



# CAPERNEWRAY

## Child Protection Policy Statement

- As the Senior Management Team and Board of Trustees of Capernwray Missionary Fellowship of Torchbearers we are committed to the nurturing, protection and safeguarding of children and young people
- We are committed to supporting parents and families
- We recognise that Child Protection is everybody's responsibility
- We base our guidelines on Keeping Children Safe in Education 2018, Working Together to Safeguard Children 2018, and are advised by the Churches' Child Protection Advisory Service (CCPAS)
- This Policy is reviewed annually

A copy of the full Policy can be viewed in the main office.

Signed by:

Date

**Jonathan Halsey** (*Managing Director*)

Date

**Brian Sweeney** (*Chair of Trustees*)



# CAPERNRAY

## Child Protection Policy

### Capernwray Bible School

Capernwray Hall, Capernwray, Carnforth, Lancashire, LA6 1AG England

Tel: 01524 733908 Email: [ccp@capernwray.org.uk](mailto:ccp@capernwray.org.uk)

Charity name: Capernwray Missionary Fellowship Of Torchbearers (“**CMFOT**”)

Charity number: 1073139 Company number: 3573958

### CHILD PROTECTION MISSION STATEMENT

The management of CMFOT (“**Management**”) recognises the importance of its ministry to children and young people and its responsibility to protect and safeguard the welfare of children and young people entrusted to the organisation's care.

As part of its mission, CMFOT is committed to:

- valuing, listening to and respecting children and young people as well as promoting their welfare and protection;
- safe recruitment, supervision and training for all staff and volunteers within the organisation;
- adopting a procedure for dealing with concerns about possible abuse;
- encouraging and supporting parents/carers;
- supporting those affected by abuse in the organisation;
- maintaining good links with the statutory childcare authorities and other organisations.

## ORGANISATION POLICY

The Management recognises the need to provide a safe and caring environment for children and young people. It also acknowledges that children and young people can be the victims of physical, sexual and emotional abuse, and neglect. The Management has therefore adopted the procedures set out in this document (hereafter the “**Policy**”). It also recognises the need to build constructive links with statutory and voluntary child protection agencies. The Policy is based on Keeping Children Safe in Education 2018 and Working Together to Safeguard Children 2018. The Management agrees not to allow the Policy to be copied by other organisations.

The Management is committed to on-going child protection training for all children/youth workers and will regularly review the Policy.

The Management also undertakes to follow the principles found within the Abuse Of Trust guidance issued by the Home Office and it is therefore unacceptable for those in a position of trust to engage in any behaviour which might allow an abusive relationship (sexual or otherwise) to develop for as long as the relationship of trust continues.

## RESPONDING TO ALLEGATIONS OF ABUSE

Under no circumstances should any staff member (paid or voluntary) carry out their own investigation into the allegation or suspicion of abuse. The person in receipt of allegations or suspicions of abuse will do the following:

- Concerns must be reported as soon as possible to Douglas Roy (“**Snr Designated Safeguarding Lead**”), or to Debbie Atkinson or Jemma Wraight (each a “**Deputy Designated Safeguarding Lead**” and together the “**Deputies**”) based at Capernwray Hall, Tel no: 01524 733908, who are nominated by the Management to act on their behalf in dealing with the allegation or suspicion of neglect or abuse, including referring the matter on to the statutory authorities.
- The Designated Safeguarding Lead may also be required to inform the Managing Director: Jonathan Halsey Tel no: 01524 733908 (*direct dial: 01524 738006*)
- The Designated Safeguarding Lead may also be required by conditions of the CMFOT’s Insurance Policy to immediately inform the Insurance Company and the Charities Commission.
- In the absence of the Designated Safeguarding Lead, or if the suspicions in any way involve the Designated Safeguarding Lead, then the report should be made to Jonathan Halsey, Managing Director based at Capernwray Hall, Tel no: 01524 733908 (*direct dial: 01524 738006*). If the suspicions implicate both the Designated Safeguarding Lead and the Managing Director, then the report

should be made in the first instance to the Churches' Child Protection Advisory Service (“**CCPAS**”) PO Box 133, Swanley, Kent, BR8 7UQ telephone 0303 003 1111.

- CCPAS may advise you to contact Social Services. The local Morecambe Social Services office telephone number between 8.45am and 5.00pm is 0300 123 6720. The out of hours emergency number is 0845 602 1043, in the event that the allegation involves staff. The Local Authority Designated Officer (“**LADO**”) is 01772 536694.
- Suspicions must not be discussed with anyone other than those nominated above. A written record of the concerns should be made on the form in Appendix 3 of the Bible School Safeguarding Policy then passed to the Designated Safeguarding Lead or Deputies. In the event of the allegations involving these people, the form should be handed to CCPAS or, on their advice, to Social Services.
- Whilst allegations or suspicions of abuse will normally be reported to the Designated Safeguarding Lead, the absence of the Designated Safeguarding Lead or Deputy Designated Safeguarding Lead should not delay referral to the CCPAS or, on their advice, the Social Services Department.
- The Management will support the Designated Safeguarding Lead / Deputy Designated Safeguarding Lead in their role, and accept that any information they may have in their possession will be shared strictly on a need to know basis.
- It is, of course, the right of any individual to make a direct referral to the child protection agencies or seek advice from CCPAS, although the Management hope that guests and / or others associated with CMFOT will use this procedure in this Policy. If, however, the individual with the concern feels that the Designated Safeguarding Lead / Deputy Designated Safeguarding Lead has not responded appropriately, or where they have a disagreement with the Designated Safeguarding Lead as to the appropriateness of a referral, they are free to contact an outside agency direct. We trust by making this statement that the Management demonstrate the commitment of CMFOT to effective child protection.

The role of the Designated Safeguarding Lead / Deputy Designated Safeguarding Lead is to collate and clarify the precise details of the allegation or suspicion and pass this information on to the Social Services Department. It is Social Services’ task to investigate the matter under Section 47 of the Children Act 1989.

## **ALLEGATIONS OF PHYSICAL INJURY OR NEGLECT**

If a child has a physical injury or symptom of neglect, a staff member should inform the Designated Safeguarding Lead / Deputy Designated Safeguarding Lead who will:

- contact CCPAS (or Social Services) for advice in cases of deliberate injury, if concerned about a child's safety or if a child is afraid to return home;

- not tell the parents or carers unless advised to do so having contacted Social Services;
- seek immediate medical help if needed, informing the doctor of any suspicions;
- for lesser concerns, (e.g. poor parenting), consider encouraging the parent/carer to seek help, but not if this places the child at risk of injury;
- seek and follow advice given by CCPAS (who will confirm their advice in writing) if unsure whether or not to refer a case to Social Services;
- where the parent/carer is unwilling to seek help, contact CCPAS for advice.

## **ALLEGATIONS OF SEXUAL ABUSE**

In the event of allegations or suspicions of sexual abuse, the Designated Safeguarding Lead / Deputy Designated Safeguarding Lead will:

- seek and follow the advice given by CCPAS if for any reason they are unsure whether or not to contact Social Services/Police. CCPAS will confirm its advice in writing for future reference;
- contact the Morecambe Social Services Department. The local Morecambe Social Services office telephone number between 8.45am and 5.00pm is 0300 123 6720. The out of hours emergency number is 0845 602 1043. They will NOT speak to the parent/carer or anyone else.

## **APPOINTMENT, SUPPORT, SUPERVISION & TRAINING OF STAFF & VOLUNTEERS**

The Management will ensure all workers responsible for supervising young people will be appointed, trained, supported and supervised in accordance with the Policy. The same principles will be applied to those appointed to work with vulnerable adults.

## **SUPERVISION OF GROUP/CHILDREN'S ACTIVITIES**

The Management will ensure that adequate supervision is provided for activities.

## **SUPPORT TO THOSE AFFECTED BY ABUSE**

The Management is committed to offering pastoral care, working with statutory agencies as appropriate, and support to those associated with CMFOT (whether working or visiting) who have been affected by abuse.

## **WORKING WITH OFFENDERS**

CMFOT is not in a position to offer employment (voluntary or paid) to a known sex or sexual offender.

Due to the residential nature of our work it would be unlikely to be of help to a previous offender and would be putting children at risk to have such people working at Capernwray Hall.

# INTRODUCTION

Capernwray Missionary Fellowship of Torchbearers (“**CMFOT**”) recognises its responsibilities for safeguarding children and protecting them from harm.

This Child Protection Policy will be reviewed by the Board of Trustees.

Date of last review: October 2018

Date of next review: October 2019

<b>Role</b>	<b>Name</b>	<b>Contact Details</b>
Designated Trustee for Child Protection/ Safeguarding	Brian Sweeney	c/o Capernwray Hall (01524 733908)
Snr Designated Safeguarding Lead	Douglas Roy SMT	01524 733908 (direct dial: 01524 738020)
Deputy Safeguarding Lead (Bible School)	Jemma Wraight	Capernwray Hall (01524 738018)
Deputy Safeguarding Lead (Cover)	Debbie Atkinson	Capernwray Hall (01524 738055)
Dean of Students (Lead for Vulnerable Students)	Ian Ellershaw	Capernwray Hall (01524 738023)
Safeguarding Advice	Churches Child Protection Advisory Service (CCPAS) (also known as 31:8)	0303 003 1111
LA Safeguarding Children in Education Officer	Morecambe Social Service Office	0300 123 6720 (Out of hours 0845 6021043)
LA Child Protection Contact/LADO	LADO.Admin@lancashire.gov.uk	01772 536694
Emergency Duty Team (Children’s Social care)	Morecambe Social Service Office	0300 123 6720 (Out of hours 0845 6021043)

This Policy applies to all students, staff, trustees and volunteers working at Capernwray Hall and takes into account relevant statutory guidance.

