Keeping children safe in school: Child protection within safeguarding

Policy and Guidance for Durham Schools

Bullion Lane Primary School
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Children maximise their potential in an environment which is safe, secure and supportive of all their needs, including any needs they have for protection from abuse.

Our school is committed to promoting the welfare of all children by working in partnership with parents and carers, the Local Authority (LA) and multi-agency partners in early help and child protection, in accordance with locally agreed Local Safeguarding Children Board procedures and practices.

Our policy applies to members of the school community in its widest sense. Thus this includes children and young people, their parents/carers, school staff, governors, visitors, specialist staff, and the local and wider community where they interface with the school. Within its framework, the policy outlines entitlements and responsibilities in securing the protection of children who attend the school (Appendix 1).

Our policy is underpinned and shaped by legislation and guidance contained in a variety of documents including: -

- The Children Act 1989; Children Act 2004
- The Education Act 2002; Education and Inspections Act 2006
- Working Together to Safeguard Children 2013
- The Local Safeguarding Children Board (LSCB) procedures (www.durham-lscb.gov.uk)
- What to do if you’re worried a child is being abused – DfES 2006
- Keeping Children Safe in Education. Statutory guidance for schools and colleges. April 2014
- Use of reasonable force. Advice for head teachers, staff and governing bodies. DfES. July 2013
- County Durham Practice Framework: Single Assessment Procedures and Practice Guidance April 2014
- Confidential Reporting Code, formerly whistle-blowing policy (DCC intranet, Policies and Procedures)
- A Guide for Professionals on the Sharing of Information County Durham Safeguarding Adults Inter-Agency Partnership and Durham Local Safeguarding Children Board
- Operating Procedures for children and young people who either go missing from home or go missing from Care. Durham Constabulary and Durham County Council May 2012
To emphasise the caring ethos our school believes in the staff and governors are committed to the following principles:-

♦ The welfare and well-being of each child is of paramount importance.
♦ Our policy works on the premise that abuse takes place in all communities and that school staff are particularly well-placed to identify and refer concerns and also to act to prevent children and young people from being abused.
♦ We respect and value each child as an individual.
♦ We are a listening school, and encourage an environment where children feel free to talk, knowing that they will be listened to.
♦ The protection of children from abuse is a whole school issue, and the responsibility therefore of the entire school community.
♦ Our policy should be accessible in terms of understanding and availability. Regular training will ensure all adults in school are aware of indicators of concern or abuse and the safeguarding leads that such information should be promptly passed on to.
♦ Our policy will be developed and kept up to date with information from our relevant partners in early help and child protection.
♦ We will use the school curriculum to resource our children to protect themselves from abuse, both as victims and as potential perpetrators.
♦ The school runs in an open, transparent way.
1. Overview: Safeguarding

➢ **Definition of ‘safeguarding’**

‘Keeping children safe in education’, DfES, 2014, defines safeguarding and promoting the welfare of children 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. ‘Children’ includes every one under the age of 18’.

➢ **Safeguarding within this school**

Everyone who comes into contact with children and their families has a role to play in safeguarding children. School staff are particularly important as they are in a position to identify concerns early and provide help for children, to prevent concerns from escalating. Schools and their staff form part of the wider safeguarding system for children working with social care, the police and health services both to promote the welfare of children and protect them from harm.

Safeguarding children permeates all aspects of our work as a school, with a preventative role to inform and boost the resilience of all students by enhancing protective factors in their lives. Accordingly this policy links with many other related policies in school:

School Behaviour policy  
Whole-school Anti-bullying policy, including cyber-bullying  
Health and Safety policies  
Medication in school/First Aid policies  
Intimate care policy  
School visits including risk-assessments  
ICT/e-safety  
SEND/LAC  
Equal Opportunities


➢ Managing Allegations against Staff (Appendix 5 of Durham LSCB Child Protection Procedures)


➢ **Safeguarding throughout school life**

- We aim to create and maintain a caring ethos where all children and adults feel safe, secure and valued. If children feel happy and enjoy school this will encourage good attendance and then create conditions in which they can do their best in every area of school life. Our school operates as a listening school where children are able to approach adults with concerns. These will be taken seriously and relevant
Local Safeguarding Children Board (LSCB) procedures followed without delay if there is a risk/likelihood of, or actual **significant harm**.

- **Curriculum**: children have access to an appropriate curriculum, differentiated to meet their needs. This enables them to learn to develop the necessary skills to build self-esteem, respect others, defend those in need, and resolve conflict without resorting to violence. Children learn skills to question and challenge to enable them to make informed choices now and later in life. A protective factor for children is personal resilience including strong social and emotional skills. All work with children which boosts confidence and self-esteem is valuable to protect them from peer pressure and outside influences detrimental to their physical and mental well-being.

Children are encouraged to express and discuss their ideas, thoughts and feelings through a variety of activities and have access to a range of cultural opportunities which promote respect and empathy for others.

**Curriculum, Religious Education, Art, Music, Drama, English** are some of the areas of the curriculum in which children can discuss and debate important issues including lifestyles, health, safety and well-being (physical and emotional), sex education and healthy relationships, family life, child care and parenting, forced marriage, domestic abuse, religious beliefs and practices as well as human rights issues.

- **Working with parents and carers**
  Our school believes in effective communication with parents and carers. We welcome parent/carer views and concerns about the welfare of their children and use this feedback to regularly review our practices. Parental views are obtained in the following ways:
  - questionnaires, parents evenings
  We keep parents informed about important and topical issues, including child protection elements of safeguarding, in the following ways:
  - Newsletters, letters home, website, training/information sessions e.g. e-safety, bullying etc.
  We aim to have good working relationships with parents and carers and to work in partnership with them through transparency and honesty. However, we do not forget that their child’s needs and welfare are our paramount concern, thus obtaining consent to take matters further is not always appropriate.

➢ **Safeguarding and Child Protection training for all staff/adults working in school**

Our school complies with the advice laid down in ‘Working Together to Safeguard Children’ 2013 and ‘Keeping children safe in education’ 2014 to undertake regular training.

This is covered in more detail in Section 3 page 17 (3).

**Date of last training:**

A record of those trained may be found in the Single Central Record. Individuals have a certificate to verify their attendance.
➢ Training for the designated safeguarding lead and other designated teachers in school is undertaken every 2 years (Sarah Barningham and Margaret Lloyd level 2, 2014)

➢ The Nominated Governor with responsibility for Child Protection is (Jan Stephenson)

➢ The Head Teacher, Deputy Head Teacher and other staff responsible for recruitment and one Governor have attended ‘Safer Recruitment Training’ every 3 years

➢ There is a leaflet entitled ‘Behaviour Guidelines for Staff and Volunteers’ with important practical advice (Appendix 3)
2. Child Protection within safeguarding arrangements for all children/young people in school

There are a series of layers of care and intervention ranging from safeguarding for all/universal services (single-agency activities) through to multi-agency work under the Children Acts 1989 and 2004:

Safeguarding arrangements in school: entitlements under Every Child Matters

Early Help within universal services

Child in Need

Child Protection

The Single Assessment Procedures & Practice Guidance, April 2014 show these diagrammatically on the ‘Durham Staircase and continuum of Need’

The five steps span a continuous process of assessment from Early Support and Intervention to statutory arrangements.

➢ *Every Child Matters*

The Children Act 2004 sets out in statute the five outcomes that are seen as key to children and young people’s wellbeing:
- be healthy;
- stay safe;
- enjoy and achieve;
- make a positive contribution;
- achieve economic wellbeing

Education settings have a significant role in promoting these five outcomes as part of their every-day safeguarding work with pupils:

County Durham Children’s Trust has certain specific targets in its Children and Young People’s Plan (2012-2016), but overall it is ‘taking steps in the right direction so our children can ‘believe, achieve and succeed’. Within this plan are three priorities:

**Children and Young People realise and maximise their potential:**
CYPS 1 - Children and young people are supported to achieve and attain to prepare them for adulthood
CYPS 2 - A range of positive activities are available for children and young people

**Children and Young People are healthy and make positive choices**
CYPS 3 - Negative risk taking behaviour is reduced
CYPS 4 - Children and young people are more resilient

**Children and Young People and families’ needs are met**
CYPS 5 - Children are safeguarded and protected from harm
Life at Home

The Framework for Assessment triangle, reproduced below, summarises every aspect of a child’s life under three headings:

- Child’s developmental needs (How I grow and develop)
- Parenting capacity (What I need from people that look after me)
- Family and environmental factors (My wider world)

Aspects from all three domains combine in home life and staff and adults in school should be mindful of these connections as they work with children and their parents/carers in school.

This school believes that it is essential to work with parents and carers in the best interests of their children. However, good relationships with parents and carers should not detract from our primary concern which is the welfare of children in this school.

Staff are made aware in training of the ‘toxic four’ issues in home life that could have an impact on the way children are parented (Munroe, 2010). The Government undertakes biennial research into Serious Case Reviews and this reveals that the presence of one or more of the following issues could have a detrimental impact on parenting of children in that household:

- Domestic abuse (violence)
- Substance misuse (alcohol and or drugs)
- Adult mental health
- Learning Disabilities
Neglect is the largest category for children being on the Child Protection list (nationally and in Durham). There is Neglect Practice Guidance produced by the LSCB on the website containing factors and can elevate and reduce risk.

**Signs and behaviours of concern**

‘All school and college staff members should be aware of the signs of abuse and neglect so that they are able to identify cases of children who may be in need of help or protection’.

In addition to discussion and resources from the introductory course that all staff attend, it is vital that staff are regularly reminded of these between their three-year cycles of training.

**The Single Assessment Procedure & Practice Guidance**

This new initiative from April 2014 has resulted in a re-configuration of Early Help/One point, safeguarding and child protection services within the County.

This school works with the consent of parents and carers to jointly undertake assessments where an unmet need has been identified. However, we are aware from the new document, ‘A Guide for Professionals on the Sharing of Information’ (Durham, 2014) that it may be necessary to meet with other services and agencies even if this consent for a ‘Team around the Family’ meeting is not forthcoming. This is an early means of intervention to provide appropriate advice and support for the parents/carers and young person by working with appropriate local agencies through Team around the Family arrangements. See [www.durham-lscb.gov.uk](http://www.durham-lscb.gov.uk). If families are reluctant to engage with these processes, we will continue to encourage them to participate for the benefit of their child.

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1 Keeping children safe in education, April 2014. Section 12
➤ **Child in Need**
Section 17 of the 1989 Children Act
Working Together 2013
Durham LSCB Child Protection procedures 1.18 [www.durham-lscb.gov.uk](http://www.durham-lscb.gov.uk)

…. *those (children) whose vulnerability is such that they are unlikely to reach or maintain a satisfactory level of health or development, or their health and development will be significantly impaired, without the provision of services, plus those who are disabled’*

This school recognises the importance of this work undertaken with the consent of parents and carers at Steps 3 and 4 of the Durham Staircase and Continuum of Need. We work with parents/carers, the child and other relevant agencies. We recognise the importance of attendance at Child Care Plan meetings and the production of relevant reports for these.

➤ **Child Protection and significant harm**
Section 47 of the 1989 Children Act
Working Together 2013
Durham LSCB Procedures 1.20 [www.durham-lscb.gov.uk](http://www.durham-lscb.gov.uk)

Significant harm is where some children are in need because they are *suffering, or likely to suffer, significant harm*. This is the threshold that justifies compulsory intervention in family life in the best interests of children.

Our school understands that it is best practice to discuss concerns with parents/carers before contacting First Contact Service (providing this does cause present a delay), or unless by doing so the child would be at further risk of harm.
First Contact Service: 03000 267979

➤ **Prepare for the unexpected**
Staff are aware from their training that some children might display worrying signs/symptoms or disclose information suggesting abuse, when they have never previously given rise to concern. Staff must contact the designated safeguarding lead for child protection **without delay** so concerns can be discussed with the Initial Response Service as soon as possible. In all cases it should be borne in mind that other siblings might be at risk in the household as well as the one presenting concerns in school.

➤ **The Durham Staircase**
This is a diagrammatic representation of the continuum of assessment and intervention in Durham from universal services through to child protection arrangements.
3. Child Protection policy for Bullion Lane Primary School

This policy applies to all staff, governors and volunteers working in school. There are six main elements to the policy:

1. Establishing a safe environment in which children can learn and develop

   This links to the school’s overall safeguarding arrangements and duty of care to all students.

2. Ensuring we practice safe recruitment in checking the suitability of staff and volunteers to work with children

   Senior staff and governors have received Safe Recruitment training:
   - Our school will comply with the requirements outlined in the LSCB Procedures Section 6.227 and national documentation in ‘Keeping children safe in education’ 2014, Part 3.
   - Our school will refer to its responsibilities regarding safeguarding and child protection in all job descriptions, and/or to its profile in the school, in the general information distributed with application forms.
   - Our school will undertake appropriate pre-employment checks on all staff working in school, including criminal record checks (DBS checks), barred list checks and prohibition checks together with references and interview information.
   - The level of DBS and other checks required will depend on the role and duties of the applicant. Most staff will be in ‘regulated activity’ (see Section 48 of Keeping Children Safe in Education 2014) thus most appointments will require an enhanced DBS check with barred list information.
   - In a school or college a supervised volunteer who regularly teachers or looks after children is not in regulated activity.
   - Volunteers will not be left unsupervised with groups of children, nor will they be in areas where they cannot be fully seen by the supervising teacher.
   - In accepting the offer of help from volunteers, especially those unknown, staff are aware that schools in general are attractive places for ‘unsafe’ volunteers.
Schools may be places where those with unhealthy interests in children seek to find employment (paid or otherwise). Staff should be vigilant about all inappropriate behaviour with children that gives cause for concern. The Head Teacher and governors must be aware of the Durham County Council Confidential Reporting Code arrangements.

Supply staff - ensure that appropriate DBS checks are carried out before employing supply staff, especially those not available via the Durham Supply Partnership.

Our Governing Body will be aware of their responsibilities in connection with staff appointments and similarly aware of their liabilities especially if they fail to follow LA guidance.

Volunteers and helpers will not be given tasks beyond their capabilities and therefore where they might feel under pressure.

Volunteers and helpers should feel able to discuss difficulties with the teacher, who will respond with advice and additional guidance and supervision.

Volunteers and helpers will not have the opportunity to feel that they are in charge and thus in a position of power, which may then be abused.

Volunteers, helpers and staff new to the school are given a leaflet that covers behaviour guidelines for staff and volunteers.

(3) Training and supporting staff to equip them to appropriately recognise, respond to and support children who are vulnerable and may be in need of safeguarding

Every member of staff (including temporary, supply staff, contracted staff and volunteers) should receive an induction covering signs and symptoms to be aware of, response to disclosures and the need for prompt communication to the designated safeguarding leads and accurate recording.

They will be informed who the designated safeguarding lead is and other trained designated teachers supporting this work within school.

Safeguarding responsibilities of all staff will be re-enforced before they start work. This policy along with a booklet covering safe professional practice, ‘Behaviour Guidelines for Staff’, will be made available to them. All staff will be made aware of the practical government guidance document ‘Guidance on Safer Working practice for Adults who Work with Children and Young People’, DCSF.

All adults working in school will be asked to read Part 1 ‘Safeguarding information for all staff’, pages 1-8 from ‘Keeping Children Safe in Education’ 2014.
All adults working in school receive regular whole-school safeguarding and child protection training on a three-yearly cycle. The majority of staff receive training in twilight sessions or INSET days. Training is delivered by the Learning and Development Team at County Hall. ‘Introduction to safeguarding and child protection’ is regularly updated to reflect new priorities and concerns within the County and priorities of the LSCB.

Staff who miss these sessions or join the school within the three-year cycle receive training either through e-learning, attendance at a neighbouring school or through an in-house briefing by the designated safeguarding lead in school.

Names of adults at these sessions are recorded in the Safeguarding File along with the Single Central Record.

**Date of last training:**

In addition, adults are regularly reminded of key messages in order to maintain heightened awareness of safeguarding and child protection issues. Safeguarding is embedded in all our work within school. We do this in the following ways in school:

(Briefings at staff meetings, written reminders etc.)

We have an induction and leaflet, ‘Behaviour Guidelines for staff and volunteers’, that offers guidance to staff and volunteers on the way they should behave when working with children, see Appendix 3. In addition, staff are made aware of the document: ‘Guidance for Safer Working Practice for Adults who work with Children and Young People’ (January 2009).

The following staff are responsible for coordinating child protection and safeguarding work within the broader school curriculum and extended curriculum: Margaret Lloyd & Sarah Barningham

Training for designated safeguarding leads is undertaken every 2 years (Section 35, ‘Keeping children safe in education’, 2014).

Courses are delivered by the Learning and Development Team at County Hall and details are displayed on the Durham Schools Extranet as well as in the CPD directory.

In addition to the schools courses staff are encouraged to attend multi-agency courses available through the LSCB. These include a Level 2 Safeguarding course as well as specialist themes on Level 3 courses.

- The Nominated Governor with responsibility for Child Protection is Jan Stephenson
- The Head Teacher, other staff responsible for recruitment and one Governor have attended ‘Safer Recruitment Training’

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2 Based on an original document by the Investigation, Referral and Support Coordinators network, commissioned by the DfES.
(4) Raising awareness of child protection issues, boosting resilience and equipping children with the skills needed to keep them safe

We raise child protection issues with children and their parents/carers in the following ways:

**Children**
- Awareness of IT, e-safety issues and cyber-bullying
- Names (and photographs) of staff and adults in school that children can speak to if they have concerns (school, family or community issues)
- Our SEAL/PSHCE curriculum covers related themes including safe touch, feelings and healthy relationships
- Visitors and presentations e.g. ‘Jet and Ben’, local refuge, Child line in schools etc.

**Parents/Carers**
- Our website and other means of communication with parents will re-enforce the message that our school is committed to the welfare and protection of all children in its care. School staff and governors take this duty of care very seriously.
- Appendix 4 is a copy of the statement relating to safeguarding and child protection from our school brochure
- Newsletters, letters to parents about specific issues, our school website and Parents Evenings are used to disseminate and re-enforce key safeguarding and child protection information
- Parents are told that it is essential that school records are kept up to date. Parents are asked to keep school informed of any changes. School will accordingly update records held to reflect -current address and telephone contacts -which adults have parental responsibility -court orders which may be in force -children on the Child Protection list -the child’s name at birth and any subsequent names (taking care over unusual spellings) -any other changes home circumstances

(5) Developing and implementing procedures for identifying and reporting cases, or suspected cases, of abuse

**Names of designated safeguarding leads**
All staff, including part-time, peripatetic and adults working with children in school should be informed who these colleagues are. Crucially, this also applies to work-placement students, trainee teachers and supply staff who might be the fresh new face that a child might disclose something important to.

**Recording concerns**
ALL concerns passed to the designated safeguarding leads must be written, signed and dated on the relevant ‘Concern’ form

The more relevant details staff have observed the better (approximate size, colour of injury, which arm, if burn is scabbing over etc.) Staff can express concern or sensitively remark about an injury (open ended questions), but should not ask direct questions. They should never do so in front of other children.
Disclosures of worrying information by children must also be recorded on a ‘concern’ form. Staff should write the exact words used by the child. Any original notes/jottings/reminders made by the adult must be stapled to the form as first-hand information that could be important if a case went to court.

**Listening to Children and Receiving Disclosures**

- We embrace our role as a listening school where children can discuss concerns with any member of staff or adult who works with them. Appendix 5 has the guidance from the Introduction to Safeguarding and Child Protection course.
- Staff (teaching and support) will make time and be available should children approach them with a situation they are worried about.
- Concerns must be taken seriously and at face-value. It is easy to make speedy judgements based on previous knowledge of the child or young person.
- Staff receiving a disclosure are unable to promise ‘keeping a secret’ or confidentiality. They will need to explain that depending on what the child says they might need to share the information with someone who deals with these concerns in school.
- If the child does not wish to continue and say anything further the adult should pass on the concern to the designated safeguarding lead that might wish to keep an eye on that student and may well be aware of other issues of concern.
- When the member of staff next comes across the child concerned, it would be appropriate to ask how they are and remind them that they are able to come and talk when they wish.
- Staff should never speak to another sibling in the family to make enquiries: to investigate concerns is not the role of the school and parents/carers would be rightly aggrieved.
- If there is concern about another member of staff or adult working in school, the matter must be passed straight to the Head Teacher. The member of staff concerned must not be spoken to.

**Please remember:**

(i) the child should be allowed to make the disclosure at his/her own pace and in his/her own way.
(ii) the member of staff should avoid interrupting except to clarify what the child is saying but
(iii) should not probe for any information that the child does not volunteer.

**Recording and Response of the designated lead professional**

All information received should be stored in the child’s ‘concern’ file. This is kept securely in locked storage and away from the child’s individual school records. (The child’s individual file will be marked to show the existence of the additional ‘concern’ file). It is essential that all designated safeguarding leads can access these documents in an emergency.
Good practice is to have a simple ‘chronology of events’ sheet at the start of the file. This enables more efficient regular monitoring of children’s files as part of the on-going work of the designated lead professional.

Schools should make use of the official LSCB chronology template, downloaded from the internet site. Chronologies are made use of in all multi-agency work from Early Help arrangements and Team around the Family right through to Child Protection conferences and meetings. along with a report, for Initial Child Protection conferences. Care must be taken not to alter the fixed widths of columns on this template.

**Discussing concerns with the First Contact Service 03000 267979**
Section 5 of the LSCB Child Protection procedures (5.114 onwards), [www.lscb-durham.gov.uk](http://www.lscb-durham.gov.uk) has detailed information about the management of individual cases. In addition staff should refer to the County Durham Practice Framework: Single Assessment Procedure and Practice Guidance, April 2014.

The child’s concern file has basic details of name (previous/present surnames), date of birth, address, parents/carers and telephone contact details. Staff should use the Early Help Assessment to marshal information and concerns to discuss with First Contact. It is essential to record the name of the First Contact colleague, the time and details of advice given and action to be taken.

If a concern is taken up as a referral under section 47: Child Protection, actual or likelihood of significant harm, parents or carers should be informed of this unless to do so would place the child at further risk of harm. First Contact will triage this and pass on to colleagues in the appropriate Assessment and Intervention team within the County.

If the child requires immediate medical attention staff will accompany the child to the nearest Accident and Emergency Department. First Contact will be informed immediately if the injuries are linked to a child protection matter, so an appropriate paediatrician sees the child. The Director of Children and Young People’s Services will be informed and parents will be notified of the action taken.

If the situation is an emergency and staff are unable to speak to First Contact they should phone the Police on 0845 6060365 and ask to speak to a colleague in the Vulnerability Unit concerning a child.

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<th>Police Switchboard: 0345 6060365</th>
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<td>Ask for the nearest local Vulnerability Unit to school</td>
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**Discussions with First Contact will be followed up in writing**
Referrals will be followed up in writing, using the format of the Early Help Assessment.

The information will be sent via secure e-mail to First Contact, by fax (taking extreme care to ensure the number is correct) or by tamper-proof envelope or by e-mail to a gx account. A copy is kept on the child’s concern file.
If a member of staff feels that the designated safeguarding lead and/or Head Teacher are not taking concerns seriously enough, then it is appropriate for them to tell that person that they are going to consult with First Contact themselves.  
Section 34: **If, at any point, there is a risk of immediate serious harm to a child a referral should be made to children’s social care immediately** (First Contact in Durham). **Anybody can make a referral.**

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<th>First Contact Service</th>
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<tr>
<td><strong>Abbeywoods Business Park</strong></td>
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<tr>
<td><strong>Pity Me</strong></td>
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<td><strong>Durham</strong></td>
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<tr>
<td><strong>DH1 5TH</strong></td>
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<tr>
<td><strong>Telephone: 03000 267979</strong></td>
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<tr>
<td><strong>Fax: 0191 383 5752</strong></td>
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**Attendance at Strategy meetings if assessed to be child protection concern**

Strategy meetings are one of four multi-agency meetings as part of Child Protection processes. LSCB procedures section 5.157 onwards has detailed guidance about these meetings, [www.lscb-durham.gov.uk](http://www.lscb-durham.gov.uk)

There is a table to summarise multi-agency meetings, timescales and responsibilities of attendees in Appendix 7.

School staff may be invited by an Assessment and Intervention Team to a strategy meeting. These multi-agency meetings are called to decide whether a s47 enquiry should commence to look into the concerns that have been raised.

These meetings may be called at short notice and we recognise that appropriate staff from this school should attend wherever possible. If the school is the referring agency they should be invited to attend these meetings that are usually held at A&I Team offices. *(School is able to offer a venue if there is a suitable room where confidentiality can be assured).*

Staff should make available any handwritten notes, dated and signed, as well as other records from the concern file including the single agency chronology of concerns. Any further written evidence from the child: stories, drawings etc. should be brought to the meeting.

In school, staff should monitor the child discreetly for any further concerns or signs that are worrying and give reassurance to the child.

All information should be treated with discretion and confidentiality and shared in accordance with ‘A Guide for Professionals on the Sharing of Information’. Durham LSCB, 2014.

If concerns are not substantiated following the section 47 enquiries our school will work with other agencies to determine what further support the family and child require. The school will continue to monitor and support the child.

*(6) Supporting pupils who have been abused in accordance with his/her agreed child protection plan: multi-agency work.*
4. Multi-Agency Work

Initial Child Protection Conference: school responsibilities
See LSCB procedures 5.82-5.112
Following the final strategy meeting (some complex cases like forced marriage, fabricated and induced illness and organisational abuse may require several strategy meetings) a decision might be made to hold an Initial Child Protection Conference. This work continues within Assessment and Intervention Teams within the County.

A conference will be called if there is thought to be an on-going risk or likelihood of significant harm to the child(ren). The date will be **15 working days** after the last strategy meeting.

School responsibilities

Attendance
It is understood that appropriate school staff should make every effort to attend (unless the date coincides with school holidays). In this case it might be possible for Education Welfare or Parent Support Officers to attend *if they have a working knowledge of the child or family.*

If no one is able to attend, the conference clerk and the Independent Reviewing Officer should be contacted without delay.

Likewise these colleagues should be informed if the invitation to attend the conference arrives too late to enable other responsibilities (writing report, sharing with parents) to be undertaken as laid down in the LSCB procedures.

The person attending the conference should be knowledgeable about the child. School will determine the most appropriate colleague: Class Teacher, Head Teacher, designated lead professional for child protection *(or Head of Year/Head of House).*

This colleague should be fully briefed about preparation for and conduct of Initial (and Review) Child Protection conferences and they should be in a position to commit the school to continue the work and resources involved in monitoring the child’s welfare and any other tasks allocated as part of the Child Protection Plan.

Preparation of a report
There is a template available to facilitate report-writing (see Appendix 8). Schools may wish to use the Early Help part of the Single Assessment as the basis of their report. Less experienced colleagues should be supported with the preparation of this document.

The report will contain objective facts and provide evidence to support the views contained within it. It will refer to all aspects of the child’s life in school, noting specific changes or areas/situations where the child’s attitudes and concentration differ from the norm. It will provide details of how the school has worked and might continue to work with the child and their family.
Chronology of significant events
A single-agency chronology should also be produced for this meeting using the template available on the LSCB website www.durham-lscb.gov.uk.

Sharing of the report
This may cause tensions between school and the child’s parents and carers but this is in line with LSCB procedures. It is the responsibility of all professionals attending the conference. The report should be shared with parents/carers of the child at least two working days before the conference. Part of the report may also be shared with the young person, where age-appropriate. This will give the family a chance to question or clarify any issues raised within the report prior to the conference. If there are areas of the report which are confidential then the designated lead professional should contact the Independent Reviewing Officer who chairs the conference.
The report will be passed to the Conference Clerk via the secure e-mail system ready for dissemination to other professionals attending the conference.

Membership of a Core Group
(See LSCB Child Protection Procedures section 5.473 onwards)
This school recognises that membership of a core group is a responsibility that necessitates time and commitment to attend regular meetings and complete the work detailed in the Child Protection Plan.

The merged multi-agency chronology will be regularly updated as part of this ongoing work.

Review Child Protection Conference
(See LSCB Child Protection Procedures section 5.498 onwards)
The school will complete the relevant report for the first review conference, after 10 weeks and for any subsequent reviews at intervals of 5 months. The report will detail work undertaken by the school with parents/carers and the child to complete the tasks assigned in the Child Protection Plan. This report should be shared 7 days before the conference takes place. A template is available in Appendix 9.

5. Information-sharing
(1) Parents/Carers
Staff and Head Teacher must not automatically contact parents if there is a disclosure by the child or there are other concerns that the child may be at risk of significant harm. Rather schools should discuss concerns with the First Contact Service. Information should not be shared with parents if there was a likelihood that by doing so it might place the child at further risk of harm.

Parents must be aware that once matters have been referred to the First Contact Service the school can only explain the procedure and is not able to give ‘progress reports’ on the case.

(2) School staff
There is a delicate balance to be struck between alerting members of staff to the concern about the child and the need to protect the child from too many people knowing. Information should only be divulged on a ‘need to know’ basis. Other
members of staff need to know sufficient to prepare them to act with sensitivity to a distressed pupil. They do not need to know details.

(3) Children transferring to another school
When a child on the Child Protection List moves to another school the designated lead professional will inform the new school immediately and arrange the handover of confidential information separately from other records.

If a child for whom there are other existing serious concerns transfers to another school, the new receiving school will be informed immediately and written records will follow. If the school is within the County or close by, information could be handed over personally from one safeguarding lead to another. A form should be prepared for both schools to sign to confirm receipt of the records.

Any child transferring to another school (or at the end of a key stage) who has a concern file, this should be passed on promptly to the new school. If schools fail to do this the new school should phone the previous school and clarify that there are no issues that school should be aware of.

(4) County Guidance and protocols
(See LSCB website for further details, ‘Information sharing’)

Eight Golden Rules for Information-sharing and flowchart

County Durham Protocol for Working Together in the Delivery of Services to Adults and Children
Section 2.4.2, Roles and Responsibilities lists eight golden rules for collaborative working.

A Guide for Professionals on the Sharing of Information
County Durham Safeguarding Adults Inter-Agency Partnership and Durham LSCB (2014).

Staff at our school are aware of the need to share information appropriately. The documents above emphasise the key point that if there is a suspicion that a child could be at risk of significant harm, they should refer the matter to the First Contact Service without delay. Concerns must always be followed up in writing.

Our school takes care to ensure that information about a child is only given to the appropriate external people or agencies. Staff will take names and ring back via a main switchboard if unsure. All staff within school will be aware of the confidential nature of personal information about a child and the need for maintaining confidentiality. They will seek advice about parental responsibility issues if unsure.

Further advice about legal issues is available from Corporate Legal Services:
Julian Wilson, solicitor (Children and Adults Services) 03000 269680
6. Allegations against teachers and other staff

(Refer to LSCB procedures, section 6.173 and Appendix 5 of those procedures and Part 4 of Keeping children safe in education 2014.)

- Allegations of abuse by staff in schools must be investigated in accordance with the LSCB procedures, and when dealing with any allegation against staff, it is vital to keep the welfare of the child as the central concern. However, as in all child protection issues, a balance needs to be struck between supporting and protecting the child and keeping the effects of possibly false allegations to a minimum. Thus, urgent consideration should be given to the substance of the allegations.

- On receiving an allegation, the Head Teacher will proceed in line with recognised procedures - consulting immediately with LA officers (LADO, Local Authority Designated Officer) and/or informing the First Contact Service. If the LADO is unavailable there should be no delay in discussing with First Contact. **The Head Teacher must not start to investigate.**

- Allegations regarding the Head Teacher should be passed to the Chair of Governors. Should this lead to delay, the person receiving details of the allegation should follow the advice above and report the matter immediately to the LADO and First Contact Service. At this stage the Head Teacher should not be informed of the allegation (the same process as for any member of staff or adult in school). The Chair of Governors should be informed as soon as possible and asked to contact the LADO.

<table>
<thead>
<tr>
<th>Local Authority Designated Officer (LADO)</th>
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<tbody>
<tr>
<td>Ian Scott</td>
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<td>03000 265772</td>
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<tr>
<th>First Contact Service</th>
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<td>03000 267979</td>
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- Investigations will be carried out by the appropriate agencies.

- In dealing with any allegation the Head Teacher and governors need to balance:
  - The seriousness of the allegation.
  - The risk of harm to pupils.
  - Possible contamination of evidence.
  - The welfare of the person concerned.

- Suspension of the member of staff will be considered
  (a) if there are any grounds for doubt as to the suitability of the employee to continue to work
  (b) where suspension may assist in the completion of an investigation.

- Suspension will be carried out in line with LA guidelines. Head Teachers may find it useful to contact the LA Human Resources Department for guidance.
During the investigation support will be offered to both the pupil making the allegation and the member of staff concerned.

A disciplinary investigation will be carried out only after Police and Intervention and Assessment Teams propose to take no further action.

Detailed records will be kept by all parties involved.

Where recommendations are made to school regarding the outcome of a Child Protection investigation the school will advise Children and Young People’s Services regarding their response to the recommendation. For example, if a person is suspended and returns to school, the date of that return should be communicated.

The following definitions are now used when determining the outcome of allegation investigations:

**Substantiated**: there is sufficient evidence to prove the allegation;

**Malicious**: there is sufficient evidence to disprove the allegation and there has been a deliberate act to deceive;

**False**: there is sufficient evidence to disprove the allegation;

**Unsubstantiated**: there is insufficient evidence to either prove or disprove the allegation. The term, therefore, does not imply guilt or innocence.

**7. Safe Touch**

**Physical contact other than to control or restrain**

(Our school has a policy/guidelines on the use of touch, including an Intimate Care policy and this includes such points as:)

- assisting in the washing of young children who have wet/soiled themselves
- intimate care risk assessments for certain children with medical needs or disabilities.
- using physical contact to demonstrate exercises or techniques, for example, in PE, sports coaching, CDT
- administering First Aid
- supporting younger children and children with special needs who may need physical prompts or help
- giving appropriate comfort to a child who is distressed
- recognising that physical contact is a sensitive issue for some cultural groups
- acknowledging that physical contact becomes increasingly open to question as children reach and go through adolescence
- ensuring a consistent approach where staff and pupils are of different genders
- acknowledging that innocent and well-intentioned physical contact can sometimes be misconstrued
- having a prescribed handling policy for children requiring complex or repeated physical handling, with specific training for staff who deal with them.
8. Use of reasonable force

Our school has a policy on the use of restrictive physical interventions covering the appropriate use of reasonable force.

Our school policy relates to the following pieces of legislation:
Education Act 1996
Education and Inspections Act 2006
Violent Crime Reduction Act 2006
Apprenticeships, Skills, Children and Learners Act 2009
Guidance: The use of force to control or restrain pupils (2013)

➢ Our school Policy on the Use of Restrictive Physical Interventions gives guidance on:
  ➢ when staff may use physical control and restraint
  ➢ who is allowed to use physical control and restraint
  ➢ what forms physical control and restraint may take in particular circumstances
  ➢ what forms of physical control and restraint are not acceptable
  ➢ recording of incidents where physical handling has been used
  ➢ The Policy also makes it clear that corporal punishment is NOT allowed.

Monitoring & Evaluation Comments

Signed: ________________________________ (Chair Of Governors)

Reviewed : November 2014

To be reviewed: November 2016
From 'Keeping children safe in education' 2014