



North

Yorkshire County Council

Children and Young People's Service

North Yorkshire LA

Gillamoor CE School Child Protection Policy

December 2011

Gillamoor CE Primary School
Headteacher Mrs Alison Tweddle

Named personnel with designated responsibility for Child Protection

Academic year	Designated Senior Person	Deputy Designated Senior Person	Nominated Governor	Chair of Governors
2011/2012	Mrs Alison Tweddle	Ms Claire Stainthorpe	Mrs Jane Harper	Mrs Sue Mumford

Policy Review dates

Review Date	Changes made	By whom	Date Shared with staff
Jan 2012	Policy adopted	Staff/Governors	Jan 2012

Dates of Staff Training and details of course title and training provider

Whole School	Designated Senior Person	Deputy Designated Senior Person
26 April 2011 Staff training day	29 November 2011 NYCC Q&I PDP	31 March 2011 NYCC Q&I PDP

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INTRODUCTION

This policy was written by Rosemary Cannell, Karen Lewis & Claire Hamilton , North Yorkshire Education Child Protection and Safeguarding Managers , with acknowledgement that they have included information from the CAPE sample school policy.

The policy updates the LA Sample policy issued 2010 and is in response to:

- i) Sections 175 and 157 of the Education Act 2002, implemented June 2004
- ii) 'Safeguarding Children and Safer Recruitment in Education' issued by DfES 2007

It is in line with the above, the North Yorkshire Safeguarding Children Board Child Protection Procedures www.safeguardingchildren.co.uk, "Working Together To Safeguard Children" (2010), Dealing with Allegations of Abuse against Teachers & other Staff DfE July 2011 and 'What To Do If You Are Worried A Child is Being Abused' (2006)

This policy applies to all adults, including volunteers, working in or on behalf of the school.

'Everyone in the education service shares an objective to help keep children and young people safe by contributing to:

- Providing a safe environment for children and young people to learn in education settings; and
- Identifying children and young people who are suffering or likely to suffer significant harm, and taking appropriate action with the aim of making sure they are kept safe both at home and in the education setting'

Safeguarding Children and Safer Recruitment in Education DfES 2007

SCHOOL COMMITMENT

**The Designated Senior Person for Child Protection is
Mrs Alison Tweddle
and the person who deputises in his/her absence is
Ms Claire Stainthorpe**

School is committed to Safeguarding and Promoting the Welfare of all of its pupils. Each pupil's welfare is of paramount importance. We recognise that some children *may* be especially vulnerable to abuse e.g. those with Special Educational Needs, those living in adverse circumstances. We recognise that children who are abused or neglected may find it difficult to develop a sense of self worth and to view the world in a positive way. Whilst at school, their behaviour may be challenging. We recognise that some children who have experienced abuse may harm others. We will always take a considered and sensitive approach in order that we can support all of our pupils.

PROVIDING A SAFE AND SUPPORTIVE ENVIRONMENT

1. Safer Recruitment and Selection

The school pays full regard to DfES guidance 'Safeguarding Children and Safer Recruitment in Education' Jan 2007. We ensure that all appropriate measures are applied in relation to everyone who works in the school who is likely to be perceived by the children as a safe and trustworthy adult including e.g. volunteers and staff employed by contractors. Safer recruitment practice includes scrutinising applicants, verifying identity and academic or vocational qualifications, obtaining professional and character references, checking previous employment history and ensuring that a candidate has the health and physical capacity for the job. It also includes undertaking interviews and, where appropriate, undertaking ISA Children's List and Criminal Records Bureau checks.

Statutory changes, underpinned by regulations, are that:

- a CRB Enhanced Disclosure is obtained for **all** new paid appointments to the school's workforce,
- a CRB Enhanced Disclosure is obtained for volunteers further to a risk assessment considering the regularity, frequency, duration and nature of contact (see p.49 of above guidance)
- schools will ensure that any contracted staff are CRB checked where appropriate (see p.53 of above guidance)
- schools must keep a single central record detailing a range of checks carried out on their staff
- all new appointments to the school workforce who have lived outside the UK are subject to additional checks as appropriate
- schools must satisfy themselves that supply staff have undergone the necessary checks
- identity checks must be carried out on all appointments to the school workforce before the appointment is made

- **it is been mandatory that any appointments of school staff are made by a recruitment panel that includes at least one person who has been trained in safer recruitment. Ofsted will request evidence as part of their inspections that each recruitment panel meets this requirement.**

Mrs A Tweddle (Headteacher), Mrs S Mumford and Mrs R Newman (School Governors) have undertaken the Children's Workforce Development Council Safe Recruitment training www.cwdcouncil.org.uk or taught @ www.safeguardingchildren.co.uk (Previously NCSL on-line Safer Recruitment training)

One of the above will be involved in all staff and volunteer appointments and arrangements (including, where appropriate, contracted services).

N.Yorks. Safer Recruitment guidance

<http://intranet.northyorks.gov.uk/ICSLogin/?%22http://intranet.northyorks.gov.uk/directorate/hr/schools%22>

2. Safer Working Practice

The school has adopted and made all staff & volunteers aware of the DCSF "Guidance for Safer Working Practice for Adults who work with Children and Young People in Education Settings." (<http://cyps.northyorks.gov.uk/CHttpHandler.ashx?id=13141&p=0>) to ensure that staff are safe and aware of behaviours which should be avoided.

Safer working practice ensures that pupils are safe and that all staff:

- are responsible for their own actions and behaviour and should avoid any conduct which would lead any reasonable person to question their motivation and intentions;
- work in an open and transparent way;
- discuss and/or take advice from school management over any incident which may give rise to concern;
- record any incidents or decisions made;
- apply the same professional standards regardless of gender or sexuality;
- are aware that breaches of the law and other professional guidelines could result in criminal or disciplinary action being taken against them.

3. Safeguarding Information for pupils

The school is committed to ensuring that pupils are aware of behaviour towards them that is not acceptable and how they can keep themselves safe. All pupils know that we have a senior member of staff with responsibility for child protection and know who this is. We inform pupils of whom they might talk to, both in and out of school, their right to be listened to and heard and what steps can be taken to protect them from harm.

P.S.H.C.E.E. materials are used **check with claire** to help pupils learn how to keep safe. These include SEAL materials.

The following Information is made available to pupils **helplines, posters, NSPCC Childline 'kidzone' website addresses, Crucial Crew.**

School's arrangements for consulting with and listening to pupils are **Circle Time, and Assemblies. Staff are also available at various times during the week for pupils to speak to them eg when in the playground.**

4. Partnership with Parents

The school shares a purpose with parents to keep children safe from harm and to have their welfare promoted.

We are committed to working with parents positively, openly and honestly. We ensure that all parents are treated with respect, dignity and courtesy. We respect parents' rights to privacy and confidentiality and will not share sensitive information unless we have permission or it is necessary to do so in order to protect a child.

School will share with parents any concerns we may have about their child unless to do so may place a child at risk of harm (see Section 3: 3 Action by Senior Designated Person) We encourage parents to discuss any concerns they may have with the headteacher or school staff.

We make parents aware of our policy through the school website (**when available**) and parents are made aware that they can view this policy on request.

Information found in school brochure

Gillamoor School is committed to ensuring the welfare and safety of all children in school. All North Yorkshire schools, including Gillamoor School, follow the North Yorkshire Safeguarding Children Board procedures. The school will, in most circumstances, endeavour to discuss all concerns with parents about their child/ren. However, there may be exceptional circumstances when the school will discuss concerns with Social Care and/or the Police without parental knowledge (in accordance with Child Protection procedures). The school will, of course, always aim to maintain a positive relationship with all parents. The school's child protection policy is available on request.

5. Partnerships with others

The school recognises that it is essential to establish positive and effective working relationships with other agencies e.g. Integrated Children's Services, Education Social Work Service, Children's Social Care, Barnardo's, Police, Health, District Council, NSPCC ChildLine Schools' Service, National Youth Advocacy Service, kirkymoorside Children's Centre.

6. School Training and Staff Induction

The school's senior member of staff with designated responsibility for child protection undertakes basic child protection training and attends training in inter-agency working (to standards agreed by the NYSCB) and refresher training at least every 2 years. The Headteacher and all other school staff, including non teaching staff, undertake appropriate induction training to equip them to carry out their responsibilities for child protection effectively, which is kept up to date by refresher training at 3 yearly intervals.

Basic Awareness online training www.safeguardingchildren.co.uk

Whole School training materials with teaching notes:

<http://cyps.northyorks.gov.uk/index.aspx?articleid=15231> or

contact Eleanor.Birkhead@northyorks.gov.uk if you require support to deliver whole school training.

All staff (including temporary staff and volunteers) are provided with the school's child protection policy and informed of school's child protection arrangements on induction.

7. Support, Advice and Guidance for Staff

Staff will be supported by the headteacher.

The designated senior person will be supported by Ms C Stainthorpe, deputy designated senior person, Mrs J Harper (Governors) and Mrs S Mumford (Chair of Governors)

Child Protection advice and support is available from the Educational Social Work Service (see *Contacts list Appendix 1*)

Child Protection advice is also available from Children's Social Care and North Yorkshire Police (*Contacts list Appendix 1*)

8. Related School Policies

'Safeguarding covers more than the contribution made to child protection in relation to individual children. It also encompasses issues such as pupil health and safety and bullying.....and a range of other issues, for example, arrangements for meeting the medical needs of childrenproviding first aid, school security, drugs and substance misuse, etc. There may also be other safeguarding issues that are specific to the local area or population' *Safeguarding Children and Safer Recruitment in Education DfES 2007*

(see all policies relating to safeguarding children in 'Safeguarding procedures folder e.g. Health and Safety, Lost/Uncollected child, First Aid, Equalities etc)

Children Missing from Education

The school follows the North Yorkshire LA procedure "Children Who May Be Missing/Lost From School Contact: cmecoordinator@northyorks.gov.uk

Confidentiality

School has regard to DfE guidance on Information Sharing @

<http://www.education.gov.uk/childrenandyoungpeople/strategy/integratedworking/a0072915/information-sharing>

"Where there is a concern that the child may be suffering or is at risk of suffering significant harm, the child's safety and welfare must be the overriding consideration. "

Schools should have a clear and explicit confidentiality policy.

The school policy should indicate:

- a) when information must be shared with police and Social Care where the child/young person is / may be at risk of significant harm**
- b) when the pupil's and/or parent's confidentiality must not be breached**

9. Pupil Information

In order to keep children safe and provide appropriate care for them the school requires accurate and up to date information regarding:

- Names (including any previous names), address and date of birth of child
- Names and contact details of persons with whom the child normally lives
- Names and contact details of all persons with parental responsibility (if different from above)
- Emergency contact details (if different from above)
- Details of any persons authorised to collect the child from school (if different from above)
- Any relevant court orders in place including those which affect any person's access to the child (e.g. Residence Order, Contact Order, Care Order, Special Guardianship Order Injunctions etc.)
- If the child is or has been subject to a Child Protection Plan (formerly known as being on the Child Protection Register)
- Name and contact detail of key persons in other agencies, including GP
- Any other factors which may impact on the safety and welfare of the child

The school will collate, store and agree access to this information in pupil files, contact cards, SEN files, computerised records (SIMS)

10. Roles and Responsibilities

Governing Body should ensure that:

- the school has a child protection policy and procedures in place that are in accordance with local authority guidance and locally agreed inter-agency procedures, and the policy is made available to parents on request;
- the school operates safe recruitment procedures and makes sure that all appropriate checks are carried out on staff and volunteers who work with children;
- the school has procedures for dealing with allegations of abuse against staff and volunteers that comply with guidance from the local authority and locally agreed inter-agency procedures;
- a senior member of the school's leadership team is designated to take lead responsibility for child protection (and deputy);
- staff undertake appropriate child protection training;
- they remedy, without delay, any deficiencies or weaknesses regarding child protection arrangements;
- a governor is nominated to be responsible for liaising with the LA and/or partner agencies in the event of allegations of abuse being made against the head teacher
- where services or activities are provided on the school premises by another body, the body concerned has appropriate policies and procedures in place in regard to safeguarding children and child protection and liaises with the school on these matters where appropriate.
- they review their policies and procedures annually and provide information to the LA about them and about how the above duties have been discharged (ref. Schools' Safeguarding Checklist Appendix 4)

Headteacher should ensure that:

- the policies and procedures adopted by the Governing Body or Proprietor are fully implemented, and followed by all staff;
- sufficient resources and time are allocated to enable the designated person and other staff to discharge their responsibilities; and
- all staff and volunteers feel able to raise concerns about poor or unsafe practice in regard to children, and such concerns are addressed sensitively and effectively in a timely manner in accordance with agreed whistle blowing policies.

Senior Member of Staff with Designated Responsibility for Child Protection

Referrals

- cases of suspected abuse or allegations to the relevant investigating agencies;
- Act as a source of support , advice and expertise within the educational establishment;
- Liaise with head teacher to inform him/her of any issues and ongoing investigations and ensure there is always cover for this role.

Training

- To recognise how to identify signs of abuse and when it is appropriate to make a referral;
- Have a working knowledge of how LSCBs operate, the conduct of a child protection case conference and be able to attend and contribute to these;
- Ensure that all staff have access to and understand the school's child protection policy;
- Ensure that all staff have induction training;
- Keep detailed accurate secure written records and/or concerns
- Obtain access to resources and attend any relevant or refresher training courses at least every two years.

Raising Awareness

- Ensure the child protection policy is updated and reviewed annually and work with the governing body regarding this;
- Ensure parents are made aware of the child protection policy which alerts them to the fact that referrals may be made and the role of the establishment in this to avoid conflict later;
- Where a child leaves the establishment, ensure the child protection file is copied for the new establishment asap and transferred to the new establishment separately from the main pupil file. School will retain the original CP file until the child's 25th birthday along with a record of when & to which establishment the copy was sent. If a child goes missing or leaves to be educated at home, then the child protection file should be copied and the copy forwarded to the Principal Education Social Worker, County Hall, Northallerton, DL7 8AE

All staff and volunteers

- fully comply with the school's policies and procedures
- attend appropriate training
- inform the designated person of any concerns

IDENTIFYING CHILDREN AND YOUNG PEOPLE WHO MAY BE SUFFERING SIGNIFICANT HARM

Teachers and other adults in school are well placed to observe any physical, emotional or behavioural signs which indicate that a child may be suffering significant harm. The relationships between staff, pupils, parents and the public which foster respect, confidence and trust can lead to disclosures of abuse, and/or school staff being alerted to concerns.

Definitions

As in the Children Acts 1989 and 2004, a **child** is anyone who has not yet reached his/her 18th birthday.

Abuse and neglect are forms of maltreatment of a child. Somebody 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 for example, via the internet. They may be abused by an adult or adults, or another child or children.

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.

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 and 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 participating in normal social interaction. It may 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 of a child, though it may occur alone.

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 a 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 acts of sexual abuse, as can other children.

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 of 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.

TAKING ACTION TO ENSURE THAT CHILDREN ARE SAFE AT SCHOOL AND AT HOME

All staff follow the North Yorkshire SCB Child Protection Procedures which are consistent with 'Working Together to Safeguard Children' and 'What To Do If You Are Worried A Child is Being Abused'

It is **not** the responsibility of the school staff to investigate or determine the truth of any disclosure or allegation of abuse or neglect. All staff, however, have a duty to recognise

concerns and maintain an open mind. Accordingly all concerns indicating possible abuse or neglect will be recorded and discussed with the designated senior person with responsibility for child protection (or in his/her absence with the person who deputises) prior to any discussion with parents.

1. Staff must immediately report:

- any suspicion that a child is injured, marked, or bruised in a way which is not readily attributable to the normal knocks or scrapes received in play
- any explanation given which appears inconsistent or suspicious
- any behaviours which give rise to suspicions that a child may have suffered harm (e.g. worrying drawings or play)
- any concerns that a child may be suffering from inadequate care, ill treatment, or emotional maltreatment
- any concerns that a child is presenting signs or symptoms of abuse or neglect
- any significant changes in a child's presentation, including non-attendance
- any hint or disclosure of abuse or neglect received from the child, or from any other person, including disclosures of abuse or neglect perpetrated by adults outside of the family or by other children or young people
- any concerns regarding person(s) who may pose a risk to children (e.g. living in a household with children present)

2. Responding to Disclosure

Disclosures or information may be received from pupils, parents or other members of the public. School recognises that those who disclose such information may do so with difficulty, having chosen carefully to whom they will speak. Accordingly all staff will handle disclosures with sensitivity .

Such information cannot remain confidential and staff will immediately communicate what they have been told to the designated person and make a contemporaneous record.

Principles

Staff will not investigate but will, wherever possible, elicit enough information to pass on to the designated person in order that s/he can make an informed decision of what to do next.

Staff will:

- listen to and take seriously any disclosure or information that a child may be at risk of harm
- try to ensure that the person disclosing does not have to speak to another member of school staff
- **clarify the information**

- try to keep questions to a minimum and of an 'open' nature e.g. 'Can you tell me what happened ?' rather than 'Did x hit you?'
- try not to show signs of shock, horror or surprise
- not express feelings or judgements regarding any person alleged to have harmed the child
- explain sensitively to the person that they have a responsibility to refer the information to the senior designated person
- reassure and support the person as far as possible
- explain that only those who 'need to know' will be told
- explain what will happen next and that the person will be involved as appropriate and be informed of what action is to be taken

3. Action by the Designated Senior Person (or Deputy DSP/other senior person in their absence)

Following any information raising concern, the senior designated person will consider:

- any urgent medical needs of the child
- whether to make an enquiry to the Central Database **01609 774298** to establish if the child is or has been subject of a Child Protection Plan (formerly known as Child Protection Register)
- discussing the matter with other agencies involved with the family
- consulting with appropriate persons e.g. ESW service, Social Care
- the child's wishes and any fears or concerns they may have

Then decide:

- wherever possible, to talk to parents, unless to do so may place a child at risk of significant harm, impede any police investigation and/or place the member of staff or others at risk
- whether to make a child protection referral to social care because a child is suffering or is likely to suffer significant harm and if this needs to be undertaken immediately **OR**
- not to make a referral at this stage
- if further monitoring is necessary
- if it would be appropriate to undertake an assessment (e.g. CAF) and/or make a referral for other services

All information and actions taken, including the reasons for any decisions made, will be fully documented. All referrals to social care will be accompanied by a standard referral form.

4. Action following a child protection referral

The designated senior person will:

- make regular contact with Children's Social Care
- contribute to the Strategy Discussion and all assessments
- provide a report for, attend and contribute to any subsequent Child Protection Conference
- if the child or children has a Child Protection Plan (formerly placed on the Child Protection Register), contribute to the Child Protection Plan and attend Core Group Meetings and Review Child Protection Conferences
- where possible, share all reports with parents prior to meetings
- where in disagreement with a decision made e.g. not to apply Child Protection Procedures or not to convene a Child Protection Conference, discuss this with the Education Safeguarding and Child Protection Manager
- where there is significant information in respect of a child subject to a Child Protection Plan, **immediately** inform the key worker or his/her manager in Children's Social Care e.g. any significant changes or concerns, departures from the CP plan, child moves/goes missing,/is removed from school or fails to attend school

5. Recording and monitoring

School will record:

- Information about the child : name (aka) address, d.o.b., those with parental responsibility, primary carers, emergency contacts, names of persons authorised to collect from school, any court orders, if a child is or has been subject to a CP Plan (been on the CP Register)
- Key contacts in other agencies including GP details
- Any disclosures/accounts from child or others, including parents (and keep original notes)
- All concerns, discussions, decisions, agreements made and actions taken (dated, timed and signed, to include the name and agency/title of the person responsible/ spoken to,) and arrangements for monitoring/review

All records should be objective and include:

- Statements, facts and observable things (what was seen/heard)
- Diagram indicating position, size and colour of any injuries (not photograph)
- Words child uses, (not translated into 'proper' words)
- Non-verbal behaviours

All C.P. documents will be retained in a 'Child Protection' file, separate from the child's main file. This will be locked away and only accessible to the headteacher and senior designated person. These records will be copied and transferred to any school or setting the child moves to, clearly marked 'Child Protection, Confidential, for attention of Designated Senior Person Child Protection.' Along with the original CP file, a record will be kept of when & to which establishment the copy CP file was sent.

If the child goes missing from education or is removed from roll to be educated at home then any Child Protection file should be copied and the copy sent to the Principal Education Social Worker, County Hall, Northallerton, DL7 8AE.

We will retain all original copies of C.P. files until the child's 25th birthday.

School will monitor:

Any cause for concern including where there could be serious child welfare concerns:

- Injuries/marks
- Attendance
- Changes e.g. mood/ academic functioning

- Relationships
- Language
- Behaviour
- Demeanour and appearance
- Statements, comments
- Medicals
- Stories, 'news', drawings
- Response to P.E./Sport
- Family circumstances
- Parental behaviour/ care of child

The DSP will review all monitoring arrangements in the timescale and manner determined by circumstances, recorded and clearly understood by all concerned.

6. Supporting the Child and Partnership with Parents

- School recognises that the child's welfare is paramount, however good child protection practice and outcome relies on a positive, open and honest working partnership with parents
- Whilst we may, on occasion, need to make referrals without consultation with parents, we will make every effort to maintain a positive and supportive working relationship with them whilst fulfilling our duties to protect any child
- We will provide a secure, caring, supportive and protective relationship for the child
- Children will be given a proper explanation (appropriate to age & understanding) of what action is being taken on their behalf and why
- We will endeavour always to preserve the privacy, dignity and right to confidentiality of the child and parents. The Designated Senior Person will determine which members of staff "need to know" personal information and what they "need to know" for the purpose of supporting and protecting the child

Allegations regarding person(s) working in or on behalf of school (including volunteers)

Where an allegation is made against any person working in or on behalf of the school, that he or she 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 or
- c. behaved towards a child or children in a way that indicates he or she would pose a risk of harm if they work regularly or closely with children

we will apply the same principles as in the rest of this document.

We will always follow the NYSCB procedures www.safeguardingchildren.co.uk Section 10 "Managing Allegations against Staff & Volunteers" and the NYCC Guidance <http://cyps.northyorks.gov.uk/index.aspx?articleid=13713>

Detailed records will be made to include decisions, actions taken, and reasons for these. All records will be retained securely on Personal files.

Whilst we acknowledge such allegations, (as all others), may be false, malicious or displaced, we also acknowledge they may be founded. It is, therefore, essential that all allegations are investigated properly and in line with agreed procedures.

Initial Action

- The person who has received an allegation or witnessed an event will immediately inform the headteacher and make a record
- In the event that an allegation is made against the headteacher the matter will be reported to the Chair of Governors who will proceed as the 'headteacher'
- The headteacher will take steps, where necessary, to secure the immediate safety of children and any urgent medical needs
- The member of staff will not be approached at this stage unless it is necessary to address the **immediate** safety of children
- The headteacher may need to clarify any information regarding the allegation, however no person will be formally interviewed or asked to write a formal statement at this stage
- The headteacher will consult with Local Authority Designated Officer LADO (see Contacts List) in order to determine if it is appropriate for the allegation to be dealt with by school or if there needs to be a referral to social care and/or the police for investigation
- Consideration will be given throughout to the support and information needs of pupils, parents and staff
- The headteacher will inform the Chair of Governors of any allegation.

(School may wish to expand this section to include procedures with reference to NYSCB Procedures and NYCC Disciplinary Procedures).

Appendix 1 CONTACTS

EDUCATION SOCIAL WORK SERVICE

Principal E.S.W.	Alan Critchlow	01609 532320 / 07715540712
ESWS Admin manager	Julie Fenny	01609 532477
CP Admin	Eleanor Birkhead (Nel)	01609 536210
CME Coordinator (Children Missing Education)	Julie Fenny	01609 532477 cme.coordinator@northyorks.gov.uk

Safeguarding and CP Managers & Local Authority Designated Officers (LADOs)

Craven & Harrogate	Rosemary Cannell	01609 534974	07715540723
North & White Horse	Karen Lewis	01609 534200	07715540711
Central Vale & Coast	Claire Hamilton	01609 535646	07814533363

Senior Education Social Workers

Craven	Claire Middleton	01609 536767
Harrogate	Annie Sheppard	01609 535547
North	Polly Hampton	01609 536317
White Horse	Sally Locke	01609 534460
Central Vale	Lis Grimshaw	01609 536819
Coast	Shaun Fearn	01609 534461

HUMAN RESOURCES

Contact school's Senior HR Adviser:

<http://intranet.northyorks.gov.uk/directorate/hr/schools/Pages/Home.aspx>

CHILDREN'S SOCIAL CARE

Customer Service Centre

Tel: 01609 536993 Fax: 01609 532009

Social.care@northyorks.gov.uk

For advice please ask to speak to the Deputy Service Manager in the Customer Service Centre or the Deputy Service Manager/Duty Social Worker in your area

Emergency Duty Team

0845 034 9417

Central Database

01609 774298

(formerly known as the Child Protection Register)

NORTH YORKSHIRE POLICE

0845 6060247

Appendix 1

Customer Service Contact numbers for referral to Social Care in neighbouring Local Authorities:

Redcar and Cleveland 01642 774774

Stockton on Tees 01642 528501

Darlington 01325 346200

Middlesbrough 01642 854591

Durham 0919 560 8000

Cumbria 01228 606060

Lancashire 0161 7780123

Bradford 01274 432918

Leeds 0113 2477400

East Yorkshire 01482 393939

Wakefield 01924 201688

Doncaster 01302 736000

York 01904 554141

Appendix 2 Referral Form to Childrens Social Care - Personal Details (Page 1)

Surname:	First Name:	Title:
Preferred Name/Mode of Address:		
D.O.B.:	M/F/Unborn	
<u>Permanent Address</u>	<u>Temporary Address</u>	
Tel:	Tel:	
School attended:	Name of School Contact:	
First Language:	Interpreter Required?	
Ethnic Origin:	Religion:	
If Refugee/Asylum Seeker:		
Nationality:	Status:	
Any Risk to Professionals?		
Does the Child have any Special Needs?		
<u>G.P. (Inc. Telephone Number)</u>		

FAMILY/OTHER MEMBERS OF THE HOUSEHOLD

Name	Address/Telephone	Age/DOB	Relationship	Parental Responsibility

OTHER PROFESSIONALS INVOLVED

Name	Address & Telephone Number	Role

Appendix 3

NYSCB
(CP Procedures and Training)
CAPE (Child Protection in Education)

Useful Websites

www.safeguardingchildren.co.uk

www.cape.org.uk

Keeping Children Safe

Children Missing from Education

www.northyorks.gov.uk/index.aspx?articleid=13711

Sexual Abuse

www.parentsprotect.co.uk

Metropolitan Police

www.safe.met.police.uk/index.html

Cyberbullying

www.kidscape.org.uk/cyberbullying/

KS2/3

www.missdorothy.com

Bullying & child abuse

www.education.gov.uk/aboutdfe/advice/f0076899/preventing-

[and-tackling-bullying/what-is-bullying](http://www.education.gov.uk/aboutdfe/advice/f0076899/preventing-and-tackling-bullying/what-is-bullying)

www.anti-bullyingalliance.org

www.kidscape.org.uk

www.childline.org.uk

www.nspcc.org.uk

Domestic Violence

www.northyorks.gov.uk/index.aspx?articleid=16579

www.thehideout.org.uk

www.idas.org.uk

Internet Safety

www.ceop.org.uk/thinkuknow

www.childnet-int.org

www.direct.gov.uk/en/YoungPeople/HealthAndRelationships/Bullying/DG_184893

KS2/3

www.kidsmart.org.uk

Jenny's story

www.childnet-int.org/jenny

DocumentsDfES/DCSF/DfE

Documents

Statutory

Guidance

www.education.gov.uk/schools/leadership/statutoryguidance

Departmental Advice

www.education.gov.uk/schools/leadership/advice

Safeguarding Children & Safer Recruitment in Education

www.education.gov.uk/publications/standard/publicationdetail/page1/dfes-04217-2006

Working Together to Safeguard Children 2010

www.education.gov.uk/publications/standard/publicationDetail/Page1/DCSF-00305-2010

North Yorks School Documents www.northyorks.gov.uk/index.aspx?articleid=13496

Training Materials

Online Basic Awareness Training

www.safeguardingchildren.co.uk

Whole School CP Training Materials

www.northyorks.gov.uk/index.aspx?articleid=15231

Eleanor.birkhead@northyorks.gov.uk

Safer Recruitment Training

www.cwdcouncil.org.uk

Domestic Abuse Basic Awareness

www.idas.org.uk/training/index.asp