We will ensure that all parents/carers are made aware of our responsibilities with regard to child protection procedures and how we will safeguard and promote the welfare of their children through the publication of this Policy.

These duties and responsibilities, as set out within the Education Act 2002 section 175 and 157, DfE Statutory Guidance Keeping Children Safe in Education 2018 and HM Working Together to Safeguard Children 2018 are incorporated into this Policy.

## **SAFEGUARDING**

### **Child Protection Statement**

*'Children' includes all those under 18.*

We recognise our moral and statutory responsibility to safeguard and promote the welfare of all children. We endeavour to provide a safe and welcoming environment where children are respected and valued. We are alert to the signs of abuse and neglect and follow our procedures to ensure that children receive effective support, protection and justice. The procedures contained in this policy apply to all staff, volunteers and trustees.

### **Safeguarding children is defined as:**

- The actions we take to promote the welfare of children and protect them from harm are everyone's responsibility. Everyone who comes into contact with children and families has a role to play.

### **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 grow up in circumstances consistent with the provision of safe and effective care;
- Taking action to enable all children to have the best outcomes in accordance with Working Together to Safeguard Children 2018 (page 6).

### **Safeguarding is not just about protecting children from deliberate harm. It also relates to the broader aspects of care and education including:**

- Students' health and safety and well-being, including their mental health;
- Meeting the needs of those with special educational needs and/or disabilities;
- The use of reasonable force;



- Meeting the needs of those with medical conditions;
- Providing first aid;
- Educational visits and outreach opportunities;
- Intimate care and emotional wellbeing;
- Online safety and associated issues;
- Appropriate arrangements to ensure site security, taking into account the local context;
- Keeping children safe from risks, harm and exploitation: KCSIE 2018 Annex A.

**Safeguarding can involve a range of potential issues such as:**

- Neglect, physical abuse, sexual abuse and emotional abuse;
- Contextualised abuse;
- Bullying, including online bullying (by text message, on social networking sites, etc.) and prejudice based bullying;
- Peer-on-peer abuse;
- Racist, disability and homophobic, biphobic or transphobic abuse;
- Gender based violence/violence against women and girls;
- Extremist behaviour and/or radicalisation;
- Child sexual exploitation and human trafficking;
- The impact of new technologies, including 'sexting' and accessing pornography;
- Child on Child Sexual Violence and Sexual Harassment (KCSIE 2018 Part Five);
- Substance misuse;
- Issues which may be specific to a local area or population, for example gang activity and youth violence;
- Particular issues affecting children including domestic violence, female genital mutilation and honour based violence and forced marriage.

Our ethos is that the effective safeguarding of children can only be achieved by putting children at the centre of a system where we listen and hear what they say. Every individual within CMFOT will play their part, including working with professionals from other agencies, to meet the needs of our most vulnerable children and keep them safe. We will take opportunities to teach children about important safeguarding issues in a way that is age appropriate.

CMFOT is therefore, led by senior members of staff and trustees who aim to provide a safe environment and vigilant culture where children and young people can learn and be safeguarded. If there are safeguarding concerns we will respond with appropriate action in a timely manner for those children who may need help or be suffering, or likely to suffer, significant harm.

Where staff members have concerns about a child (as opposed to a child being in immediate danger) they will decide what action to taken in conjunction with the Designated Safeguarding Lead. Although any staff can make a referral to children's social care where a child is identified as being in immediate danger there should be no

delay in a member of staff reporting the concerns directly to children's social care or the police as required.

The Designated Safeguarding Lead (DSL) and Deputies who are familiar with national and local guidance will share concerns, where appropriate, with the relevant agencies.

## The Policy

### There are five main elements to our Policy:

- Providing a safe environment in which children can learn and develop;
- Ensuring we practice safe recruitment in checking the suitability of staff and volunteers to work with children;
- Developing and then implementing procedures for identifying and reporting cases, or suspected cases of abuse;
- Supporting students who have been abused or harmed in accordance with his/her child protection plan;
- Raising awareness of safeguarding children, child protection processes and equipping children with the skills needed to keep them safe.

We recognise that because of our regular contact with children and young people, we may be well placed to observe the outward signs of abuse.

### Capernwray Bible School will therefore:

- Establish and maintain an environment where students feel secure, are encouraged to talk and are listened to;
- Ensure students know that there are trusted adults whom they can approach if they are worried;
- Ensure that every effort is made to establish effective working relationships with parents, carers and colleagues from other agencies;
- Make clear in the student handbook and lecture programme the opportunities available to support students in:
  - Recognising and managing risks including online sexual exploitation, sexting and radicalisation;
  - Developing healthy relationships and awareness of domestic violence, and abuse which is linked to 'honour' such as female genital mutilation and forced marriage, bullying and peer-on-peer abuse;
  - Recognising how pressure from others can affect their behaviour;
- Take all reasonable measures to ensure any risk of harm to children's welfare is minimised;
- Take all appropriate actions to address concerns about the welfare of a child, working to local policies and procedures in full working partnership with agencies;
- Ensure robust child protection arrangements are in place and embedded in the daily life and practice of the organisation;
- Promote student health and safety;
- Promote safe practice and challenge unsafe practice;

- Ensure that procedures are in place to deal with allegations of abuse against staff including volunteers (DfE Keeping Children Safe in Education 2018 Part Four Pages 51 to 62), and local inter-agency procedures;
- Provide first aid and meet the health needs of children with medical conditions;
- Ensure site security;
- Address drugs and substance misuse issues;
- Support and plan for young people in custody and their resettlement back into the community if required;
- Work with all agencies with regard to missing students, anti-social behaviour/gang activity and violence in the community/knife crime and students at risk of sexual exploitation;
- Everyone having a duty to safeguard children inside/outside the Bible school environment including school trips, activities and outreach placements.

**We will follow the guidance issued by the DfE in Keeping Children Safe in Education 2018 to:**

- Ensure we have a Snr Designated Safeguarding Lead (DSL) (who is a member of the school/college senior management team) and two Deputy Safeguarding Leads for child protection/safeguarding who have received appropriate training and support for this role;
- Ensure we have a nominated Trustee responsible for child protection/safeguarding;
- Ensure that we have a designated member of staff with responsibility for vulnerable students, including those under 18 and Looked-After children, and for communicating with other staff as appropriate;
- Ensure every member of staff (including temporary staff, volunteers and guest lecturers) and the trustee body knows the name of the Snr Designated Safeguarding Lead and their Deputies responsible for child protection and their role;
- Ensure all staff and volunteers understand their responsibilities in being alert to the signs of abuse and responsibility for referring any concerns to the Snr Designated Safeguarding Lead (or Deputies) or to children's social care/police if a child is in immediate danger;
- Ensure all staff and volunteers are aware of early intervention and understand their role in it;
- Ensure that there is a whistleblowing policy and culture where staff can raise concerns about unsafe practice and that these concerns will be taken seriously;
- Ensure that there is a complaints' system in place for children and families;
- Ensure that parents have an understanding of the responsibility placed on the school and staff for child protection and safeguarding by setting out its obligations on the school's website;
- Notify Children's Social Care if there is an unexplained absence of more than two days of a student or child who is subject to a child protection plan;
- Develop effective links with relevant agencies and cooperate as required with their enquiries regarding child protection matters, including attendance at child protection conferences;

- Keep written records of concerns about children, even where there is no need to refer the matter immediately; documenting and collating information on individual children to support early identification, referral and actions to safeguard;
- Ensure all records are kept securely; separate from the main file, and in a locked cabinet in an office;
- Ensure that we follow robust processes to respond when children are missing from education or missing from home or care;
- Develop and then follow procedures where an allegation is made against a member of staff or volunteer;
- Ensure safe recruitment practices are always followed;
- Apply confidentiality appropriately.

### **Safe Staff and Supporting Staff**

- The leadership and trustee body of CMFOT will ensure that all safer working practices are followed according to the policies and procedures according to DfE statutory guidance Keeping Children Safe in Education in force from 3<sup>rd</sup> September 2018, as will be reflected in the Employee Handbook. Staff and trustees will be informed of any changes to practice.
- Staff and trustees will be appropriately trained in safer working practices.
- Statutory pre-employment checks and references from previous employers are an essential part of the recruitment process.
- Staff will have access to advice on the boundaries of appropriate behaviour and will be aware of the Employee Code of Conduct, which includes contact between staff and students outside the work context.
- In the event of any complaint or allegation against a member of staff, the Designated Safeguarding Lead or Deputy if the DSL is not present, will be notified immediately. If it relates to the DSL, the chair of trustees will be informed without delay. We will respond to all allegations robustly and appropriately in collaboration with the Local Authority Designated Officer (“LADO”) and CCPAS.
- Staff may find some of the issues relating to child protection and the broader areas of safeguarding upsetting, and may need support which should be provided by the Senior Management Team. Advice and support will be made available via CCPAS.
- All new employees will be appropriately inducted to their role.

### **Links to other policies**

This Policy, together with the following, should be read alongside and in conjunction with other policies and statutory guidance regarding the safety and welfare of children. These together will make up the suite of policies to safeguard and promote the welfare of students and children.

- *Anti-Bullying and Harassment Policy – revised 2018*
- *Managing Attendance*
- *Equality (see Employee Handbook)*
- *Central Record of Recruitment and Vetting Checks*

- *Complaints' Procedure Statement*
- *Cyber –bullying (see Anti-Bullying and Harassment Policy)*
- *Radicalisation – Prevent Duty*
- *Staff Behaviour (Code of Conduct policy)*
- *Staff Discipline, Conduct and Grievance (see employee handbook)*
- *School information published on the website*
- *Whistleblowing Policy*

## **Roles and Responsibilities**

### **Everyone**

Safeguarding and promoting the welfare of children is everyone's responsibility. Everyone at Capernwray Hall who comes into contact with children and their families have a role to play in safeguarding children. All staff at Capernwray Hall consider, at all times, what is in the best interests of children.

All staff contribute to providing a safe environment. Staff know in the first instance to discuss their concerns with the Designated Safeguarding Lead and understand they may be required to support other agencies and professionals.

All our staff are aware of systems within CMFOT and these are explained to them as part of staff induction and ongoing staff training, which include our child protection policy; the employee code of conduct and the role of the Designated Safeguarding Lead and Keeping Children Safe in Education Part One. CMFOT has introduced an induction checklist when staff are inducted which includes the above, but also other policy and procedural information.

All our staff receive safeguarding and child protection training which is updated every two years. In addition to this training all staff members receive child protection and safeguarding updates when required, but at least annually.

All our staff are aware of the process for making referrals to children's social care and for statutory assessments under the Children Act 1989 and understand the role they may have in these assessments.

CMFOT operates in an international context. We are aware that our responsibilities are the same for all children and students wherever their home base is. The DSL works with at least one of the Deputy DSLs to deal with safeguarding concerns in the international context. All staff and volunteers including those from other countries are required to complete a safeguarding training programme.

All our staff know what to do if a child is raising concerns, disclosures of abuse and neglect. Staff will maintain a level of confidentiality whilst liaising with the Designated Safeguarding Lead and children's social care. Our staff will never promise a child that they will not tell anyone about a disclosure or allegation, recognising this may not be in the best interest of the child.

## **Staff responsibilities**

All staff have a key role to play in identifying concerns and provide early help for children and students.

### **To achieve this they will:**

- Establish and maintain an environment where children feel secure, are encouraged to talk and are listened to;
- Ensure children know that there are adults in the school who they can approach if they are worried or have concerns;
- Plan opportunities within the curriculum for children to develop the skills they need to assess and manage risk appropriately and keep themselves safe;
- Attend training in order to be aware of and alert to the signs of abuse;
- Maintain an attitude of “it could happen here” with regards to safeguarding;
- Record their concerns if they are worried that a child is being abused and report these to the DSL as soon as practical that day. If the DSL is not contactable immediately a Deputy DSL should be informed;
- Be prepared to refer directly to social care, and the police if appropriate, if there is a risk of significant harm and the Snr DSL or their Deputy is not available;
- Follow the allegations’ procedures if the disclosure is an allegation against a member of staff;
- Follow the procedures set out in the Policy and take account of guidance issued by the DfE KCSIE 2018 Part One;
- Support students in line with their child protection plan if a plan is in place;
- Treat information with confidentiality but never promising to “keep a secret”;
- Notify the DSL or their Deputy of any child on a child protection plan or child in need plan who has unexplained absence;
- Ensure they know who the DSL and Deputy DSL are and know how to contact them;
- Have an awareness of the Child Protection Policy, Student Code of Conduct, the Staff Code of Conduct, procedures relating to the safeguarding response for children who go missing from education and the role of the DSL.

### **Senior Management Team responsibilities:**

- Contribute to inter-agency working in line with Working Together to Safeguard Children 2018 guidance;
- Provide a co-ordinated offer of early help when additional needs of children are identified;
- Carry out tasks delegated by the trustee body such as training of staff, safer recruitment and maintaining a single central register;
- Provide support and advice on all matters pertaining to safeguarding and child protection to all staff regardless of their position within CMFOT;

- Treat any information shared by staff or students with respect and follow agreed policies and procedures;
- Ensure that allegations or concerns against staff are dealt with in accordance with guidance from Department for Education (DfE KCSIE 2018 Part Four), Lancashire Safeguarding Children Board (LSCB) and Lancashire County Council (LCC).

## **Designated Safeguarding Lead**

We have a Snr Designated Safeguarding Lead who takes lead responsibility for safeguarding children and child protection across the organisation. The Snr Designated Safeguarding Lead is required to receive appropriate training and support for this role. The Snr Designated Safeguarding Lead is a member of the Senior Management Team and their responsibilities are explicit in their job description.

In addition to the Snr DSL we also have two Deputy DSLs:

**Designated Safeguarding Lead - Bible School**

The Outreach Coordinator role includes the DSL responsibility specifically for Bible School. This Deputy DSL - Bible School is required to receive the same training as our Snr Designated Safeguarding Lead. The DSL - Bible School will ensure that the responsibilities for child protection and safeguarding children are fully embedded within the Bible School ethos and that specific duties are discharged. They will assist the Snr Designated Safeguarding Lead in ensuring safeguarding policy and protocols are followed. They will be the initial point of contact for safeguarding concerns within Bible School. They will ensure that the Snr DSL is kept fully informed at all stages.

**Designated Safeguarding Lead – Cover**

The Compliance Officer role includes the DSL responsibility specifically to provide cover for the Snr DSL and Bible School DSL when they are not available. The Deputy Safeguarding Lead - Cover is required to receive the same training as our Snr Designated Safeguarding Lead. They will provide additional support to ensure the responsibilities for child protection and safeguarding children are fully embedded in practice and also have a specific responsibility to ensure all required training is completed.

We acknowledge the need for effective and appropriate communication between all members of staff in relation to safeguarding students. Our Designated Safeguarding Lead will ensure there is a structured procedure within the organisation, which will be followed by all of the members of the school community in cases of suspected abuse.

## **The Senior Designated Safeguarding Lead is required to:**

### **Manage Referrals**

- Refer cases of suspected abuse or allegations to the relevant investigating agencies;
- Support staff who make referrals to children's social care and other referral pathways;
- Refer cases where a person is dismissed or left due to risk/harm to a child to the DBS as required.

### **Work with others**

- As required, liaise with the 'case manager' (as per Part Four of KCSiE 2018) and the LADO where there are child protection concerns/allegations that relate to a member of staff;
- Liaise with the case manager and the LADO/ LADO Allegation Officer where there are concerns about a staff member;
- Liaise with staff on matters of safety and safeguarding and deciding when to make a referral by liaising with other agencies. Act as a source of support, advice and expertise for other staff;
- Take part in strategy discussions or attend inter-agency meetings and/or support other staff to do so and to contribute to the assessment of children;
- Liaise with the local authority and other agencies in line with Working Together to Safeguard Children 2018 and the local Lancashire Safeguarding Children Board procedures and practice guidance.

### **Undertake training**

- Formal Designated Safeguarding Lead training will be undertaken every two years. Informal training and updating of knowledge and skills will be at regular intervals, undertaken at least annually. The Snr Designated Safeguarding Lead is responsible for their own training and should obtain access to resources or any relevant refresher training.
- The Snr Designated Safeguarding Lead is also responsible for ensuring all other staff with designated safeguarding responsibilities access up to date and timely safeguarding training and maintains a register to evidence the training.

## **The training undertaken should enable the Snr Designated Safeguarding Lead to:**

- Ensure that each member of staff has access to the child protection policy and procedures;
- Be alert to the specific needs of children in need, including those with special educational needs and or disabilities and young carers;
- Be able to keep detailed, accurate, secure written records of concerns and referrals;
- Understand the Prevent Duty and provide advice and support to staff on protecting children from the risk of radicalisation;



- Encourage a culture of protecting children; listening to children and their wishes and feelings.

### **Raise awareness**

- Ensure that the child protection policies are known, understood and used appropriately;
- Ensure that the child protection policy is reviewed annually in consultation with staff members and procedures are updated and reviewed regularly and implemented, and that the trustees are kept up to date and actively involved;
- Work strategically to ensure policies and procedures are up to date and drive and support development work within the organisation;
- Ensure that the child protection policy is available to parents and carers and uploaded to the website and make parents/carers aware that referrals may be made about suspected abuse or neglect;
- Ensure all staff receive induction training covering child protection and are able to recognise and report any concerns immediately as they arise.

### **Availability**

- During term time the Snr Designated Safeguarding Lead (*or a Deputy*) will always be available (during term time) for staff to discuss any safeguarding concerns. Appropriate arrangements will also need to be in place for any out of school hours' activities in-line with the guidance contained in DfE KCSIE 2018 para 61 to 67 and Annex B.

### **The Managing Director will ensure that:**

- The policies and procedures adopted by the trustee body are fully implemented, and followed by all staff;
- Sufficient resources and time are allocated to enable the Designated Safeguarding Lead and other staff to discharge their responsibilities, including taking part in strategy discussions and inter-agency meetings, and contributing to the assessment of children;
- All staff and volunteers feel able to raise concerns about poor or unsafe practice with regard to children, and such concerns are addressed sensitively and effectively in a timely manner in accordance with agreed whistle-blowing policies;
- All staff have access to and read and understand the requirements placed on them through:- the Safeguarding Policy; the staff Code of Conduct and Student Code of Conduct; DfE Keeping Children Safe in Education guidance 2018, Part One, as a minimum;
- There are mechanisms in place to assist staff to fully understand and discharge their role and responsibilities as set out in Part One of Keeping Children Safe in Education 2018 and Part Two Leadership and Management;
- Where there is an allegation made against a member of staff (either paid or unpaid) that meets the criteria for a referral to the LADO, then the Managing

Director will discuss the allegation immediately with the LADO (within 24 hours) and ensure that cases are managed as per Part Four of KCSiE (2018). If the allegation is against the Managing Director then the Chair of the Trustee body will manage the allegation – see below.

## **The Board of Trustees**

**The Board of Trustees are collectively responsible for ensuring that safeguarding arrangements are fully embedded within the school's ethos and reflected in the school's day-to-day safeguarding practices by:**

- Ensuring there is an individual member of the Board of Trustees to take leadership responsibility for safeguarding and champion child protection issues in the school;
- Ensuring that the school has effective policies and procedures in line with statutory guidance (Working Together to Safeguard Children 2018) as well as with local LSCB guidance and monitor compliance;
- Ensuring that safeguarding policies and procedures are in place for appropriate action to be taken in a timely manner to promote a child's welfare;
- Recognising the importance of information sharing between agencies through the statutory guidance provided within KCSiE 2018, Working Together to Safeguard Children 2018 and the recently published HM Government guidance 'Information Sharing: Advice for practitioners providing safeguarding services to children, young people, parents and carers', published July 2018;
- Ensuring cooperation with the local authority and other safeguarding partners
- Appointing a Snr Designated Safeguarding Lead from the senior management team to take lead responsibility for child protection/safeguarding and that a designated member of staff for vulnerable students is appropriately trained;
- Ensuring that all staff read and fully understand at least Part One of Keeping Children Safe in Education 2018 and ensure that there are mechanisms in place to assist staff to understand and discharge their role and responsibilities as set out in Part One;
- Ensuring that the Board of Trustees is collectively responsible for the school's 'safeguarding arrangements'. All members of the Board of Trustees will undertake training about child protection to ensure they have the knowledge and information needed to perform their functions and understand their responsibilities;
- The Chair of Trustees as Named Child Protection/Safeguarding Trustee will access role-specific training to enable them to discharge and comply with their child protection/ safeguarding responsibilities;
- Ensuring there is a training strategy in place for all staff, including the Managing Director, so that child protection training is undertaken with refresher training at three yearly intervals. The Snr Designated Safeguarding Lead and all other staff with designated safeguarding responsibilities should receive refresher training at two yearly intervals;
- Ensuring that staff undergo safeguarding child protection training at induction and that there are arrangements in place for staff to be regularly updated to ensure that safeguarding remains a priority;

- Ensuring that temporary staff and volunteers who work with children are made aware of the arrangements for child protection and their responsibilities;
- Ensuring there are procedures in place to manage allegations against staff and exercise disciplinary functions in respect of dealing with a complaint;
- Ensuring that if there is an allegation made against the Managing Director that meets the criteria for a referral to LADO then the Chair of Trustees will contact the LADO immediately (within 24 hours) – see Part Four of KCSIE (2018);
- Ensuring that arrangements/procedures are in place to manage ‘low level’ concerns (allegations and concerns about a staff member that after initial consideration by the ‘case manager’ do not meet the criteria for a referral to LADO);
- Ensuring a response if there is an allegation against the Managing Director by liaising with the LADO or other appropriate officers within the local authority;
- Ensuring appropriate responses to children and students who go missing from education, particularly on repeat occasions, to help identify the risk of abuse, including child sexual exploitation and going missing in future;
- Ensuring that peer-on-peer abuse is included in child protection and safeguarding policy, ‘sexting’ and the school’s response is included and different gender issues that are prevalent in peer-on-peer abuse;
- Giving staff the opportunities to contribute and shape safeguarding arrangements and child protection policy;
- Prevent people who pose a risk of harm from working with children by adhering to statutory responsibilities to check staff who work with children, making decisions about additional checks and ensuring volunteers are supervised as required’;
- Ensure at least one person on an interview panel has completed safer recruitment training when interviewing’;
- Recognising that certain children are more vulnerable than others, such as looked after children and children with special educational needs and disabilities.

## **Vulnerable Students**

The Dean of Students has responsibility for vulnerable students including those under 18, those with Special Educational Needs and those who were previously ‘Looked-After’. The Designated Safeguarding Lead will work closely with the Dean of Students to ensure their ongoing safety and wellbeing as well as supporting their education, through linking with their social worker, carers and parents where appropriate. We also recognise those children who were previously ‘Looked-After’ potentially remain vulnerable and all staff will be informed of the importance of maintaining support for them through our pastoral system. We will continue to recognise the importance of working with agencies and take prompt action where necessary to safeguard these children, who may remain vulnerable.

## **Identifying Concerns**

All members of staff, volunteers and trustees will know how to identify students who may be being harmed and then how to respond to a student who discloses abuse, or

where others raise concerns about them. Our staff will be familiar with procedures to be followed.

Staff understand that abuse, neglect and safeguarding issues are rarely standalone events that can be covered by one definition, and that in most cases multiple issues will overlap with each other.

Staff who regularly come into contact with children are aware of the DfE guidance [What to do if you're worried a child is being abused](#)

Some of the following signs might be indicators of abuse or neglect:

- Children whose behaviour changes – they may become aggressive, challenging, disruptive, withdrawn or clingy, or they might have difficulty sleeping or start wetting the bed;
- Children with clothes which are ill-fitting and/or dirty;
- Children with consistently poor hygiene;
- Children who make strong efforts to avoid specific family members or friends, without an obvious reason;
- Children who don't want to change clothes in front of others or participate in physical activities;
- Children who are having problems at school, for example, a sudden lack of concentration and learning or they appear to be tired and hungry;
- Children who talk about being left home alone, with inappropriate carers or with strangers;
- Children who reach developmental milestones, such as learning to speak or walk, late, with no medical reason;
- Children who are regularly missing from school or education;
- Children who are reluctant to go home after school;
- Children with poor school attendance and punctuality, or who are consistently late being picked up;
- Parents who are dismissive and non-responsive to practitioners' concerns;
- Parents who collect their children from school when drunk, or under the influence of drugs;
- Children who drink alcohol regularly from an early age;
- Children who are concerned for younger siblings without explaining why;
- Children who talk about running away; and
- Children who shy away from being touched or flinch at sudden movements.

## **The four categories of child abuse are as follows:**

- 1. Physical Abuse**
- 2. Emotional Abuse**
- 3. Sexual Abuse, and**
- 4. Neglect**

**Physical Abuse:** a form of abuse which 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.

### **Some of the possible indicators could include:**

May be recognised by: Children with frequent injuries, injury such as bruising, bite marks, burns and scalds, fractures but also by aggressive behaviour. It may also be an indicator of concern where a parent gives an explanation inconsistent with the injury or gives several different explanations for the injury.

**Emotional Abuse:** the persistent emotional maltreatment of a child such as to cause severe and adverse effects on the child's emotional development. It may involve conveying to a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond a 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 cyberbullying), 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, although it may occur alone.

### **Some of the possible indicators could include:**

May be recognised by: Developmental delay, attachment issues, aggressive behaviour, appeasing behaviour, watchfulness or stillness, low self-esteem, withdrawn or a loner, or having difficulty in forming relationships. Emotional abuse may be difficult to recognise as signs are usually behavioural rather than physical. Signs of emotional abuse may be associated or similar to other forms of abuse so presence of emotional abuse may indicate other abuse is prevalent as well.

**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 (for example rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also 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.

**Some of the possible indicators could include:**

May be recognised by: Inappropriate sexualised conduct, age inappropriate sexualised play or conversation, sexually harmful behaviour – contact or non-contact, self-harm, eating disorders, continual, inappropriate or excessive masturbation, anxiousness or unwillingness to remove clothes – sports/ PE etc., pain or itching in genital area, blood on underclothes, bruising in genital region and/or inner thighs etc.

**Neglect:** the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health 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, clothing and shelter (including exclusion from home or abandonment); protect a child from physical and emotional harm or danger; ensure adequate supervision (including the use of inadequate care-givers); or ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

**Some of the possible indicators could include:**

May be recognised by: Being constantly hungry; constantly tired; have a poor state of clothing; be emaciated; have untreated medical problems; be frequently late or have poor or non-attendance at school; have low self-esteem; display neurotic behaviour and/or have poor social relationships, have poor personal hygiene. A neglected child may also be apathetic, fail to thrive, or be left with or in the care of adult's under the influence of alcohol or drug misuse.

**Our staff will be alert to the potential needs for early help for a child who:**

- is disabled and has specific additional needs;
- has special educational needs;
- is a young carer;
- is showing signs of being drawn into anti-social behaviour, including gang involvement and association with organised crime groups;
- is frequently missing/goes missing from care or from home;
- is misusing drugs or alcohol themselves;
- is at risk of modern day slavery, trafficking or exploitation;
- is in a family circumstance presenting challenges for the child, such as substance abuse, adult mental health problems or domestic abuse;
- has returned home to their family from care;
- is showing early signs of abuse and/or neglect;
- is at risk of being radicalised or exploited;
- has an age inappropriate understanding of sexualised behaviours;
- is privately fostered.

## **Peer on peer abuse**

All our staff have an awareness of safeguarding issues that can put children at risk of harm. Peer to peer abuse is the highest incidence of abuse in schools. This can manifest itself as:

- bullying (including cyberbullying);
- physical abuse such as hitting, kicking, shaking ,biting, hair pulling, or otherwise causing physical harm;
- sexual violence and sexual harassment;
- sexting (also known as youth produced sexual imagery); and
- initiation, hazing-type violence and rituals.

All our staff will **always act in the 'best interest of the child'**.

In an instance of peer on peer abuse, support will be given to both the victim and the perpetrator, including external specialist support where required. All incidents will be reported in accordance with CMFOT's policies and procedures.

## **Contextualised safeguarding**

We recognise safeguarding incidents and / or behaviours can be associated with factors outside of Capernwray and/or can occur between children outside of Capernwray. All our staff but particularly our Designated Safeguarding Leads (DSL's) will consider the context within which such incidents and or behaviours occur. We recognised this is known as 'contextual safeguarding' and will take into account by assessing whether wider environmental factors are present in a child's life that threaten their safety or welfare. In such cases we will work with safeguarding agencies and support the child and family as part of any referral process.

## **Children with Special Educational Needs**

We recognise that children with special educational needs (SEN) and or disabilities can face additional safeguarding challenges. Children with SEN and or disabilities are especially vulnerable when identifying concerns due to their impaired capacity to resist or avoid abuse. They may have speech, language and communication needs, which may make it difficult to tell others what is happening.

This Policy reflects the fact that additional barriers can exist when recognising abuse and neglect in this group of children which include:

- assumptions that indicators of possible abuse such as behaviour, mood and injury relate to the child's disability without further exploration;
- children with SEN and disabilities can be disproportionately impacted by things like bullying - without outwardly showing any signs;
- communication barriers and difficulties in overcoming these barriers;
- Addressing individual behaviour concerns and incidents taking into account the child's SEN and disability.

## **Taking action where concerns are identified**

Our staff recognise the difference between concerns about a child and a child in immediate danger.

If staff have concerns about a child they will need to decide what action to take.

A discussion should take place with the Snr Designated Safeguarding Lead to agree a course of action.

If a child is in immediate danger or risk of harm a referral will be made immediately to the Multi-Agency Safeguarding Hub and/or the police immediately by the member of staff if required, with the Designated Safeguarding Lead being informed of the referral.

If a child chooses to tell a member of staff about alleged abuse, there are a number of actions that staff will undertake to support the child:

- The key facts will be established in language that the child understands and the child's words will be used in clarifying/expanding what has been said;
- No promises will be made to the child, e.g. to keep secrets;
- Staff will stay calm and be available to listen;
- Staff will actively listen with the utmost care to what the child is saying;
- Where questions are asked, this should be done without pressurising and only using open questions;
  - Leading questions should be avoided as much as possible;
  - Questioning should not be extensive or repetitive;
- Staff will not put words in the child's mouth but subsequently note the main points carefully;
- A full written record will be kept by the staff duly signed and dated, including the time the conversation with the child took place, outline what was said, comment on the child's body language etc.;
- It is not appropriate for staff to make children write statements about abuse that may have happened to them or get them to sign the staff record;
- Staff will reassure the child and let them know that they were right to inform them and inform the child that this information will now have to be passed on;
- The Designated Safeguarding Lead will be immediately informed, unless the disclosure has been made to them;
- Information should be shared with children's social care without delay;
- Children's Social Care will liaise with the police where required which will ensure an appropriate police officer response rather than a uniformed response;
- The Police would only therefore be contacted direct in an emergency.

**Staff should never attempt to carry out an investigation of suspected child abuse by interviewing the child or any others involved. The only people who should investigate child abuse and harm are Social Care, Police or the NSPCC.**

## **Confidentiality**

We recognise that all matters relating to child protection are confidential; however, a member of staff must never guarantee confidentiality to children; children will not be given promises that any information about an allegation will not be shared.

Where there is a child protection concern it will be passed immediately to the Designated Safeguarding Lead and/or to children's social care. When a child is in immediate danger children's social care/the police will be contacted.



The Snr Designated Safeguarding Lead will disclose personal information about a student to other members of staff, including the level of involvement of other agencies, only on a 'need to know' basis.

All staff are aware that they have a professional responsibility to share information with other agencies in order to safeguard children. They are aware that the Data Protection Act 2018 should not be a barrier to sharing of information where failure to do so would result in a child being placed at risk of harm.

## DfE guidance

### **Information Sharing**

Effective sharing of information between practitioners and local organisations and agencies is essential for early identification of need, assessment and service provision to keep children safe. Serious case reviews (SCR's) have highlighted that missed opportunities to record, understand the significance of sharing information in a timely manner can have severe consequences for the safety and welfare of children. (Working Together to Safeguard Children 2018 para 23).

We will adopt the information sharing principles detailed in statutory safeguarding guidance contained within:

- *DfE KCSIE 2018 para 71 to 75*
- *HM Working Together to Safeguard Children 2018 Para 23 to 27 and on pages 20 and 21.*
- *HM Information Sharing: Advice for practitioners providing safeguarding services to children, young people, parents and carers (which has been updated to reflect the General Data Protection Regulation (GDPR) and Data Protection Act 2018.*
- *Lancashire Safeguarding Children Board (LSCB) Policy and Practice Guidance.*

### **Records and Monitoring**

Any concerns about a child will be recorded in writing within 24 hours. All records will provide a factual and evidence based account and there will be accurate recording of any actions. Records will be signed, dated and, where appropriate, witnessed. Where an opinion or professional judgement is recorded this should be clearly stated as such.

**At no time should an individual teacher/member of staff or school be asked to or consider taking photographic evidence of any injuries or marks to a child's person, this type of behaviour could lead to the staff member being taken into managing allegations procedures. The body map at the end of this Policy (Appendix 4) should be used in accordance with recording guidance.**

**Any concerns should be reported and recorded without delay to the appropriate safeguarding services, e.g. MASH (Multi Agency Safeguarding Hub) or the child's social worker if already an open case to social care.**

A chronology will be kept prior to the commencement of a concern file. Staff, particularly pastoral staff, will record any minor concerns on the chronology and will take responsibility for alerting the Designated Safeguarding Lead should the number of concerns rise or, in their professional judgement, become significant. At the point at which a concern file (see Appendix 3) is commenced then the chronology can be transferred to the concern file.

Files will be available for external scrutiny for example by a regulatory agency or because of a serious case review or audit.

### **Why recording is important**

Our staff will be encouraged to understand why it is important that recording is comprehensive and accurate and what the messages are from serious case reviews are in terms of recording and sharing information. It is often when a chronology of information is pieced together that the level of concern escalates or the whole or wider picture becomes known.

We acknowledge without information being recorded it can be lost. This could be crucial information, the importance of which is not always necessarily apparent at the time.

On occasions, this information could be crucial evidence to safeguard a child or be evidence in future criminal prosecutions.

### **Recording Practice**

Timely and accurate recording will take place when there are any issues regarding a child.

A recording of each and every episode/incident/concern/activity regarding that child, including telephone calls to other professionals, needs to be recorded on the chronology kept within the confidential file for that child. This will include any contact from other agencies who may wish to discuss concerns relating to a child. Actions will be agreed and roles and responsibility of each agency will be clarified and outcomes recorded.

The chronology will be brief and log activity; the full recording will be on the concern file.

More detailed recording on the record of concern will be signed and dated and include an analysis, taking account of the holistic needs of the child, and any historical information held on the child's file. Support and advice will be sought from social care, or early help whenever necessary. In this way a picture can emerge and this will assist in promoting an evidence-based assessment and determining any action(s) that needs to be taken.

### **Helplines and reporting**

- Children can talk to a ChildLine counsellor 24 hours a day about anything that is worrying them by ringing 0800 11 11 or in an online chat at <http://www.childline.org.uk/Talk/Chat/Pages/OnlineChat.aspx>.

- If parents or carers are concerned that their child is being contacted by adults as a result of having sharing sexual imagery they should report to NCA-CEOP at [www.ceop.police.uk/safety-centre](http://www.ceop.police.uk/safety-centre)
- ChildLine and the Internet Watch Foundation have partnered to help children get sexual or naked images removed from the internet. A young person can get their photo removed by talking to a ChildLine counsellor. More information is available at <http://www.childline.org.uk/explore/onlinesafety/pages sexting.aspx>
- If parents and carers are concerned about their child, they can contact the NSPCC Helpline by ringing 0808 800 5000, by emailing [help@nspcc.org.uk](mailto:help@nspcc.org.uk) , or by texting 88858. They can also ring the Online Safety Helpline by ringing 0808 800 5002.

***The following appendices are a part of this Policy:***

<i>Appendix 1</i>	<i>Flow Chart 'What to do if you are worried a child is being abused</i>
<i>Appendix 2</i>	<i>Template: Case Record and Chronology form</i>
<i>Appendix 3</i>	<i>Template: Logging a concern about a child's safety and welfare</i>
<i>Appendix 4</i>	<i>Template: Body Maps Guidance and Body Maps</i>



# CAPERWRAY

## CMFOT Child Protection/ Safeguarding Flow Chart

'What to do if you are worried a child is being abused, at risk of harm or neglect'

### Member of staff, volunteer has concerns about a child's welfare

- Be alert to signs of abuse and question unusual behaviour



### Where a child or young person discloses abuse or neglect

- Listen to what you say, keep calm, reassure they are right and you will take action to help keep them safe. **DO NOT DELAY take any immediate necessary action to protect the child**
- Inform them you need to share the information and what you are going to do next
- Do not promise confidentiality, you will need to share / report the information onwards
- Do not question further, or inform the alleged abuser



### Discuss concerns with the Designated Safeguarding Lead (DSL) or Deputy Designated Safeguarding Lead (DDSL)

- The DSL or DDSL will consider further actions
- Concerns and discussion, decisions and reasons for decision should be recorded in writing and a 'concern file' or 'child protection' file should be opened, stored in line with the organisation's Child Protection Policy



### Still Have Concerns? Refer to Social Care

Have child / family's personal details to hand and be clear about concern / allegations

### Safeguarding concern resolved / no longer help

Support has been agreed, record decision, any follow-up actions



### Children's Social Care

**During Office Hours, Monday - Friday**

Morecambe Social Services Office

Tel: 0300 123 6720

Out of Hours

Tel: 0845 602 1043

If the child is at immediate risk dial:

101 and ask for assistance

Record all decisions and actions, working to agreed outcomes and within timescales



### Unmet Needs Identified

Decide what actions are needed to support the child

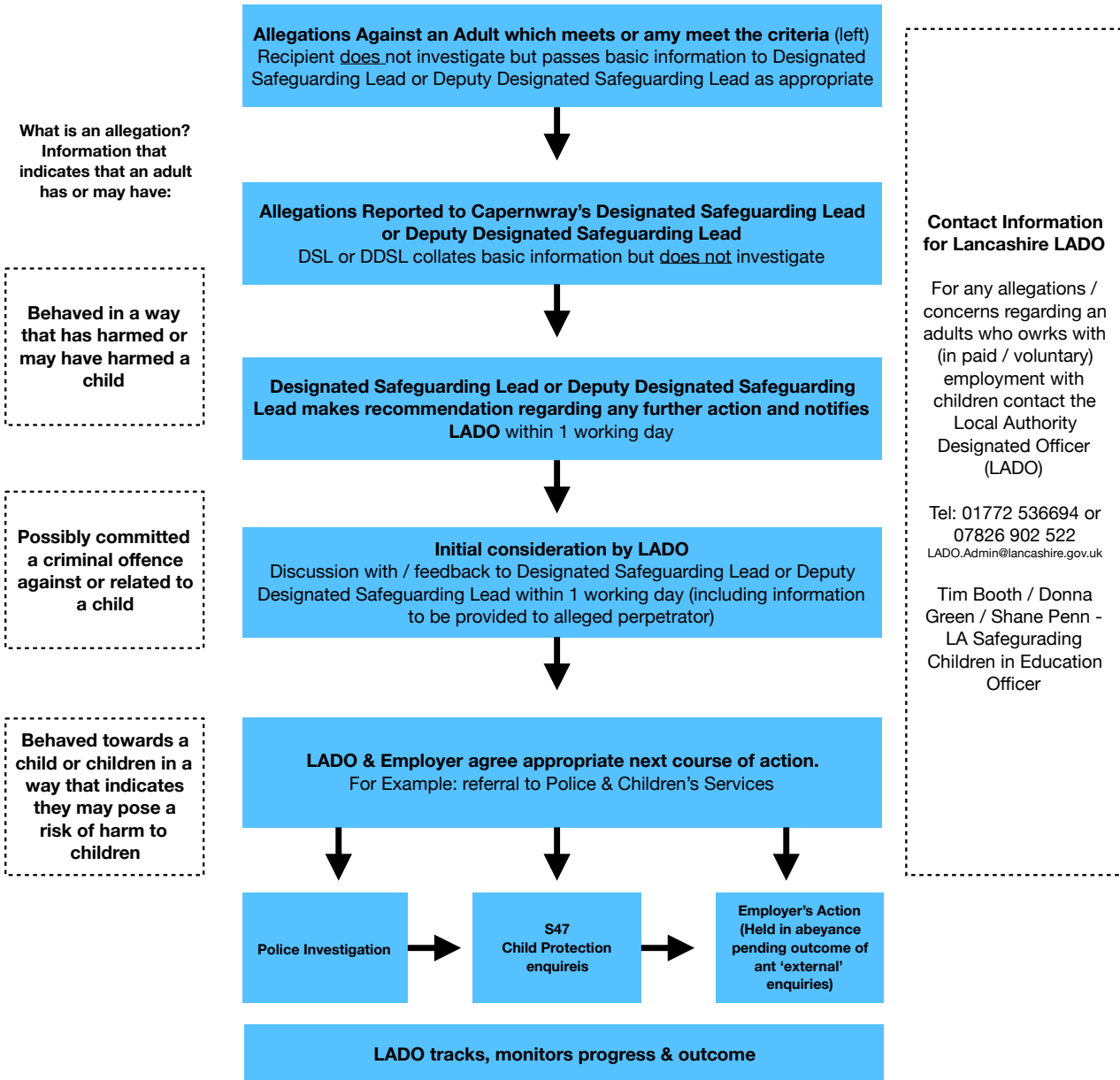


### Consult with child young person, family and relevant agencies

Agree, Support, Monitor

**Contact Information for Lancashire LADO:** For any allegations / concerns regarding an adults who works with (in paid / voluntary) employment with children contact the Local Authority Designated Officer (LADO)  
Tel: 01772 536694 or 07826 902 522 LADO.Admin@lancashire.gov.uk  
Tim Booth / Donna Green / Shane Penn - LA Safeguarding Children in Education Officer  
The flowchart is intended as a brief guide. Please refer to our Child Protection Policy.

**Flowchart: Procedure for Managing Allegations**



**Remember:** The LADO must be contacted when you have received any allegation or concern about any person who works with children who may have:

- behaved in a way that has harmed, 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 they may pose a risk of harm to children.

## Appendix 2

### Case Record/Chronology

**CONFIDENTIAL**

**Sheet Number:**

Complete for all incidents of concern including where a 'logging the concern' sheet has not been completed. If one has been completed then add a note to this chronology to cross reference (significant information may also be added).

<b>Name:</b>		
<b>DOB:</b>		<b>Form:</b>
<b>Date</b>	<b>Information/Details of concerns or contact</b>	<b>Print Name and Signature</b>

## Appendix 3

### Logging a concern about a child's safety and welfare

Part 1 (for use by any staff)

<b>Name:</b>	<b>Date of Birth:</b>	<b>FORM:</b>
<b>Date and Time of Incident:</b>	<b>Date and Time (of writing):</b>	
<b>Name:</b> .....		
<b>Print</b>	<b>Signature</b>	
<b>Job Title:</b>		
<b>Note the reason(s) for recording the incident.</b>		
<b>Record the following factually: Who? What (if recording a verbal disclosure by a child use their words)? Where? When (date and time of incident)? Any witnesses?</b>		
<b>Professional opinion where relevant (how and why might this have happened?)</b>		
<b>Note actions, including names of anyone to whom your information was passed.</b>		
<b>Any other relevant information (distinguish between fact and opinion).</b>		

**Check to make sure your report is clear to someone else reading it.  
Please give this form to your Snr Designated Safeguarding Lead**

Part 2 (for use by the Snr Designated Safeguarding Lead (DSL))

<p><b>Time and date information received by DSL, and from whom.</b></p>		
<p><b>Any advice sought by DSL (date, time, name, role, organisation and advice given).</b></p>		
<p><b>Action taken (referral to social care/monitoring advice given to appropriate staff etc) with reasons.</b></p> <p><b>Note time, date, names, who information shared with and when etc.</b></p>		
<p><b>Parent's informed Y/N and reasons.</b></p>		
<p><b>Outcome</b></p> <p><b>Record names of individuals/agencies who have given information regarding outcome of any referral (if made).</b></p>		
<p><b>Where can additional information regarding child/incident be found (e.g. pupil file, serious incident book)?</b></p>		
<p><b>Should a concern/confidential file be commenced if there is not already one? Why?</b></p>		
<p><b>Signed</b></p>		
<p><b>Printed Name</b></p>		



## **Body Map Guidance**

**Medical assistance should be sought where appropriate.**

Body Maps should be used to document and illustrate visible signs of harm and physical injuries.

Always use a black pen (never a pencil) and do not use correction fluid or any other eraser.

Do not remove clothing for the purpose of the examination unless the injury site is freely available because of treatment.

**\*At no time should an individual teacher/member of staff or school be asked to or consider taking photographic evidence of any injuries or marks to a child's person, this type of behaviour could lead to the staff member being taken into managing allegations procedures, the body map below should be used in accordance with recording guidance. Any concerns should be reported and recorded without delay to the appropriate safeguarding services, e.g. MASH or the child's social worker if already an open case to social care.**

**When you notice an injury to a child, try to record the following information in respect of each mark identified e.g. red areas, swelling, bruising, cuts, lacerations and wounds, scalds and burns:**

- Exact site of injury on the body, e.g. upper outer arm/left cheek.
- Size of injury - in appropriate centimetres or inches.
- Approximate shape of injury, e.g. round/square or straight line.
- Colour of injury - if more than one colour, say so.
- Is the skin broken?
- Is there any swelling at the site of the injury, or elsewhere?
- Is there a scab/any blistering/any bleeding?
- Is the injury clean or is there grit/fluff etc.?
- Is mobility restricted as a result of the injury?
- Does the site of the injury feel hot?
- Does the child feel hot?
- Does the child feel pain?
- Has the child's body shape changed/are they holding themselves differently?

Importantly the date and time of the recording must be stated as well as the name and designation of the person making the record. Add any further comments as required.

**Ensure First Aid is provided where required and record**

A copy of the body map should be kept on the child's concern/confidential file.

