

**Safeguarding in Education**  
**Child Protection Procedures for**  
**Burlington Infant School Staff**



**Revised Sept 2019**

## Safeguarding contact list September 2019

		Contact details
School Designated Safeguarding Lead / Child Protection Coordinator	<b>Mrs Mari-Louise Booth</b> Headteacher	01262 673858 (school) <a href="mailto:Burlington.head.infants@eastriding.gov.uk">Burlington.head.infants@eastriding.gov.uk</a>
Deputy DSL / Child Protection P Coordinator	<b>Mrs Catherine McClarron</b>	01262 673858 (school) <a href="mailto:Burlington.deputy.infants@eastriding.gov.uk">Burlington.deputy.infants@eastriding.gov.uk</a>
Designated Safeguarding Governor	<b>Mrs Angela Norton</b>	01262 609398 (Pre-School) <a href="mailto:burlingtonpre-school@outlook.com">burlingtonpre-school@outlook.com</a>
Chair of Governors	<b>Mrs Angela Norton</b>	01262 609398 (Pre-School) <a href="mailto:burlingtonpre-school@outlook.com">burlingtonpre-school@outlook.com</a>
Early Help & Safeguarding Hub (EHASH)	CP initial referral Support & Advice, Urgent	<b>01482-395500</b> <a href="mailto:childrens.socialcare@eastriding.gov.uk">childrens.socialcare@eastriding.gov.uk</a>
EHaSH Out of Hours	C P concerns Out of Hours	<b>01482-395500</b>
Safeguarding adviser & LADO (Schools)	<b>Tony Marsh</b> referral of allegations against staff & volunteers	01482-392139 <a href="mailto:tony.marsh@eastriding.gov.uk">tony.marsh@eastriding.gov.uk</a>
LADO if TM not available	<b>Lorraine Wilson</b> referral of allegations against staff & volunteers	01482-396999 <a href="mailto:LADO@eastriding.gov.uk">LADO@eastriding.gov.uk</a>

# Child Protection Procedures - Staff Reference Guidance

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 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.

- **The school Strategic Child Protection and Safeguarding Policy** - which outlines the overall Child Protection and Safeguarding arrangements in more detail
- **Statutory Guidance Keeping Children Safe in Education 2019 (KCSiE) Part 1 information for all School & College staff**, which details your responsibilities in Child Protection and Safeguarding. It provides detailed information about, and indicators of the various forms of abuse, neglect and other specific safeguarding issues that you need to be aware of such as Child exploitation.
- **The Staff Code of conduct** – which is designed to support the maintenance of a safe and secure learning and working environment

Other useful sources of information that are available in the school office and staff shared area:

- **What to do if you are worried a child is being abused**
- **KCSiE 2019** the full document (includes management of safeguarding and allegations against staff guidance)
- **The School Safeguarding Whistle Blowing Policy Guidance**

## 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’**.*

## 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 and Criminal Exploitation ( County Lines)
  - 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

## Responding to concerns or disclosures

### **Never do nothing – Do the simple things well**

Any member of staff who has a concern about a child's welfare should follow the internal referral process as outlined in the flow charts in this booklet without delay. Staff should ensure that concerns are recorded clearly on CPOMS or a 'Record of Concern' form and 'Body Map' (which are available from the school office) if appropriate and passed to the DSL or other appropriate staff as indicated in the flow chart. You must not investigate but refer concerns as soon as possible and in potentially urgent or serious cases immediately.

At all times you must maintain the strictest confidentiality in respect of individual Child Protection matters.

## Responding to - Disclosures

- React calmly, promise CONFIDENTIALITY **not** SECRECY
- Tell 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 TED type questions if you need to clarify but this may be better left to the DSL or others
- Tell me what happened - Explain what you mean - Describe how it made you feel
- Tell the child or parent what will happen next

## 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 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 Headteacher and Designated Child Protection/ 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 C of KCSiE*

## 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 managers.

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 4 Managing Allegations against teachers and other staff*
- Use of reasonable force Advice for Headteachers, Staff and Governing Bodies DfE July 2013

### **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.

### **NOTE:**

**Records of Concern and Body Map are on Pages 8, 9 and 10.**

**The Flowcharts and notes on Pages 11 – 12 give guidance to Staff on the recording and reporting procedure that MUST be followed.**

## **Child Protection Record of Concern or Disclosure (if CPOMs not available)**

Complete and hand to Mrs Booth or Mrs McClarron in urgent cases immediately or less urgent on the same day.

