



EBOR ACADEMY TRUST

Policy Number

4B

To be read in conjunction with Policy no. 4 & 4A
Child Protection Procedures for Staff

Approved By: Ebor Academy Trust Board of Trustees
Approval Date: September 2021
Review Period: Annually
Review Date: September 2022

Author: Rebecca McGuinn, (ESIT- Lead Safeguarding, behaviour & wellbeing)
Date Created/updated: September 2021
Version Number: 2

Contents:

1. Child Protection Procedures	3
2. Child Protection Concerns.....	4
3. Awareness of indicators of Abuse & Neglect.....	4
4. Responding to concerns or disclosures.....	4
5. Responding to - Disclosures	6
6. Feedback	6
7. Safe and Appropriate Working - Code of Conduct	7
8. Concerns about the conduct of other members of staff or volunteers	7
9. Child Protection Record of Concern or Disclosure.....	8
10. BODY MAP.....	10
Flowchart 1:	12
Flowchart 2:	13
Child Protection Responsibility & contact list.....	14

1. Child Protection Procedures

This guidance provides a summary of:

- Your roles and responsibilities in Child Protection,
- How to respond if you have concerns about the safety and welfare of a pupil and
- What the responsibilities of the Designated Safeguarding Lead (DSL) are.
- Advice and expectations for safe and appropriate working

It should be read in conjunction with the following documents that school will have made available to you and that you **must read**. If at any time you are uncertain about any safeguarding or CP matters or the content of guidance or policies the DSL or other senior or Pastoral staff should be contacted for advice.

- **Statutory Guidance *Keeping Children Safe in Education 2021 (KCSiE) 'Information for all School & College staff.'***
- **All staff must read each version of this guidance and seek advice if you have any questions or concerns about the information**
- **The Staff Code of conduct** – which is designed to support the maintenance of a safe and secure learning and working environment
- **The School Behaviour Policy**
- **Procedures for Children Missing Education**
- **E safety policy**
- **The school Safeguarding and Child Protection Policy of Intent** - which outlines the overall Child Protection and Safeguarding arrangements in more detail
- **What to do if you are worried a child is being abused (DFE DOC)**
- **KCSiE 2021** the full document (includes management of safeguarding, safer recruitment and allegations against staff guidance)
- **The School Safeguarding whistle blowing policy guidance**

2. Child Protection Concerns

KCSiE makes it clear that:

*'Safeguarding and promoting the welfare of children is **everyone's** responsibility. **Everyone** who comes into contact with children and their families and carers has a role to play in safeguarding children...'*
And that 'School and college staff are particularly important as they are in a position to identify concerns early, provide help for children, and prevent concerns from escalating.'
*All staff should ensure that they remain aware of the signs of possible abuse or neglect and maintain an attitude that **'IT COULD HAPPEN HERE'.***

3. Awareness of indicators of Abuse & Neglect

- All staff should be aware of the possible indicators or signs and symptoms of PHYSICAL, EMOTIONAL, SEXUAL ABUSE and NEGLECT and these are described in KCSiE and *'What to do if you are worried a child is being abused'* and in your online training module.
- In addition to these forms of abuse it is important to remain aware of other Child Protection and safeguarding concerns also outlined in these documents and training. These include:
 - Child sexual & criminal exploitation
 - Poor or irregular attendance
 - Possible radicalisation by violent political or religious extremism
 - Female Genital Mutilation and Forced marriage
 - Inappropriate or sexualised behaviour such as 'Sexting'
- Within school it is important to remain vigilant to the possibility of:
 - Pupil on Pupil abuse and not dismiss such behaviour such as sexual touching or verbal abuse as 'part of growing up' or 'banter'.
 - That children with SEN, disability or challenging behaviour may make them more likely to be abused and that this may be masked by their additional needs or communication difficulty

4. Responding to concerns or disclosures

'Never do nothing – Do the simple things well'

Child Protection Procedures at Osbaldwick Primary Academy

Significant concerns about a child

Significant concerns about a child being at immediate risk of harm or having had a disclosure from a child about them being at immediate risk of or currently being harmed, are reported **verbally** to the DSL (Jo Mould) **immediately**. In the absence of the DSL, it is to be reported to a Deputy DSL (Nicky Bryan Smith/Matt Brown) **immediately**.

If a member of staff has a significant concern about a child or a child has disclosed to a member of staff that they are at risk of or are being harmed **Flowchart 1** should be followed.

