



**St Mary's Catholic Primary School Trust**

# **Early Help and Safeguarding Policy 2020**

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Locality Early Help Advisor		<a href="mailto:Earlyhelp@croydon.gov.uk">Earlyhelp@croydon.gov.uk</a>
Multi-Agency Safeguarding Hub (MASH)	Consultation Line	Tel: 0208 726 6464
Local Authority Designated Officer (LADO)	Steve Hall	<a href="mailto:lado@croydon.gov.uk">lado@croydon.gov.uk</a> <a href="mailto:steve.hall@croydon.gov.uk">steve.hall@croydon.gov.uk</a> Tel: 020 825 2889 Mobile:07825 830328
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SPOC (Single Point of Contact)		Tel: 020 8255 2888 For urgent child protection matters requiring immediate attention.
SPOC Professionals Consultation Line		Tel: 0208 726 6464
SPOC Referrals		<a href="mailto:childreferrals@croydon.gov.uk">childreferrals@croydon.gov.uk</a>
Manager - Service Leader, Children & Families	Jenny Houghton	<a href="mailto:Jennifer.houghton@croydon.gov.uk">Jennifer.houghton@croydon.gov.uk</a>
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Children's Social Care	
Accessing Early Help Assessment and guidance online	<a href="https://www.practitionerspacecroydon.co.uk/support-assessment/is-it-for-me-caf/">https://www.practitionerspacecroydon.co.uk/support-assessment/is-it-for-me-caf/</a>
Making a MASH Safeguarding Referral	<a href="https://my.croydon.gov.uk/ChildReferrals?qWname=New&amp;qServiceRef=ChildReferral">https://my.croydon.gov.uk/ChildReferrals?qWname=New&amp;qServiceRef=ChildReferral</a>
Croydon Safeguarding Children Board (CSCB)	Website: <a href="http://croydonlcsb.org.uk">croydonlcsb.org.uk</a> Safeguarding learning & development E-mail: <a href="mailto:safeguardingchildrenboard@croydon.gov.uk">safeguardingchildrenboard@croydon.gov.uk</a> Tel: 0208 604 7275

## Part A: Core Operational Policies and Procedures

### 1. Purpose of Policy

This policy sets out how the school will meet its statutory duty under Section 175 of the Education Act 2002 to safeguard and promote the welfare of children and help them to achieve good outcomes. The school will achieve this by providing a safe learning environment and ensuring school staff have the skills and knowledge to take action where children need extra support from Early Help services or require a social work service because they are in need or need to be protected from harm.

### 2. Roles and Responsibilities

#### 2.1 Croydon's Children Families & Education Directorate

The Directorate includes services that will support the school to safeguard and promote the welfare of pupils by:

- Co-ordinating the delivery of integrated children's services within the Borough, including an Early Help service.
- Providing statutory social work services under the Children Act 1989.
- Providing the school with advice, support and guidance, model policies and procedures, training and dedicated lead officers with responsibility for child protection, safeguarding and online safety.
- Dealing with allegations against members of staff and volunteers through the Local Authority Designated Officer (LADO).
- Taking responsibility for those children who are not in education, including children who are known to be home educated.

## 2.2 Governing Body

The term 'Governors' and 'Governing Body' is used throughout to refer to whoever is responsible for fulfilling governance functions. This is the Governing Body of St Mary's Catholic Primary Schools Trust in the Archdiocese of Southwark.

The Governing Board will ensure that the school meets its statutory duties with regard to safeguarding and protecting pupils and that the following are in place:

- The school has the following policies in place and that these are regularly monitored, reviewed and updated where necessary;
  - Safeguarding policies and procedures covering Early Help and Child Protection that are consistent with Croydon Safeguarding Children Board procedures and Croydon's internal policies
  - A staff code of conduct policy including policies covering staff/pupil relationships and communications and staff use of social media
  - A procedure for responding to incidents where children go missing from education, particularly where there are repeated incidents that suggest potential safeguarding risks may be present.
- The school is able to work jointly with other agencies in order to ensure pupils can access help and support from Early Help services and statutory social work services and that children's plans are implemented and monitored.
- The Chair of the Governing Board is aware that he/she is responsible for liaising with the LADO in the event of an allegation against the Head Teacher.
- A senior member of staff is appointed as the Designated Safeguarding Lead with responsibility for carrying out the statutory duties as set out in this policy, the individual is given sufficient time and resources to carry out their responsibilities and that another member of staff is appointed to deputise in his/her absence.
- There is a designated teacher nominated to promote the educational achievement of Looked After Children and previously Looked After Children and that this person has received appropriate training for the role. See page 2 for designation.
- Staff receive a thorough induction on joining and are given copies of all relevant safeguarding and child protection policies and the staff code of conduct policy.

- Staff are confident that they can raise issues with leaders where there are concerns about safeguarding practice at the school and there are robust whistleblowing procedures in place.
- Steps are taken to ensure parents and pupils are aware of the school's safeguarding and child protection policies and procedures.
- Governors ensure children are given opportunities within the curriculum to learn how to keep themselves safe, including online.
- The school has appropriate written procedures in place to ensure safer recruitment practices and reasonable checks on visitors to the school, to deal with allegations against staff or volunteers and to report matters to the Disclosure and Barring Service as required, and that these policies are consistent with statutory guidance and reviewed on an annual basis.
- At least one member of the Governing Board has undertaken accredited safer recruitment training.
- All staff receive safeguarding and child protection training at least every -two years and receive regular updates from the Designated Safeguarding Lead to ensure they remain up to date with new legislation. Update training is provided every year. Free safeguarding training is available for all Croydon schools via the [Learning & Development section of the CSCB website](#).
- The school has procedures in place to deal with allegations made against other pupils.
- Children's wishes and feelings are taken into account when deciding on what action to take or services to provide to protect individual children and there is a robust system in place for gaining feedback from pupils.

### **2.3 Schools and Head Teachers**

The Head Teacher will ensure that the school meets its statutory safeguarding duty by ensuring the following:

- Staff are inducted thoroughly and have read the school's Safeguarding and Child Protection Policy, Behaviour Policy and the CSCB Children Missing from Education Policy so that they are fully aware of their role in safeguarding children and are able to fully implement policies.
- All staff are able to identify those children who need extra help and can make appropriate referrals to Early Help services.

- All staff are vigilant to harm and abuse, are able to identify those children for whom there are child protection concerns and can make appropriate referrals to children's social care.
- Staff are able to work in partnership with other agencies to safeguard children, including providing Early Help support, contributing to assessments and the implementation of the child's plan, attending network meetings and case conferences, monitoring children's progress and liaising with social workers.
- Staff are encouraged to attend learning events and participate in audit activity provided by the Safeguarding Children Board as well as promote published learning from events and serious case reviews.
- Safer recruitment practice is followed when recruiting to posts and appropriate action is taken whenever an allegation is made against a member of staff.
- The school offers a safe environment for staff and pupils to learn.
- Safeguarding issues are brought to the attention of the Governing Body.

#### **2.4 Role of the Designated Safeguarding Lead**

The role of the Designated Safeguarding Lead and the deputy is to take lead responsibility for safeguarding and child protection within the school and to be available during school hours for staff to discuss safeguarding concerns.

In both schools, the Designated Safeguarding Lead should be contacted in the first instance. If he or she is unavailable, the deputy should be contacted. In the unlikely event that neither are available, a Safeguarding Officer from the sister school should be contacted. If no Safeguarding Officers are available in either school, the most senior member of the Senior Leadership Team should be contacted for advice and the Chair of Governors informed.

The Designated Safeguarding Lead (and the deputy) will:

- Liaise with and manage referrals to relevant agencies such as CSSW, the LADO, the Channel Panel, the Police and the Disclosure and Barring Service (DBS).
- Keep the Head Teacher and the Governing Body informed of on-going safeguarding and child protection issues and enquiries.
- Provide advice and guidance for staff on safeguarding and child protection issues and making referrals.
- Ensure the school's Safeguarding and Child Protection Policies are up to date and consistent with Croydon's Safeguarding Children Board policies and that policies are reviewed annually.

- Ensure all staff, including temporary staff, are aware of and understand policies and procedures and are able to implement them.
- Attend regular training, including Prevent awareness training, and the Designated Teachers meetings hosted by Croydon and the Safeguarding Children Board in order to keep up to date with new policy, emerging issues and local Early Help, safeguarding and child protection procedures and working practices.
- Provide regular updates to all staff members and Governors on any changes in safeguarding or child protection legislation.
- Have an awareness of those children who may be in need, young carers and children who have special educational needs and liaise with the Inclusion Manager or SENCO when considering any safeguarding action for a child with special needs.
- Liaise with the Designated Teacher for LAC (Looked After Children) whenever there are safeguarding concerns relating to a Looked After Child or previously Looked After Child.
- Oversee child protection systems within the school, including the management of records, standards of recording concerns and referral processes.
- Provide a link between the school and other agencies, particularly children's social care and the Croydon Safeguarding Children Board.
- Ensure staff, including temporary staff, receive appropriate safeguarding and child protection training at least every 2 years.
- Ensure parents are fully aware of the school policies and procedures and that they are kept informed and involved.
- Ensure relevant records are passed on appropriately when children transfer to other schools and where appropriate, share relevant information with schools or colleges to enable continued support the child on transfer.

## **2.5 Working with Parents and Carers**

The school recognises the importance of working in partnership with parents and carers to ensure the welfare and safety of pupils.

The school will:

- Make parents aware of the school's statutory role in safeguarding and promoting the welfare of pupils, including the duty to refer pupils on where necessary, by making all school policies available on the school web-site or on request.



- Provide opportunities for parents and carers to discuss any problems with class teachers and other relevant staff.
- Consult with and involve parents and carers in the development of school policies to ensure their views are taken into account;
- Ensure a robust complaints system is in place to deal with issues raised by parents and carers.
- Provide advice and signpost parents and carers to other services and resources where pupils need extra support.

Further guidance is available from the DfE on dealing with issues around parental responsibility:

[Understanding and dealing with issues relating to parental responsibility](#)

## 2.6 Multi-agency Working

The school will work in partnership with relevant agencies in order to meet its obligations under **Section 11 of the Children Act 2004** and ***Working Together to Safeguard Children 2018***.

The school recognises its vital role in safeguarding school-age children and will co-operate with the Croydon Safeguarding Children Board to ensure joint working with partner agencies in order to improve outcomes for children in Croydon.

## 3. Safeguarding Children

The school will carry out its duty to safeguard pupils which is:

- Protecting children from maltreatment
- Preventing impairment of children's health or development
- Ensuring children are growing up in circumstances consistent with the provision of safe and effective care
- Undertaking that role so as to enable children to have optimum life chances so they can enter adulthood successfully.

The school will seek advice from the SPOC Professionals' Consultation Line to help make decisions on the child's level of need and the appropriate service to refer onto for support. Staff will consult

with the Designated Safeguarding Lead for advice and to discuss the case prior to making any referral for services.

### **The SPOC Professionals' Consultation Number is 0208 726 6464**

All referrals for a children's social care service will be made by way of Single Point of Contact (SPOC) Safeguarding Referral Form. SPOC is Croydon's 'front door' for children's social care referrals and accepts referrals for all cases.

#### [SPOC Referral Form](#)

Parental consent for referral will be sought but a referral will be made regardless of consent being given in cases where the child is at risk of significant harm.

Staff will share information and work in an integrated way to ensure a co-ordinated response from agencies to support families and meet the child's needs.

### **3.1 Early Help Cases**

Staff will identify children who need extra help at an early stage and provide help and support in order to prevent concerns from escalating. In particular, staff will be aware of the needs of the following groups of children whose circumstances may mean they will require early help:

- Children with disabilities and additional needs, including those with special educational needs
  - Young carers
  - Children showing early signs of being drawn into anti-social or criminal behaviour, including gangs and organised crime
  - Children who frequently go missing from home, school or care
  - Children who are misusing drugs or alcohol
  - Children at risk of exploitation through modern slavery and trafficking
  - Children whose home circumstances are negatively affected by adult substance misuse or mental ill health or domestic abuse
  - Children who have returned home from care
  - Children who show early signs of abuse or neglect, including where there are concerns about the cumulative effect of low level neglect
  - Children at risk of radicalisation
  - Privately fostered children.
- 
- Where the child's extra needs require services, consideration will be given to what Early Help support can be offered a child by the school.

- If the child requires an Early Help service from another agency, the school will make a referral to the Single Point of Contact (SPOC) for appropriate help and support. Staff will consult with parents prior to making any referral to discuss the matter and gain consent to refer the child.
- Where the child is receiving an Early Help service, the school will work as part of the Team Around the Child (TAC) and take up the role of lead professional where this is appropriate.
- Early Help provision will be monitored and reviewed to ensure outcomes for the child are improving. If the school believes that this is not the case, consideration should be given making a referral for a statutory social work service.

### **3.2 Referral for a Statutory Social Work Service**

Where there are concerns about a child's welfare, staff will act immediately by seeking the advice of the Designated Safeguarding Lead or the deputy as they are most likely to have the most complete safeguarding overview. Following consultation the Designated Safeguarding Lead should decide on whether to make a referral to Children's Social Care via SPOC.

Where the referral raises concerns that the child is at risk of significant harm, the case will be passed on to Croydon's MASH team to gather relevant information from other agencies.

SPOC will inform the school of the outcome of any referral and what action Children's Social Care will be taking. This may include any of the following:

- Carrying out a Child and Family Assessment to identify the child's needs and establish if the child is a '**Child in Need**' under Section 17 of the Children Act 1989. These are children (including disabled children) who are unlikely to meet a reasonable standard of health and development unless provided with services.
- Convening a strategy meeting under child protection procedures as set out in Section 4 for any child where there are concerns about significant harm and/or taking any immediate action in order to protect the child.
- Providing interim services for the child and their family in the meantime whilst work is ongoing (including details of appropriate services).

## **4. Child Protection Procedures**

### **4.1 Role of the School**

The school will work to the following policy documents in order to support the protection of pupils who are at risk of significant harm.

- Working Together to Safeguard Children (*DfE 2018*)

[Working together to safeguard children](#)

- What to do if you're worried a child is being abused (*DfE2015*)

[What to do if you're worried a child is being abused - Publications - GOV.UK](#)

- The London Safeguarding Children Board child protection procedures

[London Safeguarding Children Board: Child Protection Procedures](#)

- Keeping Children Safe in Education (*DFE 2018*)

[Keeping Children Safe in Education](#)

- Croydon Safeguarding Board local policies and procedures

[CSCB local policies and procedures](#)

In line with these policies and procedures, the school will:

- Identify those pupils where there are child protection concerns and make a referral to SPOC
- Attend Child Protection Case Conferences in order to effectively share information about risk and harm
- Contribute to the development and monitoring of Child Protection Plans as a member of the core group
- Carry out the school's role in implementing the Child Protection Plan and continually monitoring the child's wellbeing, and liaising with the allocated social worker as required.

#### **4.2 Recognition**

- Staff have a responsibility to identify those children who are suffering from abuse or neglect and to ensure that any concerns about the welfare of a pupil are reported to the Designated Safeguarding Lead.
- Staff should refer to Appendix 1 for a full definition of significant harm and the specific indicators that may suggest a pupil may be at risk of suffering significant harm.
- Any concerns held by staff should be discussed in the first instance with the Designated Safeguarding Lead or their deputy and advice sought on what action should be taken. Where required, advice can be obtained from the SPOC Professionals Consultation Line on a no-names basis.

- Concerns may be monitored over time and recorded on the monitoring/incident form shown at Appendix 2. Details of any concerning incidents should also be recorded on this form.

### **4.3 Dealing with disclosures**

If a pupil discloses to a member of staff that they are being abused, the member of staff should:

- Listen to what is said without displaying shock or disbelief and accept what the child is saying
- Allow the child to talk freely
- Reassure the child but not make promises that it may not be possible to keep, or promise confidentiality, as a referral may have to be made to Children’s Social Care
- Reassure the child that what has happened is not their fault and that they were right to tell someone
- Not ask direct questions but allow the child to tell their story
- Not criticise the alleged perpetrator
- Explain what will happen next and who has to be told
- Make a formal record and pass this on to the Designated Safeguarding Lead.

### **4.4 Referral**

- Where possible, a decision on whether or not to refer a pupil to SPOC should be made by the Designated Safeguarding Lead or their deputy following a discussion with the member of staff who has raised concerns. This should not delay any referral and any member of staff may make a referral if this is necessary but staff should discuss the matter with a member of the Senior Management Team and take advice from the SPOC team Social Worker. The Designated Safeguarding Lead should be informed as soon as possible.
- Referrals should be in writing using an SPOC Safeguarding Referral Form completed either by the teacher raising concerns or by the Designated Safeguarding Lead. Urgent Child Protection referrals will be accepted by telephone but must be confirmed in writing via the SPOC Safeguarding Referral Form within 48 hours.
- Where there is any doubt about whether the concerns raised meet the thresholds for a Child Protection referral, the Designated Safeguarding Lead may discuss the case on a ‘no names’ basis with the SPOC Professionals’ Consultation Line to obtain advice on how to proceed.
- Parental consent must be sought prior to the referral being made unless to seek consent would place the child at risk of further harm, interfere with a criminal investigation or cause undue delay. If parents do not consent, but the child is at risk of significant harm, the referral should still be made.

- If the child already has an allocated Social Worker, the referral should be made directly to them. If the child is not already known to Children’s Social Care, referrals should be made to SPOC. If the child lives outside Croydon, a referral should be made to their home Local Authority.
- All referrals will be acknowledged by the SPOC and the referrer informed of what action will be taken.
- If the school does not think the child’s situation is improving within a reasonable timescale following referral, this should be taken up with Children’s Social Care via the Designated Safeguarding Lead.

#### **4.5 Attendance at Case Conferences and Core Groups**

- The Designated Safeguarding Lead will liaise with Children’s Social Care to ensure that all relevant information held by the school is provided to Children’s Social Care during the course of any Child Protection investigation.
- The Designated Safeguarding Lead will ensure that the school is represented at Child Protection Case Conferences and core group meetings:
  - Where possible, the Designated Safeguarding Lead or the deputy will attend.
  - If this is not possible, a member of staff who knows the child best, such as a class teacher will be nominated to attend.
  - If no-one from the school can attend, the Designated Safeguarding Lead will ensure that a report is made available to the conference or meeting.

#### **4.6 Monitoring**

Where a pupil is the subject of a Child Protection Plan and the school has been asked to monitor their attendance and welfare as part of this plan:

- Monitoring will be carried out by the relevant staff member in conjunction with the Designated Safeguarding Lead.
- All information will be recorded on the Child Protection Monitoring/Incident Form shown at Appendix 2 prior to each conference and core group meeting.
- The completed monitoring form will be kept on the pupil’s separate Child Protection file (that should be separate from the school record) and copies made available to all conferences and core group meetings.

- The Designated Safeguarding Lead will notify the allocated Social Worker if the child is removed from the school roll, excluded for any period of time or goes missing.

#### **4.7 Records**

- Child protection records relating to pupils are highly confidential and will be kept in a designated file separate to the pupil's education records. These records will be securely held within the school.
- The Designated Safeguarding Lead is responsible for ensuring that records are accurate, up to date and that recording is of a high standard.
- All information should be recorded on the safeguarding monitoring/incident form (see Appendix 2) and all records should be signed and dated.
- Records should show:
  - what the concerns were;
  - what action was taken to refer on concerns or manage risk within the school;
  - whether any follow-up action was taken;
  - how and why decisions were made.
- Any incidents, disclosures or signs of neglect or abuse should be fully recorded with dates, times and locations. Records should also include a note of what action was taken.
- The monitoring/incident form must be completed;
  - whenever concerns arise or there is a serious incident **or**
  - where a child is being monitored, prior to a case conference or core group meeting.
- Where a child who is subject to a Child Protection Plan transfers to another school, the Designated Safeguarding Lead is responsible for ensuring that copies of all relevant records are passed to the Designated Safeguarding Lead at the new school.
- Child protection records will only be kept until the pupil leaves the school and should be disposed of as confidential waste.

#### **4.8 Confidentiality and Information Sharing**

- All information obtained by school staff about a pupil will be kept confidential and will only be shared with other professionals and agencies with the family's consent.

- As all children in the schools are under the age of 12, consent to share information about them must be obtained from their parents or carers. Young people aged 12 to 15 may give their own consent to information sharing if they have sufficient understanding of the issues
- Where a child is at risk of suffering significant harm, the school has a legal duty to share this information with Children’s Social Care and make appropriate referrals. Equally, where a child is subject to a child protection investigation, the school must share any information about the child requested by Children’s Social Care.
- Parental consent to making a Child Protection referral should be sought but if withheld, the referral must still be made and parents made aware of this. Before taking this step, the school should consider the proportionality of disclosure against non-disclosure and decide if the duty of confidentiality overridden by the need to safeguard the child.
- Parental consent to referral can be dispensed with if seeking consent is likely to cause further harm to the child, interfere with a criminal investigation or cause undue delay in taking action to protect the child. However, schools should discuss this with the SPOC Professionals Consultation Line on a ‘no names’ basis to gain advice on whether this course of action should be taken.
- Only relevant information should be disclosed, and only to those professionals who need to know. Staff should consider the purpose of the disclosure, and remind recipients that the information is confidential and only to be used for the stated purpose.
- In the event that a child makes a disclosure of neglect or abuse, staff cannot guarantee them confidentiality, but must explain why they have to pass the information on, to whom and what will happen as a result. Parents should also be made aware of the school’s duty to share information.
- Staff should discuss any concerns or difficulties around confidentiality or information sharing with the Designated Safeguarding Lead or seek advice from the SPOC Professionals Consultation Line.

## **5 Early Years Settings Within Schools**

### **5.1 Legal and Policy Framework**

As an Early Years provider delivering the Early Years Foundation Stage (EYFS), the school aims to meet the specific safeguarding and child protection duties set out in the Childcare Act 2006 and related statutory guidance.

[Statutory framework for the early years foundation stage](#)



The school will ensure that children taught in nursery and reception classes are able to learn and develop and are kept safe and healthy so that they are ready for school by providing a safe, secure learning environment that safeguards and promotes their welfare, and takes appropriate action where there are child protection concerns.

## **5.2 Safeguarding and Child Protection**

All Safeguarding and Child Protection policies listed in Sections 3 and 4 of this policy will apply equally to children in Early Years settings so far as they are relevant to that age group.

In addition, the school ensures they have the following Child Protection policies:

- A policy on the use of mobile phones and cameras within the Early Years setting;
  - Parents and carers are asked to switch off mobile phones if they are coming into the Early Years setting and leave the setting if they need to use their mobile;
  - Parents are generally prohibited from taking any photographs of children in the Early Years setting, but for special events such as school performances, may do so on the understanding that the images are not posted onto social media sites or otherwise shared;
  - Staff seek parental permission to take photographs of the children, which must be linked to teaching the curriculum and that they use school equipment only for this purpose;
  - Staff do not bring personal mobile phones into the Early Years setting and use them only during breaks in the staff room.
- A statement on how notifications will be made to Ofsted in the event of an allegation of serious harm or abuse by any person working in the Early Years setting.

## **5.3 Suitable People**

The school will follow the Safer Recruitment Policy set out in Section 6 of this policy to ensure that staff and volunteers who are recruited to work in the Early Years setting are carefully selected and vetted to ensure they are suitable to work with children and have the relevant qualifications.

Staff policies set out in Section 6 of this policy will apply equally to staff and volunteers in the Early Years settings, and the school will ensure that they receive proper training and induction so that they are aware of their role and responsibilities, all school policies and the school's expectations regarding conduct and safe teaching practice.

Whenever an allegation is made against a member of staff in the Early Years setting, the school will follow the Croydon policy, '[The Management of Allegations against staff who work with Children and Young People](#)' as referred to in section 6 of this document.

Where Early Years staff are taking medication that may affect their ability to care for young children, this will be notified to the Head Teacher.

#### **5.4 Staff training, Skills and Supervision**

The school will ensure that:

- All staff in Early Years settings have the relevant qualifications and skills for their role and receive the relevant induction, child protection and safeguarding training in line with this policy;
- All policies set out in Section 7 of this policy will apply equally to Early Years staff;
- All Early Years staff receive supervision that helps them to effectively safeguard children by providing opportunities to discuss issues and concerns and decide on what action to take;
- All Early Years staff are able to communicate effectively in English both orally and in writing;
- A member of staff who holds a current Paediatric First Aid certificate is available on the school premises at all times and accompanies children on school trips;

#### **5.5 Staff Ratios**

The school will ensure that:

- Staff levels within the Early Years setting comply with statutory guidance and can meet the needs of the children, provide suitable levels of supervision and keep them safe;
- Parents are kept informed of staff members and numbers;
- Children are kept within staff sight and hearing at all times.

For Nursery Classes:

- The Nursery is overseen by a qualified teacher
- There will be at least one member of staff for every 13 children.
- At least one member of staff will hold a full and relevant Level 3 qualification.

For Reception Classes:

- Class sizes will be limited to 30 pupils.
- Classes will be led by a qualified teacher supported by suitably qualified support staff.

For before and after school provision, schools will decide how many staff will be required for adequate supervision based on the age and needs of the children attending.

## 5.6 Health

The school will:

- Promote the health of children attending the Early Years provision
- Take necessary steps to stop the spread of infection
- Administer medicines only in line with the school's policy
- Take appropriate action where children are ill
- Ensure any meals provided are nutritious and prepared in a hygienic manner
- Notify Ofsted of any serious accident, illness or death of any child whilst attending the Early Years setting within 14 days.

## 5.7 Health and Safety and Suitability of Premises

The school will ensure that all indoor and outdoor spaces and facilities used for Early Years settings are safe and fit for purpose and comply with school policies and standards for site safety and health and safety as set out Section 8 of this policy. Additionally, the school will ensure that all potential hazards within the school and during school trips are regularly risk assessed.

The school has specific policies for ensuring that records of parents details, and contact numbers for emergencies are kept up to date and that children are released to the care of their parent or other responsible adult with the parent's consent at the end of the day as well as policies for dealing with uncollected children.

## 5.8 Managing Behaviour

The school will take all reasonable steps to ensure that behaviour management techniques are appropriate to the child's age and that corporal punishment is not used or threatened.

[Behaviour and discipline in schools](#)

# 6 Safer Recruitment

## 6.1 General Principles

The school recognises safer recruitment practices are an essential part of creating a safe environment for children and will ensure that staff working in the school are suitable so to do and do not pose any kind of risk to children.

The school will follow the **Keeping Children Safe in Education: for schools and colleges (DfE Sept 2018, updated 2019)**.

- The school will carry out extensive checks and enquiries on applicants for all positions, including voluntary and support roles and Governors in accordance with statutory requirements.
- No staff member, volunteer, Governor or anyone involved in the management of a school will be allowed to take up posts until all checks and enquiries required for that position have been satisfactorily completed.
- Checks with the Disclosure and Barring Service will be carried out at the level appropriate to the candidate's role in the school (see Section 6.4).
- All job advertisements and application forms will clearly state that the role is a safeguarding role and that applicants will be expected to agree to undergo DBS and other checks as part of safer recruitment practices.
- Staff and Governors who normally sit on interview panels will be trained in safer recruitment and no interview should go ahead unless at least one member of the panel has undertaken safer recruitment training. Schools will take up the accredited safer recruitment training offered through the Croydon Safeguarding Children Board or any other accredited training provider.
- Although the Head Teacher will have day-to-day responsibility for the recruitment of staff, the Governing Board will ensure that they maintain an overview of recruitment systems in order to scrutinise practice and ensure all statutory checks are carried out.
- Staff in school responsible for carrying out recruitment checks should ensure they have a copy of any relevant documents or take relevant issue numbers from documents as proof that the document has been seen.
- Checks will be taken out on existing staff where concerns arise regarding their suitability to work with children or a person moves into a post that is a regulated activity.
- In schools, the Head Teacher will be responsible for keeping a single central record of all staff and volunteers (including Governors) who work at the school.
- The single central records should include details of all checks carried out and the outcome of these checks or any certificates obtained in the format shown at Appendix 3.
- Where the school has salaried trainee teachers, the school will ensure that all necessary checks are carried out on the trainees, including DBS checks, and that the outcome of these checks is recorded on the single central record.

- For trainee teachers that are fee-funded, the school will obtain written confirmation from the training provider that the necessary checks have been carried out and that the trainee has been judged to be suitable to work with children.
- Where staff are recruited via third parties such as employment agencies, the Head Teacher will:
  - Seek written confirmation from the agency that the agency has carried out all necessary checks on the individual.
  - Request written confirmation of the outcome of all checks.
  - Request written confirmation that an enhanced DBS certificate has been received by the agency.
  - Check the identity of agency staff when they first present for work to ensure they are person against whom the checks were taken out.

## 6.2 Checks to be Undertaken

The school will verify the following information for all new staff:

- The applicant's identity must be verified from their passport or other photographic ID and proof of address must be provided.
- The applicant's right to work in the UK must be evidenced through documentation. Only original documentation should be accepted and its validity checked in the presence of the applicant.
- Where the applicant will be involved in regulated activity, an enhanced DBS check will be taken out, including information from the Barred List. If the applicant will begin work before an enhanced DBS check can be completed, a Barred List check will be obtained.
- In the case of teaching staff, checks will be made on the applicant's academic and vocational qualifications and further checks made on Teacher Regulation Agency (TRA) Teacher Services system to ensure they are not prohibited from teaching under a teacher prohibition order.
- Checks will be made to ensure any member of staff or trustee involved in the management of the school is not barred from doing so under a Section 128 direction.
- Where the applicant has been living abroad, similar enquiries will be made in the country of origin relating to the applicant's qualifications and suitability to teach via the TRA Teacher Services system.

*Schools should be aware of the following central government guidance:*  
[Criminal records checks for overseas applicants - Publications - GOV.UK](#)

- Enquiries will be made regarding the applicant's state of physical and mental health to the extent that it may affect their capacity to carry out their role.
- The school will keep copies of the following documents on staff personnel files:
  - Documents used as proof of identity such as passports or driving licences
  - A summary of the DBS certificate (from September 2018 a copy of the DBS certificate may be kept on file)
  - Documents that prove the staff member's right to work in the UK (failure to do so can result in a fine for employing illegal workers).

### **6.3 References**

- Applicants will be asked to provide a full employment history and details of at least two referees, including previous and recent employers, and who should be a senior member of staff with the authority to provide references. References from colleagues / friends will not be acceptable.
- All references will be taken up prior to interview and will be requested directly from the referee, including references for internal candidates. Referees will be contacted to resolve any issues that emerge from the references provided.
- References will be taken up from current employers only if the applicant is not currently employed, verification of will be sought from their previous school as to the dates the applicant was employed and the reasons for leaving the post.
- Any information provided by applicants as part of an application process will be verified with independent sources and any reference received electronically will be checked to verify the originating source.

### **6.4 DBS Checks**

In order to ensure that people who work in the school are suitable to do so and are not barred from working with children, the school will apply to the Disclosure and Barring Service (DBS) for police checks and other Barred List information as part of the recruitment process.

Full DBS checks which include Barred List checks will only be taken out on individuals who are involved in regulated activity. This is defined as close, unsupervised contact on a regular basis involving activities such as:

- teaching
- training

- supervising
- care
- guidance and advice
- driving a vehicle
- personal or intimate care.

The activity must be carried out regularly as part of the staff member's day to day responsibilities and the checks will be reasonable in order to safeguard children.

Full DBS checks with Barred List checks will also be carried out on permanent staff members working at the school or unpaid volunteers who regularly work unsupervised at the school and whose work means they have an opportunity for regular contact with children.

Other staff, contractors and supervised volunteers who have opportunities for regular contact with children but do not carry out a regulated activity will be subject to an enhanced DBS check but **not** Barred List checks.

Decisions on whether a person is carrying out a regulated activity or whether their role provides opportunities for regular contact with children requiring a DBS check will be made by whoever is responsible for recruitment in the school, for example the Head Teacher or Governor, and the following will be taken into consideration when deciding on this:

- The age of the children
- Their level of vulnerability
- The numbers of children in the group
- The nature of the role
- Opportunities for contact with the children.

The school has robust procedures for day to day staff management and supervision and clear procedures for reporting and acting on concerns. Staff carrying out roles involving regulated activity will be suitably supervised on a regular basis by senior staff carrying out a similar role.

The school will ensure that all DBS checks carried out on staff are renewed after 3 years of the original DBS disclosure.

## **6.5 Volunteers**

The Head Teacher will ensure that the following are carried out in relation to unpaid volunteers such as parents who accompany pupils on school outings or provide help in the classroom:

- All volunteers will be required to undergo a recruitment process, such as references, DBS and other checks and interviews that is appropriate and proportional to the duties assigned to them.

- Volunteers who are carrying out a regulated activity, for example being left unsupervised with children or providing personal care to children should be subject to an enhanced DBS check, including Barred List information.
- New volunteers who are not carrying out regulated activity but who have an opportunity for regular contact with children will be subject to an enhanced DBS check but this may not include a barred list check.
- For other volunteers who are not carrying out regulated activity and do not have regular contact with children, the Head Teacher will carry out a risk assessment to decide whether an enhanced DBS check should be carried out depending on:
  - The nature of the role
  - What information is already known about the volunteer
  - What references from work or volunteering activity the volunteer has provided regarding suitability
  - Whether the role is eligible for an enhanced DBS check.
- The school will ensure that all volunteers are competent to carry out the duties assigned to them and are only assigned duties that are suitable to their qualification and experience.
- Volunteers carrying out regulated activity but for whom a DBS check has not been carried out will be suitably supervised by teaching staff at all times at a level that ensures the safety of pupils.
- All volunteers will be fully inducted in relation to all school policies and procedures.

## **6.7 Alternative Provision**

The school remains responsible for the safeguarding of children of any pupils they place in Alternative Provision.

Whenever the school places a pupil with an Alternative Provider, the school will obtain written confirmation of the provider's safeguarding and child protection policies and that all relevant vetting and barring checks on individuals working at the establishment have been carried out.

All pupils placed in Alternative Provision should be visited regularly.

[Alternative Provision guidance](#)

## **7 Staff Practice and Conduct**

### **7.1 Induction and Training**

- The Head Teacher will ensure that all staff are fully inducted, are made aware of the following policies of the school and that staff are fully aware of their role in implementing these:



- Safeguarding and Child Protection policy and procedures
  - Behaviour policy
  - Staff Code of Conduct – Staff Handbook
  - Children Missing from Education policy.
- Staff will be asked to confirm in writing that they have received and read all relevant staff policies, including *'What to do if you are worried a child is being abused'* guidance.
  - The Designated Safeguarding Lead will ensure that all staff are fully inducted with regard to the school child protection procedures and that they receive safeguarding and child protection training on a two-yearly basis.
  - The Head Teacher will keep a central record of all statutory and other training undertaken by staff members, Governors and volunteers.
  - School staff and Governors will receive multi-agency safeguarding training at the level that is appropriate to their roles and responsibilities.
  - As well as basic safeguarding training, the Designated Safeguarding Lead and the deputy will receive specific training on their role on their role and other relevant multi-agency training courses.
  - School staff will also receive training on Early Help and the SPOC safeguarding referral process as part of their safeguarding training.
  - School staff will receive regular and timely updates on child protection and safeguarding issues via the Designated Safeguarding Lead in order to ensure they remain up to date with new legislation.

## **7.2 Conduct and Safe Teaching Practice**

- The school expects staff and volunteers to set a good example to pupils through their own conduct and behaviour and aims to protect them from the risk of allegations being made against them by ensuring they maintain high standards of professionalism and appropriate boundaries.
- The Head Teacher will ensure that there is a written Code of Conduct in place and that each member of staff, including volunteers, signs a Code of Conduct agreement on appointment that sets out the school expectations with regards to standards of professional behaviour and that all staff receive copies of relevant policies.
- Governors will have their own separate Code of Conduct. This is a responsibility of the Governing Board or Trust.

- Staff will be expected to follow the school's Social Media policy in terms of their use of social media, particularly in relation to professional standards and relationships with pupils. All staff and volunteers will sign an acceptable use agreement before being given access to the school's computer system.

### **7.3 Providing Intimate or Personal Care to Pupils**

Staff in primary schools may need to provide intimate or personal care to younger pupils, for example helping a child who has soiled themselves or supervising pupils who are changing for P.E.

Schools must have a written policy in place in order to promote safe working practices for staff and ensure children's privacy. Children should be encouraged to carry out self-care tasks for themselves where appropriate, but where adult intervention is needed, the following should be observed;

- Staff should follow any agreed school policy or practice when providing intimate or personal care.
- When taking pupils to the toilet, staff should make colleagues aware of the task to be undertaken and explain to the child what will happen.
- Parents should always be notified if intimate care has been provided.
- When providing intimate care, staff should carefully and sensitively observe the child's emotional response and report any concerns to the designated teacher.
- When children are changing, levels of supervision should be appropriate to the pupil's age.
- Staff should avoid any physical contact unless a child needs help.
- Staff should ensure that changing areas are private and that others are not able to enter whilst children are changing.

### **7.4 Behaviour Management, Physical Intervention and Restraint**

The school will put in place a Behaviour Management policy, that has been agreed by the Governing Board, which follows government guidance and any use of physical intervention and restraint will be linked to the implementation of this policy.

*Guidance from the Department of Education provides schools with the powers to intervene in a variety of ways in order to manage behaviour within and outside the school. Details of these may be found at:*

[Behaviour and discipline in schools - Publications - GOV.UK](#)

### **7.5 Music Tuition**

It is recognised that music tutors are vulnerable to allegations being made against them because they often work with children alone and the activity can involve some physical contact with a child.

Music tutors need to be aware of the possibility of their conduct and behaviour, including physical contact, being misinterpreted by a child or taken out of context by other adults and:

- Ensure they behave in an appropriate manner and maintain professional boundaries at all times.
- Only use physical contact as necessary within the context of the activity, for example as a means of demonstrating technique, and only for as long as needed.
- Make sure any physical contact cannot be misinterpreted by a child by explaining in advance what contact will be involved and why.
- Ask the child's permission first and respect their wishes.
- Report any incidents or issues that arise to the appropriate member of staff and make sure a record is taken.
- **Never** travel alone with children in a car.
- Seek permission from parents before contacting children by mobile phone, for instance to rearrange a lesson or rehearsal, and use home telephone contacts wherever practicable.

The school should:

- Carry out a risk assessment around providing music tuition. This should include:
  - Providing rooms/spaces that are adequately safe and open locations where the teacher can be easily observed by others, for example a door with glass in it.
  - Passing on any relevant information about children that may have a bearing on how they could react to physical contact so the tutor can adapt their practice accordingly.
- Inform parents when they arrange tuition what level of physical contact may take place as part of the activity.
- Record any reported incidents or issues and deal with these within the framework of the school's own policies.
- Make sure music tutors are aware of the school's Safeguarding and Staff Conduct policies prior to starting.

## **7.6 Allegations against Staff**

In the event that an allegation is made against a member of staff or volunteer, the school will follow Croydon's procedures for managing allegations against a member of staff.

[The Management of Allegations against Staff who work with Children and Young People](#)

The Governing Board will appoint the Head Teacher as the school representative for the purposes of the allegations procedures and who will link with the Local Authority Designated Officer for all allegations raised. A further staff member will be identified as the deputy to act in their absence or if allegations are made against the responsible staff member.

All allegations in relation to staff members will be referred to the Head Teacher. Allegations against the Head Teacher will be referred to the Chair of the Governing Board.

## 7.7 Whistleblowing

The school fosters a culture of openness in line with the 'Freedom to Speak up' review and will put in place strategies and procedures to ensure that staff feel enabled to raise concerns relating to the safeguarding of children or poor practice within the school that may cause a risk to children.

The school recognises that there may be circumstances where staff and pupils feel unable to raise concerns or incidents of malpractice within the school environment as there is reasonable doubt that these would be dealt with adequately.

All staff and volunteers have a legal duty to raise concerns where they feel individuals or the school are failing to safeguard and promote the welfare of children. Where it is not possible to raise concerns within the school staff and volunteers may report concerns to the following:

- Croydon's Lead Officers for child protection or safeguarding where there are issues regarding the welfare of a pupil
- The following numbers can be used where there are issues regarding the school's overall procedures around safeguarding
  - Croydon Council's confidential whistle blowing email address – [schoolwhistle@croydon.gov.uk](mailto:schoolwhistle@croydon.gov.uk)
  - the Ofsted whistle-blowing line on **0300 123 3155**
  - the NSPCC whistleblowing advice line on **0800 028 0285**.

The Head Teacher is responsible for ensuring that these numbers are advertised on the school premises and made available to staff and pupils.

- The CSBC has an [escalation policy](#) which can be used by staff in school settings

### **Additional Policies**

Individual schools should record any additional procedures here or refer to any separate policies, which should cover the following areas:

- Relationships with pupils/positions of power and trust for the purposes of the Sexual Offences Act 2003
- Expected guidance on professional and personal standards of conduct and behaviour
- Confidentiality
- Duty of care
- Contact and communications with pupils and parents, including appropriate physical contact, home visits, email and other electronic communications
- Behaviour management and use of restraint
- Dealing with allegations
- First aid and administering medicines
- Providing intimate or personal care
- Photography and videos

## 8 Health and Safety and Risk Assessments

### 8.1 Responsibility for Health and Safety

The Governing Board and Head Teacher will ensure that there is a robust Health and Safety policy in place in order to meet the statutory responsibility for the safety of pupils and staff within the school environment.

Any Health and Safety policy adapted by the school will be based on the government guidance (link below) and will seek to balance risk avoidance against providing pupils with opportunities to take part in activities that help them learn to manage risk themselves.

[Health and safety: Advice on legal duties and powers](#)

Day-to-day responsibility for health and safety issues in the school will be delegated to a member of staff who is competent to carry out these duties and who has received the appropriate training. There should also be a named Governor responsible for health and safety. These are:

**Name:** Linda O’Callaghan & Andrew McDonald  
**Designation:** Executive Head Teacher & Head of School  
**Contact details:** 020 8688 2891 & 020 8688 4893

**Name:** Mr Hugh Keast  
**Designation:** Governor with responsibility for health & safety  
**Contact details:** [hughjkeast@btinternet.com](mailto:hughjkeast@btinternet.com)

### 8.2 Risk assessments

The school will seek to identify and manage risk through the use of Risk Assessments. These will be carried out:

- On an annual basis for the school environment as a whole.
- For all school trips.
- For pupils travelling between locations during the school day.
- For all work-based learning or work experience placements.
- When a pupil who has been excluded for risky or violent behaviour is returning to the school.
- Whenever there are any changes to the school environment or school practices.
- Following any serious incident.

Consideration should also be given to conducting Risk Assessments before PTA and other parent led events (e.g. fireworks or fairs) where people outside the school may have unregulated access or the usual measures for health and safety may not be sufficient.

### **8.3 Working with Aggressive and Violent Parents**

Where schools are working with families who are known to Children or Adult Social Care and there are concerns about the behaviour of parents towards members of school staff, this must be discussed with the Head Teacher and the Designated Safeguarding Lead and the information shared with Children's Social Care.

If there are high levels of risk involved in contact with parents, Children's Social Care may convene a Risk Assessment meeting with the network in order to discuss strategies to reduce risk, and it is vital that the school is part of this process.

### **8.4 Site Security and Visitors**

The Governing Board is responsible for the security of the school premises and will take steps to ensure it is a safe environment and securely protected against trespass and/or criminal damage. The school may take steps to prevent a parent from entering the site.

- The Head Teacher will decide whether or not contractors should be subject to DBS checks before being allowed access to the building, depending on the level of access they are likely to have to pupils.
- Where the visitor is employed by an organisation where DBS checks are normally required, for example NHS staff, the Head Teacher will request written confirmation that relevant checks have been carried out for that individual.
- All visitors and contractors will be:
  - Informed to report to reception on arrival.
  - Expected to provide proof of identity.
  - Expected to wear a name-badge or carry some form of identification at all times when on the school premises.
  - Suitably supervised by school staff at all times.
  - Made aware of the school's Health and Safety procedures.
- The Head Teacher will ensure that any contract entered into with contractors' sets out clearly the expectations for worker's behaviour and the responsibility of contractors to monitor and ensure compliance with school policies.
- Contracted workers will not be allowed to approach or speak to pupils in any circumstances and must ensure that all equipment and working practices are in line with health and safety standards.
- Visiting organisations such as theatre groups who will be performing for or working directly with pupils will be expected to have adequate child protection procedures in place and

must agree with class teachers in advance what level of supervision or contact they will have regarding pupils.

## **8.5 Use of the School Premises by other Organisations**

The school will only allow use of the school premises by other organisations schools outside of school hours for the purposes of providing supplemental schooling if:

- The school's incorporating document allows this
- The organisation provides an overview of what it intends to teach so that the Head Teacher, in line with the school Letting Policy, is able to make a judgement on whether this is in line with the promotion of British Values
- The organisation can provide evidence that they have followed safer recruitment practices and that their staff have the requisite DBS checks
- Reasonable due diligence checks are taken out on the organisation by the school.

## **8.6 Monitoring and Review**

To enable the school to monitor the safety of the premises and the school environment, as well as the implementation of policies, the Head Teacher and the Governing Board will ensure that;

- All school policies are regularly monitored by the Designated Safeguarding Lead and annually reviewed by the Head Teacher and agreed by the Governing Board.
- The school keeps a central record of all accidents and incidents including what action was taken and by whom.
- Staff are aware of their responsibility to record accidents and incidents.
- The Head Teacher has an overview all accidents/incidents.
- Serious accidents and incidents are reported to the Governing Board.
- The Designated Safeguarding Lead ensures a high standard of recording of all concerns held about children.
- All accidents and incidents are scrutinised on a regular basis by the Board of Governors to identify any problems or weaknesses around the school's Safeguarding policies and procedures or any emerging patterns, and agreeing to any course of action.

## Part B: Additional Safeguarding Policies and Procedures

Guidance and policies relating to a range of topics can be found on the [CSCB website](#).

### B.1 Non-collection of Children from School

The school will put in place a policy regarding handing over children to adults who are not their parent or known carer at the end of the school day. Parents will be asked to provide the details of the person who will normally collect the child and will be informed of the need to notify the school in advance if this changes, giving details of the person authorised to collect the child. The school will also ensure that the details of at least two people who can be contacted in an emergency in the event that the child is uncollected.

Parents will be asked to inform schools where children are subject to court orders that limit contact with a named individual.

In the event that anyone who is not authorised to do so attempts to collect the child, the school will not allow the child to leave but contact the parent immediately.

If a child is uncollected at the end of the school day, the school will follow the procedure agreed with Children's Social Care:

- The school will check with the child to see if there are any changes to arrangements for collection and try to make contact with the parent or other family members, and wait with the child until someone comes to collect them.
- Children will not be released into the care of another parent even where they offer to take the child home.
- The school will contact the SPOC Professionals' Consultation Line to seek advice at 4.00pm for Infants children and 4.30pm for Junior children if there are difficulties in contacting parents or other family members.
- If all possible means of contact have been exhausted and no contact can be made with the parent by 4.30pm for Infant children and 5pm for Junior children, the school will contact SPOC and if advised to do so the police, who will arrange to collect the child or make arrangements for the child to be transported to the children's social office.
- In the Junior School some children attend after school activities on site. The finish time of these activities vary. In the event of late collection from these events the SLT in consultation with the Designated Safeguarding Lead will make a decision as to when SPOC should be contacted.



- The school will regularly ask parents to confirm and update contact details and to nominate a family member or friend who can collect the child in the event that they are unable to do so.
- Where children are regularly uncollected or collected late, this should be discussed with the Designated Safeguarding Lead. If there are also child protection concerns, a referral should be made to Children's Social Care via SPOC.

## **B2 Children who are Missing from Education or Home Educated**

Schools need to be aware of those children who are persistently absent or missing from school as this may be an indicator of welfare concerns.

Attendance policies should state clearly who needs to be notified and what action should be taken and any relevant timescales. Parents should be asked to provide contact details for at least 2 or more people who can be contacted in the event that a child does not attend school. Schools should refer to Croydon's 'Children Missing from Education' policy

[Children Missing from Education and Pupil Off Rolling](#)

Where a parent notifies the school that they are removing the child so they can be educated at home, the following notifications should be made:

- The Learning Access team must be notified of all decisions.
- If the child is already known to Children's Social Care, their allocated Social Worker should be notified immediately.
- If the child is not known to Children's Social Care, but the school has concerns about their welfare, the Designated Safeguarding Lead should make a referral to Children's Social Care via SPOC.

## **B3 Peer on Peer Abuse**

Where a pupil's behaviour is likely to cause significant harm to other pupils, for example through bullying, cyberbullying, physical violence or initiation rites, the school will refer the perpetrator and the victim to Children's Social Care via SPOC

## **B4 Harmful Sexual Behaviour, Sexual Violence and Harassment**

### **Policy**

- The school recognises that sexual violence and sexual harassment between pupils is a serious safeguarding issue and such behaviour will not be tolerated. School Behaviour Management and Anti-bullying policies will reflect the school's approach and staff and pupils will be made aware of the standard of expected behaviour and the likely responses to any incidents of sexual violence and harassment.

- The school will follow the statutory guidance '*Sexual Violence and Sexual Harassment Between Pupils*' and will work with relevant agencies to safeguard and support victims, take appropriate action against alleged perpetrators and ensure a safe learning environment for all pupils.  
[Sexual violence and sexual harassment between children in schools and colleges](#)
- The school will take all necessary steps to put in place a planned PHSE curriculum to convey the school's policy for preventing harmful sexual behaviour and to promote respectful behaviour between pupils with regards to sexual conduct.
- The school will promote an environment where victims feel empowered to raise concerns and report incidents. Any reports of sexual violence or harassment will be taken seriously and thoroughly investigated by the school and appropriate referrals made to the Police and Children's Social Care.
- The school will ensure that staff and Governors receive relevant training to help them ensure an effective response to incidents that protects individual victims and safeguards the welfare of all pupils and staff.
- The school will ensure staff are able to provide appropriate support to victims and alleged perpetrators that meets their needs and continues to promote their education.

## Procedures

- The school will ensure there is a robust response to all incidents and will follow the procedures set out in Part 5 of the ***Keeping Children Safe in Education*** statutory guidance.
- Reported incidents will be investigated by the member of staff to whom the young person discloses in partnership with the Designated Safeguarding Lead, who will also carry out a risk assessment to look at any continued risk to the victim or other pupils and staff from the alleged perpetrator within the school environment.
- Where the allegation involves material posted online, the school will request that the electronic device is handed over as part of the investigation and will use legal powers to search and confiscate property as set out in the statutory guidance ***Searching, Screening and Confiscation Advice for Schools***.  
[Searching, screening and confiscation guidance](#)
- The member of staff and Designated Safeguarding Lead will write up a record of the investigation that will set out how the school will respond to the incident.
- The Designated Safeguarding Lead may take advice from SPOC Professionals' Consultation Line before making a decision. Possible outcomes include referral to Early Help Services, MASH, Learning Access and/or the Police, or managing the matter internally under school behaviour policies.

- Where a referral will be made to Children’s Social Care or the Police, the Designated Safeguarding Lead will discuss the issue with the relevant agency and following this discussion a decision will be made on whether and how to inform the alleged perpetrator and their parents.
- The school will take any necessary action to continue to safeguard the victim and other pupils within the school environment based on the level of risk established from the risk assessment, including decisions about the victim and alleged perpetrator sharing classrooms. These decisions will be reviewed in the light of on-going Police and Children’s Social Care investigations to take account of any changes in the status of investigations and any bail conditions placed on the alleged perpetrator.
- Where necessary and appropriate, the school will consider the support needs of the alleged perpetrator and will make referrals to relevant agencies for support on their behalf.
- The school has clear procedures in place for situations in which children cannot be directly supervised, for example, use of toilets and changing for swimming lessons.

#### **Additional Procedures**

*Sexual violence is defined as any act which is an offence under the Sexual Offences Act 2003, including rape, assault by penetration or sexual assault without the consent of the victim.*

*Sexual harassment is defined as unwanted sexual conduct likely to violate the victim’s dignity and/or make them feel intimidated, degraded or humiliated or create a hostile, offensive or sexualised environment. This includes making sexual comments or jokes, physical contact such as touching or interfering with clothing or displaying sexual images. It also includes online harassment.*

*When dealing with incidents, the school will ensure that the written report of the incident contains objective facts and sets out clearly the next steps to be taken, with the views of the victim clearly recorded.*

*The school is aware of their equality duty as victims of sexual violence and harassment are more likely to be female but should follow the same procedures and ensure the same level of response for incidents involving male pupils or incidents where victim and perpetrator are the same sex.*

*Cases may be managed internally by the school under without referral to other agencies where the incident involves low-level concerns and is a ‘one-off’ occurrence where there is no further risk to the victim or other pupils*

*The school gives careful thought to the day to day management of risk and support for the victim, considering the victim’s views when considering practical issues such as separating the victim and perpetrator. However, the school must be able to justify any measures taken and that they do not interfere with the educational opportunities of either party.*

*The school will consider developing specific policies around responding to incidents of sexual violence and harassment towards staff members.*

*The school ensures that staff and Governors are able to take up training and support around relationships and peer on peer abuse and how these messages should be delivered within the PSHE curriculum. Sexual violence and harassment will also be addressed in general, whole-school safeguarding training delivered by the Safeguarding Lead or Local Authority Colleague, with Designated Safeguarding Leads receiving more intense training in view of their role.*

## **B5 Prevention of Radicalisation**

The school's safeguarding duty includes the duty to promote British values in order to counter the extremist narrative and prevent young people from being radicalised and drawn into terrorism.

[Promoting fundamental British values as part of SMSC in schools](#)

Under Counter-Terrorism and Security Act 2015, the school also has a duty to refer young people on to Croydon's Channel Panel under the Prevent strategy where there are concerns that they are being radicalised.

[The Prevent Duty](#)

Where the school has concerns that a young person might be considering extremist ideologies and/or may be radicalised and would benefit from specialist support to challenge extremist ideologies, or that a younger pupil may be at risk due to their parent's radicalisation, the school will make a referral to SPOC using the SPOC Safeguarding Referral Form.

*The school should always be a safe space for young people to explore new ideas and perspectives, and develop their critical thinking skills. Where there are concerns about radicalisation and a referral to Channel Panel is being considered the school will discuss these concerns internally and also consider external advice and guidance where necessary and appropriate.*

*The school's Designated Safeguarding Lead should be consulted for internal advice on making a referral. Prior to making a referral the school may also speak to and get advice from their Police Schools Officer (if they have one); the SPOC Professionals' Consultation Line; and/or Croydon's Prevent Co-ordinator (Haydar Muntadhar: email [haydar.muntadhar@croydon.gov.uk](mailto:haydar.muntadhar@croydon.gov.uk); tel. 0208 726 6000 (ext. 62070))*

## **B6 Mandatory Reporting of Female Genital Mutilation (FGM)**

The school will follow the statutory guidance on FGM in order to safeguard girls who are at risk of FGM:

[Multi-agency statutory guidance on female genital mutilation](#)

Where a pupil makes a disclosure of FGM, the school will follow the mandatory reporting rules and make appropriate referrals to the Police and SPOC using the SPOC Safeguarding Referral Form.

All concerns around FGM, including any disclosure made by a pupil, will be discussed with the Designated Safeguarding Lead before any action is taken.

A register of WHO (World Health Organisation) data relating to countries of high incidence of FGM is retained in the school office in both schools and is used to inform decisions regarding the vulnerability of girls.

## **B7 Online Safety**

As part of their duty to provide a safe learning environment and school will ensure their pupils know how to remain safe online.

## **B8 Looked After and Previously Looked After Children and Care Leavers**

The school recognises that Looked After and previously Looked After Children and care leavers are particularly vulnerable due to their status and their pre-care experiences.

The school's designated teacher for LAC and care leavers has specialist knowledge of the issues faced by this cohort and for this reason, the Designated Safeguarding Lead will consult with the designated teacher to seek advice whenever there are concerns about the welfare of a Looked After or previously Looked After child or care leaver.

### **Additional Procedures**

*The school is aware of the new duty to promote the education of previously Looked After children; these are defined as children who have left the care system as a result of adoption or special guardianship order. It is recognised that these children may face the same difficulties and have the same vulnerabilities as Looked After Children.*

## **B9 Children with Special Education Needs (SEN)**

The school is aware that children with special education needs may be more vulnerable to harm and abuse and may be more likely to experience bullying. They may also have difficulty in reporting harm and abuse due to communications difficulties and professionals may miss vital indicators.

School policies reflect these issues and recognise that staff need to be able to help this group to overcome barriers to seeking help.

## **B10 Safeguarding Vulnerable Groups**

The school is aware that some pupils may be living in circumstances that may make them more vulnerable to abuse, neglect or poor outcomes and who may need help or intervention from Early Help Services, Children's Social Care or other agencies in order to overcome problems or keep them safe.

The school will adhere to the following policies in order to respond to the needs of these vulnerable groups.

### **a) Children at Risk of Forced Marriage**

If a school becomes aware of a child that may be at risk of a forced marriage they should in the first instance speak to SPOC. If a child is at immediate risk they should contact the Police.

Further advice on forced marriage can be obtained from the Foreign and Commonwealth Office's Forced Marriage Unit by phone 0207 008 0151 or emailing [fmf@fco.gov.uk](mailto:fmf@fco.gov.uk)

[Forced marriage - FCO Guidance](#)

### **b) Domestic Abuse and/or Sexual Violence**

Schools can refer young people affected by domestic or sexual violence to SPOC.

Further advice and guidance can be obtained from the Family Justice Centre who can be contacted by phoning their helpline of 0208 688 0100 or by emailing [fjc@croydon.gov.uk](mailto:fjc@croydon.gov.uk)

Specific guidance on adolescent to parent violence and abuse is published by the Home Office [Adolescent to parent violence and abuse \(APVA\)](#)

### **c) Privately Fostered Children**

Private fostering is when a child under the age of 16 (under 18 if disabled) is cared for by someone who is not their parent is a 'close relative' for 28 days or more. Schools have a legal duty to notify Croydon of any pupils they know to be private fostered. The Designated Safeguarding Lead should refer to SPOC any private fostering arrangements that come to their notice.

### **d) Young Carers**

If the school has a concern about a pupil they believe to be a young carer, they will contact the Young Carers Service on 0208 649 9339.

Further details can be found on their website – [www.talkofftherecord.org](http://www.talkofftherecord.org)

## **B11 Contextual Safeguarding for Young People**

The school is aware that as young people grow more independent, they may face more risk from safeguarding threats from outside of the home, either from within the community, at

school/college or from their own peer group. School safeguarding policies must therefore reflect the needs of young people in their own communities.

The school will adhere to the following policies whenever there are concerns that young people are at risk from any of these issues:

#### **a) Children who Run Away or go Missing**

Children who run away or go missing from home or care are vulnerable to criminal and/or sexual exploitation. If the school becomes aware of a child who is missing from home or care and that child has not been reported missing to the Police they will do so by using 101.

Running away may be an indicator of other problems and therefore referral to SPOC should be considered. Early intervention after the first episode may prevent a child being exploited.

[Children who run away or go missing from home or care](#)

#### **b) Children at Risk of Sexual Exploitation**

Child sexual exploitation is a form of sexual abuse that occurs when an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18 in sexual activity a) in exchange for something the victim needs or wants, and/or be for financial advantage or increased status of the perpetrator or facilitator.

If the school becomes aware of child that may be being sexual exploited they will refer to SPOC.

[Child sexual exploitation – DfE guidance](#)

#### **c) Young People at Risk from Gang Activity or Serious Youth Violence**

Schools are a source of safety and security for many young people. Supporting young people to build resilience and raise their awareness of the risks associated with gangs and serious youth violence is key to helping keep young people safe in their communities.

The school is alert to the possibility of children and young people bringing weapons onto their school site. There are various reasons why a young person may be carrying a weapon. These should be explored with the young person.

Under Croydon's weapons in schools protocol the Police must be informed via 101 of any pupil found in possession or a weapon in school or any weapon that is found on the school site.

[Preventing youth violence and gang involvement](#)

#### **d) Modern Slavery and Trafficked Children**

'County lines' is when children and young people travel out of London to sell drugs on behalf of adults in those localities. Those involved with 'county lines' will often go missing for a few days at

a time. Children and young people involved in ‘county lines’ may be considered as having been trafficked and be victims of criminal exploitation.

If the school becomes aware of child or young person who may be at risk a referral should be made to SPOC

[Safeguarding children who may have been trafficked](#)

[Criminal Exploitation of children and vulnerable adults: County Lines guidance](#)

## **B12 Other Relevant Safeguarding Policies**

*The school can access additional guidance, policies and procedures at:*

[CSCB local policies and procedures](#)

[CSCB Safeguarding in Education Toolkit](#)

[DfE Alternative Provision guidance](#)

[DfE School Attendance guidance](#)

[DfE School Attendance Parental Responsibility Measures guidance](#)

[DfE Behaviour and Discipline in Schools guidance](#)

[DfE Preventing and Tackling Bullying guidance](#)

[DfE Children Missing Education guidance](#)

[DfE Best Practice Advice for School Complaints Procedures](#)

[DfE and ACPO Drug Advice for School guidance](#)

[DfE Advice for Schools on Equality Act 2010](#)

[DfE Exclusion from maintained schools, academies and PRUs in England](#)

[DfE Supporting pupils at school with medical conditions](#)

[DfE Guidance on First Aid for Schools](#)

[DfE Mental health and behaviour in schools](#)

[DfE Use of reasonable force guidance](#)

[DfE Promoting fundamental British values as part of SMSC in Schools](#)

[DfE The Prevent Duty – Advice for Schools](#)

[DfE Sexual violence and sexual harassment between children in schools and colleges](#)

[DfE Children who run away or go missing from home or care](#)

[Child sexual exploitation – DfE guidance](#)



[Preventing youth violence and gang involvement](#)

[Safeguarding children who may have been trafficked](#)

[Criminal Exploitation of children and vulnerable adults: County Lines guidance](#)

## Appendix 1:

### CHILD PROTECTION; DEFINITIONS AND INDICATORS

#### Definitions

Child Protection is part of the safeguarding agenda that focuses on preventing maltreatment and protecting children at risk of neglect or abuse. Under the Children Act 1989, CSSW have a legal duty to investigate and take any action to protect children where there are concerns that they are at risk of suffering **significant harm**, which is defined as:

**Neglect:** failure to provide basic care to meet the child's physical needs, such as not providing adequate food, clothing or shelter; failure to protect the child from harm or ensure access to medical care and treatment.

**Physical abuse:** causing physical harm or injury to a child.

**Sexual abuse:** involving children in sexual activity, or forcing them to witness sexual activity, which includes involving children in looking at or the production of pornography.

**Emotional abuse:** failure to provide love and warmth that affects the child's emotional development; psychological ill treatment of a child through bullying, intimidation or threats.

## Possible Indicators of Abuse and Neglect

<b>Neglect</b>	<ul style="list-style-type: none"> <li>• Inadequate or inappropriate clothing</li> <li>• Appears underweight and unwell and seems constantly hungry</li> <li>• Failure to thrive physically and appears tired and listless</li> <li>• Dirty or unhygienic appearance</li> <li>• Frequent unexplained absences from school</li> <li>• Lack of parental supervision</li> </ul>
<b>Physical Abuse</b>	<ul style="list-style-type: none"> <li>• Any injury such as bruising, bite marks, burns or fractures where the explanation given is inconsistent with the injury</li> <li>• Injuries in unexpected places or that are not typical of normal childhood injuries or accidents</li> <li>• High frequency of injuries</li> <li>• Parents seem unconcerned or fail to seek adequate medical treatment</li> </ul>
<b>Sexual Abuse</b>	<ul style="list-style-type: none"> <li>• Sexual knowledge or behaviour that is unusually explicit or inappropriate for the child's age/stage of development</li> <li>• Sexual risk taking behaviour including involvement in sexual exploitation/older boyfriend</li> <li>• Continual, inappropriate or excessive masturbation</li> <li>• Physical symptoms such as injuries to genital or anal area or bruising, sexually transmitted infections, pregnancy</li> <li>• Unwillingness to undress for sports</li> </ul>
<b>Emotional Abuse</b>	<ul style="list-style-type: none"> <li>• Developmental delay</li> <li>• Attachment difficulties with parents and others</li> <li>• Withdrawal and low self-esteem</li> </ul>
<b>Indirect Indicators of Abuse and Neglect</b>	<ul style="list-style-type: none"> <li>• Sudden changes in behaviour</li> <li>• Withdrawal and low self-esteem</li> <li>• Eating disorders</li> <li>• Aggressive behaviour towards others</li> <li>• Sudden unexplained absences from school</li> <li>• Drug/alcohol misuse</li> <li>• Running away/going missing</li> </ul>
<b>Parental Attributes</b>	<ul style="list-style-type: none"> <li>• Misusing drugs and/or alcohol</li> <li>• Physical/mental health or learning difficulties</li> <li>• Domestic violence</li> <li>• Avoiding contact with school and other professionals</li> </ul>

**Appendix 2:**

**Safeguarding Children Monitoring / Incident Form**

**Name of school:**

**Name of child:**

**DOB:**

**Status:**  monitoring due to concerns       subject to Child Protection Plan

**Concerns/risks**

Attendance and punctuality

Periods of exclusion (including dates)

Contact with parents/family

Health and physical appearance

Behaviour and emotional presentation (including any sexualised behaviour)

Concerning incidents

Peer relationships

Academic performance and achievement

**Views of Child and Parents**

**Outcomes of monitoring**

- continue monitoring       carry out Early Help Assessment
- referral to SPOC       referral to health services
- referral for education support services
- referral on behalf of parent/carer

**Action taken**

Name of staff member:

Date:

## Appendix 3

### School Central Record

#### Important Notes

This record should indicate what checks have been taken out for the following:

- For schools, all staff, including supply staff and teacher trainees on salaried routes, who work in school and others who work in regular contact children in school, including volunteers and Governors
- For Academies as above plus all members of the proprietorial body and involved in the management of the school

#### Agency staff

Please give details of confirmation of checks that have been carried out by the supplying agency.

#### Volunteers

- Unsupervised volunteers should not be left alone or allowed to work in regulated activity.
- For new volunteers in regulated activity who regularly teach children unsupervised an enhanced DBS is needed with a Barred List check.
- For new volunteers not in regulated activity, schools should obtain an enhanced DBS certificate.
- Existing volunteers who provide personal care, the school should consider obtaining an enhanced DBS.
- Existing volunteers who are unsupervised do not need to have a DBS check with a Barred List check because the volunteer should have been checked originally.
- For existing volunteers not in regulated activity there is no requirement for an enhanced DBS check (a school can request one but may not request a check of the Barred List).
- For a volunteer not engaging in regulated activity a risk assessment should be made and a professional judgement made about the need for an enhanced DBS check.
- Supervision of volunteers – there must be supervision by a person in regulated activity, where supervision occurs, this must be regular and day to day and the supervision must be reasonable in all the circumstances to ensure the protection of children.

#### Regulated activity

Regulated activity – the period condition is at any time on more than three days in any period of 30 days. ‘Frequently’ is doing something once a week or more. Work of the nature defined is considered regulated activity if done regularly; where this is the case an enhanced DBS check is needed with a Barred List check.

#### Contractors

Contractors or employees of contractors working at the school should have the appropriate level of DBS check if a check is required, eg if the contractor is carrying out teaching or providing a level of care or supervision of children regularly.

#### Documents and certificates

Please give details of any documentary evidence obtained as part of each check. Please note that there is no requirement to list DBS numbers. Also, to comply with the Data Protection, DBS certificates should not be retained any longer than six months. Other documents to verify identity, right to work in the UK etc, should be kept in personnel files.

**Record of Checks made and/or Certificates Obtained**

Name	Date of service	Address	DOB	Position held/regulated activity?	Evidence of identity: (name of person carrying out check and date of check)	Barred list check (date and name of person carrying out check)	Enhanced DBS check (date and name of person carrying out check)	Prohibition from teaching check (date and name of person carrying out check)	Prohibition from management of schools under Section 128 check (independent and free schools and academies only)	Checks on persons from overseas (date and name of person carrying out check)	Checks on professional qualifications/ Certificates obtained (date and name of person carrying out check)	Checks on right to work in the UK/documents obtained (date and name of person carrying out check)	For supply staff, evidence from the employment agency that relevant checks have been carried out (date of confirmation and name of school staff checking)

## Appendix 4: School's Safeguarding Checklist

*To be used by the Head Teacher and Governors to carry out an assessment of the school's safeguarding framework*

Name of school:

Address:

Head teacher:

Contact details:

Date of safeguarding assessment:

Requirement	Yes	No	Comments/Action
<b>Leadership and the Safeguarding and Child Protection Framework</b>			
The school has comprehensive safeguarding policies covering Early Help and Child Protection and a staff conduct policy covering use of technology, relationships with pupils, communications and use of social media.			
The school has agreed procedures for dealing with incidents of sexual violence and sexual harassment that are linked to the school's behaviour and bullying policies.			
There are agreed local procedures in place for making referrals to SPOC where there are concerns about the safety and welfare of a child.			
There is a designated Governor with responsibility for Safeguarding and Child Protection.			
A senior member of the leadership team has been appointed as the Designated Safeguarding Lead and a nominated deputy to carry out the role in their absence and they have the time and resources allocated to carry out their responsibilities.			
The Safeguarding Lead and their deputy have received safeguarding and child protection training at the appropriate level on appointment and this training is updated every 2 years.			
Arrangements are in place to ensure staff can liaise with the safeguarding lead or their deputy at all times during school hours.			
The school promotes a multi-agency approach to safeguarding and child protection in line with <i>Working Together</i> and staff are able to attend child protection conferences and other multi-agency meetings as appropriate.			
The curriculum offers opportunities for pupils to learn how to keep themselves safe, including online, and offers pupils guidance on healthy relationships.			
The school promotes positive behaviour and this is reflected in behaviour management strategies used; reasonable force and restraint is used only in line with legislation; use of any behaviour management strategy is tailored to the needs of the pupil and carefully monitored for effectiveness.			

The school has effective policies for dealing with bullying and discrimination, including cyberbullying, sexting and inappropriate language.			
There is a policy around dealing with allegations against staff and all staff are aware of the policy and know what action to take if they have concerns about another member of staff.			
The school has a policy of openness and challenge and staff and pupils feel safe to raise concerns; there is a Whistleblowing Policy in place and all staff and pupils know who to contact if they are concerned that safeguarding issues are not being adequately dealt with by the school.			
The school has an Internet Safety Policy setting out how pupils will be kept safe online and the standards for use of technologies expected from pupils and staff including mobile devices; all pupils and staff have signed an acceptable use agreement.			
The school have taken steps to implement the Prevent duty and staff are aware of how to make appropriate referrals to Channel Panel.			
The school has a policy on dealing with children who harm other children and all staff are aware of what action to take under this policy.			
The school seeks the views of pupils and parents with regard to safeguarding issues and all safeguarding and child protection policies are available on the school website.			
<b>Staff Knowledge and E-Safeguarding Practice</b>			
All staff are inducted in safeguarding arrangements in the school and have received and read all relevant policies.			
All staff have received safeguarding and child protection training at the appropriate level on appointment and this training is updated every 3 years.			
All staff receive regular updates to safeguarding and child protection legislation via the Designated Safeguarding Lead as required.			
All staff are able to identify those children who may benefit from Early Help and are able to provide support within the school or make appropriate referrals to Croydon's Early Help service.			
All staff are able to recognise the indicators of abuse and harm, can identify children who may be at risk of harm.			
All staff know what action to take to refer children appropriately to SPOC where there are concerns and make timely referrals and follow up referrals where it is thought the child's situation is not improving.			
All staff are aware of their legal duty under the mandatory reporting rules for FGM and can make appropriate notifications to the Police and SPOC in known cases of FGM.			
All staff are aware of what actions to take when a child goes missing from education or does not attend and that missing episodes are monitored; all staff are aware of the link between going missing and safeguarding issues such as sexual exploitation, criminal behaviour, substance misuse and trafficking; there are procedures in place to notify Croydon where a child is removed from the school roll in line with the local ' <i>Children Missing</i>			

<i>from School' policy.</i>			
All staff are able to share information lawfully and appropriately and work jointly with partner agencies; parents are informed of concerns and actions taken unless this puts the pupil at further risk.			
Records of concerns and referrals are up to date and timely and kept securely.			
All staff receive regular supervision that enables them to raise safeguarding issues.			
Risk assessments are routinely carried out to ensure the health and safety of pupils on site, on school trips and during work experience.			
Pupils feel safe and are aware of how to raise concerns and complaints with a trusted adult.			
<b>Safer Recruitment</b>			
The school has a Safer Recruitment procedure that is in line with statutory requirements.			
The school has a Single Central Record providing details of when and by whom the following checks on candidates were taken out: <ul style="list-style-type: none"> <li>• Identity checks</li> <li>• DBS/Barred List checks</li> <li>• Prohibition from teaching/Section 128 checks</li> <li>• Appropriate checks with overseas organisations where the candidate is from abroad</li> <li>• Checks to establish right to work in the UK</li> <li>• Professional qualifications check</li> </ul>			
The school has a clear system in place in line with statutory requirements for volunteers or contractors coming into the school. Enhanced DBS checks are taken out on all staff members, volunteers and Governors; Barred List checks are also taken out on staff, volunteers and Governors who are involved in regulated activity.			
The Head Teacher or other member of the senior leadership team decides on whether or not volunteers, visitors or contractors require a DBS check and this decision is informed by a risk assessment; arrangements are put in place to supervise and oversee volunteers, visitors and contractors where a DBS check is not carried out and children are not left unsupervised with any individual who has not undergone a DBS check.			
The school seeks written confirmation from agencies that these checks have been taken out on all agency and supply staff prior to appointment; all agency and supply staff are required to present proof of identity prior to beginning work.			
A member of the Governing board and senior leadership team involved in interviewing has completed an accredited safer recruitment training course.			
<b>Dealing with Allegations Against Staff</b>			
There is a named staff member with responsibility for liaising with the Police and LADO.			
Appropriate referrals are made to the DBS where staff cease to work at the school following investigation into allegations.			



**Appendix 5**  
**Model Child Protection Folder**

## **Strictly Confidential**

Child Protection/Safeguarding file for:

Full Name: .....

Class/Year: .....

School (address and tel.no): .....

.....

.....

**Legal framework:**

**Working Together to Safeguard Children March 2015**

- Never delay emergency action to protect a child from harm
- Always record in writing concerns about a child's welfare, including whether or not further action is taken
- Always record in writing discussions about a child's welfare in the child's file; at the close of a discussion, always reach a clear and explicit recorded agreement about who will be taking what action or that no further action will be taken and why.

**Keeping Children Safe in Education September 2016**

- Be able to keep detailed, accurate, secure written records of concerns and referrals
- Where children leave the school or ensure their child protection file is transferred to the new school as soon as possible. This should be transferred separately from the main pupil file, ensuring secure transit and confirmation of receipt should be obtained.

**Chronology for St Mary's Catholic Primary School Trust  
Child Protection Files**

**(This should always be kept at the front of all CP documentation on each child's individual file)**

Child's name	
Date of Birth	
Unique Pupil Number (UPN)	
Name(s) of all siblings and schools attended (include all last name and cross reference any CP information)	

Incident and Significant Event Chronology: (number each separate sheet used)

Date	Brief Details	Source	Action	Outcome (if known)



**Running Record**

Page

Child's name	
Date of Birth	
Unique Pupil Number (UPN)	
Running Record completed by:	
Date Running Record Completed:	

**Summary of Issue:**

--

**Evaluation of Information:**

--

**Action Taken:**

--

**Outcome:**

--

**NB: Child's Child Protection Chronology must also be updated with a summary of this record**

## CAUSE FOR CONCERN REPORTING FORM

This form is to be completed on all occasions, at the time of observation, when there is cause for concern in relation to the welfare of a child and given to your Designated Safeguarding Lead.

Name of School:	
Name of Person reporting concerns	
Post Held (and employer name if not employed by school)	

Child Details:	
Full Name	
Date of Birth	
Home Address	
Post Code	
Name of Parent/Carer (1)	
Name of Parent/Carer (2)	

**Do these concerns related to a specific incident or event?**

**If YES complete Section A**

**If NO complete Section B**

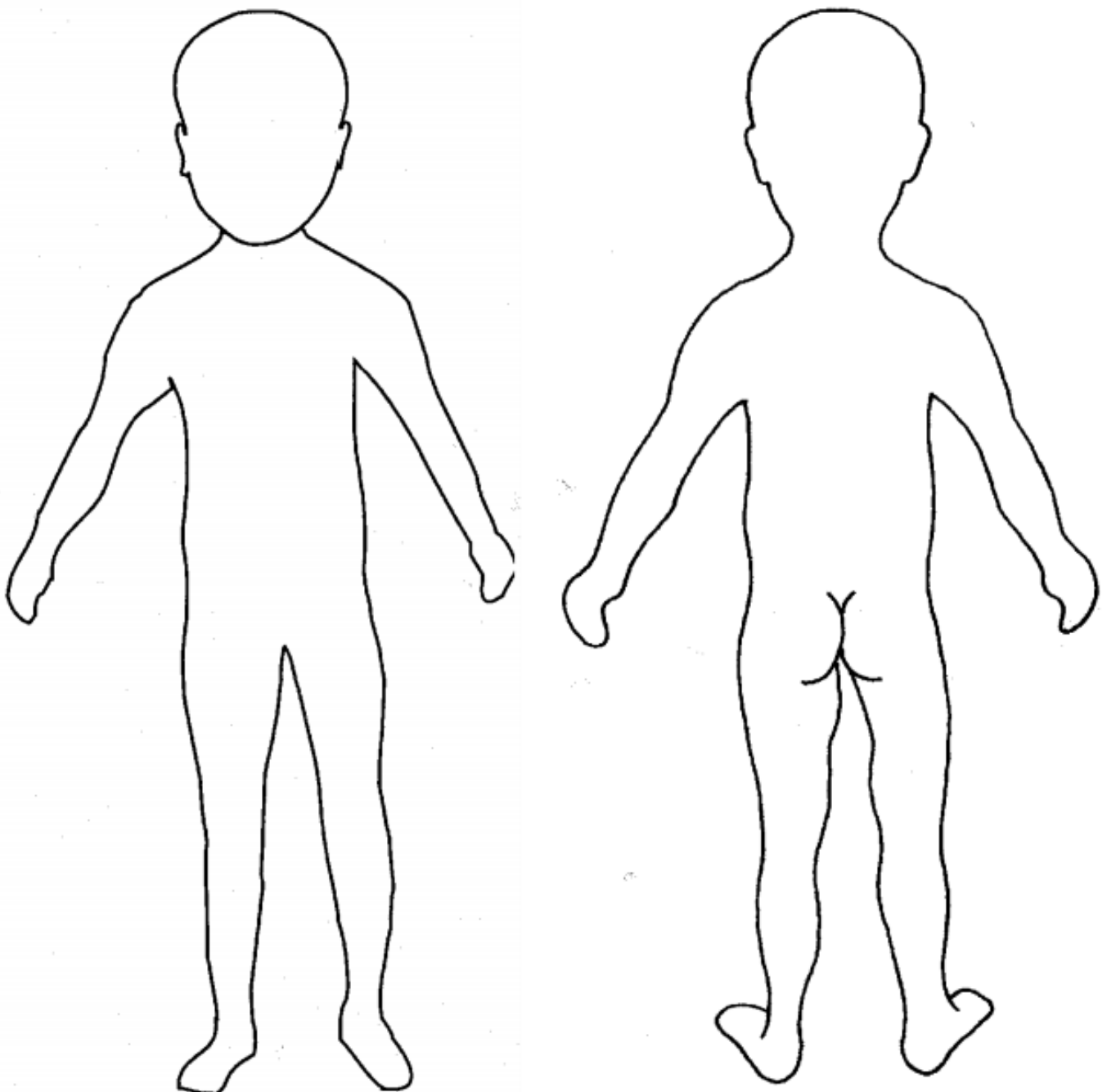
Section A:	
Date and Time of Incident	
Place of Incident	
Date Incident Recorded	
Record completed by:	
Please provide brief, factual account of circumstances of incident, to include any pre-existing, mitigating and/or aggravating factors and injuries sustained (if applicable, record on Body Map) – If you run out of space, use a continuation sheet including pupil details and page no)	



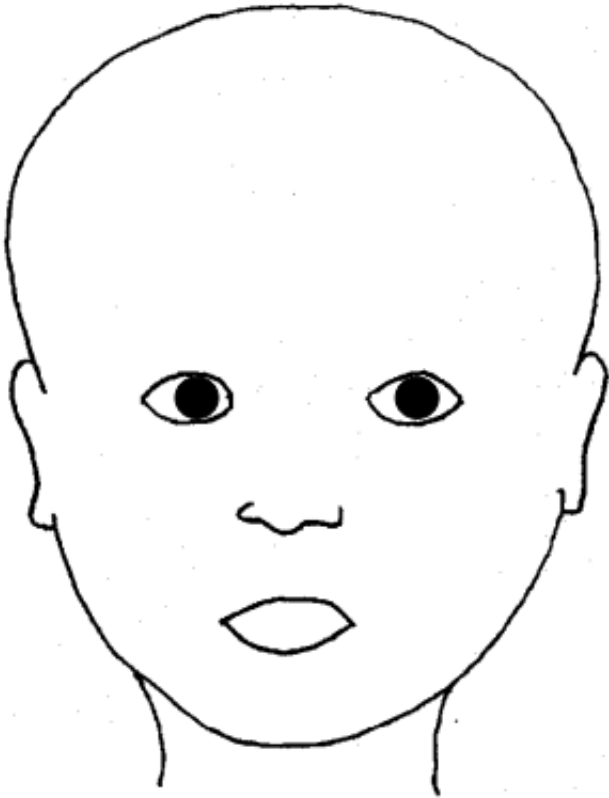
**NB: Child's Child Protection Chronology must also be updated with a summary of this record**

**CAUSE FOR CONCERN REPORT: BODY MAP**

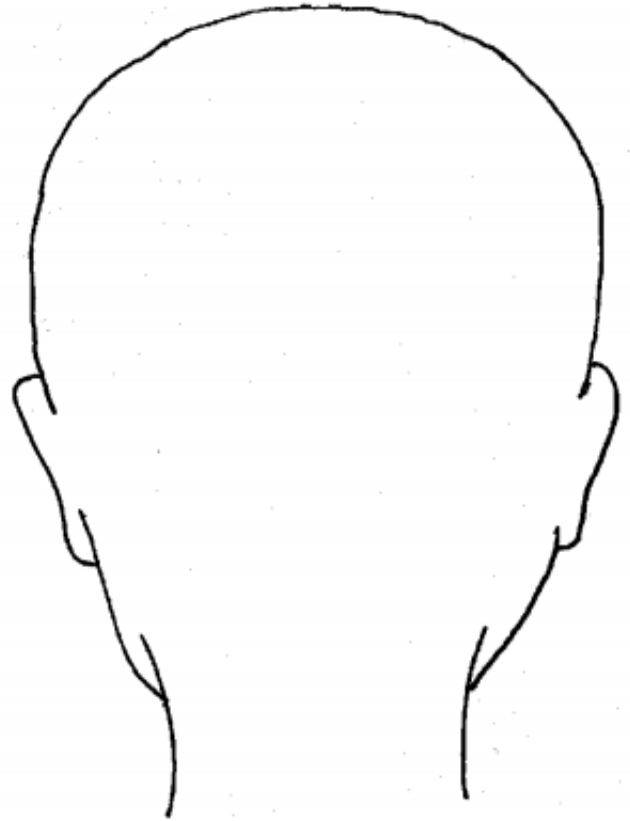
Child Details:			
Full Name		Date of Birth	
Home Address			
Post Code			
Person completing Map			
Date, time and place of observation			



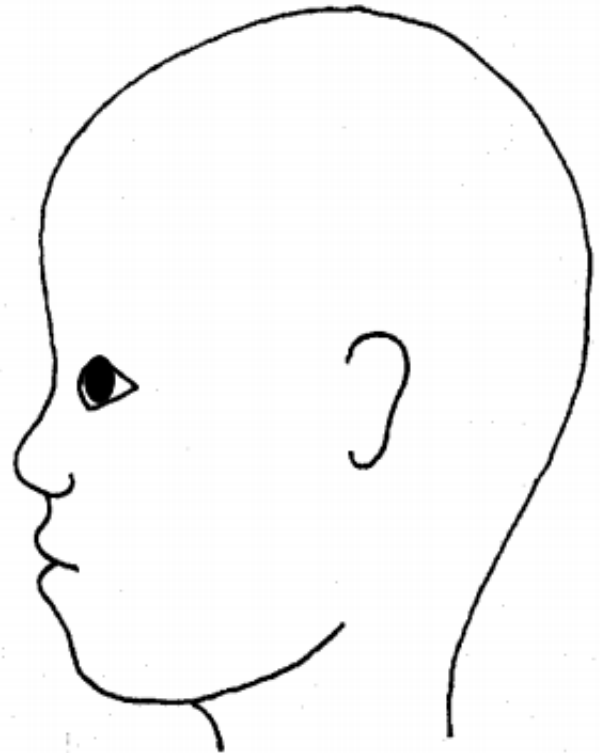
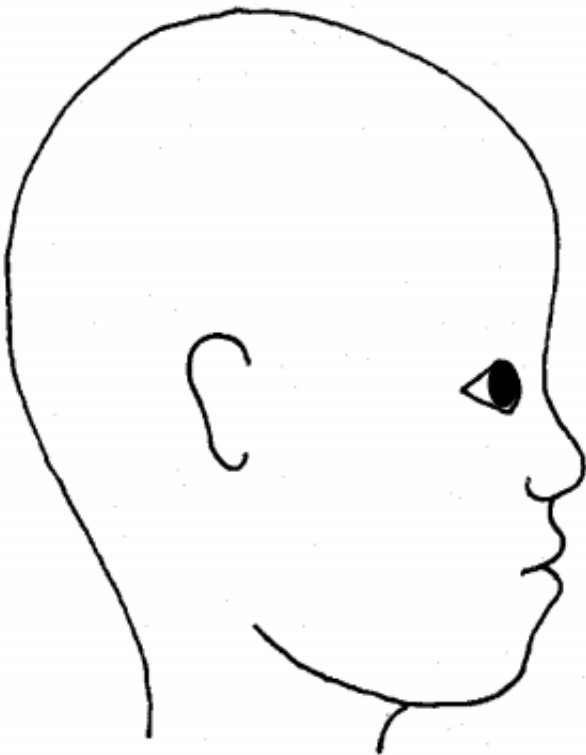
Full Name		Date of Birth	
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**FRONT**



**BACK**





Full Name		Date of Birth	
-----------	--	---------------	--



R



L

BACK



R

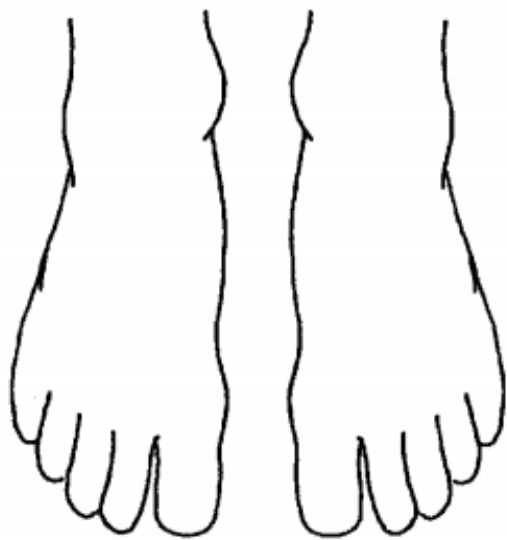


L

PALM



Full Name		Date of Birth	
-----------	--	---------------	--



R TOP L



R BOTTOM L



R



L

INNER



R



L

OUTER