<b>Pupils Name:</b>	<b>Class</b>	<b>Yr:</b>		
	<b>DoB:</b>			
<b>Concern identified by:</b>	<b>Date:</b>		<b>Time:</b>	
<b>Nature of Concern / details of disclosure / other relevant information.</b> <u>Use Body Map (App 3a) if appropriate</u>				
Continue on reverse if needed				
<b>Passed to:</b>	<b>Received by:</b>	<b>Date:</b>		
<b>Action taken by DSL (or person receiving this form)</b>				
This form to be filed in pupils CP file and noted on CP chronology				

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

Name of Child:						
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Date of Birth				Date of completion:		
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**Full Description of Injury**

<b>Signed:</b>		<b>Position:</b>	
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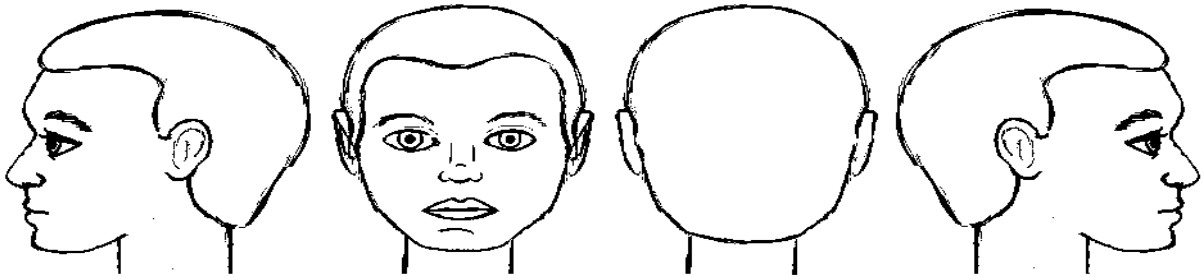


BODY MAP

SCHOOL: \_\_\_\_\_

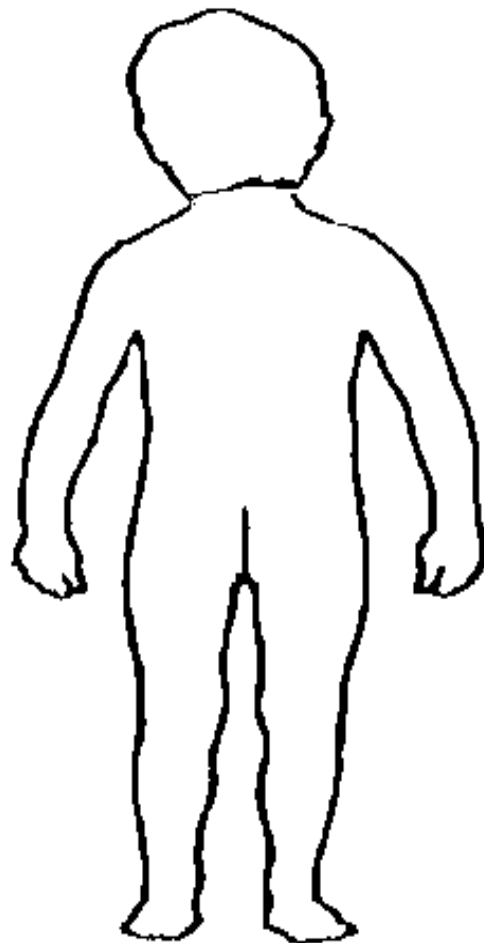
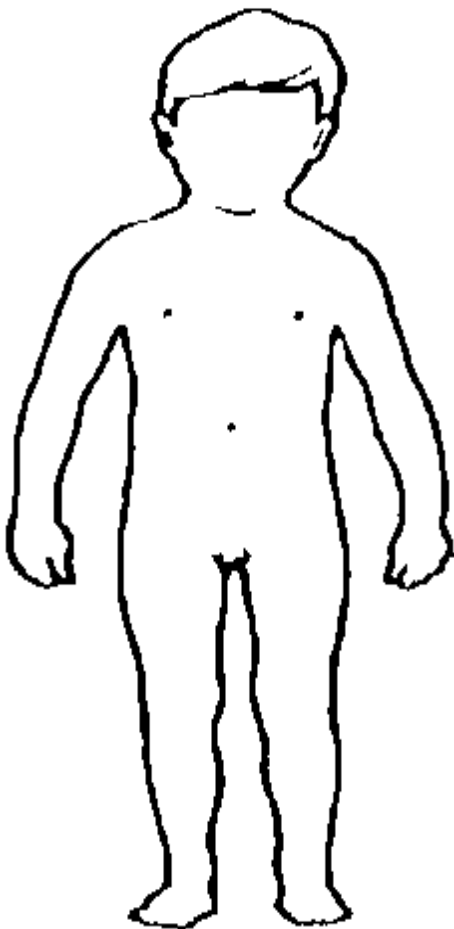
DATE: \_\_\_\_\_

CHILD INITIALS: \_\_\_\_\_

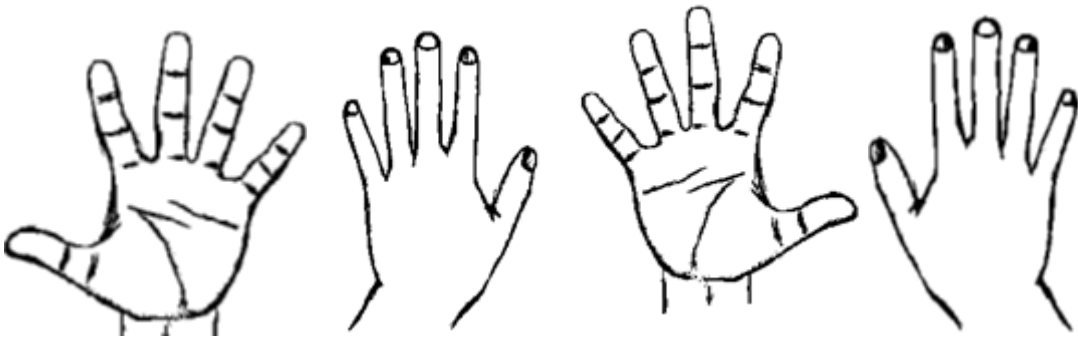


Left Side

Right Side



**BODY MAP CONTINUED.**



**Left Hand**

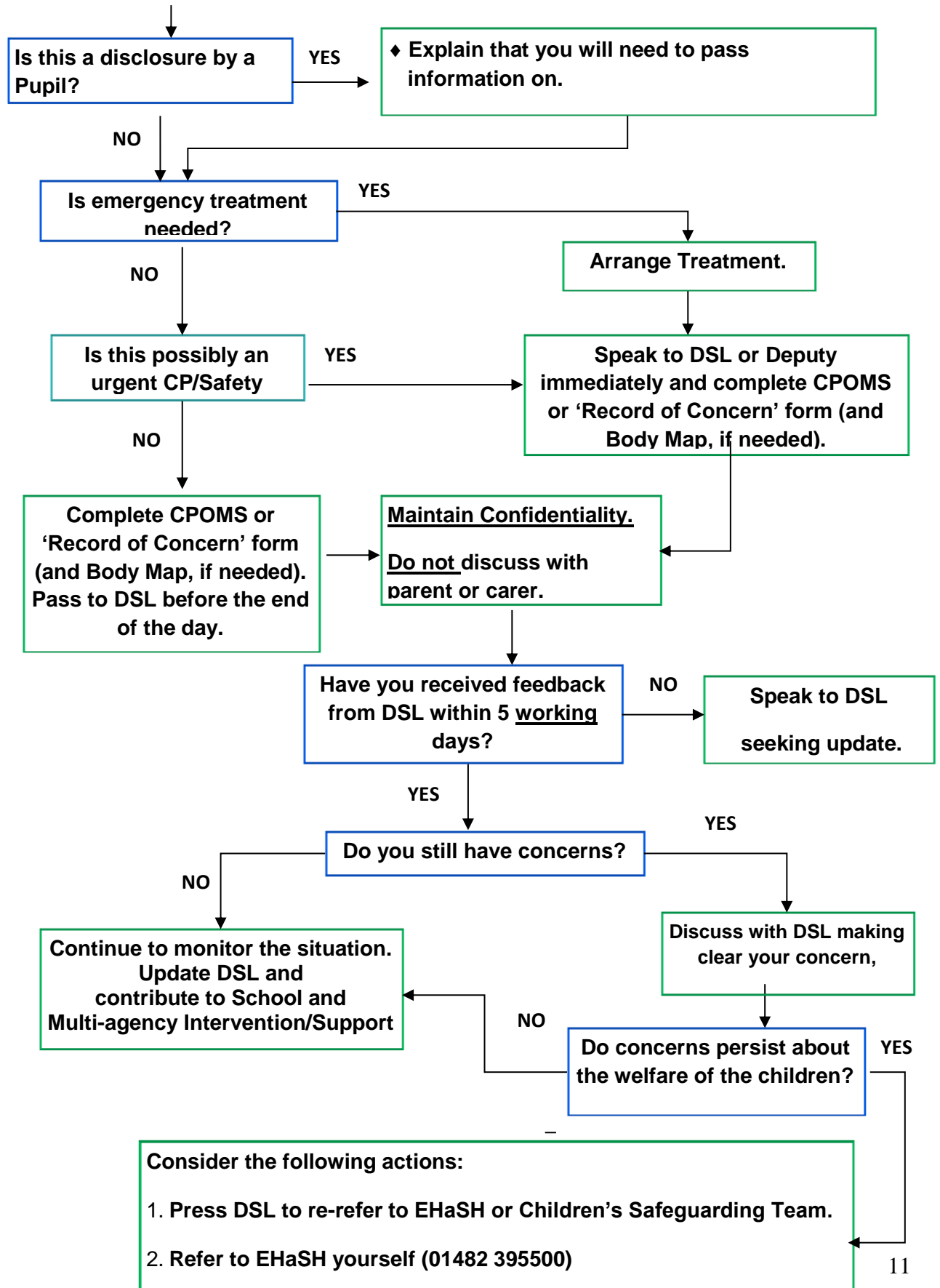
**Right Hand**



**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:

