



Bilton Grange Primary School School Child Protection Policy 2016

School : Bilton Grange Primary School

Headteacher : Mrs Ratcliffe

Named personnel with designated responsibility for Child Protection

Academic year	Designated Senior Person	Deputy Designated Senior Person	Nominated Governor	Chair of Governors
2011	Mrs Chipp	Mrs Ratcliffe	Mrs Rogers	Mr Moore
2012	Mrs Chipp	Mrs Ratcliffe	Mrs Rogers	Mr Moore
2013	Mrs Chipp	Mrs Ratcliffe	Mrs Rogers	Mr Moore
2014	Mrs Chipp	Mrs Ratcliffe	Mrs Bayne	Mr Moore
2015	Mrs Chipp	Mrs Ratcliffe	Mrs Bayne	Mr Moore
2016	Mrs Chipp	Mrs Davies	Mr Moore	Mr Moore

Policy Review dates

Review Date	Changes made	By whom	Date Shared with staff
Jan 2011	Yes(Personnel))	Mrs Chipp	Jan 2011
Jan 2012	No		Jan 2012
Jan 2013	No		Jan 2013
Jan 2014	Yes(Governor)		Jan 2014
Jan 2015	No		Jan 2015
Jan 2016	Yes	Mrs Chipp	Jan 2016

Dates of Staff Training and details of course title and training provider

Whole School 2016	Designated Senior	Deputy Designated Senior Person
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	2016	2017
2009	2008	
2011	2010	2011-2012
2014	2012	
	2014	2014
2015	2015	2015
2016	2016	2016

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INTRODUCTION

This policy was written by Rosemary Cannell and Karen Lewis, North Yorkshire Education Child Protection and Safeguarding Managers, with acknowledgement that they have included information from the CAPE sample school policy.

The policy updates the LA Sample policy issued 2007 and is in response to:

- i) Sections 175 and 157 of the Education Act 2002, implemented June 2004
- ii) 'Safeguarding Children and Safer Recruitment in Education' issued by DfES 2007

It is in line with the above, the North Yorkshire Safeguarding Children Board Child Protection Procedures www.safeguardingchildren.co.uk, "Working Together To Safeguard Children" (1999 and 2006) and 'What To Do If You Are Worried A Child is Being Abused' (2006)

This policy applies to all adults, including volunteers, working in or on behalf of the school.

'Everyone in the education service shares an objective to help keep children and young people safe by contributing to:

- Providing a safe environment for children and young people to learn in education settings; and
- Identifying children and young people who are suffering or likely to suffer significant harm, and taking appropriate action with the aim of making sure they are kept safe both at home and in the education setting'

Safeguarding Children and Safer Recruitment in Education DfES 2007

SCHOOL COMMITMENT

School is committed to Safeguarding and Promoting the Welfare of all of its pupils. Each pupil's welfare is of paramount importance. We recognise that some children *may* be especially vulnerable to abuse e.g. those with Special Educational Needs, those living in adverse circumstances. We recognise that children who are abused or neglected may find it difficult to develop a sense of self worth and to view the world in a positive way. Whilst at

school, their behaviour may be challenging. We recognise that some children who have experienced abuse may harm others. We will always take a considered and sensitive approach in order that we can support all of our pupils.

PROVIDING A SAFE AND SUPPORTIVE ENVIRONMENT

1. Safer Recruitment and Selection

The school pays full regard to DfES guidance 'Safeguarding Children and Safer Recruitment in Education' Jan 2007. We ensure that all appropriate measures are applied in relation to everyone who works in the school who is likely to be perceived by the children as a safe and trustworthy adult including e.g. volunteers and staff employed by contractors. Safer recruitment practice includes scrutinising applicants, verifying identity and academic or vocational qualifications, obtaining professional and character references, checking previous employment history and ensuring that a candidate has the health and physical capacity for the job. It also includes undertaking interviews and, where appropriate, undertaking List 99 and Criminal Records Bureau checks.

