



Woodlands Academy

Partney Road, Spilsby, Lincs. PE23 5EJ

SAFEGUARDING CHILDREN AND YOUNG PEOPLE POLICY

*This Policy was implemented: **November 2018***

*It will be monitored over the following year and reviewed: **November 2019***

This policy must be read in conjunction with the Lincolnshire Safeguarding Children Board Procedures. This document can be accessed via the LCSB website:

www.lincolnshirelscb.org.uk

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, including:

- Anti -Bullying
- Physical Management of Pupils.
- Staff Code of Conduct
- Special Educational Needs
- Educational Visits
- First Aid and the administration of medicines
- Health and Safety
- Sex Education
- ICT and access to the internet
- The Common Assessment Framework
- Whistle Blowing
- Attendance policy

1. Introduction

1.1 This policy aims to be a framework of guidance and referral to all staff and volunteers full time, temporary and supply. All those working in children's services share an objective to safeguard children and young people. All schools and colleges have a pastoral responsibility to their pupils. They can play a part in the prevention of abuse and neglect, through their own policies and procedures for safeguarding children, and through the curriculum.

1.2 All schools and colleges should create and maintain a safe environment for children and young people, and should be able to manage situations where there are child welfare concerns. Children can be helped to understand what is and is not acceptable behaviour towards them, and taught about staying safe from harm. Pupils are empowered via a positive supportive ethos to approach a range of adults if they have worries or concerns. The curriculum can also play a preventative role in preparing children and young people for their future responsibilities as adults, parents and citizens. PSHE lessons, SEAL and Sex Education materials are used to help pupils learn how to keep safe.



Woodlands Academy

Partney Road, Spilsby, Lincs. PE23 5EJ

- 1.3 'Through their day to day contact with pupils, and direct work with families, education staff have a crucial role to play in helping identify welfare concerns, and indicators of possible abuse or neglect at an early stage. They should refer those concerns to the appropriate organisation, normally LA children's social care, contributing to the assessment of a child's needs, and where appropriate, to ongoing action to meet those needs. When a child has special educational needs or is disabled, schools will have important information about the child's level of understanding and the most effective means of communicating with the child. They will be also well placed to give a view on the impact of treatment or intervention on the child's care or behaviour'. (Working Together to Safeguard Children - 2010)
- 1.4 Section 175 of the Education Act (2002) states:
- (1) A local education authority shall make arrangements for ensuring that the functions conferred on them in their capacity as a local education authority are exercised with a view to safeguarding and promoting the welfare of children;
 - (2) The governing body of a maintained school shall make arrangements for ensuring that their functions relating to the conduct of the school are exercised with a view to safeguarding and promoting the welfare of children who are pupils at the school.
- 1.5 If there are welfare concerns for children or young people that involve more than one other agency, the Children's Services Customer Service Centre (CSC) should be contacted to see if a Team Around the Child (TAC) Assessment is open. The TAC team will advise on appropriate next steps. TAC is an early intervention and prevention tool. No child or young person should be subject to a TAC and Child Protection or Child in Need process at the same time. One must cease when the other takes over.
- 1.6 No one who is involved in any way with the care of children can escape responsibility for identifying the signs of child abuse, and having done so, for taking appropriate action as outlined below. Accordingly, all staff should familiarise themselves with the procedures outlined in this document, as well as with the LSCB Procedures, which provide definitions of the types of child abuse and gives social and medical indicators of abuse/neglect.
- 1.7 The designated senior person acts as the focal point for all matters safeguarding children and young people. One of the primary tasks is to act as the contact between school, the family and other agencies.
- 1.8 Incidents of possible child abuse obviously need to be handled with sensitivity and confidentiality consistent with the multi- disciplinary approach. If there is any cause for concern whatsoever it is vital that information is passed to the designated senior person immediately. In the event, following statutory investigation, of concerns proving to be unfounded, staff should not reproach



Woodlands Academy

Partney Road, Spilsby, Lincs. PE23 5EJ

themselves for having raised the issue. In cases of this nature it is always better to be safe than sorry.

2 Procedures

2.1 THE FOLLOWING PROCEDURES MUST BE ADHERED TO:

The school will:

Ensure that it has a designated senior person (DSP) who has undertaken the LSCB's Working Together to Safeguarding Children and Young People 2 day course, completing an online refresher no more than two years later. The DSP should then alternate between the two types of courses receiving training at least every two years thereafter.

Ensure that staff know how to identify and respond to:

- Signs and symptoms of any type of abuse
- Drug/substance/alcohol misuse (both pupil and parent)
- Child sexual exploitation/trafficked children
- Children missing education
- Domestic abuse
- Sexting
- Peer on peer abuse
- Risky behaviours including concerns around extremism/radicalisation
- Sexual health needs
- Obesity/malnutrition
- Inclusion and diversity including SEND, HIV, LGBT pupils
- Online-grooming
- bullying, including homophobic, racist, gender and disability. Breaches of the Equality Act 2010.
- Self-harm
- Female Genital Mutilation and Multi-agency statutory guidance on FGM – April 2016
- Forced marriage
- Unaccompanied asylum seeking children
- Looked After Children

Ensure that every member of staff and governors know:

- the name of the designated senior person and his/her role;
- that they have individual responsibility for referring child protection concerns using the proper channels and within the timescales set out in the LSCB procedures.
- where the LSCB procedures and other supporting documents are located;
- Ensure that members of staff and volunteers receive training on signs and symptoms of abuse at least every three years and know how to respond appropriately to a pupil who may disclose abuse;



Woodlands Academy

Partney Road, Spilsby, Lincs. PE23 5EJ

- Ensure that staff understanding of the content of the Safeguarding Policy is a core component of safeguarding children and young people;
- Ensure that parents have an understanding of the responsibility placed on the school and staff for safeguarding children and young people and have access to the school's safeguarding children and young people policy.
- Ensure that safer recruitment practices are adopted which help to deter, reject or identify people who might abuse children, or are otherwise unsuited to work with them. (Safeguarding Children and Safer Recruitment in Education 2006);
- Ensure that all staff have read part one in "Keeping Children Safe In Education – Statutory Guidance For Schools and Colleges."
- Ensure that a senior member of the school staff with responsibility for recruitment has a Safer Recruitment training certificate and that this refreshed every 5 years;
- Ensure that all staff and volunteers feel able to raise concerns about poor or unsafe practice and that such concerns are addressed sensitively and effectively.

3 Roles and Responsibilities

3.1 The Governing Body will:

- Ensure that the school reviews its training needs and Safeguarding Policy and Procedures annually.
- Ensure that any deficiencies or weaknesses in regard to safeguarding children and young people arrangements are brought to the attention of the governing body and remedied without delay;
- Ensure that the Chair of Governors is nominated to be responsible for liaising with the Local Authority Designated Officer and/or partner agencies, as appropriate, in the event of allegations of abuse being made against the Headteacher, and that the procedures for dealing with allegations in school.

3.2 Child needing medical treatment:

If a child comes to school in need of immediate medical treatment they should be initially be taken to the school's designated first aider, where appropriate action will be taken. This may involve:

- A call or delivery to the local health centre
- Delivery to the hospital
- A Call to emergency services.

3.3 If in the judgement of the designated senior person, there are indications that the cause of the problem may be related to child abuse, the medical professionals must be informed. The designated senior person must refer the case to Social Care (see procedures below), Provision of medical treatment should not be delayed by attempts to contact the parents or guardian in advance and in some cases of suspected child abuse it would be inappropriate to alert parents (see below)



Woodlands Academy

Partney Road, Spilsby, Lincs. PE23 5EJ

3.4 Child about whom there is suspicion of possible abuse but no need for immediate medical treatment:

- If it is believed that a child may be suffering, or may be at risk of suffering significant harm, even in the absence of any physical evidence, this should be brought to the attention of the statutory child protection services immediately;
- The designated senior person should make a referral to Social Care via the Children's Services Customer Service Centre on 01522 782111;
- It is good practice for professionals to discuss any concerns they have with the family, and where possible, to seek the family's agreement to make a referral to Social Care. Full details of any such conversation should be recorded. However there are exceptional circumstances where such discussion and agreement seeking would place the child at increased risk of significant harm. In these circumstances it can be appropriate to refer without agreement from the family, although Social Care will subsequently disclose the source of the referral to the family. In cases where a professional is acting in good faith on third party information it may not be appropriate for Social Care to reveal the source of the referral. Social Care will advise the professional of their decision on this point.
- Other factors relevant to the decision to refer without prior discussion with the family include:
 - a. the risk of destroying evidence;
 - b. the likelihood of children or other family members being intimidated;
 - c. the possibility of an increased risk of domestic abuse;
 - d. the possibility of the family moving to avoid professional scrutiny.
- School staff must not themselves take any further action although if a parent, guardian or other individual volunteers information this should be recorded and passed on. On referral to Social Care the designated senior person needs to be clear about:
 1. the nature of the concerns;
 2. how and why they have arisen;
 3. what appears to be the needs of the child and family, including any special needs arising from cultural, physical, psychological, medical or other factors;
 4. if known, what other agencies and professionals are involved with the child and his family;
 5. his/her expectations of Social Care;
 6. the action to be taken by Social Care upon receipt of the referral;
 7. the action to be taken, and by whom, if any agreed plan is not carried out.

3.5 All verbal communications should be confirmed in writing, using the Single Assessment Form, within 24 hours. The Single Assessment Form should be completed and uploaded online. The form is available at www.lincolnshirechildren.net. The form may also be printed out before uploading.



Woodlands Academy

Partney Road, Spilsby, Lincs. PE23 5EJ

- 3.6 The designated senior person should keep records of any signs of abuse, neglect or any other injury and of action taken which are timed, dated and signed. He/she should record the circumstances which caused concern and indicate any visible injuries by way of a description and rough sketch - no photograph should be taken except by the police and/or Social Care if appropriate. Any explanation or comments made by the child or their care should be recorded in their exact words if possible. It should also be recorded whether or not the family have been informed of the reasons for the concern and the actions taken by the designated senior person.
- 3.7 It is not the responsibility of school staff to investigate suspicions of child abuse but to pass on all relevant information to Social Care via the Children's Services Customer Service Centre (CSC). Any investigations conducted by the school are potentially detrimental to the formal investigative process and ultimately to the child in question.
- 3.8 Where others such as Education Welfare Officers, Youth Workers or Educational Psychologists are involved, the designated senior person should check with them to see if they have any concerns. Their comments should be noted and passed on with the referral to Social Care. The designated senior person can also check whether the child is subject to a Child Protection Plan by making enquiries with CSC staff. This action does not constitute a referral.
- 3.9 Following a Child Protection Investigation where the concerns are substantiated and the child is judged to be at continuing risk of harm, Social Care may convene a Child Protection Conference. It is expected that the designated senior person will attend and provide a written report. If they are unable to attend for unavoidable reasons, or send a representative, they should submit a written report in the format provided by the LA (contact the Child Protection team for details, contact information at the end of this policy). It is essential that schools are represented at conference, and any subsequent Core Group Meetings and that they actively participate in any Child Protection Plan for children on their school roll.
- 3.10 If following an Initial Investigation, concerns are substantiated but the child is not judged to be at continuing risk of significant harm, Social Care may decide that a plan for the child's future safety and welfare can be implemented without the need to convene a Child Protection Conference. If the designated senior person still has serious concerns that a child may not otherwise be adequately safeguarded he/she can request that Social Care consider convening a Child Protection Conference. Any such request needs to seek the support of Education's Senior Liaison Officer (see points of contact).
- 3.11 Section 3 of the LSCB Procedures describes more fully Child Protection Conferences, Core Groups and Reviews.
- 3.12 All schools should have in place a contingency plan should the designated senior person be unavailable. In any event reporting suspicion of child abuse should not be delayed.



Woodlands Academy

Partney Road, Spilsby, Lincs. PE23 5EJ

4.0 Responding to Concerns

All Staff have a responsibility to respond to disclosures by children or other concerns and pass these concerns on to the designated senior person immediately. It is vital that staff 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.

It is unacceptable for any member of staff to keep such concerns to themselves, including concerns about the conduct of another member of staff.

We need to be mindful to the fact that additional barriers can exist when recognising abuse and neglect among children and young people with Special Educational Needs.

4.1 Confidentiality

We recognise that all matters relating to child protection are highly confidential and the Headteacher or designated senior person will share that information on a 'need to know, what and when' basis. These concerns should never be discussed elsewhere, inside or outside the school unless in confidential meetings organised for that purpose. Where knowledge or suspicion of abuse is an issue, professionals can never promise confidentiality and neither should they promise to keep secrets.

4.2 Information Sharing

Information will be shared in line with the key principles outlined in 'what to do if you are worried a child is being abused'. In cases involving possible child abuse the school has a duty to share information.

The designated senior person/Headteacher will ensure that:

- factual information only is shared;
- the information is shared appropriately and confidentially with the appropriate professionals;
- this is logged on the child's individual file.

Where any member of staff becomes aware of an allegation of child abuse made against a colleague Child Protection procedures must be followed. The Headteacher must be notified or, where the allegation is against the Headteacher, the Chair of Governors must be informed. All allegations of alleged or suspected abuse against a person who works with children must be reported to Nicola Brangham or Anne Faulkner, Local Authority Designated Officers (LADO).



Woodlands Academy

Partney Road, Spilsby, Lincs. PE23 5EJ

4.3

This applies even when the nature of the alleged assault would not normally meet the threshold applied to children in their own families. For Example, a report of a child being smacked by a parent with no injury caused, would be unlikely to require any response by Police or Social Care. However, a similar report of a child being smacked by a teacher should be responded to because of:

- the vulnerability of children away from home;
- the higher standards of conduct demanded by law and regulation of those caring for other people's children.
- the position of trust enjoyed by such people.

Full details of how to respond to an allegation made against a member of staff can be found in the Local Safeguarding Children Board (LSCB) Procedures and in 'Safeguarding Children and Safer Recruitment in Education 2006', published by DFS. It is not the responsibility of the school to investigate allegations against staff unless advised to do so by the LADO. All Allegations against members of staff or volunteers in school should be reported to the Local Authority Designated Officers (LADO) (see below).

4.4 Advice on any aspect of Child Protection can be sought from the Child Protection Team.

Contact List:

Safeguarding Children Officer (Education Settings)
Local Authority Designated Officers (Allegations)
Lincolnshire Customer Service Centre

Lincolnshire Police Central Referral Unit

RUTH FOX 01522 554695
PAUL FISHER 01522 554674
01522 782111
01522 782333 (out of hours)
KEV GOOCH 01522 947590