

Child protection policies and safe guarding procedure

This Policy and Procedure should also be read in conjunction with the Abuse of Trust, Whistle Blowing Policy and Procedure, Managing allegations against staff procedure and safe recruitment.

Young people in children's homes need to be provided with as much safety as possible. All staff have a responsibility to minimise the risk of abuse occurring within the home/school.

The term 'child protection' is used to define a situation where a child may be at risk of harm physically, emotionally, sexually or by neglect. Peterborough Local Safeguarding Children Board (LSCB) has a detailed set of safeguarding procedures which includes actions to be taken in all child protection matters. Copies of these are located in the residential unit/school. The procedure that follows extracts the relevant messages from these comprehensive procedures and applies to them to the context of the work at The Beeches.

Every person who works with children and young people has a responsibility under child protection to take any action necessary to protect the child. In terms of the role of a Residential Support Worker or Teacher, this will usually extend to the passing over of information to someone in a more senior position and they will co-ordinate matters from there on. However, staff at any time can independently contact the local authority with any concerns they may have regarding the safety and well being of a young person if they feel that the issue is not one they can report internally. It is the responsibility of the local authority Social Care team to initiate any action in conjunction with the local Police where an incident or investigation is required. The Beeches should relay the information to the placing authority and attend any of the follow-up meetings as requested.

Staff should remember the fundamental rule in child protection which is that they never promise the child secrecy to information they may share and that they should continue to remind young people of their duty to share information where they feel the child may be at risk should they fail to do so.

The flowchart that appears as appendix 1 offers a simple sequential portrayal of the process that should be followed and should be in each home and staff made familiar with what it says and means.

Safeguards to minimise risks to children

- A full assessment should be made of young people's histories, including any experience they may have of abuse. Each young person should have an individual assessment that includes their family history and any abuse they have experienced. Staff should consult with the young person's social worker and, where appropriate their families, to complete this. Particular issues that the young person faces will need to be assessed and addressed.

- Observation of young people’s interactions with one another in order to pick up any unsafe, abusive and/or bullying behaviour occurring within the home/school (see Anti-bullying Policy for further information of how to deal with this).
- The Registered Manager will ensure that all staff receive training and support in relation to child protection issues. Furthermore, all staff should read National Safeguarding procedures. The supervision forum can also be used to address professional development of dealing with child protection issues.
- The National Minimum Standards for Children’s Homes provides the following in relation to privacy and confidentiality:
 “Children’s privacy and information is confidentially handled”
(Standard 9, National Minimum Standards for Children’s Homes: page 14)

To protect a young person’s privacy, they are ensured:

The opportunity for uninterrupted physical space within the home is allowed where possible.

Ability to shower, bathe and use the toilets in private unless there are circumstances as a result of any disabilities which make this impossible.

Sensitive arrangements are made to meet the menstruation needs of teenage girls.

Arrangements are in place to make and receive telephone calls in private.

To ensure confidentiality:

Each young person’s personal information, both written and verbal is respectfully handled.

Child Protection Procedure

Child protection concerns may often arise when staff may notice a change in a child’s behaviour, physical or emotional state.

Suspicion or evidence of a child protection matter could result from;

- A child disclosing that they have been abused or injured.
- Staff observing unusual behavior from the child.
- Staff observing suspicious injuries on a child.
- Direct observation of an act against a child, which appears to be abusive.
- Direct or indirect information from another raising concerns about a child being abused.

The child protection concern could include physical, emotional, sexual abuse or neglect.

Staff should particularly be vigilant where there have been instances of;

- Bullying
- Problems following a parent visit
- Running away
- Knowledge of young people being involved in sexual activity

Staff working for The Beeches need to be clear on the fact that it is **not their responsibility to investigate any concerns**. The duty of care staff would include:

- **Taking the initial information** – The child should be made aware that information could need to be shared if anyone has been harmed in anyway or is at further risk of harm. **Staff should never offer the child secrecy regarding the information shared.** This should be done in a manner appropriate to the child's age and understanding. Staff should ensure they do not ask questions as this could interfere with any subsequent legal action.
- **Recording the information** – Staff should record the information disclosed as soon as possible and accurately – in the words used by the young person onto a Log of Concern for Child's Welfare. Staff **MUST** record factual information only. They should also identify clearly in the logbook that a disclosure has been made. Any supporting notes should also be supplied, whatever format they were recorded in.
- **Reporting the information** – The staff dealing with the disclosure should report the information as soon as it is possible to do so – within two hours at the most. During office hours this should be made to the Registered Manager or the Head of Education in school, or to the Designated Company Director if they are not available **or should the disclosure relate to them.** Out of office hours this should be reported via the on-call system and you will be advised further from this point.
- If it is deemed that the child needs urgent medical assistance, the Head of Education and/or Registered Manager should be advised of this and then either an ambulance should be called or the child taken to the nearest Accident and Emergency Department.
- **Further Action** – It may be necessary to take immediate action to further protect the child and this could include seeking permission from the placing authority to suspend a contact visit happening from a suspected perpetrator or even suspending a staff member from their duties. Such actions should never be taken by Residential Support Workers or Teachers in isolation; any instructions of this nature should come from a Registered Manager or Service Manager. Staff may need to make a Manager aware of any such pending visits, which may place the child at risk so they can make an appropriate decision on this. In the unlikely event that a parent or family member is threatening to move the child from the home without permission and in a way, which could expose the child to further risk, then the Police should be contacted without delay.
- **AGAIN, STAFF NEED TO BE CLEAR THAT IT IS NOT THEIR RESPONSIBILITY TO INVESTIGATE SUCH MATTERS.**

Once this information has been passed to a Registered Manager or Designated Safeguarding Lead, it is their responsibility to ensure that a referral is made to the local social care duty team. The initial referral is taken verbally but they will ask for written reports etc to follow and the procedures require this to be within 48 hours. It is appropriate for this to be done by fax with a follow-up copy sent by registered post. Consideration also needs to be given as to whether the incident constitutes a notifiable incident to OFSTED when a similar process should be followed. The Registered Manager should seek advice from the MASH on whether the person/s with parental responsibility should be informed at this stage. The relevant placing local authority will also need informing and the Manager dealing with this should seek advice on who will take responsibility for informing the Police.

The Child

Where a child is involved in a child protection investigation, they must be:

- Informed by a Registered Manager or the Head of Education in a manner appropriate to their age and understanding, what action is going to be taken and what will be happening next – except where it has been agreed that this is not in the child's best interests to do this.
- Advised clearly that information may need to be shared. The child should not be advised that something they have said can be kept a secret nor should they be advised of anything else that could be misleading. Staff should be open and honest with the child and say they do not know if they are unsure of something.
- Heard carefully and accurately and should be treated with respect and seriousness at all times. Their views should be taken into account regarding any further action.
- Given the opportunity to make a phone call should they wish to do so; again, the exception to this is where staff have been advised against this or where it is believed it may put them at further risk by them possibly trying to contact a specific person.
- Advised that they are able to make a referral to the police if they want to and what the formal complaints procedure is. They should be supported to make any such referral.

Confidentiality

In any matter of a child protection nature, all information should be treated in the strictest confidence and should only be communicated to The Beeches staff, to any other person who has the authority to investigate child protection matters and the Placing Authority. The welfare of the child should be paramount in all such cases.

School Child Protection Procedures

Preface

The staff and Directors of The Beeches School are committed to protecting and safeguarding all their pupils to ensure, as far as possible, that they are free from harm.

Given the current arrangements for schooling within the residential organization a decision was made for the designated child protection role for school to be located with the Registered Manager and the Head of Education.

In addition to the local Safeguarding Procedures, The Beeches School will have particular regard to the Department of Health, Home Office and Department for Education and Skills joint publication, What to Do If You're Worried A Child Is Being Abused and Keeping Children Safe in Education, Part 1.

Introduction

The health, safety and well-being of all our children are of paramount importance to all the adults who work in our school. Our children have the right to protection, regardless of age, gender, race, culture, or disability. They have a right to be safe in our school.

At The Beeches, we respect our children. The atmosphere within our school is one that encourages all children to do their best. We provide opportunities that enable our children to take and make decisions for themselves.

Our teaching of personal, social and health education and citizenship, as part of the National Curriculum, helps to develop appropriate attitudes in our children and makes them aware of the impact of their decisions on others. We also teach them how to recognise different risks in different situations, and how to behave in response to them.

Mission/Ethos statement for the school

There are three main elements to our child protection procedures.

- **Prevention:** positive school attitude, teaching and pastoral, supporting pupils etc
- **Protection:** following agreed procedures, ensure staff are trained with accordance to Section 175 Education Act 2002 which states that training should be every 2 years for designated teachers of child protection and every 3 years for the rest of the staff, including Learning Support Staff and welfare staff.
- **Support:** to pupils and school staff and to children who may have been abused.

This policy applies to all people working within the school environment whether in a permanent, visiting or voluntary capacity.

School Commitment

“We recognise that for children high self esteem, confidence, supportive friends and clear lines of communication with a trusted adult helps prevention.”

Our school will therefore:

- Establish and maintain an ethos where children feel secure and are encouraged to talk and are listened to through.
- Ensure that children know that there are adults in the school who they can approach if they are worried or in difficulty by making ourselves openly available and prepared to give time to listen to children. There is also a clear procedure in place should the young person or staff member feel uncomfortable with any presenting one-to-one situation.
- Include in the curriculum activities and opportunities for PSHE, which equip children with the skills they need to, stay safe from abuse.
- Include in the curriculum material, which will help children develop realistic attitudes to the responsibilities of adult life, particularly with regard to childcare and parenting skills.

Aims and objectives

These procedures ensure that all staff and parents/carers in our school are clear about the actions necessary with regard to a child protection issue. Its aims are:

- To raise the awareness of all staff and identify responsibility in reporting possible cases of abuse
- To ensure effective communication between all staff when dealing with child protection issues and
- To lay down the correct procedures for those who encounter an issue of child protection

The Designated Safeguarding Lead

There is a named person in our organization/school who is the Designated Safeguarding Lead for child protection, who is responsible for co-ordinating child protection issues within the school and for liaising with other Services. This is Emma Sutters, Head of Education but this role is held alongside Lyana Sinclair Russell, Registered Manager who is also the Designated Safeguarding Lead.

The job specification for the Designated Safeguarding Lead is located at the end of the procedures as appendix 2.

The Designated Safeguarding Lead will be released from school to attend specialised child protection training, which will be up-dated at least every two years.

It is the Designated Teacher for Child Protection’s responsibility to ensure that all staff, teaching and support, paid and volunteers know who the supporting managers are, that they all receive, on a regular basis, information which enables them to identify child protection matters and respond appropriately.

Recognising Child Protection Concerns

The school will strive to create an atmosphere in which children feel able and safe to talk about their worries and fears. Staff will listen carefully to anything children want to tell them. They will:

- **Not** ask leading questions
- **Not** promise to keep the matter secret
- **Not** attempt to investigate a situation themselves

Staff might also have concerns about a child's safety because of the way he or she is behaving.

Whether suspicions arise through disclosures children make or as a result of observations, the member of staff concerned **must**:

- make a written note, signed, dated and timed of what was said or seen using the referral form
- refer the matter **immediately** to the Designated Safeguarding Lead

Staff will be aware of the possibility that their records might have to be used as evidence in court and must therefore be aware of the need to distinguish fact from opinion and record any disclosure from the child **using their own words** as quickly after the event as practical.

If any teacher suspects that a child in his/her care may be a victim of abuse (physical, sexual, emotional abuse and neglect), they immediately inform the named person about their concerns. Occasionally a child will directly disclose abuse to their teacher and care should be taken to reassure them but not offer false confidentiality. The teacher should then record quickly what the child has said **in the words they used** and seek advice. As a rule of thumb, cases of physical and sexual abuse will always be referred to social services on the same day and they have a duty to investigate under section 47 of the Children Act 1989. Staff should not discuss their concerns with the child or the parents/carers without first seeking advice in these circumstances.

Making referrals to Social Care

The Designated Safeguarding Lead will refer all cases of suspected abuse to Social Care **immediately**. Where practicable, the school will inform the placing authority of the referral before it is made, or at least as soon as possible afterwards if contact cannot be made with them quickly.

Attendance at and reports to child protection conferences

If Social Care decides - having received a referral from the school that a child might be at risk of harm - a child protection conference (MASH) may be called.

The Designated Safeguarding Lead will be asked to attend this conference and it is an expectation that he/she will do so, unless it is considered that another member of staff has greater or more relevant knowledge of the child, in which case that person will attend. Where a conference is held during a school holiday, the school will do its best to send a senior member of staff or will liaise with the local Education Welfare Service to establish if the information can be represented.

The school will provide the person chairing the conference with a written report on the child at least **48 hours in advance**. This should address attendance, attainment, behaviour, relationships with staff and peers and any other concerns regarding disclosed or observed harm. The author of the report will be aware that the child's parents will have access to it and it could potentially be produced in any subsequent court procedures.

Staff recruitment

Before confirmation of appointment, all staff (teaching and support) and volunteers who apply to work at the School will be subject to a rigorous recruitment process to ensure, as far as possible, their suitability to work with children. References will be taken up and they will be required to give evidence of their qualifications and details of previous experience and work history.

As part of this recruitment process, all potential staff will be required to declare any criminal record. Criminal Record Bureau checks will be undertaken (DBS). No one will be employed if it is considered they are unsuitable to work with children.

All staff, including supply teachers and other visiting staff (e.g. school nurses) and those supporting school trips are informed of the Designated Safeguarding Lead's name and the school's policy for the protection of children:

- During their first induction to the school
- Through a copy of this policy
- Raising awareness of the location of this policy (staff room)
- Through the supply teacher's information sheet
- Information on relevant notice boards
- Whole staff training or briefing meetings
- Reminders at the beginning of each year – for new staff
- All staff need to be alert to the signs of harm and abuse. They should report any concerns if not immediately, as soon as possible, that day to the Designated Safeguarding Leads. If in any doubt they should consult with the Head of Education in the first instance.

More extensive procedures for the recruitment have been required from 1st January 2007 and staff should have reference to the more detailed procedures adopted by The Beeches to support this procedure.

Physical Intervention by staff

There may be times when adults in our school, in the course of their duty, use physical intervention to restrain children. This should be exercised in line with the school and LEA policy on appropriate restraint. The Head of Education requires the adult involved in any such incident to report this to her immediately (unless it was she who has exercised the restraint), and to record it on a physical intervention form within 24 hours. Any witnesses to the incident must also be identified.

Allegations against staff

Any allegation against a member of staff or volunteer at the School will be taken very seriously and will be referred immediately by the Head of Education or Designated Safeguarding Lead to the Local Authority designated Officer (LADO).

The allegation will **not** be investigated in school, other than to establish the facts. The LADO will liaise with Social Care and the Police to determine if the allegation should be investigated

internally or dealt with by Social Care / Police. 'When agreed, an Initial Action Meeting (IAM) should take place at the earliest opportunity but within at least 5 working days of the referral.' The Strategy Manager for the Education Welfare Service should be informed as soon as possible.

Where an allegation is made against the Head of Education, the Directors at The Beeches will be advised and will liaise with the LADO and the Strategy Manager for the Education Welfare Service. The LADO will liaise with Social Care and the Police to determine if the allegation should be investigated internally or dealt with by Social Care / Police. When agreed, an Initial Action Meeting (IAM) should take place at the earliest opportunity but within at least 5 working days of the referral.

Training

The Registered Manager and Head of Education will undertake the relevant training for their role, in accordance to section 175 of the Education Act 2002; they will attend refresher courses every 2 years. All our staff will receive relevant training on Child Protection in accordance with section 175 of the Education Act 2002, updated every year.

**SAFEGUARDING AT THE BEECHES:
A FRAMEWORK OF ROLES AND RESPONSIBILITIES
DESIGNATED PERSONNEL**

DESIGNATED DIRECTOR	GRAHAM BROWN
REGISTERED MANAGER (CARE)	LYANA SINCLAIR RUSSELL
DESIGNATED SAFEGUARDING LEAD (SCHOOL)	EMMA SUTTERS

The Beeches believe it is important for its staff members to be clear about their respective roles and responsibilities from the top down. The following framework aims to achieve this clarity

The Beeches Directors will:
<ul style="list-style-type: none"> • Ensure that The Beeches gives priority to safeguarding children in its care – coherently and consistently in all its work • Designate a Director as lead for safeguarding who will champion safeguarding children and will ensure that Company policy and procedures reflects national guidance and priorities (Graham Brown) • Ensure that all Designated Safeguarding Leads have refresher training each year • Ensure that all staff are clear about their safeguarding responsibilities • Ensure staff are well trained, supported and managed and feel able to report any concerns. • Ensure that the services provided are sensitive to diversity • Ensure that a formal annual safeguarding report will be prepared based on an audit of safeguarding incidents and inspection feedback

- Ensure children are listened to and feel included and respected
- Ensure that recruitment guidance is in line with current national guidance
- Monitor compliance with the key performance indicators as specified in the ECM outcomes framework
- Conduct the necessary regulatory visits to each home
- Liaise with the relevant professionals where there is an allegation against a staff member to agree on the most appropriate way forward

The Registered Manager will:

- Be committed to protecting children and should communicate that commitment throughout the organisation
- Ensure that staff receive appropriate training to undertake their responsibilities to safeguard and promote the welfare of children – in particular how and when to refer concerns to external agencies
- Monitor the care, education and health and achievements of children in their care
- Ensure that staff are provided with up-to-date procedures and guidance and that systems are in place to ensure they are followed
- Ensure staff are able to offer culturally appropriate care and guidance
- Report any concerns in practice/deficits in procedures to the Directors on a regular basis
- Be available to assist any formal investigation into allegations against staff members conducted by external agencies
- Ensure there are explicit standards and monitoring processes in place for reports presented to meetings and that each is counter-signed by a manager
- Ensure staff understand and are trained in restraint
- Ensure staff have induction training that includes safeguarding
- Ensure ongoing concerns are forwarded when children leave The Beeches
- Ensure induction, supervision and staff development processes are in place

Areas specific to the school role will include:

- Ensure that there is adequate safeguarding of children in educational provision
- Ensure that the safeguarding policies and procedures are up-to-date, comprehensive and widely known and applied by all staff
- Ensure bullying, harassment and oppressive language and behaviour is challenged – both through the curriculum and on a case-by-case basis
- Provide effective personal, social and health education
- Support family learning, opportunities for personal and social development and support for the voice of children
- Ensure specific attention is given to children at risk of low achievement
- Ensure that the safe recruitment guidance is applied after the appropriate LSCB training

The Head of Education will:

- Act as a source of support, advice and expertise when deciding to make an external referral
- Ensure that the key worker and children are matched appropriately
- Ensure they are contactable when concerns are raised by staff or children
- Ensure the quality of work and supervision
- Ensure workers are able to manage the diversity aspects of their work
- Monitor recording and case file records
- Ensure rules of confidentiality, consent and information sharing are clear and applied consistently
- Ensure health and safety requirements are regularly reviewed and updated
- Ensure children are aware of the safeguarding policy and how they can make external complaints or referrals (OFSTED, ChildLine, NSPCC)

Teaching staff will:

- Follow The Beeches and local safeguarding procedures, reporting concerns in a timely fashion
- Maintain detailed records of their work
- Keep up-to-date through training and other professional development opportunities
- Be advised of how to identify signs of abuse and when to seek further advice or make an onward referral

Other support staff will:

Liaise with a designated member of staff when they are concerned – immediately

Record anything reported to them as it was communicated with date and time

Appendix 2: Broad Areas of Responsibility Proposed for the Designated Safeguarding Lead for Child Protection

Referrals

- Refer cases of suspected abuse or allegations to the Designated Safeguarding Lead or to relevant investigating agencies.
- Act as a source of support, advice and expertise within the educational establishment when deciding whether to make a referral by liaising with relevant agencies.
- (Liaise with head teacher or principal (where role not carried out by the head teacher) to inform him or her of any issues and ongoing investigations and ensure there is always cover for this role.)

Training

- To recognise how to identify signs of abuse and when it is appropriate to make a referral.
- Have a working knowledge of how LSCBs operate, the conduct of a child protection case conference and be able to attend and contribute to these effectively when required to do so.
- Ensure each member of staff has access to and understands the school's child protection policy especially new / part time staff or Therapists who may work with different educational establishments.
- Ensure all staff have induction training covering child protection and are able to recognise and report any concerns immediately they arise.
- Be able to keep detailed accurate secure written records of referrals and or concerns.
- Obtain access to resources and attend any relevant or refresher training courses at least every two years.

Raising Awareness

- Ensure the establishment's child protection policy is updated and reviewed annually and work with the governing body or proprietor regarding this.
- Ensure parents see copies of the child protection policy which alerts them to the fact that referrals may be made and the role of the establishment in this to avoid conflict later.
- Where children leave the establishment ensure their child protection file is copied for the new establishments as soon as possible but transferred separately from the main pupil file.

Appendix 3: Sources of Advice Peterborough

Peterborough Local Safeguarding Children Board

If you think that a child or young person is being abused or neglected in

- Peterborough: **01733 864170** – (9am to 5pm Mon – Fri)
- Cambridgeshire: **0345 045 5203** – (8am to 6pm Mon – Fri)
- Outside office hours, at weekends and on public holidays contact the emergency duty team on **01733 234724**.

- [Young Lives](#) - Provides a range of support services to voluntary and community organisations

working with children, young people and families.

- [Circles Network](#) - Provides support for are experiencing social exclusion or at risk of being isolated.
- [Cambridgeshire and Peterborough NHS Foundation Trust](#)
 - Provide services for older people, children and adolescents, adults, primary care, learning disabilities, substance misuse and forensics.
- [NHS Peterborough](#) - *Safeguarding Adults*.

Children's Services

Referral and Assessment
Sand Martin House
Fletton Quays
Peterborough
PE2 8TY
Tel: 01487 373522

Local Authority Designated Officer
(LADO)
lado@peterborough.gov.uk
01733 864038

Central Referral and Tasking Unit

Child Abuse Investigation Unit (CAIU)
Cambridge Constabulary HQ
Hinchingsbrooke Park
Huntingdon
PE29 6NP
03454 564 564 01480 847743