Statutory changes, underpinned by regulations, are that:

- a CRB Enhanced Disclosure is obtained for **all** new paid appointments to the school's workforce,
- a CRB Enhanced Disclosure is obtained for volunteers further to a risk assessment considering the regularity, frequency, duration and nature of contact (see p.49 of above guidance)
- schools will ensure that any contracted staff are CRB checked where appropriate (see p.53 of above guidance)
- schools must keep a single central record detailing a range of checks carried out on their staff
- all new appointments to the school workforce who have lived outside the UK are subject to additional checks as appropriate
- schools must satisfy themselves that supply staff have undergone the necessary checks
- identity checks must be carried out on all appointments to the school workforce before the appointment is made

..... (Headteacher) (School Governor) and(other)
have undertaken the National College for School Leadership Safe Recruitment training (www.ncsl.org.uk). One of the above will be involved in all staff and volunteer appointments and arrangements (including, where appropriate, contracted services).

2. Safe Practice

The school has adopted IRSC “Guidance for Safe Working Practice for the Protection of Children and Staff in Education Settings” (www.n-yorks.net/Protection) .and has undertaken Safe Practice training (available from valerie.hutchinson@northyorks.gov.uk to ensure that staff are safe and aware of behaviours which should be avoided.

Safe working practice ensures that pupils are safe and that all staff:

- are responsible for their own actions and behaviour and should avoid any conduct which would lead any reasonable person to question their motivation and intentions;
- work in an open and transparent way;
- discuss and/or take advice from school management over any incident which may give rise to concern;
- record any incidents or decisions made;
- apply the same professional standards regardless of gender or sexuality;
- are aware that breaches of the law and other professional guidelines could result in criminal or disciplinary action being taken against them.

3. Safeguarding Information for pupils

The school is committed to ensuring that pupils are aware of behaviour towards them that is not acceptable and how they can keep themselves safe. All pupils know that we have a senior member of staff with responsibility for child protection and know who this is. We inform pupils of whom they might talk to, both in and out of school, their right to be listened to and heard and what steps can be taken to protect them from harm. P.S.H.C.E.E. materials we use to help pupils learn how to keep safe are (see Appendix 3.

The following Information is made available to pupils *e.g. helplines, posters, NSPCC and Childline website addresses, Miss dorothy.com, Crucial Crew.*

School’s arrangements for consulting with and listening to pupils are *e.g. school council, peer support, talk partners, buddy system, timetabled weekly 1/1 support by TA for identified pupils*

We make pupils aware of these arrangements by assemblies and school council newsletters

4. Partnership with Parents

The school shares a purpose with parents to keep children safe from harm and to have their welfare promoted. School has provided information on keeping children safe in newsletters a giving information as to how they can report any concerns that they may have if they are worried that a child is at risk of harm *.e.g. by alerting them to the information for parents on N.Yorks SCB website www.safeguardingchildren.co.uk NSPCC website www.nspcc.org.uk www.ceop.gov.uk)*

We are committed to working with parents positively, openly and honestly. We ensure that all parents are treated with respect, dignity and courtesy. We respect parents' rights to privacy and confidentiality and will not share sensitive information unless we have permission or it is necessary to do so in order to protect a child.

School will share with parents any concerns we may have about their child unless to do so may place a child at risk of harm (see Section 3: 3 Action by Senior Designated Person)

We encourage parents to discuss any concerns they may have with school staff.

We make parents aware of our policy in our school brochure and via our newsletters and parents are made aware that they can view this policy on request.

Sample insert for school brochure

Bilton Grange C.P. School is committed to ensuring the welfare and safety of all children in school. All North Yorkshire schools, including Bilton Grange C.P. School, follow the North Yorkshire Safeguarding Children Board procedures. The school will, in most circumstances, endeavour to discuss all concerns with parents about their children. However, there may be exceptional circumstances when the school will discuss concerns with Social Care and/or the Police without parental knowledge (in accordance with Child Protection procedures). The school will, of course, always aim to maintain a positive relationship with all parents. The school's child protection policy is available on request.

5. Partnerships with others

The school recognises that it is essential to establish positive and effective working relationships with other agencies. In order to promote a safe and supportive environment we have close links with *e.g. LA, Social Care, Barnardo's, Police, Health, District Council, and the NSPCC,*

6. School Training and Staff Induction

The school's senior member of staff with designated responsibility for child protection undertakes basic child protection training and training in inter-agency working, (that is provided by, or to standards agreed by, the NYSCB) and refresher training at 2 yearly interval (www.safeguardingchildren.co.uk/training-courses.html).

