

Hornsea School & Language College



Child Protection and Safeguarding Policy

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Hornsea School and Language College

Child Protection and Safeguarding Policy

For the purpose of this policy:

- The term '**staff**' or '**member of staff**' refers to all paid adults, volunteers or students on placement, working in any capacity in the school or in activities organised by the school, which brings them into contact with the children of the school.
- **DSL** – Designated Safeguarding Lead
- **CPC** - School Child Protection Coordinator (Also known as DSL Designated Safeguarding Lead)
- **CPO** - LA Child Protection officer (Schools)
- **LADO** - Local Authority Designated Officer (First contact with allegations against Staff and Volunteers)
- **CPG** - Child Protection Governor
- **ERSCB** - East Riding Safeguarding Children Board
- **CST** - Local Safeguarding Children Teams
- **EHaSH** - Early Help and Safeguarding Hub
- **DBS** - Disclosure and Barring Service (Formally CRB)
- **KCSiE** - Keeping Children Safe in Education July 2015 Statutory Guidance
- **EWO / S** – Education Welfare Officer / service
- **Child** – Any pupil under age of 18
- **Pupil** - All children and young people regardless of age

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**Hornsea School and Language College Child Protection and Safeguarding Policy
Designated people and advice contact list September 2015**

Role / Agency	Name and role	Contact details
School Child Protection Coordinator (CPC) and School Designated Safeguarding Lead (DSL)	Chris Hamling Student Support Team Manager	01964 532727 / 530263 hamlingc@hslc.co.uk
Deputy Child Protection Coordinator	Grahame Hodson Deputy Head	01964 532727 hodsong@hslc.co.uk
Child Protection Governor	Ian Smith	Via School (Mrs Donna Thompson, P.A. to Head – 01964 532727) or email: office@hslc.co.uk
Chair of Governors	Graham McDonald	Via School (Mrs Donna Thompson, P.A. to Head – 01964 532727) or email: office@hslc.co.uk
Looked After Children Designated Teacher	Gail Smith Assistant Head	Gail Smith (Assistant Head) / Chris Hamling (Student Support Team Manager) 01964 532727 or email: office@hslc.co.uk
Early Help & Safeguarding Hub (EHASH)	CP initial referral Mon to Thu: 8:30am – 5.00pm Fri 8:30am – 4:30pm Support & Advice: <ul style="list-style-type: none"> • Urgent C P concerns • Early intervention • Signposting to appropriate services • The Early Help Assessment (CAF) process. 	01482-395500 childrens.socialcare@eastriding.gcsx.gov.uk
Emergency Duty Team	Out of Hours and weekend CP referrals and advice	tel (01377) 241273 fax (01377) 241639 emergency.duty.team@eastriding.gcsx.gov.uk
Local ER Children Safeguarding Team	North Holderness	tel (01482) 396600 Beverley Childrens Centre Coltman Avenue Beverley HU17 9LW
Local ER Children Safeguarding Team Manager	Alex Smith	01482-880066 Alex.N.Smith@eastriding.gcsx.gov.uk
ER Child Protection Officer and LADO (Schools)	Tony Marsh For CP and Safeguarding advice and referral of Allegations	tel (01482) 392139 tony.marsh@eastriding.gcsx.gov.uk Room AF 56 County Hall Beverley
ERSCB LADO	Dave Finan for CP and Safeguarding advice and referral of Allegations	tel (01482) 396999 dave.finan@eastriding.gcsx.gov.uk Room AF 56 County Hall, Beverley

Humberside Police Protecting Vulnerable People Team	Protecting Vulnerable Persons Unit	01482 220809 / 220808 (County Hall part of EHaSH)
ER Safeguarding Children Board Advice Line	Safeguarding and CP Advice.	tel (01482) 396999 erscb.enquiries@eastriding.gov.uk
ER Safeguarding Children Board	Training	www.erscb.org.uk (01482) 396994 erscb.training@eastriding.gov.uk

1. Introduction

Pupil safety is of paramount importance to all staff and volunteers. The Child Protection and Safeguarding Policy and procedures at Hornsea School and Language College (HSLC) and format of this document, have been developed in line with recommendations and guidance from the East Riding Safeguarding Children Board (ERSCB). The aim is to protect and promote the welfare, safety and healthy development of all pupils by fostering an honest, open, caring and supportive community. As a school we strongly advocate inclusion for all and we are committed to working in partnership with Parents / Carers and our partner agencies that are able to offer support. Pupil well-being and safety is of paramount importance in our aspirations to 'Help Children Achieve More' (formerly the 5 outcomes of the 'Every Child Matters' agenda).

As part of our inclusive ethos, all staff at HSLC, strive to ensure that pupils and parents will feel free to talk about any worries or concerns and will see school as a 'safe place' and source of support in the event of difficulties. We have an established Pastoral and Student Support Team structure in place with professionally qualified and dedicated non-teaching staff available to provide assistance and advice to pupils and families throughout the whole calendar year. As a school we have a firmly established multi-agency network of partner agencies available to provide support and guidance. Pupil's worries and fears will be taken seriously and they are encouraged to seek help from, or confide in, members of staff.

We recognise that every pupil is our responsibility and concern. We want to work in partnership with parents and discuss with them, any concerns we may have or that they may have. It is a priority to inform and involve parents at every stage of their child's time at the school. Since the first priority is the child's welfare, there may be rare occasions when our concern about a child means that we have to consult other agencies even before we contact parents.

The ERSCB has laid down the procedures we follow, and the school has adopted a Child Protection Policy in line with this for the safety of all.

If you would like to know more about our Child Protection and Safeguarding Policy and procedures, please speak to Chris Hamling (Child Protection Coordinator) or alternatively, Steve Lawrence (Head Teacher), or Grahame Hodson (Deputy Child Protection Coordinator / Deputy Head Teacher). Ian Smith is our School Governor with responsibility for Child Protection. Pupil safety is of paramount importance to all staff and volunteers.

This policy does not include some Safeguarding related matters such as Bullying, E Safety and Health and Safety which are covered in separate policies.

Issues such as Whistle Blowing, Managing Allegation and Safer Recruitment are referred to in this document, but covered in more detail in Statutory Guidance and relevant School Policies.

The policy is consistent with the following legislation and guidance

- 1) *Working Together to Safeguard Children (2015)*
- 2) *Keeping Children Safe in Education (DfE July 2015) includes Safer Recruitment and Managing Allegations Against Staff*
- 3) *ER LA Safer Recruitment Guidance*
- 4) *Reasonable Force (DfE July13)*
- 5) *Searching, Screening and Confiscation (DfE Feb 14)*
- 6) *Safer working Practice for Adults who work with Children and Young People in Education Settings (DCSF 09)*
- 7) *ERSCB / ERLA School Staff Code of Conduct (Sept 2015)*
- 8) *School Whistle Blowing (Safeguarding) and Allegation procedures (Sept 2015)*
- 9) *ERSCB - Guidance and Procedures*

- 10) *Information sharing: Advice for practitioners providing safeguarding services to children, young people, parents and carers (HMG 2015)*
- 11) *What to do if you're worried a child is being abused: Advice for practitioners (HM Govt 2015)*
- 12) *Safer Internet Centre Facebook Checklist 2014*
- 13) *Inspecting safeguarding in early years, education and skills settings (Ofsted June 15)*
- 14) *The Prevent Duty -advice for schools and childcare providers (DfE 2015)*
- 15) *Female Genital Mutilation: Multi-Agency Practice Guidelines (HM Govt 2015)*

2. Other relevant policies

The school has a duty to ensure that safeguarding permeates all activities and functions. This policy therefore complements and supports a range of other policies and school documents, for example:

- Behaviour and Anti-Bullying policy
- Physical Interventions policy
- Special Educational Needs policy
- Educational Visits policy
- Health and Safety policy
- Sex and Relationships Education policy
- E-Safety policy
- Allegation and Whistle Blowing guidance
- Safe and Appropriate Working/Code of Conduct
- Safer Recruitment
- Site Security
- Self-Harm policy (and Information Sheet)
- Child Sexual Exploitation policy (and Information Sheet)
- PREVENT policy

The above list is not exclusive but when undertaking policy development the school will consider Child Protection and other safeguarding matters within each appropriate policy or guidance.

3. The Policy

There are four main elements to our Child Protection Policy:

- **Prevention** (e.g. positive school atmosphere, pastoral support to pupils, the Staying Safe and PSHE elements in the formal and informal curriculum, safer recruitment procedures and safe and appropriate working practice by staff)
- **Protection** (by following agreed procedures, ensuring staff are trained and supported to respond appropriately and sensitively to Child Protection concerns and that there are clear systems of internal information sharing and record keeping)
- **Support** (to all pupils and school staff and to children who may have been abused or are in other ways vulnerable);
- **Collaboration** with children and Young People, parents and other agencies to promote Safeguarding and Wellbeing for all of our children and Young People.

This policy applies to all staff, governors and visitors to the school. We recognise that child protection is the responsibility of all staff within our school. We will ensure that all parents and other working partners are made aware of our child protection policy and procedures. All staff new to the school will be made aware of the school safeguarding procedures as part of their initial induction process.

4. School commitment

The school adopts an open and accepting attitude towards children as part of its responsibility for pastoral care. Staff strive to ensure that children and parents will feel free to talk about any concerns and will see school as a safe place when there are difficulties. Children's worries and fears will be taken seriously and children are encouraged to seek help from, or confide in, members of staff.

Relevant safeguarding documents and publications are available to staff and located in Subjects (T:) in the folder 'Safeguarding Info and Docs – Staff'.

Our school will therefore:

- Establish and maintain an ethos where children feel secure and are encouraged to talk, and are listened to.
- Ensure that children know that there are adults in the school whom they can approach if they are worried or are in difficulty.
- Include in the curriculum activities and opportunities for which equip children with the skills they need to stay safe from abuse and develop resilience.
- Ensure every effort is made to establish effective working relationships with parents and colleagues from other agencies.
- Operate safe recruitment procedures and make sure that all appropriate checks are carried out on new staff and volunteers who will work with children.
- Ensure that staff are aware of how and when to act on concerns that they have and work in a safe and appropriate manner at all times.
- Fulfil the 'Duty of Care' towards staff by providing appropriate guidance, training and support
- Ensure that staff have an understanding of when to make referrals to the DSL when there are indicators or concerns of possible Neglect, Sexual, Physical or Emotional harm and indicators of possible Child Sexual Exploitation, Female Genital Mutilation, School attendance concerns, Radicalisation and Forced Marriage and that they have access to additional advice and support.

5. Confidentiality

We recognise that all matters relating to Child Protection are highly confidential and the CPC will share that information on a 'need to know, what and when' basis.

Staff are made aware that these concerns or other matters relating to pupils should never be discussed elsewhere, inside or outside the school unless in confidential meetings organised for that purpose. This includes the passing of written information or verbal discussion in any media including Social Networking sites.

6. Roles and responsibilities

All staff have received a copy of;

- Keeping Children Safe in Education; Information for all school & College staff (July 2015)
- Safe Schools, Safe Children Safe Staff – Code of Conduct (Sept. 2015)

All adults working with or on behalf of children have a responsibility to safeguard and promote the welfare of children. This includes a responsibility to be alert to possible abuse, neglect, exploitation and radicalisation and to record and report concerns to staff identified with child protection responsibilities within the school.

It is unacceptable for any member of staff to keep such concerns to themselves and such failures will be regarded as potential disciplinary matters.

The School DSL/ CPC and Deputy DSL / CPC are designated to take the lead responsibility for Child Protection.

This includes:

- providing advice and support and information to staff as appropriate
- liaising with the LA and other agencies
- maintaining and transfer CP records for individual children
- ensuring the preparation of appropriate reports for and attendance at Case Conferences and other multi agency meetings
- arranging appropriate training for all staff
- liaising with the Headteacher and Child Protection Governor
- encouraging a culture in staff of listening to pupils and taking account of their wishes and feelings and measures put in place to support or protect them.

The DSL / CPC must keep individual members of staff appropriately aware of the actions taken in response to concerns that they have referred to the DSL / CPC. If the member of staff feels that that the actions taken are inappropriate, ineffective or that the situation of concern is continuing they should raise concerns with the CPC or Senior Member of staff and press for reconsideration or discussion. If there is still a concern by the member of staff or they feel the situation is urgent they can refer themselves to Children's Social Care or the LADO.

See Appendix 12 Role of the Designated Safeguarding Lead

Management and leadership by the Headteacher and Governors ensures that the time, resources and training are adequate to ensure that the CP responsibilities of the school, as outlined in Keeping Children Safe in Education, are carried out.

Any allegations of abusive or inappropriate behaviour against a member of staff should be passed immediately to the Headteacher. If the allegation is against the Headteacher it should be referred to the Chair of Governors, a senior member of staff or the LADO (see sec 20)

The Governing Body has the responsibility to monitor and ensure that all CP procedures, policies and training are in place and appropriate. Safeguarding is an agenda item on every full governing body meeting, and any relevant reports on the working of the CP policy are reported to governors in this way.

The Governing Body fully recognises its responsibilities with regard to Child Protection and to safeguarding and promoting the welfare of children as outlined in Section 2 of Keeping Children Safe in Education

It will:

- Designate a governor (DSG) for Child Protection / Safeguarding who monitor the school's Child Protection policy, procedures and report to the full Governing Body as necessary.
- Ensure a written annual report is presented to the Governing Body on the Child Protection/safeguarding work of the school and that this is forwarded to the ERSCB
- Ensure that this Policy is revised and updated annually
- Remedy any identified weaknesses in the policy or application of the policy immediately.
- Ensure all Governors Complete ERSCB online Child Protection training
- Make opportunities available for Governors to complete ERSCB:
 - Safer Recruitment training
 - Governor's Safeguarding Roles & Responsibilities training

The DSG acts as a 'Champion' of the CP role of the school and liaises with the Headteacher and DSL in order to report to and update and advise the full Governing Body on the strategic and operational aspects of safeguarding.

Governors will not normally have access to details of individual Child Protection Cases.

7. Records and monitoring

1. It is essential to keep detailed, accurate and accessible records in order to protect children effectively. All staff are made clear about the need to record and report concerns about a child or children within our school. A mixture of electronic and hard copy recording platforms are used in school with access restricted to appropriate staff.
2. All staff should record such concerns or disclosures on a 'Record of Concern' sheet (app 3) and if needed a Body Map (app. 3.a). This includes concerns relating to, Physical, Emotional, Sexual abuse, Neglect and possible Radicalisation, Child Sexual Exploitation, Female Genital Mutilation and Forced Marriage
3. The DSL is responsible for such records and for deciding at what point these records should be shared with, or transferred to other agencies or schools, in consultation with the Headteacher or appropriate Senior Manager.
4. Each file of concern or official documentation will contain a 'Chronology Sheet' (Appendix 4), which will detail and reference any concerns, contact with parents and other agencies, information shared, case conferences and other events. The file will also contain all other relevant information but be separate from the child's other school records.
5. Separate child or if appropriate, family CP files are stored in a locked and secure location in the Student Support Team Manager's office. Only the CPCs, Headteacher and other appropriate Senior or Pastoral Staff have access to these files
6. The information in these files may be shared with other agencies as appropriate and in some cases used as evidence by other agencies in line with the current Government Information Sharing guidance (2015)
7. Only factual verified information is recorded as such. Second hand information is clearly indicated as such.
8. Parents may request to read their child's file. School will seek advice from the LA if such a request is made in order to ensure that only appropriate information is disclosed depending on the circumstances and any '3rd party' information.
9. The CPC / DSL will decide what information needs to be shared within school with whom and when on a case by case basis. Confidentiality is essential but staff working with children can only provide effective support and monitor concerns if they are made aware that there are concerns or at the least that individual children are being monitored.
10. Child Protection records are reviewed each term to check whether any action, advice or updating is needed.

7.1 Transferring Records

Records are transferred to receiving schools when children transfer at normal phase transition and at any other time. Including the FE or other settings before the age of 18.

Such records are sent or if possible handed to the receiving school separately from other records and marked 'Private & Confidential for the attention of the DSL'.

If sending by post records should be sealed in an envelope and marked as above and sealed in an addressed envelope before sending by recorded delivery.

Written receipt of records should be obtained from the receiving school.

When admitting children school will check with the previous school if there is Safeguarding / Child protection information in respect of the child.

The current school is regarded as the 'Custodian of the records'. Records should be retained by the setting they attended at 18 up to the 25th birthday of the pupil.

8.0 Concerns

8.1 Recognising concerns

School staff are particularly well placed to observe, and should be alert to, outward signs of abuse or risk taking behaviour and changes in behaviour.

The DSL and Safeguarding Governor ensure that all staff have received and been given the time to read KCSiE Information for all school & College staff July 2015 and have access to the full statutory guidance and non-statutory guidance 'What to do if you are worried a child is being abused' March 2015, which contain detailed information about forms of abuse and related issues.

8.2 Sexual, Physical & Emotional Abuse & Neglect

All staff are aware of the indicators of such abuse and how to respond to disclosures and other concerns.

8.3 Child Sexual Exploitation (CSE)

Staff are made aware of the possible indicators of CSE and the need to refer these concerns to the DSL/CPC. These will be referred to the EH&SH in order that the LA CSE Response Team can consider this information.

8.4 Female Genital Mutilation (FGM) and Forced Marriage

Staff are reminded of the need to be aware of the possibility of such abuse at Primary and Secondary school age and to be alert to any indicators that they should pass on to the CPC/ DSL immediately. The DSL will seek advice from the EH&SH before discussing such concerns with parents.

8.5 Possible Extremist Radicalisation

Staff are made aware that concerns about the possible radicalisation of children or Young People by political extremist or religious groups should be referred to Senior Staff or the CPC/DSL.

Advice will be sought by contacting the EH&SH which now includes Humberside Police Decision makers (Appendix 13).

If there is an immediate concern of risk or emergency the school will call 999.

Following an assessment of the levels of risk appropriate levels of training will be given to DSL, Other Senior staff and all other staff.

The PSHE/SMSC curriculum will ensure that issues such as tolerance, respect, democracy and individual liberty are covered at in age appropriate ways.

Visiting speakers and organisations will be checked as to the suitability in respect of the above elements of PSHE /SMSC activities within school.

8.6 Responding to concerns

‘Never Do Nothing – Do the basic things well’

- All staff have a responsibility to respond to disclosures by children or other concerns and pass these concerns on to the CPC / DSL immediately as outlined in Appendix 2
- Wherever possible this information should be recorded on the ‘Record of Concern Form’. (Appendix 3).
- Concerns relating to marks or injuries should be recorded on a ‘Body Map’ which should be attached to the ‘Record of Concern Form’. (Appendix 3a)
- If using a body map it is also important to describe the injuries or marks in addition to locating on the body map.
- Photograph must not be taken of any marks or injuries.

It is vital that staff are reminded to maintain an ‘It could happen here’ attitude and **do not**:

- dismiss concerns or disclosures as insignificant, they may provide a vital link to other information.
- keep such concerns to themselves.
- promise secrecy to children or adults making disclosures but reassure them that information will be shared appropriately and confidentially
- ask closed questions that lead a child into a particular answer
- delay passing on concerns to the DSL / CPC

Staff are made aware that it is unacceptable for any member of staff to keep such concerns to themselves, including concerns about the conduct of another member of staff. (see sec 20) and that such failures will be regarded as potential disciplinary matters

Each case will be considered by the CPC who will decide what information to share with which staff.

9. Further action- referring to Social Care

9.1 Decision Making

The CPCs will decide, taking advice from EHaSH or CST if needed, which of the following actions is appropriate:

- If it is considered that a pupil may have suffered or is at risk of suffering significant harm, or that the concern might constitute a criminal offence, an immediate contact to EHaSH will be made before discussing the matter with parents or carers
- This should be done as soon as the information or concern emerges to ensure that the CST and in some cases the police are able to respond within the school day
- If the child is already ‘Open to’ a Social Worker an initial contact should must be made with that Social Worker or if unavailable the ‘Duty’ team member.
- If a child is considered to be potentially a Child In Need consent and advice for a Common Assessment should be sought. Advice and guidance can be sought from EHaSH.
- The CPC may decide that the school should record and monitor the situation.

The CPC / DSL will keep a record of all information collected and any subsequent decisions and action taken, including details of other persons involved in the decision-making. This will include recording reasons not to refer the concerns to other agencies or not to seek advice if appropriate.

The CPC / DSL will update the school referrer as soon as possible on a 'Need to know' and 'Case by case' basis. If the member of staff feels that that the actions taken are inappropriate, ineffective or that the situation of concern is continuing they should raise concerns with the CPC or Senior Member of staff and press for reconsideration or discussion.

If there is still a concern by the member of staff or they feel the situation is urgent they can refer to. EHASH, the allocated Social Worker or the LADO them self

9.2 Informing Parents / Carers

In all cases before parents or carers are informed the DSL should contact EHASH and be advised as to who should inform parents and when

In certain circumstances parents should not be informed particularly where there are concerns about physical or sexual abuse involving family members.

These include situations when;

- Informing parents/ carers might place the child at increased risk
- A disclosure by a child involves a parent or other family member
- There is a possibility that a crime may have been committed.
- Informing parents/ carers might place staff at risk
- Where a delay may be caused in referring if contact cannot be made to parents.
- In cases of possible radicalisation, FGM or Forced marriage

9.3 Child Protection Referrals or Contacts (See Appendix 7)

If the school makes a CP referral the ERSCB Procedure will be followed by the CPC.

After a telephone contact to the EHASH the CPC will email a written 'Confirmation of Referral' (Appendix 10) to the EHASH as soon as possible and ideally immediately after initial telephone referral and at the latest within 24 hours.

9.4 Feedback

At the latest within 24 hours of receiving the written confirmation the CST in whose area the child lives should report back to the school and indicate their decision on future action.

If no response is received within 24 hours or sooner in urgent cases (where for example school need to be updated before the end of school) the CPC should contact the CST Manager. If this fails to get a response the CPC should contact EHASH for advice.

Whatever the outcome of reported concerns the CPC will report back to the member of staff involved and appraise them of the situation as appropriate, under the 'Need to Know' policy.

The CPC/DSL will update the school referrer as soon as possible on a 'Need to know' and 'Case by case' basis. If the member of staff feels that that the actions taken are inappropriate, ineffective or that the situation of concern is continuing they should raise concerns with the CPC or Senior Member of staff and press for reconsideration or discussion.

10. Vulnerable Children - supporting pupils at risk

1. Children may be vulnerable because, for example, they have additional or Special Educational Needs, are Looked After, have experienced or are experiencing some form of neglect or other abuse. We will seek to provide such children with the necessary support and to build their self-esteem and confidence.
2. Staff in contact with such children will be made appropriately aware of the child's needs and circumstances in order to maximise the effectiveness of support.
3. Safeguarding implications will be considered when individual support plans are reviewed in the case of children who require, for example, medication, some form of intimate care, help with changing or physical support or physical intervention.
4. If a child, who is the subject of a Child Protection Plan, is missing from school without a verified valid reason the CPC will contact the assigned social worker.
5. In the same way if a child that the school has concerns about, is missing the school will consider making a CP referral or contacting EHASH, the EWO and / or the police depending on the circumstances.

11. Joint working with other agencies

The school recognises that inter-agency working is essential if children are to receive effective targeted support as early as possible. In this way we hope to ensure that barriers to learning and social inclusion are minimised for vulnerable children. We are therefore committed to initiating and supporting inter-agency work such as;

- Early help assessments (formerly CAF)
- CP Case Conferences, core groups and other multi-agency meetings
- Joint working with the school EWS, Youth and Family Support Service intervention

12. Case Conferences and Core Group Meetings

1. The CPC and Headteacher will ensure that the appropriate member(s) of staff attend Initial and Review Child Protection Case Conferences and subsequent Core Groups and that written reports are prepared for each Case Conference.
2. Reports will be compiled using the 'Signs of Safety' report templates after discussion with relevant staff involved with the child.
3. Reports will be discussed if possible with parents before forwarding to the Case Conference Chair three days before an Initial and five days before a Review Conference.
4. Feedback will be given to school staff under the 'Need to know' principle on a case-by-case basis.

13 Information sharing

Information will be shared in line with the key principles outlined in *Information Sharing Guidance for Practitioners and Managers p 11-13* and *Information Sharing: Advice for practitioners providing safeguarding services to children, young people, parents and carers*. In cases involving possible child abuse the school has a duty and the legal right to share information.

