



**GREAT FINBOROUGH
CHURCH PRIMARY**

Child Protection Procedures

September 2018

Linked documents:
Safeguarding Policy
Online Safety Policy
Information Management Policy
Data Protection Policy

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Approved by:	WGB
Signature of Chair of Governors:	Jamie Warner
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Safeguarding and promoting the welfare of children is **everyone's** responsibility. **Everyone** who comes into contact with children and their families and carers has a role to play in safeguarding children. In order to fulfil this responsibility effectively, all professionals should make sure their approach is child-centred. This means that they should consider, at all times, what is in the **best interests** of the child. *Keeping Children Safe in Education*

1. School safeguarding contacts

Role:	Name and contact details:
Designated Safeguarding Lead (DSL)	Susan Baldry all@greatfinborough.suffolk.sch.uk 01449 613208 / 07760 177962 (out of hours)
Alternate DSL	Siobhan Howson showson@greatfinborough.suffolk.sch.uk 01449 613208 Harriet Elliss business@greatfinborough.suffolk.sch.uk 01449 613208
Headteacher	Stephen Dodd headteacher@greatfinborough.suffolk.sch.uk 01449 613208 / 07825 270748 (out of hours)
Named safeguarding governor	Neil Watts safeguardinggv@finboroughprimary.co.uk
Chair of Governors	Jamie Warner chair@finboroughprimary.co.uk
School e-Safety Lead	Harriet Elliss business@greatfinborough.suffolk.sch.uk
Designated teacher for Children in Care (CiC)	Siobhan Howson showson@greatfinborough.suffolk.sch.uk

2. Procedures

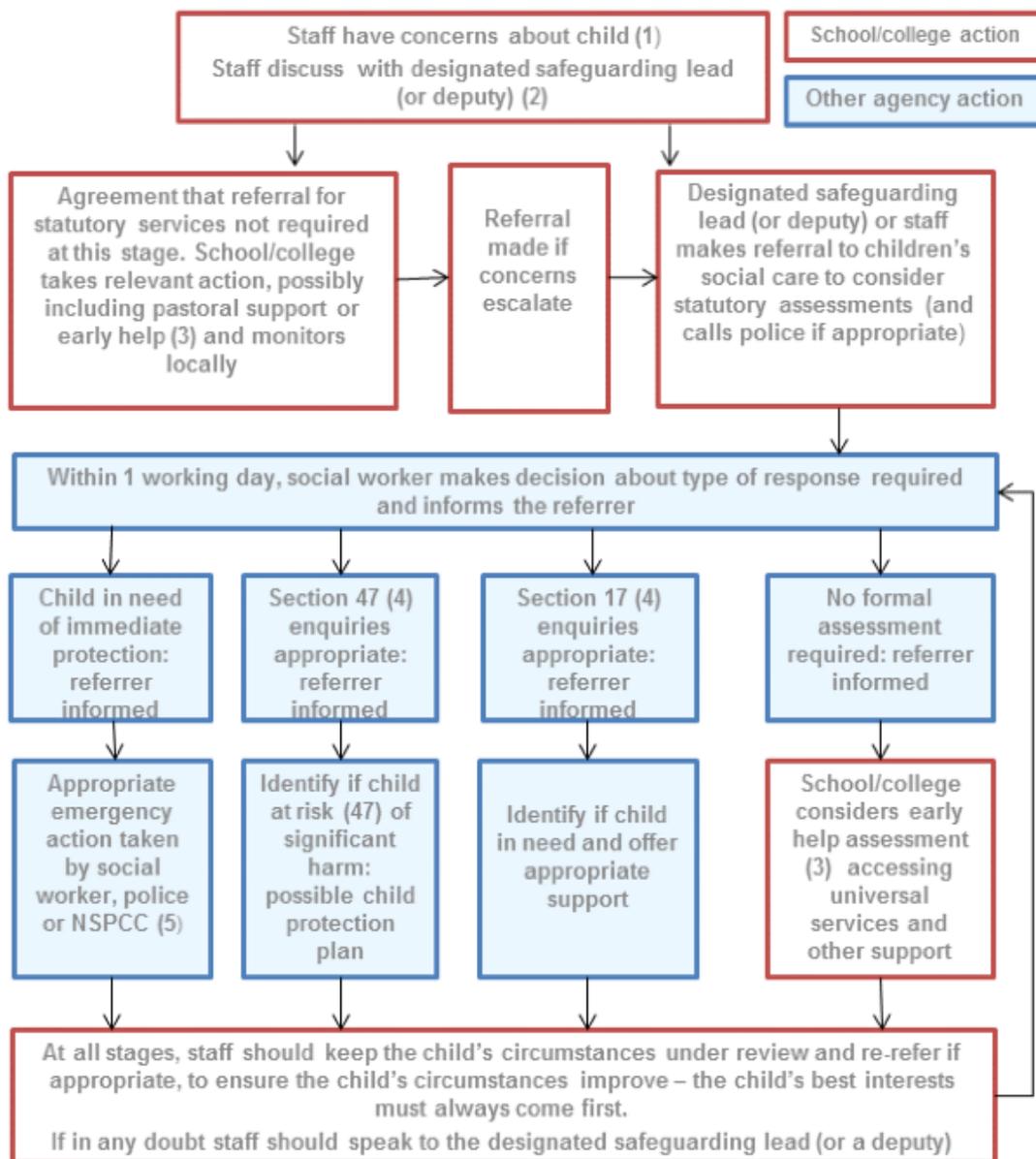
If staff notice any indicators of abuse/neglect or signs that a child or young person may be experiencing a safeguarding issue they should act on them immediately. They should record their concerns on the school form for safeguarding concerns and pass it to the DSL without delay. The recording form is included at Appendix A.

The school will ensure that the DSL or an ADSL will always be available to discuss safeguarding concerns. In exceptional circumstances when a DSL/ADSL is not available staff should not delay action but should take advice from MASH. Any action taken must be shared with the DSL/ADSL as soon as possible.

NOTE: Staff need to be mindful that early information sharing is critical to keeping children safe and should not assume that this has been done by another colleague

The flow chart below is taken from *Keeping Children Safe in Education* and shows the process when a concern has been voiced.

Actions where there are concerns about a child



NOTE: Where a child is suffering or likely to suffer from harm a referral to children's social care (and if appropriate the police) should be made immediately.

2.1 What to do if you are concerned

If a child makes an allegation or disclosure of abuse against an adult or other child or young person, it is important that you:

- Stay calm and listen carefully;
- Accept what is being said;
- Allow the child/young person to talk freely – do not interrupt or put words in the child/young person's mouth;
- Only ask questions when necessary to clarify, do not investigate or ask leading questions;
- Reassure the child, but don't make promises which it might not be possible to keep;
- Do not promise confidentiality;
- Emphasise that it was the right thing to tell someone;
- Reassure them that what has happened is not their fault;
- Do not criticise the perpetrator;
- Explain what has to be done next and who has to be told;
- Make a written record, which should be signed and include the time, date and your position in school;
- Do not include your opinion without stating it is your opinion;
- Pass the information to the DSL or alternate without delay
- Consider seeking support for yourself and discuss this with the DSL as dealing with a disclosure can be distressing.

When a record of a safeguarding concern is passed to the DSL, the DSL will record the time and date the record of concern was received. The DSL will assess the concern and, taking into account any other safeguarding information known about the child/young person, consider whether it suggests that the threshold of significant harm, or risk of significant harm, has been reached. If the DSL is unsure whether the threshold has been met they will contact the MASH Professional Consultation Line for advice (0345 606 1499). Where appropriate, the DSL will complete and submit the SSCB multi agency referral form (MARF) ([available on the SSCB website](#))¹.

Where the DSL believes that a child or young person may be at imminent and significant harm or risk of harm they should call Customer First immediately and then complete the SSCB MARF within 24 hours to confirm the referral. In these circumstances, it is important that any consultation should not delay a referral to Customer First.

Where a safeguarding concern does not meet the threshold for completion of a MARF, the DSL should record how this decision has been reached and should consider whether additional needs of the child have been identified that might be met by a coordinated offer of early help.

School staff might be required to contribute to inter-agency plans to provide additional support to children. This might include attendance at child protection conferences or core group meetings. The school is committed to providing as much relevant up to date information about the child as possible, including submitting reports for child protection conference in advance of the meeting in accordance with SSCB procedures and timescales.

2.2 Procedure for breakfast and after-school clubs

Wherever possible a DSL or ADSL will be on site for the extended club hours. All staff members running clubs must have out of hours contact details for the DSL.

¹ N.B. The exception to this process will be in those cases of known FGM where there is a mandatory requirement for the teacher to report directly to the police, although the DSL should also be made aware.

2.3 Procedure for clubs run by third parties

These procedures will be communicated to visitors and third parties who run clubs by a leaflet given out at reception. This leaflet will contain the contact details for the DSL and ADSLs, including out of hours contacts.

2.4 Procedure for trips

All trips will have a qualified teacher attending who has had full safeguarding training and is familiar with the school procedures.

If an allegation or disclosure is received, the teacher in charge will contact the DSL or Alternate in school to make them aware of the allegation/disclosure. The DSL will take further action as appropriate. On return to the school normal recording processes will be followed.

2.5 Procedure for residential

A DSL or ADSL will attend every residential trip.

- Copies of safeguarding recording forms will be taken on all residential trips.
- Safeguarding forms should be completed for the incident and retained securely by the DSL for the duration of the trip.
- The contact details for MASH and Customer First will also be taken, and the DSL will contact them if appropriate.
- The DSL on the trip will contact the DSL at school to make them aware of the situation and to enable additional documentation, e.g. a MARF, to be completed.

2.6 Procedure for peer on peer abuse

The school recognises that children are capable of abusing their peers. Abuse will never be tolerated or passed off as “banter”, “just having a laugh” or “part of growing up”. The school recognises that abuse can take many forms including sexual violence and harassment, sexting, and hazing. If child on child sexual violence should occur the government’s document [Sexual Harassment and Sexual Violence Advice.pdf](#) will be used for guidance as well as following the SSCB guidelines.

Where the school has identified that a child is likely to harm another child they will take the following actions to minimise the risk of harm:

- Speaking to both children individually
- Making parents/ carers aware
- Investigating ways to keep the children safe
- Creating a risk assessment for both children if required
- Accessing relevant support services beyond school – using CAF process
- Making referral to social services as required
- Contacting the police if deemed appropriate

Allegations of peer on peer abuse should be recorded using the Record of Concern form in Appendix A in the same way as other safeguarding issues.

The school will support victims of abuse by:

- Maintaining a dialogue with them (and parents/ carers)
- Accessing specialist support through outside agencies / CAF process
- Referring to Multi Agency Safeguarding Hub (MASH)
- Contacting police if required
-

The school will support perpetrators of abuse by:

- Maintaining a dialogue with them (and parents/ carers)
- Accessing specialist support through outside agencies/ CAF process
- Referring to Multi Agency Safeguarding Hub (MASH)

2.7 Female Genital Mutilation mandatory reporting duty

Teachers should note that, if in the course of their work, they discover that an act of Female Genital Mutilation appears to have been carried out on a girl under 18 there is a statutory requirement for them to report it to the police as well as reporting to the DSL.

2.8 Children missing education

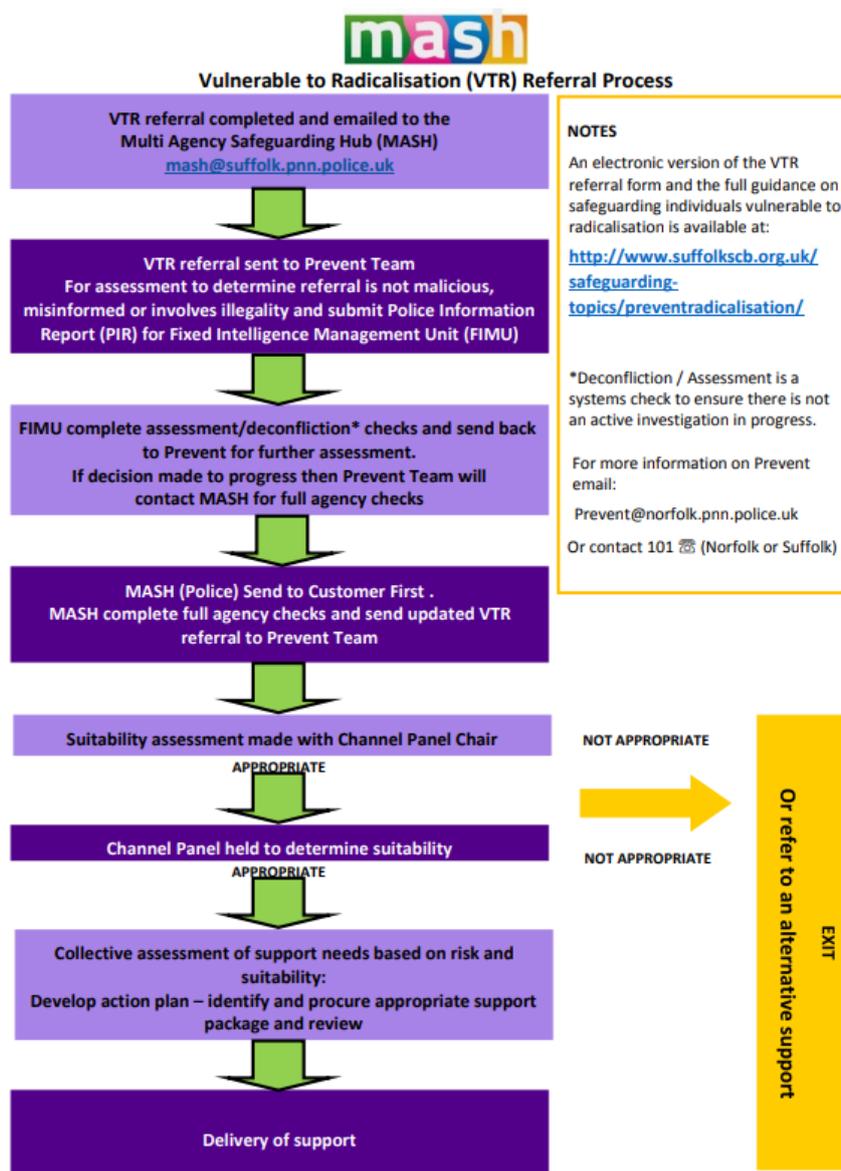
Any staff member who becomes aware that a child is leaving the school at a time other than high school transfer must report this to the office to ensure that the appropriate information is communicated to the Local Authority within the required timeframe.

2.9 Use of reasonable force

Where necessary reasonable force may be used to safeguard children. At all times this must be 'using no more force than needed'. Staff must use their professional judgement and the individual circumstances to determine what is reasonable, and take into account any additional risks when dealing with children with SEN or disabilities. Wherever possible individual behaviour plans will be agreed with parents for vulnerable children to reduce the occurrence of challenging behaviour.

2.10 PREVENT referrals

If staff have any concerns about children or their families being radicalised they must inform the DSL using the usual procedures. The DSL must then refer using the VTR referral process:



3 Information sharing, record keeping and confidentiality

As part of meeting a child's needs, the school understands that it is critical to recognise the importance of information sharing between professionals and local agencies and will contribute to inter-agency working in line with *Working Together to Safeguard Children*. Where there are concerns about the safety of a child, the sharing of information in a timely and effective manner between organisations can reduce the risk of harm. Whilst the Data Protection Act 2018 places duties on organisations and individuals to process personal information fairly and lawfully, it is not a barrier to sharing information where the failure to do so would result in a child or vulnerable adult being placed at risk of harm. Similarly, human rights concerns, such as respecting the right to a private and family life would not prevent sharing where there are real safeguarding concerns. Staff should not assume a colleague or another professional will take action and share information that might be critical in keeping children safe. Staff will have regard to the Government guidance: [Information sharing: advice for practitioners providing safeguarding services](#) which supports staff who have to make decisions about sharing information. This advice includes the seven golden rules for sharing information and considerations with regard to the Data Protection Act 2018 and General Data Protection Regulation (GDPR). If in any doubt about sharing information, staff should speak to the DSL or a deputy.

Well-kept records are essential to good child protection practice. All concerns, discussions and decisions made and the reasons for those decisions should be recorded in writing. If in doubt about recording requirements, staff should discuss with the DSL.

The school will have regard to SCC [Guidance for schools on maintaining and transferring pupil safeguarding/child protection records](#).

The school recognises that confidentiality should be maintained in respect of all matters relating to child protection. Information on individual child protection cases may be shared by the DSL or alternate DSL with other relevant members of staff. This will be on a 'need to know' basis and where it is in the child's best interests to do so.

A member of staff must never guarantee confidentiality to anyone about a safeguarding concern (including parents / carers or pupils), or promise a child to keep a secret which might compromise the child's safety or wellbeing.

The school will always undertake to share its intention to refer a child to Social Care with their parents /carers unless to do so could put the child at greater risk of harm, or impede a criminal investigation. If in doubt, staff will consult with the MASH Professional Consultation Line on this point.

4 Managing allegations made against members of staff or volunteers

The school will follow the SSCB [Arrangements for Managing Allegations of Abuse Against People Who Work With Children or Those Who Are in A Position of Trust](#) if an allegation is made against an adult in a position of trust.

An allegation is any information which indicates that a member of staff /volunteer may have:

- behaved in a way that has harmed a child, or may have harmed a child;
- possibly committed a criminal offence against or related to a child; or
- behaved towards a child or children in a way that indicates he/she would pose a risk of harm to children.

This applies to any child the member of staff/volunteer has contact with in their personal, professional or community life. It also applies regardless of whether the alleged abuse took place in our school.

If any member of staff has concerns that a colleague or volunteer might pose a risk to children it is their duty to report these to the headteacher. Where the concerns or allegations are about the headteacher, these should be referred to the Named Safeguarding Governor.

The Headteacher/Named Safeguarding Governor should report the concern to the Local Authority Designated Officer (LADO) within one working day.

The corporate director for Health, Wellbeing and Children's Services, has identified dedicated staff to undertake the role of LADO. LADOs can be contacted via email on LADOCentral@suffolk.gcsx.gov.uk or by using the LADO central telephone number: **0300 123 2044** for allegations against all staff and volunteers.

5 Whistleblowing

The governing body recognises that children cannot be expected to raise concerns in an environment where staff fail to do so.

Whistleblowing is 'making a disclosure in the public interest' and occurs when a worker (or member of the wider school community) raises a concern about danger or illegality that affects others, for example, pupils in the school or members of the public.

All staff should be aware of their duty to raise concerns, where they exist, about the management of child protection, which may include the attitude or actions/inactions of colleagues, poor or unsafe practice and potential failures in the school's safeguarding arrangements.

The governing body would wish for everyone in the school community to feel able to report any child protection/safeguarding concerns through existing procedures within school, including the whistleblowing procedure adopted by governors where necessary. However, for members of staff who do not feel able to raise such concerns internally, there is a NSPCC whistleblowing helpline. Staff can call 0800 028 0285 (line available from 8.00am to 8.00pm, Monday to Friday) or email: help@nspcc.org.uk

6 Useful Contacts:

Multi-agency Safeguarding Hub (MASH) Professional Helpline: 0345 606 1499

Customer First (Professional Referral Line) for use in emergencies only: 0345 606 6167

Customer First: 0808 800 4005

Police (emergency only): 999

Suffolk Police main switchboard: 01473 613500

Suffolk Police Cybercrime Unit: 101

Suffolk Local Safeguarding Children Board www.suffolkscb.org.uk

Suffolk County Council: www.suffolk.gov.uk/community-and-safety/staying-safe-online/e-safer-suffolk/

Appendix A - Record of concern about a child/young person's safety and welfare

Part 1 (for use by any staff – must be handwritten and legible)

Pupil's name:		Date of birth:	Class/Form:
Date & time of incident:		Date & time (of writing):	
Name (print):		Job title:	
Signature:			
Record the following factually: Nature of concern, e.g. disclosure, change in behaviour, demeanour, appearance, injury, witnesses etc. <i>(please include as much detail in this section as possible. Remember – the quality of your information will inform the level of intervention initiated. Attach additional sheets if necessary.</i>			
What is the pupil's perspective?			
Professional opinion, where relevant <i>(how and why might this have happened?)</i>			
Any other relevant information. Previous concerns etc. <i>(distinguish between fact and opinion)</i>			
Note actions, including names of anyone to whom your information was passed and when			

Check to make sure your report is clear to someone else reading it.