The DSL/DDSL will then ask the staff member to write an incident report on CPOMS. Support in accessing CPOMS and writing an incident report and/or uploading written notes is available for staff if necessary. Any notes taken during the disclosure conversation with the child should be scanned and attached to the CPOMS report. Photos of any injuries may be taken, if appropriate, and uploaded to CPOMS along with the report.

The DSL/DDSL will then follow up the concern and include other agencies as necessary.

The DSL/DDSL will provide feedback to the member of staff on a “need to know” basis within 5 days of the incident being reported. The member of staff may also be asked to contribute information to any subsequent investigations and support will be provided for staff from the DSL/DDSLs if necessary.

If a member of staff is not satisfied with the DSL/DDSL’s response to a reported incident they have 3 options as per Flowchart 1:

1. Ask the DSL to refer the concerns to the Local Authority Children’s Safeguarding Team
2. Refer the case to a DDSL and/or the Chair of Governors
3. Activate the Whistleblowing Policy if there are concerns about the inaction of the DSL/DDSL.

See the table on page 14 for relevant contact details. The Whistleblowing Procedure can be seen in the Staff Handbook and on the school website.

Non Urgent Concerns about a child/children

If there are concerns about the welfare and/or wellbeing of a child/children, this should be reported to the DSL/DDSLs via CPOMS as soon as possible after the concern has been raised.

Support for the effective use of CPOMS will be provided regularly for **all** staff working within schools on a full and part time basis. The existence and use of CPOMS, as well as general information regarding the safeguarding of children, is provided at staff/volunteer induction.

Incidents reported on CPOMS will be tagged using the relevant tags as provided on the system. Training and support will be given to staff around which tags are appropriate for certain types of incidents.

Reporting an incident or concern on CPOMS does not replace a conversation. Staff are encouraged to speak in person to the DSL/DDSL if they are particularly concerned about a child/children.

Significant Concerns about the behaviour of an adult within school towards a child/children

If a member of staff has significant concerns about the behaviour of an adult within school towards a child/children, **Flowchart 2** should be followed.

If a staff member still has significant concerns after Flowchart 2 has been implemented, they should contact Ebor Trust Human Resources Director, Alison Taylor – a.taylor@ebor.academy – who will follow up the concerns. Feedback and support for the member of staff will be provided by HR.

The Code of Conduct Policy can be found in the Staff Handbook and on the school website.

Strictest confidentiality must be maintained at all times in respect of safeguarding.

5. Responding to - Disclosures

- React calmly, promise CONFIDENTIALITY **not** SECRECY
- Reassure the child that they have done the right thing by telling you
- Avoid making comments or judgements about what is shared
- Keep responses short, simple, slow and gentle
- Do not stop a child or parent who is talking freely about what has happened
- Observe and listen but only ask open ended type questions if you feel you need to clarify. Specific more detailed questioning may be better left to the DSL or SLT
- **T**ell me what happened - **E**xplain what you mean - **D**escribe how it made you feel
- Tell the child or parent what will happen next, make clear this cannot stay with you and you will be passing this on to a supportive adult.
- It is **not our job to investigate** it is our responsibility to **pass on all concerns** to the named safeguarding lead.

6. Feedback

You should expect to receive feedback following such internal referrals on a 'Need to Know' basis from the DSL. If this does not happen it is good practice to seek feedback.

The DSL or Dep DSL * will be available on site when the school is open to advise staff or respond to urgent Child Protection matters. The DSL and Deputy DSL are designated to take the lead responsibility for Child protection. This includes:

- Providing advice and support and information to staff as appropriate
- Liaising with the LA and other agencies including the involvement in Early Help Assessments and plans
- Obtaining, maintaining and transferring CP records for individual pupils and liaising with previous and receiving schools
- Ensuring the preparation of appropriate reports for and attendance at Case Conferences, Core Groups and other multi agency meetings
- Arranging appropriate induction and continuing training for all staff
- Liaising with the head teacher and Designated Safeguarding Governor
- Encouraging a culture in staff of listening to pupils and taking account of their wishes and feelings and supporting measures and plans put in place to support or protect them.

**A fuller outline of the Role of the DSL is at Annex B of KCSiE*

7. Safe and Appropriate Working - Code of Conduct

KCSiE instructs all schools to issue a Code of Conduct to all staff. It is designed to:

- Help all staff establish safe and responsive learning environments which safeguard children
- Reduce the risk of adults being unjustly accused of unprofessional, inappropriate or abusive conduct
- Help staff to work safely to protect pupils and themselves
- Ensure that all staff are aware of what is regarded as appropriate or inappropriate conduct and practice
- Support the School managers in setting clear expectations for all staff

It is important that you **understand and follow** this Code to ensure that you protect yourself and to be aware that failure to do so could result in concerns about your behaviour and possible disciplinary action.