The Headteacher and all other school staff, including non teaching staff, undertake appropriate induction training to equip them to carry out their responsibilities for child protection effectively, which is kept up to date by refresher training at 3 yearly intervals.

Basic Awareness online training www.safeguardingchildren.co.uk/course-signup.html

Whole School training materials www.n-yorks.net/Protection or contact

Valerie.hutchinson@northyorks.gov.uk if you require support to deliver whole school training.

All staff (including temporary staff and volunteers) are provided with the school's child protection policy and informed of school's child protection arrangements on induction.

7. Support, Advice and Guidance for Staff

Staff will be supported by colleagues, team leaders, the senior nominated person for CP, and the deputy nominated person for CP.

The designated senior person will be supported by *the deputy nominated person for CP and the nominated governor for CP.*

Advice and support is always available from the Educational Social Work Service .Principal E.S.W. Alan Critchlow 01609 532320, and CP Manager Rosemary Cannell 01609 534974 (Advice is available from Children's Social Care duty social worker and the Police Child Abuse Investigation Team Social Services, Customer Relations for 01609 53699 NYCC 0845 6060247.

Further names and contacts can be found in Appendix 1 of this policy.

8. Related School Policies

Safeguarding children covers more than the contribution made to child protection in relation to individual children. It also encompasses issues such as pupil health and safety and bullying, behaviour and a range of other issues, for example, arrangements for meeting the medical needs of children by providing first aid, school security, drugs and substance misuse, sex and relationships etc. There may also be other safeguarding issues that are specific to the local area or population'

Safeguarding Children and Safer Recruitment in Education DfES 2007

Children Missing from Education

The school follows the North Yorkshire LA procedures "Children Who May Be Missing/Lost From Education " Contact: Julie Fenny cmecoordinator@northyorks.gov.uk

Confidentiality

School has regard to "Information Sharing: Practitioner's guide" HM Government, 2008 www.ecm.gov.uk/delivering-services/information-sharing

"Where there is a concern that the child may be suffering or is at risk of suffering significant harm, the child's safety and welfare must be the overriding consideration. "

Schools should have a clear and explicit confidentiality policy.

The school policy should indicate:

- a) when information must be shared with police and Social Care where the child/young person is / may be at risk of significant harm**
- b) when the pupil's and/or parent's confidentiality must not be breached**

9. Pupil Information

In order to keep children safe and provide appropriate care for them the school requires accurate and up to date information regarding:

- Names (including any previous names), address and date of birth of child
- Names and contact details of persons with whom the child normally lives
- Names and contact details of all persons with parental responsibility (if different from above)
- Emergency contact details (if different from above)

- Details of any persons authorised to collect the child from school (if different from above)
- Any relevant court orders in place including those which affect any person's access to the child (e.g. Residence Order, Contact Order, Care Order, Injunctions etc.)
- If the child is or has a Child Protection Plan (formerly known as being on the Child Protection Register)
- Name and contact detail of key persons in other agencies, including GP
- Any other factors which may impact on the safety and welfare of the child

The school will collate, store and agree access to this information. This information will be kept *In a filing cabinet in a locked store. Only school staff have access to this store via key.*

10. Roles and Responsibilities

Governing Body should ensure that:

- the school has a child protection policy and procedures in place that are in accordance with local authority guidance and locally agreed inter-agency procedures, and the policy is made available to parents on request;
- the school operates safe recruitment procedures and makes sure that all appropriate checks are carried out on staff and volunteers who work with children;
- the school has procedures for dealing with allegations of abuse against staff and volunteers that comply with guidance from the local authority and locally agreed inter-agency procedures;
- a senior member of the school's leadership team is designated to take lead responsibility for child protection (and deputy);
- staff undertake appropriate child protection training;
- they remedy, without delay, any deficiencies or weaknesses regarding child protection arrangements;
- a governor is nominated to be responsible for liaising with the LA and /or partner agencies in the event of allegations of abuse being made against the head teacher
- where services or activities are provided on the school premises by another body, the body concerned has appropriate policies and procedures in place in regard to safeguarding children and child protection and liaises with the school on these matters where appropriate.
- they review their policies and procedures annually and provide information to the LA about them and about how the above duties have been discharged

Headteacher should ensure that:

- the policies and procedures adopted by the Governing Body or Proprietor are fully implemented, and followed by all staff;
- sufficient resources and time are allocated to enable the designated person and other staff to discharge their responsibilities; and
- all staff and volunteers feel able to raise concerns about poor or unsafe practice in regard to children, and such concerns are addressed sensitively and effectively in a timely manner in accordance with agreed whistle blowing policies.

Senior Member of Staff with Designated Responsibility for Child Protection

Referrals

- Refer cases of suspected abuse or allegations to the relevant investigating agencies;
- Act as a source of support , advice and expertise within the educational establishment;
- Liaise with head teacher to inform him/her of any issues and ongoing investigations and ensure there is always cover for this role.

Training

- To recognise how to identify signs of abuse and when it is appropriate to make a referral;
- Have a working knowledge of how LSCBs operate, the conduct of a child protection case conference and be able to attend and contribute to these;
- Ensure that all staff have access to and understand the school's child protection policy;
- Ensure that all staff have induction training;
- Keep detailed accurate secure written records and/or concerns
- Obtain access to resources and attend any relevant or refresher training courses at least every two years.

Raising Awareness

- Ensure the child protection policy is updated and reviewed annually and work with the governing body regarding this;
- Ensure parents are made aware of the child protection policy which alerts them to the fact that referrals may be made and the role of the establishment in this to avoid conflict later;
- Where a child leaves the establishment, ensure the child protection file is copied for the new establishment asap and is transferred to the new school separately from the main pupil file. If a child goes missing or leaves to be educated at home, then the child protection file should be copied and the copy forwarded to the Principal Education Social Worker, County Hall, Northallerton, DL7 8AE

All staff and volunteers

- fully comply with the school's policies and procedures
- attend appropriate training
- inform the designated person of any concerns

IDENTIFYING CHILDREN AND YOUNG PEOPLE WHO MAY BE SUFFERING SIGNIFICANT HARM

Teachers and other adults in school are well placed to observe any physical, emotional or behavioural signs which indicate that a child may be suffering significant harm. The relationships between staff, pupils, parents and the public which foster respect, confidence and trust can lead to disclosures of abuse, and/or school staff being alerted to concerns.

Definitions

As in the Children Acts 1989 and 2004, a **child** is anyone who has not yet reached his/her 18th birthday.

Harm means ill-treatment or impairment of health and development, including, for example, impairment suffered from seeing or hearing the ill-treatment of another; **Development** means physical, intellectual, emotional, social or behavioural development; **Health** includes physical and mental health; **Ill-treatment** includes sexual abuse and other forms of ill-treatment which are not physical.

Abuse and Neglect are forms of maltreatment. Somebody may abuse or neglect a child by inflicting harm or failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting; by those known to them, or, more rarely, by a stranger. They may be abused by an adult or adults or another child or children.

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 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.

Emotional Abuse is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill treatment of another. It may involve serious bullying 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.

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 and clothing, shelter (including exclusion from home or abandonment)
- protect a child from physical and emotional harm or danger
- ensure adequate supervision (including the use of inadequate caretakers)
- ensure access to appropriate medical care or treatment.

It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

TAKING ACTION TO ENSURE THAT CHILDREN ARE SAFE AT SCHOOL AND AT HOME

All staff follow the North Yorkshire SCB Child Protection Procedures which are consistent with 'Working Together to Safeguard Children' and 'What To Do If You Are Worried A Child is Being Abused'

It is **not** the responsibility of the school staff to investigate welfare concerns or determine the truth of any disclosure or allegation. All staff, however, have a duty to recognise concerns and maintain an open mind. Accordingly all concerns regarding the welfare of pupils will be recorded and discussed with the designated senior person with responsibility for child protection (or another senior member of staff in the absence of the designated person) prior to any discussion with parents.

1. Staff must immediately report:

- any suspicion that a child is injured, marked, or bruised in a way which is not readily attributable to the normal knocks or scrapes received in play
- any explanation given which appears inconsistent or suspicious
- any behaviours which give rise to suspicions that a child may have suffered harm (e.g. worrying drawings or play)
- any concerns that a child may be suffering from inadequate care, ill treatment, or emotional maltreatment
- any concerns that a child is presenting signs or symptoms of abuse or neglect
- any significant changes in a child's presentation, including non-attendance
- any hint or disclosure of abuse from any person
- any concerns regarding person(s) who may pose a risk to children (e.g. living in a household with children present)

2. Responding to Disclosure

Disclosures or information may be received from pupils, parents or other members of the public. School recognises that those who disclose such information may do so with difficulty, having chosen carefully to whom they will speak. Accordingly all staff will handle disclosures with sensitivity. We have a TA who has a role in making sure children with communication difficulties are given an opportunity to voice concerns

Such information cannot remain confidential and staff will immediately communicate what they have been told to the designated person and make a contemporaneous record.

Principles

Staff will not investigate but will, wherever possible, elicit enough information to pass on to the designated person in order that s/he can make an informed decision of what to do next.

Staff will:

- listen to and take seriously any disclosure or information that a child may be at risk of harm
- try to ensure that the person disclosing does not have to speak to another member of school staff
- **clarify the information**
- try to keep questions to a minimum and of an 'open' nature e.g. 'Can you tell me what happened?' rather than 'Did x hit you?'
- try not to show signs of shock, horror or surprise
- not express feelings or judgements regarding any person alleged to have harmed the child
- explain sensitively to the person that they have a responsibility to refer the information to the senior designated person
- reassure and support the person as far as possible
- explain that only those who 'need to know' will be told
- explain what will happen next and that the person will be involved as appropriate

3. Action by the Designated Senior Person (or other senior person in their absence)

Following any information raising concern, the senior designated person will consider:

- any urgent medical needs of the child
- making an enquiry to the Central Database **01609 774298** (formerly known as Child Protection Register)
- discussing the matter with other agencies involved with the family
- consulting with appropriate persons e.g. ESW service, Social Care
- the child's wishes

Then decide:

- wherever possible, to talk to parents, unless to do so may place a child at risk of significant harm, impede any police investigation and/or place the member of staff or others at risk
- whether to make a child protection referral to social care because a child is suffering or is likely to suffer significant harm and if this needs to be undertaken immediately **OR**
- not to make a referral at this stage
- if further monitoring is necessary
- if it would be appropriate to undertake an assessment (e.g. CAF) and/or make a referral for other services

All information and actions taken, including the reasons for any decisions made, will be fully documented. All referrals to social care will be accompanied by a standard referral form.

4. Action following a child protection referral

The designated senior person or other appropriate member of staff will:

- make regular contact with Social Care
- contribute to the Strategy Discussion and Initial Assessment
- provide a report for, attend and contribute to any subsequent Child Protection Conference
- if the child or children has a Child Protection Plan (formerly placed on the Child Protection Register), contribute to the Child Protection Plan and attend Core Group Meetings and Review Child Protection Conferences
- share all reports with parents prior to meetings
- where in disagreement with a decision made e.g. not to apply Child Protection Procedures or not to convene a Child Protection Conference, discuss this with the Education Safeguarding and Child Protection Manager
- where a child having a Child Protection Plan moves from the school or goes missing, immediately inform the key worker in Social Care

5. Recording and monitoring

School will record:

- Information about the child : name (aka) address, d.o.b., those with parental responsibility, primary carers, emergency contacts, names of persons authorised to collect from school, any court orders, if a child is or has been subject to a CP Plan (been on the CP Register)
- Key contacts in other agencies including GP details
- Any disclosures/accounts from child or others, including parents (and keep original notes)
- All concerns, discussions, decisions, actions taken (dated, timed and signed) and arrangements for monitoring/review

All records should be objective and include:

- Statements, facts and observable things (what was seen/heard)
- Diagram indicating position, size and colour of any injuries (not photograph)
- Words child uses, (not translated into 'proper' words)
- Non-verbal behaviours

All C.P. documents will be retained in a 'Child Protection' file, separate from the child's main file. This will be locked away and only accessible to the headteacher and senior designated person. These records will be copied and transferred to any school or setting the child moves to, clearly marked 'Child Protection, Confidential, for attention of Designated Senior Person Child Protection.'

If the child goes missing from education or is removed from roll to be educated at home then any Child Protection file should be copied and the copy sent to the Principal Education Social Worker, County Hall, Northallerton, DL7 8AE.

We will retain all original copies of C.P. files until the child's 25th birthday.

School will monitor:

Any cause for concern including where there could be serious child welfare concerns:

- Injuries/marks
- Attendance
- Changes e.g. mood/ academic functioning
- Relationships
- Language
- Behaviour
- Demeanour and appearance
- Statements, comments
- Medicals
- Stories, 'news', drawings
- Response to P.E./Sport
- Family circumstances
- Parental behaviour/ care of child

The DSP will review all monitoring arrangements in the timescale and manner determined by circumstances, recorded and clearly understood by all concerned

6. Supporting the Child and Partnership with Parents

- School recognises that the child's welfare is paramount, however good child protection practice and outcome relies on a positive, open and honest working partnership with parents
- Whilst we may, on occasion, need to make referrals without consultation with parents, we will make every effort to maintain a positive working relationship with them whilst fulfilling our duties to protect any child
- We will provide a secure, caring, supportive and protective relationship for the child
- Children will be given a proper explanation (appropriate to age & understanding) of what action is being taken on their behalf and why
- We will endeavour always to preserve the privacy, dignity and right to confidentiality of the child and parents. The Designated Senior Person will determine which members of staff "need to know" personal information and what they "need to know" for the purpose of supporting and protecting the child

Allegations regarding person(s) working in or on behalf of school (including volunteers)

Where an allegation is made against any person working in or on behalf of the school, that he or she has:

- a. behaved in a way that has harmed a child or may have harmed a child
- b. possibly committed a criminal offence against or related to a child or
- c. has behaved towards a child or children in a way that indicates s/he is unsuitable to work with children.

we will apply the same principles as in the rest of this document.

We will always follow the NYSCB procedures www.safeguardingchildren.co.uk

8.0 "Child Protection in Specific Circumstances" section 8.13 "Allegations Made Against a Person who Works with Children"

And we will follow the Guidance www.n-yorks.net/1595

Detailed records will be made to include decisions, actions taken, and reasons for these. All records will be retained securely in a secure store room.

Whilst we acknowledge such allegations, (as all others), may be false, malicious or misplaced, we also acknowledge they may be founded. It is, therefore, essential that all allegations are investigated properly and in line with agreed procedures.

Initial Action

- The person who has received an allegation or witnessed an event will immediately inform the headteacher and make a record
- In the event that an allegation is made against the headteacher the matter will be reported to the Chair of Governors who will proceed as the 'headteacher'
- The headteacher will take steps, where necessary, to secure the immediate safety of children and any urgent medical needs
- The member of staff will not be approached at this stage unless it is necessary to address the **immediate** safety of children
- The headteacher may need to clarify any information regarding the allegation, however no person will be interviewed at this stage
- The headteacher will consult with Education LADO (see Contacts List) in order to determine if it is appropriate for the allegation to be dealt with by school or if there needs to be a referral to social care and/or the police for investigation
- Consideration will be given throughout to the support and information needs of pupils, parents and staff
- The head teacher will inform the Chair of Governors of any allegation.

(School may wish to expand this section to include procedures with reference to NYSCB Procedures and NYCC Disciplinary Procedures).

Appendix 1 CONTACTS

EDUCATION

Principal E.S.W.	Alan Critchlow	01609 532320/ 07715540712
CP Managers/ LADOs	Rosemary Cannell Craven, Harrogate, Selby	01609 534974/ 07715540723
	Karen Lewis Hambleton, Richmondshire, Scarb, Whitby, Ryedale	01609 534200/ 07715540711
CP Admin manager	Julie Fenny	01609 532477
CP Admin. Support	Valerie Hutchinson	01609 534211
CME Coordinator (Children Missing Education)	Julie Fenny	01609 532477 cme.coordinator@northyorks.gov.uk

Senior ESWs:

Hambleton & Richmondshire	01609 536317
Scarborough, Whitby & Ryedale	01609 534460
Harrogate	01609 535547
Craven	01609 536765
Selby	01609 536823

Human Resources	0845 0349494
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SOCIAL CARE

Customer Relations	Tel: 01609 536993
	Fax: 01609 532009
	cru.customer.services@northyorks.gov.uk

Assessment and Safeguarding Teams (Admin.):

Brook Lodge, Selby	01609 536330
16 Dean Road, Scarborough	01609 536993
Thurston Rd, Northallerton	01609 533796
Manor Rd, Knaresborough	01609 536450
Ryedale House, Malton	01609 536521
Hipswell House, Hipswell	01609 536737
Armoury House, Skipton	01609 535471

Emergency Duty Team	0845 034 9417
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Central Database (formerly known as the Child Protection Register)	01609 774298
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NORTH YORKSHIRE POLICE	0845 6060247
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Appendix 1

Customer Service Contact numbers for referral to Social Care in neighbouring Local Authorities:

Redcar and Cleveland	01642 774774
Stockton on Tees	01642 528501
Darlington	01325 346200
Middlesbrough	01642 854591
Durham	0919 560 8000
Cumbria	01228 606060
Lancashire	0161 7780123
Bradford	01274 432918
Leeds	0113 2477400
East Yorkshire	01482 393939
Wakefield	01924 201688
Doncaster	01302 736000
York	01904 554141

Appendix 2

Referral Form to Social Services - Personal Details (Page 1)

Surname:		First Name:		Title:
Preferred Name/Mode of Address:				
D.O.B.:		M/F/Unborn		
<u>Permanent Address</u>		<u>Temporary Address</u>		
Tel:		Tel:		
School attended:		Name of School Contact:		
First Language:		Interpreter Required?		
Ethnic Origin:		Religion:		
If Refugee/Asylum Seeker:				
Nationality:		Status:		
Any Risk to Professionals?				
Does the Child have any Special Needs?				
<u>G.P. (Inc. Telephone Number)</u>				

FAMILY/OTHER MEMBERS OF THE HOUSEHOLD

Name	Address/Telephone	Age/DOB	Relationship	Parental Responsibility

OTHER PROFESSIONALS INVOLVED

Name	Address & Telephone Number	Role

Referral Form to Social Services - Personal Details (Page 2)

Surname:	First Name(s):
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Subject aware of Referral ?	Responsible Adult aware ?
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Referred By:

Designation:	Date & Time:
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Address:

Telephone Number

<u>Reason for Referral:</u>

<u>Current Issues:</u>

(Continue on separate sheet if necessary)

Copy for:	Customer Relations Specialist Customer Services Team (Social Care) North Yorkshire County Council County Hall, East Block, Northallerton DL7 8AH Fax No. 01609 532009 Cru.customer.services@northtyorks.gov.uk	Own Records Education staff, copy to Valerie Hutchinson, Child Protection Administrator, Learning, Youth & Skills, County Hall Valerie.hutchinson@northyorks.gov.uk
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Appendix 3

References

Websites

North Yorkshire S.C.B. (CP Procedures and Training)	www.safeguardingchildren.co.uk
Children Missing from Education	cmecoordinator@northyorks.gov.uk
CAPE (Child Protection in Education)	www.cape.org.uk
Keeping Children Safe	
Internet Safety	www.ceop.gov.uk
Cyberbullying	www.digizen.org
KS2/3	www.missdorothy.com
Bullying & child abuse	www.anti-bullyingalliance.org www.kidscape.org.uk www.childline.org.uk www.nspcc.org.uk
Domestic Violence	www.thehideout.co.uk
Internet Safety	www.ceop.org.uk/thinkuknow www.childnet-int.org
KS2/3	www.kidsmart.org.uk
Jenny's story	www.childnet-int.org/jenny

Documents

DCSF Document www.teachernet.gov.uk/childprotection
Safeguarding Children and Safer Recruitment in Education
Extended Work Experience and Child Protection – Supplementary Guidance
Working Together to Safeguard Children
“What to do if” and other docs www.everychildmatters.gov.uk/safeguarding
Information Sharing www.ecm.gov.uk/deliveringservices/informationsharing
Making it Happen www.everychildmatters.gov.uk/search/IG00130

School Documents www.n-yorks.net/protection

Guidance for Safe Working Practice for the Protection of Children and Staff in Education
Setting
Guidance for Staff facing an Allegation of Abuse
Definitions and Thresholds for Managing Allegations against School Staff
Managing the Aftermath of Unfounded and Unsubstantiated Allegations

Training Materials

Online Basic Awareness Training www.safeguardingchildren.co.uk
Whole School CP Training Materials www.n-yorks.net/protection
Valerie.hutchinson@northyorks.
Safer Recruitment Training www.ncsl.org.uk