



CRAVEN PRIMARY ACADEMY CHILD PROTECTION AND SAFEGUARDING POLICY

This policy explains how we protect the children/pupils in our care, our prevention strategies, our procedures, how we support children/pupils/pupils at risk, training of staff, roles and responsibilities and specifics regarding FGM and Prevent

It is to be read in conjunction with the [Craven Primary Academy Safeguarding and Child Protection Policy](#) which follows

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Important Safeguarding contacts for: Craven Primary Academy

Designated Safeguarding Lead (DSL) Child Protection Team	James Phillips Jayne Winstanley and Kerry Hamby Trudi Bartle
Deputy Designated Safeguarding staff	Laura Welbourne
Designated EAB Member	Mrs Lisa Chalmers, and in her absence: Mr Peter Barley
Advice, Assessment and Early Intervention Service/ EHaSH (Early Help and Safeguarding Hub Team)	(01482) 448879 East EHash: (01482) 708953 North EHash: (01482) 828901 West EHash: (01482) 616284
Immediate Help Team	(01482) 788080
Local Police – PCSO	101
Local Authority Designated Officer (LADO)	Dan Horne (01482) 790933
Assistant Director, Children/pupils Specialist Services	Ms. Alison Murphy Director, Children’s, Young People and Family Services Room 42, Guildhall, Hull, HU1 2AA Tel: (01482) 613232 Email: alison.murphy@hullcc.gov.uk
Educational Psychologist	
Academy Nursing Team	(01482) 344301/477752
Emergency Duty Team	Tel: (01482) 788080
Safeguarding Advisor	Suzanne Wilson Mobile: 07702511877
Risk and Resilience	Children’s Social Care (01482) 448879 http://hullscb.proceduresonline.com/
Area teams	East Area Team: (01482) 615075 West Area Team: (01482) 318052 North Area Team: (01482) 828901
Child Protection Administrator	(01482) 790933
Police Protecting Vulnerable People Unit	(01482) 597360

CHILD PROTECTION AND SAFEGUARDING POLICY

THE DESIGNATED SENIOR MEMBERS OF STAFF WITHIN THIS ACADEMY IS: James Phillips In the event of their absence Kerry Hamby or Jayne Winstanley, Trudi Bartle will be available as members of the safeguarding team.

1. INTRODUCTION

- 1.1 Craven Primary Academy fully recognises the contribution it makes to Child Protection and the safeguarding of all children/pupils. Ensuring risks children/pupils/pupils at our Academy are minimised will enable them to achieve, be happy and safe. Every child deserves the chance to reach their full potential.
- 1.2 There are a number of main elements to our policy:
 - 1.2.1 Prevention through the teaching and pastoral support offered to children/pupils;
 - 1.2.2 Procedures for identifying and reporting cases, or suspected cases, of abuse. Because of our day-to-day contact with children/pupils, Academy staff are well placed to observe the outward signs of abuse;
 - 1.2.3 Support for children/pupils who may have been abused;
 - 1.2.4 Recording incidents, issues and concerns over time.
- 1.3 Our policy applies to all staff and volunteers working in the Academy. Notices around the Academy give contact details to enable the Academy community to report issues of concern.

2. PREVENTION

- 2.1 We recognise that high self-esteem, confidence, supportive friends and good lines of communication with trusted adults helps prevention. The Academy will therefore seek to:
 - 2.1.1 Establish and maintain an ethos where children/pupils feel secure and are encouraged to talk and are listened to;
 - 2.1.2 Ensure children/pupils know that there are adults in the Academy whom they can approach if they are worried or in difficulty;
 - 2.1.3 Include in the curriculum, activities and opportunities for PSHE which equip children/pupils with the skills they need to stay safe from abuse and to know who to turn to for help;
 - 2.1.4 Include, in the curriculum, material which will help children/pupils develop realistic attitudes to the responsibilities of adult life.

3. PROCEDURES

- 3.1 We will follow the procedures set out in Interagency Procedures produced by the Hull Safeguarding Children's Board (HSCB) 'Working Together to Safeguard Children/pupils March 2015' and 'Keeping Children Safe in Education September 2016', 'What to do if You are Worried a Child is being Abused March 2015' Found at https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/419604/What_to_do_if_you_re_worried_a_child_is_being_abused.pdf

3.2 The Principal/Head of Academy will:

- 3.2.1 ensure it has a DSL who has undertaken the appropriate training;
- 3.2.2 recognise the role of the DSL and ensure supervision and training;
- 3.2.3 ensure every member of staff knows:
 - The name of the designated person and his/her role;
 - That they have an individual responsibility for referring safeguarding and child protection concerns using the proper channels
- 3.2.4 ensure that members of staff are aware of the need to be alert to signs of abuse and know how to respond to a student who may disclose of abuse;
- 3.2.5 ensure that parents have an understanding of the responsibility placed on the Academy and staff for child protection;
- 3.2.6 ensure that children/pupils in the Academy know the name of the designated person and his/ her role;
- 3.2.7 provide training for all staff so that they know:
 - their personal responsibility;
 - the relevant parts of the [HSCB] procedures;
 - the need to be vigilant in identifying cases of abuse;
 - how to support a child who discloses abuse;
- 3.2.8 ensure all staff are given a copy of Part 1 of 'Keeping Children Safe in Education' September 2016 and will sign that they have read and understood it. Leaders and those with specific safeguarding roles are required to be familiar with the whole document. All adults must sign to say that they have read and understood the document. A record must be kept in the Academy. It is the role of senior leaders to regularly check that staff have a clear understanding of the document
- 3.2.9 ensure all staff are given a copy of 'What to do if You are Worried a Child is being Abused' March 2015;
- 3.2.10 ensure all staff are asked annually to complete the Child Protection online Basic Awareness course and Prevent Duty Basic Awareness online course;
- 3.2.11 ensure all staff are given Craven Primary Academy child protection policy which meets the requirements of the HSCB and makes reference to national guidance and related academy based policies in addition to the Trust E-Safety Policy and asked to sign to confirm they have read and understood them.
- 3.2.12 For children/pupils subject to a Child Protection Plan, in addition to normal procedures, the Academy must notify the named social worker if:
 - it should have to exclude a student either for a fixed term or permanently;
 - there is an unexplained absence (or the Academy are unhappy with the explanation received) of more than two days' duration from Academy (or one day following a weekend).
- 3.2.13 work to develop effective links with relevant agencies and co-operate as required with their enquiries regarding child protection matters including attendance at initial case conferences, core groups and child protection are invited to review conferences;
- 3.2.14 keep written records of concerns about children/pupils (noting the date, event and

action taken) on CPOMS, even where there is no need to refer the matter to Children Services immediately;

- 3.2.15 ensure all records are kept secure and in locked locations and in compliance with the Trust's Data Protection Policy;
- 3.2.16 adhere to the procedures set out in the [HSCB] Guidelines and Procedures and the Trust's policy on 'Dealing With Allegations against staff' for when an allegation is made against a member of staff;
- 3.2.17 ensure the criminal background of applicants for vacant posts are checked in accordance with Keeping Children Safe in Education (KCSIE) September 2016;
- 3.2.18 designate an Education Advisory Body member for safeguarding who will review the implementation of the Academy's safeguarding policy and procedure (Mrs Lisa Chalmers, and in her absence: Mr Peter Barley);
- 3.2.19 ensure all allegations and concerns against staff must be reported to the Local Authority Designated Officer (LADO) within the same working day. The LADO will then decide what action to take. Contact details and referral pathway are detailed on the [HSCB] website and are referred to here for your reference: <http://www.hullsafeguardingchildren.co.uk/> Mobile: 07702511877.

LADO Contact Details

- Dan Horne 01482 790933

Where appropriate, a referral should be sent to the LADO using the contact details for Dan Horne 01482 790933. Follow procedures in line with the Craven Primary Academy Child Protection Policy.

4. SUPPORTING CHILDREN/PUPILS AT RISK

- 4.1 We recognise that children/pupils who are abused or witness abuse may find it difficult to develop a sense of self-worth and to view the world as benevolent and meaningful.
- 4.2 The Academy will endeavour to support the child/pupil through:
 - 4.2.1 the content of the curriculum to encourage self-esteem and self-motivation;
 - 4.2.2 the Academy ethos, which promotes a positive, supportive and secure environment;
 - 4.2.3 the Behaviour Policy which is aimed at supporting all children/pupils though high expectations and positive reinforcement;
 - 4.2.4 liaison with other agencies who support the children/ pupils;
 - 4.2.5 keeping records and notifying Social Care as soon as there is a recurrence of a concern. We recognise that recording and reporting information play a central part in safeguarding and protecting the children/pupils and young people in our Academy. We will ensure through induction and staff training that all staff are aware of the need to record and report accurately and those records are up to date and complete. This will support us in recognising the cumulative significance of the information. Records will show that where concerns have been identified a named individual has taken on responsibility for taking appropriate action.
- 4.3 When a new pupil arrives at the Academy a communication will be sent to their previous school asking if the pupil is subject to a Child Protection Plan. When a pupil leaves, we will transfer information to the new school immediately and inform the named social worker. The LA has written guidance specifically to cover admissions and departures of all children/pupils, including those who may be on Child Protection Plans. Information is available at <http://www.hullsafeguardingchildren.co.uk>
- 4.4 **Bullying**

Our policy on bullying is set out in the Anti-Bullying Policy which is reviewed on a two yearly cycle by the Education Advisory Body.

4.5 **Physical Intervention**

Guidance on physical intervention forms part of our Positive Handling Policy which is reviewed on a two yearly cycle by the Education Advisory Body.

4.6 **Confidentiality**

4.6.1 We recognise that matters related to safeguarding and child protection may be of a confidential nature.

4.6.2 All staff must be aware that they have a professional responsibility to share information with other relevant agencies in order to safeguard children/pupils.

4.6.3 All staff must be aware that they cannot promise a child to keep secrets which might compromise the child's safety or wellbeing.

4.6.4 We will always undertake to share our intention to refer a child to Social Care with their parents/carers unless to do so could put the child at greater risk of harm or impede a criminal investigation. If in doubt, we will consult with EHASH (Early Help and Safeguarding Hub Tel (01482) 448879) on this point.

4.6.5 The Principal/Head of Academy or DSLs will disclose any information about a child to other members of staff on a need to know basis only.

4.7 **Induction**

4.7.1 All newly appointed staff receive induction and training in safeguarding and child protection and are also asked to **complete the Trust online training course and Prevent Duty online awareness course.**

4.7.2 All staff will sign, on induction, a confirmation that they have read and understood their role in respect of safeguarding.

4.7.3 The programme of induction must include:

4.7.3.1 a full explanation of their role and responsibilities and the standard of conduct and behaviour expected;

4.7.3.2 a full explanation of the Trust's HR procedures relating to disciplinary issues;

4.7.3.3 information about the Trust's complaints, conflict resolution and whistle-blowing policies;

4.7.3.4 information about safe practice and the arrangements in place to support staff in their work;

4.7.3.5 an introduction to the Academy's child protection policies and procedures;

4.7.3.6 an introduction to the role and an understanding of the current priorities for the Local Safeguarding Children's Board (LSCB);

4.7.3.7 an introduction to the Academy's Designated Safeguarding Lead and Deputy Designated Safeguarding Lead and an explanation of their roles;

4.7.3.8 child protection training at a level appropriate to the member of staff's contact with children/pupils (as required by the LSCB);

4.7.3.9 a full explanation of who the staff member is accountable to in relation to the safeguarding of children/pupils and young people;

4.7.3.10 understanding of the Safeguarding Policy and staff code of conduct.

Please see Trust Induction Policy, eSafety Policy.

4.8 **Supporting Staff**

- 4.8.1 We recognise that staff working in the Academy who have become involved with a child who has suffered harm, or appears to be likely to suffer harm may find the situation stressful and upsetting.
- 4.8.2 In accordance with the Trust Supervision policy, we will support such staff by providing an opportunity to talk through their anxieties, have Supervision/ Reflective Discussion with the DSLs and to seek further support as appropriate.

4.9 **Allegations against staff**

- 4.9.1 All Academy staff should take care not to place themselves in a vulnerable position with a child. It is always advisable for interviews or work with individual children/pupils or parents to be conducted in view of other adults, where possible.
- 4.9.2 Guidance about conduct and safe practice, including safe use of mobile phones by staff and volunteers will be given at induction.
- 4.9.3 We understand that a student may make an allegation against a member of staff. If such an allegation is made, or information is received which suggests that a person may be unsuitable to work with children/pupils, the member of staff receiving the allegation or aware of the information, will immediately inform the Principal.
- 4.9.4 The Principal on all such occasions must discuss the content of the allegation with the LADO at the earliest opportunity.
- 4.9.5 If the allegation made to a member of staff concerns the Principal/Head of Academy, the person receiving the allegation will immediately inform the Trust who will consult as above, without notifying the Principal/Head of Academy.
- 4.9.6 The Academy will follow the Trust procedures for dealing with allegations against staff.

4.10 **Whistle-blowing**

- 4.10.1 All staff should be aware of their duty to raise concerns, where they exist, about safeguarding, which may include the attitude or actions of colleagues.
- 4.10.2 Whistleblowing regarding the Principal/Head of Academy should be made to the Trust. Contact details can be found on all staff and visitor id badges.
- 4.10.3 If the individual still has concerns about the safety or welfare of the child, they should follow the process described in the Safeguarding and Child Protection Policy and follow the Four R's process, details of which can be found on the back of all staff identity badges, and are included in the Safeguarding and Child Protection Policy.
- 4.10.4 For the avoidance of doubt the Four R process requires the following:

Refer to Designated Safeguarding Lead

Request an update of action from Designated Safeguarding Lead

Report - if concerns remain report concerns to the following: email safeguarding@deltatrust.org.uk or telephone a member of the Trust Executive Leadership Team

Ring social care (contact details can be found in the Safeguarding Policy or on the Local Authority website.

Please see the Trust whistleblowing policy.

4.11 **Racist Incidents**

Our policy on racist incidents is in line with the Local Children's Safeguarding Board. <http://www.hullsafeguardingchildren.co.uk> We record all racist incidents on CPOMS.

4.12 **Radicalisation and Extremism**

The Academy works within the guidelines outlined in the Prevent Strategy and Keeping Children Safe in Education. Through the use of CPOMS, data analysis allows us to track the impact of the PREVENT strategy.

4.13 **Response**

4.13.1 When any member of staff has concerns that a pupil may be at risk of radicalisation or involvement in terrorism, they should speak to the Principal/ Head of Academy and the DSL. They should then follow normal safeguarding procedures. In the first instance, the academy should contact Humberside Police in line with local procedures on 101. If the matter is urgent then Police must be contacted by dialing 999. In non-urgent cases where police advice is sought then dial 101. The DfE has also set up a dedicated telephone helpline for staff to raise concerns around Prevent (020 7340 7264). A dedicated email address has also been set up for staff to raise concerns counter.extremism@education.gov.uk

4.14 **Female Genital Mutilation (FGM)**

4.14.1 Female Genital Mutilation (FGM) is illegal in England and Wales under the FGM Act (2003). From 31 October 2015 a mandatory reporting duty requires teachers to report 'known' cases of FGM in under 18s, which are identified in the course of their professional work, to the police.

4.14.2 The duty applies to all persons in the Academy who are employed or engaged to carry out 'teaching work' in the Academy, whether or not they have Qualified Teacher Status. Please refer to the Home Office and DfE procedural information, for full details <https://www.gov.uk/government/publications/mandatory-reporting-of-female-genital-mutilation-procedural-information>

4.14.3

4.14.4 If a teacher is informed by a girl under 18 that an act of FGM has been carried out on her or a teacher observes physical signs which appear to show that an act of FGM has been carried out on a girl under 18 and they have no reason to believe the act was necessary for the girl's physical or mental health or for purposes connected with labour or birth, the teacher should call 101 and make a report to the police force in which the girl resides.

4.14.5 The duty applies to the individual who becomes aware of the case to make a report. It should not be transferred to the Designated Safeguarding Lead, however the DSL should be informed and a report to the police should be made immediately.

4.14.6 Where there is a risk to life or likelihood of serious immediate harm the teacher should report the case immediately to the police, including dialing 999 if appropriate.

4.14.7 There are no circumstances in which a teacher or other member of staff should examine a girl.

4.15 **Child sexual exploitation (CSE)**

4.15.1 CSE is a form of sexual abuse where children are sexually exploited for money, power or status. It can involve violent, humiliating and degrading sexual assaults. In some cases, young people are persuaded or forced into exchanging sexual activity for money, drugs, gifts, affection or status. Consent cannot be given, even where a child may believe they are voluntarily engaging in sexual activity with the person who is exploiting them. Child sexual exploitation does not always involve physical contact and can happen online. A significant number of children who are victims of sexual exploitation go missing from home, care and education at some point.

- 4.15.2 Some of the following signs may be indicators of sexual exploitation:
- Children who appear with unexplained gifts or new possessions;
 - Children who associate with other young people involved in exploitation;
 - Children who have older boyfriends or girlfriends;
 - Children who suffer from sexually transmitted infections or become pregnant;
 - Children who suffer from changes in emotional well-being;
 - Children who misuse drugs and alcohol;
 - Children who go missing for periods of time or regularly come home late; and
 - Children who regularly miss school or education or do not take part in education.
- 4.15.3 The Academy will endeavour to support the child/pupil through:
- The content of the curriculum which promotes respect for others and the values and principles of the school;
 - Targeted assemblies and PSHE work to year groups and forms to respond to identified needs within the Academy;
 - The pastoral team will support individual children/pupils, listen to their concerns and refer concerns to the designated safeguarding lead;
 - Referrals to external agencies may be made for the victims and perpetrators as required to access additional support.

4.16 **Peer on Peer Bullying**

- 4.16.1 The Academy recognises that all children are capable of abusing their peers. This is most likely to include, but is not limited to: bullying (including cyber bullying) gender based abuse/sexual assaults and sexting.
- 4.16.2 The Academy will endeavour to support the child/pupil through:
- 4.16.3 the content of the curriculum which promotes cohesion, respect for others and the values and principles of the school;
- 4.16.4 the Behaviour Policy which is aimed at supporting all children/pupils though high expectations and positive reinforcement;
- 4.16.5 The pastoral team will support individual children/pupils, listen to their concerns and refer concerns to the designated safeguarding lead;
- 4.16.6 Perpetrators of abuse will be identified promptly, incidents recorded on CPOMS and will receive appropriate support from experienced staff; and
- 4.16.7 Referrals to external agencies may be made for the victims and perpetrators as required to access additional support.

4.17 **Prevention**

- 4.17.1 We recognise that the Academy plays a significant part in the prevention of harm to our children/pupils by providing children/pupils with good lines of communication with trusted adults and appropriate education.
- 4.17.2 The Academy will therefore:
- 4.17.2.1 work to establish and maintain an ethos where children/pupils feel secure and are encouraged to talk and are listened to;
- 4.17.2.2 include regular consultation with children/pupils e.g. regular activities that reflect pupil voice;
- 4.17.2.3 ensure that all children/pupils know who the designated safeguarding officer is;
- 4.17.2.4 include safeguarding across the curriculum, including PSHE, opportunities which equip children/pupils with the skills they need to stay safe from harm;

- 4.17.2.5 ensure all staff are aware of Academy guidance for their use of mobile technology and have discussed safeguarding issues around the use of mobile technologies and their associated risks. All staff are given training which includes training on the E-Safety and Mobile Phone Policies. Staff read and sign to say they have read and will adhere to them.

5. MONITORING AND EVALUATION

Our Safeguarding policies and procedures will be scrutinised for impact by:

- SLT
- Pupil voice
- Scrutiny of data
- Scrutiny of risk assessments
- EAB
- Logs of incidents
- Parent voice

6. THE ROLE OF THE EAB

6.1 The EAB understands that their role is not to deal with individual cases.

6.2 The EAB will ensure that:

6.21 the Academy has appropriate safeguarding and child protection policy and procedures in place that are in accordance with Local Authority guidance;

6.22 the Academy reviews policies and procedures on an annual/bi-annual basis.

6.3 The Principal/ Head of Academy will ensure that:

6.31 the Academy operates safer recruitment procedures and that all appropriate checks are carried out on staff and volunteers who work with children/pupils;

6.31 the Academy has procedures for dealing with allegations of abuse against members of staff and volunteers that comply with guidance from the LA;

6.32 a senior member of the Academy Leadership Team is appropriately trained in the role of designated safeguarding lead;

6.33 the designated lead/Child Protection Coordinator undertakes training in inter-agency working that is provided by, or to standards agreed by, the LSCB and has appropriate refresher training to keep knowledge and skills up to date;

6.34 all staff who work with children/pupils, undertake appropriate training to equip them to carry out their responsibilities for safeguarding effectively.

7 RECRUITMENT

7.1 The Academy operates safer recruitment procedures by ensuring that there is at least one person on every recruitment panel that has completed Safer Recruitment training.

7.2 The DSL's who are involved in recruitment and at least one member of the EAB will also complete Safer Recruitment training.

Please see the Trust Safer Recruitment Policy.

8 VISITORS TO THE ACADEMY

8.1 Visitors to the Academy site must all sign in at the Academy Reception where they will then be given a Lanyard. There are posters displayed around the Academy and in Reception explaining the difference between Lanyards.

9 REVIEW

APPENDIX 1 - LINKS TO OTHER POLICIES

This policy also links to policies and procedures on:

- Behaviour
- Code of Conduct
- Whistleblowing
- Anti-bullying
- Health & Safety
- Allegations against staff
- Parental concerns
- Attendance
- Curriculum
- PSHE
- Teaching and Learning
- Supporting pupils with medical conditions
- Drug Education
- Sex and Relationships Education
- Positive Handling Policy
- E-Safety
- Safer Recruitment

Further advice on child protection is available from:

- NSPCC: <http://www.nspcc.org.uk>
- Childline: <http://www.childline.org.uk/pages/home.aspx>
- CEOPSThinkuknow: <https://www.thinkuknow.co.uk>
- Anti-Bullying Alliance: <http://anti-bullyingalliance.org.uk>

DFE - Working together to safeguard Children/pupils March 2015

DFE – Keeping Children/pupils Safe in Education September 2016

DFE – Prevent Duty June 2015

DFE – What to Do if You're worried a Child is being abused March 2015

APPENDIX 2 - GUIDANCE ON RECOGNISING SUSPECTED ABUSE

Child abuse is a term used to describe ways in which children/pupils are harmed by someone often in a position of power. It is not our responsibility to decide whether child abuse is occurring but we are required to act on any concerns and report them to the appropriate party. The health, safety and protection of a child are paramount.

PHYSICAL ABUSE

Physical abuse could include any form of physical harm to a child.

EMOTIONAL ABUSE

This is the emotional ill treatment of a child such as to cause adverse effects on a child's emotional development.

It can include:

- conveying to a child that they are worthless or unloved
- placing inappropriate age-related expectations on children/pupils
- making children/pupils feel frightened or in danger

SEXUAL ABUSE

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, whether or not the child is aware of what is happening. They can include non-contact activities or encouraging children/pupils to behave in sexually inappropriate ways.

NEGLECT

Neglect is also a form of abuse. It is the failure to meet a child's basic physical and/or psychological needs and may affect the child's health and development. It might include failure to provide adequate food, shelter and clothing, failure to protect a child from physical harm or danger, failure to ensure appropriate access to medical care and treatment.

BULLYING

Bullying can be defined as using deliberately hurtful behaviour, usually over a period of time.

All incidents of bullying should be dealt with by the class teacher in the first instance, followed by the key stage leader and/or Principal/ Head of Academy.

SELF HARM

If it comes to the attention of a teacher/member of staff that a child is self-harming, they should alert the designated senior person for child protection.

Craven Primary Academy

Safeguarding and Child Protection Policy

Other academy related policies that support this policy are: Whistleblowing, safer recruitment, health and safety, medication policy, first aid, Physical Intervention, Esafety

Previous ratification: [September 2016](#)

Date issued: September 2017

EAB approved: 16/10/17

Review date: October 2018

POLICY DOCUMENT

POLICY TITLE	Child Protection
RESPONSIBLE COMMITTEE	EAB
RATIONALE	Craven Primary Academy has a responsibility to protect and safeguard the welfare of children and young people they come into contact with. The need for guidelines and procedures is important to ensure that this is done with understanding and clarity.
Contents	<ol style="list-style-type: none"> 1. Preface 2. Statement of Intent 3. National & Local Guidance 4. Safeguarding & Promoting Welfare & Child Protection. <ol style="list-style-type: none"> 4.1 Safeguarding & Promoting the Welfare of Children defined 4.2 Child Protection 4.3 Children in Need 4.4 Significant Harm 5. Who Abuses Children? 6. What is Abuse & Neglect? <ul style="list-style-type: none"> - Physical Abuse - Sexual Abuse - Emotional Abuse - Neglect 7. Recognition of harm 8. Radicalisation and Extremism 9. Child Sexual Exploitation (CSE) 10. Female Genital Mutilation (FGM) 11. The Role of the Child Protection Co-ordinator 12. Seeking Consent for a Referral 13. Reporting Concerns or Allegations of Abuse 14. Managing disclosures of abuse 15. Making a Referral 16. Allegations Against Staff Members / Volunteers 17. Seeking Medical Attention 18. Staff & Volunteer Self Protection 19. Code of Practice 20. Recruitment & Selection 21. Monitoring and Evaluaton 22. Contacts <p>Appendix 1: Statement to Parents</p> <p>Appendix 2: HSCB Preparing to Discuss Concerns about a Child with Children's Social Care</p> <p>Appendix 3: HSCB Seven Golden Rules of Information Sharing</p> <p>Appendix 4: HSCB Considerations When Contacting Another Agency / Service</p>

1.
Preface



Effective safeguarding arrangements in every local area should be underpinned by two key principles:

- safeguarding is everyone's responsibility: for services to be effective each professional and organisation should play their full part; and
- a child-centred approach: for services to be effective they should be based on a clear understanding of the needs and views of children.

(Working Together to Safeguard Children – A Guide To Inter-Agency Working To Safeguard And Promote The Welfare Of Children-HM Government 2015).

2 Statement of Intent

Craven Primary Academy recognises that protecting and safeguarding children and young people is a shared responsibility and depends upon effective joint working between agencies and professionals that have different roles and expertise. Individual children and young people, especially some of the most vulnerable children and those at greatest risk of social exclusion, will need coordinated help from health, education and children's social care services. The voluntary sector and other agencies also have an important role in protecting and safeguarding children.

Craven Primary Academy has a responsibility to protect and safeguard the welfare of children and young people they come into contact with. The need for guidelines and procedures is important to ensure that this is done with understanding and clarity.

Craven Primary Academy will aim to protect and safeguard children and young people by;

- Ensuring that all staff / volunteers are carefully selected, trained and supervised following the academy's Recruitment Policy
- Having a Child Protection Policy and Procedure and regularly reviewing and updating this in line with national and local policy developments. The policy will be reviewed annually.
- Ensuring that all staff and volunteers are familiar with the Child Protection Policy and Procedure through reminders of procedures at the start of each Autumn Term.
- Ensuring that staff / volunteers attend appropriate Local Safeguarding Children Board (LSCB) Child Protection Training. A record of training attended by staff is maintained by the Child Protection
- Co-ordinator.
- Ensuring that Craven Primary Academy has a designated Child Protection Co-ordinator and that all staff and volunteers are aware of the named person and process of reporting concerns to them.
- Assessing the risk that children and young people may encounter and taking steps to minimise and manage this.
- Letting parents, carers, children and young people know how to report concerns about a child, young person, staff member or volunteer or complain about anything that they are not happy about. Notices in the Reception area, on noticeboards and on the academy website inform parents of the relevant personnel to contact if or when concerns arise. In the Autumn term, the academy's commitment to protection of children is circulated to all parents (Appendix 1).
- Giving children, young people, parents and carers information about what Craven Primary Academy does and what you can expect
- Safeguarding is an integral part of the curriculum at Craven Primary Academy, with children being taught how to keep themselves safe through practical measures as well as through addressing issues of self-esteem and self-image. The 5 'Rs' of Safeguarding are embedded throughout the school as both a learning tool and as a means of conducting oneself (Recognise, Respond, Report, Record, Refer).

<p>3. National and Local Guidance</p>	<p>This Child Protection Policy and Procedure should be read in conjunction with the Local Safeguarding Children Board (LSCB) Guidelines and Procedures. In accordance with the Children Act 2004 it is a statutory responsibility for key agencies coming in to contact with children and young people, to make arrangements to ensure that in discharging their functions, they have regard to the need to safeguard and promote the welfare of children (Section 11, Children Act 2004). Where private or voluntary organisations come in to contact with or offer services to children they should as a matter of good practice take account of this guidance and follow it as far as possible.</p> <p>The following national guidance should also be referred to.</p> <p>The following national guidance should also be referred to.</p> <ul style="list-style-type: none"> • The Children Act 1989 • Human Rights Act 1998 • The Protection of Children Act 1999 • Criminal Justice & Court Services Act 2000 • The Sexual Offences Act 2003 • The Children Act 2004 • Safeguarding Vulnerable Groups Act 2006 • Education Act 2011 (Section 157 and 175) • What To Do If You're Worried A Child Is Being Abused: Advice for Practitioners (HM Government March 2015) • Information Sharing Guidance (7 Golden Rules) March 2015 • Working Together To Safeguard Children: A Guide to Inter-Agency Working To Safeguard and Promote The Welfare Of Children (HM Government March 2015). • The Prevent Duty June 2015 • Multi-Agency Statutory Guidance on FGM, April 2016 • Keeping Children Safe in Education, September 2016 • Children Missing in Education, September 2016 • DfE Preventing and Tackling Bullying 2017 <p>In addition, the following school-based policies and guidance should be referred to:</p> <ul style="list-style-type: none"> • Health & Safety Policy, Risk Assessments • Safer Recruiting - Staff / Volunteers • Disciplinary, Grievance and Capability Policy • Codes of Conduct • Equality & Diversity Policy • School Behaviour Policy • Anti Bullying Policy • E-Safety Policy • Supporting Children with Medical Needs • Intimate Care Policy • Positive Handling / Physical Intervention Policy • Whistle Blowing Policy
<p>4. Safeguarding & Promoting Welfare & Child Protection</p>	<p>4.1 Safeguarding and promoting the welfare of children is defined as:</p> <ul style="list-style-type: none"> • protecting children from maltreatment. • preventing impairment of children's health or development; • ensuring that children are growing up in circumstances consistent with the provision of safe and effective care; • undertaking that role so as to enable those children to have optimum life chances and to enter adulthood successfully. <p>At Craven Primary Academy, it is recognised that a child's chances of being abused is reduced if the child has high self-esteem, confidence, supportive friends and clear lines of communication with a trusted adult. The academy will therefore aim to:</p> <ul style="list-style-type: none"> • Establish and maintain an ethos where children feel secure and are encouraged to talk and are listened to • Ensure that children know that there are adults in the academy who they can approach if they are worried or are in difficulty • Establish and maintain effective working relationships with parents and colleagues from other agencies. • Safeguarding and safety issues, along with issues of self-esteem and confidence are addressed through the delivery of PSHE, SEAL and Restorative Practices throughout the school, in order to develop self-esteem and confidence so that children are equipped with life skills they need to stay safe from abuse. The rolling programme of activities and themes aims to give children the skills to keep themselves safe and to make appropriate choices, through developing greater self-awareness. Issues of personal safety are addressed in all curriculum areas as they arise. • All visits and extra-curricular activities comply with risk assessments requirements and current advice over staff and other adults. • E-safety is addressed through an on-going focus throughout the academy upon safe practices when using the computers and the Internet, with advice given about safety precautions both at home and at the academy.

	<p>4.2 Child Protection</p> <p>Child protection is a part of safeguarding and promoting welfare. This refers to the activity which is undertaken to protect specific children who are suffering or are at risk of suffering significant harm. Effective child protection is essential to safeguard and promote the welfare of children. However all agencies should aim to proactively safeguard and promote the welfare of children so that the need for action to protect from harm is reduced.</p> <p>Early Help</p> <p>At Craven Primary Academy we aim to identify where early interventions are needed to support families in need by closely monitoring children and highlighting any emerging problems. Information is shared with other professionals to support early identification and assessment such as: Universal Help Surgeries and then signposting families to relevant agencies to support their needs. If necessary, the CAF procedure will be used. The child/young person/parent or carer must agree and give written consent to the Common Assessment as it is entirely voluntary. Additional consent must be obtained on completion of the assessment in regard to the sharing of information within it. Obtaining explicit consent is good practice and written consent is preferable as it reduces the scope for subsequent dispute. The approach to securing consent should be transparent and respect the individual.</p> <p>4.3 Children in Need</p> <p>Children who are defined as ‘in need’, under section 17 of the Children Act 1989, are those whose vulnerability is such that they are unlikely to reach or maintain a satisfactory level of health or development, or their health or development will be significantly impaired, without the provision of services. This includes those children with a disability.</p> <p>4.4 Significant Harm</p> <p>Some children are in need because they are suffering or likely to suffer significant harm. The concept of significant harm is the threshold that justifies compulsory intervention in family life in the best interests of the child, and gives the Local Authority a duty to make enquiries to decide whether they should take action to safeguard or promote the welfare of a child who is suffering, or likely to suffer, significant harm.</p>
<p>5.</p> <p>Who Abuses Children?</p>	<p>Children may be abused in a family or in an institutional or community setting; by those known to them or, more rarely, by others (e.g. via the internet). They may be abused by an adult or adults or another child or children (Working Together to Safeguard Children – A Guide To Inter – Agency Working To Safeguard and Promote The Welfare of Children (HM Government 2015)).</p>
<p>6.</p> <p>What is Abuse and Neglect?</p>	<p>Abuse and neglect are forms of maltreatment of a child or young person. Child refers to anyone under the age of 18. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm.</p> <ul style="list-style-type: none"> • PHYSICAL ABUSE: Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child. • EMOTIONAL ABUSE: Emotional abuse is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child’s emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the child’s developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyber-bullying) causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone. • SEXUAL ABUSE: Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (e.g. rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet) Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children. • NEGLECT: Neglect is the persistent failure to meet a child’s basic physical and/or psychological needs, likely to result in the serious impairment of the child’s health or development. Neglect may occur during pregnancy as a result

of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to provide adequate food and clothing, shelter including exclusion from home or abandonment, failing to protect a child from physical and emotional harm or danger, failure to ensure adequate supervision including the use of inadequate care-takers, or the failure to ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

- **SUBSTANCE MISUSE:**

The potential for a child to be harmed as a result of the excessive use of alcohol, illegal and controlled drugs, solvents or related substances may occur during a young person's life. The use of drugs or other substances by parents or carers does not in itself indicate child neglect or abuse, and there is no assumption that a child living in such circumstances will automatically be considered under the child protection procedures. It is important to assess how parental substance use impacts upon the children or young people in the family.

- **MENTAL HEALTH:**

Mental illness in a parent or carer does not necessarily have an adverse effect on the child or young person but it is important to assess its implications for any children involved in the family. The adverse effects of parental mental illness on the child are less likely when parental problems are mild, last for a short period of time, are not associated with family disharmony, and where there is another parent or family member who can respond to the child's needs and offer protection. Where mental illness is accompanied by problem alcohol use, domestic abuse or associated with poverty and social isolation, children are particularly vulnerable.

- **DOMESTIC ABUSE:**

Children and young people can suffer directly and indirectly if they live in a household where there is domestic abuse. It is likely to have a damaging effect on the health and development of children. The amendment made in section 120 of the Adoption and Children Act 2002 to the Children Act 1989 clarifies the meaning of harm to include, for example, impairment suffered from seeing or hearing the ill-treatment of another. This can include children witnessing abuse in the home. Domestic abuse has an impact in a number of ways:

- It can pose a threat to the physical well-being of an unborn child, if a mother is kicked or punched.
- Children may suffer injuries as a result of being caught up in violent episodes.
- Children become distressed by witnessing the physical and emotional suffering of a parent.
- The physical and psychological abuse suffered by the adult victim can have a negative impact upon their ability to look after their children.
- The impact of domestic abuse is exacerbated when the abuse is combined with problematic alcohol or drug use.
- People working with children should also be alert to the frequent inter-relationship between domestic abuse and the abuse and neglect of children.
- The academy is part of the Operation Encompass Project in partnership with Humberside Police, which aims to support children who are affected by domestic abuse. Operation Encompass is a partnership between the Police and designated school staff, known as Key Adults. Working together to safeguard children, the Police will inform the Key Adults within schools, about any incident where the child or young person has been present or exposed to domestic abuse. The information shared with the school's trained Key Adult allows the provision of immediate early intervention through overt or silent support, dependent upon the needs and wishes of the child. (Wording taken direct from 'In every Force, in every school, for every child Background', Information 2017). As a result of a domestic incident, the Designated Safeguarding Lead for the academy will receive via email a notification that there has been a domestic incident that the police have attended. This email is received at the start of the academy day and they will inform the staff who will have contact with the child that day. This process does not take the place of the usual Safeguarding processes. This is simply a notification to enable the academy to monitor the child's behaviour and react accordingly. In cases where the incident reaches the thresholds regarding Safeguarding a referral will be sent to the academy as per the Safeguarding process. The staff should not approach the child or the parent to discuss the incident. However there may be a disclosure from the child and this should be dealt with via the usual Safeguarding processes.

- **BULLYING:**

This can be defined as deliberately hurtful behaviour, usually repeated over a period of time, where it is difficult for those bullied to defend themselves. It can take many forms, but the three main types are physical (e.g. hitting, kicking, theft), verbal (e.g. racist or homophobic remarks, threats, name calling) and emotional (e.g. isolating an individual from activities and social acceptance of their peer group). The damage inflicted by bullying can be underestimated. It can cause considerable distress, to the extent that it can affect health and development and at the extreme significant harm. There is also Online/Cyber-bullying which is bullying through information and communication technologies; mediums such as mobile phone text messages, emails, phone calls, internet chat rooms, instant messaging – and the latest trend – social networking websites such as Twitter, Snap Chat, Instagram, Vines and Facebook. Online/Cyber-bullying is where technology is used to harass, threaten, embarrass, or target another person. (For further information, see Craven Primary Academy E-Safety policy.)

- **CHILDREN MISSING IN EDUCATION:**

(CME) - Children are best protected by regularly attending school where they will be safe from harm and where there are professionals to monitor their well-being. At Craven Primary Academy we will encourage the full attendance of all our children/pupils. Where we have concerns that a child is missing from education we will follow the local authority protocols and refer to the Education Welfare Service, CME

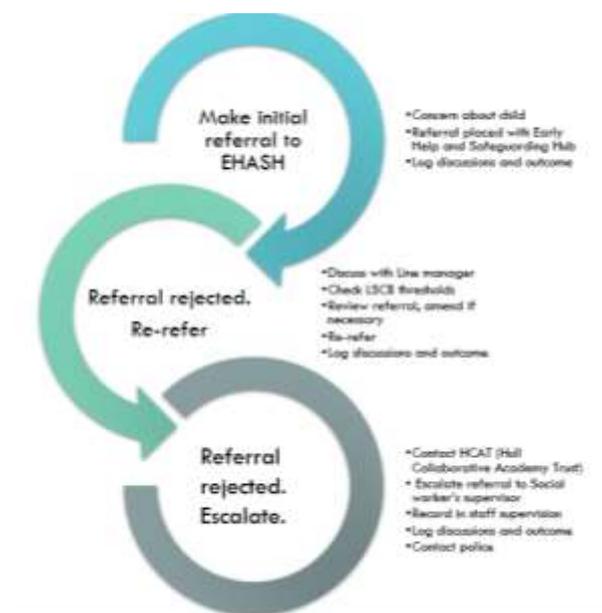
	<p>Officer who will make reasonable efforts to identify the child’s whereabouts. The child will not be removed from our academy roll until notified by the CME officer that it is appropriate to do so. (Ref: Attendance policy and Local Authority CME protocols)</p> <ul style="list-style-type: none"> • SPECIAL EDUCATIONASL NEEDS & DISABILITY: (SEND) - We are an inclusive academy and recognise that SEND children have exactly the same human rights to be safe from abuse and harm as non-SEND children. We actively try to remove any barriers to learning and participation that may disadvantage children. We acknowledge that children with SEND are especially vulnerable to all types of abuse and are statically more likely to be targeted due to difficulties they may face in communicating what is happening to them. Therefore, we ensure that SEND children are responded to carefully when they have, or show signs of concern. We feel it is particularly important that all staff and volunteers are fully informed and adequately trained in order to protect vulnerable groups. • HONOUR BASED ABUSE: (HBA) - Honour Based Abuse is a crime or incident which may have been committed to protect or defend the honour of the family or community. It is often linked to family members or acquaintances who mistakenly believe someone has brought shame on their family or community by doing something that is not in keeping with the traditional beliefs or culture. At Craven Primary Academy we take HBV crime very seriously and deal with cases sensitively and confidentially. To this end we work collaboratively with external agencies to keep children and young people safe from harm. • PEER ON PEER ABUSE: Allegations against other children/pupils (peer on peer abuse) It is recognised that children can be harmed by other children. A pupil against whom an allegation of abuse has been made may be fixed term excluded from the academy pending an investigation and the academy Behaviour Policy may apply. The academy will take advice from Children’s Social Care and/or the police on the investigation of such allegations and will take appropriate action to ensure the safety and welfare of all children/pupils involved, in line with the Local Safeguarding Children’s Board’s procedures. <p>Peer on peer abuse can include: all forms of bullying, being coerced into sending sexual images (sexting), physical or sexual assaults, child sexual exploitation or teenage relationship abuse. At Craven Primary Academy we do our utmost to ensure that children and young people are protected from harm and will educate children/pupils on how to build resilience. Our staff receive regular training to help equip them with the tools to recognise different form of peer abuse, and the mechanisms for responding and reporting incidents</p> <p>This is not an exhaustive list and it must be recognised that it is not the role of staff / volunteers to make an assessment of whether children or young people have suffered harm. Staff / volunteers / child protection co-ordinator do have a duty to report any concerns about harm in accordance with the Local Safeguarding Children Board, Guidelines & Procedures.</p>
<p>7. Recognition of harm</p>	<p>The harm or possible harm of a child may come to your attention in a number of possible ways;</p> <ol style="list-style-type: none"> 1. Information given by the child, his/ her friends, a family member or close associate. 2. The child’s behaviour may become different from the usual, be significantly different from the behaviour of their peers, be bizarre or unusual or may involve ‘acting out’ a harmful situation in play. 3. An injury which arouses suspicion because; <ul style="list-style-type: none"> • It does not make sense when compared with the explanation given. • The explanations differ depending on who is giving them (e.g. differing explanations from the parent / carer and child). • The child appears anxious and evasive when asked about the injury. 4. Suspicion being raised when a number of factors occur over time, for example, the child fails to progress and thrive in contrast to his/her peers. 5. Contact with individuals who pose a ‘risk to children’ (‘Guidance on Offences Against Children’, Home Office Circular 16/2005). This replaces the term ‘Schedule One Offender’ and relates to an individual that that has been identified as presenting a risk or potential risk of harm to children. This can be someone who has been convicted of an offence listed in Schedule One of the Children and Young Person’s Act 1933 (Sexual Offences Act 2003), or someone who has been identified as continuing to present a risk to children. 6. The parent’s behaviour before the birth of a child may indicate the likelihood of significant harm to an unborn child, for example substance misuse, previous children removed from their carers.
<p>8. Radicalisation and Extremist behaviour</p>	<p>From 1st July 2015 specified authorities including all schools as defined in the summary guidance (Keeping children Safe in Education 2016, are subject to a duty I under section 26 of the Counter Terrorism and Security act 2015 in the exercise of their functions, to have “due regard to the need to prevent people from being drawn into terrorism”.</p> <p>At Craven Primary Academy we assist our children to become more resilient to the messages of violent extremists through creating an environment where all young people learn to understand others, value and appreciate diversity and develop skills to be able to debate. Through the balanced curriculum we offer we will help young people learn and explore the values of different faiths in cultures.</p> <p>All staff are PREVENT trained to look for any signs and know how to report any concerns they may have.</p>

<p>9.</p> <p>Child Sexual Exploitation (CSE)</p>	<ul style="list-style-type: none"> • CHILD SEXUAL EXPLOITATION: Child sexual exploitation (CSE) is a type of sexual abuse in which children are sexually exploited for money, power or status. Children or young people may be tricked into believing they're in a loving, consensual relationship. They might be invited to parties and given drugs and alcohol. They may also be groomed online. Some children and young people are trafficked into or within the UK for the purpose of sexual exploitation. Sexual exploitation can also happen to young people in gangs. Sexual exploitation of children and young people under 18 involves exploitative situations, contexts and relationships where young people (or a third person or persons) receive 'something' (e.g. food, accommodation, drugs, alcohol, cigarettes, affection, gifts, money) as a result of them performing, and/or another or others performing on them, sexual activities. Child sexual exploitation can occur through the use of technology without the child's immediate recognition; for example being persuaded to post sexual images on the Internet/mobile phones without immediate payment or gain. In all cases, those exploiting the child/young person have power over them by virtue of their age, gender, intellect, physical strength and/or economic or other resources. Violence, abuse, coercion and intimidation are common, involvement in exploitative relationships being characterised in the main by the child or young person's limited availability of choice resulting from their social/economic and/or emotional vulnerability. The presence of any significant indicator for sexual exploitation should trigger a referral to Children's Social Care EHASH team. <p>Significant indicators Re:</p> <p>Having a relationship of concern with a controlling adult or young person (this may involve physical and/or emotional abuse and/or gang activity)</p> <ul style="list-style-type: none"> • Entering and/or leaving a vehicle driven by an unknown adult • Possessing unexplained amounts of money, expensive clothes, or other items • Frequenting areas known for risky activities • Being groomed or abused via the internet and mobile technology and, • Having unexplained contact with hotels, taxi companies, and fast food outlets <p>Refer to HSCB guidance for practitioners</p>
<p>10.</p> <p>Female Genital Mutilation (FGM)</p>	<p>FGM comprises of all procedures involving partial or total removal of the external female genital or other injury to the female genital organs. It is illegal in the UK and is a form of child abuse with long lasting harmful consequences. Mandatory reporting for FGM commenced on 31st October 2015.</p> <p>Section 5B of the Female Genital Mutilation Act 2003 (as inserted by section 74 of the serious crime act 2015) places a statutory duty upon teachers along with regulated health and social care professional in England and Wales, to report to the police where they discover either thought disclosure by the victim or visual evidence that FGM appears to have being carried out on a girl under 18.</p>
<p>11.</p> <p>The Role of the Child Protection Co-ordinator</p>	<p>Where there are concerns about the welfare of any child or young person all staff / volunteers have a duty to share those concerns with the designated Child Protection Co-ordinator.</p> <p>The Child Protection Co-ordinator is responsible for:</p> <ul style="list-style-type: none"> • Monitoring and recording concerns about the well-being of a child or young person, using specified Welfare Log, Disclosure of Abuse Log, and Chronology Log. • Making referral to the Local Authority Children's Services • Liaising with other agencies, including ensuring Craven Primary Academy is represented at Child Protection Conferences, Core Group meetings and other multi-agency meetings and preparing reports for the above • Liaising with other schools when a child transfers or leaves in order to alert the new school to the need to monitor • Arranging training for staff / volunteers <p>The Child Protection Co-ordinator, after receiving a referral, will act on behalf of Craven Primary Academy in referring concerns or allegations of harm to Local Authority Children's Social Care or the Police Protecting Vulnerable People Unit.</p> <p>If the Child Protection Co-ordinator is in any doubt about making a referral it is important to note that advice can be sought from Local Authority Children's Social Care. The name of the child and family should be kept confidential at this stage and will be requested if the enquiry proceeds to a referral.</p> <p>The Child Protection Co-ordinator may share limited information on a need to know basis amongst the staff / management but respecting the need for confidentiality.</p> <p>It is not the role of the Child Protection Co-ordinator to undertake an investigation into the concerns or allegation of harm. It is the role of the Child Protection Co-ordinator to collate and clarify details of the concern or allegation and to provide this information to the Local Authority Access & Assessment Team, or Family Resource Centre if Children's Social Care is already involved, whose duty it is to make enquiries in accordance with Section 47 of the Children Act 1989. Reference HSCB Seven Golden rules of information sharing (Appendix 6)</p>

<p>12. Seeking Consent for a Referral</p>	<p>Working Together to Safeguard Children (HM Government 2015) states that professionals should seek in general to discuss any concerns with the family (including the child where appropriate) and where possible seek their agreement to making referrals to the Local Authority EHASH team. This should only be done where such discussion and agreement seeking will not place the child at an increased risk of significant harm.</p> <p>So in general where concerns about a child relate to Section 17 children 'in need' (Children Act 1989) consent should be sought from the parents, carer or children where appropriate prior to a referral being made to the Local Authority Child Care Team.</p> <p>It should be noted that parents, carers or child may not agree to information being shared, but this should not prevent referrals where child protection concerns persist. The reasons for dispensing with consent from the parents, carer or child should be clearly recorded.</p> <p>In cases where an allegation has been made against a family member living in the same household as the child and it is your view that discussing the matter with the parent would place the child at risk of harm, or where discussing it may place a member of staff / volunteer at risk, consent does not have to be sought prior to the referral being made.</p> <p>If you are unsure about whether to seek parental consent prior to a referral being made then seek advice from the duty social worker at the relevant Local Authority Family Resource Team.</p>
<p>13. Reporting Concerns or Allegations of Abuse</p>	<p>The Child Protection Co-ordinator/Safeguarding Officer for Craven Primary Academy is Mr James Phillips, Head of Academy. In addition, Mrs Bartle (Executive Principal), Mrs Hamby (Senior Admin) and Mrs Winstanley (Education Support Officer) work closely with Mrs Bartle on operational (day to day) Safeguarding issues. In her absence, the team jointly make decisions and liaise with the Vice Principal for advice Mrs Welbourne.</p> <p>The named Education Advisory Board member for Child Protection is Lisa Chalmers. She will have oversight of the procedures followed but will not be given access to or discuss specific child protection cases.</p> <ul style="list-style-type: none"> A member of staff or volunteer must report any concerns or allegation of harm immediately to the designated Child Protection Co-ordinator. In the absence of the Child Protection Co-ordinator the matter should be reported to the person identified as their deputy. In the event of neither of these individuals being available the matter should be reported through the line management. In the case of it being out of hours the Emergency Duty Team should be contacted (SEE CONTACT DETAILS). See HSCB Considerations when Contacting another Agency/Service.
<p>14. Managing disclosures of abuse</p>	<p>At Craven Primary Academy all staff are given information about how to manage disclosures of abuse as part of the induction process and refreshed at least termly through safeguarding update training delivered by the child protection team in the academy.</p> <ul style="list-style-type: none"> Listen to what the child has to say with an open mind Do not ask probing or leading questions designed to get the child to reveal more Never stop a child who is freely recalling significant events Make note of the discussion, taking care to record the timing, setting and people present, as well as what was said Never promise the child that what they have told you can be kept secret. Explain that you have responsibility to report what the child has said to someone else. <p>THE CHILD PROTECTION CO-ORDINATOR MUST BE INFORMED IMMEDIATELY.</p>
<p>15. Making a Referral</p>	<p>Referrals of all children in need, including those where there are child protection concerns will be made to;</p> <p>Hull - To Children's Social Care – EHASH Team or Police Protecting Vulnerable People Unit</p> <p>Out of Hours – To the relevant Emergency Duty Team</p> <p>All referrals made by telephone need to be followed up in writing within 48 hours.</p> <p>The Child Protection Co-ordinator should make the referral as appropriate. The referrer should be prepared, where possible, to give the following information;</p> <ul style="list-style-type: none"> The nature of your concerns / allegation. Whether the child will need immediate action to ensure their safety. Are the parents aware of the concerns? Has consent for the referral been sought? If not, the reasons for this? Factual information about the child and family, including other siblings. The nature of your involvement with the family. Other professionals involved with the family. The source of your referral, is it based on your own assessment of the needs of the child, a reported allegation or disclosure, or has the concern been reported to you by another person, if so who? Child's current whereabouts and when they were last seen If you consider the child suffering or at risk of suffering significant harm, who is the source of that harm and their current whereabouts? The HSCB Confirmation of Referral Proforma - All telephone referrals made by professionals should be followed, within 48 hours by a written referral giving specific and detailed information. If you have secure email the form should be sent to The Access and Assessment Team accesspodgc@hullcc.gcsx.gov.uk If you do not have a secure email system it should be faxed to 01482 318215

- Expectation of feedback - Children's Social Care should acknowledge a written referral within one working day of receiving it. If the referrer has not received an acknowledgement within 3 working days, they should contact Children's Social Care again.
- If a referral is rejected by EHASH and concerns are still prevalent, the Escalation process should be considered

Escalation Process:



16. Allegations against Staff Members / Volunteers

Any member of staff or volunteer who has concerns about the behaviour or conduct of another individual working within the group or organization will report the nature of the allegation or concern to the Head of Academy immediately. The member of staff who has a concern or to whom an allegation or concern is reported should not question the child or investigate the matter further.

The Head of Academy will report the matter to the Local Authority Designated Officer - Dan Horne (LADO)
TEL: 01482 790933

In the case that the concern or allegation relates to the Head of Academy, then the Child protection coordinator, Executive Principal or the Chair of the Education Advisory Board should be contacted. The Chair of the Education Advisory Board will report the matter to the Designated Officer for Schools and also to the academy trust.

In cases where there is an immediate risk to any child or young person, the information must be passed to Local Authority Children's Social Care or the Police, as soon as possible.

An allegation is defined as where:

it is alleged that a person who works with children has:

- behaved in a way that has harmed a child, or may have harmed a child;
- possibly committed a criminal offence against or related to a child; or
- behaved towards a child or children in a way that indicates s/he is unsuitable to work with children

Responding to a complaint or an allegation

The person to whom an allegation or concern is reported should not question the child or investigate the matter further and should:

- treat the matter seriously,
- avoid asking leading questions and keep an open mind,
- communicate with the child (if the complainant) in a way that is appropriate to the child's age, understanding and preferred language or communication style,
- make a written record of the information (where possible in the words a child used). This written record needs to include
 - when the alleged incident took place (time and date)
 - who was present (witnesses)
 - what was said to have happened,
 - a signature and date,
- report the matter immediately to the Designated Officer for Schools or in her absence the Local Authority Designated Officer directly.

	<p>N.B. Children/young people must not be asked to produce or sign any statement. This could undermine any potential investigation.</p> <p>Craven Primary Academy adheres to the Department for Education, Keeping Children Safe in Education (2015)</p> <p>In cases where there is an immediate risk to any child or young person, the information must be passed to Local Authority Children’s Social Care or the Police, as soon as possible.</p> <p>It is a criminal offence under the Education Act 2011 to name a teacher who has had an allegation made against them before they are charged by the Police. This includes all stakeholders and parents, and any form of disclosure i.e. social networking sites, speaking with the press, playground or staffroom ‘chat’ etc.</p> <p>Allegations against other pupils</p> <p>A pupil against whom an allegation of abuse has been made may be fixed term excluded from the school pending an investigation and the academy Behaviour Policy may apply. The academy will take advice from Children’s Social Care and/or the police on the investigation of such allegations and will take appropriate action to ensure the safety and welfare of all pupils involved. Each case may have different outcomes dependant on the specifics of the case.</p>
<p>17. Seeking Medical Attention</p>	<p>If a child has a physical injury and there are concerns about abuse;</p> <ul style="list-style-type: none"> • If Emergency medical attention is required then this should be sought immediately by phoning for an ambulance. You should then follow the procedures for referring a child protection concern to Local Authority Children’s Social Care.
<p>18. Staff & Volunteer Self Protection</p>	<p>Adherence to guidelines on self protection for staff and volunteers working with children and young people can avoid vulnerable situations where false allegations can be made.</p> <p>These could include:</p> <ul style="list-style-type: none"> • To avoid situations where a staff member or volunteer is on their own with a child. • In the event of an injury to a child, accidental or not, ensure that it is recorded and witnessed by another adult in the organisations accident book (This is located in the front office). • Keep written records of any allegations a child makes against staff and volunteers and report in line with the Child Protection Policy. • If a child or young person touches a staff member or volunteer inappropriately record what happened immediately and inform the Child Protection Coordinator. • Adhere to Craven Primary Academy policy on the Positive Handling Policy.
<p>19. Code of Practice</p>	<p>Staff / Volunteers / children should always;</p> <ul style="list-style-type: none"> • Take all allegations, suspicions or concerns about abuse that a young person makes seriously (including those made against staff) and report them through the procedures. • Provide an opportunity and environment for children to talk to others about concerns they may have. • Provide an environment that encourages children and adults to feel comfortable and confident in challenging attitudes and behaviours that may discriminate others. • Risk assess situations and activities to ensure all potential dangers have been identified. • Treat everyone with dignity and respect. <p>Staff / volunteers / children should not;</p> <ul style="list-style-type: none"> • Permit or accept abusive or discriminatory behaviour. • Engage in inappropriate behaviour or contact. • Use inappropriate or insulting language. • Show favouritism to anyone. • Undermine or criticise others. • Give personal money. <p>Mobile Phones, Cameras and Other Electronic Devices</p> <p>Staff must not use mobile phones in rooms where children are present, including those where children are cared for. It is appropriate to take photographs of children to capture a curriculum activity or a celebration of school life using school equipment providing we have permission to do so from the parents. Staff must not, however, use their personal mobile phone, camera (still or moving images) or other devices to take, edit or store images of children from this academy.</p> <p>All electronic devices are prohibited during lesson time and when children are on site, unless authorised to do so by the Principal / Head of Academy (i.e. mobile photos, digital cameras/videos, iPads, iWatches etc.) Any breaches will be dealt with in strict accordance of the academy’s Staff Code of Conduct and/or E-Safety Acceptable User Policy.</p>

Children may be abused in a family or in an institutional or community setting; by those known to them or, more rarely, by others (e.g. via the internet). They may be abused by an adult or adults or another child or children (**Working Together to Safeguard Children – A Guide To Inter – Agency Working To Safeguard and Promote The Welfare of Children (HM Government March 2015)**).

- Craven Primary Academy is responsible for ensuring that all the staff they employ have had the appropriate checks. This includes ensuring that staff working in these specified early and later years settings are suitable to do so.
- Craven Primary Academy asks employees to provide the relevant information not only about themselves but also about a person who lives or works in the same household as them as part of the pre-employment checks they undertake on appointing new staff.

It is important when recruiting paid staff and volunteers to adhere to the organisation's Safer Recruitment policy. This will ensure potential staff and volunteers are screened for their suitability to work with children and young people, in line with the Safeguarding Vulnerable Groups Act 2006.

- All paid staff and volunteers with access to children and young people or sensitive information relating to children will be required to undertake an enhanced DBS check.
- Staff and volunteers working directly with children or with access to sensitive information will be required to complete LSCB Child Protection Training.
- All staff and volunteers will be required to read the Child Protection Policy. This will be reviewed to ensure up to date knowledge.
- All staff to complete an application form, including details of previous employment, details of any conviction for criminal offences (including spent convictions under the Rehabilitation of Offenders Act 1974), agreement for an enhanced DBS check, permission to contact two referees, including their current or most recent employer (which should be taken up).
- The potential staff member will be interviewed for their suitability for the post following procedures outlined in the Safer Recruitment Policy.
- Volunteers will be interviewed informally by the Principal to ensure their suitability to work within the academy.
- Staff and volunteers will be subject to a probationary period (3 – 6 months) during which they will be supervised and monthly meetings will take place with their manager / supervisor to identify any concerns, training and support needs.
- Staff and volunteers will have a period of induction where they will complete any induction training and access internal policies.

Disclosure and Barring Service

A person who is barred from working with children they will be breaking the law if they work or volunteer, or try to work or volunteer with those groups. If Craven Primary Academy knowingly employs someone who is barred from working with children they will also be breaking the law. If there is an incident where a member of staff or volunteer has to be dismissed because they have harmed a child, or would have been if they had not left, Craven Primary Academy will notify the DBS. The responsibility of this falls to Peter Barley, Chair of Governors.

Childcare Disqualification Requirements 2009

Craven Primary Academy adheres to the supplementary guidance 'Keeping Children Safe' document, detailing the legal requirements for 'Childcare Disqualification' checks to be carried out on relevant staff and volunteers working with children. Craven Primary Academy will not continue to employ an individual who is disqualified, including 'by association', in connection with early or later years childcare provision, nor will a disqualified individual provide or be directly concerned in the management of such provision unless they have received a waiver from Ofsted which covers the role that they wish to undertake. However, this does not imply that individuals are prevented from working in a school in any other setting.

Children may be abused in a family or in an institutional or community setting; by those known to them or, more rarely, by others (e.g. via the internet). They may be abused by an adult or adults or another child or children (**Working Together to Safeguard Children – A Guide To Inter – Agency Working To Safeguard and Promote The Welfare of Children (HM Government March 2015)**).

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Disqualification by association

- The requirement to provide the relevant information about a person who lives or works in the same household as them, guards against an individual working with young children who may be under the influence of a person who lives with them and where that person may pose a risk to children i.e. 'by association'.
- All Staff, regardless of who they work with, are asked to complete and sign a declaration which would help identify those caught by the 'by association' requirement, particularly where an individual may be reluctant to self-declare. When new Data Protection regulations are in force in 2018, a person will fill in a declaration at the point they would work with children aged 8 and under.

	<p><u>Induction</u></p> <p>When new staff join Craven Primary Academy, they will be informed of the safeguarding arrangements in place. They will be given a copy of the academy's Safeguarding Policy plus Part 1 of Keeping Children Safe in Education, and also told the name Child Protection Coordinator. This is detailed in the Induction policy.</p> <p>Every new member of staff will have an induction period that will include essential safeguarding information. This programme will include basic safeguarding information relating to signs and symptoms of abuse, how to manage a disclosure from a child, how to record and issues of confidentiality. The induction will also remind staff of their responsibility to safeguard all children at our school and the remit of the role of the Child Protection Coordinator.</p> <p>All volunteers and temporary staff to our school will be provided with the same level of information in relation to safeguarding.</p> <p><u>Training</u></p> <p>The Child Protection Coordinator undertakes specific inter-agency training on appointment which enables them to work in partnership with other agencies, and gives them the knowledge and skills needed to fulfil their role. In order to maintain their knowledge and skills the Child Protection Coordinator undertakes refresher training at two yearly intervals.</p> <p>All staff have basic child protection training that equips them to recognise and respond to child welfare concerns. The school maintains a record of child protection training, which includes teaching and non-teaching staff. Every staff member undertakes appropriate refresher training every three years.</p> <p>The child protection leads have level 2 training as well as a range of extensive training. (see training records)</p> <p><u>If appropriate</u></p> <p>Our Education Advisory Board will also undertake appropriate training to ensure they are able to carry out their duties to safeguard pupils and staff at our school.</p>															
21. Monitoring and Evaluation	The policy and procedures are monitored by the Education Advisory Board through the designated EAB member for Child Protection who will meet annually with the Child Protection Officer. In addition, procedures are constantly monitored for fitness-for-purpose by the Child Protection Officer and the EAB. Craven Primary Academy will also engage with LA audits and inspections.															
22. Contacts	<p><u>Hull</u></p> <p><u>Children's Social Care (Local Authority)</u></p> <p><u>EHASH (Early Help and Safeguarding Hub) Team</u> (01482) 448879</p> <p><u>Immediate Help Team</u> (01482) 788080</p> <p><u>Child Protection Administrator</u> (01482) 790933</p> <p><u>Local Authority Designated Officer</u> (01482) 790933</p> <p><u>Police Protecting Vulnerable People Unit</u> (01482) 597360</p>															
FURTHER DETAILS CONTAINED IN DOCUMENTS	<table border="0"> <tr> <td>Health and Safety Policies</td> <td>Safer Recruiting - Staff / Volunteers</td> <td>Supporting Children with Medical Needs</td> </tr> <tr> <td>Equality and Diversity Policy</td> <td>Disciplinary, Grievance and Capability Policy</td> <td>Safeguarding Policy</td> </tr> <tr> <td>Whistle Blowing Policy</td> <td>Codes of Conduct</td> <td>Behaviour Policy</td> </tr> <tr> <td>Anti Bullying Policy</td> <td>E-Safety Policy</td> <td>Intimate Care Policy</td> </tr> <tr> <td>Positive Handling / Physical Intervention Policy</td> <td></td> <td></td> </tr> </table>	Health and Safety Policies	Safer Recruiting - Staff / Volunteers	Supporting Children with Medical Needs	Equality and Diversity Policy	Disciplinary, Grievance and Capability Policy	Safeguarding Policy	Whistle Blowing Policy	Codes of Conduct	Behaviour Policy	Anti Bullying Policy	E-Safety Policy	Intimate Care Policy	Positive Handling / Physical Intervention Policy		
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DATE APPROVED:	NEXT REVIEW DATE
16.10.17	October 2018
Reference Number:	

Craven Primary Academy

Child Protection Policy

Statement to Parents

At Craven Primary Academy, the welfare of all our pupils is of great importance to us and we hope that parents are confident about their children's' health and safety whilst in our school.

We will always try to share any concerns we have with parents. However, there are times when we are legally obliged to share our concerns with other agencies, without first speaking to parents, or without the consent of parents.

The safety and protection of our pupils is our most important concern and we wish to reassure you that any sharing of information is done with the children's best interest at heart.

If you have any concerns about the welfare or safety of any child in our school, the Child Protection Officer is Mrs Bartle. In her absence, you should contact Mrs Hamby, Mrs Winstanley or Mr Phillips. They can be contacted through the school office.

Mrs Bartle – Child Protection Officer, Principal

Mrs Hamby – Senior Admin

Mrs Winstanley – Education Support Officer

Appendix 2 HSCB Preparing to Discuss Concerns about a Child with Children's Social Care

Try to sort out in your mind why you are worried, is it based on:

- What you have seen;
- What you have heard from others;
- What has been said to you directly.

Try to be as clear as you can about why you are worried and what you need to do next:

- This is what I have done;
- What more do I need to do?
- Are there any other children in the family?
- Is the child in immediate danger?

In the conversation that takes place the duty Social Worker will seek to clarify:

- The nature of the concerns;
- How and why they have arisen;
- What appear to be the needs of the child and family; and
- What involvement they are having or have had with the child and / or family.

Questions Children's Social Care may ask at Initial Contact

- Agency (i.e. school, etc) address and contact details of referrer;
- Has consent to make the referral been gained? Information regarding parents' knowledge and views on the referral;
- Where consent has not been sought to make a referral you will be asked to explain what informed your decision making;
- Full names, dates of birth and gender of children;
- Family address and, where relevant, school/nursery attended;
- Previous addresses;
- Identity of those with **Parental Responsibility**;
- Names and dates of birth of all members of the household;
- Ethnicity, first language and religion of children and parents;
- Any special needs of the children or of the parents and carers;
- Any significant recent or past events;
- Cause for concern including details of allegations, their sources, timing and location;
- The child's' current location and emotional and physical condition;
- Whether the child needs immediate protection;
- Details of any alleged perpetrator (name, date of birth, address, contact with other children);
- Referrer's relationship with and knowledge of the child and his or her family;
- Known involvement of other agencies;
- Details of any significant others;
- Gain consent for further information sharing / seeking;

- The referrer should be asked specifically if they hold any information about difficulties being experienced by the family/household due to domestic violence, mental illness, substance misuse and/or learning difficulties.

Appendix 3 HSCB Seven Golden rules of information sharing

'Information Sharing: Guidance for practitioners and managers' (2008) is aimed at supporting good practice in information sharing by offering clarity on when and how information can be shared legally and professionally in order to achieve improved outcomes. It can be especially useful in supporting early intervention and preventative work where decisions about information sharing may be less clear than in safeguarding or child protection situations. Below are the 7 golden rules of information sharing that this guidance recommends.

1. Remember that the Data Protection Act is not a barrier to sharing information but provides a framework to ensure that personal information about living persons is shared appropriately.
 2. From the outset be open and honest with the person (and/or their family where appropriate) from the outset about why, what, how and with whom information will, or could be shared, and seek their agreement, unless it is unsafe or inappropriate to do so.
 3. Seek advice if you are in any doubt, without disclosing the identity of the person where possible.
 4. Share with consent where appropriate and, where possible, respect the wishes of those who do not consent to share confidential information. You may still share information without consent if, in your judgement, that lack of consent can be overridden in the public interest. You will need to base your judgements on the facts of the case.
 5. Consider safety and well being: Base your information sharing decisions on considerations of the safety and well being of the person and others who may be affected by their actions.
 6. Necessary, proportionate, relevant, accurate, timely and secure: Ensure that the information you share is necessary for the purpose for which you are sharing it, is shared only with those people who need to have it, is accurate and up to date, is shared in a timely fashion, and is shared securely.
 7. Keep a record of your decision and the reason for it – whether it is to share information or not. If you decide to share, then record what you have shared, with whom and for what purpose.
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1) Effective Communication between Agencies

Effective communication requires a culture of listening to and engaging in, dialogue within and across agencies. It is essential that all communication is as accurate and complete as possible and clearly recorded.

Accuracy is key, for without it effective decisions cannot be made and equally, inaccurate accounts can lead to children remaining unsafe, or to the possibility of wrongful actions being taken that affect children and adults

Before contacting another agency, think about why you are doing it, is it to:

Share Information To share information is the term used to describe the situation where practitioners use their professional judgement and experience on a case by case basis to decide whether and what personal information to share with other practitioners in order to meet the needs of a child or young person (CWDC 2009)

Signpost to Another Service The definition to signpost is to indicate direction towards. It is an informal process whereby a professional or a family is shown in the direction of a service.

- If someone is signposted to a service it is because accessing the service may enhance the family's quality of life, but there would be no increased risk to the child or young person should the service not be accessed.
- No agency is responsible for the monitoring or recording of signposting.

Get Advice and Guidance Seeking advice and guidance at any time, making a general query or perhaps consulting with a specialist colleague within your own organisation (or from another agency) may enhance the work that you are doing with a child, young person or family at any stage. It could be that you want further information about services available or that you want some specialist advice or perhaps need to consult about a particular issue or query for instance to ask if making a referral is appropriate.

- The name of the child and family should be anonymised at this stage unless agreement to share the information has already been obtained.
- It is vital that you record that you have sought information and advice in your own records. The agency you are contacting may not record this information, particularly if the case is not open or active with them. It should be agreed between agencies in this situation as to who records what information.

Facilitate Access to a Service If you think that a family may benefit from a service then directing, signposting or facilitating is appropriate. For example, a family approaches your service and asks for some advice about leisure activities in the local area. You give them the information and directions to the nearest open access leisure centre.

Refer a Child or Family If you think that by not accessing a particular service, a child's situation could deteriorate then a referral is appropriate. However, a referral is only the start of the process. You as the referrer have a responsibility to monitor that the service has been taken up and the child's situation has improved.

- Sometimes you may need to draw on other support services, for example when an intervention has not achieved the desired outcomes and the child/young person requires more specialist or sustained support.
- A specific gap in services to meet a need or any level of concern warrants follow up and monitoring to ensure there is no risk to children.
- At the end of the conversation both parties must be clear about the outcome and the next course of action.

2) Professional Differences Where there are any professional differences about a particular decision, course of action or lack of action you should consult with a Senior Manager within your own organisation about next steps.

3) Recording Well kept records about work with a child and his or her family provide an essential underpinning to good professional practice. Safeguarding and promoting the welfare of children requires information to be brought together from a number of sources and careful professional judgements to be made on the basis of this information. These records should be clear, accessible and comprehensive, with judgements made and decisions and interventions carefully recorded. Where decisions have been taken jointly across agencies, or endorsed by a manager, this should be made clear. (*Working Together 2015*)

You should record your decision and the reasons for it, whether or not you decide to share information. If the decision is to share, you should record what information was shared and with whom.

You should work within your agency's arrangements for recording information and within any local information sharing procedures in place. These arrangements and procedures must be in accordance with the Data Protection Act 1998 (*Information Sharing Guidance for Practitioners and Managers 2008*)