#### SKERNE PARK ACADEMY



## Safeguarding Children Procedure

Adopted Date: December 2014

**Review Date: December 2015** 

Skerne Park Academy fully recognises its responsibilities for child protection.

This Procedure applies to all staff, governors and volunteers working in the school.

There are five main elements to our procedure:

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

We recognise that because of the day-today contact with children, school staff are well placed to observe the outward signs of abuse. The school will therefore:

- 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 whom they can approach if they are worried.
- Include opportunities in the PSHE curriculum for children to develop the skills they need to recognise and stay safe from abuse.

We will follow the procedures set out by the Area Child Protection Committee and take account of guidance issued by the DCFS.

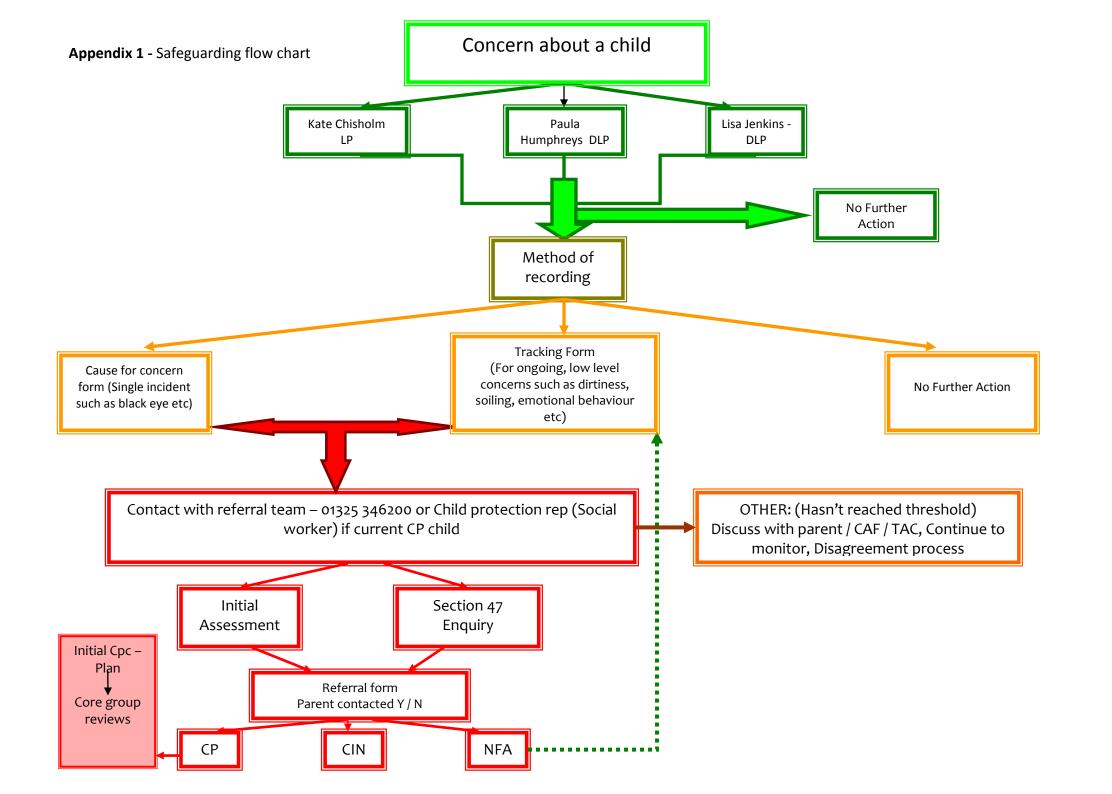
- Ensure we have a designated teacher for child protection who has received appropriate training and support for this role. The designated person in our school is the Head teacher Miss Kate Chisholm.
- Ensure we have a nominated governor responsible for child protection. The nominated governor is Mrs Judi Gilbert.
- Ensure every member of staff, volunteer and governor knows the name of the designated teacher 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 designated teacher responsible for child protection.

- If the Head teacher is absent concerns should be referred to one of the Safeguarding Deputy Leads: Paula Humphreys (Home School Family Liaison Officer) or Lisa Jenkins (Deputy Head teacher)
- Ensure that parents have an understanding of the responsibility placed on the school and staff for child protection by setting out it's obligations in the Home/School Agreement.
- Notify social services if there is an unexplained absence of more than two days of a pupil who is
  on the child protection register.
- Develop effective links with relevant agencies and co-operate as required with their enquiries regarding child protection matters including attendance at case conferences.
- Keep written records of concerns about children, even where there is no need to refer the matter immediately.
- Ensure all records are kept securely, separate from the main pupil file, and in locked locations.
- Records are kept in a locked filing cabinet in the Child Protection Officer's office.
- Develop and then follow procedures where an allegation is made against a member of staff or volunteer.
- Ensure safe recruitment practices are always followed.