The CPC Headteacher will ensure that:

- the information is shared appropriately and confidentially
- information is shared only with the appropriate professionals

- sharing of information is recorded on the child's CP file

14. Children's Concerns

The School recognises that listening to children/young people is an important and essential part of safeguarding them against abuse and neglect. We will seek to develop resilience in the children and ensure that they are aware that they can seek help and support.

1. Children will be made aware of the opportunities available to them to seek advice and support within the formal and informal curriculum. (Appendix 1)
2. Safe school procedures including Child Protection matters will be discussed by the School Council to gather children's opinions about the support systems in place.

15. Vetting, Recruitment and selection of staff

1. The school complies fully with Statutory Guidance 'Keeping Children Safe in Education 2015 Part 3 Safer Recruitment' and the ERLA safer recruitment supporting guidance.
2. The school ensures that DBS checks on all staff and volunteers in Regulated Activity are carried out as required by the Statutory Guidance.
3. A Single Central Register for all staff, visiting staff and volunteers is maintained using LA guidance and that the register is checked by the LA Recruitment Team annually.
4. The Head and at least one Governor have completed the appropriate safer recruitment training which is updated every 5 years.
5. All appointment panels will have at least one member who has completed this training in the last 5 years.

16. Induction

When new staff start at the school they are briefed on the school CP and Safe Working procedures and given:

- Keeping Children Safe In Education 2015 (Sec 1) – Information for all staff
- The School's Safe Working / Code Of conduct document
- The School's Whistle Blowing procedures

All staff have access to the following either electronically or hard copy format in staff rooms:

- School CP / Safeguarding Policy
- KCSiE Full Guidance
- What to do if you are worried a child is being abused
- School RCPCD form and body map

Other short term or visiting staff and volunteers are made aware of the CP reporting procedures within the school and the School Code of Conduct

17. Staff Safeguarding Training

- ✓ All staff (teaching and non-teaching) are reminded of the policy and procedures at the start of each school year
- ✓ All staff complete the ERSCB online training 'Safeguarding in Education' (available Autumn 2105) (Which will include CSE, FGM & Radicalisation).

- ✓ Prevent training will be delivered to the appropriate staff following an assessment each year of the level of risk.
- ✓ will receive refresher training every 3 years thereafter.

The DSL and Deputy DSL will complete the following ERSCB training as a minimum,

- ✓ Safeguarding in Education (Online)
- ✓ Working Together to Safeguard Children
- ✓ Child Protection Case Conferences and Core Groups
- ✓ Threshold of Need and Intervention
- ✓ Annual ERSCB DSL dedicated training
- ✓ Workshop to raise awareness of PREVENT
- ✓ Early Help Assessments (formerly CAF)

18. Safe Handling / Physical Intervention

1. Staff will ensure that the school policy on physical intervention is followed and that any incidents requiring such action will be logged with the Headteacher or appropriate senior manager, and parents informed on the same day.
2. Staff must only use physical intervention as a last resort to protect the safety of children or adults after appropriate de-escalation strategies have been used or in the event of serious situations where this is not possible.

19. Safe and Appropriate working

All staff are made aware and regularly reminded of the requirements of the school Code of Conduct Working (Sept 2015) and related policies and have access to these documents and advice from Senior staff as needed.

20. Allegations against staff and Whistle Blowing

1. All staff have access to;
 - a. the School Whistle Blowing (Safeguarding) policy and
 - b. the Initial Allegation Management guidance
 - c. Statutory Guidance – Allegations of Abuse made against teachers and other Staff (sec 4 KCSiE)
 - d. Contact details of the Chair of Governors
2. All staff are made aware of their responsibilities in this and the procedure to follow and that such matters will be dealt with in the strictest confidence.
3. However it must be appreciated that in the case of a Whistle Blowing situation an investigation process may reveal the source of the information and a statement by the referrer may be required.
4. All staff are made aware that if they receive an allegation of inappropriate or abusive behaviour by a colleague, or feel required to make such an allegation, they should pass the information, without delay, to the Headteacher.
5. If the allegation concerns the Headteacher the referrer should contact the Chair of governors, a senior Member of staff or the LADO immediately. It is unacceptable for any member of staff not to refer such concerns.

6. The Head teacher (or other in 5) will, on the same day, contact the LA Designated Officer and follow the statutory guidance Keeping Children Safe in Education 2014 Sec 4
7. All involved will attempt to ensure that any allegation is dealt with fairly, quickly, proportionately and consistently in a way that provides effective protection for the child and at the same time supports the person who is subject to the allegation.
8. If the member of staff feels that that the actions taken are inappropriate, ineffective or that the situation of concern is continuing they should raise concerns with the CPC or Senior Member of staff and press for reconsideration or discussion. If there is still a concern by the member of staff or they feel the situation is urgent they can refer to Children's Social Care or the LADO.

21. Extended School and Offsite provision

Where extended school activities are provided and managed by the school, our own Child Protection and Safeguarding policy and procedures will apply. If other organisations provide services or activities on our site on our behalf will obtain written assurances that these organisations have appropriate safeguarding, safer recruitment and vetting procedures in place.

When pupils attend off-site activities and provision including day, residential, work related learning placements and other alternative provision we will ensure that we obtain written the same written assurances.

22. Site Security, Visitors and Contractors

Visitors to the main school including contractors and volunteers are asked and required to sign in at the school main Reception and are given a badge to confirm that they have permission to be on site. See Appendix 9 for information provided to visitors

Visitors to the Student Support Team Building will sign in upon arrival at the building and when remaining in the Student Support Team Building will be accompanied by a staff member.

Visitors, contractors and volunteers engaged in regulated activity must be subject to enhanced DBS checks. If not engaged in regulated activity the school must ensure that appropriate supervision is in place.

The school will refer to KCSiE and ER LA Recruitment Team advice in such cases

Any organisations or individuals booking the school site or parents of it will be checked for suitability including possible extremist activities and recruitment.

Please see the school Safe Site Policy for further details

23. Parents

We believe that our Safeguarding and Child Protection work will be more effective if it is carried out in partnership with parents and carers and that preventative and supportive. Early Intervention strategies involving close working with partner agencies is routine and where agreed, appropriate and necessary onward referrals are made. Where required school will utilise strategies such as the Common Assessment Framework.

However we ensure that parents are aware that we may in rare circumstances need to make CP referrals or seek advice from Children's Social Care without their consent or knowledge. (Introduction and Section 9.2 above)

Via the school web site parents are also made aware that the CP policy is available from the school. The name and contact details (via school) of the CP governor is publicised should parents wish to raise any suggestions or queries about the policy or specific issues. Any such concerns will be taken into account when the policy is reviewed and responded to by the CP Governor, CPC or Headteacher.

24. Policy review

The staff will review this policy each year, and if any changes are suggested or required they will be discussed by governors.

If at any time any deficiencies or weaknesses in the Child Protection policy and procedures are identified they will be addressed by the governing body and staff immediately and remedied.

Review Date: November 2016

APPENDIX - 1

Child Protection Advice to Pupils

If someone is hurting or upsetting you or making you feel scared, it is not your fault

You are not alone, there are people who can help you and stop people from making you feel scared or hurt

You may be frightened of the person hurting you or your friends, but there are things you can do to get help and make it better

This may include someone who may be frightening you on the internet, through social media or on your mobile phone

You should:

- Tell someone you trust - such as your Friends, Teachers, Tutor, Pastoral Manager, Student Support Team, Parents, Grandparents, Carers
- Be aware that the **School Child Protection Coordinator is Mr Chris Hamling and he is based in the Student Support Building – you can speak with him or any member of the Student Support Team**
- Always let people help to make things better by stopping the person from hurting you or your friends

You should not:

- Feel embarrassed or alone
- Feel that it is your fault or that you are to blame for someone hurting you, frightening you or making you worried. Anyone who tells you that it is your fault is not telling the truth
- Keep it a secret
- Feel you have no one to turn to – people are here to help

Other help that is available

The school web site www.hslc.co.uk, click on the 'Student' tab and then look at the section contents 'Worried or Need to Talk' for a range of sources of advice and help lines.