It is particularly important that you are aware that this code of conduct includes the requirement to follow the school 'Acceptable use policy' in respect of the use of internet and other IT applications.

Also that behaviour out of school may call into question your suitability to work with children will need to be assessed by the school's senior leadership team.

If there are any parts of this code or any issues arising from your work in this area you have concerns or queries about you should seek advice from the headteacher or another senior member of staff.

You may also wish to refer to the following documents which give more detailed guidance.

- *Safer working Practice for Adults who work with Children & Young People in Education Settings (October 15 Safer Recruitment Consortium)*
- School Safeguarding Whistle blowing guidance
- KCSiE part 2 and part 4 '*Managing Allegations against teachers and other staff*'

8. Concerns about the conduct of other members of staff or volunteers

The responsibility for Child Protection and Safeguarding includes a clear obligation to report concerns you have or disclosures made to you that indicate inappropriate or abusive behaviour by members of staff or volunteers. Such allegations should usually be referred to the Headteacher or if the allegation is about the headteacher to the Chair of Governors, a Senior Member of staff or the Local Authority Designated Officer.

If your concerns persist after you have referred Child Protection concerns or allegations as above you should raise these concerns with the recipient. If after these discussions there are concerns that the school has not acted appropriately to protect a child or to address inappropriate behaviour by a member of staff you should consider making a referral to Children's Social Care or in the case of allegations the Local Authority Designated Officer.

- ***The Flowcharts on the last 2 pages give clear guidance to Staff on the school recording and reporting procedure that MUST be followed immediately a concern is raised or realised.***

9. Child Protection Record of Concern or Disclosure

Complete and hand the DSL or Headteacher in urgent cases immediately or less urgent on the same day.

Pupils Name:	Class	Yr group:		
	DoB:			
Concern identified by:	Date:		Time:	
Nature of Concern / details of disclosure / other relevant information. <u>Use Body Map if appropriate</u>				
<p>Continue on reverse if needed</p>				
Passed to:	Received by:	Date:		
Action taken by DSL (or person receiving this form)				
<p>This form to be filed in pupils CP file and noted on CP chronology</p>				

**Child Protection Record of Concern - Body Map
(Attach to Record of Concern Form)**

Name of Child:						
----------------	--	--	--	--	--	--

Date of Birth				Date of completion:			
---------------	--	--	--	---------------------	--	--	--

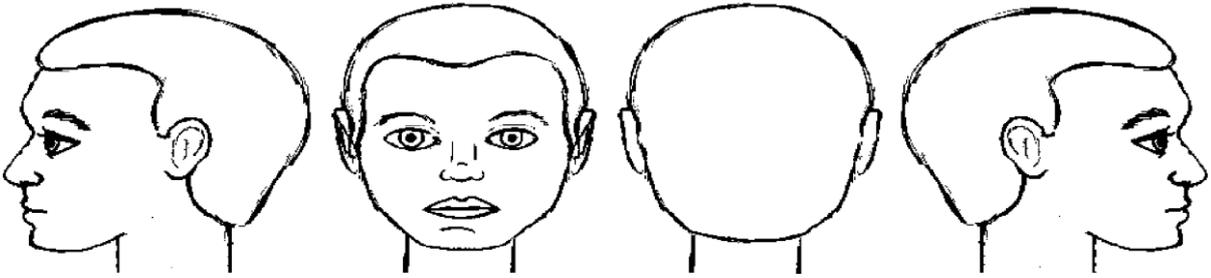
Full Description of Injury

Signed:		Position:	
----------------	--	------------------	--

--	--	--	--

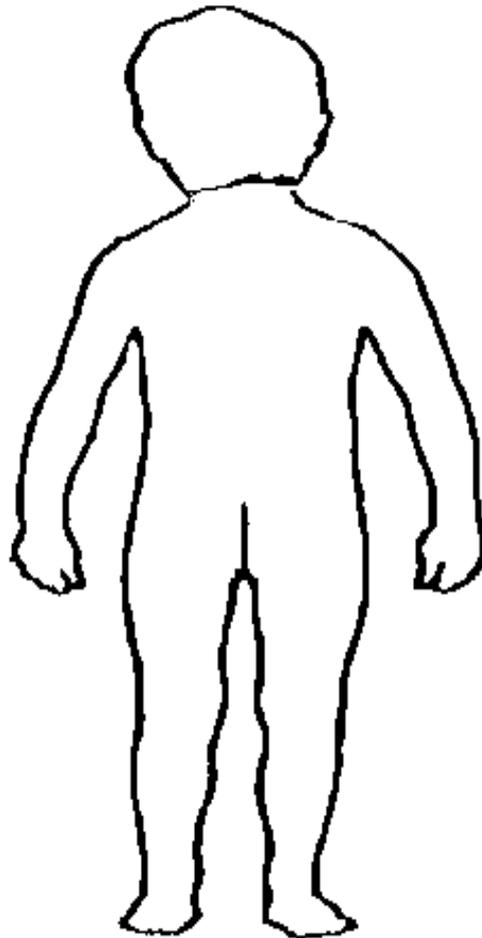
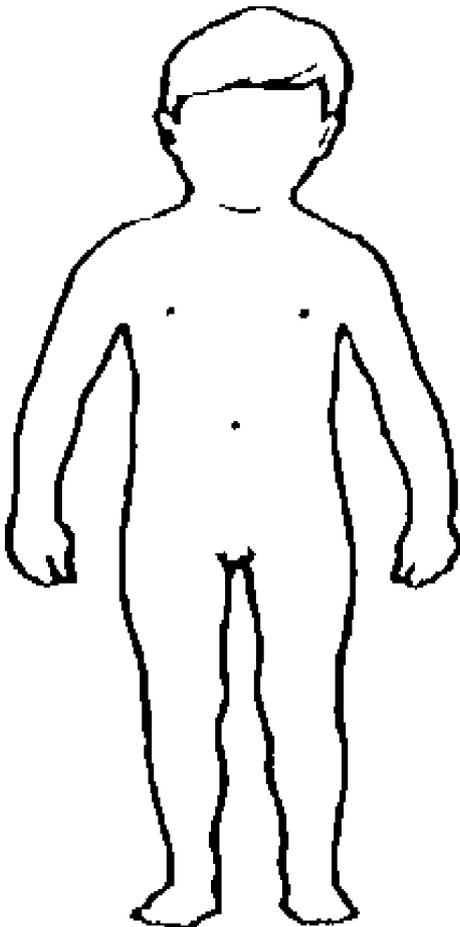
10. BODY MAP

SCHOOL: _____
DATE: _____ CHILD INITIALS: _____

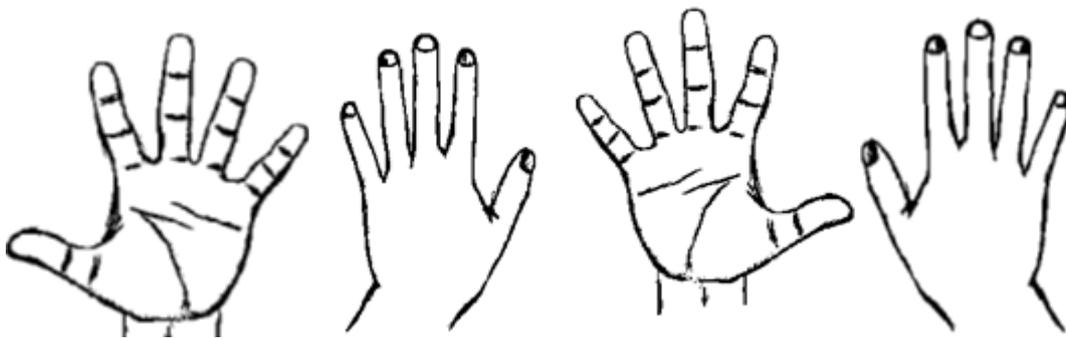


Left Side

Right Side



BODY MAP CONTINUED.



Left Hand

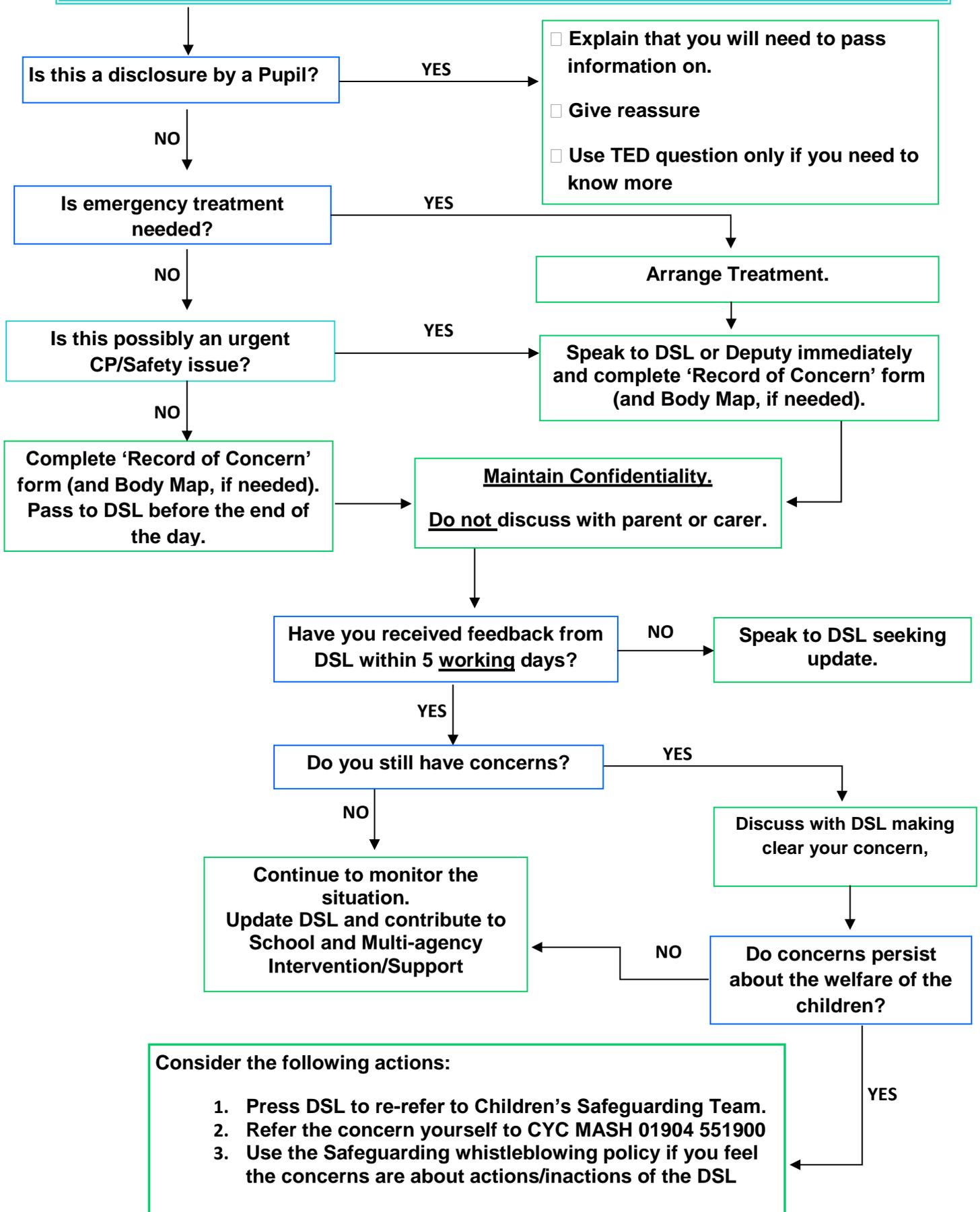
Right Hand



Left Foot

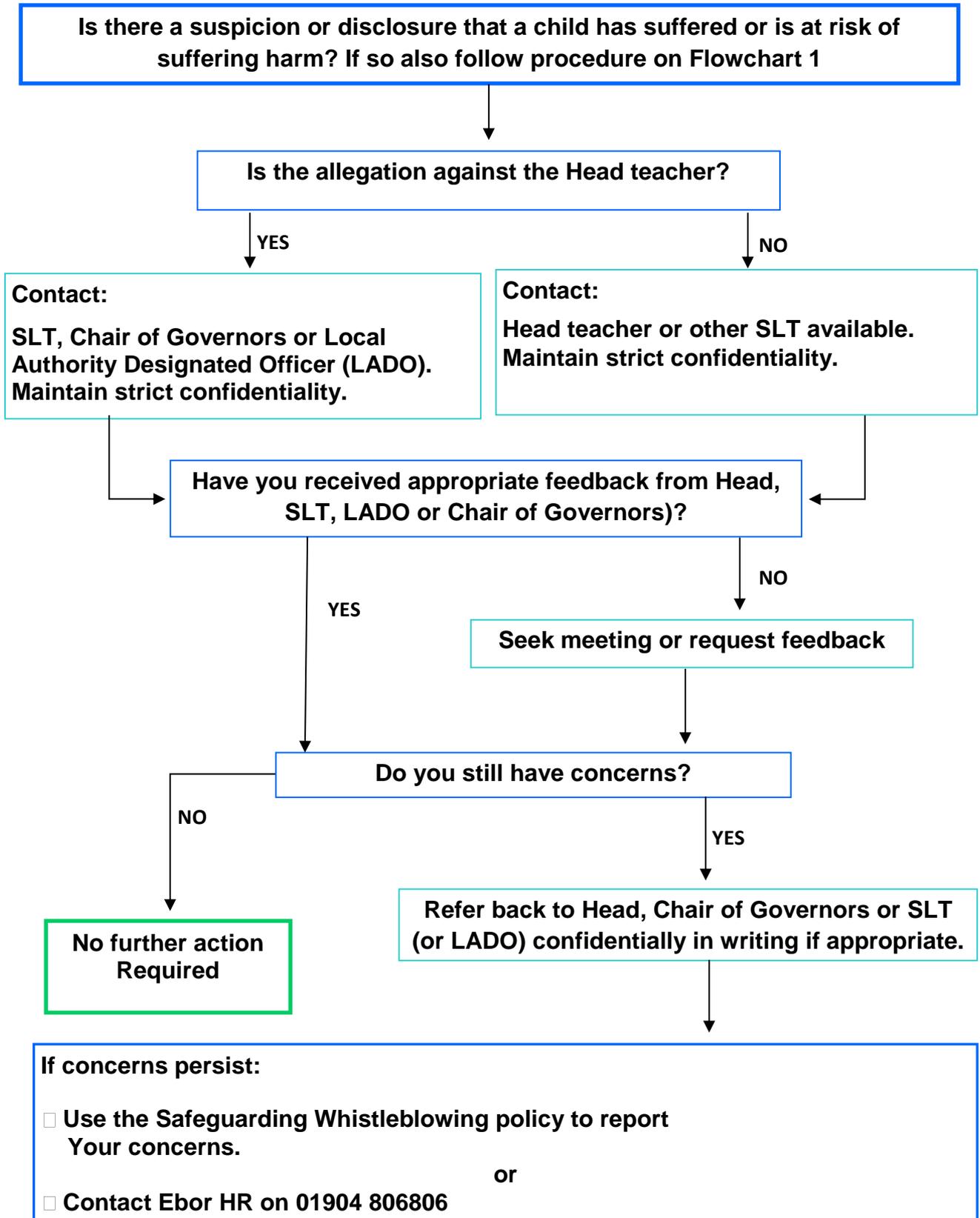
Right Foot

Flowchart 1:
Suspicion or disclosure that pupil has suffered or is at risk of suffering harm.
What you must do:



**Flowchart 2:
When you have a concern, disclosure or allegation about inappropriate or abusive behaviour towards children by a member of staff or volunteer.**

What you must do:



Child Protection Responsibility & contact list

2021/2022

Agency	Role	Contact details
School Designated Safeguarding Lead	Referral for any concerns regarding a child's safety and/or welfare, the behaviour of a parent or colleague towards children that may endanger their safety and/or welfare	Jo Mould (Deputy Head) j.mould@ebor.academy
Deputy DSL	Referrals as above in the absence of the Designated Safeguarding Lead	Matt Brown (Headteacher) <u>m.brown@ebor.academy</u> Nicky Bryan Smith (Pastoral Lead) n.bryan-smith@ebor.academy
Designated Safeguarding Governor	Governing Body liaison with Designated and Deputy Designated Safeguarding Leads	Simon Quinnell s.quinnell@ebor.academy
Designated Looked after child teacher	Support Looked After Children or formerly LAC	Jo Mould (Deputy Head) j.mould@ebor.academy
Chair of Governors	Governing Body liaison with DSL/DDSL/DTLAC	Becki Dean b.dean@ebor.academy
Local Safeguarding Team	Referral for any serious concerns regarding a child's safety and/or welfare MASH	Multi Agency Safeguarding Hub 01904 551900 mash@york.gov.uk
Local Authority Designated Officer	referral of allegations against staff & volunteers	Local Authority Designated Officer 01904 551783 lado@york.gov.uk