



THE CONSORTIUM  
ACADEMY TRUST

# Child Protection and Safeguarding Policy

The Consortium Academy Trust (TCAT)  
An Exempt Charity Limited by Guarantee  
Company Number 07665828

Status:	Live
Policy Owner (position)	CEO
Statutory / Recommended	Recommended
Date Adopted	22 October 2018
Review Date	Annual
Advisory Committee	Trust Board
Linked Documents and Policies	Whistleblowing Policy Safeguarding Report to Governors Staff Code of Conduct Inspecting Safeguarding in Early Years, Education and Skills Settings Working Together to Safeguard Children (2018)

This policy has been based on the East Riding Safeguarding Children Board's Strategic Child Protection and Safeguarding Policy and should be read in conjunction with the following Academy policies and guidance documents:

- Whistle Blowing Policy
- Safeguarding/Child Protection Report to Governors
- Keeping Children Safe in Education Statutory Guidance
- Staff Code of Conduct
- Inspecting Safeguarding in Early Years, Education and Skills Settings - Ofsted
- Working Together to Safeguard Children 2018

**For the purpose of this policy:**

**Staff** refers to all paid adults, volunteers or students on placement, working in any capacity in the Academy or in activities organised by the Academy, which bring them into contact with learners

<b>DSL</b>	Designated Safeguarding Lead
<b>DDSL</b>	Deputy DSL
<b>DSG</b>	Designated Safeguarding Governor
<b>LADO</b>	Local Authority Designated Officer
<b>ERSCB</b>	East Riding Safeguarding Children Board
<b>CST</b>	Locality Children Safeguarding Teams
<b>EHaSH</b>	Early Help & Safeguarding Hub
<b>DBS</b>	Disclosure & Barring Service (formally CRB)
<b>KCSiE</b>	Keeping Children Safe in Education Guidance
<b>EW/S</b>	Education Welfare Officer/Service
<b>YFS</b>	Youth & Family Support
<b>PET</b>	Prevention & Education Team
<b>GDPR</b>	General Data Protection Regulation

**Child Protection** refers to the multi-agency arrangements to identify and protect children who are, or may be, at risk of Significant Harm.

**Safeguarding** refers to the protection, safety and promotion of the welfare of all learners including when in offsite provision or activities and using IT. This includes the building of resilience and awareness of risk through the formal and informal curriculum. See Ofsted definition and scope of Safeguarding (Appendix L).

**Child** refers to any pupil under the age of 18 is legally a child.

**Learners 18 or over** refers to a concern about the welfare of a learners aged 18+, DSL's are advised to seek advice in the same way as for children e.g. EHaSH may sign post to Adult Services or refer to YFS. See also sec 22 in respect of staff pupil relationships.

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**Designated people & advice contact list - for staff notice board display**

<b>ROLE / AGENCY</b>	<b>NAME</b>	<b>CONTACT DETAILS</b>
<b>Designated Safeguarding Lead/ CP Coordinator</b>		
<b>Safeguarding Manager</b>		
<b>Deputy DSL / CP Coordinator</b>		
<b>Designated Safeguarding Governor</b>		
<b>Chair of Governors</b>		
<b>Looked After Children Designated Teacher</b>		
<b>E Safety Coordinator</b>		
<b>Early Help &amp; Safeguarding Hub (EHASH)</b>	<b>CP initial referral Support &amp; Advice:</b> Urgent CP concerns Early intervention Signposting to appropriate services The Early Help Assessment (CAF) process	<b>Monday to Thursday</b> 8:30am – 5:00pm <b>Friday</b> 8:30am – 4:30pm 01482 395500 childrens.socialcare@eastriding.gcsx.gov.uk
<b>EHASH Out of Hours (formerly EDT)</b>	Out of hours and weekend CP referrals & advice	01482 395500 childrens.socialcare@eastriding.gcsx.gov.uk
<b>Local ER Children Safeguarding Team</b>		01482 393939
<b>ER Child Protection Officer &amp; Local Authority Designated Officer (LADO)</b>	Tony Marsh Referral of allegations against staff and volunteers General strategic and operational Safeguarding and CP advice	01482 392139 tony.marsh@eastriding.gcsx.gov.uk Room AF 56 County Hall, Beverley
<b>ERSCB LADO</b>	Lorraine Wilson Referral of allegations against staff and volunteers	01482 396999 lorraine.wilson@eastriding.gcsx.gov.uk Room AF 56 County Hall, Beverley
<b>Humberside Police</b>	ER Protecting Vulnerable People Unit	01482-220809 / 220808 (County Hall, part of EHASH)
<b>Humberside Police</b>	Hate Crime/incident reporting	101101 <a href="https://www.reportingcrime.uk/HPha">https://www.reportingcrime.uk/HPha</a>
<b>ER Safeguarding Children Board</b>	General strategic and operational safeguarding and CP advice	01482 396999 erscb.enquires@eastriding.gov.uk
	Training	01482 396994 erscb.training@eastriding.gov.uk
<b>Hull</b>	Children's Social Care	01482-448879 EDT 01482-300304 01609-780780 EDT 01609-780780
<b>North Yorkshire North Lincolnshire North East Lincolnshire</b>		01609-780780 EDT 01609-780780 01724-297000 EDT 01724-297000 01472- 326292 EDT 01472-326292

## 1. Rationale

- Our school community fully recognises our responsibility to safeguard and promote the welfare of all of our learners
- We believe that not only is this a moral and statutory responsibility but we know that children and young people who feel safe and secure at school are more likely to achieve their full potential
- We understand that the standards for positive and appropriate behaviour and mutual respect are set by example by our staff
- Vulnerable children and those with additional needs are supported
- We accept and carry out our responsibility to act on any suspicion, disclosure or belief that a child or young person is suffering or at risk of suffering harm

## 2. Related legislation and Guidance

- Working Together to Safeguard Children (2018)
- Keeping Children Safe in Education (KCSiE) (DFE Sept 2018) includes Safer Recruitment and Managing Allegations against Staff
- ER LA Safer Recruitment Guidance
- Reasonable Force (DfE)
- Searching, Screening & Confiscation (DfE)
- Safer Working Practice for Adults who work with Children and Young People in Education Settings (Safer Recruitment Consortium)
- ERSCB / ERLA School Staff Code of Conduct
- Information sharing advice for practitioners providing safeguarding services to children (HM Government 2018)
- General Data Protection Regulation (EU 2016/679)
- School Whistle Blowing (Safeguarding) and Allegation procedures
- ERSCB – Guidance and Procedures
- Exclusion from maintained schools, Academies and PRU in England (DFE Sept 2017)
- The designated teacher for looked after and previously looked after children Feb 2018
- Sexual violence and sexual harassment between children in schools and colleges
- Disqualification under the Childcare Act 2006 statutory guidance for local authorities, maintained schools and academies and free schools DFE Aug 2018
- Inspecting safeguarding in early years, education and skills settings (Ofsted)
- The Prevent Duty – advice for schools and childcare providers (DfE)
- Female Genital Mutilation: Multi-Agency Practice Guidelines (HM Government)
- What to do if you're worried a child is being abused (HM Government)

## 3. Other Safeguarding Related Policies

The Academy has a duty to ensure that safeguarding permeates all activities and functions. This policy, therefore, complements and supports a suite of policies, for example:

- Behaviour and Anti-Bullying policy
- Special Educational Needs policy
- Educational Visits policy
- Health and Safety policy
- Sex and Relationships Education policy
- E-Safety policy
- Whistle Blowing guidance
- Working Together to Safeguard Children 2018 / Code of Conduct
- Safer Recruitment
- Disciplinary Policy

The above list is not exclusive, but when undertaking policy development the Academy will

consider Child Protection and other safeguarding matters within each appropriate policy or guideline. (See *Ofsted Definition & Scope of Safeguarding (Appendix L)*)

#### 4. The policy

There are four main elements to the Child Protection and Safeguarding Policy:

- **Prevention** e.g. positive school atmosphere, support to learners, the SMSC and personal development elements in the formal and informal curriculum, safer recruitment procedures and Working Together to Safeguard Children (2018) by staff. Wider safeguarding policies and procedures in place to establish and maintain a safe and secure learning environment
- **Protection** by following agreed procedures, ensuring staff are trained and supported to respond appropriately and sensitively to Child Protection and other safeguarding concerns and that there are clear systems of internal information sharing and record keeping
- **Support** to all learners and Academy staff and to children and young people who may have been abused or are in other ways vulnerable
- **Collaboration** with children and young people, parents and other agencies to promote Safeguarding and Wellbeing for all of our children and young people.

This policy applies to all staff, governors and visitors to the Academy. We recognise that child protection is the responsibility of all adults within our Academy. We will ensure that all parents and other working partners are made aware of our child protection policy and procedures. All new staff will be made aware of the Academy safeguarding procedures as part of their initial induction process.

#### 5. Academy commitment

The Academy adopts an open and accepting attitude towards children and young people as part of its responsibility for wellbeing care. Staff strive to ensure that children and young people and their parents will feel free to talk about any concerns and will see school as a safe place when there are other difficulties in their lives. Learners' worries and fears will be taken seriously and children and young people are encouraged to seek help from, or confide in, members of staff.

Our Academy will, therefore:

- establish and maintain an ethos where learners feel secure and are encouraged to talk, and are listened to
- ensure that learners know that there are adults in the Academy whom they can approach if they are worried or are in difficulty
- include in the curriculum activities and opportunities which equip children and young people with the skills they need to stay safe from abuse and develop resilience and an awareness of possible grooming or influence by violent extremist ideas and the dangers and consequences in engaging in inappropriate behaviour online
- ensure that all forms of bullying and harassment including allegations of child on child abuse and sexual harassment, hate incidents and online bullying and abusive behaviour are dealt with at the appropriate level and in line with national and local guidance and not dismissed as immature behaviour or banter
- ensure every effort is made to establish effective working relationships with parents and colleagues from other agencies
- ensure that staff have an understanding of when to make referrals to the DSL when there are indicators or concerns of possible neglect, sexual, physical or emotional harm and indicators of possible Child Sexual Exploitation, Female Genital Mutilation, Radicalisation, attendance concerns and Forced Marriage and that they have access to additional advice and support
- operate safe recruitment procedures and make sure that all appropriate checks are carried out on new staff and volunteers who will work with children and young people
- ensure that staff are aware of how and when to act on concerns that they have and work in a safe and appropriate manner at all times. They are aware that they are in a position of trust and what the implications are of that for their working practice and out of school conduct and

that their conduct towards learners must remain beyond reasonable reproach

- fulfil the 'Duty of Care' towards staff by providing appropriate safeguarding guidance, induction and continuing training and support as required by KCSiE

## 6. Confidentiality

We recognise that all matters relating to Child Protection are highly confidential and the DSLs will share that information on a '**need to know, what and when**' basis.

Staff are made aware that these concerns or other matters relating to learners should never be discussed elsewhere, inside or outside the Academy unless in confidential meetings organised for that purpose. This includes the passing of written information or verbal discussion in any media including any social networking sites.

Staff are also aware that such breaches of confidentiality and data protection may result in disciplinary action as such breaches place vulnerable children at risk. In addition, such breaches would bring the Academy into disrepute and, under GDPR legislation, potential heavy fines.

## 7. Roles and responsibilities and Early Help

**All staff** have received and have confirmed their understanding in writing about the current:

- Keeping Children Safe in Education (KCSiE) Part One and Annex A
- Code of Conduct and Safe Working Practices Document
- Child Protection Procedures

**All staff** have access to the current:

- Keeping Children Safe in Education full guidance
- Child Protection & Safeguarding Policy
- What to do if you are worried a child is being abused
- Whistle Blowing Policy

**7.1** All adults working with or on behalf of children or young people have a professional, moral and legal responsibility to safeguard and promote their welfare. This includes a responsibility to be alert to possible abuse, neglect, exploitation and violent extremist radicalisation and to record and report concerns to staff identified with child protection responsibilities within the Academy immediately

### 7.2 Early Help

All staff are particularly alert to the potential need for Early Help for children at risk as in 7.1 and also a child who:

- is disabled and has specific additional needs
- has special educational needs (whether or not they have an EHCP)
- is a young carer
- is showing signs of being drawn in to anti-social or criminal behaviour, including gang involvement and association with organised crime groups
- is frequently missing/goes missing from care or from home
- is misusing drugs or alcohol themselves
- is at risk of modern slavery, trafficking or exploitation
- is in a family circumstance presenting challenges for the child, such as substance abuse, adult mental health problems or domestic abuse
- has returned home to their family from care
- is showing early signs of abuse and/or neglect
- is at risk of being radicalised or exploited
- is a privately fostered child

(KCSiE 18 para 18)



**7.3** This responsibility is outlined in KCSiE which refers to the following:

- Sec 175 and 157 Education Act 2002
- Working Together to Safeguard Children 2018
- Teacher Standards 2012
- The Prevent Duty Guidance 2015
- Serious Crime Act 2015 (FGM & 'Honour' violence)

**7.4 The Academy DSL/ Deputy DSL**

The DSL or Dep DSL will be available on site when the Academy 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 learners 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 Executive Head Teacher and Designated Child Protection/ Safeguarding Governor
- encouraging a culture in staff of listening to learners and taking account of their wishes and feelings and supporting measures and plans put in place to support or protect them

The DSL must keep individual members of staff appropriately aware of the actions taken in response to concerns that they have referred to the DSL. If the member of staff feels that the actions taken are inappropriate, ineffective or that the situation of concern is continuing, they should raise concerns with the DSL or senior member of staff and press for reconsideration or discussion. If there is still a concern by the member of staff or they feel the situation is urgent they can refer to Children's Social Care or the LADO.

\* For detailed Role of the Designated Safeguarding Lead see Annex B KCSiE.

**7.5 Management and Leadership by the Executive Head Teacher and Governors** ensures that the time, resources and training are adequate to ensure that the DSL responsibilities, as outlined in KCSiE, are carried out and that all strategic Child Protection and safeguarding arrangements are in place and effective.

**7.6 The Local Governing Body** has the responsibility to monitor and ensure that all CP arrangements, procedures, policies and training are in place and effective. Safeguarding is an agenda item on every local governing board meeting, and any relevant reports on the working of the CP policy are reported to governors in this way.

The Trust Board delegates responsibility for monitoring data to the Local Governance Board of each phase and fully recognises its accountabilities with regard to Child Protection and to safeguarding and promoting the welfare of children as outlined in Section 2 of KCSiE.

The Governors will:

- designate a Governor for Child Protection and Safeguarding who will monitor the effectiveness of the Academy Child Protection and Safeguarding policy, training and procedures and report to the full Board any issues
- ensure a written report is presented to each Local Governing Body meeting on the Child Protection/safeguarding work of the relevant phase and that the previous school year annual report is presented to the Autumn Term meeting

- ensure that this policy is revised and updated annually and in doing so will seek the views of parents and learners and the views and experience of staff
- remedy any identified weaknesses in the policy or application of the policy immediately
- ensure all Governors complete ERSCB online Child Protection training
- make opportunities available for Governors to complete ERSCB/GEL:
  - Safer Recruitment training
  - Governor’s Safeguarding Roles and Responsibilities training

The Governor with responsibility for Child Protection acts as a ‘Champion’ for Child Protection and liaises with the Executive Head Teacher and each Academy’s DSL in order to report to and update and advise the full Board on the strategic and operational aspects of safeguarding.

Governors will not normally have access to details of individual Child Protection cases and understand the requirement for confidentiality.

## 8 Records and monitoring

- It is essential to keep detailed, accurate and accessible records in order to protect children and young people effectively. All staff are made aware of the need to record and report concerns about a child or children within our Academy. At all times information sharing guidance and GDPR (2018) will be followed
- All staff should record such concerns or disclosures on a ‘Record of Concern’ sheet (Appendix B) and a Body Map (Appendix C) if no access to CPOMS
- 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 Executive Head Teacher or appropriate Senior Leader
- Each individual child or young person’s file of concern or official documentation will contain a ‘Chronology Sheet’ (Appendix D), which will detail and reference any concerns, contact with parents and other agencies, information shared, case conferences and other meetings or events. The file will also contain all other relevant information, but be separate from the child’s/young person’s other school records
- Separate child/young person or if appropriate, family CP files are stored in a locked and secure location in the **Leadership Office or secure Safeguarding Folder on the network**. Only the DSL’s (including Deputies and Safeguarding Manager), Executive Head Teacher and Assistant Head Teacher – Inclusion have access to these files
- 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
- Only factual verified information is recorded as such. Information ‘reported’ by outside individuals is clearly indicated
- Parents may request to read their child’s file under the Data Subject Access Request under GDPR. DSLs will seek advice from the LADO if such a request is made in order to ensure that only appropriate information is disclosed depending on the circumstances and any ‘third party’ information that will need to be redacted
- The DSLs will decide what information needs to be shared within the Academy, with whom and when, on a case by case basis. Confidentiality is essential but staff working with children/young people can only provide effective support and monitor concerns if they are made aware that there are concerns or at the least that individual children/young people are being monitored
- Child protection records are reviewed each term to check whether any action, advice or updating is necessary to maintain effectiveness

### 8.1 Transferring and retaining records

- Records are transferred to receiving schools when children transfer at normal phase transition

and at any other time, including the FE or other settings before the age of 18. Information will only be shared when confirmation has been received that the child/young person has transferred not necessarily on request of the receiving establishment in line with Data Protection guidance.

- Copies of records will be made if siblings attend the Academy and the records are relevant to them.
- When children transfer schools at normal phase transition, Child Protection and other safeguarding concerns will be discussed between DSLs and the appropriate support staff or DSL at the receiving school.
- Records are sent or if possible handed to the receiving school separately from other records and marked 'Private & Confidential for the attention of the DSL'.
- If sending by post records will be sealed in an envelope and marked as above and sealed in an addressed envelope before sending by recorded delivery.
- If there are concerns about children changing schools at other times the DSL will contact the receiving school to alert the DSL of the concerns and records in transit.
- Written receipt of records will be obtained from the receiving school.
- When admitting children/young people at times other than the normal phase transition checks with the previous school will be made to establish if there is Child Protection information in respect of the child/children/young person.
- The current early years, education or skills setting is regarded as the 'Custodian of the Records'.
- Records should be retained by the setting they attended at 18 up to the 25th birthday of the learner.

## 9 Concerns

### 9.1 Recognising Concerns

Academy staff are particularly well placed to observe, and should be alert to, outward signs of abuse or risk taking behaviour, changes in behaviour or poor or irregular attendance. The DSLs and Safeguarding Governor ensure that all staff have received KCSiE Part One and Annex A and have access to the full guidance and '*What to do if you are worried a child is being abused*', which contain detailed information about forms of abuse and related issues.

### 9.2 Sexual, Physical, Emotional Abuse & Neglect

All staff are aware of the indicators of such abuse and how to respond to disclosures and other concerns.

### 9.3 Child Sexual Exploitation (CSE)

Staff are made aware of the possible indicators of CSE and the need to refer these concerns to the DSL's. These will be referred to the EHaSH in order that the LA CSE Response Team can consider this information.

### 9.4 Child Criminal Exploitation – County Lines

Staff are aware that the exploitation of children to be used to carry drugs and money from urban to suburban, rural, market and seaside towns is a growing problem and that the East Riding is an area that may be targeted.

We are aware that this is based on violent coercion or other threats to the young people and that pupils or their siblings may be at risk of such abuse. We are aware of possible indicators including poor or irregular attendance, signs of physical injury or neglect.

### 9.5 Female Genital Mutilation (FGM) and Forced Marriage

Staff are reminded of the need to be aware of the possibility of such abuse at Primary and Secondary school age and to be alert to any indicators that they should pass on to the DSLs immediately. The DSLs will seek advice from the EHaSH before discussing such concerns with parents. All staff are aware of the legal requirement to report concerns about possible

FGM abuse.

#### 9.6 Possible Violent Extremist Radicalisation

Staff are made aware that concerns about the possible radicalisation of, or influence on children/young people by violent extremist political or religious groups should be referred to Senior Leaders or the DSL's.

In line with ERSCB, ERLA and Humberside Police arrangements, advice will be sought by contacting the EHASH which includes Humberside Police Decision makers (Appendix G).

If there is an immediate concern of risk or emergency we will call 999.

Following an assessment of the levels of risk appropriate levels of training will be given to DSL's, Senior Leaders and other staff.

The PSHE (LIFE)/SMSC curriculum will ensure that issues such as **tolerance, respect, democracy and individual liberty** are covered in age appropriate ways.

Visiting speakers and organisations will be checked to assess the suitability in respect of the above elements of PSHE (LIFE) /SMSC activities within the Academy.

#### 9.7 Children Missing from or Missing Out on Education (CME & CMOE)

- The Academy will only remove children/young people from the register if the statutory grounds for doing so are met and will inform the Local Authority of the intention to do so. In the case of CME the Academy will make all reasonable efforts to locate the child/ren as required by the guidance
- The Academy will inform the LA Education Welfare Service (EWS) if any learner fails to attend without permission for a continuous period of 10 days (20 sessions) or more and will refer children whose attendance has fallen below the agreed level to the EWS. We will endeavour to obtain and maintain at least 2 emergency contact phone numbers for each pupil and make all reasonable efforts to ensure that parents are reminded to update the Academy on number or contact changes. Parents who have not provided 2 contact numbers or updated the Academy will be contacted and asked to provide the contacts. All such attempts to obtain this information will be recorded.

### 10. Responding to concerns.

#### ***'Never Do Nothing – Do the basic things well - It can happen here'***

- All staff have a responsibility to respond to disclosures by children or other concerns and pass these concerns on to the DSL **immediately** as outlined in (Appendix A)
- Staff do not need 'proof' of abuse and should not 'investigate' concerns
- This information must be recorded on the 'Record of Concern Form' (Appendix B)
- Concerns relating to marks or injuries must also be recorded on a 'Body Map' which should be attached to the 'Record of Concern Form' (Appendix C)
- If using a body map injuries or marks must be described, in addition to locating on the body map
- Photographs **must not** be taken of any marks or injuries

Staff are issued with a 'Child Protection Quick Reference Guide', and regularly reminded to maintain an 'It could happen here' attitude and **not to:**

- Dismiss concerns or disclosures as insignificant, they may provide a vital link to other information
- Keep such concerns to themselves

- Investigate or seek proof
- **Promise secrecy** to children/young people or adults making disclosures but reassure them that information will be shared appropriately and confidentially
- Ask closed questions that lead a child into a particular answer but if they need to clarify aspects of a disclosure by or about a child/young person use only 'TED' type questions i.e.; **Tell me...., Explain...., Describe...**
- Delay recording or passing concerns to the DSL
- Discuss with parents or carers

Staff are made aware that it is unacceptable legally, professionally and morally for any member of staff to keep such concerns to themselves, including concerns about the conduct of another member of staff (see Section 20) and that any such failures will be regarded as potential disciplinary matters.

Each case will be considered by the DSL's who will decide what information to share with which staff.

### 10.1 Further action – seeking advice

The DSL's will decide, taking advice from EHaSH or CST if needed, which of the following actions is appropriate:

- If it is considered that a learner may have suffered or may be at risk of suffering significant harm, or that the concern might constitute a criminal offence, an immediate contact to EHaSH will be made before discussing the matter with parents or carers. This will be done **as soon as the information or concern emerges** to ensure that the CST and in some cases the police are able to respond within the school day
- If the child is already 'Open' to a Social Worker an initial contact will be made with that Social Worker or if unavailable, the 'Duty' team member
- If after consultation with EHaSH an Early Help Assessment is agreed to be appropriate and that the Academy is best placed to initiate this assessment, consent must be obtained from parents or carers and if appropriate the learner. Advice about the EHA process is available from EHaSH
- After consultation with EHaSH the DSL may advise that the situation will be monitored and inform the appropriate staff
- In all cases records of discussions with EHaSH and other professionals will be recorded in the learner's file

### 10.2 Escalating concerns about individual cases

If the DSL feels that advice or action after discussion with EHaSH or the CST is inappropriate, that the learner's circumstances are not improving or that there are delays in the case management, the DSL will insist on discussion with the appropriate Team Manager and if the concerns persist escalate this further to the next Line Manager.

Records of all such discussions and responses must be retained in the learner's chronology.

The DSL will keep a record of all information collected and any subsequent decisions and action taken, including details of other persons involved in the decision-making. This will include recording reasons not to refer the concerns to other agencies or not to seek advice if that was the course of action.

The DSL will update the Academy referrer as soon as possible on a 'Need to know' and 'Case by case' basis. If the member of staff feels that that the actions taken are inappropriate, ineffective or that the situation of concern is continuing they should raise concerns with the DSL or Senior Leader and press for reconsideration or discussion.

If there is still a concern by the member of staff or they feel the situation is urgent s/he can refer to EHaSH, the allocated Social Worker or the LADO themselves.

### 10.3 Informing Parents/Carers

**In all cases before parents or carers are informed the DSL should contact EHaSH and be advised as to who should inform parents and when.**

In certain circumstances parents should **not** be informed particularly where there are concerns about physical or sexual abuse involving family members. These include situations when:

- Informing parents/carers might place the child/young person at increased risk
- A disclosure by a child/young person about sexual or physical abuse involves a parent or other family member
- There is a possibility that a crime may have been committed
- In cases of suspected fabricated illness, radicalisation, FGM or forced marriage
- Informing parents/carers might place staff at risk
- Where a delay may be caused in referring if contact cannot be made to parents

### 10.4 Child Protection (CP) Referrals

If the Academy makes a CP referral the East Riding Safeguarding Children Board Procedure will be followed by the DSL.

After a telephone contact to the 'EHaSH the DSL will email a written 'Confirmation of Referral' (Appendix I) as soon as possible - **ideally immediately after initial telephone referral** and at the latest within 24 hours. This information will be made available to the CST Manager by EHaSH.

### 10.5 Feedback

Within 24 hours of receiving the referral from EHaSH the CST in whose area the child/young person lives should report back to the Academy and indicate their decision on future action.

If no response is received within 24 hours, or sooner in urgent cases (where for example the Academy need to be updated before the end of school), the DSL should contact the CST Manager. If this fails to get a response the DSL should contact EHaSH for advice.

## 11 Vulnerable Children & Children with SEND or disabilities

- Children/young people may be vulnerable because, for example, they have additional or Special Educational Needs, are Looked After, have experienced or are experiencing a form of neglect or abuse. We will seek to provide such children with the necessary support and to build their self-esteem and confidence
- Staff in contact with such children/young people will be made appropriately aware of the child's/young person's needs and circumstances in order to maximise the effectiveness of support
- Staff are reminded that **Children with SEN, disabilities, communication or behaviour** problems are at greater risk of abuse, neglect and bullying than other children/young people. They may not be identified as being at risk of harm as indicators of possible abuse such as behaviour, mood, and injury may be assumed to be related to disability or SEND rather than possible abuse, neglect or bullying and communication of abuse may be difficult. Staff specifically supporting such children and other staff will be alert to these factors
- The Designated Teacher supporting Looked After Children will liaise with the DSL and staff involved with Looked After Children to support the child/young person and ensure that the needs identified in the child's/young person's Personal Education Plan are supported by staff involved with the child/young person
- Safeguarding implications will be considered when individual support plans are reviewed in the case of children/young people who require, for example, medication, some form of intimate

- care, and help with changing or physical support or physical intervention
- If a child, who is the subject of a Child Protection Plan or is otherwise open to the CST, is missing from the Academy without a verified valid reason the DSL will contact the assigned social worker or CST duty desk if unavailable
- If a child/young person that the Academy has concerns about, is missing the Academy will consider contacting EHaSH, the EWS and/or the police depending on the circumstances
- **Peer on Peer abuse, sexual violence and harassment**  
It is important for all staff to be aware that children/young people are capable of abusing their peers and that any allegations, disclosures or concerns about such behaviour are treated as potential abuse and referred to the DSL. This includes incidents or behaviours that may have occurred outside of the Academy that staff become aware of.

Peer on peer abuse can take the same forms as adult on child abuse and include online behaviour such as sexting and bullying in addition to sexual or physical abuse and emotional abuse in forms such as homophobic, disability hate, racist and other discriminatory behaviour.

It is important that staff do not regard behaviour such as learners suffering sexual touching as 'part of growing up' or verbal abuse or harassment as 'banter' and are aware of the guidance in KCSiE18 Annex A and Part 5.

The DSL and other senior and pastoral staff are aware of and will be guided by: 'Sexual violence & sexual harassment between children in schools & colleges DfE 2018' and EHaSH advice.

If there is a concern that the level of possible abuse would reach a threshold for Police and/or Social Care involvement or that either the alleged victim or perpetrator should be offered support or intervention from YFS or a Children's Centre, the DSL will refer the matter to EHaSH for advice.

If the behaviour does not reach a threshold for referral to EHaSH or advice from EHaSH is that the behaviour should be dealt with by appropriate action within the Academy this will be taken under the Academy's Behaviour Policy.

In either case if any child/young person involved is open to the CST the Social Worker or YFS worker will be informed.

In cases of possible hate crime, a separate referral will be made to the Humberside police Hate Crime reporting system via 101 or online. This will not prevent or delay the Academy in following our own internal disciplinary procedures in such cases.

If an incident has occurred during session time or is occurring that is clearly an urgent criminal matter 999 will be called.

If allegations of such abuse are investigated by Police or Social Care the Academy will take advice from these agencies as to internal investigation and supervision of the learners involved. The Academy will make every effort to ensure that during such investigations all learners involved are treated fairly and consistently and that appropriate supervision and support is in place. Parents will be made aware of any specific arrangements that are put in place.

Whilst it is important that the Academy does not make an assumption of guilt without clear evidence or direction from other agencies, it is important to ensure that the victim or alleged victim is fully protected and supported in throughout the process.

In circumstances where a learner may present a risk to peers or staff, appropriate Risk Management plans will be developed with appropriate advice from other agencies. These plans will be discussed with staff on a need to know basis and the learner's parents/carers.

## **12 Joint working with other agencies and Early Help**

The Academy recognises that inter-agency working is essential if children/young people are to receive effective targeted support as early as possible. In this way we hope to ensure that barriers to learning and social inclusion are minimised for vulnerable children/young people. We are therefore committed to initiating and supporting inter-agency work such as:

- Early Help Assessments and Team around the family meetings
- CP Case Conferences, core groups and other multi-agency meetings
- Joint working with EWS
- Youth & Family Support Service, Prevention in Education Team & Children Centre intervention
- Health & CAMHS intervention & assessment

## **13 Case Conferences and Core Group Meetings**

- The DSL's and Executive Head Teacher will ensure that the appropriate member(s) of staff attend Initial and Review Child Protection Case Conferences and subsequent Core Groups and that written reports are prepared for each Case Conference
- Reports will be compiled using the 'Signs of Safety' report templates after discussion with relevant staff involved with the child/young person
- Reports will be discussed, if possible, with parents before forwarding to the Case Conference Chair three days before an Initial and five days before a Review Conference unless the advice by the Chair or other professionals is that this should not be the case
- Feedback following Conferences and meetings will be given to Academy staff under the 'Need to know' principle on a case-by-case basis

## **14 Information sharing**

In cases involving possible child abuse or neglect the Academy has a duty and the legal right to share information.

The DSLs/Executive Head Teacher will ensure that the sharing of information is in line with the GDPR and following principles as outlined in: *'Information sharing advice for practitioners providing safeguarding services to children 2018'* that it is:

- Necessary, proportionate, relevant, adequate, accurate, timely and secure
- Information shared is necessary for the purpose for which it is shared
- It is shared only with those individuals who need to have it
- It is accurate and up-to-date
- It is shared in a timely fashion
- It is shared securely

## **15 Children's Concerns**

The Academy recognises that listening to children/young people is an important and essential part of safeguarding them against abuse and neglect. We will seek to develop resilience in our learners and ensure that they are aware that they can seek help and support.

- Children and young people will be made aware of the opportunities available to them to seek advice and support within the formal and informal curriculum (Appendix E)
- Safe Academy procedures including Child Protection matters will be discussed by the School Council and through surveys etc. to gather children's opinions about the support systems in place

## **16 Vetting, Recruitment and selection of staff**

- The Academy complies fully with Statutory Guidance 'Keeping Children Safe in Education Part 3 Safer Recruitment' and the ERLA safer recruitment (or other HR provider) supporting guidance
- The Academy ensures that DBS checks on all staff, Governors and volunteers who are engaged in Regulated Activity are carried out as required by the Statutory Guidance
- Any staff or volunteers not in regulated activity are continually supervised by staff



- A Single Central Register for all staff, visiting staff, volunteers and governors is maintained
- The Head Teacher/Operations Manager/HR Advisor and at least one Governor complete the appropriate safer recruitment training which is updated every five years. All appointment panels will have at least one member who has completed this training in the last five years
- All staff are covered by the: **Disqualification under the 'Childcare Act 2006 statutory guidance for local authorities, maintained schools, academies and free schools Aug 2018'** requirements and staff are aware of their responsibilities to disclose any possible matters that need to be considered under this act. If such disclosures are made the Head Teacher will seek advice from the LA HR service (or other HR provider) who will liaise with the LADO

## 17 Induction

When new staff start at the Academy they are briefed on the CP and Safe Working procedures and given time to read and discuss the following:

- Keeping Children Safe in Education (Part 1)
- Working Together to Safeguard Children 2018
- The Child Protection and Safeguarding Policy

Other short term or visiting staff and volunteers are made aware of the CP reporting procedures within the Academy.

## 18 Staff Safeguarding Training and Awareness

**All staff** have received and have signed to say they have read and understood the following documents/guidance:

- Keeping Children Safe in Education (2018) Part One and Annex A
- Working Together to Safeguard Children 2018
- The Child Protection and Safeguarding Policy

and have access to the current:

- Keeping Children Safe in Education full guidance
- Child Protection and Safeguarding Policy
- What to do if you are worried a child is being abused
- Whistle Blowing Policy
- All staff (teaching and non-teaching) are reminded of the policy and procedures at the start of each school year and receive regular and topical updates as appropriate throughout the school year
- All staff and DSG complete the ERSCB online training 'Safeguarding in Education'
- Other Governors complete the ERSCB 'Awareness of Child Abuse & Neglect' module
- All Staff will complete ERSCB refresher training every 3 years thereafter
- The Workshop to Raise Awareness of PREVENT (WRAP) will be delivered to the appropriate staff following an appropriate risk assessment which will be regularly reviewed

### DSL training

The DSLs & Deputy DSLs will complete the following ERSCB training as a minimum. This training will be enhanced by other ERSCB training on topics relevant to the Academy's specific needs.

- Annual ERSCB/ LA School DSL dedicated update and refresher training
- In school training, support & audit
- Safeguarding in Education (Online)
- Working Together to Safeguard Children
- Child Protection Case Conferences and Core Groups (2 days)
- Workshop to Raise Awareness of Prevent
- Early Help Assessments

- FGM online training (included in Level 1 Safeguarding)
- Threshold of Need & Intervention

## **19 Reasonable Force / Physical Intervention**

- Staff will ensure that the Academy policy on physical intervention is followed
- All incidents requiring such action will be logged with the Executive Head Teacher or appropriate Senior Leader, and parents informed on the same day
- Incident Reports by all staff involved will be completed as soon as possible after the incident on the same day unless in exceptional circumstances
- Staff must only use physical intervention as a last resort to protect the safety of children/young people or adults after a full range of appropriate de-escalation strategies have been used or in the event of serious situations where this is not possible
- If required we plan positive behaviour plans for individual children, agreeing them with parents and training appropriate staff and thereby attempt to reduce the need for reasonable force
- Restorative methods will be considered after each such incidents and the learner's views on the incident sought
- Support will be offered to staff involved and incidents will be reviewed by senior staff not involved directly

## **20 Online Safety & Acceptable Use policies**

The Academy's E-safety and AUP explains how we try to keep learners safe and protect and educate them in the safe and appropriate use of technology. Behaviour such as cyberbullying and sexting will be managed through the anti-bullying procedures or Child Protection or CSE procedures if more serious.

Filtering systems are managed by the LA Schools IT service through an annual Service Level Agreement but we are fully aware that these filters are not infallible and staff are aware that effective monitoring is essential.

We understand that this situation has a level of risk but at the same time that an 'over blocking' system would prevent effective teaching of online safety and resilience.

## **21 Safe and Appropriate working**

All staff are made aware and regularly reminded:

- That they are in a position of trust and what the implications of that are
- Of the requirements of the Working Together to Safeguard Children 2018 document and related policies
- If at any time staff are concerned that an action or comment made may be misinterpreted or that a child/young person behaves or makes a comment in a way that causes concern in this respect, they should log your concerns immediately with the appropriate senior leader and seek advice
- That failure to adhere to the Safe Working Practices Document and Teacher Standards including carrying out their safeguarding responsibilities may result in disciplinary action against them and, in some cases, allegations of inappropriate or abusive behaviour and Child Protection investigation
- That their conduct towards learners must remain beyond reasonable reproach
- That any sexual 'relationship' consensual or otherwise with learners up to 18 would constitute a criminal offence. Any such behaviour with learners 18 or over would be regarded as a serious disciplinary matter

## **22 Allegations against staff and Whistle Blowing**

- All staff have access to;
  - The Academy Whistle Blowing Policy

- Statutory Guidance – Allegations of Abuse made against teachers & other staff (Section 4 KCSiE)
- Contact details of the Chair of Governors and LADO
- All staff are made aware of their responsibilities and procedure to follow in the strictest confidence
- However, it must be appreciated that in the case of a Whistle Blowing situation an investigation process may reveal the source of the information and a statement by the referrer may be required
- All staff are made aware that if they receive an allegation of inappropriate or abusive behaviour about a colleague, or feel required to make such an allegation, they should pass the information, without delay, to the Executive Head Teacher
- If the allegation concerns the Executive Head Teacher the referrer should contact the Chair of Governors, a Senior Leader or the LADO immediately. **It is unacceptable for any member of staff not to refer such concerns**
- The Executive Head Teacher (or other in 5) will, on the same day, contact the LADO and follow the statutory guidance Keeping Children Safe in Education 2016 Section 4
- **All involved will attempt to ensure that any allegation is dealt with fairly, quickly, proportionately and consistently in a way that provides effective protection for the child/young person and at the same time supports the person who is subject to the allegation**
- If the member of staff feels that that the actions taken are inappropriate, ineffective or that the situation of concern is continuing they should raise concerns with the Executive Head Teacher (or other in 5) and press for reconsideration or discussion. If the concern persists and they feel the situation is urgent they can refer to Children’s Social Care or the LADO

## 23 Extended School and Offsite Provision and Educational/Residential Visits

Where extended school activities are provided and managed by the school, our own Child Protection and Safeguarding policy and procedures will apply.

When learners attend off-site activities and provision including day, residential, work related learning placements and other alternative provision we will ensure that we obtain the same written assurances.

We will ensure that attendance at alternative or off site provision for learners that remain on the school roll is monitored in the same way as other learners.

If vulnerable learners or learners that may present a level of risk to themselves or others are allocated alternative or other off site provision the Academy will discuss these issues with the provider to ensure that appropriate safeguarding measures and liaison between settings is effective.

In the same way the DSL’s will discuss such concerns with Educational Visits Coordinators and Visit Leaders at the visit planning stage.

## 24 Volunteers

The Academy will undertake a risk assessment informed by professional judgement when deciding whether or not to obtain an enhanced DBS certificate for any volunteer not involved in regulated activity as outlined in part 3 of Keeping Children Safe in Education 2018, para 160-62. If it is decided that in certain circumstances that a DBS check is not required for specific events or volunteers the volunteers and supervising staff are made fully aware of the expectations and responsibilities involved in such arrangements to ensure that there are no situations where such volunteers are in unsupervised contact with children.

## 25 Site Security, Visitors, Supply and Agency Staff and Contractors

Visitors to the Academy sites, including contractors and volunteers, are asked to sign in and are given a badge to confirm that they have permission to be on site. In addition, they will be asked to

read a brief summary of the Safeguarding principles on site.

Visitors, contractors and volunteers engaged in regulated activity must be subject to enhanced DBS checks. If not engaged in regulated activity, the Academy must ensure that appropriate supervision is in place.

The HR Department will always check the identity of contractors and their staff on arrival at the Academy by inspecting photo ID.

If other organisations provide services or activities on our site on our behalf including Agency Supply staff we will obtain written assurances that these organisations have appropriate safeguarding, safer recruitment and vetting procedures in place.

The Academy will follow KCSiE statutory Guidance and ER LA Recruitment Team advice in such cases.

If supply staff are engaged directly by the Academy, the appropriate checks must be carried out by the Academy.

The Single Central Register is maintained to ensure that all appropriate staff, volunteers, Governors, agency and contracted staff in Regulated Activity are entered on it.

Any organisations or individuals booking the Academy site or parts of it will be checked as far as possible for suitability including possible extremist activities and recruitment.

Communication systems are in place and understood by all staff and volunteers to ensure appropriate and safe responses in the event of critical incidents.

This includes the need to evacuate in the event of a bomb scare or fire or the need to initiate a complete or partial 'lock down.'

## **26 Parents**

- We believe that our Safeguarding and Child Protection work will be more effective if it is carried out in partnership with parents and carers and that preventative and supportive strategies such as the Early Help Assessment and intervention by Children's Centres and Youth and Family Support Services
- However, we ensure that parents are aware that we may in rare circumstances need to make Child Protection referrals or seek advice from Children's Social Care without their consent or knowledge. (Appendix F and Section 9.2 above)
- Parents are also made aware that this policy is available via the Academy website or from the Academy. The name and contact details (via the Academy) of the DSG is publicised should parents wish to raise any suggestions or queries about the policy or specific issues. Any such concerns will be taken into account when the policy is reviewed and responded to by the DSLs or Executive Head Teacher.

## **27 Policy Review**

- The Senior Leaders with DSL responsibility will review this policy each year in consultation with relevant stakeholders and if any changes are suggested or required they will be discussed by Governors. The views of the children, young people, parents, and staff will be sought and taken into account in this review
- If at any time any deficiencies or weaknesses in the Child Protection and Safeguarding Policy and Procedures are identified they will be addressed by the Board of Governors and staff and immediately remedied.

## APPENDIX A

### Child Protection Guidance

#### Responding to Concerns - Disclosures

- a. React calmly, promise CONFIDENTIALITY **not** SECRECY
- b. Be aware of your non-verbal messages
- c. Keep responses short, simple, slow and gentle
- d. Do not stop a child or parent who is talking freely about what has happened
- e. Observe and listen, but only ask open ended questions if you need to clarify - this may be better left to the DSL or others

The use of 'TED' questioning may be appropriate:

**T**ell me what happened

**E**xplain what you mean

**D**escribe how it made you feel

Or other open ended type questions, E.g.:

What happened?

Where were you?

When did this happen?

Who was there?

How did it make you feel?

- f. If you have difficulty in understanding the child/young person or parent's communication method, reassure them that you will find someone who can help
- g. Tell the child or parent they have done the right thing by telling you
- h. Avoid making comments or judgements about what is shared
- i. Tell the child or parent what will happen next, and be honest

Make a written note on a 'Record of Concern sheet':

- What is said
- What, if any questions you asked and the responses
- Who is present
- Anything else that happens after the child discloses
- Ensure legibility, full dates & clear signature
- Maintain strict confidentiality
- If you see or are shown marks or injuries describe them and record on a body map (App C)
- Pass the information to the DSL immediately

## APPENDIX B

### Child Protection Record of Concern or Disclosure

Complete and pass to one of the Academy's Child Protection Coordinators as soon as possible on the same day.

<b>Learners Name:</b>	<b>Class</b>	<b>Year:</b>
	<b>DoB:</b>	
<b>Concern identified by:</b>	<b>Date:</b>	<b>Time:</b>
<b>Nature of Concern / details of disclosure / other relevant information</b> <u>Use Body Map (Appendix C) if appropriate</u>		
Continue on reverse if needed		
<b>Passed to:</b>	<b>Received by:</b>	<b>Date:</b>
<b>Action taken by DSL (or person receiving this form)</b>		
This form to be filed in pupils Child Protection file and noted on Child Protection chronology		

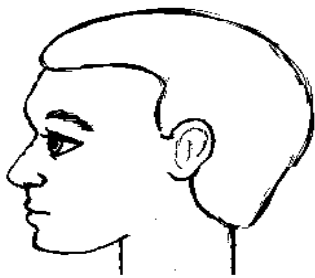
**APPENDIX C**

**Child Protection Record of Concern - Body Map**

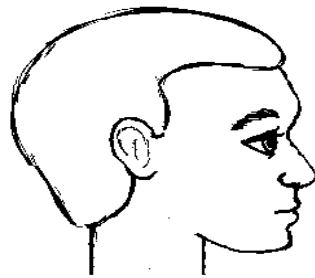
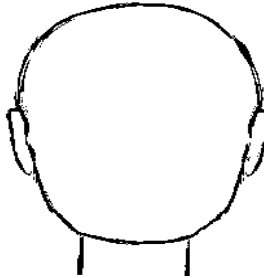
*Attach to Record of Concern Form*

Name of Child:

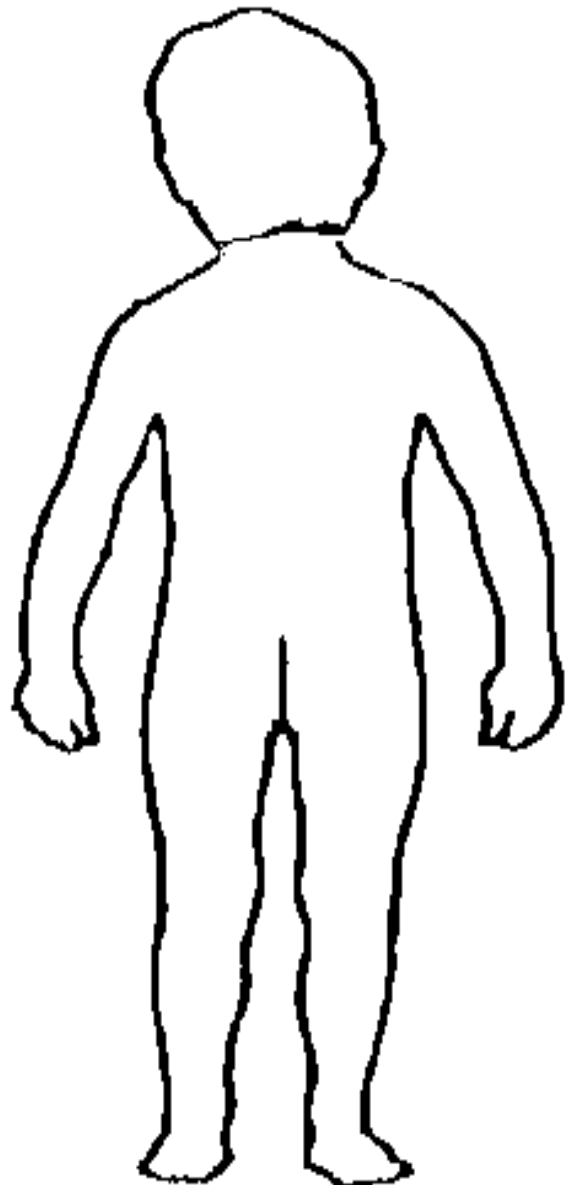
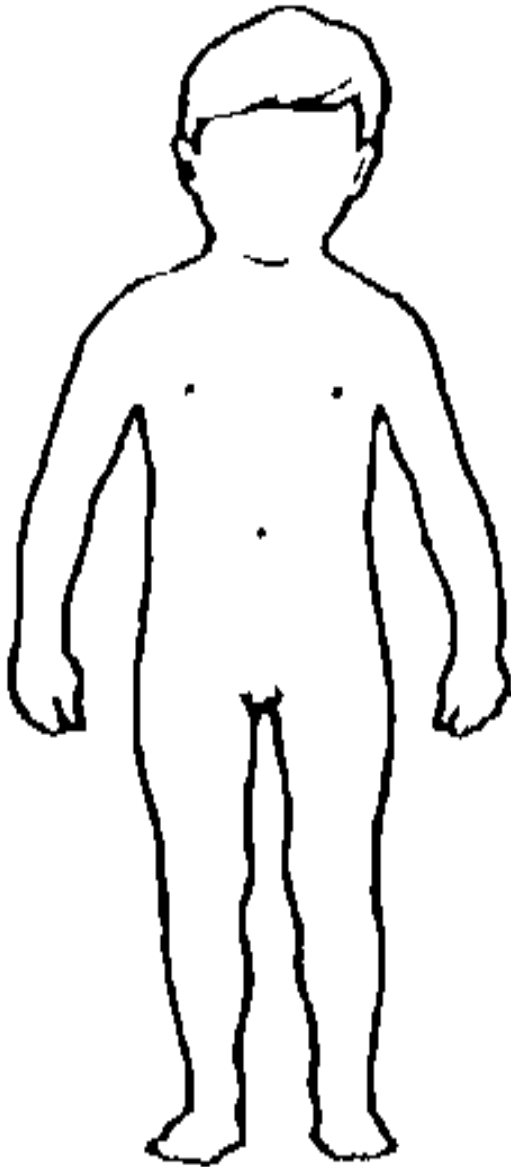
Date  Date of Birth



**Left Side**



**Right Side**



**Child Protection Record of Concern - Body Map – Page 2**

*Attach to Record of Concern Form*

Name of Child:

Date

Date of Birth



**Left Hand**



**Right Hand**



**Left Foot**



**Right Foot**



**Full Description of Injury**

Name of Staff Member: \_\_\_\_\_ Attach to Child Protection Record of Concern/Disclosure



**APPENDIX D**

Child Protection / Safeguarding Chronology Sheet							Sheet No
<p>Log all concerns, relevant contact with parents/carers, discussions with staff details of Social Care, etc. information shared with whom and why, dates of Case Conferences &amp; Core Groups etc. Cross reference to 'Record of Concern' sheets. Retain with this sheet: all minutes, 'Records of Concern', Body maps and other information including that from previous schools.</p>							
Name						Date of Birth	
Date Enrolled			Previous School		Tutor		
Date		Details					Staff Initials

## **APPENDIX E**

### **Child Protection Advice for Children/Young People**

If someone is hurting or upsetting you or making you feel scared, it is not your fault.

You are not alone, there are people who can help you and stop people from making you feel scared or hurt.

You may be frightened of the person hurting you or your friends, but there are things you can do to get help and make it better.

This might include someone who may be frightening you on the Internet or on your mobile.

#### **You should:**

- j. Tell someone you trust, such as your friends, teachers, parents, grandparents. Other people at school may be able to help
- k. Let people help to make things better by stopping the person from hurting you or your friends

#### **You shouldn't:**

- l. Feel embarrassed or alone
- m. Feel that it is your fault or that you are to blame for someone hurting, frightening or touching you. Anyone who tells you that is a liar
- n. Keep it a secret
- o. Feel you have no one to turn to – people are there to help

#### **Other help**

[www.nspcc.org.uk](http://www.nspcc.org.uk)

[www.childline.org.uk](http://www.childline.org.uk) 0800 1111

[www.barnardos.org.uk](http://www.barnardos.org.uk)

[www.saferinternet.org.uk](http://www.saferinternet.org.uk)

[www.thinkuknow.co.uk](http://www.thinkuknow.co.uk)

[www.childline.org.uk](http://www.childline.org.uk)

## **APPENDIX F**

### **Information for parents**

#### **?????? Academy**

At ??????, we recognise that your child is our responsibility and concern. We want to work in partnership with you, and discuss with you, any concerns we may have or that you may have.

It is a priority to inform and involve you at every stage in your child's time at our Academy.

Since the first priority is your child's welfare, there may be rare occasions when our concern about your child means that we have to consult other agencies even before we contact you.

The ER Safeguarding Children Board has laid down the procedures we follow, and the Academy has adopted a Child Protection Policy in line with this for the safety of all.

If you want to know more about our procedures or the policy, please contact Head of School/Designated Safeguarding Lead.

## APPENDIX G

The East Riding Safeguarding Children Board's Procedures contain the detailed inter- agency processes, protocols and expectations for safeguarding children. They can be found on the East Riding of Yorkshire Website at [www.erscb.org.uk](http://www.erscb.org.uk)

### Making a Child Protection Referral

- If the Academy believes that a child/young person may have suffered, is suffering or be at risk of suffering significant harm, a referral **must** be made as soon as possible on that day. This will give Social Care and possibly the Police the maximum time available to make decisions and take appropriate action if needed within the school day.

### East Riding Resident Child

- 1 EHaSH are available to discuss individual cases for advice & guidance during office hours on 01482 395500.
- 2 If the child is currently 'Open' to an ER Social Worker s/he should be notified directly or if not available their manager or Duty colleague. If this contact cannot be made follow 4.
- 3 If not open to ER Social Care an immediate referral should be made to the EHaSH 01482-395500 or outside office hours to the ER Emergency Duty Team on 01377 241273.
- 4 Parents/carers should not be informed before discussions with EHaSH or the Social Worker. It should be established with EH&SH or the Social Worker when and by whom they will be informed and if there are other actions the Academy needs to take.
- 5 When a CP referral is made the time and the person taking the referral should be recorded on the child's 'Chronology Sheet'.
- 7 All telephone referrals must be followed ideally immediately by a 'Confirmation of Referral' form, which should be emailed to [childrens.socialcare@eastriding.gcsx.gov.uk](mailto:childrens.socialcare@eastriding.gcsx.gov.uk)
- 8 A member of the CST should report back to the Academy within 24 hours of receipt of the written referral to outline the action to be taken. If no response is received within 24 hours or sooner in urgent cases (where for example the Academy needs to be updated before the end of the school day) the DSL should contact the CST Manager. If this fails to get a response the DSL should contact EHaSH for advice.

### Child resident in other Local Authorities (LA) (not East Riding)

- 9 If the Academy needs to refer a pupil who lives in a neighbouring Local Authority, the following contact numbers should be used for new referrals. If you are aware that the child is open to that LA follow C above.

Hull	01482-448879	EDT	01482-788080
North Yorks	0845 034941	EDT	01482 300 304
North Lincs	01724-296500	North East Lincs	01472-325555

### Looked After Children

If a child is Looked After by the East Riding the East Riding Social Worker should be contacted to make the referral.

If the child is resident in East Riding but Looked After by another LA, their Social Worker or Duty Manager should be contacted. If such a referral is about an incident occurring in the East Riding then EHaSH should be notified in addition.

## APPENDIX H

### Safeguarding Children: Information for visitors, supply staff and volunteers

This Academy is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. This means that we have a Child Protection and Safeguarding Policy and procedures in place.

All people in the school community have a responsibility to act on any concerns that they have about a child's wellbeing.

If you are concerned about a child's welfare, please record your concerns, and any observations or conversation heard and report this as soon as possible the same day.

'Record of Concern' forms are available from the Staff Room, Reception and the Office. Complete this form and pass it to:

????	Designated Safeguarding Lead
????	Deputy Designated Safeguarding Lead
????	Safeguarding Manager

If you are not able to complete a form, ensure that the full details are recorded including date, time, child's name, your name and a factual account of what was said or observed.

Do NOT conduct your own investigation.

Keep all concerns or information confidential.

You might be concerned if:

- You see an injury
- Another person may express concerns
- Something else raises concerns or worries
- A pupil tells you something

If a pupil tells you something that needs to be passed on:

- Promise confidentiality not secrecy
- Reassure the child that they have done the right thing
- Listen but do not ask leading questions
- Record and pass on your concerns

Your help in supporting our safeguarding work is appreciated by the Academy and most importantly by the children and young people.

**APPENDIX I**



**CONFIDENTIAL: Confirmation of referral to the Early Help and Safeguarding Hub**  
 When making a referral to the Early Help and Safeguarding Hub, professionals and volunteers should consult the East Riding Safeguarding Children Board Threshold Guidance accessed at <http://www.erscb.org.uk/procedures-and-guidance/>  
 If you believe that a child is in immediate danger, call the Police immediately on 999. If you believe a child urgently needs specialist support from children’s social care, based on the threshold guidance on page 12-13, contact the Early Help and Safeguarding Hub on (01482) 395500 and follow up your telephone call by completing and sending this form ideally immediately but within 24 hours to the following secure email: [childrens.socialcare@eastriding.gcsx.gov.uk](mailto:childrens.socialcare@eastriding.gcsx.gov.uk)

Date			
Is this written contact to follow a previous verbal contact?	Yes		No
If yes when was the Early Help and Safeguarding Hub contact made?	Date		Time

Child / Young Person’s details			
Surname	Forename	Dob	*
*	*		
Address	Postcode	Telephone Number	
*	*	*	

What is the child’s first language?	
Does the child have a disability or other Special Educational or Additional Need?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes please give brief details	
Is a signer or interpreter needed?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Agency, organisation and service making contact	
Name of professional or volunteer making contact	Contact number
Are parents/ carers aware of this contact?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Reasons for above response.	
<b>Anonymity</b> Professionals including volunteers do not have the option to remain anonymous; as they have a professional duty under Working Together 2013 to share information openly. Only members of the public can remain anonymous.	

Parent and Carers details	Parental responsibility?
Name & Address if different to child	

**Reason for contact**

What is the referrer worried about? What are you worried will happen to the child/young person if nothing changes? What do you think needs to happen?

Please include as much relevant contextual information and details of any current or previous support or intervention that you are aware of.

**Other significant family members**

Name	Address	Relationship to child

## Other Agencies known to be involved with child and family

Agency / service	Worker	Base	Tel

## **APPENDIX J**

The role of the Designated Safeguarding Lead, governing bodies and proprietors, should ensure that the Academy designates an appropriate senior member of staff to take lead responsibility for child protection. This person should have the status and authority within the Academy to carry out the duties of the post including committing resources and, where appropriate, supporting and directing other staff.

The broad areas of responsibility for the designated safeguarding lead are:

### **Managing referrals**

- Refer all cases of suspected abuse to the local authority children's social care and:
- The designated officer(s) for child protection concerns (all cases which concern a staff member)
- Disclosure and Barring Service (cases where a person is dismissed or left due to risk/harm to a child); and/or
- Police (cases where a crime may have been committed)
- Liaise with the Head Teacher or principal to inform him or her of issues especially ongoing enquiries under section 47 of the Children Act 1989 and police investigations
- Act as a source of support, advice and expertise to staff on matters of safety and safeguarding and when deciding whether to make a referral by liaising with relevant agencies

### **Training**

- The designated safeguarding lead should receive appropriate training carried out every two years in order to:
  - Understand the assessment process for providing early help and intervention, for example through locally agreed common and shared assessment processes such as early help assessments
  - Have a working knowledge of how local authorities conduct a child protection case conference and a child protection review conference and be able to attend and contribute to these effectively when required to do so
  - Ensure each member of staff has access to and understands the academy's child protection policy and procedures, especially new and part time staff

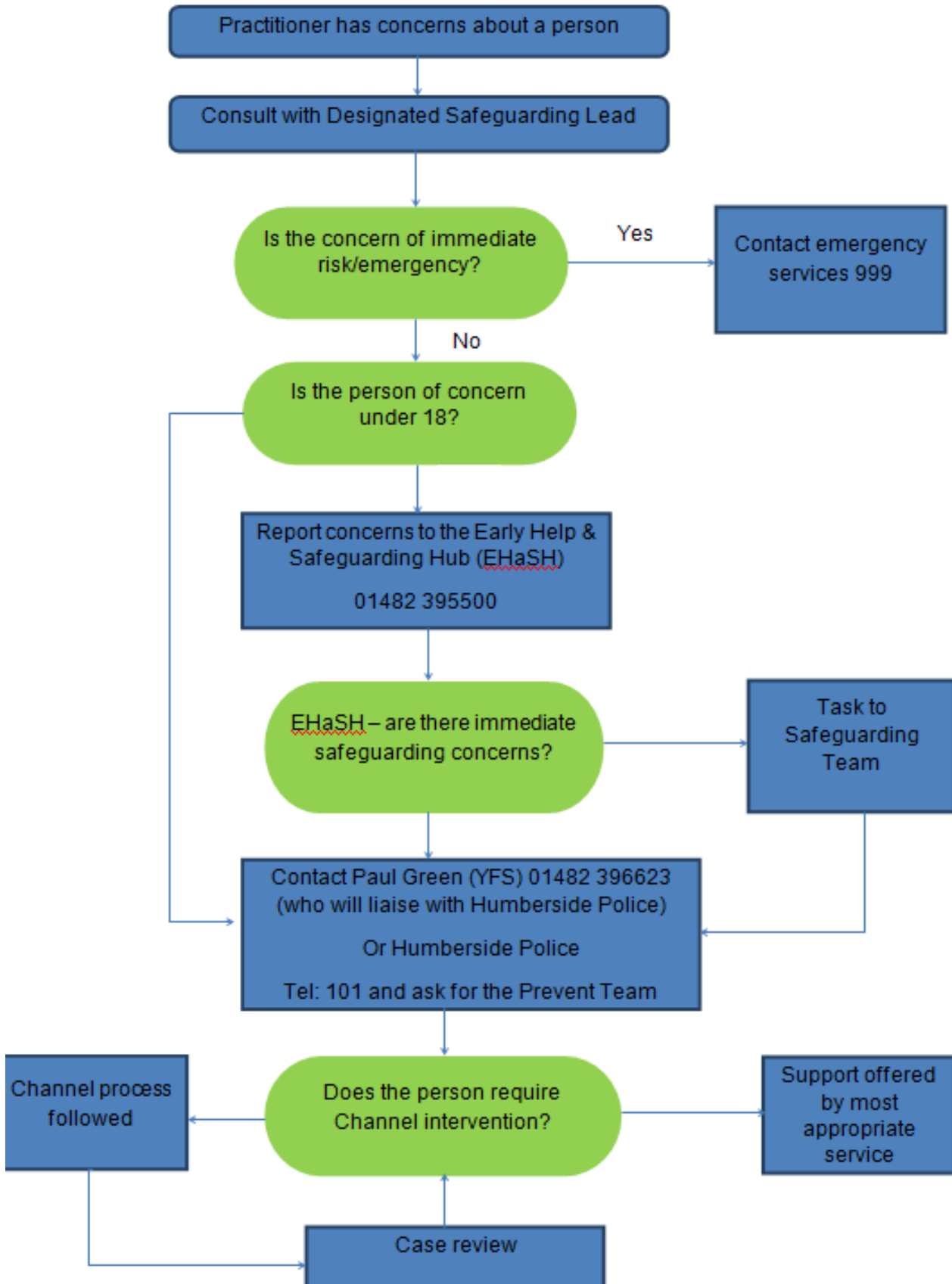
### **Raising Awareness**

- The designated safeguarding lead should ensure the Academy's policies are known and used appropriately
- Ensure the Academy's Child Protection Policy is reviewed annually and the procedures and implementation are updated and reviewed regularly, and work with governing bodies or proprietors regarding this
- Ensure the Child Protection Policy is available publicly and parents are aware of the fact that referrals about suspected abuse or neglect may be made and the role of the Academy in this
- Link with the local LSCB to make sure staff are aware of training opportunities and the latest local policies on safeguarding
- Where children leave the Academy ensure their child protection file is transferred to the new school or college as soon as possible. This should be transferred separately from the main pupil file, ensuring secure transit and confirmation of receipt should be obtained



**APPENDIX K**

**Action to take if you have concerns that a person has or is being radicalised into extremist behaviour**



## APPENDIX L

**Definition of safeguarding** *'Inspecting Safeguarding in early years, education & skills settings (Ofsted Aug 2016)*

In relation to children and young people, safeguarding and promoting their welfare is defined in 'Working together to safeguard children' as:

- Protecting children from maltreatment
- Preventing impairment of children's health or development
- Ensuring that 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

There is a different legislative and policy base for responding to adults' safeguarding needs. However, most of the principles and procedures that apply are the same as those for safeguarding children and young people. Safeguarding action may be needed to protect children and learners from:

- Neglect
- Physical abuse
- Sexual abuse
- Emotional abuse
- Bullying, including online bullying and prejudice-based bullying
- Racist, disability and homophobic or transphobic abuse
- Gender-based violence/violence against women and girls
- Radicalisation and/or extremist behaviour
- Child sexual exploitation and trafficking
- The impact of new technologies on sexual behaviour, for example 'sexting' and accessing pornography
- Teenage relationship abuse
- Substance misuse
- Issues that may be specific to a local area or population, for example gang activity and youth violence
- Domestic violence
- Female genital mutilation
- Forced marriage
- Fabricated or induced illness
- Poor parenting, particularly in relation to babies and young children
- Other issues not listed here but that pose a risk to children, young people and vulnerable adults

Safeguarding is not just about protecting children, learners and vulnerable adults from deliberate harm, neglect and failure to act. It relates to broader aspects of care and education, including:

- Children's and learners' health and safety and well-being, including their mental health
- Meeting the needs of children who have special educational needs and/or disabilities
- The use of reasonable force
- Meeting the needs of children and learners with medical conditions
- Providing first aid
- Educational visits
- Intimate care and emotional well-being
- Online safety and associated issues
- Appropriate arrangements to ensure children's and learners' security, taking into account the local context