

Garton Outline of Safeguarding Procedures

Statement of Intent

School Mission Statement

Our school nurtures the very best in each individual, providing a high standard of teaching and learning. Our Christian values encourage care for all, mutual respect, responsibility and strong partnerships between school, home and church.

Garton on the Wolds Primary School recognises that protection 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.

Garton on the Wolds Primary School has responsibility to protect and safeguard the welfare of children and young people we come into contact with. The need for guidelines and procedures is important to ensure that this is done with understanding and clarity.

Garton on the Wolds Primary School will aim to protect and safeguard children and young people by:

- Ensuring that all staff/volunteers are carefully selected, trained and supervised (refer to East Riding Recruitment Process and DBS checks);
- Having a Child Protection Policy and Procedure and regularly reviewing and updating this in line with national and local policy developments. This will be achieved by regular meetings and training;
- Ensuring that all staff and volunteers are familiar with the Child Protection Policy and Procedure through staff meetings and volunteers;
- Ensuring that Garton on the Wolds Primary School 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 they are not happy about. This is detailed within the Policy Booklet given to all new parents and staff;
- Giving children, young people, parents and carers information about what Garton on the Wolds Primary School does and what you can expect.

National and Local Guidance

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 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).

The following national guidance should also be referred to:

- The Children Act (1989)
- The Children Act (2004)
- Every Child Matters
- Working Together to Safeguard Children: A Guide to Inter-Agency Working to Safeguard and Promote the Welfare of Children (HM Government, 2005)
- Human Rights Act (1998)
- Criminal Justice & Court Services Act (2000)
- The Protection of Children Act (1999)
- The Sexual Offences Act (2003)
- What to Do If You're Worried a Child is Being Abused? (Department of Health, Home Office, Department of Education & Skills, The Lord Chancellor's Department, The Office of the Deputy Prime Minister & the department for Culture, Media and Sport, 2004)

School Policies

- Health & Safety Policy (Risk Assessment)
- Staff Handbook
- Recruitment & Selection of staff/volunteers
- Code of Conduct
- Diversity & Equality Policy
- Staff Induction /Development/supervision policy
- Confidentiality & Information Sharing

Safeguarding & Promoting Welfare & Child Protection

Safeguarding and promoting the welfare of children is defined as:

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

Enable all children to have optimum life chances and to enter adulthood successfully

Child Protection

Child protection is 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. 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.

Children in Need

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.

Significant Harm

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 is likely to suffer significant harm.

Who Abuses Children?

Children may be abused in a family or in an institutional or community setting, by those known to them or more rarely by a stranger. 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 2005)).

What is abuse and neglect?

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 by inflicting harm, or by failing to act to prevent harm.

Definitions of Abuse

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 as to cause severe and persistent effects on the child's emotional development.

It may involve:

Conveying to children that they are worthless, unloved, inadequate or valued in so far 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 development 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 ill-treatment of another (e.g. in cases of domestic violence)

It may involve causing children frequently to feel frightened or in danger.

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, including prostitution, whether or not the child is aware of what is happening.

The activities may include physical contact, including penetrative (e.g. rape, buggery or oral sex) or non-penetrative acts.

They may include non-contact activities, such as involving children in looking at or in the production of pornographic material or watching sexual activities, or encouraging children to behave in sexually inappropriate ways.

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 material 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 danger.
- Failure to ensure adequate supervision including the use of inadequate caretakers.
- 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.

Recognising abuse and neglect

The following information is to assist staff/volunteers to be aware of possible signs of abuse. 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 been suffered harm. Staff/volunteers/child protection co-ordinator all have a duty to report any concerns about harm in accordance with the Local Safeguarding Children Board, Guidelines & Procedures.

The physical signs and changes in behaviour which indicate neglect may include:

- Constant hunger and stealing food from others;
- Persistently dirty, unkempt or not washed;
- Losing weight, small for age, underweight;
- Child falling asleep, complaining of feeling tired;
- Failure to attend appointments e.g. health appointments;
- Not being dressed appropriately for the weather, clothes too small or dirty;
- Child states that they are left alone and go out unsupervised. The age of the child and circumstances around being left alone/going out unsupervised need to be taken into account.

Physical Abuse

Children and young people do get cuts and bruises as part of their daily lives. It does not necessarily mean they have been harmed. However in some cases children and young people will have injuries that have been caused non-accidentally. The possible signs of physical harm are:

- Bruises occurring in unusual places;
- Injuries on any part of the body that can not be explained;
- Bruises that resemble hand marks, finger tips, slapping or pinching;
- Cigarette burns, bite marks, broken bones or scalds;
- Explanation not fitting the injury or differing explanations for the injury;
- A delay in seeking medical attention for an injury;
- Child's fear of approaching parents for an explanation;
- Child's aggressive behaviour or severe temper outburst;
- Flinching when touched or approached;
- Feelings of depression, or withdrawn behaviour;
- Running away from home, disruptive behaviour;
- A reluctance to get changed for sporting activities.

