never ask them to come back later. Ask them what they want to talk to you about and, if you are concerned about their welfare, give them the time to speak to you.
- 6.3 Never promise confidentiality, inform the child that you are happy to talk to them but if they tell you anything that you believe may be putting them at harm that you will have to talk to someone.
- 6.4 Listen carefully to the child. Do not stop a child who is freely recalling information.
- 6.5 Where a child is visibly upset or has an obvious injury, It is good practice to ask a child why they are upset or how an injury was caused, or respond to a child wanting to talk to you to help clarify vague concerns and result in the right action being taken.

### **REACT**

- 6.6 If you need to clarify information ask open-ended questions e.g. "Is there anything you'd like to tell me?", "Can you explain to me..." "Can you describe to me...."
- 6.7 Never ask leading or suggestive questions e.g. 'Did he/she do anything that they shouldn't have done?'
- 6.8 Never ask 'accusing' questions e.g. "Why didn't you tell someone earlier?"
- 6.9 Never criticise the alleged perpetrator, it may be someone that they will continue to live with.
- 6.10 Never ask the pupil to repeat their disclosure for any other member of staff; it is your responsibility to share the information
- 6.11 These four factors may compromise enquiries that need to be made later by children's social care or Police.

### **REASSURE**

- 6.12 Ensure that the child is aware that they have done the right thing in talking to you and that they have not done anything wrong.
- 6.13 If you have any concerns that the child has been, or is at risk of harm, you must tell them that you will speak to someone to get help.

### **RECORD**

- 6.14 Make notes as soon as possible afterwards using the words that the child has used.
- 6.15 Do not record your assumptions and interpretations, just what you heard and saw.
- 6.16 Do not destroy original notes even if you later write things up more neatly and fully.

- 6.17 Record the date, time and place of the disclosure.
- 6.18 Sign any written records and identify your position in the school setting.
- 6.19 Do not ask a child to write an account or sign any of your documentation as this may compromise enquiries that need to be made later by children's social care or Police.

## **REFER**

- 6.20 Immediately inform the Designated Senior Person for child protection (insert details) or in their absence the Deputy Designated Senior Person for child protection (insert details) who will be responsible for following the appropriate procedures. In the absence of anyone being available in school, contact the Community Operating Group Social worker for advice.
- 6.21 To consult with your Designated Senior Person for child protection does not mean a referral has been made. This decision is the responsibility of the Designated Senior Person for child protection who will contact the appropriate agency as and when required.
- 6.22 If you are unhappy about the response you receive from your Designated Senior Person for child protection contact the Locality Community Operating Group (COG) for your area (numbers below) or, in their absence, contact the MASH Contact Centre on 0845 351 0131 where you may be put through to speak to a qualified social worker.

**UNDER NO CIRCUMSTANCES SHOULD YOU LEAVE SCHOOL WITHOUT DISCUSSING YOUR CONCERNS WITH SOMEONE.**



## 7. Making a Referral

- 7.1 A referral involves sharing information in line with Multi Agency Threshold Document to either the Early Help Team, with the consent of the parents/carers, Multi Agency Safeguarding Hub (MASH) or the Police in matters of immediate risk (see Appendix C).
- 7.2 Parents/carers should be informed if a referral is being made except in the circumstances outlined in communication with parents
- 7.3 However, inability to inform parents for any reason should not prevent a referral being made to children's social care via the MASH Service. It would then become a joint decision with Children's Services about how and when the parents should be approached and by whom.
- 7.4 If low level multi agency support is required for a child and/or their family, the Designated Senior Person for child protection will, with consent of the parent/carer, refer to the Early Help Team to enable the most appropriate services and support to be identified. This may be targeted multi-agency support to help the family resolve any identified concerns.
- 7.5 If the concerns are more complex and require statutory intervention then the Designated Senior Person for child protection will refer the matter to children's social care via the MASH service where a decision will be made whether any enquiries are needed under Section 17 (child in need enquiry) or Section 47 (child protection enquiry) of the Children Act 1989. A flowchart can be found at Appendix D detailing the referral procedure.

### How to make a referral to Childrens Social Care

- 7.6 **Step 1** - Complete a Multi Agency Referral Form (MARF) and send in to the MASHsecure email address on the front of the form. Be prepared to give as much of the following information as possible using the SAFER guidelines (see Appendix B)
- 7.7 **Step 2** - If a child is at imminent significant risk of harm/immediate danger (and reporting concerns cannot wait an hour while a MARF is completed) the referrer should consider telephoning 999 and children's social care's contact centre (0845 351 0131). A MARF will also need to be completed without delay
- 7.8 Accurately record the action agreed following the referral or that no further action is to be taken and the reasons for this decision noting with whom discussions were held and who made the decisions on the appropriate school form.

## **8. Confidentiality**

- 8.1 Safeguarding children raises issues of confidentiality that must be clearly understood by all staff/volunteers in schools.
- 8.2 All staff in schools, both teaching and non-teaching staff, have a responsibility to share relevant information about the protection of children with other professionals, particularly children's social care and the Police.
- 8.3 If a child wishes to confide in a member of staff/volunteer and requests that the information is kept secret, the member of staff/volunteer will tell the child, in an appropriate manner to the individual needs of the child, that they cannot promise confidentiality and may need to pass the information on to help keep the child or other children safe.
- 8.4 Staff/volunteers who receive information about children and their families in the course of their work should share that information within the expectations of the schools confidentiality policy and other relevant policies e.g. the safeguarding and safeguarding and child protection policy, SSCB inter-agency procedures.

## **9. Communication with Parents**

- 9.1 The school will always discuss concerns with parents/carers and consent for any referrals should be sought unless to do so would:
- Place the child at risk of significant harm or further risk of significant harm.
  - place a vulnerable adult at risk of harm
  - compromise any enquiries that need to be undertaken by children's social care or the police
- 9.2 The school will endeavour to ensure that parents have an understanding of the responsibilities placed on the school and staff for safeguarding children.

## 10. Record Keeping

- 10.1 The importance of good clear child welfare and child protection record keeping has been highlighted in the learning from serious case reviews. Good up to date record keeping of concerns and action taken is essential for two main reasons:
- It helps schools identify causes for concern at an early stage. Often it is only when a number of seemingly minor issues are seen as a whole, that a pattern can be seen indicating safeguarding or child protection concern.
  - It helps schools monitor and manage their safeguarding practices and provides evidence of robust and effective safeguarding policy and practice
- 10.2 A record of a concern, suspicion or allegation should be made at the time of or as soon as possible after the event. Any member of staff receiving a disclosure of abuse from a child or young person, or noticing signs or symptoms of possible abuse in a child or young person, will make a written record within the hour recording the disclosure using the child's own words, what was said or seen and the location both of the abuse and the disclosure. Dates and times of events should be recorded as accurately as possible, together with a note of when the record was made.
- 10.3 A record should be made of any visible marks or injuries to a child that give cause for concern, this may be completed on a body map The child should not be examined intimately or pictures taken of any injuries/marks.
- 10.4 All records must be signed and dated clearly with the name of the signatory clearly printed.
- 10.5 When a child has made a disclosure, the member of staff/volunteer should:
- Make brief notes as soon as possible after the conversation using the appropriate form utilised by the school.
  - Not destroy the original notes in case they are needed by a court
  - Record the date, time, place and any noticeable non-verbal behaviour and the words used by the child
  - Record statements and observations rather than interpretations or assumptions
  - Distinguish fact from opinion
- 10.6 Children **MUST NOT** be asked to make a written statement themselves or to sign any records.
- 10.7 All records of a child protection nature (handwritten or typed) are given to the DSP before the end of the working day. These should be filed in individual pupil files in Chronological order and a Chronology of significant events should be maintained at the front of the file.
- 10.8 No copies should be retained by the member of staff or volunteer

10.9 The Designated Senior Person will ensure that all safeguarding records are managed and transferred in accordance with the Education (Pupil Information) (England) Regulations 2005.

## **11. Allegations Involving School Staff/ Volunteers**

- 11.1 An allegation relates to an adult who works with children (in a paid or unpaid capacity) and they have:
- behaved in a way that has harmed or may have harmed a child
  - possibly committed a criminal offence against, or related to, a child
  - behaved towards a child or children in a way that indicates he or she would pose a risk of harm if they work regularly or closely with children.
- 11.2 In these circumstances, the allegation should be taken seriously and the headteacher/principal, who has the responsibility for managing allegations against persons in a position of trust in school, should be informed immediately.
- 11.3 It is not the responsibility of the person receiving the allegation to make any enquiries or discuss the allegation with any one other than the Head Teacher.
- 11.4 As with all other concerns about the welfare of children, the member of staff receiving the allegation should make a written record of the allegation using the informant's words - including time, date and place where the alleged incident took place, brief details of what happened, what was said and who was present. This record should be signed, dated and immediately passed on to the Head Teacher.
- 11.5 Under no circumstances should the informant be asked to make a written record of the allegation or asked to sign any documentation. This is the responsibility of the person receiving the allegation.
- 11.6 The headteacher/principal will not investigate the allegation itself, or take written or detailed statements, but will consult with the Local Authority Child Protection Officers, when appropriate, and if necessary, make a referral will be made to the LADO (Local Authority Designated Officer).
- 11.7 If the Headteacher is implicated in the concerns, Chair of Governors should be informed immediately or, in their absence, the vice chair.
- 11.8 The Chair of Governors in this school is:
- NAME: Rev N Ely                      CONTACT NUMBER: 588 2230
- 11.9 The Vice Chair in this school is:
- NAME: Mrs R Sutton                      CONTACT NUMBER: 588 2230
- 11.10 The same process will be followed by the chair or vice chair of governors as that followed by the Head Teacher
- 11.11 To reduce the risk of allegations, all staff should be aware of safer working practice and should be familiar with the guidance contained in the staff handbook, school code of conduct or Government document 'Guidance for Safer Working Practice for Adults who work with Children and Young People in Education Settings'.

- 11.12 If you have safeguarding or child protection concerns relating to the parents/carers of children and you are aware that they work with children, young people or vulnerable adults, you must inform the Designated Senior Person for child protection. This will allow for consideration to be given as to whether the position of trust process needs to be applied.
- 11.13 If it is decided that the allegation meets any of the three criteria outlined above, procedures will be followed in accordance with SSCB inter-Agency Procedures
- 11.14 If it is decided that the allegation does not meet the threshold for safeguarding, it will be handed back to the employer for consideration via the school's internal procedures.
- 11.15 The Head Teacher should, as soon as possible, and after consulting with the Local Authority Designated Officer inform the person against whom the allegation has been made of the concern.

## 12. Physical Interventions

- 12.1 It is important to allow children to do what they can for themselves, but depending on age and circumstances (i.e. a child who is hurt, who needs instruction in the use of a particular instrument/piece of equipment, safety issues such as the need to prevent a child hurting themselves or others), it may be necessary for some physical contact to take place.
- 12.2 Section 93 of the Education and Inspections Act 2006 enables school staff to use 'reasonable force' to prevent a pupil from:
- Committing any offence (or, for a pupil under the age of criminal responsibility, what would be an offence for an older pupil);
  - Causing personal injury to, or damage to the property of, any person (including the pupil himself); or
  - Prejudicing the maintenance of good order and discipline at the school or among any pupils receiving education at the school, whether during the teaching session or otherwise.
- 12.3 The general guidance on The Use of Reasonable force: Guidance for Head teachers, staff and Governing Bodies (2013) and continues to be supplemented by a specialist guidance document, namely 'Guidance on the Use of Restrictive Physical Interventions for Staff working with Children and Adults who display Extreme Behaviour in Association with Learning Disability and/or Autistic Spectrum Disorders' (2012) and 'Guidance on the Use of Restrictive Physical Interventions for Pupil with Severe Behavioural Difficulties'. The circular entitled Guidance on the Use of Restrictive Physical Interventions for Staff Working with Children and Adults who display Extreme Behaviour in Association with Learning Disability and /or Autism Spectrum Disorders applies to all special school settings. Section 246 of the Apprenticeship, Skills, Children and Learning Act 2009 requires the Governing Body to ensure that a procedure is in place for recording each significant incident in which a member of staff uses force on a pupil; and reporting each such incident to each parent of the pupil as soon as practicable after the incident. The member of staff must not report the incident to a parent if it appears to that member of staff that doing so would be likely to result in significant harm to the pupil. If that is the case, or if there is no parent of the pupil to whom the incident could be reported, then the incident must be reported to the local authority where the pupil normally lives.
- 12.4 There is separate guidance on the use of force by staff in Further Education colleges: [www.aoc.co.uk](http://www.aoc.co.uk) and applies to school pupils who receive some of their education in an FE college.



### **13. Statutory School policies**

- 13.1 A full list of statutory policies can be found at <https://www.gov.uk/government/publications/statutory-policies-for-schools> . Note that none of these policies relate to safeguarding and child protection.

## 14. Other Recommended Policies

Anti-bullying	PSHE curriculum
Drugs and substance misuse	Race, Disability and Equality Policy
E-Safety (including Acceptable Use Policies and Use of Digital Images)	Recruitment and selection
First aid (including management of medical conditions, intimate care)	Physical Intervention
Management of allegations against staff	Whistle blowing

## **15. Useful Telephone Numbers**

Sandwell Contact Centre – 0845 351 0131

West Midlands Police – 0345 113 5000

Local Authority Child Protection Officers for Education – 0121 569 8144

Local Authority Designated Officer – 0121 569 4770

CSE Team - 0845 352 8690

Prevent (Extremeism) Coordinator Sarfraz Khan – 0845 352 7701

Tipton COG – 0121 5697291

Wednesbury COG – 0121 569 7294

West Bromwich Central COG – 0121 569 7293

West Bromwich North COG – 0121 569 7292

Oldbury COG – 0121 569 7295

Rowley COG – 0121 569 7296

Smethwick COG – 0121 569 7297

## **Appendix A: Definitions of Abuse and Neglect**

### **1. Physical Abuse**

- 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.

### **2. Signs of possible physical abuse**

- Any injuries not consistent with the explanation given for them.
- Injuries which occur to the body in places which are not normally exposed to falls or rough games
- Injuries which have not received medical attention
- Reluctance to change for, or participate in, games or swimming
- Bruises, bites, burns and fractures, for example, which do not have an accidental explanation
- The child gives inconsistent accounts for the cause of injuries
- Frozen watchfulness
- Possible effects of physical abuse
- Physical abuse can lead directly to neurological damage, physical injuries, disability and in extreme cases death. Physical abuse has been linked to aggressive behaviour in children, emotional and behavioural problems and learning difficulties.

### **3. Emotional Abuse**

- 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 cyberbullying),
- 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.

#### **4. Signs of possible emotional abuse**

- Depression, aggression, extreme anxiety, changes or regression in mood or behaviour, particularly where a child withdraws or becomes clingy
- Obsessions or phobias
- Sudden underachievement or lack of concentration
- Seeking adult attention and not mixing well with other children
- Sleep or speech disorders
- Negative statements about self
- Highly aggressive or cruel to others
- Extreme shyness or passivity
- Running away, stealing and lying

#### **5. Possible effects of emotional abuse**

- If a child suffers sustained emotional abuse there is increasing evidence of adverse long-term effects on their development. Emotional abuse has a significant impact on a developing child's mental health, behaviour and self-esteem. It can be especially damaging in infancy and can be as important as the other more visible forms of abuse, in terms of its impact on the child. Domestic violence, adult mental health problems and parental substance misuse may be features in families where children are exposed to such abuse.

#### **Sexual Abuse**

- 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 (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing.

- They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, 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.
- Child Sexual Exploitation (CSE) is also included in this category and if practitioners believe a child or young person is at risk of or is being sexually exploited then they should complete the CSE screening tool and contact Sandwell's CSE team.

### **Signs of possible sexual abuse**

- Any allegations made by a child concerning sexual abuse
- The child has an excessive preoccupation with sexual matters and inappropriate knowledge of adult sexual behaviour for their age, or regularly engages in sexual play inappropriate for their age
- Sexual activity through words, play or drawing
- Repeated urinary infections or unexplained stomach pains
- The child is sexually provocative or seductive with adults
- Inappropriate bed-sharing arrangements at home
- Severe sleep disturbances with fears, phobias, vivid dreams or nightmares which sometimes have overt or veiled sexual connotations
- Eating disorders such as anorexia or bulimia.

### **Possible effects of sexual abuse**

- Disturbed behaviour including self-harm, inappropriate sexual behaviour, sadness, depression and loss of self-esteem has all been linked to sexual abuse. Its adverse effects may last long into adult life. The severity of the impact on the child is believed to increase the longer the abuse continues, the more serious the abuse, the younger the child at the start, and the closeness of the relationship to the abuser. The child's ability to cope with the experience of sexual abuse once recognised; can be strengthened by the support of a non-abusive adult carer who believes the child, helps the child understand the abuse, and is able to offer help and protection. Some adults who sexually abuse children were themselves sexually abused as children.

## **Neglect**

- 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, clothing and 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.

## **Signs of possible neglect**

- Dirty skin, body smells, unwashed, uncombed hair and untreated lice
- Clothing that is dirty, too big or small, or inappropriate for weather conditions
- Frequently left unsupervised or alone
- Frequent diarrhoea
- Frequent tiredness
- Untreated illnesses, infected cuts or physical complaints which the carer does not respond to
- Frequently hungry
- Overeating junk food

## **Possible effects of neglect**

- Neglect can seriously impair a child's health, physical and intellectual growth and development, and can cause long term difficulties with social functioning, relationships and educational progress. Extreme cases of neglect can cause death.

For further information about neglect please see Sandwell safeguarding Children Board's [neglect policy](#).

## **Appendix B:**

Aide-memoire for Professionals to support efficient and appropriate telephone referrals of children who may be suffering, or are likely to suffer, immediate risk of significant harm

### **Situation**

I am (give your name / designation / base). I am calling about (child's name(s) / date of birth / address, or mother's details if an unborn child).

I am calling because I believe this child is at risk of harm.

The parents are/aren't aware of the referral.

Assessment and actions

I have assessed the child and the specific concerns are (provide specific factual evidence, ensuring the points in Section A are covered) *or* I fear for the child's safety because (provide specific facts – what you have seen, heard and/or been told).

**A Early Help Assessment** has/hasn't been completed/ followed prior to this referral.

The child is now (describe current condition and whereabouts)

I have not been able to assess the child but I am concerned because ...

I have (actions taken to make the child safe).

### **Family Factors**

Specific family factors making this child at risk of significant harm are (base on the Assessment of Need Framework i.e. parenting capacity, family/environment, and child's developmental needs)

Additional factors creating vulnerability are ...

Although not enough to make this child safe now, the strengths in the family situation are ...

### **Expected response**

In line with "Safeguarding Children and Safer Recruitment in Education" 2007, "Working Together to Safeguard Children" 2013 and Section 17 and/or Section 47 of the Children Act I recommend that a specialist social care assessment is undertaken (urgently?).

Other recommendations.

Ask: Do you need me to do anything now?

### **Referral and recording**

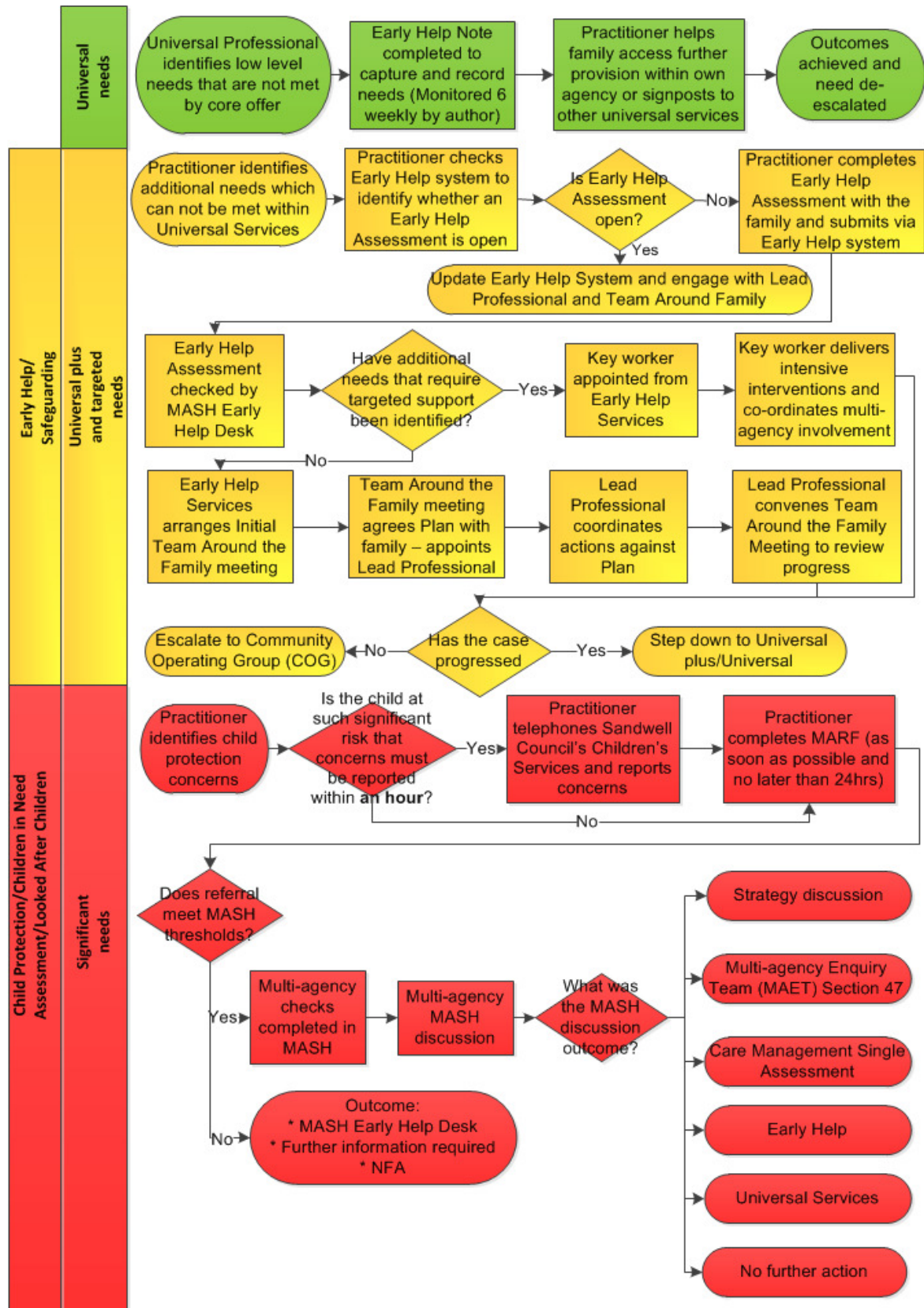
I will follow up with a written referral (MARF) and would appreciate it if you would get back to me as soon as you have decided your course of action.



Exchange names and contact details with the person taking the referral.

Now complete the MARF ensuring that it is sent within 24 hours and record details and time and outcomes of telephone referral.

# Appendix C: Process Map



## Appendix D: Safeguarding and Promoting Children’s Welfare Procedural Flowchart

