



Elvington Church of England Primary School

Safeguarding and Child Protection Policy

The Safeguarding Team will review the policy at the end of each academic year in order to ensure the integration of current issues and good practice.

Important contacts for the school:

Designated member of staff (Headteacher)	Andrew Buttery
Deputy Designated member of staff	Nicki Granger
Designated Governor	Phil Watt
City of York Children’s Front door	01904 551900 childrensfrontdoor@york.gov.uk
Emergency duty team- (out of office hours)	01609780780
Local Authority Designated Officer (LADO)	01904 551783 lado@york.gcsx.gov.uk
Local Authority Safeguarding Advisor (Education)	Caroline Wood 01904 555694
Children’s Specialist Services	01904 554212
Schools Adviser: Attendance and Integrated Working	Mark Smith 01904 555187

Safeguarding

If you have any concerns about a child or adult’s safety, welfare or general wellbeing, please ensure that you speak with a member of our safeguarding team **straight away**.

Andrew Buttery
Designated Safeguarding Lead

Nicki Granger
Deputy Designated Safeguarding Lead

Bill Pigg
Chair of Health and Safety

Phil Watt
Designated Safeguarding & Child Protection Governor

Shaun Darley
Site Manager

Hilary Mennell
Local Area Support Practitioner

SAFE CHILDREN

Concerns about children’s welfare and emotional wellbeing

SAFE ENVIRONMENT

Concerns about health, safety & premises

City of York Child Protection
01904 551900 or
01609 780780 (out of hours)

SAFE ADULTS

Concerns about adults & leadership

If a child is in immediate danger, call the police on 999

head@elvingtonprimary.org.uk



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Keeping Children Safe in Education (DfE October 2019) stipulates that governing bodies and proprietors should appoint a member of staff of the school's or college's leadership team to the role of designated safeguarding lead. This should be explicit in the role-holder's job description, this person will have the appropriate authority and be given the time, funding, training, resources and support to provide advice and support to other staff on child welfare and child protection matters, to take part in strategy discussions and inter-agency meetings – and/or to support other staff to do so – and to contribute to the assessment of children.

Elvington CE Primary School is committed to safeguarding and promoting the welfare of all its pupils. We believe all staff and visitors have an important and unique role to play in child protection.

We believe:

- Schools can contribute to the prevention of abuse.
- All children have the right to be protected from harm.
- Children need support which matches their individual needs, including those who may have experienced abuse.
- Children need to be safe and feel safe in school.

Elvington CE Primary School will fulfil local and national responsibilities as laid out in the following documents:-

- Working Together to Safeguard Children (DfE February 2019)
- Keeping Children Safe in Education (DfE October 2019)
- York Safeguarding Children Board Procedures
<http://www.saferchildrenyork.org.uk/child-protection-procedures.htm>
- Children Act 1989 (as amended 2004 Section 52)
- Education Act 2002 s175/s157

Other policies / procedures to which CP policy is linked:

- Online -safety
- Behaviour
- Anti-bullying
- Attendance
- Code of conduct / safe working practice
- Physical intervention
- H&S
- Absconding / children going missing
- Educational visits
- Whistle-blowing
- Managing allegations against staff*
- Safer Recruitment*
- Supervision
- SEAL / PSHE / SRE
- First aid



- Children with medical needs

1. Overall Aims

To contribute to the prevention of abusive experiences in the following ways:

- Clarifying standards of behaviour for staff and pupils
- Introducing appropriate work within the curriculum
- Developing staff awareness of the causes of abuse
- Encouraging pupils and parental participation in practice
- Addressing concerns at the earliest possible stage

To contribute to the protection of our pupils in the following ways:

- Including appropriate work within the curriculum
- Implementing child protection policies and procedures
- Working in partnership with pupils, parents and agencies

To contribute to supporting our pupils in the following ways:

- Identifying individual needs where possible
- Designing plans to meet needs

This policy applies to Elvington CE Primary School's whole workforce.

2. In-school procedures for protecting children

All staff and visitors will:

- Read and be familiar with Part One of Keeping Children Safe in Education (DfE October 2019)
- Be familiar with the school's child protection policy including issues of confidentiality.
- Be alert to signs and indicators of possible abuse. See Appendix One for current definitions of abuse and examples of harm.
- Record concerns on a, "Cause for Concern" form (see appendix 4). Staff have blank copies of the, "Cause for Concern" form, which, once completed, must be handed to the Designated Staff (Andrew Buttery)
- Deal with a disclosure of abuse from a child in line with the recommendations in Appendix Two. These must be passed to one of the Designated Staff immediately, followed by a written account.
- Be involved in ongoing monitoring and recording to support the implementation of individual education programmes and interagency child protection and child support plans including having an understanding of Early Help and contributing to Family Early Help Assessments (FEHA) where appropriate
- Be subject to Safer Recruitment processes and checks whether they are new staff, supply staff, contractors, volunteers etc.
- Will be expected to behave in accordance with the school's code of conduct/ behaviour code



2.1. The Designated Safeguarding Lead

- Our named designated safeguarding lead officer on senior leadership team with lead responsibility and management oversight/accountability for child protection is the Headteacher - Andrew Buttery.
- The designated safeguarding lead officer is supported by the following appropriately trained designated staff – Nicki Granger, Phil Watt. Along with the Head teacher, they are responsible for co-ordinating all child protection activity.
- All schools must ensure the designated safeguarding lead officer for child protection leads regular case monitoring reviews of vulnerable children with designated staff responsible for child protection. These reviews must be evidenced by minutes and recorded in case files.
- The designated safeguarding lead officer must ensure that all staff involved in direct case work of vulnerable children, where there are child protection concerns/issues; have access to regular safeguarding supervision.
- Where the school has concerns about a child, the designated safeguarding lead officer, will act as a source of support, advice and expertise to staff on matters of safety and safeguarding and when deciding whether to make a referral by liaising with relevant agencies.
- The designated safeguarding lead officer is responsible overall for referring all cases of suspected abuse to Children's Social Work Service Duty and Advice Team (Front Door 01904 551900). Whilst Keeping Children Safe in Education (DfE 2019) dictates that anyone in the school setting can make a referral, wherever possible this should be done appropriately trained designated safeguarding staff.
- The designated safeguarding staff will liaise with the head teacher or principal to inform him or her of issues especially ongoing enquiries under section 47 of the Children Act 1989 and police investigations.
- Child Protection information will be dealt with in a confidential manner. A written record will be made of what information has been shared with who, and when. Staff will be informed of relevant details only when the Designated Safeguarding lead feels their having knowledge of a situation will improve their ability to deal with an individual child and /or family.
- Child Protection records will be stored securely in a central place separate from academic records. Individual files will be kept for each child; school will not keep family files. Original files will be kept for at least the period during which the child is attending the school, and beyond that in line with current data legislation.
- Access to these by staff other than the Designated Staff will be restricted, and a written record will be kept of who has had access to them and when.



2.2. Training for Designated Safeguarding Staff

- The designated safeguarding lead should receive appropriate training carried out every two years and regular updates at least annually in order to:
- Understand the assessment process for providing early help and intervention, for example through locally agreed common and shared assessment processes such as early help assessments
- Have a working knowledge of how local authorities conduct a child protection case conference and a child protection review conference and be able to attend and contribute to these effectively when required to do so
- Ensure each member of staff and volunteer has access to and understands the school's or college's child protection policy and procedures, including new and part time staff
- Be alert to the specific needs of children in need, those with special educational needs and young carers
- Be able to keep detailed, accurate, secure written records of concerns and referrals
- Obtain access to resources and attend any relevant or refresher training courses, e.g. PREVENT and FGM training
- Encourage a culture of listening to children and taking account of their wishes and feelings, among all staff.

2.3. Raising Awareness

- The designated safeguarding lead should ensure the school or college's policies are known and used appropriately:
- Ensure the school's child protection policy is reviewed annually and the procedures and implementation are updated and reviewed regularly, and work with governing bodies or proprietors regarding this.
- Ensure the child protection policy is available publicly and parents are aware of the fact that referrals about suspected abuse or neglect may be made and the role of the school in this.
- Link with the local authority and Safer York (CYSCB) to make sure staff are aware of training opportunities and the latest local policies on safeguarding.

2.4. Child Protection Records

- Child protection files should be held in a locked cabinet with only the designated officer or head teacher having access.
- The required information includes the following specific items:
 - Cause for concern forms
 - Child protection reports/disclosures
 - Minutes of child protection conferences
 - A copy of the child protection plan
 - A copy of support plan for the young person



- Each child protection file should contain a chronological summary of significant events and the actions and involvement of the school.
- Where children leave the school/college ensure that the child protection file is transferred securely and separately from the main pupil file to the receiving school/educational establishment (where this is known), within 15 schools days. This is a legal requirement set out under regulation 9 (3) of 'The Education (Pupil Information – England) Regulations 2005. A copy of the chronology must be retained for audit purposes.
- There is no need to keep copies of the child protection file, apart from the chronology summary and in either of the following instances:
 - Where a child transfers out of area (*the original file should be retained by the school and a copy sent*)
 - Where a vulnerable young person is moving to a Further Education establishment, consideration should be given to the pupil's wishes and feelings on their child protection information being passed on, in order that the FE establishment can provide appropriate support. In cases where it is deemed appropriate to transfer child protection records to an FE education establishment, the original file should be retained by the school and a copy sent.
 - Where the destination school is not known, (*the original file should be retained by the school*)
 - Where the child has not attended the nominated school (*the original file should be retained by the school*)
 - There is any on-going legal action (*the original file should be retained by the school and a copy sent*)
- Children records should be transferred in a secure manner, for example, by hand. When hand-delivering pupil records, a list of the names of those pupils whose records are being transferred and the name of the school they are being transferred to will be made and a signature obtained from the receiving school as proof of receipt.
- If a pupil moves from our school, child protection records will be forwarded onto the named designated child protection person at the new school, with due regard to their confidential nature. Good practice dictates that this should always be done with a face to face handover.
- If sending by post children records should be sent, "Special Delivery", a note of the special delivery number should also be noted to enable the records to be tracked and traced, via Royal Mail.
- For audit purposes a note of all pupil records transferred or received should be kept in either paper or electronic format. This will include the child's name, date of birth, where and to whom the records have been sent and the date sent and/or received. A copy of the child protection chronology sheet will also be retained for audit purposes.



- If a pupil is permanently excluded and moves to a Pupil Referral Unit, child protection records will be forwarded onto the relevant organisation in accordance with the 'The Education (Pupil Information – England) Regulations 2005.
- When a designated safeguarding lead/ member of staff resigns their post/ no longer has child protection responsibility, there should be a full face to face handover/exchange of information with the new post holder.
- In exceptional circumstances when a face to face handover is unfeasible, it is the responsibility of the head teacher to ensure that the new post holder is fully conversant with all procedures and case files.
- All Designated Safeguarding Leads receiving current (live) files or closed files must keep all contents enclosed and not remove any material.
- All receipts confirming file transfer must be kept in accordance with the recommended retention periods. For further information refer to the archiving section.

2.5. Archiving - Responsibility for the pupil record once the pupil leaves the school

- The school which the pupil attended until statutory school leaving age (or the school where the pupil completed sixth form studies) is responsible for retaining the child protection record. The recommended retention periods are 35 years from closure when there has been a referral to Children's Social Work Social Services. If no referral has been made to Children's Social Work Service the child protection record should be retained until the 25th birthday. The decision of how and where to store these files must be made by the school via the governing body. (NB. Due to sensitivity of the information, the records should continue to be held in a secure area with limited access e.g. designated officer or head teacher)

2.6. Access to files

- A pupil or their nominated representative has the legal right to see their file at any point. This is their right of subject to Access under the Data Protection Act 1998. It is important to remember that all information should be accurately recorded, objective in nature and expressed in a professional manner

2.7. Safe Destruction of the pupil record

- Where records have been identified for destruction they should be disposed of securely at the end of the academic year (or as soon as practical before that time).
- Records which have been identified for destruction should be confidentially destroyed. This is because they will either contain personal or sensitive information which is subject to the requirements of the Data Protection Act 1998, or they will contain information which is confidential to school or the Local Education Authority.
- Information should be shredded prior to disposal, or confidential disposal can be arranged through private contractors.



- Parents/carers are informed about our child protection policy on the School website.

4.2. Multi-agency work

- We work in partnership with other agencies in the best interests of the children. Therefore, school will, where necessary, liaise with the school nurse and doctor, and make referrals to Children's Social Work Service. Referrals (Front Door : 01904 551900) should be made, by the Safeguarding Designated Staff, to the CSWS advice and duty team- Where a child already has a child protection social worker, the school will immediately contact the social worker involved, or in their absence the team manager of the child protection social worker.
- We will co-operate with Children's Social Work Service where they are conducting child protection enquiries. Furthermore, school will ensure representation at appropriate inter-agency meetings such as Initial and Review Child Protection Conferences, and Planning and Core Group meetings, as well as Family Support Meetings
- We will provide reports as required for these meetings. If school is unable to attend, a written report will be sent. The report will, wherever possible, be shared with parents / carers at least 24 hours prior to the meeting.
- Where a child in school is subject to an inter-agency child protection plan or a Multi-agency Risk Assessment Conference (MARAC) meeting, school will contribute to the preparation implementation and review of the plan as appropriate.

5. Our role in the prevention of abuse

We will identify and provide opportunities for children to develop skills, concepts, attitudes and knowledge to promote their safety and well-being.

5.1. The Curriculum

- Relevant issues will be addressed through the PSHCE curriculum. For example, self esteem, emotional literacy, peer on peer abuse, assertiveness, power, sex and relationship education, e-safety, Child Sexual Exploitation (CSE), Female Genital Mutilation (FGM) and anti- bullying.
- Relevant issues will be addressed through other areas of the curriculum. For example, circle time, English, History, Drama, PSCHE, Art.

5.2. Other areas of work



- All our policies which address issues of power and potential harm, e.g. Anti-Bullying, Equal opportunities, Handling, Positive Behaviour, will be linked, to ensure a whole school approach.
- Our child protection policy cannot be separated from the general ethos of the school, which should ensure that children are treated with respect and dignity, feel safe, and are listened to.

6. Our role in supporting children

We will offer appropriate support to individual children who have experienced abuse or who have abused others.

- An individual support plan will be devised, implemented and reviewed regularly for these children. This plan will detail areas of support, who will be involved, and the child's wishes and feelings. A written outline of the individual support plan will be kept in the child's child protection record.
- Where children and young people have exhibited sexually inappropriate/harmful behaviour and/or abused others, the intraagency procedure for children who sexually harm will be used :
http://www.saferchildrenyork.org.uk/Children%20who%20sexually%20harm_pr ocedure
- We will ensure that the needs of children and young people who abuse others will be considered separately from the needs of their victims.
- Children and young people that abuse others will be responded to in a way that meets their needs as well as protecting others within the school community through a multi-agency risk assessment.
- We will ensure the school works in partnership with parents / carers and other agencies as appropriate.

6.1. Children with additional needs

Elvington CE Primary School recognises that while all children have a right to be safe, some children *may* be more vulnerable to abuse e.g. those with a disability or special educational need, those living with domestic violence or drug/alcohol abusing parents, etc.

When the school is considering excluding, either fixed term or permanently, a vulnerable pupil and/or a pupil who is either subject to a S47 Child Protection plan or there is an existing child protection file, we will call a multi-agency risk-assessment meeting prior to making the decision to exclude. In the event of a one-off serious incident resulting in an immediate decision to exclude, the risk assessment *must* be completed prior to convening a meeting of the Governing body.

6.2. Children in Specific Circumstances



This school follows the York LSCB, online multi-agency procedures for children in specific circumstances as outlined below – see;

<http://www.saferchildrenyork.org.uk/child-protection-procedures.htm>

Safeguarding in specific circumstances Part 1 (A-H) Part 2 (H-Z)

7. A Safer School Culture

Governors have agreed and ratified the following policies which must be read in conjunction with this policy.

Whistle Blowing/Confidential reporting: Elvington CE Primary School's Whistle Blowing/Confidential reporting Policies (from CYC) provides guidance to staff and volunteers on how they can raise concerns and receive appropriate feedback on action taken, when staff have concerns about any adults behaviour.

7.1. Safer Recruitment, selection and pre-employment vetting

- The school pays full regard and commitment to following the safer recruitment, selection and pre-employment vetting procedures as outlined part three of Keeping Children Safe in Education.
- The school will maintain a single central record which demonstrates the relevant vetting checks required including: identity, qualifications, prohibition order and right to work in the UK.
- All recruitment materials will include reference to the school's commitment to safeguarding and promoting the wellbeing of pupils.
- The school will ensure that all recruitment panels include at least one person that has undertaken safer recruitment training as recommended by the Local Authority.
- The school will ensure that appropriate DBS risk assessments will be undertaken as required. Advice and support for carrying out the risk assessments can be accessed through the schools HR Advisor/Provider/Contact.

7.2. Procedures in the event of an allegation against a member of staff or person in school.

These procedures must be followed in any case in which it is alleged that a member of staff, governor, visiting professional or volunteer has:-

- a. behaved in a way that has harmed a child or may have harmed a child
- b. possibly committed a criminal offence against or related to a child
- c. Behaved in a way that indicates s/he would pose a risk to children
- d. Allegations against a member of staff, governor or volunteer
- e. Inappropriate behaviour by staff/volunteers could take the following forms:



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- Physical includes, for example, intentional use of force as a punishment, slapping, use of objects to hit with, throwing objects or rough physical handling.
- Emotional includes, for example, intimidation, belittling, scapegoating, sarcasm, lack of respect for children's rights, and attitudes which discriminate on the grounds of race, gender, disability or sexuality.
- Sexual includes, for example, sexualised behaviour towards pupils, sexual harassment, sexual assault and rape.
- Neglect: may include failing to act to protect a child or children, failing to seek medical attention or failure to carry out appropriate/proper risk assessment etc...

A safeguarding complaint that meets the above criteria must be reported to the Head teacher immediately. If the complaint involves the head teacher then the next most senior member of staff must be informed and the Chair of Governors. The head teacher should carry out an urgent initial consideration in order to establish whether there is substance to the allegation. The Head teacher **should not** carry out the investigation itself or interview pupils. As part of this initial consideration, the Head teacher should consult with the Local Authority Designated Officer (LADO).

A multi-agency strategy / evaluation meeting may be arranged to look at the complaint in its widest context, the Head teacher /a senior member of school staff / Chair of Governors (where appropriate) must attend this meeting, which will be arranged by the LADO. All issues must be recorded and the outcome reached must be noted to ensure closure.

LADO Contacts: **LADO Contact Details now under north Yorkshire Safeguarding Board (Jan 2016)**

- Karen Lewis 01609 534200 or 07715 540712
- Dave Peat 01609 535646 or 07814 533363
- Rosemary Cannell 01609 534974 or 077150540723
- Susan Crawford 01609 532152 or 07813 005161

Where appropriate, a referral should be sent to the Local Authority Designated Officer using the [LADO Referral Form](#) (available on the website) giving as much detail as possible. Completed Forms should be emailed using secure mail (e.g. gcsx, pnn, cjsm, nhs.net, etc.) to: social.custodian@northyorks.gcsx.gov.uk

If you do not have secure email please contact 01609 532477.

For more information please see:

<http://www.saferchildrenyork.org.uk/allegations-against-childcare-professionals-and-volunteers.htm>



7.3. Training and Support

All staff members should be aware of systems within our school which support safeguarding and these will be explained to them as part of our staff induction. This includes: the school's child protection policy; the school's safer working practice document and the designated safeguarding lead and their cover or nominated deputy.

We recognise the stressful and traumatic nature of child protection work. Support is available for any member of staff from Andrew Buttery and Nicki Granger. The Local Authority's Safeguarding Advisor (Education) is also available for advice and support (Tel 01904 555694).

- The Designated Safeguarding Staff will aim to have attended the 3-day Children's Services Education child protection training course, and the Leeds LSCB multi-agency 1-day course *Level 2 Working Together*. They will attend refresher training at least every two years.
- The school will ensure all staff including temporary and volunteers receive induction and updated INSET appropriate to their roles and responsibilities, especially staff new to the school. All staff will access safeguarding and child protection training regularly which includes updates via staff meetings, emails and bulletins as required but at least annually. The CYSCB can advise on available and appropriate training
- Governors, including the Nominated Governor, attend specific training on their role, updated at least every three years.
- Training completed will be recorded by the school; a print out of the school's training history can be obtained from the Children's Services Education and Early Years Safeguarding team.

7.4. Professional Confidentiality

Confidentiality is an issue which needs to be understood by all those working with children, particularly in the context of Safeguarding. Elvington School recognises that the only purpose of confidentiality in this respect is to benefit the child.



Appendix One: Definitions and indicators of abuse

Reference: Working Together to Safeguard Children (DfE February 2019)

1. Neglect

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to:

- Provide adequate food, clothing and shelter (including exclusion from home or abandonment);
- Protect a child from physical and emotional harm or danger;
- Ensure adequate supervision (including the use of inadequate care-givers)
- Ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

Examples which **may** indicate neglect (it is not designed to be used as a checklist):

- Hunger
- Tiredness or listlessness
- Child dirty or unkempt
- Poorly or inappropriately clad for the weather
- Poor school attendance or often late for school
- Poor concentration
- Affection or attention seeking behaviour
- Untreated illnesses/injuries
- Pallid complexion
- Stealing or scavenging compulsively
- Failure to achieve developmental milestones, e.g. growth, weight
- Failure to develop intellectually or socially
- Neurotic behaviour

2. Physical Abuse

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.

Examples which **may** indicate physical abuse (it is not designed to be used as a checklist):

- Patterns of bruising; inconsistent account of how bruising or injuries occurred
- Finger, hand or nail marks, black eyes
- Bite marks
- Round burn marks, burns and scalds



- Lacerations, wealds
- Fractures
- Bald patches
- Symptoms of drug or alcohol intoxication or poisoning
- Unaccountable covering of limbs, even in hot weather
- Fear of going home or parents being contacted
- Fear of medical help
- Fear of changing for PE
- Inexplicable fear of adults or over-compliance
- Violence or aggression towards others including bullying
- Isolation from peers

3. **Sexual Abuse**

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit act of sexual abuse as can other children

Examples which **may** indicate sexual abuse (it is not designed to be used as a checklist):

- Sexually explicit play or behaviour or age-inappropriate knowledge
- Anal or vaginal discharge, soreness or scratching
- Reluctance to go home
- Inability to concentrate, tiredness
- Refusal to communicate.
- Thrush, Persistent complaints of stomach disorders or pains
- Eating disorders, for example anorexia nervosa and bulimia
- Attention seeking behaviour, self mutilation, substance abuse
- Aggressive behaviour including sexual harassment or molestation
- Unusually compliant
- Regressive behaviour, Enuresis, soiling
- Frequent or open masturbation, touching others inappropriately
- Depression, withdrawal, isolation from peer group
- Reluctance to undress for PE or swimming
- Bruises, scratches in genital area

4. **Emotional Abuse**

Emotional abuse is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that



they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child in participating in normal social interaction. It may also involve seeing or hearing the ill-treatment of another. It may involve serious bullying (*including cyber bullying*), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. **Some level of emotional abuse is involved in all types of maltreatment**

Examples which **may** indicate emotional abuse (it is not designed to be used as a checklist):

- Over-reaction to mistakes, continual self deprecation
- Delayed physical, mental, emotional development
- Sudden speech or sensory disorders
- Inappropriate emotional responses, fantasies
- Neurotic behaviour: rocking, banging head, regression, tics and twitches
- Self harming, drug or solvent abuse
- Fear of parents being contacted
- Running away
- Compulsive stealing
- Masturbation, Appetite disorders - anorexia nervosa, bulimia
- Soiling, smearing faeces, enuresis

N.B.: Some situations where children stop communication suddenly (known as “traumatic mutism”) can indicate maltreatment.

5. Responses from parents

Research and experience indicates that the following responses from parents may suggest a cause for concern across all four categories:

- An unexpected delay in seeking treatment that is obviously needed
- An unawareness or denial of any injury, pain or loss of function (for example, a fractured limb)
- Incompatible explanations offered, several different explanations or the child is said to have acted in a way that is inappropriate to her/his age and development
- Reluctance to give information or failure to mention other known relevant injuries
- Frequent presentation of minor injuries
- Unrealistic expectations or constant complaints about the child
- Alcohol misuse or other drug/substance misuse
- Parents request removal of the child from home



- Violence between adults in the household

6. Disabled Children

When working with children with disabilities, practitioners need to be aware that additional possible indicators of abuse and/or neglect may also include:

- A bruise in a site that might not be of concern on an ambulant child such as the shin, might be of concern on a non-mobile child
- Not getting enough help with feeding leading to malnourishment
- Poor toileting arrangements
- Lack of stimulation
- Unjustified and/or excessive use of restraint
- Rough handling, extreme behaviour modification e.g. deprivation of liquid medication, food or clothing, disabling wheelchair batteries
- Unwillingness to try to learn a child's means of communication
- Ill-fitting equipment e.g. callipers, sleep boards, inappropriate splinting;
- Misappropriation of a child's finances
- Invasive procedures

7. PREVENT

In order to fulfil the Prevent duty, it is essential that staff are able to identify children who may be vulnerable to radicalisation, and know what to do when they are identified. Protecting children from the risk of radicalisation is seen as part of schools' wider safeguarding duties, and is similar in nature to protecting children from other harms (e.g. drugs, gangs, neglect, sexual exploitation), whether these come from within their family or are the product of outside influences.

Schools can also build pupils' resilience to radicalisation by promoting fundamental British values and enabling them to challenge extremist views. The Prevent duty is not intended to stop pupils debating controversial issues. On the contrary, school should provide a safe space in which children, young people and staff can understand the risks associated with terrorism and develop the knowledge and skills to be able to challenge extremist arguments. The statutory framework for the Early Years Foundation Stage sets standards for learning, development and care for children from 0-5, thereby assisting their personal, social and emotional development and understanding of the world.

7.1. Roles and responsibilities:

- The strategic Prevent lead in school is Andrew Buttery
- She understands the expectations and key priorities to deliver Prevent and this is embedded within safeguarding procedures
- The senior leadership team and governing body are aware of the Prevent Strategy and its objectives
- There is a clear awareness of roles and responsibilities throughout the school. college, setting regarding Prevent



- The Prevent agenda and its objectives has been embedded within the appropriate safeguarding processes
- The school's premises do not give a platform for extremist speakers and events
- School provides a broad and balanced curriculum that helps protect pupils against extremism and promotes community cohesion:

7.2. Training:

- A training plan is in place so that key staff, including senior leaders,
- understand the risk of radicalisation and extremism and know how to recognise and refer children who may be vulnerable
- Details of training courses including frequency and availability are cascaded to all relevant staff
- Further training on the Prevent agenda is made available to the safeguarding leads where appropriate
- There is appropriate staff guidance and literature available to staff on the Prevent agenda
- All staff in the organisation have accessed appropriate prevent training for their role

Preventing Violent Extremism online course:

http://course.ncalt.com/Channel_General_Awareness/

7.3. Referrals:

- An appropriate internal Prevent risk assessment and referral process is
- in place in accordance with Local procedures:
- <http://www.saferchildrenyork.org.uk/child-protection-procedures.htm>
- All staff including the Prevent lead/DSL follows the CYC procedures
- Partner agency communication channels are in place
- An audit trail for notification reports/referrals exists
- Prevent referrals/notifications are managed or overseen by
- The Prevent lead
- A process is in place to identify and develop 'lessons learnt'
- There is appropriate staff guidance and literature available to staff on the FGM agenda



Appendix Two: Dealing with a disclosure of abuse

When a child tells me about abuse s/he has suffered, what must I remember?

- Stay calm
- Do not transmit shock, anger or embarrassment.
- Reassure the child. Tell her/him you are pleased that s/he is speaking to you.
- Never enter into a pact of secrecy with the child. Assure her/him that you will try to help but let the child know that you will have to tell other people in order to do this. State who this will be and why.
- Tell her/him that you believe them. Children very rarely lie about abuse; but s/he may have tried to tell others and not been heard or believed.
- Tell the child that it is not her/his fault.
- Encourage the child to talk but do not ask "leading questions" or press for information.
- Listen and remember.
- Check that you have understood correctly what the child is trying to tell you.
- Praise the child for telling you. Communicate that s/he has a right to be safe and protected.
- Do not tell the child that what s/he experienced is dirty, naughty or bad.
- It is inappropriate to make any comments about the alleged offender.
- Be aware that the child may retract what s/he has told you. It is essential to record all you have heard.
- At the end of the conversation, tell the child again who you are going to tell and why that person or those people need to know.
- As soon as you can afterwards, make a detailed record of the conversation using the child's own language. Include any questions you may have asked. Do not add any opinions or interpretations.

NB It is not education staff's role to seek disclosures. Their role is to observe that something may be wrong, ask about it, listen, be available and try to make time to talk.

Immediately afterwards:

You must not deal with this yourself.

Clear indications or disclosure of abuse must be reported to **Children's Social Work Service** without delay, by the Head teacher / designated safeguarding lead/staff using the correct procedures as stated in the guidelines.



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Appendix 4 (Page 1): RECORDING CP CONCERNS

Records Kept by Designated Senior Person for Child Protection
CONFIDENTIAL

Name of Child:	Gender:	
Date of Birth:	Date:	Time:
Nature of the concern raised: Any observations concerning the child's demeanour and any injuries –		
Action Taken: Referred to safeguarding guidelines CYSB? By Whom: Review/monitor by?:		
Parents informed? Sought advice from CYSB or LADO? Date Passed to Designated Child Protection Officer		
Name (printed)..... Position..... Signature..... Date..... Time.....		



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Appendix 4 (Page 2):
Record to be made by an adult receiving a disclosure of abuse.

Name of Child:	Gender:	
Date of Birth:	Date:	Time:
Context of the disclosure:		
Who was present during the disclosure?:		
What did the child say?(verbatim if possible):		
What questions were asked?(verbatim):		
Responses to questions (verbatim):		
Any observations concerning the child's demeanour and any injuries?:		
Disclosure reported to and this copy of the disclosure given to: Andrew Buttery / Nicki Granger / Phil Watt		
DATE:		
Name (printed)..... Position		
Signature: Date.....		



Appendix 5: RECRUITMENT AND SELECTION CHECKLIST

Pre-interview:	Initials	Date
Planning - Timetable decided: job specification and description and other documents to be provided to applicants, reviewed and updated as necessary. Application form seeks all relevant information and includes relevant statements about references etc		
Vacancy advertised (where appropriate) Advertisement includes reference to safeguarding policy, that is, statement of commitment to safeguarding and promoting welfare of children and need for successful applicant to be DBS checked		
Applications on receipt - Scrutinised – any discrepancies/anomalies/gaps in employment noted to explore if candidate considered for short-listing		
Short-list prepared		
References – seeking Sought directly from referee on short-listed candidates; ask recommended specific questions; include statement about liability for accuracy		
References – on receipt Checked against information on application; scrutinised; any discrepancy/issue of concern noted to take up with referee and/or applicant (at interview if possible)		
Invitation to interview - Includes all relevant information and instructions		
Interview arrangements - At least two interviewers; panel members have authority to appoint; have met and agreed issues and questions/assessment criteria/standards		
Interview - Explores applicants' suitability for work with children as well as for the post		
Note: identity and qualifications of successful applicant verified on day of interview by scrutiny of appropriate original documents; copies of documents taken and placed on file; where appropriate applicant completed application for DBS disclosure		
Conditional offer of appointment: pre appointment checks Offer of appointment is made conditional on satisfactory completion of the following pre- appointment checks and, for non-teaching posts, a probationary period		
References: (if not obtained and scrutinised previously)		
Identity (if that could not be verified at interview)		
Qualifications (if not verified on the day of interview)		
Permission to work in UK, if required		
DBS certificate - where appropriate satisfactory DBS certificate received		
DBS Barred list – person is not prohibited from taking up the post		
Health – the candidate is medically fit		
Prohibition – (for teaching posts in any type of school) the teacher has not been included in the prohibition list or interim prohibition list		
Qualified Teacher Status (QTS) – (for teaching posts in maintained schools) the teacher has obtained QTS or is exempt from the requirement to hold QTS (for teaching posts in FE colleges) the teacher has obtained a Post Graduate Certificate of Education (PGCE) or Certificate of Education (Cert. Ed) awarded by a higher education institution, or the FE Teaching Certificate conferred by an awarding body		
Statutory induction (for teachers who obtained QTS after 7 May 1999)		
Child Protection training and others such as H&S induction, Safe Working Practice, etc.		