# BODYMAP

(This must be completed at time of observation)

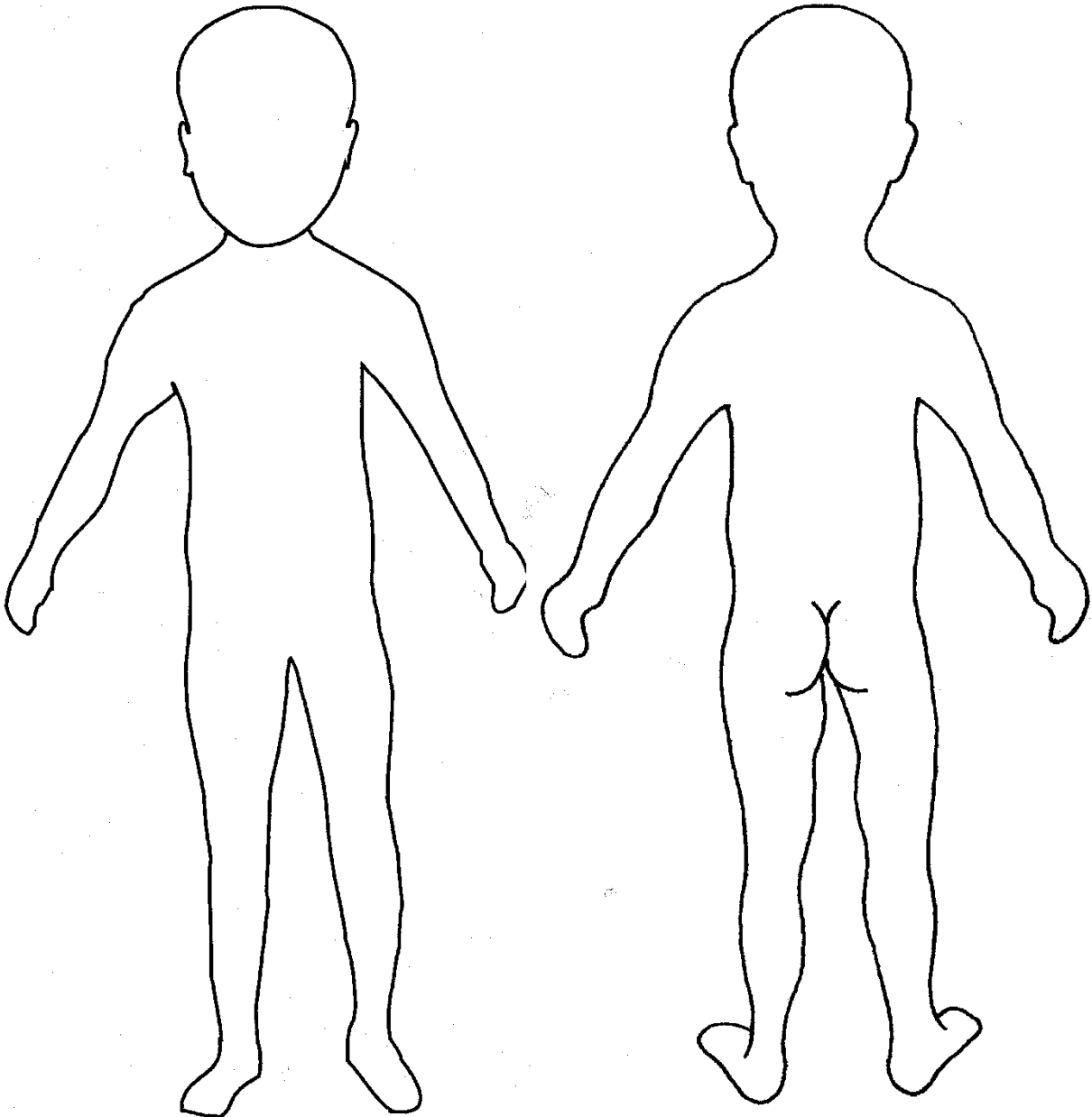
Names for  
Child: \_\_\_\_\_

Date of  
Birth: \_\_\_\_\_

Name of  
Worker: \_\_\_\_\_

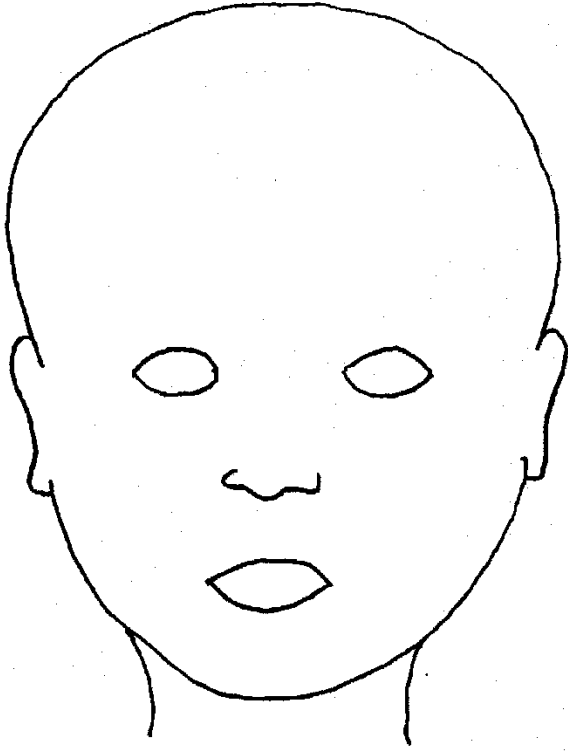
Agency: \_\_\_\_\_

Date and time of  
observation: \_\_\_\_\_

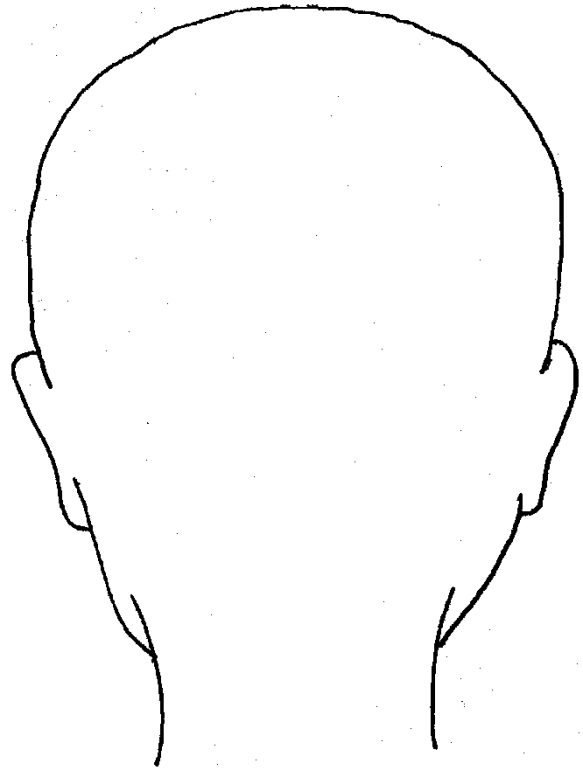


Name of Child: \_\_\_\_\_

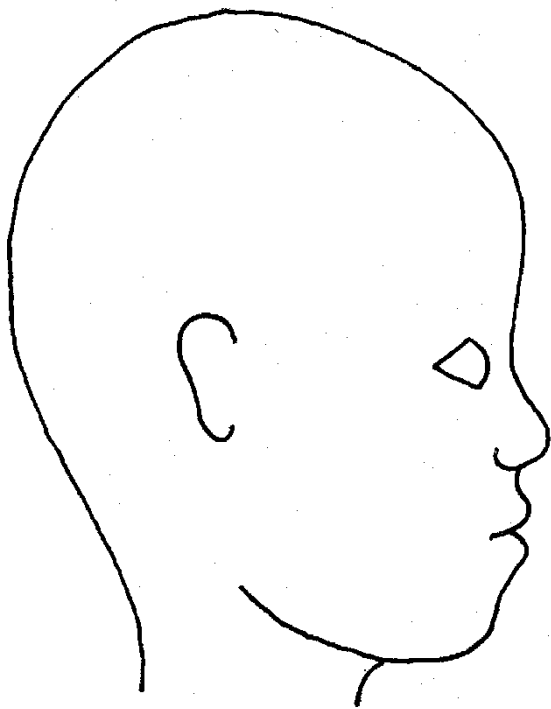
Date of observation: \_\_\_\_\_



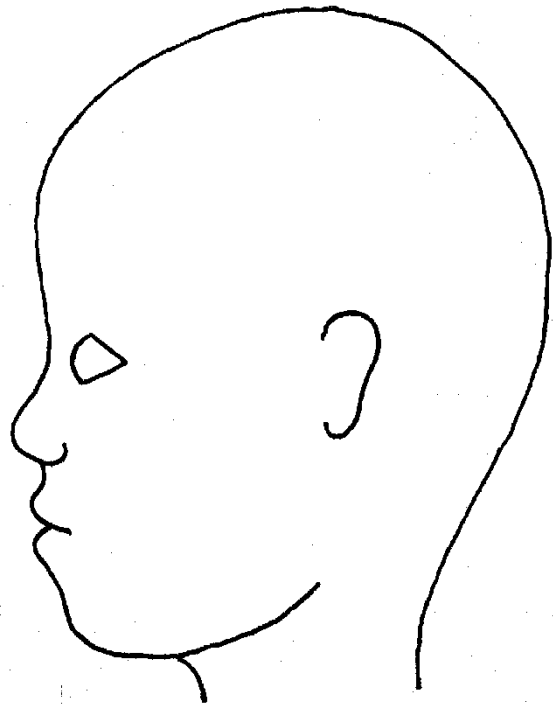
