



CHILD PROTECTION (SAFEGUARDING) PROCEDURE

The following procedure must be followed whenever abuse of a child is witnessed, disclosed or suspected.

(a) Types of Abuse and Recognition

Abuse can take a number of forms:

- Physical: causing physical harm to a child by hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or some other method. Physical harm can also be caused when a parent or carer fabricates the symptoms of or deliberately induces illness in a child.
- Emotional: the persistent emotional maltreatment of a child in a way likely to cause severe and persistent negative effects on the child's emotional development.
- Sexual: forcing or enticing a child to take part in sexual activities, whether or not the child is aware of what is happening. Sexual abuse includes both physical contact and non-contact activities.
- Neglect: the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health and/or development.

Children living within care may also experience institutional abuse.

It is important to recognise the multitude of abusive situations that overlap within these definitions. Children may be at risk of abuse through such varied issues as bullying (including cyberbullying), substance misuse, child sexual exploitation, female genital mutilation, forced marriage, radicalisation and extremist behaviour, abuse related to protected characteristics e.g. racism/sexism/homophobia, domestic violence, gang violence and others.

Staff may become aware of abuse in a number of ways:

- Disclosure by a child
- Disclosure or remarks made by another party (e.g. carer, other professional, member of the public)
- Discovery of bruising or marks on a child's body
- Unexplained changes in behaviour or personality
- Evidence of disturbance or explicit detail in drawing, writing or play
- Evidence of neglect in terms of cleanliness, personal hygiene, failure to thrive or apparent exposure to unnecessary risks

- Persistent lateness, poor or irregular attendance or persistent absence from school

(b) Reporting within St Philip's School

1. The Designated Person(s)

The lead Designated Person within St Philip's School with responsibility for Child Protection is Debbie Battle, Safeguarding and Prevention Officer. In her absence it is the Headteacher, Judith Bowen. The Nominated Governors are Patrick Hall and Amy Thompson.

The lead Designated Person has a responsibility to:

- Liaise with the LA, Social Services (Social Services), Police and other agencies on individual cases of suspected or identified child abuse – in Kingston referrals should be made through the Single Point of Access (SPA)
 - Act as the contact person/s within the school (this may be delegated to other members of the Safeguarding Team with the approval and supervision of the Lead Designated Person)
 - Be responsible for co-ordinating action within the school on child protection issues
 - Liaise with staff on a 'need to know basis' so that children's rights to confidentiality are ensured
 - Oversee the planning of any curricular or other provision
 - Represent the school at child protection meetings and be a member of the 'core group' if required
 - Ensure staff are familiar with this Procedure and the overarching OHC&AT Child Protection (Safeguarding) Policy, the London Child Protection Procedures, the LEA Guidelines and DOH/DFEE guidance
 - Raise awareness about child protection and arrange training for staff
 - Call multi-agency Best Interest meetings where appropriate.
2. Wherever a member of St Philip's School staff suspects abuse, or witnesses an incident that appears to be abuse, that member of staff must report it to the Designated Person with responsibility for Child Protection as soon as possible for advice and guidance. In their absence they should inform a member of the School Safeguarding Team.
 3. A confidential report on the incident should be completed as soon as possible if alleged abuse has been witnessed or is suspected. This report must be handed to the lead Designated Person or, if they are not available, to a member of the School Safeguarding Team.
 4. The Head must be informed of all allegations or suspicions of abuse. This will be done by the lead Designated Person. Action set out in this policy should not be delayed until this is done.

(c) Listening to an Allegation of Abuse

5. The person to whom the disclosure is being made should listen and make accurate notes, but must not use leading questions. Open questions and phrases should be used as much as possible; for example ask 'What did you see?' and not 'Did you see...?'
6. The person to whom the disclosure is being made should advise the person that the disclosure will have to be reported and to whom. If a pupil is concerned by this, it should be made clear that it will be reported to someone who is able to help. Staff must never promise to keep something a secret.
7. Staff listening to a disclosure must remain calm. If a member of staff appears shocked, upset or angry, the child may pick up on this and it may stop them from saying more. Staff can seek support from managers to address their own needs at a later stage, if they have been emotionally affected by the disclosure.
8. Staff should always reassure a pupil that they have done nothing wrong and that it is okay to talk.

(d) Contact with the Family

9. Contact with the family should be discussed with the designated staff member, who may consult Social Services – either the designated Care Manager or the Duty Care Manager, the Education Welfare service or other relevant agencies. In Kingston all referrals are made through SPA (Single Point of Access). If the child resides in another borough, the referral should be made to that borough.
10. In cases where a minor physical injury causes concern, it may be appropriate to discuss this with the parent or carer. If the explanation suggests a non-accidental cause for the injury (or a failure to protect the child from harm), the parent or carer will be informed that the matter must be referred to Social Services.
11. In cases of possible neglect or emotional abuse, the concern is likely to have built up over a period of time. There may have been discussion between Academy staff and the family about sources of help (e.g. Social Services), but if concerns persist, the designated staff member will need to refer to Social Services and will normally advise the family of this.
12. In cases where there are suspicions of sexual abuse, the designated staff member will seek immediate advice from Social Services staff before discussing the matter with the family.

(e) Recording and Reporting

13. The person who has observed an incident must make an accurate report of it. This must be submitted to the lead Designated Person who will make any necessary additional notes.
14. The lead Designated Person (or a member of the Safeguarding Team at the request of the Designated Person) will complete the Academy's referral form or, in the case of an ongoing concern, add to the existing one.
15. All safeguarding emails sent outside of OHC&AT must be password protected and the password conveyed separately to the recipient.
16. Social Services must be contacted about any allegations or suspicions of abuse. This will usually be done by the lead Designated Person.
17. In making contact with Social Services or the Police, the caller must note that the issue is one of suspected abuse or a suspected crime against a child.
18. Written statements and the Academy's referral form must be provided by the Academy to Social Services or, if appropriate, the Police, including the details of allegations/ incidents observed. These must be provided as soon as possible, preferably on the same day. Copies must be provided to the lead Designated Person immediately.
19. The person reporting the incident (unless otherwise agreed by someone in the Safeguarding team, the Designated Person) will contact that individual's named care manager, or if they do not have one, the duty manager.
20. All records relating to child welfare concerns will be kept on the child's file and the file will be kept secure.
21. Information from records will only be used on a 'need to know' basis.
22. Relevant staff will need to know when a child is subject to a Child Protection Plan, so they can monitor the child's welfare.
23. Records relating to the child's welfare will remain on the child's file as long as the child is a pupil at the Academy.
24. When the child leaves the Academy, other providers will be advised in writing that the Academy's records contain information about child protection concerns even where these are no longer current.
25. Safeguarding data reports must be provided to the CEO monthly and to governors termly.

(f) Where a Criminal Offence is Suspected

26. Wherever a criminal offence is alleged, or is suspected to have taken place, the police must be contacted. St Philip's School staff reporting to

Social Services should clarify who will contact the police. If it is agreed that Social Services should contact the police, then the Designated Person will follow this up by making themselves known to the police and requesting confirmation as to whether the matter is being investigated.

(g) Immediate Risk or Danger

27. If an individual is at immediate risk, or in situations where there is forensic evidence, then the police and, if appropriate, other emergency services must be contacted immediately. In such cases the emergency services should be called before informing the Designated Person or a member of the Safeguarding team.

(h) Continued Provision of Support

28. St Philip's School will stay closely involved and will check with the appropriate authorities that the allegation is being appropriately investigated.

(i) Allegations of Abuse Against a Member of St Philip's School Staff

29. Allegations or concerns about a member of staff, worker or volunteer must immediately be notified to the Head (or the Safeguarding Governor if the concern is about the Head)

30. The Head (or Safeguarding Governor) will always consult the Local Area Designated Officer (LADO).

31. Following consultation, the Head (or Safeguarding Governor) will decide on appropriate action:

- Immediate referral to Social Services
- Consideration of disciplinary proceedings

32. It is important to bear in mind that although concern may relate to an individual pupil, other pupils may also be at risk.

33. The recommended procedures in London Child Protection Procedures will be followed in such cases.

(j) Requests for Assistance By Other Agencies

34. The Academy is required to assist local authority Social Services or the Police when they are making enquires about the welfare of children.

35. Information about a child must therefore be shared on a 'need to know' basis with other agencies.

36. When telephone requests for information are received, always maintain security by checking the telephone number listing and calling back.

37. Always advise the designated staff member.
38. Requests for attendance at meetings about individual children (e.g. Child Protection conferences) should be notified to the designated staff member, who will arrange preparation of a report and attendance at the meeting.
39. Reports should contain information about the child's:
 - academic progress
 - attendance
 - behaviour
 - relationships with children and adults
 - family
 - any other relevant matter
40. Reports should be objective and distinguish between fact, observation, allegation and opinion.
41. Unless you specify otherwise, reports will normally be made available to the child's family.

(k) Pupils subject to a Child Protection Plan

42. The Academy will be told by the relevant Social Services when a child is subject to a Child Protection Plan (previously the CPR).
43. The name of the key care manager must be clearly recorded on the child's record.
44. The Academy will participate fully in the work of the core group, to assist with the objectives of the Child Protection Plan.
45. When a child is on a Child Protection Plan, the Academy will report all absences, behavioural changes or other concerns to the key social worker.
46. When a child on a Child Protection Plan leaves the Academy, all the child protection information should be transferred to the new provision.

(l) Confidentiality

47. The person to whom the disclosure has been made must keep the disclosure confidential. They must discuss with the persons named above but they should not discuss it with other colleagues.

Other resources:

Guidance for Safer Working Practice for Adults who work with Children and Young People in Education Settings (DCSF, 2009)

<http://www.childrenengland.org.uk/upload/Guidance%20.pdf>