



**CASTLE HILLS PRIMARY SCHOOL**

# **SAFEGUARDING CHILDREN AND YOUNG PEOPLE POLICY**

## **(INCLUDING MANAGING ALLEGATIONS AGAINST STAFF WORKING IN A PUBLIC CAPACITY)**

<b>PERSON RESPONSIBLE FOR POLICY:</b>	<b>SARAH MCBRIDE</b>
<b>APPROVED: DSCB</b>	<b>DATE: 30/05/2016</b>
<b>SIGNED:</b>	<b>ROLE: HEADTEACHER</b>
<b>TO BE REVIEWED: ANNUALLY</b>	<b>MAY 2016</b>

**THIS SCHOOL CONTINUES TO ACCESS  
[HTTP://DONCASTERSCB.PROCEDURESONLINE.COM/](http://doncasterscb.proceduresonline.com/) FOR UPDATED  
PROCEDURES IN RESPECT OF ALL SAFEGUARDING/CHILD PROTECTION  
CONCERNS.**

***THIS MODEL POLICY IS ALSO REVISED IN LINE WITH KEEPING CHILDREN SAFE IN  
EDUCATION PROPOSED CHANGES 2016***

## CASTLE HILLS PRIMARY SCHOOL

# SAFEGUARDING CHILDREN POLICY

## SAFEGUARDING DEFINITIONS:

Safeguarding and promoting the welfare of children is defined for the purposes of this policy as:

- Protecting children from maltreatment
- Preventing impairment of children's health or development
- Ensuring that children grow up in circumstances consistent with the provision of safe and effective care, and
- Taking action to enable all children to have the best outcomes

*(Working Together to Safeguarding Children 2015 HM Government)*

Safeguarding is not just about protecting children from deliberate harm. It relates to aspects of school life including:

- Pupil's health and safety
- The use of reasonable force
- Meeting the needs of pupils with medical conditions
- Providing first aid
- Educational visits
- Intimate care
- Internet or e-safety
- Appropriate arrangements to ensure school security, taking into account the local context.

It can involve a range of potential issues such as:

- Bullying, including cyber bullying (by text message, on social networking sites, and so on) and prejudice based bullying.
- Racist, disability, and homophobic or transphobic abuse
- Radicalisation and extremist behaviour
- Child sexual exploitation
- Sexting
- Substance misuse
- Issues that may be specific to local area or population, for example gang activity and youth violence
- Particular issues affecting children including domestic violence, sexual exploitation, female genital mutilation and forced marriage

## **RATIONALE:**

This policy has been developed in accordance with the principles established by the Children Act 1989 and 2004, The Education Act 2002 and Working Together to Safeguard Children 2015. This policy reflects the statutory requirements within Keeping Children Safe in Education 2015 (KCSIE 2015) and the proposed changes to be finalised September 2016. We are therefore taking steps to ensure we are in line with any proposed changes.

In Doncaster this policy compliments the Doncaster Safeguarding Children's Board – South Yorkshire Child Protection Procedures. The local procedures must be followed in all cases.

<http://doncasterscb.proceduresonline.com/>

This policy also shows our commitment to support the statutory guidance from the Department for Education on the application of the Childcare (Disqualification) Regulations 2009 and related obligations under the Childcare Act 2006 in schools. Schools and local authorities must have regard to it when carrying out their duties to safeguard and promote the welfare of children under section 175, of the Education Act 2002, paragraph 7(b) of Schedule 1 to the Education (Independent School Standards) Regulations 2014 and paragraph 3 of the Schedule to the Education (Non-Maintained Special Schools)(England) Regulations 2011.

Castle Hills Primary School recognises the responsibility it has under Section 175 of the Education and Inspections Act 2002, to have arrangements for safeguarding and promoting the welfare of children. The Governing Body approve the S175 or 157 and return to the Local Authority (LA) on a yearly basis. This policy demonstrates the school's commitment and compliance with safeguarding legislation.

Through their day-to-day contact with pupils and direct work with families, staff at the school/setting have a crucial role to play in noticing indicators of possible abuse or neglect and referring them to The Doncaster Children's Trust Referral and Response Service. This also involves understanding serious case reviews and how to improve practice to prevent children from falling through the gaps.

## **PURPOSE:**

The purpose of the policy is to ensure that safeguarding is everyone's responsibility.

- The welfare of the child is paramount;
- All children regardless of age, gender, ability, culture, race, language, religion or sexual identity have equal rights to protection
- Everyone who works with children has a responsibility to keep them safe (Working Together 2015)
- All staff have an equal responsibility to act on suspicion or disclosure that may suggest a child is at risk of harm, any professional with concerns about a child's welfare should make a referral to the Doncaster Children's Trust, and professionals should follow up their concerns if they are not satisfied with the response.(Working Together 2015)
- Pupils and staff involved in Safeguarding issues receive appropriate support and training outlined in KCSIE and the proposed KCSIE 2016.
- Staff to adhere to a Code of Conduct and understand what to do if a child discloses any allegations against teaching staff, Head teachers or the Governing Body.

- To develop and promote effective working relationships with other agencies, especially the police and social care
- To ensure all staff have been recruited safely and a single central record is kept, satisfactory DBS checks are made in accordance with guidance.
- We have a safe school with confident staff, confident parent/carers and confident pupils who know how to recognise and report safeguarding concerns
- All staff understand the categories of abuse, indicators and know how, when, who and how to record and report all safeguarding concerns.

## **TERMINOLOGY:**

**Designated Safeguarding Lead (DSL)** previously known as designated safeguarding officer or designated safeguarding teacher. The named person for safeguarding in education establishments

**LADO** – Local Authority Designated Officer – Deals with any allegation against any member of staff in a public setting.

**Safeguarding** and promoting the welfare of children refers to the process of protecting children from abuse or neglect, preventing the improvement of health and development, ensuring that children growing up in circumstances consistent with the provision of safe and effective care and undertaking that role so as to enable those children to have optimum life chances and to enter adulthood successfully.

**Child Protection** refers to the process undertaken to protect children who have been identified as suffering, or being at risk of suffering significant harm.

**Staff** refers to all those working for or on behalf of the school/setting in either a paid or voluntary capacity.

**Child** refers to all young people who have not yet reached the age of 18.

**Parent** refers to birth parents and other adults who are in a parenting role – step-parents, foster parents, carers and adoptive parents.

### **There are 4 main elements to the Policy:**

1. **Prevention** – through the curriculum and pastoral support offered to pupils and through the creation and maintenance of a whole school/setting protective ethos.
2. **Procedures** – for identifying and reporting cases, or suspected cases of abuse.
3. **Support to Pupils** – who may have been abused, including early preventative work.
4. **Preventing unsuitable people working with children** – by following the Department for Education (DfE) KCSIE 2015 / 2016 statutory guidance – Part three: Safer Recruitment. We also follow local DSCB and HR procedures.

## 1 PREVENTION

Castle Hills Primary School will establish an ethos where:

- Children feel secure.
- Ensure children know that there are adults in the school/setting who they can approach if worried or in difficulty.
- Include in the curriculum opportunities for PSHCE/SMSC/RSE to equip children with the skills needed to stay safe. This includes our PREVENT duty.
- Include in the curriculum material which will help children develop realistic attitudes to their responsibilities in adult life.
- It will work in accordance with 'Working Together to Safeguard Children 2015' and will support the 'Doncaster Early Help Offer' to ensure children and young people receive the most appropriate referral and access provision.
- It will deliver the approved DSCB whole school safeguarding training and ensure all designated safeguarding officers/deputy safeguarding person attend three out of four annual network meetings and/or attend refresher Designated Safeguarding Person (DSP) training on a two yearly basis
- We will work in collaboratives and with our early help co-ordinators to improve outcomes for children and young people.
- We access the school nursing universal offer for all our children and young people
- We keep our safeguarding training up to date and access DSCB training events on a regular basis and understand the safeguarding requirements for Ofsted
- Parents, carers and families, teachers, staff and young people / agencies know how to raise any safeguarding concerns and we have a named designated/deputy safeguarding lead(s) on our senior leadership team.
- We have a clear complaints policy and all staff are aware of whistleblowing procedures.

## 2 PROCEDURES AND RECORD-KEEPING

Castle Hills Primary setting will follow safeguarding procedures as produced by the Doncaster Safeguarding Children's Board (DSCB)

<http://doncasterscb.proceduresonline.com/>

The Designated Senior Member of staff for Safeguarding (Child Protection) / Designated Safeguarding Lead (DSL) is: Sarah McBride

Contact Details: 01302 780246

The Deputy Designated Safeguarding Leads are: Dawn Jobes and Carole Mjadzelics

Contact Details: 01302 780246

The designated teacher for looked after children is: Carole Mjadzelics

Contact Details: 01302 780246

The Nominated Child Protection/ Safeguarding Governor is: Carole Mjadzelics Contact Details: 01302 780246
The Nominated Governor for looked after children is: Carole Mjadzelics Contact Details: 01302 780246
The named PREVENT lead is: Carole Mjadzelics
The named CSE lead is: Sarah McBride
The named FGM lead is: Sarah McBride
The named on-line protection officer is: Carole Mjadzelics
The named complaints handler is: Sarah McBride
The named anti-bullying lead is: Sarah McBride
The named dugs/alcohol substance misuse (hidden harm) lead is: Sarah McBride
The named LGBT support worker is: Sarah McBride
The Headteacher is: Sarah McBride Contact Details: 01302 780246
The Local Authority Designated Officer (LADO) is: Jim Foy Contact Details: 01302 737748

Castle Hills Primary school will:

- Ensure it has a senior designated safeguarding lead (DSL) who has undertaken appropriate Safeguarding (Child Protection) training (see above).
- Ensure that designated staff will take advice from a Safeguarding (Child Protection) Specialist when managing complex cases.
- The school/setting/DSL will investigate any allegation involving actual or suspected abuse of a child within 24 hours of disclosure and follow up referral in writing, using the Doncaster Children's Trust referral and response service forms.
- All school/setting staff will pass any observations leading to suspicion of abuse, or information received about abuse, immediately to the designated safeguarding lead or deputy designated safeguarding lead,
- In the case of serious injury or allegation the DSL will contact The Doncaster Children's Trust Referral and Response Service without delay
- If the allegation of abuse is against the deputy or designated safeguarding person, the Head teacher will speak with the Local Authority Designated Officer (LADO) to discuss the next steps. If the allegation is against the Headteacher the Chair of Governors should be contacted immediately and advice from the LADO sought within 24 hours. If the allegation is against both the Headteacher and Chair of Governors the LADO will be contacted. No member of staff will conduct their own investigation or pass on information to the alleged perpetrator. In all allegations the

LADO will advise on the action to take by calling 01302 737748. The emergency social services team should be contacted outside normal working hours 01302 796000.

- CSE – All staff are aware via whole school training on the signs of Child Sexual Exploitation and seek advice without delay.

## Referral Pathway

Professionals to refer concerns for advice and guidance through CSE Team Direct Number 01302 737200  
Referral to Childrens Services 01302 737200

Professionals can telephone team members for advice  
01302 862012 Jayne Pezzulo  
01302 736929 Carmel Bartlett

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- In the case of poorly explained serious injuries or where behaviour concerns arouse suspicion, the designated teacher will consult with Referral & Response Service Professional Advice Lines on 01302 737722/7376361/737033. If out of hours, the emergency Doncaster Children's Trust Social Care out of Hours team - (ESST) 01302 796000 (after 5.00pm and before 8.30 am weekdays and weekends).  
All parents, carers of families can contact the general contact number on 01302 737777.
  - The DSL will keep all records on file in a secure locked filing cabinet or secure ICT system and share concerns following information sharing protocols. We adhere to HM Government Information Sharing Advice for Practitioners 2015
  - In the event of an unexplained/sudden child death. DSCB DCDOP procedures will be followed [http://doncasterscb.proceduresonline.com/chapters/p\\_cdop.html](http://doncasterscb.proceduresonline.com/chapters/p_cdop.html)
  - Following any serious untoward incidents (SUI) procedure were `near miss` situations occur the DSL/ Head teacher will contact the LA Education Standards and Effectiveness Service, this covers health and safety related incidents where safeguarding is compromised. Notification of near miss situations can also be emailed to [sarah.stokoe@doncaster.gov.uk](mailto:sarah.stokoe@doncaster.gov.uk)
  - The school will have an emergency plan in place to respond to unforeseen circumstances, e.g. staff / child unexpected death, site security threats, floods, storms etc.
  - Governors and senior leaders / DSL will continually review all polices required by law <https://www.gov.uk/government/publications/statutory-policies-for-schools>

### 3 ROLES AND RESPONSIBILITIES

The school/setting will ensure that every member of staff and person working on behalf of the school/setting:

- Understand part 1 of KCSIE 2015 and the proposed September 2016 changes, including the mandatory reporting duty.
- Knows the name of the designated person and his/her role and responsibility.
- Have an individual responsibility to refer Safeguarding (Child Protection) concerns.
- Will receive training at the point of induction so that they know:
  - Their personal responsibility/code of conduct/teaching standards;
  - DSCB child protection procedures and know how to access them;
  - Understand the definitions of abuse, physical abuse, emotional abuse, sexual abuse and neglect
  - The need to be vigilant in identifying cases of abuse at the earliest opportunity;
  - How to support and respond to a child who discloses significant harm.
- Knows their duty concerning unsafe practices in regard to children by a colleague.
- The designated person will disclose any information about a pupil to other members of staff on a need to know basis.
- The school will undertake appropriate discussion with parents prior to involvement with other agencies unless the circumstances preclude this.
- The school will ensure that parents have an understanding of their obligations regarding Child Protection by intervention as and when appropriate.
- Understand Ofsted grade descriptors in relation to personal development, behaviour and welfare of pupils
- Monitors internet usage in accordance with PREVENT/KCSIE and knows how to recognise and respond to inappropriate internet use.

At no time promise confidentiality

Conversations with a child who discloses abuse should follow the basic principles:

- listen rather than directly question, remain calm
- never stop a child who is recalling significant events
- make a record of discussion to include time, place, persons present and what was said (child language – do not substitute words)
- advise you will have to pass the information on
- avoid coaching/prompting
- never take photographs or videos of any injury
- allow time and provide a safe haven/quiet area for future support meetings
- share all concerns no matter how trivial they may seem to the DSL lead who will notify and follow up with the referral and response service any significant concerns immediately, without delay (do not wait for 24 hours) in writing
- For children with CP plans where new information is shared by the young person, the DSL will ensure information is shared with the social worker and not withheld until core/review meetings take place.

[http://doncasterscb.proceduresonline.com/chapters/p\\_info\\_sharing\\_conf.html](http://doncasterscb.proceduresonline.com/chapters/p_info_sharing_conf.html)

## 4 RECORD KEEPING

[http://www.irms.org.uk/images/resources/infoguides/records\\_management\\_toolkit\\_for\\_schools\\_version\\_4\\_may\\_2012.pdf](http://www.irms.org.uk/images/resources/infoguides/records_management_toolkit_for_schools_version_4_may_2012.pdf)

- The school follows the record keeping guidelines taken from Sections 1 – Child Protection and Section 4 – Pupil Records. The DSL is aware the Local Authority's records are kept for 75 years from date of closure so if any information that is held within the School that came from the LA could be destroyed once the child has left the school, however, any records created by the school the school could apply the above retention period(s) to their documents, so the whole pupil file could go to the secondary school whilst the Primary School should keep a copy of the child protection element for the prescribed timescale.

### Records and Monitoring

- Any concerns about a child will be recorded in writing within 24 hours. All records will provide a factual and evidence based account and there will be accurate recording of any actions. Records will be signed, dated and, where appropriate, witnessed.
- At no time should an individual teacher/member of staff or school be asked to or consider taking photographic evidence of any injuries or marks to a child's person, this type of behaviour could lead to the staff member being taken into managing allegations procedures.
- A chronology will be kept in the main school file prior to the commencement of a concern file. Staff, particularly pastoral staff, will record any minor concerns on the chronology and will take responsibility for alerting the designated person should the number of concerns rise or, in their professional judgement, become significant.
- At the point at which a concern file (see below) is commenced then the chronology can be transferred to the concern file.
- Safeguarding, child protection and welfare concerns will be recorded and kept in a separate secure file 'concern' file, some schools still refer to this as a child protection file, which will be securely stored and away from the main pupil file. The main pupil file should have a red C in the top right hand corner to denote a separate file exists (or a similar and consistent coding).
- Files will be available for external scrutiny for example by a regulatory agency or because of a serious case review or audit.

### Why recording is important

- Our staff will be encouraged to understand why it is important that recording is comprehensive and accurate and what the messages are from serious case reviews are in terms of recording and sharing information.

### The Concerns File

The establishment of a 'concern' file, which is separate from the child's main school file, is an important principle in terms of storing and collating information about children which relates to either a child protection or safeguarding concern or an accumulation of concerns about a child's welfare which are outside of the usual range of concerns which relate to ordinary life events. It needs to be borne in mind

that what constitutes a 'concern' for one child may not be a 'concern' for another and the particular child's circumstances and needs will differ i.e. a child subject to a child protection plan, looked after child, CiN may be looked at differently to a child recently bereaved, parental health issues etc. Professional judgement will therefore be an important factor when making this decision and will need clear links between pastoral staff and designated safeguarding leads in school (named designated person).

A 'concern' or 'confidential' file should be commenced in the event of:

- A referral to MASH/Children's Social Care
- A number of minor concerns on the child's main school file
- Any child open to social care.

It is suggested that within a child's 'concern' file there is:

- A front sheet
  - A chronology
  - A record of concern in more detail and body map, where appropriate
  - A record of concerns and issues shared by others.
- The school will keep written records of concern about children even where there is no need to refer the matter to MASH/Children's Trust Referral and Response Service (or similar) immediately but these records will be kept within the separate concerns file.
  - Records will be kept up to date and reviewed regularly by the Senior Designated Person to evidence and support actions taken by staff in discharging their safeguarding arrangements. Original notes will be retained (but clearly identified as such) as this is a contemporaneous account; they may be important in any criminal proceedings arising from current or historical allegations of abuse or neglect.
  - The concern file can be active or non-active in terms of monitoring i.e. a child is no longer LAC, subject to a child protection plan or EHAF and this level of activity can be recorded on the front sheet as a start and end date. If future concerns then arise it can be re-activated and indicated as such on the front sheet and on the chronology as new information arises.
  - If the child moves to another school, the concern file will be sent or taken, as part of the admission/transition arrangements, to the Senior Designated Person at the new establishment/school. There will be a timely liaison between each school Senior Designated Person for Safeguarding to ensure a smooth and safe transition for the child.

### **Recording Practice**

Timely and accurate recording will take place when there are any issues regarding a child. A recording of each and every episode/incident/concern/activity regarding that child, including telephone calls to other professionals, needs to be recorded on the chronology kept within the confidential file for that child. This will include any contact from other agencies who may wish to discuss concerns relating to a child. Actions will be agreed and roles and responsibility of each agency will be clarified and outcomes recorded. The chronology will be brief and log activity; the full recording will be on the record of concern. NB There are templates attached as

guidance which include a file front sheet, chronology, record of concern and a body map.

More detailed recording on the record of concern will be signed and dated and include an analysis, taking account of the holistic needs of the child, and any historical information held on the child's file. Support and advice will be sought from social care, or early help whenever necessary. In this way a picture can emerge and this will assist in promoting an evidence based assessment and determining any action(s) that needs to be taken. This may include no further action, whether an early help co-ordinator advice should be sought or whether a referral should be made to MASH/Children's Trust Referral and Response Service in line with the early help model.

Such robust practice across child protection and in safeguarding and promoting the welfare of children will assist the school in the early identification of any concerns which may prevent future harm.

The Senior Designated Person will have a systematic means of monitoring children known or thought to be at risk of harm (through the concern file and through an on-going dialogue with pastoral staff). They will ensure that we contribute to assessments of need and support multi-agency plans for those children.

Any concerns are shared and where CP Plans are in place the social worker is informed of any new information immediately. All referrals to the R&R service are followed up in writing within 24 hours. The DSL has an equal responsibility to follow up referrals and keep in touch with social care teams on the support/outcomes from any S17/47 referral.

## **5 THE DESIGNATED SAFEGUARDING LEADS ARE RESPONSIBLE FOR:**

- Referring a child if there are concerns about possible abuse, to the Doncaster Children's Trust Referral and Response Service Professional advice lines and acting as a focal point for staff to discuss concerns.  
Referrals should be made in writing, following a telephone call using the Doncaster Children's Trust referral and Response Service referral form or the CSE referral form depending on the nature of the referral.
- Keeping written records of concerns about a child even if there is no need to make an immediate referral.
- Having a clear job description and time to attend statutory meetings and regular training / network meetings (in line with KCSIE 2016 proposals for annual training)
- Ensuring that all such records are kept confidentially and securely and are **separate** from pupil records, until the child's 25<sup>th</sup> birthday, and are copied on to the child's next school or college.
- Ensuring that an indication of the existence of the additional file (in 3 above) is marked on the pupil records.
- Liaising with other agencies and professionals/accessing local networks.
- Ensuring that either they or the staff member attend case conferences, core groups, or other multi-agency planning meetings, contribute to assessments, and provide a report which has been shared with the parents/carers.

- Ensuring that any pupil currently with a child protection plan who is absent in the educational setting without explanation is referred to their key worker's Social Care Team.
- Organising child protection / safeguarding induction for all new staff, and updating whole school training every 3 years (or on a regular basis via staff meetings) All DSLs attend training every 2 years or attend the designated safeguarding network meetings/DSCB lunchtime seminars on a regular basis. 3 out of 4 meetings a year.
- Providing, with the Headteacher, an annual report for the governing body, detailing any changes to the policy and procedures; training undertaken by the DSL, and by all staff and governors; number and type of incidents/cases, and number of children on the child protection register (anonymised). This supports the S175 annual safeguarding report.
- Understand children in need / children on protection plans and support all looked after children PEPs.
- Providing information and audits to the DSCB when required.
- Attending local DCST / early help weekly trust meetings to discuss any cases/share knowledge and also access any support in relation to safe practice.

## **6 LIAISON WITH OTHER AGENCIES**

The school will:

- Work to develop effective links with relevant agencies in relation to Safeguarding (Child Protection).
- Send representatives to case conferences, core groups and Child Protection review meetings.
- Notify any allocated Social Worker if:
  - A pupil subject to a Child Protection Plan (CPP) is excluded (fixed term or permanent);
  - if there is an unexplained absence of a pupil on a CPP of more than 2 days or 1 day following a weekend, or as agreed as part of a CPP.
- Follow the LA policy and statutory guidance on Children Missing Education (CME).

## **7 SUPPORTING PUPILS AT RISK**

The school will endeavour to support vulnerable pupils through:

- Its ethos which promotes a positive, supportive and secure environment and gives pupils a sense of being valued.
- Its behaviour policy aimed at supporting vulnerable pupils in school/setting. All staff will agree a consistent approach which focuses on the behaviour or the offence committed by the Child.
- Liaison with other appropriate agencies which support the pupil.
- Developing supportive relationships.
- Recognition that children living in difficult home environments are vulnerable and in need of support and protection.
- Monitoring pupil welfare, keeping accurate records and notifying appropriate agencies as and when necessary.

- Allowing designated staff opportunities to attend face to face DSCB multi-agency training, (sexual exploitation, domestic violence, drugs/alcohol substance misuse etc.).
- When a pupil on the Child Protection register transfers to another school/setting, information will be transferred safely and securely to the new school/setting immediately.
- Recognising, reporting and responding any behaviours consistent with radicalisation/extremist behaviours.
- Recognising, reporting and responding to any suspected FGM practice.
- The school acknowledges serious case review findings and shares lessons learned with all staff to ensure no child falls through the gap.
- The school knows how to identify and respond to the four main categories of abuse. All staff understand the main categories of abuse from the whole school training. Physical, Emotional, Sexual and Neglect.
- All staff are aware and understand of the definitions by reading [https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/447596/KCSIE\\_Part\\_1\\_July\\_2015.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/447596/KCSIE_Part_1_July_2015.pdf)
- The school works with a variety of agencies and arranges opportunities for young people to discuss and understand a wide range of specific safeguarding issues.
- The designated safeguarding lead will cascade information to all staff in relation to specific safeguarding concerns listed in KCSIE – page 12.
- School staff are aware of the DSCB Neglect policy and toolkit available from DSCB to help identify and recognise any child subject to neglect. [http://doncasterscb.proceduresonline.com/pdfs/assess\\_tool%20](http://doncasterscb.proceduresonline.com/pdfs/assess_tool%20) for neglect and also looks at a child in the outside world acknowledging education plays a small part in the framework of assessment of need.

## **8 EARLY IDENTIFICATION, RECOGNISING AND RESPONDING TO SAFEGUARDING NEEDS**

The Early Help Hub is the new first point of contact for all enquiries from practitioners working with children and young people who are seeking advice and information about possible resources and/or advice on supporting a child through the CAF and Team around the Child arrangements. The Hub team has been formed from staff in the current DMBC Early Help Service, Education Welfare and Stronger Families services, Doncaster Children's Trust Intensive Support Team and will be joined by practitioners from other partner agencies.

If there is a query about how to help somebody access a service or if there are concerns around a family that need discussing then the Hub can be contacted by telephone: (01302) 734110 or e-mail: [earlyhelphub@doncaster.gov.uk](mailto:earlyhelphub@doncaster.gov.uk). The team is available from 8.30am to 4.30pm, Monday to Friday, and telephone messages will be responded to within one working day.

The Early Help Hub does not replace the existing 'front door' arrangements for children's social care in Doncaster. The Doncaster Children's Services Trust's Referral and Response Service and Emergency Social Services Team - ESST Tel: (01302) 737777) continue to be responsible for receiving referrals from Practitioners who are worried about the safety or well-being of a child or young person and whose needs

they think may meet the threshold for intervention at Level 4 of the Doncaster Safeguarding Children Board threshold guidance.

If the child, young person or family that you are supporting may need more and coordinated help than a single agency can provide, an Early Help Enquiry form should be completed and sent to the Hub.

The support includes:

- Case management advice, guidance and information, including about the possible next steps in supporting individual children;
- Applying the DSCB Thresholds other service thresholds;
- Advice on how to get the best out of Early Help Pathway support;
- Information and suggestions about direct work, tools and resources.

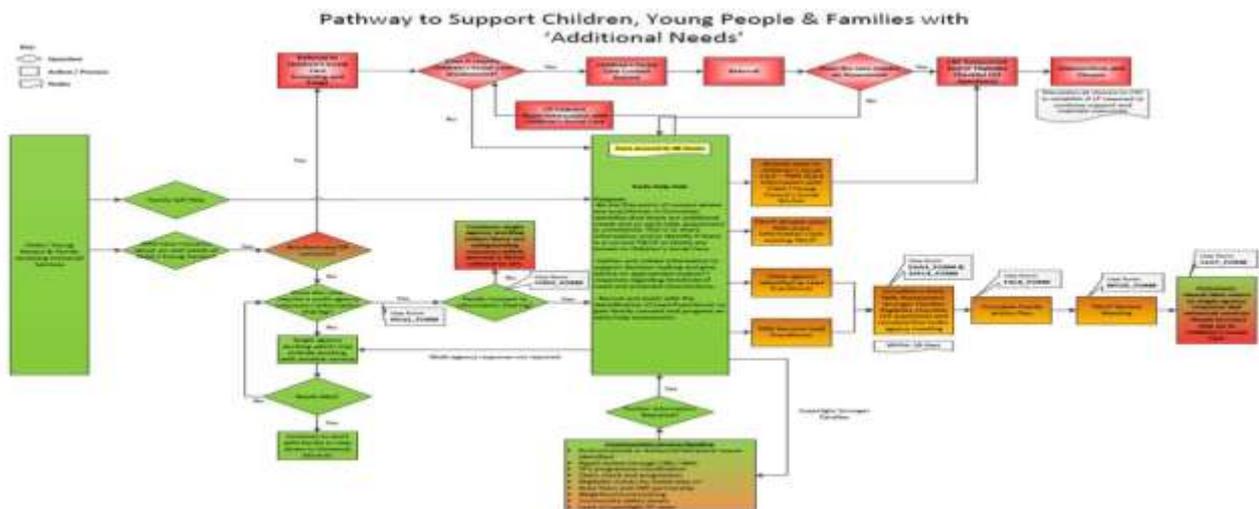
Early Hub contacts are :

Central: [chris.stacey@doncaster.gov.uk](mailto:chris.stacey@doncaster.gov.uk) (on behalf of Emma McDonagh)

North: [natasha.abbott@doncaster.gov.uk](mailto:natasha.abbott@doncaster.gov.uk)

East: [christian.brownless@doncaster.gov.uk](mailto:christian.brownless@doncaster.gov.uk)

South: [lindsey.swain@doncaster.gov.uk](mailto:lindsey.swain@doncaster.gov.uk)



## SCHOOL NURSING – ACCESS TO UNIVERSAL PROVISION

- If health needs are identified, the DSL will contact the school nursing service for information and advice. Where a new diagnosis is received and further advice and support are required school may contact the designated school nurse by telephone on 01302 384138 or email [cyp&fschoolnurses@rdash.nhs.uk](mailto:cyp&fschoolnurses@rdash.nhs.uk)

- The school nurse will offer guidance and support in the form of signposting to specialist practitioners; where appropriate and advice re care planning. The school nursing service can offer early identification cases (pre-caf) where some concerns are being raised. Help with managing healthy weight/lifestyles, CSE, domestic abuse, FGM, childhood illnesses and support managing medicines and health care plans / allergies. The service also provides training for staff.

The school nurse contact details are available from the following directory.



Copy of CYPF STAFF  
DIRECTORY NEW MA

## 9 GAMBLING & SOCIAL GAMING

Young people need to be 18 years and over to legally gamble in casinos, high street bookmakers and in most cases on-line. However there are certain categories of slot machines (such as those found in arcades, predominantly at Seaside resort towns) which have no age restriction. Similarly young people wanting to buy National Lottery Scratch Cards or Lottery Tickets can do so at the age of 16 years. All these type of activities are classed as gambling and with the explosion of advertising and the presence of high street bookmakers, gaming is more prevalent in society today.

In addition to the above traditional forms of gambling; social gaming is hugely popular among young people. Social gaming has no age restriction and is predominantly accessed by young people via mobile phones or tablets in the form of a downloadable app (such as Candy Crush or Game of Thrones). These apps are free to download and play, but have countless opportunities for players to purchase (often with real cash) tools or tips to advance levels in such games. Though many young people do not experience harm, for some young people such games can be highly addictive and lead to (i) isolation and time lost to playing and (ii) financial pressure due to consistently purchasing tools to advance. If you notice or suspect students may be experiencing harm, here are some of the warning signs:

- Be male and aged 13 – 18 years.
- Use gambling to cultivate status among peers.
- Fallen out with family, truant from school or college.
- Low self-esteem, but irrational behaviour.
- Preoccupied on mobile, restless or irritable.
- Lies to family members, friends and college staff to conceal behaviour.
- Never has no money.

Advice or help can be accessed via:

- National Problem Gambling Helpline (0808 8020 133).
- Gamble Aware website ([www.gambleaware.co.uk](http://www.gambleaware.co.uk)) – generic website offering advice.
- Inviting the Young Gamblers Education Trust (YGAM) in to school to talk to students or deliver workshops on gambling & social gaming as part of PSHE or school enrichment days. [www.ygam.org.uk](http://www.ygam.org.uk).

- All the materials used by YGAM are PSHE quality assured and accredited by ASDAN.

## **11 WHISTLE BLOWING**

- We recognise that children cannot be expected to raise concerns in an environment where staff fail to do so.
- 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 of colleagues. If it becomes necessary to consult outside the school, they should speak in the first instance, to the Lead Advisory Officer for Education Safeguarding or LADO following the Whistleblowing Policy.
- Whistle-blowing re the Headteacher should be made to the Chair of the Governing Body whose contact details are readily available to staff (as pertinent to setting).
- Ofsted also may wish the LA to investigate any whistleblowing concerns and the school/setting will work with the LA should this arise

## **12 PHYSICAL INTERVENTION**

- We acknowledge that staff must only ever use physical intervention as a last resort, when a child is endangering him/herself or others, and that at all times it must be the minimal force necessary to prevent injury to another person.
- Staff who are likely to need to use physical intervention will be appropriately trained in the Team Teach technique or equivalent training.
- We understand that physical intervention of a nature which causes injury or distress to a child may be considered under child protection or disciplinary procedures.
- The school understands how to report any injuries to staff to the health and safety team.
- We recognise that touch is appropriate in the context of working with children, and all staff have been given 'Safe Practice' guidance to ensure they are clear about their professional boundary and a clear Code of Conduct is in place for all staff. All staff are aware of the role of LADO and what constitutes a referral to LADO following any allegation of using force or restraint.

## **13 ANTI-BULLYING / INTERNET SAFETY / SOCIAL MEDIA**

- Our school policy on anti-bullying is set out in a separate document and acknowledges that to allow or condone bullying may lead to consideration under child protection procedures. This includes all forms e.g. cyber, racist, homophobic and gender related bullying. We keep a record of known bullying incidents. All staff are aware that children with SEND and/or differences/perceived differences are more susceptible to being bullied/victims of child abuse. We keep a record of bullying incidents.
- Internet Safety/E-Safety – The school has an e-safety policy in place.
- Social media Responsibilities.
- The conduct of staff/pupils/ parents/carers using social media are outlined in a separate social media policy (see revised LA policy September 2015)

- We have CEOP trained staff in school and take part in National and local activities to reduce bullying.
- Sexting – we include reporting of any sexual images within our policy
- The CEOP eye is promoted and viable around school so all young people know how to report any inappropriate content received on-line.

#### **14 RACIST INCIDENTS/HOMOPHOBIC/ TRANS-PHOBIC LANGUAGE /EQUALITY ACT 2010 PROTECTED CHARACTERISTICS**

- Our policy on Equality, Inclusion and Diversity and our PSED duty (school to adapt) includes racist incidents is set out separately, and acknowledges that repeated racist incidents or a single serious incident may lead to consideration under child protection procedures. We keep a record of racist incidents and incidents reportable under the Equality Act 2010.
- We use a reporting system to record any incidents in line with the latest DfE guidance.
- The DSL understands how to report Hate Crime.
- The DSL understands how to refer to Doncaster Pride any young person requiring LGBTQ support.
- The school curriculum reflects opportunity to explore difference and celebrate diversity and has resources listed on the Stonewall website.
- Any young person or families identifying as LGBTQ requiring additional support, or access to a youth group may contact:

Andrew Roe	
LGB Schools and Community Support	07442 509367
Doncaster Pride	
<a href="mailto:education@doncasterpride.co.uk">education@doncasterpride.co.uk</a>	01302 874562

#### **Trans Young People**

The DSL will liaise with the CAMHS named nurse to support, where needed any young person identifying as trans and ensure the school/academy acknowledges the voice of the child and ensures smooth and effective transition. The school follows National guidance and seeks professional advice.

<http://genderedintelligence.co.uk/>

A trans inclusive toolkit is available to support schools/academies.

#### **15 HUMAN TRAFFICKING**

The Trafficking Protocol defines human trafficking as:

(a) recruitment, transportation, transfer, harbouring or receipt of persons, by means of threat or use of force or other forms of coercion, of abduction, of fraud, of deception, of the abuse of power or of a position of vulnerability or of the giving or receiving of payments or benefits to achieve the consent of a person having control over another person, for the purpose of exploitation. Exploitation shall include, at a minimum, the exploitation of the prostitution of others or other forms of sexual exploitation, forced labour or services,

slavery or practices similar to slavery, servitude or the removal, manipulation or implantation of organs;

(b) The consent of a victim of trafficking in persons to the intended exploitation set forth in sub-paragraph (a) of this article shall be irrelevant where any of the means set forth in subparagraph (a) have been used;

(c) The recruitment, transportation, transfer, harbouring or receipt of a child for the purpose of exploitation shall be considered "trafficking in persons" even if this does not involve any of the means set forth in sub-paragraph (a) of this article;

(d) "Child" shall mean any person under eighteen years of age.[14]

Staff are aware of potential signs, especially and will immediately report any concerns to the DSL lead. This may involve contacting 101, and the referral and response service or CSE team for advice.

<http://doncasterscb.proceduresonline.com/>

<http://hopeforjustice.org/>

## **16 PREVENTING RADICALISATION**

Our setting knows how to recognise and respond to any behaviour that could link to radicalisation/extremism. Our Children and Young Persons Police Officer – CYPO is the first point of contact any and staff or pupils' behaviour that may point to radicalisation/extremism are discussed with the CYPO immediately. If unavailable to call 101.If travel abroad is suspected / immediate threat staff are aware to call 999 and they also have access to the confidential anti-terrorist hotline 0800789321.

<b>CHILDREN &amp; YOUNG PEOPLE POLICE OFFICERS</b>	
<b>PC 1173 Andy Buddle Doncaster East &amp; South &amp; Schools</b>	<ul style="list-style-type: none"> <li>• Trinity Academy, Thorne</li> <li>• Ash Hill Academy, Hatfield</li> <li>• Hungerhill School, Edenthorpe</li> <li>• Rossington All Saints, Rossington</li> <li>• Hayfield School, Auckley</li> <li>• Armthorpe Academy, Armthorpe</li> </ul>
<b>PC 1585 Lee Dodds Doncaster North &amp; West – Schools</b>	<ul style="list-style-type: none"> <li>• Don Valley Academy, Scawthorpe</li> <li>• Ridgewood School, Scawsby</li> <li>• Campsmount (A co-operative Academy), Campsall</li> <li>• Mexborough Academy</li> <li>• De Warenne Academy, Conisbrough</li> <li>• Sir Thomas Wharton Academy, Edlington</li> <li>• Opencast, based at MyPlace Bentley</li> <li>• The Levett School (Lower School)</li> <li>• Pennine View Community School</li> <li>• Stonehill Community School</li> <li>• North Ridge Community School</li> </ul>
<b>PC 247 Dave High –</b>	Embedded in Outwood Academy, Woodlands
<b>PC 3653 Vicki Lister Doncaster Central</b>	<ul style="list-style-type: none"> <li>• Danum Academy</li> <li>• Balby Carr</li> <li>• NEC</li> <li>• Opencast</li> <li>• The Levett School (Upper School)</li> <li>• St Wilfrid's Free School</li> <li>• The Hub</li> </ul>
<b>PC 1145 Tracey Stillings Doncaster Central</b>	<ul style="list-style-type: none"> <li>• Hall Cross Academy</li> <li>• McAuley School</li> <li>• Keepmoat Learning Central</li> <li>• Doncaster Community Specialist College (aka Deaf College)</li> <li>• XP School (Keepmoat)</li> <li>• Engage</li> <li>• Enhancement</li> <li>• Oracle</li> </ul>

Staff are aware of the PREVENT agenda and understand the Doncaster Channel Process.

[http://www.proceduresonline.com/southyorks/sab/pdfs/doncaster\\_channel\\_process.pdf](http://www.proceduresonline.com/southyorks/sab/pdfs/doncaster_channel_process.pdf)

In Doncaster all early / low level concerns will be co-ordinated via your CYPO. Staff know how social media can be used to encourage travel to Syria and Iraq and what to do if they suspect travel to areas where travel warnings are in place. The school has undertaken a prevent self-assessment and all staff are aware of potting the signs.

- The school SMSC curriculum explores shared values and beliefs.
- The school includes Educate Against Hate <http://www.educateagainsthate.com/>
- School leaders have completed a PREVENT self-assessment (see engage Doncaster – PREVENT resources)
- The designated safeguarding lead will access/has accessed Home Office approved WRAP training – workshop to raise awareness of prevent.

- The LA trained trainers are [sarah.stokoe@doncaster.gov.uk](mailto:sarah.stokoe@doncaster.gov.uk) and [Jayne.vose@doncaster.gov.uk](mailto:Jayne.vose@doncaster.gov.uk)

Our trained PREVENT lead in school is Carole Mjadzelics.

## 17 FGM (FEMALE GENITAL MUTILATION)

- The school recognises the areas where FGM is prevalent and works in partnership with agencies to safeguard any child at risk of FGM. The designated safeguarding lead understands this is classed as child abuse in the UK and will report any risk to 101 immediately. The school have access to DSCB training on FGM and the designated safeguarding teacher includes FGM in whole school safeguarding training. Any children attending/starting school from one of the most prevalent areas where this is practiced will seek advice from school nursing / referral and response service. A Department for Health risk assessment is available on engage Doncaster website.
- All staff have read and understand the mandatory reporting included in Keeping Children Safe in Education July 2015 – Part 1.
- [https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/447596/KCSIE\\_Part\\_1\\_July\\_2015.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/447596/KCSIE_Part_1_July_2015.pdf)
- Designated safeguarding leads understand local DSCB procedures for reporting suspected FGM.  
[http://doncasterscb.proceduresonline.com/chapters/p\\_female\\_gen\\_mutilat.html](http://doncasterscb.proceduresonline.com/chapters/p_female_gen_mutilat.html)

DSLs are aware of breast ironing/flattening practiced in some societies and will make appropriate referrals to safeguard children and young people.

Online training is available for all staff <https://www.fgmelearning.co.uk/>

### **Honour Based Violence**

The police definition of Honour Based Violence is:

A crime or incident which has or may have been committed to protect or defend the honour of the family and or community'

Honour Based Violence is where a person is being punished by their family or community for actually or allegedly undermining what they believe to be the correct code of behaviour. By not conforming it may be perceived that the person may have brought shame or dishonour on the family

This type of violence can be distinguished from other forms of violence, as it is often committed with some degree of approval and/or collusion from the family and/or community.

Staff are fully aware of risks and how to report concerns to the DSL lead.

### **Forced Marriage**

Forced Marriage is defined as 'a marriage conducted without the valid consent of one or both parties, where duress is a factor'.

Duress involves emotional pressure as well as criminal actions such as an assault or abduction.

Forced marriage is domestic and / or child abuse. It may include physical or sexual violence, threatening behaviour, stalking / harassment, imprisonment, abduction, financial control any other form of demeaning or humiliating behaviour or control.

A Forced Marriage is distinct from an Arranged Marriage, which is arranged by families but the choice remains with the individuals who give full and free consent.

Other provisions include making the use of a deception in order to entice someone abroad so that they can be married against their will an offence and giving protection to those lacking mental capacity to make an informed decision about whether to marry or not.

Staff will report any concerns immediately to the DSL lead.

## Private Fostering



### Private Fostering – A Definition

'A private fostering arrangement is essentially one that is made privately (that is to say without the involvement of the Authority) for the care of a child or young person under the age of 16 (under 18 if disabled) by someone other than a parent or close relative with the intention that it should last for 28 days or more .... The period for which the child is cared for or accommodated by the private foster carer should be continuous, but that continuity is not broken by the occasional short breaks'

(National Minimum Standard for Private Fostering DFES 2005)

3



Think Private Fostering.docx



More information is on the website:  
<http://www.doncasterchildrenstrust.co.uk/private-fostering>

Or

To notify the DCST of a private fostering arrangement or proposed arrangement, contact the Referral & Response Team on Tel: 01302 737033

Or

For general advice call or sent an email to Florence – Private Fostering Co-ordinator  
Tel: 01302 737789/07881 832134  
[Florence-jurua.joseph@dcstrust.co.uk](mailto:Florence-jurua.joseph@dcstrust.co.uk)

33

All staff are aware of the Think Private Fostering flowchart and how to refer any cases to the DSL lead.

## Domestic Violence and Abuse

[http://doncasterscb.proceduresonline.com/chapters/p\\_dom\\_viol\\_abuse.html](http://doncasterscb.proceduresonline.com/chapters/p_dom_viol_abuse.html)

All staff recognise signs of domestic abuse and know how to refer concerns to the DSL lead. The early hub acts as a gatekeeper to all referrals and if at immediate risk the DSL will liaise with the referral and response service.

We embrace best practice and offer all children a time out card (sometimes a yellow card ) so they may access to pastoral care when they need to talk.



The key objectives are:

- **Reduce the emotional harm** caused by domestic abuse to children;
- Directly **support recovery** from abuse for victims and their children;
- Significantly **reduce repeat victimisation**;
- **Challenge the acceptance** of domestic abuse and violence by families and whole communities; and
- **Break the pattern** of abuse as it re-presents itself in children and young people.

We work with changing lives and other professionals and offer the following support to children experiencing domestic abuse

Star Time, Circle time, assemblies, carousels and links to roots of empathy.

## 18 SUBSTANCE MISUSE

- Schools substances misuse policy incorporates the possession and or use of such drugs in school, during the school day or while travelling to/from school is inappropriate. The drugs/substances covered by this policy are not to be bought, sold or otherwise exchanged or brought onto school premises during the school day, or while pupils are on school visits. Individual exceptions may be made for pupils who require prescription medicines where appropriate. This policy sets out the school's approach to NPS and volatile substances. Both pupils and staff are aware of how these products are regarded and treated by the school.
- School has a 'Smoke Free Environment policy' that includes banning the use of e-cigarettes on school premises and grounds.
- For support on the above issues CONTACT PROJECT 3: 01302 640032

## Hidden Harm

The Governments 'Hidden Harm' reports (ACMD 2003, 2007) revealed the large numbers of children across the UK living with parents who misuse drugs – an estimated 200,000

For some of these vulnerable children, attendance at school provides a respite from difficult home circumstances. For others, the consequences of family substance misuse include poor attendance, lack of progress with their education and failure to develop the necessary social and behavioural skills. This can be particularly difficult for children if they are also taking on a carer role for parents or siblings. Children can "act out", through challenging behaviour, or "act in", through withdrawal or self-harming behaviours, the distress that they are experiencing due to difficulties at home.

The DSL will refer any concerns to the early hub and referral and response service and work with partner agencies and Project 3 so children in these circumstances can be responded to appropriately.

Families where parents/carers drink problematically, use illicit drugs or misuse prescribed medication can still provide a safe, secure and supportive family environment for children. However for some families, drug and/or alcohol misuse can become the central focus of the adults' lives, feelings and social behaviour, and has the potential to impact on a child at every age from conception to adulthood. It is therefore essential that the implications for each child in the family are carefully assessed, see

[http://doncasterscb.proceduresonline.com/chapters/p\\_work\\_substance\\_misuse\\_parent.html](http://doncasterscb.proceduresonline.com/chapters/p_work_substance_misuse_parent.html)

## 19 PROCEDURE FOR MANAGING ALLEGATIONS AGAINST STAFF, CARERS AND VOLUNTEERS

- The school follows the agreed DSCB local procedures for Procedure for Allegations Against Staff, Carers and Volunteers  
[http://doncasterscb.proceduresonline.com/chapters/p\\_alleg\\_staff\\_vols.html](http://doncasterscb.proceduresonline.com/chapters/p_alleg_staff_vols.html)

### 3.2 Procedure for Allegations Against Staff, Carers and Volunteers

This procedure deals with allegations against staff, volunteers and foster carers, it is for employers and organisations responsible for providing services to children and young people, and to adults who are parents or carers.

The aim of the procedure is to:

- Ensure that allegations are dealt with expeditiously and in a fair manner;
- Ensure that where staff are not suitable to work with children that they are prevented from doing so by notification to relevant bodies.

Each local authority has to appoint a designated officer (Local Authority Designated Officer - LADO) to oversee the investigation of all allegations and to maintain detailed records of their conduct and the outcomes. The Local Authority Designated Officer (LADO) is responsible for this work and can be contacted to answer general enquiries about these procedures and their implementation.

Advice and guidance, in respect of individual cases, can be accessed by contacting the Local Authority Designated Officer. Jim Foy. (See Annex A)

- The school operates a safe recruitment practices including appropriate Disclosure and Barring Service (DBS) and reference checks according to DBS and DfE procedures. The single central record meets Ofsted recommended practice contained within the KCSIE July 2015 p23.
- The named person to manage all allegations is the Head teacher (unless the allegation is against the Head) the LADO advise is sought.
- The school will ensure that staff adhere to a published code of conduct and other professional standards at all times, including after school activities. Staff are aware of social media/on-line conduct.
- The school will ensure any disciplinary proceedings against staff related to Child Protection matters are concluded in full in accordance with Government guidance “Working Together to Safeguard Children 2015” and “Keeping Children Safe in Education 2015”. We follow DSCB, LADO and HR Policy and Procedures.
- The school will ensure that all staff and other adults on site are aware of the need for maintaining appropriate and professional boundaries in their relationship with pupils and parents following the model LA Code of Conduct. Adequate risk assessments are in place for extended school, volunteer and holiday activities. Staff are confident to report any misconduct. .
- The school has a whistleblowing policy in line with the LA model policy and includes this within staff safeguarding training/induction. Staff also know they can report “whistleblowing concerns” to Ofsted.
- All staff are aware of their Duty of Care and know how to respond to medical /first aid needs.

## **20 GOVERNING BODY RESPONSIBILITIES**

- The Governing Body fully recognises its responsibilities with regard to Safeguarding and promoting the welfare of children and has ensured at least part 1 of DfE Keeping Children Safe in Education 2015 has been implemented and understood by all staff.
- This states that the Governing Body should ensure that:
- The school has Child Protection procedures in place
- The school operates safe recruitment procedures and appropriate checks are carried out on new staff and adults working on the school site
- The school has procedures for dealing with allegations of abuse against any member of staff or adult on site
- The school has a member of the Leadership Team who is designated to take lead responsibility for dealing with Child Protection issues with a job description and time allocated to attend meetings and training.
- The Governing Body should remedy any deficiencies or weaknesses with regard to Child Protection arrangements.
- The Governing Body has nominated a member responsible for liaising with the LA and/or partner agencies in the event of allegations of abuse against the Headteacher which should be the Chair of Governors.
- The Governing Body reviews its Safeguarding policy and procedures annually,
- The Governing Body approves the LA/DSCB annual Safeguarding Audit.
- It undertakes a review of behaviour and safety (safeguarding) as part of the Governing Body self-evaluation on a regular basis.

- All members of the governing body understand and fulfil their responsibilities and discharge KCSIE 2015 requirements. They support the role of the designated safeguarding lead in managing referrals, training and raising awareness (p52 KCSIE).
- Ensuring the school is compliant with Part 2: The Management of Safeguarding (Page 18) KCSIE 2015.
- The governing body has ensured all staff have read at least part 1 of the new KCSIE 2015 statutory guidance and this is now included in all staff induction and whole school training.
- The procedures contained in this policy apply to all staff, volunteers, sessional workers, agency staff, contractors or anyone working on behalf of the Doncaster school. They are consistent with South Yorkshire Child Protection procedures/Doncaster Safeguarding Children's Board (DSCB) child protection procedures.
- We fully embrace the KCSIE quotation "It could happen here" and "thinking the unthinkable"

## 21 HEALTH & SAFETY

- Our Health & Safety Policy, set out in a separate document, reflects the consideration we give to the protection of our children both physically within the school environment, and for example in relation to internet use, and when away from the school and when undertaking school trips and visits. There is an adequate first aid risk assessment in place. This includes how to access the Emergency Care Practitioner Service or 999 and when to contact parents/carers.  
The ECP contact number is 08448 706800 (minor injuries)  
In line with HSE guidance for schools on first aid and RIDDOR, staff understand when to complete AIR1 Forms and will contact [peter.harrison@doncaster.gov.uk](mailto:peter.harrison@doncaster.gov.uk) if on doubt or to report serious notifiable injuries.
- Managing Long Term Illness / Managing Medicines - The procedures are outlined in the Managing long term medical conditions / administration of medicines policy – schools to adapt or cross reference here. All children with an identified illness have a detailed healthcare plan in line with the DfE requirements.

## 22 MONITORING AND EVALUATION

- Safeguarding 'Keeping Children Safe in Education 2015' procedures will be monitored and evaluated by:
  - S175/157 action plan
  - SEF/Governors toolkit linked to personal development, behaviour and safeguarding
  - Prevent risk assessment
  - Training and development (section 3 s175)
  - Complaints linked to safeguarding concerns
  - CP case file auditing
  - Ofsted `quantifiable complaints` Ofsted parental complaints received via the LA
  - Using the new Ofsted Jan 2016 Inspection Handbook to review what constitutes outstanding in safeguarding
  - Ofsted parental dashboard

- Governing Body visits to the school
- Safeguarding audit tools
- Anti-Bullying audit tools (ABA website)
- CPOMS data (if applicable)
- SLT 'drop ins' and discussions with children and staff
  - Pupil surveys and questionnaires
  - Scrutiny of Attendance data
  - Scrutiny of range of risk assessments
  - Scrutiny of GB minutes
  - Logs of bullying (including homophobic)/racist/behaviour incidents for SLT and GB to monitor
  - Review of parental concerns and parent questionnaires.
  - Review of the use of nurture room and fun club at lunchtime.
  - Reviewing risk assessments for holiday club activities run on school sites
  - First aid procedures and health care plans

**This safeguarding policy also links to our policies on:**

- Complaints policy
- Staff Recruitment and retention – safer recruitment
- Managing long term medical conditions/medical conditions
- Behaviour
- Staff Behaviour/Code of Conduct
- Social Media
- E-Safety Policy
- Children Missing Education
- Whistleblowing
- Anti-bullying
- Health & Safety
- Allegations against staff
- Parental concerns/Complaints
- Attendance
- Safeguarding Curriculum
- PSHCE
- SMSC – Including Fundamental British Values
- Teaching and Learning
- Administration of medicines
- Drug/alcohol/substance misuse
- Hidden Harm
- Relationships and Sex Education
- Physical intervention
- Social Media Policy
- Risk Assessment
- Recruitment and Selection
- Child Sexual Exploitation
- Children Missing Education

**CASTLE HILLS PRIMARY SCHOOL.**

School policies relevant to safeguarding children cross-referenced/linked to the school's Safeguarding Children and Young People Policy

<b>LEGALLY REQUIRED (DfE statutory/ recommended policies and procedures highlighted in RED)</b>	<b>Notes - (suggested details)</b>	<b>In place?</b>	<b>Name of Policy (if different)</b>	<b>Person(s) responsible</b>	<b>Review Date</b>
8.1 Action Plan following OfSTED Inspection	Address any issues relating to safeguarding	✓			
8.2 Register of pupils attendance Attendance Policy Register of pupils admission to schools	Include targets and links with safeguarding CME CiC	✓			
8.3 Data Protection Freedom on Information	Security of information. Named data controller. Record keeping. Sharing of information.	✓			
Central Record of Recruitment and Vetting Checks	Ensure all CRB references removed from current policies – now the DBS service. Ofsted Inspecting Safeguarding Briefing Paper 2014 and DfE safeguarding website for DBS checking requirements	✓			
Child Protection Policy and Procedures	Detailed procedures familiar to <b>all</b> staff, Governors and volunteers, all of whom have a copy	✓			
Complaints Procedure Statement	Headteacher, Deputy Headteacher, Chair and Vice-Chair of Governors to be thoroughly versed	✓			

Equality Information and Objectives (Public Sector Equality Duty) statement of publication	Includes all protected characteristics Includes reporting and recording incidents (homophobic, race, SEN, disability etc.)	✓			
School Behaviour Policy Behaviour Principles written statement	Include measures taken for safeguarding children; cross-reference to physical restraints policy/positive handling Staff code of conduct Rewards/Sanctions  Could link Anti-Bullying Policy here* however recommended to have separate policy by ABA lead.	✓			
Health and Safety	Include measures taken for safeguarding children First Aid. Administration of medicines. RIDDOR and reporting incidents. Access to ECPs or 999 for injuries. First Aid Risk Assessment in place Risk Assessments include measures taken for safeguarding children; evidence of a clear procedure and record keeping systems	✓			
Home-School Agreements	Include measures taken for safeguarding children	✓			
Minutes of and papers considered at meetings of the Governing Body and its Committees	Includes reviewing and monitoring of safeguarding procedures	✓			
Premises management documents	Visitor protocols Uncollected children protocol Volunteers and contractors in school	✓			
Prospectus	Include information on school's duties and procedures regarding safeguarding children; include name of Designated Officer(s)	✓			

School/setting Information published on website	Latest safeguarding policy is up to date (no more than 1 year old)	✓			
The Safeguarding Curriculum  This could link to:  Relationship and Sex Education (RSE) SMSC Curriculum	Include how curriculum contributes to safeguarding children. In addition a school flow chart for staff to prevent, recognise and respond to:  Child Sexual Exploitation Forced Marriage FGM Domestic Violence Lesbian/Gay/Bi/Questioning-challenging Homophobic language Drug/Alcohol/Substance misuse Risky Behaviours Teenage Pregnancy Obesity Mental health Self-harm/eating disorders etc. Link to healthy schools / PSHE curriculum Primary school safeguarding training for young people via the NSPCC	✓			
Special Educational Needs	Include reference to safeguarding children, particularly regarding identifying safeguarding needs of individuals	✓			
Statement of procedures for dealing with allegations of abuse against staff Managing Allegations of abuse against staff  Staff Discipline, Conduct and Grievance  Procedures)	Include details of procedures that must be followed if allegations of abuse are made and information for staff involved.	✓			

Code of Conduct	In line with the recommended LA Code of Conduct	✓			
Managing Long Term Illness Managing Medical Conditions	DfE templates used Specialist training in place Triangulation with named school nurses / parents to implement health care plan.	✓			
PREVENT	Self-assessment in place Filtering system in place on all ICT equipment Staff have received WRAP training Trained trainers in place (if applicable) School curriculum reflects fundamental British Values	✓			

<b>DONCASTER RECOMMENDED CROSS REFERENCING OF SAFEGUARDING POLICY TO THE FOLLOWING:</b>					
Anti-Bullying Policy	Agreed school definition in line with DSCB/LA definition Doncaster anti-bullying charter mark Peer mentoring policy Policy makes reference to homophobic bullying Reporting and recording procedures in place Common staff approach in tackling homophobic language and any incidents of bullying	✓			
Safe working practices for the protection of children and staff in education settings - boundaries to professional behaviour LA Code of conduct	*include in department handbooks guidance about which behaviours constitute safe practice and which behaviours should be avoided.	✓			
Internet access and use e-safety  E-SAFETY POLICY	Include clear rules regarding what is permissible for staff and pupils and pupil supervision requirements	✓			
Out of school visits	Include explicit references to safeguarding children	✓			
Use of photography and video recording	Include protocols for displaying photographs, publication in prospectuses, newspapers and guidelines for parents at school events. Parental consent to the use of photographs should be obtained (See DSCB policies and procedures)				
Recruitment Procedures	Have rigorous procedure, as detailed in DfE Safer Recruitment and Safeguarding Children in Education. On-going observations/staff supervision. Holiday clubs/extended school activities also considered. CPD training record.	✓			

Staff and departmental handbooks	Induction guide – specific for safeguarding children available (safeguarding policy front sheet). Example lanyard/poster in reception. Include measures school takes for safeguarding children	✓			
Positive Handling	Clear procedures based on Team-Teach principles or similar should be referenced for more extreme behaviours. Clear recording systems should be in place	✓			
Whistleblowing	Clear information for staff on steps to take if they have concerns about persons working in school. Ofsted whistleblowing procedures	✓			

Please note this table only contains a checklist for safeguarding against National and Local (DfE and DSCB) guidance.

When reviewing all your school policies schools/settings need to refer to the latest DfE guidance on policies schools/settings require by Law – see DfE website for full list of requirements and details.

Governing bodies and proprietors of independent schools are required to hold each of these policies and other documents, as outlined, however:

- The drafting of school policies can be delegated to any member of school staff;
- There is no requirement for all policies to be reviewed annually; and
- Not all policies need to be signed off by the full governing body.

The full DfE document also covers how often each policy must be reviewed and shows the level of approval required, where this is prescribed in regulations. There are instances where statutory guidance states that policies and procedures should be in place. Although this is not the same as a legal requirement, the full DfE document makes clear the policies referenced in statutory guidance.



# Safeguarding Children Policy Front Sheet

CASTLE HILLS PRIMARY SCHOOL 2016-2017

We all have a statutory duty to “safeguard and promote the welfare of children”.

If you have any concerns about the health and safety of a child at this education setting or feel that something may be troubling them, you should share this information with an appropriate member of staff straight away.

Some issues e.g. a child’s appearance, hygiene, general behaviour, can be shared with any teacher or member of support staff in this setting. Do not worry that you may be reporting small matters – we would rather that you tell us things which turn out to be small than miss a worrying situation.

**However, if you think the matter is very serious and may be related to a child protection concern, e.g. physical, sexual, emotional abuse or neglect, you must talk to one of the people below immediately. If you are unable to contact them you can ask the school office staff to find them and ask them to speak to you straight away about a confidential and urgent matter.**

The people you should talk to at this setting are:

Child Protection Liaison Officer: Sarah McBride  
Their office is located in the school main entrance.  
Their mobile no. is – 01302780246

Deputy Child Protection Liaison Officer: Dawn Jobes  
Their office is located behind the main school office.  
Their mobile no. is – 07909794826

Deputy Child Protection Liaison Officer Governor: Carole Mjadzelics  
Their office is located in the school main entrance.  
Their mobile no. is – 01302780246

**Any allegation or disclosure involving someone who works with children in a paid or voluntary capacity must be reported directly to the Headteacher or Senior Manager, unless it involves them and then it should be reported directly to the Chair of the Governing Body or Management Committee.**

If it involves them it should go direct to the Local Authority Designated Officer. If in any doubt refer to the DSCB Policies and Procedures and contact LADO.

## **The Safeguarding Children Team in your setting includes:**

**Headteacher / Senior Managers:** responsible for implementing policies & procedures, allocating resources to the safeguarding team & addressing staff safeguarding concerns.

Name: Sarah McBride

Tel no: 077990516065

**Child Protection Liaison Officer (CPLO):** a senior member of the leadership team, responsible for dealing with safeguarding issues, providing advice and support to other staff, liaising with the local authority, and working with other agencies.

Name: Sarah McBride

Tel no: 077990516065

**Deputy Child Protection Liaison Officer:** a senior leader or member of the teaching, support or pastoral staff, in a post which requires assessment of children, with sufficient status & authority to effectively deputise for the CPLO role above. Cannot be an administrative or finance worker.

Names: Dawn Jobes

Tel no: 07909794826

**Inclusion Manager/LAC designated teacher:** staff member who provides advice, liaison & support for school staff and other agencies working with pupils with special education needs and their parents or carers. Also promotes the educational achievement of 'looked after' children who are on the school role, and helps staff understand issues that affect how they learn and achieve.

Name: Karen Brown

Tel no: 07766785746

### **Your Safeguarding Children Team also links in with the:**

**Safeguarding/Child Protection Governor:** ensures there are appropriate safeguarding children policies and procedures in place, monitors whether they are followed and, together with the rest of the governing body, remedies deficiencies and weaknesses that are identified.

Name: Carole Mjadzelics

Tel no: 07753119335

**Chair of Governors:** takes the lead in dealing with allegations of abuse made against the Headteacher (and other members of staff when the Headteacher is not available), in liaison with the Local Authority; and on safe recruitment practices with the Headteacher.

Name: Jenny Gravells

Tel no: 01302 780246