We recognise that children who are abused or witness violence may find it difficult to develop a sense of self worth. They may feel helplessness, humiliation and some sense of blame. The school may be the only stable, secure and predictable element in the lives of children at risk. When at school their behaviour may be challenging and defiant or they may be withdrawn. The school will endeavour to support the pupil through:

- The content of the curriculum
- The school ethos, which promotes a positive, supportive and secure environment and gives pupils a sense of being valued.
- The Behaviour Policy is aimed at supporting vulnerable pupils in the school. The school will ensure that the pupil knows that some behaviour is unacceptable but they are valued and not to be blamed for any abuse which has occurred.
- Liaison with other agencies that support the pupil such as social services, Child and Adult Mental Health Service, education welfare service and educational psychology service.
- Ensuring that, where a pupil on the child protection register leaves, their information is transferred to the new school immediately and that the child's social worker is informed.

To seek advice professionals should ring the MASH (Multi Agency Safeguarding Hub) on 01325 742020 or email the referral form to the secure email address noted at the top of the referral document.





#### CHILDREN'S SERVICES DEPARTMENT

### REFERRAL AND INITIAL INFORMATION RECORD To Be Used By All Agencies

Please complete with as much details as possible and return to ccdref@darlington.gcsx.gov.uk SSD Case Numbers TIME TAKEN: Re-referral Is the parent/carer aware of the referral? Yes No □ Is the child aware of the referral? Yes No  $\square$ Child/Young Person's name, address and responsible Local Authority Family Also Known as: **Forenames** Dob Gender Address Postcode Tel: Current address if different from above Postcode Tel: Previous address Tel: Postcode Responsible Local Authority Child/Young Person's Principal Carers Name Relationship to child/young person Parental Responsibility No □ Yes □ No □ Yes □ Referred by Agency/rel. to child/young person Address Tel: Postcode Date of Referral: Child/young person's religion Child/young person's ethnicity White & Black Caribbean Indian White British Chinese Caribbean White & Any other African Pakistani 🗌 White Irish ethnic group Black African Any other □ Any other White and Not given Bangladeshi Black background White Background Asian Any other Asian background Any other Mixed background If other, please specify Parent(s) first language Child's first language Is an interpreter or signer required? Yes Has this been arranged? Yes No No 🗌 Other household members (including non-family members) Surname Forename DoB Nursery/School Relationship to child

Significant family members who are not men	mbers of child's household
Name	Name
Relationship	Relationship
Address	Address
Tel:	Tel:
Information on atatutamy atatus	
Information on statutory status	Please give details
Child/young person or other child(ren)/young person	on(s) Yes No Name
in family is/has been on a disability register	Date(s)
	Name
Child/young person or other child(ren)/young persor	on(s) Vas No
in family is/has been on a child protection register	
	Category
Child/young person or other family member(s) has/h	·
been looked after by a local authority	☐ ☐ Date(s)
Reason for referral/request for services:	
Considering: Parenting capacity, child deve Family and environmental factors	

What supports are currently	in plac	е		
			Family & Social Relationships  Social Presentation  Selfcare Skills  FAMILY & ENVIR	Safety  Emotional Warmth  Stimulation  Guidance & Boundaries  ONMENTAL FACTORS
Key agencies (please tick if o	currently	working with	the family)	
G.P.		Tel:	E.W.O.	☐ Tel:
School Nurse		Tel:	Police	Tel:
Community Paediatrician		Tel:	Community Mental Health	☐ Tel:
Dentist		Tel:	Other S.S.D.	☐ Tel:
School		Tel:	YOT	☐ Tel:
Nursery		Tel:	Other	Tel:
Education Psychologist		Tel:		☐ Tel:
Signature of child:			Date	:
Signature of parent:			Date	::
Name of worker completing this r	eferral		Date	
Agency:	Ciorrai.		Date	•
SSD Receiving Worker:			Date	): -
Team:				
Time:				

Please return to email address ccdref@darlington.gcsx.gov.uk

NFA Date:		
Worker Name:		
Allocation Date:	Signature of Manager	
Initial Assessment Child Protection Section 47	Information Only	
Initial assessment (to be completed within 7 working days)	No further action	
Provision of information and advice	Referral to other agencies (please state which)	
SOCIAL SERVICES		

#### Appendix 2 - Running Record for Underlying Concerns about a Child

Date	Concern	Discussed With	Agreed Action	Signature

# **Appendix 3 - Cause for Concern Form** Child's name \_\_\_\_\_ Class\_\_\_\_\_ Adult reporting concern\_\_\_\_\_ Date\_\_\_\_\_Time\_\_\_\_ Reported to \_\_\_\_\_ Date\_\_\_\_\_Time\_\_\_\_ **Description of concern**

Number of occasions this particular concern has been raised. \_\_\_\_\_

Action taken by lead /deputy lead professional
Social services involvement Yes / No
Signed (reporting adult)
Signed (Lead / Deputy lead professional)
Date

THIS FORM MUST BE FILED INTO THE CHILD'S CHILD PROTECTION FOLDER AFTER ACTION IS DECIDED UPON BY THE LEAD/DEPUTY LEAD PROFESSIONAL AND A LOG PUT ONTO THEIR FRONT PAGE