**FRONT**



**BACK**



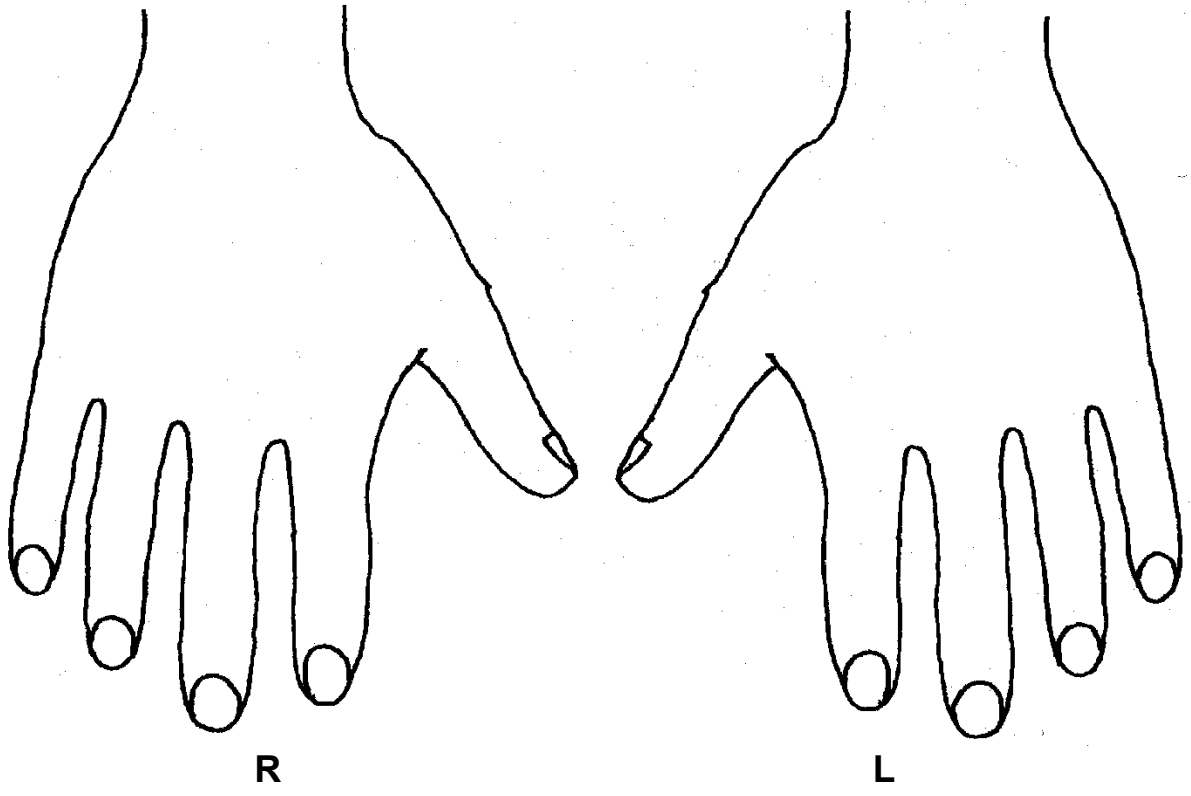
**RIGHT**



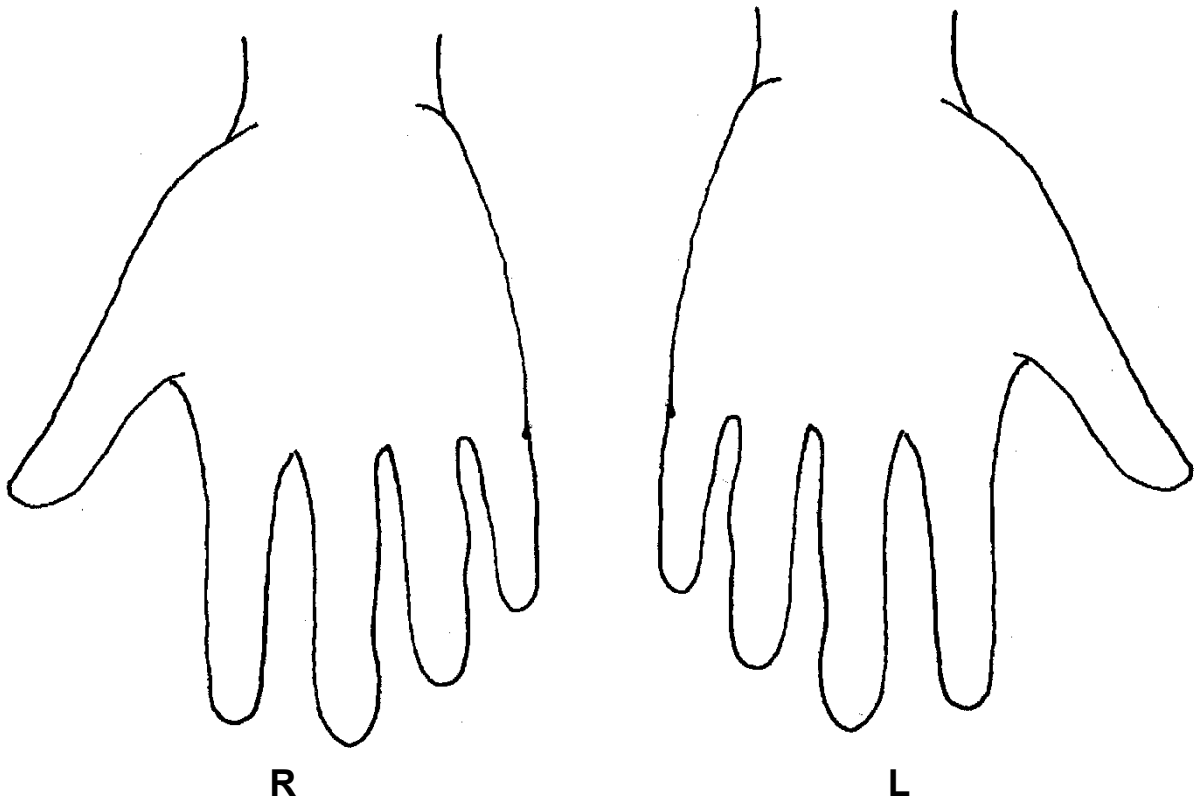
**LEFT**

Name of Child: \_\_\_\_\_

Date of observation: \_\_\_\_\_



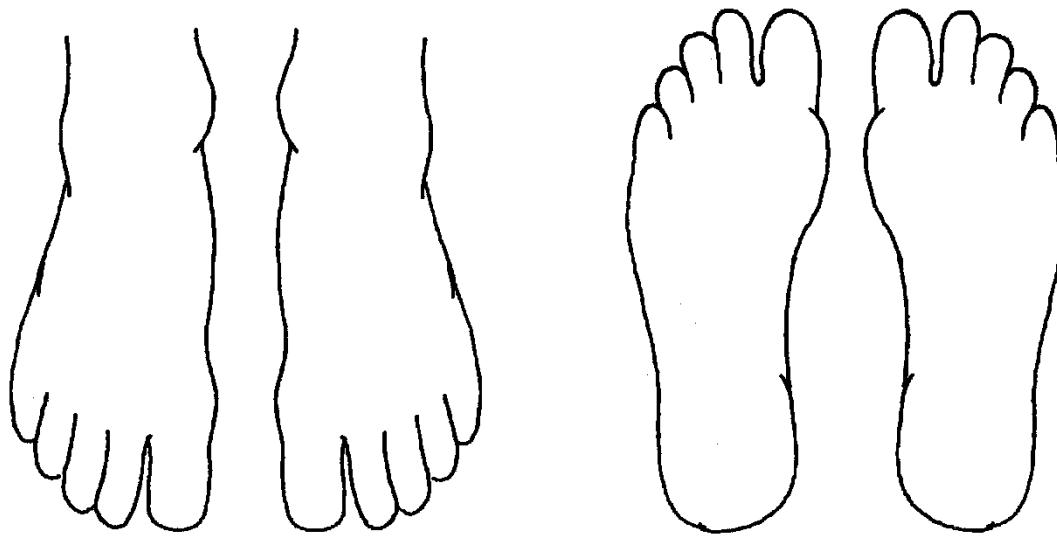
**BACK**



**PALM**

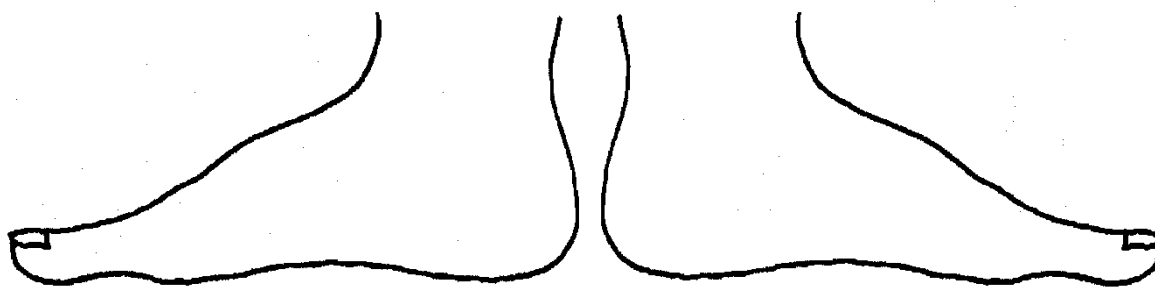
Name of  
Child: \_\_\_\_\_

Date of  
observation: \_\_\_\_\_



R TOP L

R BOTTOM L



R

L

INNER



R

L

OUTER

Printed Name and  
Signature of  
worker:

Date:

Time:

Role of Worker

Other information: