

Safeguarding and Child Protection Policy

Designated member of staff: Mrs Louise Lewis (Exec Head)

Miss Sarah Sheppard (Head of Infants)

Mr Mark Williams (Head of Juniors)

Introduction

Raysfield Schools takes seriously their responsibility to protect and safeguard the welfare of the children and young people in their care. We are committed to creating and maintaining a safe and secure environment for pupils, staff, volunteers and visitors and to promote a climate where children and adults will feel confident about sharing concerns which they may have about their own safety or the wellbeing of others.

Our policy draws on

- Children Act 1989. "The welfare of the child is paramount"
- (Making it Happen - DfE) "Knowing when and how to share information isn't always easy – but it's important to get it right."
- Working together to safeguard children (revised March 2015)
- Keeping children safe in education (Revised September 2018)

This policy should be read alongside E-safety policy, Whistle Blowing Policy, Bullying Policy, Physical Contact Policy, Confidentiality Policy, Behaviour Policy, Social Media Policy, Acceptable Use Policy.

Aims

We recognise that for children high self-esteem, confidence, supportive friends and clear lines of communication with a trusted adult helps prevent the chances of their being abused. As part of the ethos of the school, the staff and governors are committed to:

- Ensure good communication between all members of staff is fostered
- Encouraging and supporting parents/carers and working in partnership with them.
- To support the development of the whole child by listening to and valuing the pupils by promoting security, confidence and independence.
- Ensuring all staff, both teaching and support, are aware of their role and responsibility in safeguarding and of signs and symptoms of abuse.
- There is a clear system for monitoring children who are known to be at risk or considered likely to be at risk of harm and staff know the correct procedure for referring concerns or allegations and receive appropriate training to enable them to carry out these requirements.
- Maintaining a safe school environment for all pupils.
- Exercising their duty to work in partnership with other agencies and to share information with them especially Social Care and Avon and Somerset Police.
- Ensure adults working in school with access to children have an up to date DBS check to establish their suitability for working with children.

The Five main elements of this policy are:

- Principles
- Prevention
- Procedures

- Support
- Staff recruitment, management and support systems

Our policy applies to all staff, volunteers and governors in school. We recognise that staff, because of their contact with and knowledge of the children or young people in their care; are well placed to identify abuse and offer support to children in need.

The school recognises it is an agent of referral and not of investigation.

Principles

Section 175 of the Education Act 2002 gives maintained schools a statutory duty to promote and safeguard the welfare of children, and have due regard to guidance issued by the Secretary of State¹.

This school recognises its legal and moral duty to promote the well-being of children, and protect them from harm, and respond to child abuse. We acknowledge our responsibilities to both protect children from maltreatment and prevent impairment. We will promote their welfare by creating opportunities for them to achieve their full potential, thus giving them optimum life chances in adulthood.

We believe that every child regardless of age has at all times and in all situations a right to feel safe and protected from any situation or practice that results in a child being physically or psychologically damaged. This includes any form of bullying (for example, racist).

We recognise that many of the risks to children in the 'real world' equally apply to 'virtual world' that children and young people may encounter when they use ICT in its various forms. We take seriously our responsibility to educate our children to help them to become safe and responsible users of new technologies, and allow them to be discriminating users of both the content they discover and the contacts they make online. Our aim is to teach them the appropriate behaviours and critical thinking skills to remain both safe and legal online, wherever and whenever they use technology.

We agree that we have a primary responsibility for the care, welfare and safety of the pupils in our charge, and we will carry out this duty through our teaching and learning, extra curricular activities, pastoral care and extended school activities. In order to achieve this, all members of staff (including volunteers and governors) in this school, in whatever capacity, will at all times act proactively in child welfare matters especially where there is a possibility that a child may be at risk of significant harm.

The school seeks to adopt an open and accepting attitude towards children as part of their responsibility for pastoral care. The school hopes that parents and children will feel free to talk about any concerns and will see school as a safe place if there are any difficulties at home.

Children's worries and fears will be taken seriously if they seek help from a member of staff. However, staff cannot promise secrecy if concerns are such that referral must be made to the appropriate agencies in order to safeguard the child's welfare.

¹ Safeguarding Children and Safer Recruitment in Education – DfES 2007
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Our schools believe in the importance of early identification of issues for children and young people. We fully endorse the principles of multi-agency working and will engage in the SAF (Single Assessment Framework) process for any child in our schools for whom we feel this is appropriate.

In our schools, if we have suspicions that a child's physical, sexual or emotional well-being is being, or is likely to be, harmed, or that they are being neglected, we will take appropriate action in accordance with the procedures of South Gloucestershire Safeguarding Children Board which are to be found at <http://sites.southglos.gov.uk/safeguarding/children/i-am-a-professional/safeguarding-guidance-policies-and-plans/>.

As a consequence, we

- assert that teachers and other members of staff (including volunteers) in the school are an integral part of the child safeguarding process;
- accept totally that safeguarding children is an appropriate function for all members of staff in the school, and wholly compatible with their primary pedagogic responsibilities.
- recognise that safeguarding children in this school is a responsibility for all staff, including volunteers, and the Governing body;
- will ensure through training and supervision that all staff and volunteers in the school are alert to the possibility that a child is at risk of suffering harm, and know how to report concerns or suspicions;
- designate a senior member of staff with knowledge and skills in recognising and acting on child protection concerns. He or she acts as a source of expertise and advice, and is responsible for co-ordinating action within the school and liaising with other agencies;
- ensure (through the designated member of staff) that staff with designated responsibility for child protection will receive appropriate training to the minimum standard set out by South Gloucestershire Safeguarding Children Board (SGSCB)
- share our concerns with others who need to know, and assist in any referral process;
- ensure that all members of staff and volunteers who have suspicion that a child may be suffering, or may be at risk of suffering significant harm, refer such concerns to the Designated member of staff, who will refer on to LADO in accordance with the procedures issued by South Gloucestershire Safeguarding Children Board.
- safeguard the welfare of children whilst in the school, through positive measures to address bullying, especially where this is aggravated by sexual or racial factors, disability or special educational needs, or technology
- ensure that all staff are aware of the child protection procedures established by South Gloucestershire Safeguarding Children Board and, where appropriate, the Local Authority, and act on any guidance or advice given by them;
- ensure through our recruitment and selection of volunteers and paid employees that all people who work in our school are suitable to work with children,;
- act swiftly and make appropriate referrals where an allegation is made that a member of staff has committed an offence against a child, harmed a child, or acted in a way that calls into question their suitability for working with children.

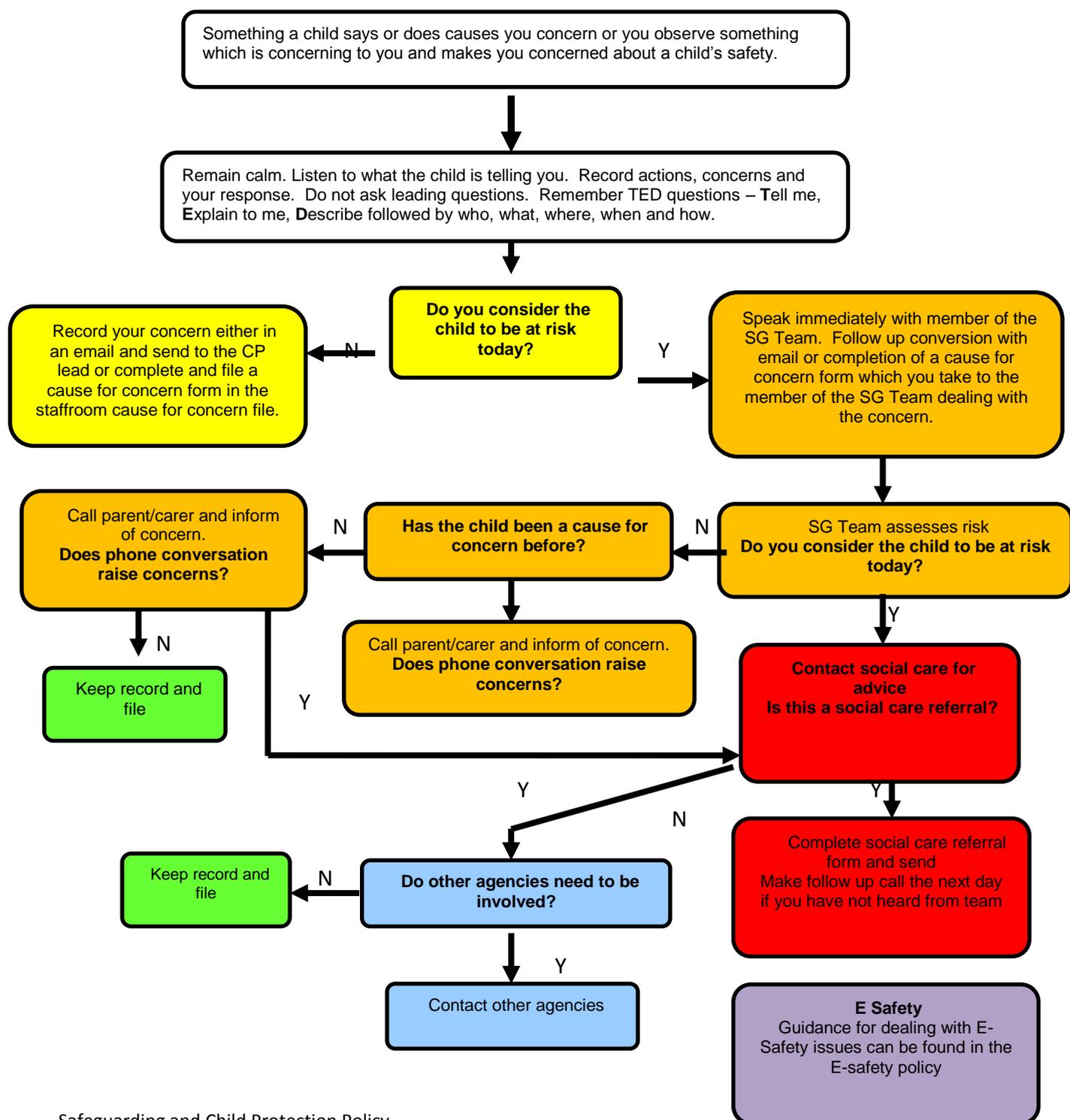
Child Protection

Child protection is a part of safeguarding and promoting welfare. This refers to the activity that is undertaken to protect specific children who are suffering, or are likely to suffer, significant harm.

Refer to Appendix A

Staff and volunteers will follow this procedure ;

See following flow diagram.



Procedures for Referral

All action is taken in line with the following guidance:

- South Gloucestershire Children Protection Procedure Manual
- DFES Circular 10/95 “Protecting Children from Abuse: The Role of the Education Service
- Department of Health guidance: Working Together to Safeguard Children
- Laming Recommendations 2009
- Department of Health: What to do if you’re worried a child is being abused 2003.
- Department of Education “Keeping Children Safe in Education” 2015

Any member of staff or visitor to the school who receives a disclosure of abuse or suspects that abuse may have occurred **must** report it immediately to the Executive Head teacher or Head of Infants/Juniors. In the absence of either of the above the matter should be brought to the attention of the most senior member of staff. This can be recorded using CPOMs or on a paper record of concern form.

The designated person will inform Social Care by telephone; telephone number 01454 866000, out of hours telephone number 01454 615165.

The telephone referral to LADO will be confirmed in writing within 24 hours of the request from the Access and Response Team.

Confidentiality must be maintained and information relating to individual pupils/families shared with staff on a strictly need to know basis.

Designated Member Of Staff

1. The designated senior member of staff (designated person) for child protection in this school is:

Louise Lewis, Executive Headteacher

2. In their absence, these matters will be dealt with by:

Sarah Sheppard Head of Infants
Mark Williams Head of Juniors

3. The designated senior member will work closely with the designated deputies so that they can act effectively in their absence.
4. The designated person is key to ensuring that proper procedures and policies are in place and are followed with regard to child safeguarding issues. They will also act as a dedicated resource available for other staff, volunteers and governors to draw upon.
5. The DSL will lead when early help is appropriate
6. The school recognises that

- The designated person must have the status and authority within the school leadership structure to carry out the duties of the post – they must therefore be a senior member of staff in the school.
- All members of staff (including volunteers) must be made aware of who this person is and what their role is.
- The designated person will act as a source of advice and coordinate action within the school over child protection cases
- The designated person will need to liaise with other agencies and build good working relationships with colleagues from these agencies.
- They should possess skills in recognising and dealing with child welfare concerns.
- Appropriate training and support should be given.
- The designated person is the first person to whom members of staff report concerns.
- The designated person is responsible for referring cases of suspected abuse or allegations to the relevant investigating agencies according to the procedures established by SGSCB.
- The designated person is not responsible for dealing with allegations made against members of staff.

To be effective they will:

- Act as a source of advice, support and expertise within the school and be responsible for coordinating action regarding referrals by liaising with Children’s Social care and other relevant agencies over suspicions that a child may be suffering harm.
- Cascade safeguarding advice and guidance issued by South Gloucestershire Safeguarding Children Board.
- Where they have concerns that a referral has not been dealt with in accordance with the child protection procedures, refer to the Business manager of SGSCB to investigate further.
- Ensure each member of staff and volunteers at the school, and regular visitors (such as Education Welfare Officers, Connexions personal advisors, trainee teachers and supply teachers) are aware of and can access readily, this policy.
- Liaise with the head teacher (if not head teacher) to inform him/her of any issues and ongoing investigations and ensure there is always cover for the role.
- Ensure that this policy is updated and reviewed annually and work with the designated governor for child protection regarding this.
- Be able to keep detailed accurate secure written records of referrals/concerns, and ensure that these are held in a secure place.
- Ensure parents are aware of the child protection policy in order to alert them to the fact that the school may need to make referrals. Raising parents’ awareness may avoid later conflict if the school does have to take appropriate action to safeguard a child.
- Where children leave the school roll, ensure any child protection file is transferred to the new school as soon as possible, separately from the main file, and addressed to the designated person for child protection.
- Where a child leaves and the new school is not known, ensure that the local authority is alerted so that the child’s name can be included on the database for missing pupils.

The designated person also has an important role in ensuring all staff and volunteers receive appropriate training. They should:

- Attend training in how to identify abuse and know when it is appropriate to refer a case
- Have a working knowledge of how South Gloucestershire Safeguarding Children Board operates and the conduct of a child protection case conference and be able to attend and contribute to these when required.
- Attend any relevant or refresher training courses and then ensure that any new or key messages are passed to other staff, volunteers and governors.
- Make themselves (and any deputies) known to all staff, volunteers and governors (including new starters and supply teachers) and ensure those members of staff have had training in child protection. This should be relevant to their needs to enable them to identify and report any concerns to the designated teacher immediately.

Designated Governor

The Designated Governor for Child Protection at this school is:

Claire Hayward

Child protection is important. Where appropriate, the Governors will ensure that sufficient resources are made available to enable the necessary tasks to be carried out properly under inter-agency procedures.

The Governors will ensure that the designated member of staff for child protection is given sufficient time to carry out his or her duties, including accessing training.

The Governors will review safeguarding practices in the school on a regular basis, and no less than annually, to ensure that:

- The school is carrying out its duties to safeguard the welfare of children at the school;
- Members of staff and volunteers are aware of current practices in this matter, and that staff receive training where appropriate;
- They attend training Child Protection/Safeguarding training for Governors
- Child protection is integrated with induction procedures for all new members of staff and volunteers
- The school follows the procedures agreed by South Gloucestershire Safeguarding Children Board, and any supplementary guidance issued by the Local Authority
- Only persons suitable to work with children shall be employed in the school, or work here in a voluntary capacity
- Where safeguarding concerns about a member of staff are substantiated, take appropriate disciplinary action

Recruitment

In order to ensure that children are protected whilst at this school, we will ensure that our staff and volunteers are carefully selected, screened, trained and supervised.

We accept that it is our responsibility to follow the guidance set out in “Safeguarding Children and Safer Recruitment in Education”, in particular:

- Before appointing someone, follow up each reference with a telephone call or personal contact during which we will discuss the applicant's suitability to work with vulnerable children.
- Check that all adults with substantial access to children at this school have an enhanced Criminal Records Bureau check before starting work, and prior to confirmation of appointment.

We will ensure that at least one member of any interview panel has completed certified NSCL Safer Recruitment Training.

In addition, we will ensure that the following checks are satisfactorily completed before a person takes up a position in the school:

- Identity checks to establish that applicants are who they claim to be²
- Academic qualifications, to ensure that qualifications are genuine
- Professional and character references prior to offering employment
- Satisfy conditions as to health and physical capacity
- Previous employment history will be examined and any gaps accounted for.

Volunteers

We understand that some people otherwise unsuitable for working with children may use volunteering to gain access to children; for this reason, any volunteers in the school, in whatever capacity, will be given the same consideration as paid staff.

Where a parent or other volunteer helps on a one-off basis, he/she will only work under the direct supervision of a member of staff, and at no time have one to one contact with children. However, if a parent or other volunteer is to be in school regularly or over a longer period then they will be checked to ensure their suitability to work with children.

All volunteers will be asked to sign to confirm and accept expectations as set out in Raysfield Schools 'Volunteers: a statement of expectations.

Induction & Training

All new members of staff will receive induction training, which will give an overview of the organisation and ensure they know its purpose, values, services and structure, as well as identifying and reporting abuse, and confidentiality issues.

All new staff at the school (including volunteers) will receive basic child protection information and a copy of this policy within one week of starting their work at the school.

All staff will be expected to attend training on safeguarding children that will enable them to fulfil their responsibilities in respect of child protection effectively. The school will provide this training through the designated person.

Staff will attend refresher training every three years, and the designated person every two years.

² e.g., through birth certificate, passport, new style driving licence, etc...
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Dealing with Concerns

Members of staff and volunteers are not required by our schools to investigate suspicions; if somebody believes that a child may be suffering, or may be at risk of suffering significant harm, they must always refer such concerns to the designated person, who will refer the matter to the relevant Children's Services.

To this end, volunteers and staff will follow the procedures below;

- Upon the receipt of any information from a child, or if any person has suspicions that a child may be at risk of harm, or
- If anyone observes injuries that appear to be non-accidental, or
- where a child or young person makes a direct allegation or implies that they have been abused,
- makes an allegation against a member of staff³

They must record what they have seen, heard or know accurately at the time the event occurs, and share their concerns with the designated person (or head teacher if an allegation about a member of staff) and agree action to take

We will ensure that all members of staff and employees are familiar with the procedures for keeping a confidential written record of any incidents and with the requirements of South Gloucestershire Safeguarding Children Board.

Where any member of staff fails to report their concerns, this may be dealt with as a disciplinary matter.

Safeguarding In School

As well as ensuring that we address child protection concerns, we will also ensure that children who attend the school are kept safe from harm whilst they are in our charge.

To this end, this policy must be seen in light of the school's policies on:

- Personal, Social and Health Education and Sex and Relationships Education; child protection issues will be addressed through the curriculum as appropriate.
- E-Safety
- First Aid
- Bullying; the school will also ensure that bullying is identified and dealt with so that any harm caused by other pupils can be minimised. We will pay particular attention to sexualized behaviour, or bullying that is homophobic in nature, or where there appear to be links to domestic abuse in the family home.
- Safer recruitment and code of conduct for staff.
- Racist incidents
- Confidentiality
- Behaviour and the school rules
- Health & Safety
- Physical Intervention
- Allegations against members of staff
- Children Missing Education

³ Allegation that the member of staff has harmed a child, committed an offence against a child, or behaved in a way that questions their suitability to work with children.

Photographing Children

We understand that parents like to take photos of or video record their children in the school play, or at sports day, or school presentations. This is a normal part of family life, and we will not discourage parents from celebrating their child's successes.

However, if there are Health and Safety issues associated with this - i.e. the use of a flash when taking photos could distract or dazzle the child, and cause them to have an accident, we will encourage parents to use film or settings on their camera that do not require flash.

We will not allow others to photograph or film pupils during a school activity without the parent's permission.

We will not allow images of pupils to be used on school websites, publicity, or press releases, without express permission from the parent, and if we do obtain such permission, we will not identify individual children by name.

Our schools cannot however be held accountable for photographs or video footage taken by parents or members of the public at school functions, although we will advise **not** to post any such photographs on any social media websites.

Confidentiality

The schools, and all members of staff at the schools, will ensure that all data about pupils is handled in accordance with the requirements of the law, and any national and local guidance.

Any member of staff who has access to sensitive information about a child or the child's family must take all reasonable steps to ensure that such information is only disclosed to those people who need to know.

Regardless of the duty of confidentiality, if any member of staff has reason to believe that a child may be suffering harm, or be at risk of harm, their duty is to forward this information without delay to the designated member of staff for child protection.

Staff Code of Conduct

All staff (paid and voluntary) are expected to sign to confirm and accept expectations as set out in the schools' Code of Conduct' in respect of their contact with pupils and their families.

Children will be treated with respect and dignity. The school has a duty to ensure that professional behaviour applies to relationships between staff and children, and that all members of staff are clear about what constitutes appropriate behaviour and professional boundaries.

Whilst it would be unrealistic to prohibit all physical contact between adults and children, staff are expected to exercise caution and avoid placing themselves in a position where their actions might be open to criticism or misrepresentation. If it becomes necessary to physically intervene with a child this should be in line with the school policy and a record of

the incident made in the Bound and Numbered book and the headteacher and parents informed.

At all times, members of staff are required to work in a professional way with children. All staff should be aware of the dangers inherent in:

- working alone with a child
- physical interventions
- cultural and gender stereotyping
- dealing with sensitive information
- giving to and receiving gifts from children and parents
- contacting children through private telephones (including texting), e-mail, MSN, or social networking websites.
- disclosing personal details inappropriately
- meeting pupils outside school hours or school duties

If any member of staff has reasonable suspicion that a child is suffering harm, and fails to act in accordance with this policy and South Gloucestershire Safeguarding Board procedures, we will view this as misconduct, and take appropriate action

Physical Contact & Restraint

Members of staff may have to make physical interventions with children. Members of staff should only do this where:

- It is necessary to protect the child, or another person, from immediate danger, or
- Where the member of staff has received suitable training

Allegations against Members Of Staff/ Alleged Abuse by Staff

If anyone makes an allegation that any member of staff (including any volunteer or Governor) may have:

- Committed an offence against a child
- Placed a child at risk of significant harm
- Behaved in a way that calls into question their suitability to work with children

the allegation will be dealt with in accordance with national guidance and agreements, as implemented locally by SGSCB. Schools should contact the LA Designated Officer or Principal Education Welfare Officer on 01454 863377 or CYP Personnel on 01454 863212 for consultation. The Designated Officer contacted will record a note of the consultation and will advise of the appropriate action that needs to be taken, which could include a referral to Social Services.

The head teacher, rather than the designated member of staff will handle such allegations, unless the allegation is against the head teacher, when the chair of governors will handle the school's response.

The head teacher (or chair of governors) will gather information about the allegation, and report these without delay to the Local Authority.

THE PREVENT DUTY

In order for schools to fulfil the Prevent Duty, it is essential that staff are able to identify children and young people who may be vulnerable to radicalisation as part of our

safeguarding duties. The statutory guidance makes clear that schools are expected to assess the risk of children and young people being drawn into terrorism, including support for extremist ideas that are part of terrorist ideology. This means being able to demonstrate both a general understanding of the risks affecting children and young people in the area and a specific understanding of how to identify individual children and young people who may be at risk of radicalisation and what to do to support them.

The general risks affecting children and young people may vary from area to area, and according to their age. Schools are in an important position to identify risks within a given local context.

It is important that schools understand these risks so that they can respond in an appropriate and proportionate way. At the same time schools should be aware of the increased risk of online radicalisation, as terrorist organisations may and do seek to radicalise children and young people through the use of social media and the internet.

There is no single way of identifying an individual who is likely to be susceptible to a terrorist ideology. As with managing other safeguarding risks, staff should be alert to changes in children and young people's behaviour which could indicate that they may be in need of help or protection. Children and young people at risk of radicalisation may display different signs or seek to hide their views.

School staff should use their professional judgement in identifying children and young people who might be at risk of radicalisation and act proportionately.

Even very young children may be vulnerable to radicalisation by others, whether in the family or outside, and display concerning behaviour. The Prevent Duty does not require teachers to carry out unnecessary intrusion into family life but as with any other safeguarding risk, they must take action when they observe behaviour of concern.

The safeguarding procedures outlined above need to be followed in exactly the same way should staff have a concern about potential radicalisation or undue influences.

SEXUAL EXPLOITATION

Child sexual exploitation is a form of child abuse which involves children and young people receiving something in exchange for sexual activity. Perpetrators of child sexual exploitation are found in rural as well as urban areas and are not restricted to particular ethnic groups. It is important that staff are aware of the risk factors and alert the DSL if there are concerns.

Key indicators of children and young people being sexually exploited can include:

- * Going missing for periods of time or regularly coming home late;
- * Regularly missing school or education or not taking part in education;
- * Appearing with unexplained gifts or new possessions;
- * Associating with other young people involved in exploitation;
- * Having older boyfriends or girlfriends;

- * Suffering from sexually transmitted infections;
- * Mood swings or changes in emotional wellbeing;
- * Drug and alcohol misuse; and
- * Displaying inappropriate sexualised behaviour.

Practitioners should also be aware that many children and young people who are victims of sexual exploitation may not recognise themselves as such but they should still be regarded as victims.

Female Genital Mutilation (FGM) and the Mandatory Reporting Duty

As all staff should be vigilant to the indicators of child sexual exploitation, all staff should speak to the DSL where there are concerns - the same is relevant for FGM.

Section 5B of the 2003 FGM Act introduced a specific legal duty which requires teachers in England and Wales to act and make a report to the police where, in the course of their professional duties, they either:

- * Are informed by a girl under 18 that an act of FGM has been carried out on her;
- * Observe physical signs which appear to show that an act of FGM has been carried out on a girl under 18 and they have no reason to believe that the act was necessary for the girl's physical or mental health or for purposes connected with labour or birth

Further information about making a report to the police can be found in the FGM Mandatory Reporting Procedures. The DSL must be kept notified of any disclosures, concerns and calls made to the police. Recordings of disclosures/concerns and any subsequent conversations must be logged and given to the DSL as with any other safeguarding/

Early Help - What school and college staff should look out for

The following indicators have been added to help staff recognise the potential need for early help:

- The child is showing signs of being drawn in to anti-social or criminal behaviour, including gang involvement and association with organised crime groups.
- The child is at risk of modern slavery, trafficking or exploitation.
- The child is showing early signs of abuse and/or neglect.
- The child is at risk of being radicalised or exploited.
- The child is a privately fostered child.

Before And After School Activities

Where the Governing Body transfers control of use of school premises to bodies (such as sports clubs) to provide out of school hours activities, we will ensure that these bodies have appropriate safeguarding and child protection policies and procedures, and that there are

arrangements in place to link with the school on such matters. Such considerations will be made explicit in any contract or service level agreement with the bodies.

Contracted Services

Where the Governing Bodies contracts its services to outside providers, we will ensure that these providers have appropriate safeguarding and child protection policies and procedures, and that there are arrangements in place to link with the school on such matters. Such considerations will be made explicit in any contract or service level agreement with the provider.

Links to:

This policy should be read alongside General Guidance on Safeguarding 2016, E-safety policy, Whistle Blowing Policy, Bullying Policy, Physical Contact Policy, Confidentiality Policy, Behaviour Policy.

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Review Frequency	Annually
Review Date	September 2019
Chair of Governor’s Signature Nick Kelcey, Chair of Governors

Raysfield Infants' School

Learn, Enjoy, Achieve, Discover, Together

Raysfield Junior School

Love to learn, Learn to care, belong, believe, achieve and be happy

Child Protection Guidelines

Seven Golden Rules

- 1. Data Protection is not a barrier**
- 2. Be open and honest**
- 3. Seek advice**
- 4. Share with consent where appropriate**
- 5. Consider safety and well-being**
- 6. Necessity, proportionality, relevance, accuracy**
- 7. Keep a record**

- Where child abuse is suspected or alleged within the school, the staff member will immediately inform the Headteacher (or most senior member of staff her absence). The Headteacher is the named Child Protection member of staff.
- Where the allegation or concern relates to the actions of a member of staff, the matter should immediately be referred to the Headteacher, who will immediately refer to the Head of Children and Young Peoples Department.
- If the matter involves the Headteacher, then referral should be made to the Chair of Governors (see page 2) who will contact the Head of Children and Young People's Department.
- The Headteacher will clarify the detail of the concern or allegation, and will then ensure that the appropriate information held within the school is collated, in order to inform a decision about referral on to Children Social Care (or to another agency, such as Education Welfare or Psychology if this is more appropriate).
- Children need to be made aware that any disclosure cannot remain confidential.
- The information should be collated the same day that the concern is identified and will include any previous concerns about the child, plus any services which are known to be currently involved.
- *It is inappropriate to interview the child about the injury or concern, but it is appropriate for the teacher, or staff member to whom the child has disclosed, to clarify with the child what has happened to them.*
- The exact words used by the child, including the context of any allegation or outcome of any discussion with the child, should be noted.
- Parents should be advised of the intention to refer to Social Care, and their views and co-operation sought, unless there is reason to believe that doing so may place the child at increased risk of significant harm.
- When a referral is made to the relevant Children Social Care team the immediate next steps should be decided by Children Social Care after consultation with the Headteacher (e.g. should the child be allowed to go home at the end of the day? Should the school contact parents if this has not already been done?)
School staff have a statutory duty to co-operate with social workers who are managing a Child Protection investigation

- Any referrals should be made as early in the day as possible, to allow for the most effective planning for the child. Where there is an injury, the referral must be made on the same day that the injury is noted.
- A telephone referral should always be followed up by a written referral within 24 hours. The Educational Welfare Officer for the school should be informed of all referrals.
- School staff should keep appropriate records and be prepared to attend strategy meeting and case conferences as required. Confidentiality must be observed and written records kept in secure conditions.
- The school is likely to be represented on the core group of professionals who have the responsibility to follow up the case after a case conference, particularly if the child is made subject to a child protection plan.
- The attendance and welfare of pupils for whom there is a child protection plan must be closely monitored. All staff concerned should be aware that the child is subject to a child protection plan. If the pupil moves school records should be sent on promptly, and the Education Welfare Service should be informed immediately.

It is always appropriate to discuss the situation with relevant Local Authority staff.

Children Social Services staff will decide, in consultation with school staff and other professionals, whether the child is a risk of significant harm. In this case the matter will be dealt with according to Child Protection procedures. If this is not the case the matter may still result in Children Social Services involvement to support the family.

Decisions about abuse involve the concept of "significant harm"

Definitions:

"Harm"	Ill-treatment or the impairment of health or development.
"Development"	Physical, intellectual, emotional, social or behavioural development.
"Health"	Physical or mental health.
"Ill-treatment"	Includes sexual abuse and forms of ill-treatment, which are not physical.

Specific Safeguarding issues

Child Sexual Exploitation (CSE)

CSE involves exploitive situations, contexts and relationships where young people receive something (e.g. food, accommodation, gifts, money) as a result of engaging in sexual activity. Sexual exploitation can take many forms and involve varying degrees of coercion, intimidation and enticement. It is important to recognise that some young people who are being sexually exploited do not exhibit any external signs of this abuse.

Preventing Radicalisation

Protecting children from the risk of radicalisation should be seen as part of schools wider safeguarding duties. Radicalisation refers to the process by which a person comes to support terrorism and forms of extremism. Staff should be alert to changes in children's behaviour which could indicate they may be in need of help or protection. School staff

should use their professional judgement in identifying children who might be at risk of radicalisation and act proportionately. School should have regard to the statutory guidance issued under section 29 of the CTSA 2015 (Counter terrorism and security act 2015)

Female Genital mutilation (FGM)

FGM comprises all procedures involving partial or total removal of the external female genitalia or other injury to the female genital organs. It is illegal in the UK and a form of child abuse with long lasting harmful consequences. Professionals in all agencies, and individuals and groups in relevant communities, need to be alert to the possibility of a girl being at risk of FGM, or already suffered FGM. (see page 16-17 of the Multi-Agency Practice Guidelines) Mandatory reporting commences in October 2015 there will be statutory duty to report it to the police.

Categories of Child Abuse

These definitions of abuse are drawn from the Department of Health Publication, 'Working Together To Safeguard Children' (2006).

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.

Sexual Abuse: Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, including prostitution, whether or not the child is aware of what is happening. The activities may involve physical contact, including penetrative (e.g. rape, buggery or oral sex) or non-penetrative acts. They may include non-contact activities, such as involving children in looking at, or in the production of, sexual online images, watching sexual activities, or encouraging children to behave in sexually inappropriate ways.

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, shelter or clothing (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)
- ensure access to appropriate medical care or treatment.

Emotional Abuse: Emotional abuse is the persistent 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 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 serious bullying causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

For further guidance see <http://www.swcpp.org.uk>