www.nspcc.org.uk and www.childline.org.uk / 0800 11 11

APPENDIX - 1.A

Child Protection Advice to HSLC Pupils

Helplines and Support

<p>NSPCC www.nspcc.org.uk</p>	<p>Childline www.childline.org.uk</p>
<p>Anti-Bullying Campaign www.bullying.co.uk</p>	<p>Beat Bullying: Support lounge Tel no: 0208 771 3377</p>
<p>Child Exploitation & Online Protection (CEOP) www.ceop.gov.uk</p>	<p>FRANK – The National Drugs Helpline www.talktofrank.com Talk to Frank: Tel no: 0300 1236600</p>
<p>Alcohol Concern www.alcoholconcern.org.uk Drink Aware www.drinkaware.co.uk</p>	<p>ASH (Action on Smoking and Health) www.ash.org.uk Smokefree http://smokefree.nhs.uk</p>
<p>National Centre for Eating Disorders www.eating-disorders.org.uk</p>	<p>The Samaritans www.samaritans.org.uk</p>
<p>Young Minds (children’s mental health) www.youngminds.org.uk</p>	<p>Young Carers http://www.youngcarers.net/ or http://www.nhs.uk/carersdirect/young/Pages/Youngcarershome.aspx</p>
<p>Sexual Health Advice Ask Brook: Tel no: 0808 802 1234 Text: 07717 989 023 The Sexual Health line Tel no: 0300 123 7123</p>	<p>Gingerbread (practical support for single parents) www.gingerbread.org.uk</p>
<p>Private Fostering Campaign www.privatefostering.org.uk</p>	<p>Women’s Aid (support for domestic violence victims) www.womensaid.org.uk</p>
<p>Karma Nirvana (supporting victims of honour crimes and forced marriages) www.karmanirvana.org.uk</p>	<p>Buswise Tel no: 08456 445949 Online Reporting Form http://www.eastriding.gov.uk/buswise-form/buswise-form.html</p>
<p>Family Information Services Hub (FISH) Free, impartial service for children, young people, parents/carers and the people who support them Telephone: (01482) 396469</p>	<p>Support and Safeguarding services If you think a child is being abused or neglected, contact: (01482) 395500 Monday - Thursday 8:30am - 5:00pm. Friday 8:30am - 4:30pm. Secure email: childrens.socialcare@eastriding.gcsx.gov.uk Out of Hours (01377) 241273 Urgent attention because of immediate danger, call the Police on 999 or 111</p>

APPENDIX - 2

Safeguarding and Child Protection Information for Staff

Responding to Concerns

The school **Child Protection Policy and Procedures** details the action required in the event of Child Protection and Safeguarding concerns being identified. It also provides further information (Appendix 5) covering Definitions of Significant Harm and Indicators of Abuse in relation to –

1. Physical Abuse
2. Neglect
3. Emotional Abuse
4. Sexual Abuse

The Child Protection Policy and Procedures document is available on the school web site and is also stored on the school intranet – Subjects (T:) in the folder Safeguarding Info and Docs – Staff.

Increasingly, concerns relating to **e.safety** are appearing in school e.g. Sexting, Cyber bullying and Child Sexual Exploitation. The school e.safety champion and lead is **John Hart (hartj@hslc.co.uk)**. Please deal with e.safety concerns in the same way as the above categories of Abuse. Similarly, concerns relating to FGM and PREVENT should be shared accordingly

In the event of significant concerns being identified – e.g. evidence of an injury, disclosure of an incident – it is expected that staff will prioritise the sharing of information either in person or by telephone (with written confirmation following, using the Record of Child Protection Concern and Disclosure Form).

The school **Child Protection Coordinator** is **Chris Hamling**, he can be contacted on **extension 263, mobile tel. 07775 422549** or via email: **hamlingc@hslc.co.uk**.

In the event of difficulties making contact with Chris Hamling, the deputy Child Protection Coordinator is the Deputy Head teacher, alternatively, please contact the Head teacher or Kay Sullivan in the Student Support Team - extension 261, mobile tel. 07775 422235 or via email: **sullivank@hslc.co.uk**.

The **Record of Child Protection Concern and Disclosure Form** should be used to document all concerns and is available in electronic format in Teacher Admin on the school web site. Hard copies of the Form are available from the main Reception and Student Support Team Building, as are the school Child Protection Policy and Procedures. A copy is also saved in Subjects (T:) in the folder 'Safeguarding Info and Docs – Staff'.

The Student Support Team is available to provide support and guidance to colleagues and pupils to ensure the safety and well being of all.

APPENDIX - 2

Safeguarding and Child Protection Information for Staff

Responding to Concerns – Disclosures

- React calmly promise CONFIDENTIALITY not SECRECY
- Be aware of your non-verbal messages
- Keep responses short, simple, slow and gentle
- Do not stop a child or parent who is talking freely about what has happened
- Observe and listen but only ask open ended questions if you need to clarify but this may be better left to the Child Protection Coordinator or others.

The use of ‘TED’ questioning may be appropriate

Tell me what happened

Explain what you mean

Describe how...

Or Open ended questions e.g.

What happened?

Where were you?

When did this happen?

Who was there?

How did it make you feel?

- If you have difficulty in understanding the child or parent’s communication method, reassure them that you will find someone who can help
- Tell the child or parent they have done the right thing by telling you
- Avoid making comments or judgements about what is shared
- Tell the child or parent what will happen next, and be honest

Make a written note of:

- What is said

Who is present

- Anything else that happens after the child discloses
- Ensure legibility, full dates & clear signature
- Maintain strict confidentiality
- Pass the information to the Child Protection Coordinator as soon as possible and document concerns on the Record of Child Protection Concern and Disclosure

If in doubt, it is always wise to share concerns so that appropriate consideration can be given to what action may be required. This protects you and the pupil(s) in question.

APPENDIX - 3

Child Protection Record of Concern or Disclosure

It is very important that concerns relating to Safeguarding / Child Protection are thoroughly documented and that priority is given to sharing information as soon as is possible. In the first instance this is likely to involve a telephone call to the Child Protection Coordinator (Chris Hamling – extension 263 / 07775 422549) or alternatively Kay Sullivan (extension 261 / 07775 42235) or a member of the SLT. The Deputy Child Protection Coordinator is the Deputy Head teacher.

This Form should be used to document and share information and as a follow up to any initial discussion, meeting or telephone calls / emails. This completed form should be passed to, or emailed to, hamlingc@hslc.co.uk (or any of the staff named above). For ease of use, an electronic version of this form is available on the school web site in Teacher Admin. Hard copies are available at Main Reception and from Student Support Team.

Pupils Name:	Class	Yr:
	DoB:	
Concern identified by:	Date:	Time:
Nature of Concern / details of disclosure / other relevant information. (Use Body Map (Appendix 3a) if appropriate)		
Passed to:	Received by:	Date:
Action taken by CPC (or person receiving this form)		

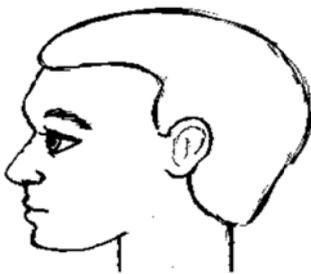
Appendix – 3.A

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

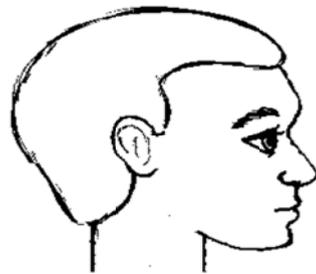
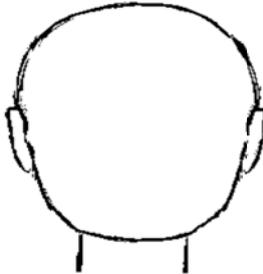
Name of Child:

Date

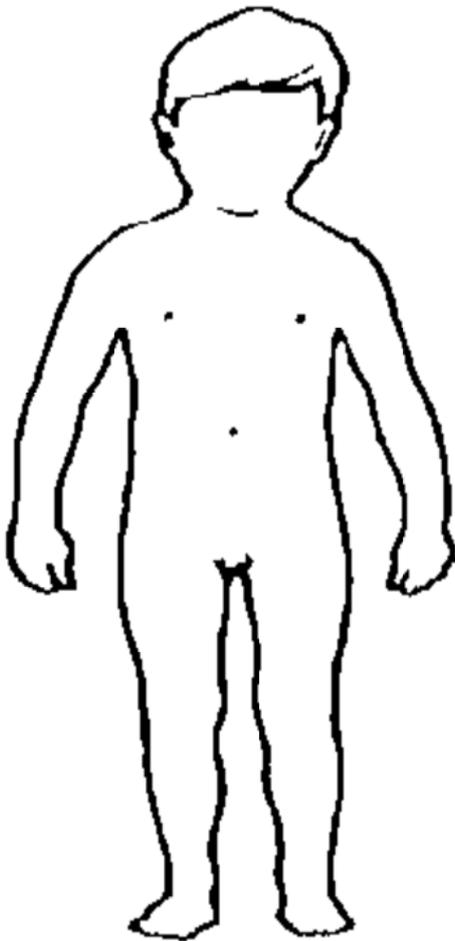
Date of Birth



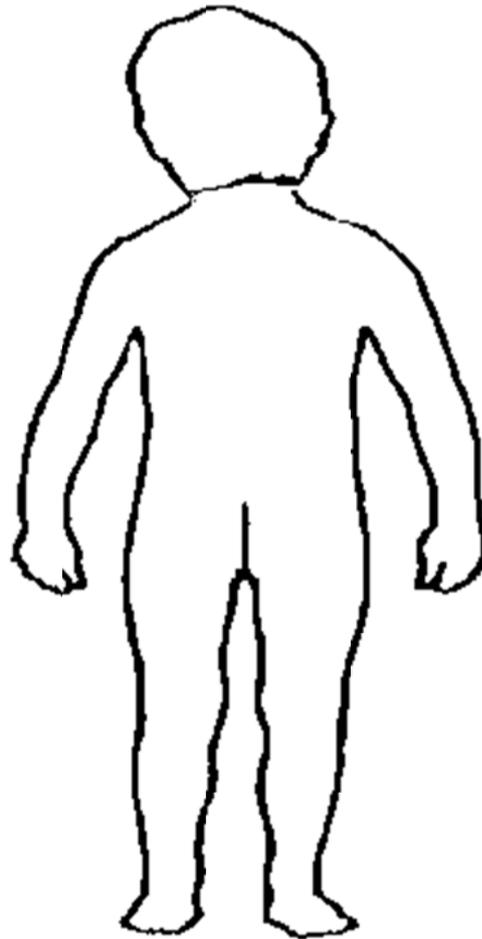
Left Side



Right Side



Front



Back

Name of Worker _____

APPENDIX - 5

Safeguarding and Child Protection Information for Staff

Definitions of Significant Harm & Indicators of Abuse

A person may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting, by those known to them or, more rarely, by a stranger.

1. 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 feigns the symptoms of, or deliberately causes, ill health to a child whom they are looking after.

2. 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. It may involve a parent or carer failing to provide adequate food, shelter and clothing, failure to protect a child from physical harm or danger, or the failure to ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

3. EMOTIONAL ABUSE is the persistent emotional ill treatment 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 feature age or developmentally inappropriate expectations being imposed on children.

4. SEXUAL ABUSE involves forcing or enticing a child or young person to take part in sexual activities, whether or not the child is aware of what is happening. The activities may involve physical contact, including penetrative (i.e. rape or buggery) or non-penetrative acts. They may include non-contact activities, or encouraging children to behave in sexually inappropriate ways.

Indicators of Abuse

IT IS IMPORTANT TO NOTE THAT THESE LISTS ARE POSSIBLE INDICATORS OF ABUSE. MANY OF THESE SIGNS COULD HAVE OTHER EXPLANATIONS.

Some of the signs are the same, so there will be duplications in the lists. Although these signs do not necessarily indicate that a child has been abused, they may help adults recognise that something is wrong. The possibility of abuse should be investigated if a child shows one or more of these symptoms, or any one of them to a marked degree.

Please see accompanying table 'Possible Indicators of Child Abuse' for further information.

APPENDIX - 5

Possible Indicators of Child Abuse

<p><u>Possible Signs of Physical Abuse</u></p> <ul style="list-style-type: none"> • Unexplained injuries or burns, particularly if they are recurrent • Improbable excuses given to explain injuries • Refusal to discuss injuries or untreated injuries • Admission of punishment which appears excessive • Fear of parents being contacted • Bald patches • Withdrawal from physical contact • Arms and legs kept covered in hot weather • Fear of returning home • Fear of medical help • Self-destructive tendencies • Aggression toward others • Running away 	<p><u>Possible Signs of Emotional Abuse</u></p> <ul style="list-style-type: none"> • Physical, mental and emotional developmental lags • Admission to punishment which appears excessive • Over-reaction to mistakes • Continual self-deprecation • Sudden speech disorders • Fear of new situations • Inappropriate emotional responses to painful situations • Neurotic behaviour (e.g. rocking, hair twisting, thumb sucking) • Self-mutilation or self-harm • Fear of parents being contacted • Extremes of passivity or aggression • Substance or alcohol abuse • Running away • Compulsive stealing or scavenging
<p><u>Possible Signs of Sexual Abuse</u></p> <ul style="list-style-type: none"> • Sudden changes in behaviour or school performance • Displays of affection in a sexualised manner inappropriate to age • Tendency to cling or need constant reassurance and / or to cry easily • Regression to younger behaviour e.g. thumb sucking, acting like a baby, playing with discarded toys • Complaints of genital itching or pain • Distrust of a familiar adult, or anxiety about being left with other adults E.g. a relative, baby-sitter or lodger • Unexplained gifts or money • Depression and withdrawal • Wetting, day or night • Sleep disturbances or nightmares • Chronic illnesses, especially throat infections and STIs. Unexplained pregnancy • Anorexia or bulimia • Self-mutilation, attempted suicide, frequently running away • Fear of undressing for gym • Phobias or panic attacks • NB Not all sexually abused children will exhibit clear signs of disturbance. Some will be model pupils, displaying none of the characteristic effects of sexual abuse. 	<p><u>Possible Signs of Neglect</u></p> <ul style="list-style-type: none"> • Constant hunger • Poor personal hygiene • Constant tiredness • Poor state of clothing • Emaciation • Frequent lateness or non-attendance at school • Untreated medical problems • Destructive tendencies • Low self-esteem • Neurotic behaviour (e.g. rocking, hair twisting, thumb sucking) • No social relationships • Running away • Compulsive stealing or scavenging

APPENDIX - 6

Site Contractor – Child Protection & Safeguarding Declaration

At Hornsea School and Language College (HSLC) every effort is made to safeguard and ensure the well-being of pupils.

HSLC is proactive in seeking to prevent children suffering any form of Exploitation, Abuse (Physical, Sexual and Emotional) or Neglect.

HSLC Child Protection Policy and Procedures place a clear responsibility on staff and all visitors to the site to report any concerns that they have in relation to the well-being and safety of pupils. Acceptance of this is a pre-condition for visiting and working on the school site.

In the event of any concerns being identified in relation to pupil safety or well-being, visitor's should immediately report this information to their designated staff / site contact or alternatively, if this is not possible, a member of staff.

This information will then be recorded and passed on to HSLC Child Protection Co-Ordinator (Chris Hamling) or a member of the school Senior Leadership Team.

If appropriate, arrangements will be made for visitor's to meet directly with the school Child Protection Co-Ordinator and if necessary a member of the Senior Leadership Team, in order to deal with the identified concerns.

If the school receives information which suggests a child may have been abused or neglected or that abuse or neglect may be likely, then it will consult with the Social Services Department.

In such circumstances, the Social Services Department may decide to begin a formal child protection investigation, involving the Police and following the procedures of the East Riding Safeguarding Children's Board

If, during your time on the school site, you require any further information please speak with your designated staff / site contact.

Declaration

I confirm my understanding and acceptance of the above Safeguarding / Child Protection responsibility and that I have been given a copy of this Declaration:

Name:

Company:

Signed:

Date:

HSLC Site Contact Signature:

APPENDIX – 7

Making A Child Protection Referral

The East Riding Safeguarding Children Board's Procedures contain the detailed inter-agency processes, protocols and expectations for safeguarding children. They can be found on the East Riding of Yorkshire Website at www.erscb.org.uk

A Making A Child Protection Referral.

1. If the school believes that a child may have suffered, is suffering or be at risk of suffering significant harm, a referral **must** be made as soon as possible on that day. This will give Social Care and possibly the police the maximum time available to make decisions and take appropriate action if needed within the school day.

East Riding Resident Child

2. EH&SH are available to discuss individual cases for advice and guidance during office hours on 01482-393339.
3. If the child is currently 'Open' to an ER Social Worker they should be notified directly or if not available their manager or Duty colleague. If this contact cannot be made follow 4.
4. If not open to ER Social Care an immediate referral should be made to the EH&SH01482- 395500 or outside office hours to the ER Emergency Duty Team on 01377- 241639.
5. Parents/carers should not be informed before discussions with EH&SH or the Social Worker. It should be established with EH&SH or the Social Worker when and by whom they will be informed and if there are other actions the school needs to take.
6. When a CP referral is made the time and the person taking the referral should be recorded on the child's 'Chronology Sheet'
7. All telephone referrals must be followed ideally immediately by a 'Confirmation of Referral' form, which should be emailed to childrens.socialcare@eastriding.gcsx.gov.uk or to the CST Manager
8. A member of the CST should report back to the school within 24 hours of receipt of the written referral to outline the action to be taken. If no response is received within 24 hours or sooner in urgent cases (where for example school need to be updated before the end of school) the CPC should contact the CST Manager. If this fails to get a response the CPC should contact EH&SH for advice.

Child resident in other LA

9. If school needs to refer a pupil who lives in a neighbouring Local Authority the following contact numbers should be used for new referrals. If you are aware that the child is open to that LA follow (3) above.

Hull	01482 448879	EDT	01482 788080
North Yorks	0845 034941	EDT	0845 9417
North Lincs	01724 296500		

Looked After Children

If a child is Looked After by the ER the ER Social Worker should be contacted to make the referral.

If the child is resident in ER but Looked After by another LA their Social Worker or Duty manager should be contacted. If such a referral is about an incident occurring in the ER then EHASH should be notified in addition.

B. Informing Parents/Carers

In certain circumstances parents should not be informed particularly where there are concerns about physical or sexual abuse involving family members. As above, EHASH advice on disclosure should be sought, followed and recorded.

These include situations when;

- Informing parents/ carers might place the child at increased risk
- A disclosure by a child involves a parent or other family member
- There is a possibility that a crime may have been committed.
- Informing parents/ carers might place staff at risk
- Where a delay may be caused in referring if contact cannot be made to parents.

In other circumstances it is preferable to inform parents that the school intends to seek advice from, or refer to Children's Social Care. Ideally this will be done with their support but lack of support or consent must not prevent or delay school acting.

If there are doubts or reservations about involving the parents the CPC should seek advice from EHASH or the local CST.

APPENDIX - 8

Record Keeping: Why is it important?

- It provides a consistent account of our involvement with children, young people and their families.
- Well-kept records should mean that families and individuals do not have to keep 'telling their story'
- Records can be reviewed at a later date if issues arise (eg a complaint, legal proceedings or a serious case review).
- Good record keeping protects:
 - The Child or Young person
 - Staff
 - The organisation

Record Keeping: Organisation

1. Files will be kept in the filing cabinet in Student Support Team manager's office. This is kept locked. Electronic records are kept on a secure 'drive' on the school with controlled access available to selected staff (Student Support Team and SLT)

2. The individual record will contain as appropriate:

- Chronology sheets (Appendix 2.) which logs the following
 - Records of Concern
 - Body Map sheets if submitted
 - CP referral form copy
 - Meeting and Case Conference minutes.
 - Copies of reports for meetings
 - Details of siblings where appropriate
 - Details of Social workers / Family Support workers
 - Details of contact with Parents and other agencies
 - Any other relevant

It is essential that these are all referred to on chronology sheets and fully dated.

3. When children transfer school.

- a. If there have been child protection concerns, the file is reviewed and transferred separately from other school records and direct to the relevant member of staff in the receiving school. (Appendix 11)
- b. The file should be sealed and marked 'Private & Confidential FAO the Child Protection Officer'. The receiving school will be notified by telephone that there are concerns and records will if possible be delivered or collected.
- c. If posted the sealed and indicated records should be placed within a plain addressed envelope. A record should be kept of the date of such transfer of sensitive files and of the person to whom they are transferred. It is recommended that the receiving school acknowledges receipt of records, and this acknowledgement recorded by the sending school.
- d. In the event of a child moving out of the LA area photocopies of records should be retained before sending them.
- e. If the destination school is unknown the records should be retained until the child is officially removed from the school role and then forwarded to the LADO. When receiving children from other schools the school should contact the sending school ascertain if there are CP concerns.

When receiving children from other schools the school should contact the sending school ascertain if there are CP concerns.

At transition liaison arrangements should include specific transfer of Child Protection information as part of the formal transition arrangements.

APPENDIX - 9

Safeguarding and Child Protection Information for Visitors, Supply Staff and Volunteers

Welcome to Hornsea School and Language College.

Our priority is the safety and well-being of all members of the school community – pupils and staff.

We are proactive in seeking to prevent children suffering any form of Exploitation, Abuse (Physical, Sexual and Emotional) or Neglect. This includes the misuse of the internet and social media.

Our Child Protection Policy and Procedures place a clear responsibility on staff and all visitors to the site (whatever the purpose) to report any concerns that they have in relation to the well-being and safety of pupils.

You might be concerned if:

- You see an injury
- Another person tells you about concerns
- Something else that you may hear or see raises concerns or worries.
- A pupil tells you something that causes a concern

If a pupil tells you something that you feel needs to be passed on:

- Promise confidentiality not secrecy
- Reassure the pupil that they have done the right thing
- Listen but do not ask leading questions
- Record and pass on your concerns

In the event of concerns being identified in relation to pupil safety or well-being, you should immediately report this information to your designated staff / site contact.

Alternatively, if this is not possible, please speak with any other member of staff and request to speak with the Child Protection Coordinator (Chris Hamling) or Deputy Head teacher / Deputy Child Protection Coordinator (Grahame Hodson), the Parenting Partnership / Safeguarding Officer (Kay Sullivan) or to the Head teacher (Steve Lawrence) Any other member of the school Senior Leadership Team will also be happy to help.

APPENDIX - 9

Safeguarding and Child Protection Information for Visitors, Supply Staff and Volunteers **(continued)**

Please be assured that you will be provided with support and advice on appropriate action and recording.

There is a clear expectation that, as a visitor and guest of the school, you Do NOT conduct your own investigation and that you keep all concerns or information confidential. However, we would ask that any concerns be documented in order that the school can record and respond appropriately

Copies of the **Child Protection Record of Concern and Disclosure Form** are available from the school Reception and in the Student Support Team building for the use of visitors. A full copy of the school **Child Protection Policy and Procedures** is also located at school Reception and in the Student Support Team building should you wish to see it.

The Child Protection Record of Concern and Disclosure Form should be completed as soon as possible and passed to your designated contact who will ensure concerns and information is shared with **Chris Hamling (Child Protection Coordinator)** or the Deputy Head (Deputy Child Protection Coordinator) or a member of the school Senior Leadership Team.

If appropriate, arrangements will be made for you to meet directly with the school Child Protection Co-Ordinator and if necessary a member of the Senior Leadership Team, in order to deal with the identified concerns.

If the school receives information which suggests a pupil may have been abused or neglected or that abuse or neglect may be likely, then it will consult with the Early Help and Safeguarding Hub (EHaSH). In such circumstances, a decision may be made to begin a formal Child Protection investigation, involving the Police and following the procedures of the East Riding Safeguarding Children Board.

Chris Hamling the school Child Protection Coordinator can be contacted on extension 263, mobile tel. 07775 422549 or via email: hamlingc@hslc.co.uk

Thank you for playing your part in keeping the pupils and staff of HSLC safe.

Appendix – 10 -Confirmation of Referral Form



CONFIDENTIAL: Confirmation of referral to the Early Help and Safeguarding Hub

When making a referral to the Early Help and Safeguarding Hub, professionals and volunteers should consult the East Riding Safeguarding Children Board Threshold Guidance accessed at <http://www.erscb.org.uk/procedures-and-guidance/>

If you believe that a child is in immediate danger, call the Police immediately on 999. If you believe a child urgently needs specialist support from children's social care, based on the threshold guidance on page 12-13, contact the Early Help and Safeguarding Hub on (01482) 395500 and follow up your telephone call by completing and sending this form ideally immediately but within 24 hours to the following secure email: childrens.socialcare@eastriding.gcsx.gov.uk

Date				
Is this written contact to follow a previous verbal contact?	Yes		No	
If yes when was the Early Help and Safeguarding Hub contact made?	Date		Time	

Child / Young Person's details					
Surname	Forename	Dob	*		
*	*				
Address	Postcode	tel			
*	*	*			

What is the child's first language?				
Does the child have a disability or other Special Educational or Additional Need?	Yes		No	
If yes please give brief details				
Is a signer or interpreter needed?	Yes		No	

Agency, organisation and service making contact				
Name of professional or volunteer making contact			Contact number	
Are parents/ carers aware of this contact?			Yes	No
Reasons for above response.				
Anonymity				
Professionals including volunteers do not have the option to remain anonymous; as they have a professional duty under Working Together 2013 to share information openly. Only members of the public can remain anonymous.				

Parent and carers details - Name & Address if different to child			Parental responsibility?

<p>Reason for contact. - What is the referrer worried about? What are you worried will happen to the child/young person if nothing changes? What do you think needs to happen?</p> <p>Please include as much relevant contextual information and details of any current or previous support or intervention that you are aware of. (Expands to fit text)</p>

Other significant family members		
Name	Address	Relationship to child

Other Agencies known to be involved with child and family

Agency / service	Worker	Base	Tel

Appendix - 11

Confirmation of receipt of Child Protection Documents supplied by HSLC

Record of HSLC Child Protection Documents sent to new school when Pupil Leaving HSLC

Sent by and please return 'Confirmation of receipt' to:

Chris Hamling
Student Support Team Manager
Hornsea School and Language College
Hornsea
HU18 1DW

Tel: 01964 532727 / 530263

Email: hamlingc@hslc.co.uk

Name of Pupil	
Date of Birth / Year Group	
Date Sent	
Details of Receiving School and Child Protection Coordinator	
Confirmation of Child Protection Documents received from Hornsea School and Language College	
Signed	
Designation	
Date Received	

APPENDIX - 12

The role of the Designated Safeguarding Lead

Governing bodies and proprietors should ensure that the school or college designates an appropriate senior member of staff to take lead responsibility for child protection. This person should have the status and authority within the school to carry out the duties of the post including committing resources and, where appropriate, supporting and directing other staff.

The broad areas of responsibility for the designated safeguarding lead are:

Managing referrals

- Refer all cases of suspected abuse to the local authority children's social care and:
- The designated officer(s) for child protection concerns (all cases which concern a staff member).
- Disclosure and Barring Service (cases where a person is dismissed or left due to risk/harm to a child); and/or
- Police (cases where a crime may have been committed).
- Liaise with the headteacher or principal to inform him or her of issues especially ongoing enquiries under section 47 of the Children Act 1989 and police investigations.
- 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.

Training

- The designated safeguarding lead should receive appropriate training carried out every two years 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 has access to and understands the school's or college's child protection policy and procedures, especially new and part time staff.

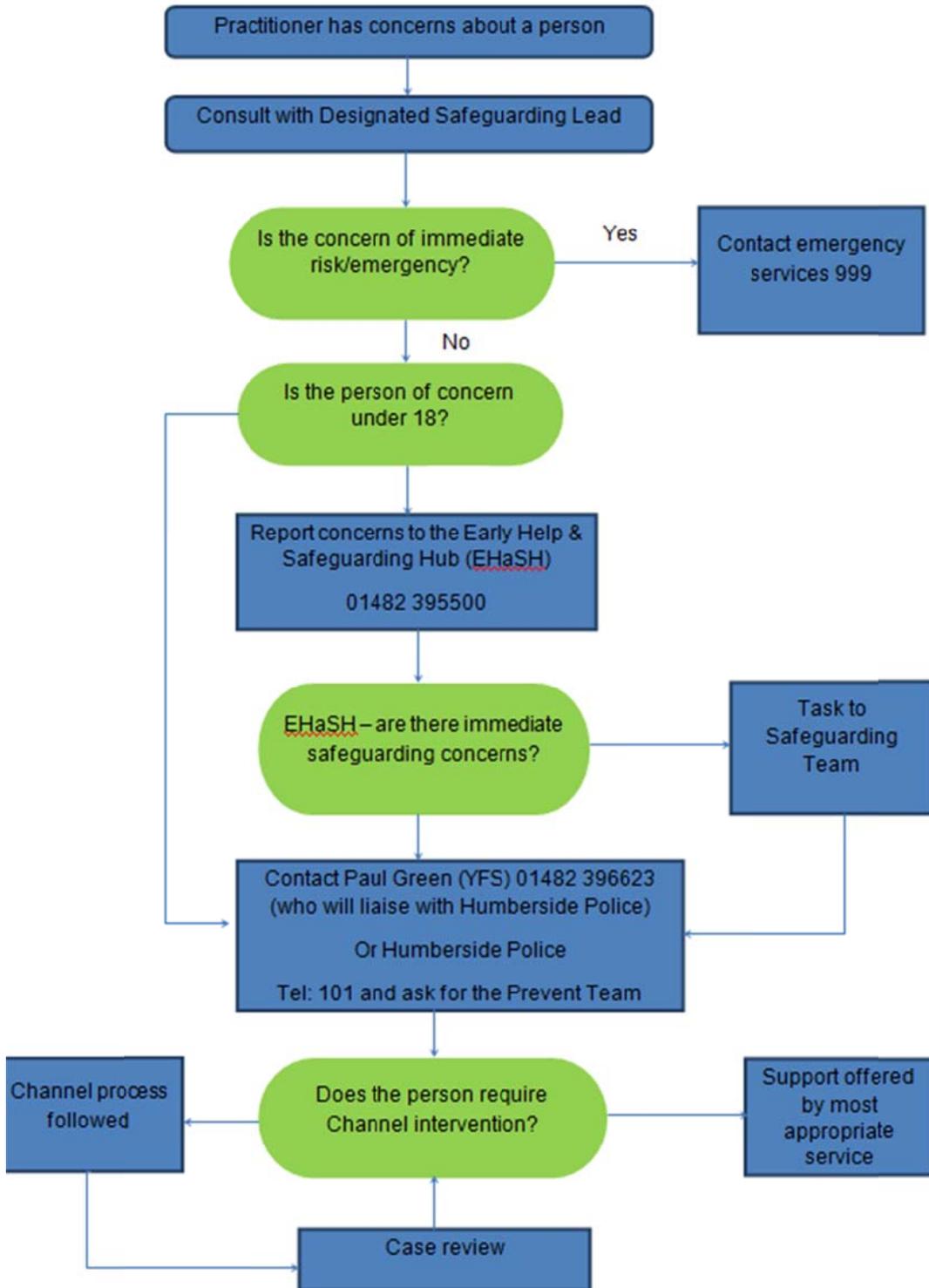
Raising Awareness

- The designated safeguarding lead should ensure the school or college's policies are known and used appropriately: • Ensure the school or college'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 or college in this.
- Link with the local LSCB to make sure staff are aware of training opportunities and the latest local policies on safeguarding.
- Where children leave the school or college ensure their child protection file is transferred to the new school or college as soon as possible. This should be transferred separately from the main pupil file, ensuring secure transit and confirmation of receipt should be obtained.

APPENDIX - 13

PREVENT concerns pathway – Responding to Radicalisation / Extremist Concerns

Action to take if you have concerns that a person has or is being radicalised into extremist behaviour



DC Karen Windross, Prevent Officer, Humberside Police

Hull & East Yorkshire

Karen.windross@humberside.pnn.police.uk

01482 220751

National Counter Terrorism Hotline – 0800 789 321

Early Help and Safeguarding Hub – 01482 395500

SPOC (Paul Green) Youth and Family Support – 01482 396623

The DfE has dedicated a telephone helpline (020 7340 7264) to enable staff and governors to raise concerns relating to extremism directly. Concerns can also be raised by email to counter.extremism@education.gsi.gov.uk. Please note that the helpline is not intended for use in emergency situations, such as a child being at immediate risk of harm or a security incident, in which case the normal emergency procedures should be followed.