Emotional Abuse

All forms of harm include an emotional element. However children and young people may suffer emotional harm through persistent belittlement and being put down. They may experience little love, affection or attention from their parents or be restricted from socialising with other children and young people. The physical signs of emotional harm may include:

- Delayed development;
- A lack of confidence, need for approval or attention, fear of making mistakes;
- Self harming behaviours;
- Exhibiting nervous behaviours e.g. rocking, hair twisting;
- Failure to thrive or grow;
- Sudden onset of speech disorders

Sexual Abuse

All children and young people regardless of age, sex, culture and ability can be victims of sexual abuse. The perpetrators of sexual abuse are predominantly adults but children and young people can also sexually harm their peers and younger children.

The Sexual Offences Act (2003) brought changes in legalisation. In law, a child under 13 is no longer deemed capable of consenting to sexual acts. An act of sexual intercourse therefore with a child under 13 years is always an offence of rape (section 5 of the Sexual Offences Act 2003). A person guilty of an offence under this section is liable, on conviction or indictment, to imprisonment for life.

The act also clarifies the offence of Abuse of Position of Trust (section 21 of the Sexual Offences Act 2003). This offence applies to sexual activity by someone in a position of trust with any child under 18, and is designed to protect young people up to the age of 18, who are considered to be vulnerable to abuse and exploitation from persons that hold a position of trust or authority in relation to them.

The physical signs and changes in behaviour that may indicate sexual harm may include:

- Changes in behaviour or unusual behaviour for the child or young person e.g. mood swings, becoming aggressive or withdrawn.
- Stomach pains, discomfort when walking or sitting.
- Pregnancy
- Acting in sexually inappropriate way with peers/adults
- Sexual knowledge beyond their development age or level
- Bruising or injuries to the body
- Self harm, suicide attempts, drug or alcohol use
- Bedwetting
- Eating disorders (anorexia or bulimia)

Indicators of Abuse

The harm or possible harm of a child may come to your attention in a number of possible ways:

Information given by the child, his/her friends, a family member or close associate.

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.

An injury, which arouses suspicion because:

- It does not make sense when compared with the explanation given.
- The explanations differ depending on who is giving the information (e.g. differing explanations from the parent/carer and child)
- The child appears anxious and evasive when asked about the injury.

Suspicion being raised when a number of factors occur over time, for example, the child fails to progress and thrive in contrast to their peers.

Contact with individual who pose a 'risk to children' (Guidance on Offences against Children, Home Office Circular 16/2005). This replaces the term 'Schedule One Offender' and related to an individual 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 1993, or someone who has been identified as counting to present a risk to children.

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.

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 and young people in the family.

Mental Health

Mental illness in a parent or carer does not necessarily have an adverse affect on the child or young person but is important to assess its implications for any children involved in the family. The adverse affects 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 violence or associated with poverty and social isolation, children are particularly vulnerable.

Domestic Violence

Children and young people can suffer directly and indirectly if they live in a household where there is domestic violence. 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 ill-treatment of another. This can include children witnessing violence in the home. Domestic violence 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 violence is exacerbated when the violence is combined with problematic alcohol or drug use.
- People working with children should also be alert to the frequent inter-relationship between domestic violence and the abuse or neglect of children.

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. racial 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.

Managing Disclosures of Abuse

If a child discloses abuse it is important that, as far as possible the following basic principles are adhered to:

- 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 they said;
- Never promise the child that what they have told you can be kept secret. Explain that you have a responsibility to report what the child has said to someone else.
- THE CHILD PROTECTION CO-ORDINATOR MUST BE INFORMED IMMEDIATELY.

The Role of the Child Protection Co-ordinator

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.

The Child Protection Co-ordinator is responsible for:

- Monitoring and recording concerns about the well-being of a child or young people.
- Making referral to the Local Authority Children's Services.
- Liaising with other agencies.
- Arranging training or staff/volunteers

The Child Protection Co-ordinator after receiving a referral, will act on behalf of Garton on the Wolds Primary School in referring concerns or allegations of harm to the Local Authority Children's Services or Police Family Protection Unit.

If the Child Protection Co-ordinator is in doubt about making a referral it is important to note that advice can be sought from the Local Authority Children's Services. 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.

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.

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 Child Care Team, whose duty it is to make enquiries in accordance with section 47 of the Children Act 1989.

Seeking Consent for a Referral

- Working Together to Safeguard Children (HM Government 2005) states that professionals should meet 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 Child Care Team. This should only be done when such discussion and agreement seeking will not place the child at an increased risk of significant harm.

So in general where concerns about a child relates to section 17 children 'in need' (Children Act 1989) consent should be sought from the parents, carer or child where appropriate, prior to a referral being made to the Local Authority Child Care Team.

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, carers or child should be clearly recorded.

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 or 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.

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 Child Care Team.

Reporting Concerns or Allegations of Abuse

(Refer to ERSCB guidelines and procedures)

A member of staff or volunteer must report any concerns or allegation of harm immediately to the designated Child Protection Co-ordinator (Debra Chadwick). In the absence of the Child Protection Co-ordinator the matter should be reported to the person identified as their deputy (Tracy Cousins). In the event of neither of these individuals being available the matter should be reported through the line management. In the unlikely event of management not being available the matter should be reported directly to the appropriate Local Authority Child Care Team or Police Family Protection Unit. In the case of it being out of hours the Emergency Duty Team should be contacted (see Appendix A).

Making a Referral

Referrals of all children in need, including those where there are child protection concerns will be made to:

East Riding – By telephoning the Call Centre or Local Customer Service Centre

Out of Hours – To the relevant Emergency Duty Team

All referrals made by telephone need to be followed up in writing within 48 hours.

The Child Protection Co-ordinator should make the referral as appropriate. The referrer should be prepared to give where possible the following information:

- The nature of your concerns/allegations
- 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?

Allegations against Staff Members/Volunteers

Any member of staff or volunteers who has concerns about the behaviour or conduct of another individual working with in the group or organisation will report the nature of the allegation or concern to the Child Protection Co-ordinator immediately. If the behaviour or conduct is believed to have harmed a child or is likely to cause harm then the Child Protection Co-ordinator will report the matter to the Local Authority Child Care Team.

In the case that the concern or allegation relates to the Child Protection Co-ordinator, their line management should be contacted (Tracy Cousins). If the immediate line manager/ or other members of the management structure is implicated in the concerns or allegations then the matter should be reported implicated in the concerns or allegations then the matter should be reported directly to the Local Authority Child Care Team or Police Family Protection Unit.

Seeking Medical Attention

If a child has a physical injury and there are concerns about use:-

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 the Local Authority Child Care Team.

Staff & Volunteer Self Protection

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.

- 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 located in the first aid cupboard in the staff room.
- 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 touch a staff member or volunteer inappropriately record what happened immediately and inform the Child Protection Co-ordinator.
- Adhere to the Garton on the Wolds Primary School policy on behaviour management.

Code of Practice

Staff/Volunteers/Children should always:

- Take all allegations, suspicions or concerns about abuse that a young person makes seriously (including those made against staff) and report them through the correct 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 hurt others.
- Risk assess situations and activities to ensure all potential dangers have been identified.
- Treat everyone with dignity and respect.

Staff/volunteers/children should not:

- 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

Recruitment & Selection

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 CRB check.

- Staff and volunteers working directly with children or with access to sensitive information will be required to complete ERSCB Child Protection Training. Their training will be reviewed in supervision.
- 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 and volunteers to complete an application form, including details of previous employment, details of any conviction for criminal offences (including spent convictions under the Rehabilitation of Offences Act 1974), agreement for an enhanced CRB check, permissions to contact two referees (which should be taken).
- The potential staff member or volunteer will be interviewed for their suitability for the post as per the interview process

East Riding of Yorkshire

All referrals should be made to the call centre or by visit or phone call to Customer Service Centre or to the Children's Trust, Family Support teams.

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Call Centre	01482 393939
Customer Service Centre	

Anlaby 17 Hull Road HU10 6SP	01482 654220
Beverley Cross Street HU17 9BA	01482 887888
Bridlington Town Hall Quay Road YO16 4LP	01262 422500
Cottingham, Civic Hall, Market Green HU16 5QQ	01482 843444
Driffield, Council Offices West Garth, YP25 7TP	01377 255556
Goole, Council Offices Church Street DN14 5BG	01405 722000
Hedon HU12 8DF	01482 893555
Hessle Peeler House, Ferriby Road, HU13 0RG	01482 629888
Hornsea 75 Newbiggin HU18 1PA	01964 537060
Howden 69 Hailgate DN14 7SX	01482 393029
Market Weighton, Old Magistrates Court	08451 225000
Pocklington Burnby Hall YO42 2QQ	01759 302298
Withernsea 243 Queen Street	01964 614477

Children's Trust, Child Care Management Teams

Wolds/Dale Child Team	
George Street, Pocklington YO42 2DF	01759 305704
Goole/Howden Child Care Team	
Council Offices, Church Street Goole DN14 5BG	01482 396842
Beverley Rural/Haltemprice Child Care Team	
3 Eastgate Hessle HU13 9NA	01482 640131
Beverley Minster/South Holderness Child Care Team	
Council Offices Skirlaugh HU11 5HN	01482 396532
Driffield/Bridlington North Child Care Team	
Council Offices Westgarth Driffield YO25 6TP	01377 396791
Bridlington South/North Holderness Child Care Team	
Town Hall, Quay Road Bridlington YO16 4LP	01482 396761
Child Protection Register Administrator	01482 396472
Emergency Duty Team	01482 880826