Please pass this form to your DSL without delay

Record of concern about a child/young person's safety and welfare

Part 2 (for use by DSL)

Information received by DSL:	Date:	Time completed:	From whom:		
Any advice sought , if applicable	Date:	Time completed:	From: name/organisation:		
	Advice received:				
Action taken with reasons recorded <i>(e.g. MARF completed, monitoring advice given to appropriate staff, CAF etc)</i>	Date:	Time completed:	By whom:		
Outcome	Date:	Time completed:	By whom:		
Parent/carer informed?	Y	Who spoken to:	Date:	Time:	By whom:
	N	Detail reason:			
Is any additional detail held, if so where?					
Prior safeguarding history	No. of previous records of concern:				
	Has the child been subject of CAF/Early Help assessment?				
	Currently on CP Plan (CPP) / Child in Need Plan (CiN)				
	Previously on CP Plan (CPP) / Child in Need Plan (CiN)				
	Is child known to other agencies?	Y / N			
Name of DSL:			Signature:		

Appendix B - Bodymap

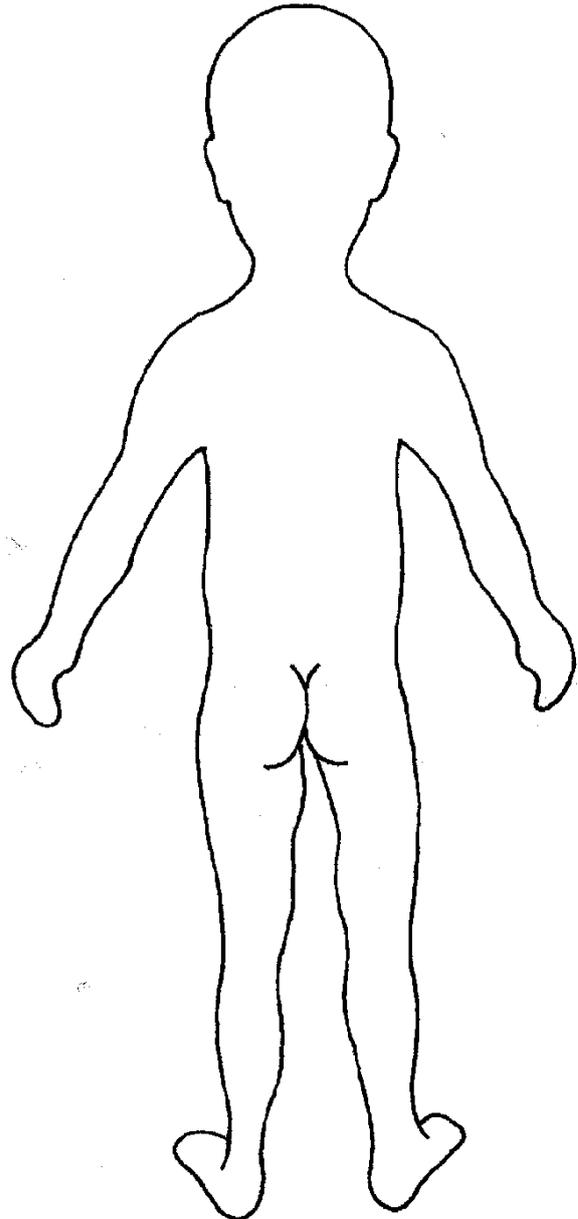
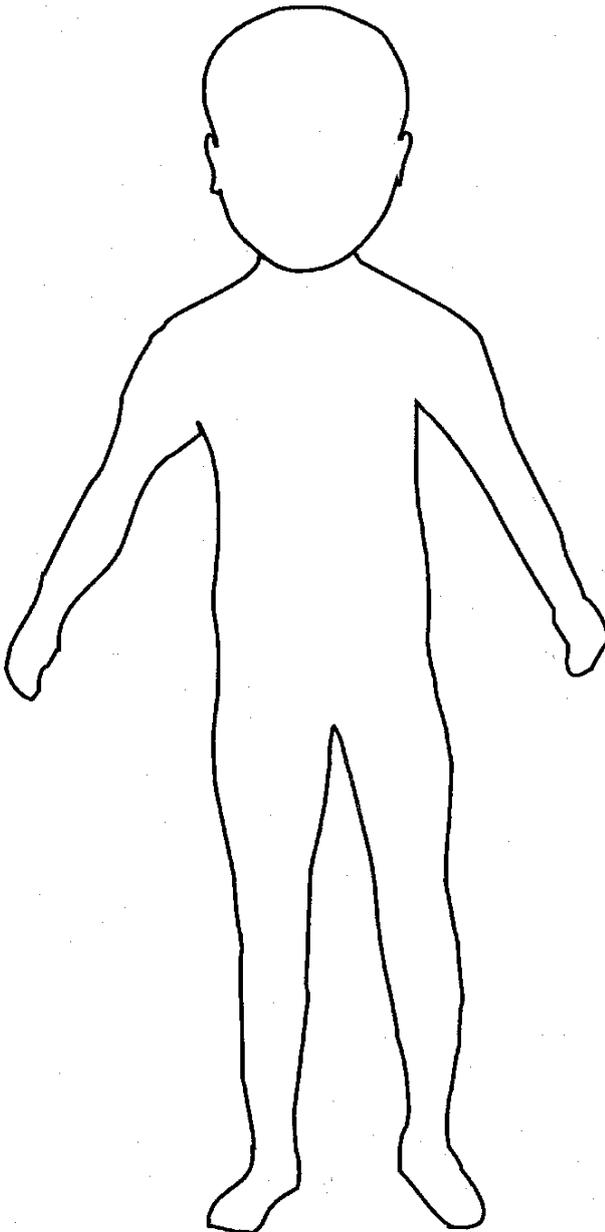
BODYMAP

(This must be completed at time of observation)

Name of Pupil: _____ Date of Birth: _____

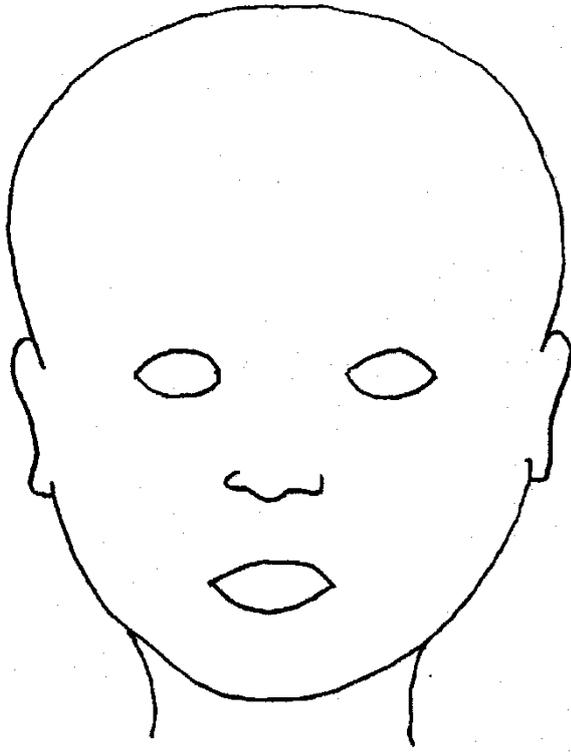
Name of Staff: _____ Job title: _____

Date and time of observation: _____

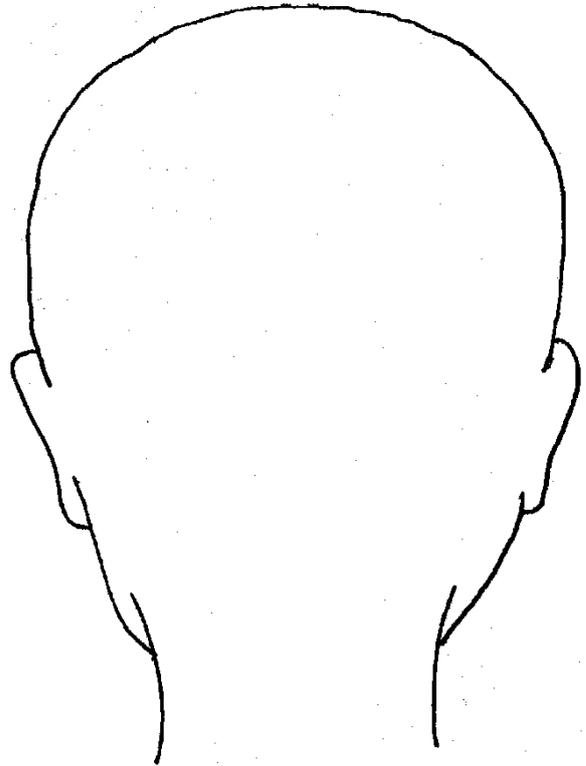


Name of pupil: _____

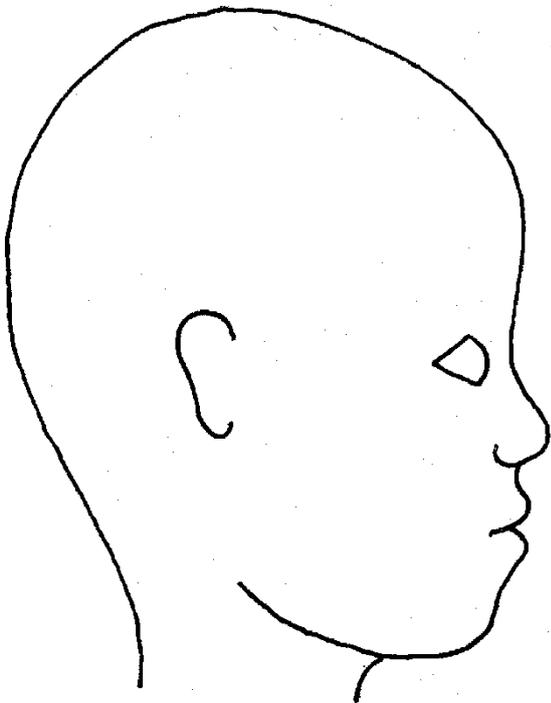
Date and time of observation: _____



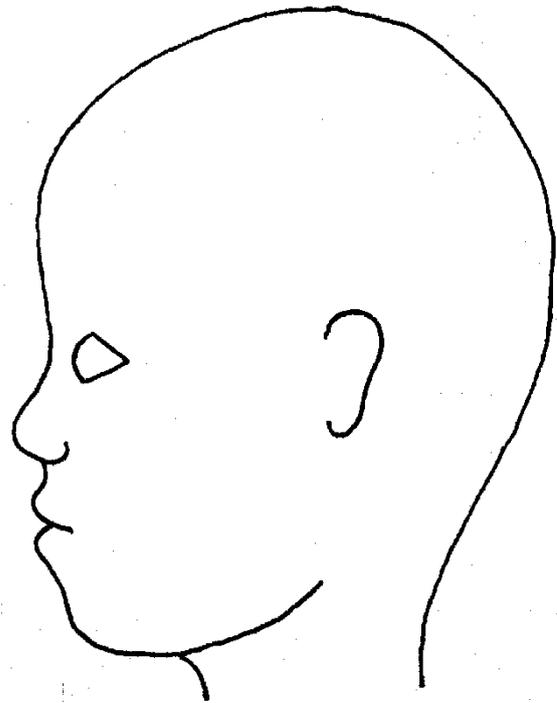
FRONT



BACK



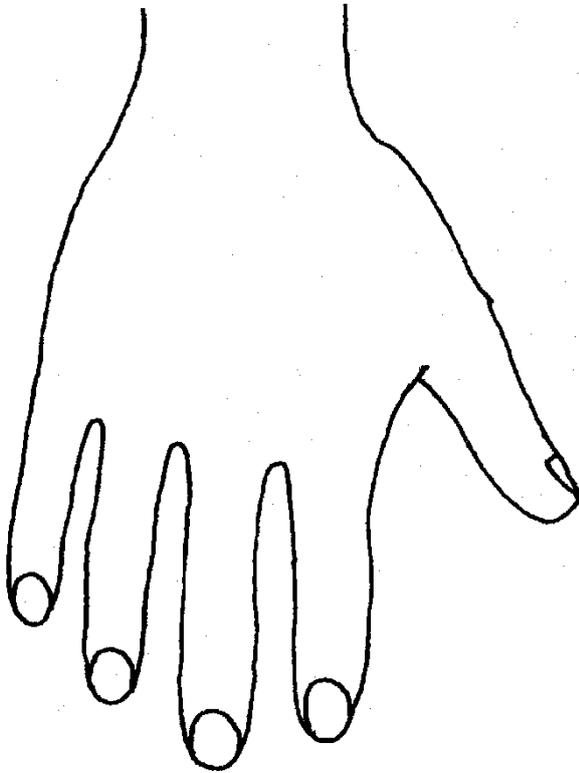
RIGHT



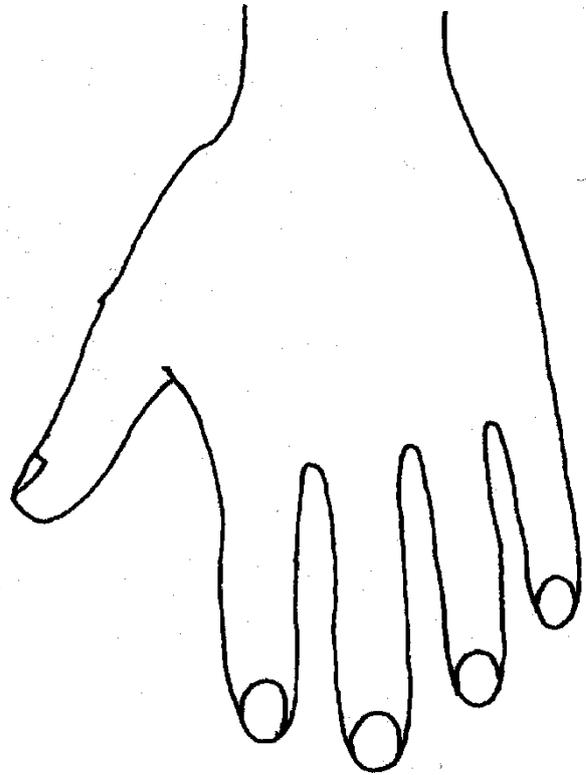
LEFT

Name of pupil: _____

Date and time of observation: _____

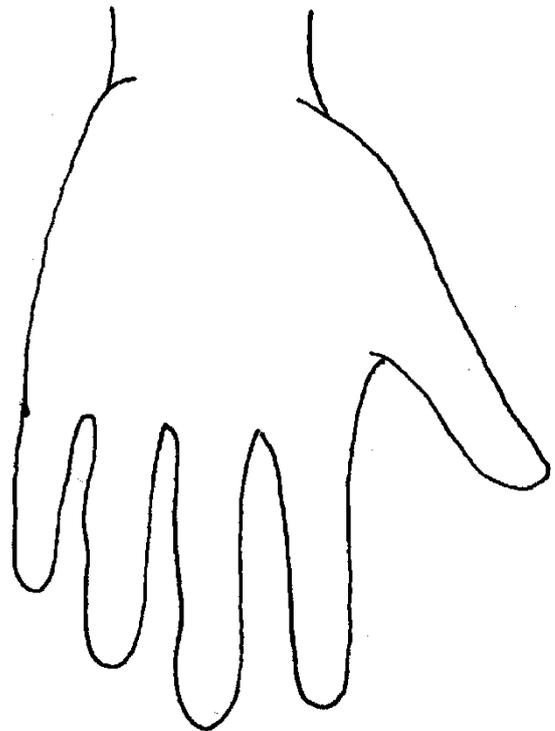
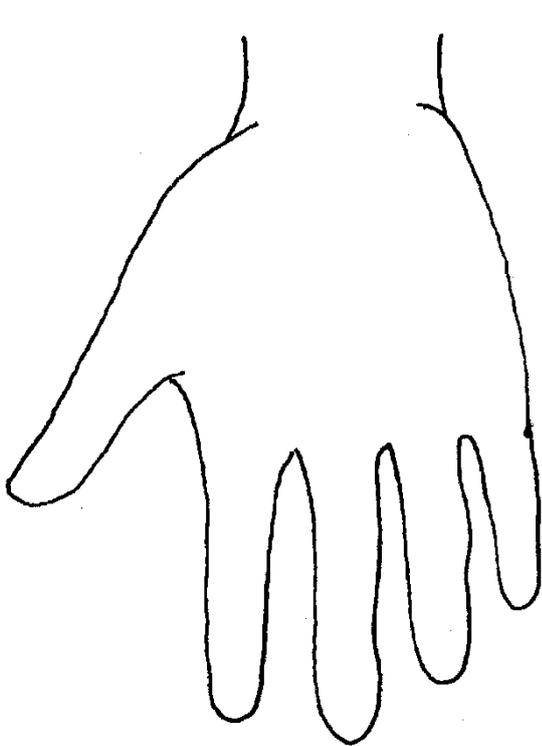


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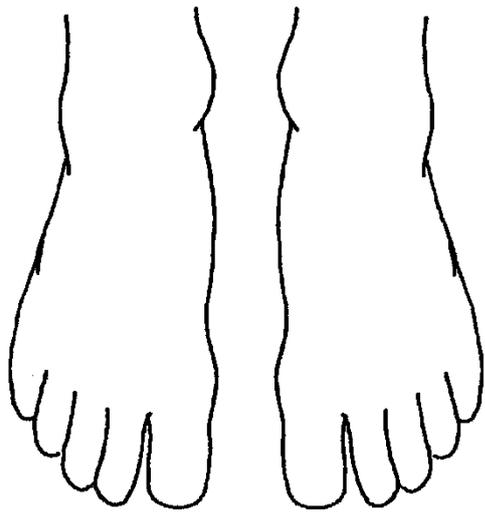
L

BACK

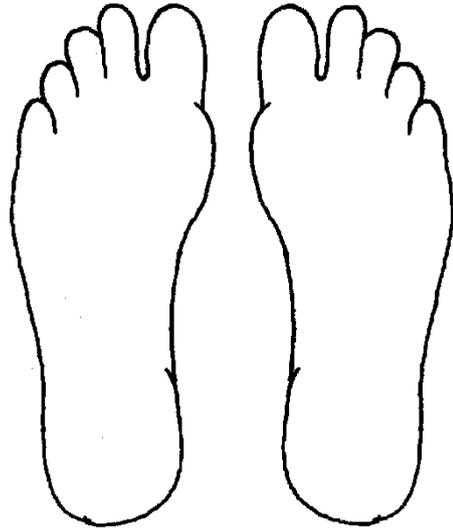


Name of Pupil:

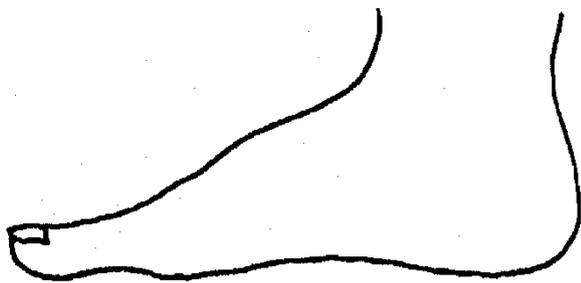
Date and time of observation:



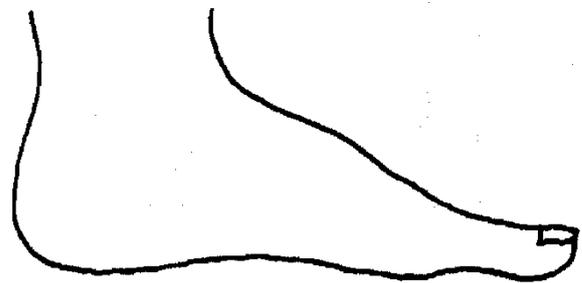
R TOP L



R BOTTOM L

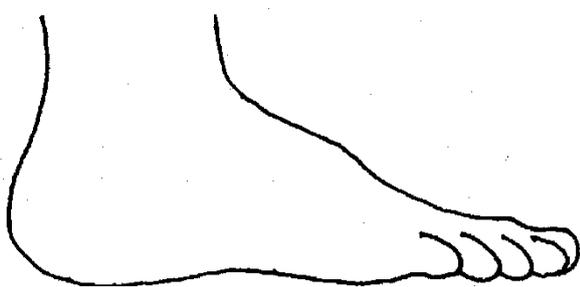


R



L

INNER



R



L

OUTER

Printed Name,
Signature and Job
title of staff:
