



Policy Number

4B

To be read in conjunction with Policy no. 4 & 4A  
Child Protection Procedures for Staff

**Approved By:** Ebor Academy Trust Board of Trustees

**Approval Date:** September 2021

**Review Period:** Annually

**Review Date:** September 2022

**Author:** Rebecca McGuinn, (ESIT- Lead Safeguarding, behaviour & wellbeing)

**Date Created/updated:** September 2021

**Version Number:** 2

## Contents:

1. Child Protection Procedures .....	3
2. Child Protection Concerns.....	4
3. Awareness of indicators of Abuse & Neglect.....	4
4. Responding to concerns or disclosures.....	4
5. Responding to - Disclosures .....	4
6. Feedback .....	5
7. Safe and Appropriate Working - Code of Conduct .....	6
8. Concerns about the conduct of other members of staff or volunteers .....	6
9. Child Protection Record of Concern or Disclosure.....	7
10. BODY MAP.....	9
Flowchart 1: .....	11
Flowchart 2: .....	12
Child Protection Responsibility & contact list.....	13

## 1. Child Protection Procedures

This guidance provides a summary of:

- Your roles and responsibilities in Child Protection,
- How to respond if you have concerns about the safety and welfare of a pupil and
- What the responsibilities of the Designated Safeguarding Lead (DSL) are.
- Advice and expectations for safe and appropriate working

It should be read in conjunction with the following documents that school will have made available to you and that you **must read**. If at any time you are uncertain about any safeguarding or CP matters or the content of guidance or policies the DSL or other senior or Pastoral staff should be contacted for advice.

- **Statutory Guidance *Keeping Children Safe in Education 2021 (KCSiE)* ‘Information for all School & College staff.’**
- **All staff must read each version of this guidance and seek advice if you have any questions or concerns about the information**
- **The Staff Code of conduct** – which is designed to support the maintenance of a safe and secure learning and working environment
- **The School Behaviour Policy**
- **Procedures for Children Missing Education**
- **E safety policy**
- **The school Safeguarding and Child Protection Policy of Intent** - which outlines the overall Child Protection and Safeguarding arrangements in more detail
- **What to do if you are worried a child is being abused (DFE DOC)**
- **KCSiE 2021** the full document (includes management of safeguarding, safer recruitment and allegations against staff guidance)
- **The School Safeguarding whistle blowing policy guidance**

## 2. Child Protection Concerns

KCSiE makes it clear that:

*‘Safeguarding and promoting the welfare of children is **everyone’s** responsibility. **Everyone** who comes into contact with children and their families and carers has a role to play in safeguarding children...’  
And that ‘School and college staff are particularly important as they are in a position to identify concerns early, provide help for children, and prevent concerns from escalating.’  
All staff should ensure that they remain aware of the signs of possible abuse or neglect and maintain an attitude that **‘IT COULD HAPPEN HERE’.**’*

## 3. Awareness of indicators of Abuse & Neglect

- All staff should be aware of the possible indicators or signs and symptoms of PHYSICAL, EMOTIONAL, SEXUAL ABUSE and NEGLECT and these are described in KCSiE and ‘What to do if you are worried a child is being abused’ and in your online training module.
- In addition to these forms of abuse it is important to remain aware of other Child Protection and safeguarding concerns also outlined in these documents and training. These include:
  - Child sexual & criminal exploitation
  - Poor or irregular attendance
  - Possible radicalisation by violent political or religious extremism
  - Female Genital Mutilation and Forced marriage
  - Inappropriate or sexualised behaviour such as ‘Sexting’
- Within school it is important to remain vigilant to the possibility of:
  - Pupil on Pupil abuse and not dismiss such behaviour such as sexual touching or verbal abuse as ‘part of growing up’ or ‘banter’.
  - That children with SEN, disability or challenging behaviour may make them more likely to be abused and that this may be masked by their additional needs or communication difficulty

## 4. Responding to concerns or disclosures

**‘Never do nothing – Do the simple things well’**

**At Tockwith Church of England Primary Academy, information is recorded on CPOMS.**

At all times you must maintain the **strictest confidentiality** in respect of individual Child Protection matters.

## 5. Responding to - Disclosures

- React calmly, promise CONFIDENTIALITY **not** SECRECY
- Reassure the child that they have done the right thing by telling you
- Avoid making comments or judgements about what is shared
- Keep responses short, simple, slow and gentle
- Do not stop a child or parent who is talking freely about what has happened
- Observe and listen but only ask open ended type questions if you feel you need to clarify. Specific more detailed questioning may be better left to the DSL or SLT
- Tell me what happened - Explain what you mean - Describe how it made you feel

- Tell the child or parent what will happen next, make clear this cannot stay with you and you will be passing this on to a supportive adult.
- It is **not our job to investigate** it is our responsibility to **pass on all concerns** to the named safeguarding lead.

## 6. Feedback

You should expect to receive feedback following such internal referrals on a 'Need to Know' basis from the DSL. If this does not happen it is good practice to seek feedback.

**The DSL or Dep DSL \*** will be available on site when the school is open to advise staff or respond to urgent Child Protection matters. The DSL and Deputy DSL are designated to take the lead responsibility for Child protection. This includes:

- Providing advice and support and information to staff as appropriate
- Liaising with the LA and other agencies including the involvement in Early Help Assessments and plans
- Obtaining, maintaining and transferring CP records for individual pupils and liaising with previous and receiving schools
- Ensuring the preparation of appropriate reports for and attendance at Case Conferences, Core Groups and other multi agency meetings
- Arranging appropriate induction and continuing training for all staff
- Liaising with the headteacher and Designated Safeguarding Governor
- Encouraging a culture in staff of listening to pupils and taking account of their wishes and feelings and supporting measures and plans put in place to support or protect them.

*\*A fuller outline of the Role of the DSL is at Annex B of KCSiE*

## 7. Safe and Appropriate Working - Code of Conduct

KCSiE instructs all schools to issue a Code of Conduct to all staff. It is designed to:

- Help all staff establish safe and responsive learning environments which safeguard children
- Reduce the risk of adults being unjustly accused of unprofessional, inappropriate or abusive conduct
- Help staff to work safely to protect pupils and themselves
- Ensure that all staff are aware of what is regarded as appropriate or inappropriate conduct and practice
- Support the School managers in setting clear expectations for all staff

It is important that you **understand and follow** this Code to ensure that you protect yourself and to be aware that failure to do so could result in concerns about your behaviour and possible disciplinary action.

It is particularly important that you are aware that this code of conduct includes the requirement to follow the school 'Acceptable use policy' in respect of the use of internet and other IT applications.

Also that behaviour out of school may call into question your suitability to work with children will need to be assessed by the school's senior leadership team.

If there are any parts of this code or any issues arising from your work in this area you have concerns or queries about you should seek advice from the headteacher or another senior member of staff.

You may also wish to refer to the following documents which give more detailed guidance.

- *Safer working Practice for Adults who work with Children & Young People in Education Settings (October 15 Safer Recruitment Consortium)*
- School Safeguarding Whistle blowing guidance
- KCSiE part 2 and part 4 '*Managing Allegations against teachers and other staff*'

## 8. Concerns about the conduct of other members of staff or volunteers

The responsibility for Child Protection and Safeguarding includes a clear obligation to report concerns you have or disclosures made to you that indicate inappropriate or abusive behaviour by members of staff or volunteers. Such allegations should usually be referred to the Headteacher or if the allegation is about the headteacher to the Chair of Governors, a Senior Member of staff or the Local Authority Designated Officer.

**If your concerns persist after you have referred Child Protection concerns or allegations as above** you should raise these concerns with the recipient. If after these discussions there are concerns that the school has not acted appropriately to protect a child or to address inappropriate behaviour by a member of staff you should consider making a referral to Children's Social Care or in the case of allegations the Local Authority Designated Officer.

- ***The Flowcharts on the last 2 pages give clear guidance to Staff on the school recording and reporting procedure that MUST be followed immediately a concern is raised or realised.***

## 9. Child Protection Record of Concern or Disclosure

Complete and hand the DSL or Headteacher in urgent cases immediately or less urgent on the same day.

<b>Pupils Name:</b>	<b>Class</b>		<b>Yr group:</b>	
	<b>DoB:</b>			
<b>Concern identified by:</b>	<b>Date:</b>		<b>Time:</b>	
<b>Nature of Concern / details of disclosure / other relevant information.</b> <u>Use Body Map if appropriate</u>				
<p>Continue on reverse if needed</p>				
<b>Passed to:</b>	<b>Received by:</b>	<b>Date:</b>		
<b>Action taken by DSL (or person receiving this form)</b>				
<p>This form to be filed in pupils CP file and noted on CP chronology</p>				

Child Protection Record of Concern - Body Map (Attach to Record of Concern Form)							
Name of Child:							
Date of Birth				Date of completion:			
<b>Full Description of Injury</b>							
Signed:				Position:			

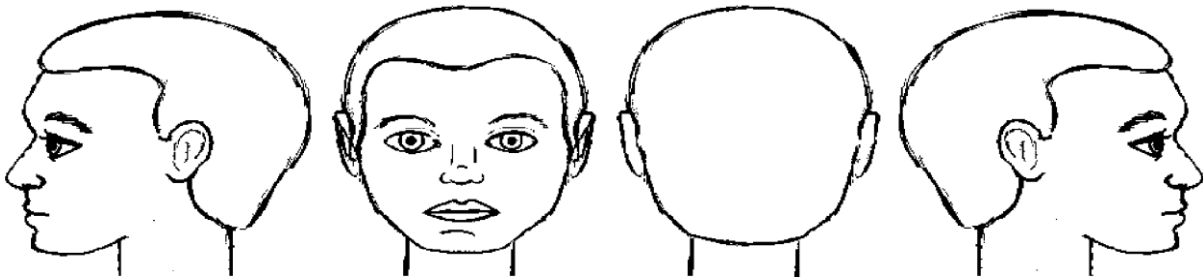


## 10. BODY MAP

SCHOOL: \_\_\_\_\_

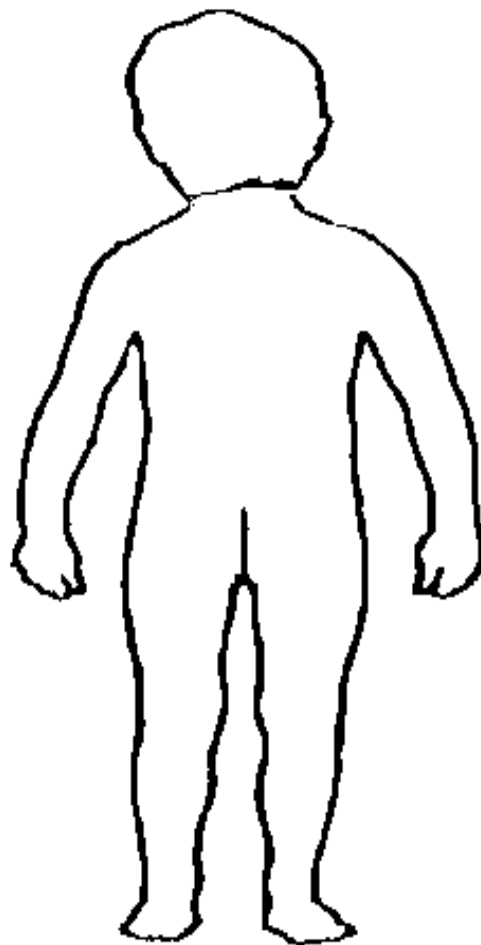
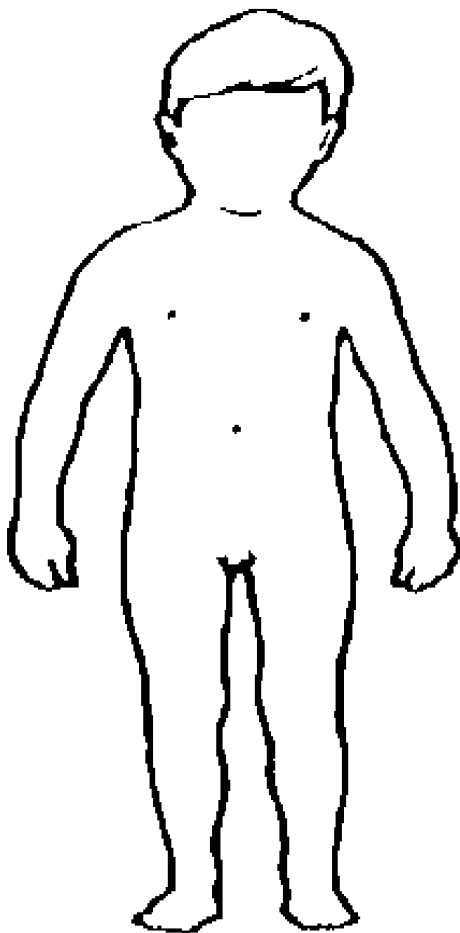
DATE: \_\_\_\_\_

CHILD INITIALS: \_\_\_\_\_

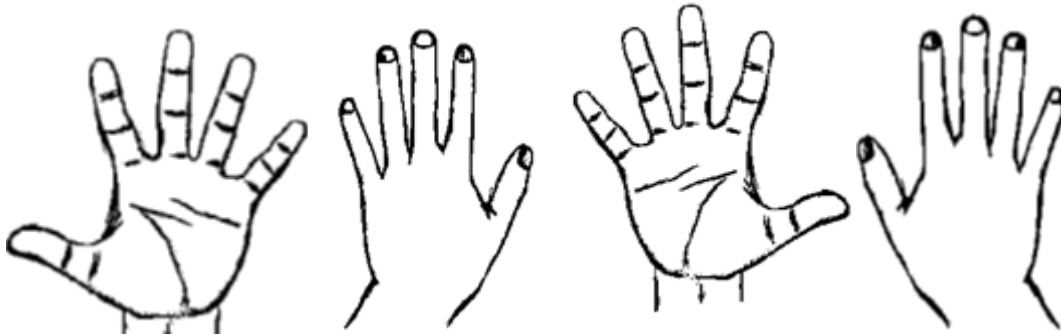


Left Side

Right Side



**BODY MAP CONTINUED.**



**Left Hand**

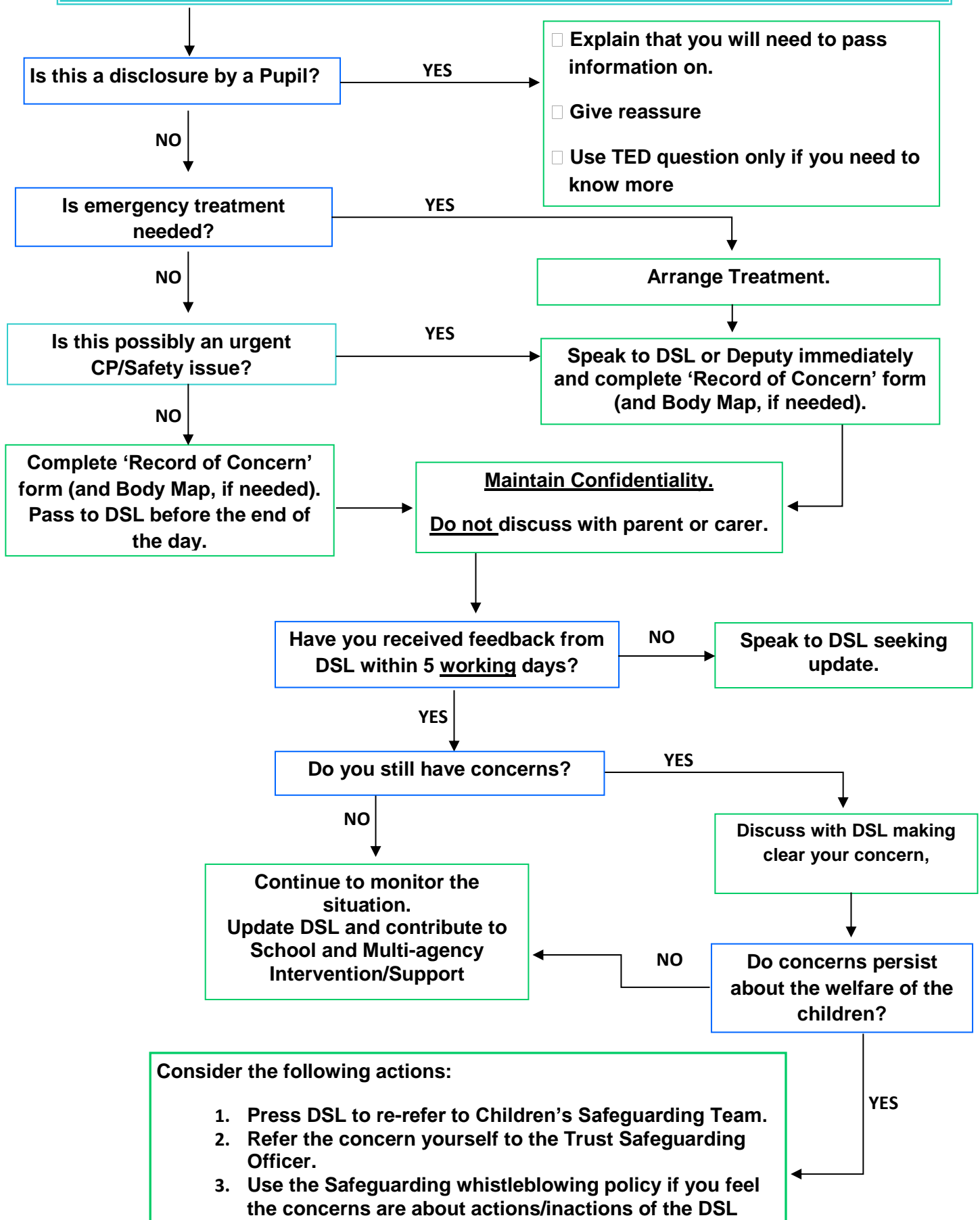
**Right Hand**



**Left Foot**

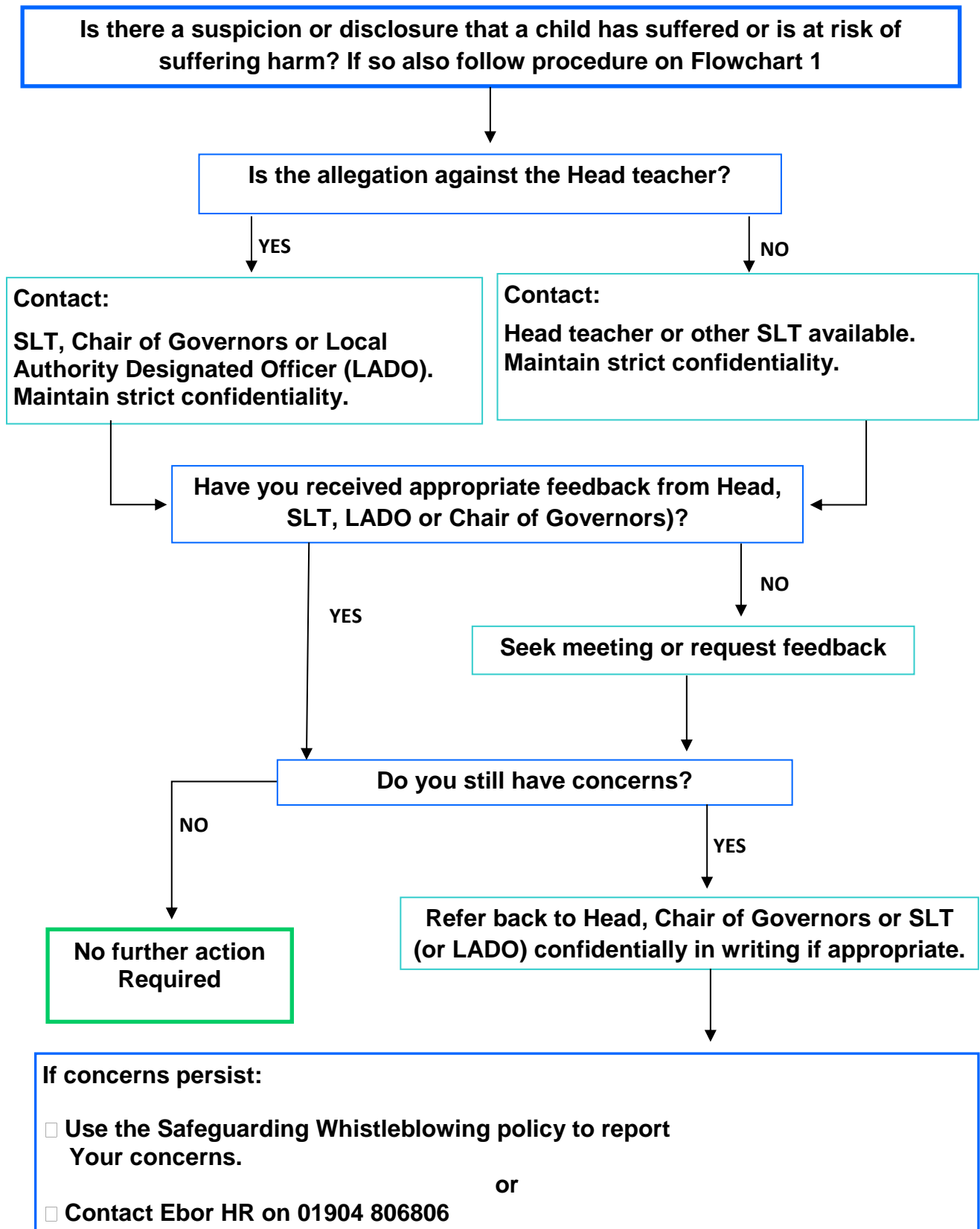
**Right Foot**

**Flowchart 1:**  
Suspicion or disclosure that pupil has suffered or is at risk of suffering harm.  
**What you must do:**



**Flowchart 2:**  
**When you have a concern, disclosure or allegation about inappropriate or abusive behaviour towards children by a member of staff or volunteer.**

**What you must do:**



## Child Protection Responsibility & contact list

***2021/2022***

<b>Agency</b>	<b>Role</b>	<b>Contact details</b>
<b>School Designated Safeguarding Lead</b>	Justin Reeve	01423 358375
<b>Deputy DSL</b>	Lee White	01423 358375
<b>Designated Safeguarding Governor</b>	Janet Marriner	01423 358375
<b>Designated Looked after child teacher</b>	Justin Reeve	01423 358375
<b>Chair of Governors</b>	Sue Corbett	01423 358375
<b>Local Safeguarding Team</b>	MAST – Multi Agency Screening Team	01609 780780
<b>Local Authority Designated Officer</b>	LADO	01609 532477