

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-to-day 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.

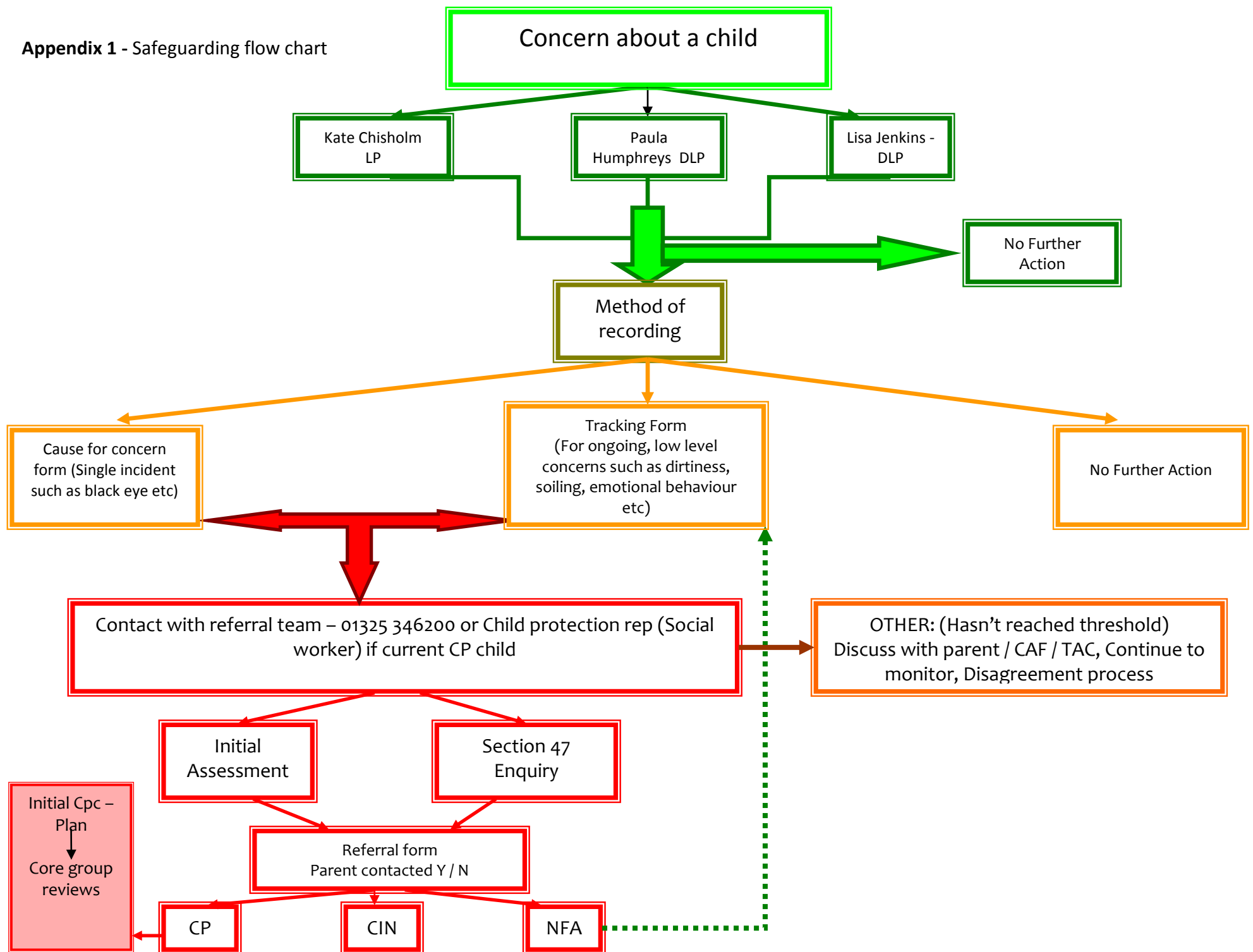
- If the Head teacher is absent concerns should be referred to one of the Safeguarding Deputy Leads: Paula Humphreys (Home School Family Liaison Officer) or Lisa Jenkins (Deputy Head teacher)
- Ensure that parents have an understanding of the responsibility placed on the school and staff for child protection 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.

Appendix 1 - Safeguarding flow chart



Significant family members who are not members of child's household

Name	Name
Relationship	Relationship
Address	Address
Tel:	Tel:

Information on statutory status

Child/young person or other child(ren)/young person(s) in family is/has been on a disability register

Yes No

Please give details

Name

Date(s)

Child/young person or other child(ren)/young person(s) in family is/has been on a child protection register

Yes No

Name

Date(s)

Category

Child/young person or other family member(s) has/have been looked after by a local authority

Yes No

Name

Date(s)

Reason for referral/request for services:**Identify strengths as well as needs****Considering: Parenting capacity, child development,
Family and environmental factors**

What supports are currently in place



Key agencies (please tick if currently working with the family)

G.P.	<input type="checkbox"/>	Tel:	E.W.O.	<input type="checkbox"/>	Tel:
School Nurse	<input type="checkbox"/>	Tel:	Police	<input type="checkbox"/>	Tel:
Community Paediatrician	<input type="checkbox"/>	Tel:	Community Mental Health	<input type="checkbox"/>	Tel:
Dentist	<input type="checkbox"/>	Tel:	Other S.S.D.	<input type="checkbox"/>	Tel:
School	<input type="checkbox"/>	Tel:	YOT	<input type="checkbox"/>	Tel:
Nursery	<input type="checkbox"/>	Tel:	Other	<input type="checkbox"/>	Tel:
Education Psychologist	<input type="checkbox"/>	Tel:		<input type="checkbox"/>	Tel:

Signature of child: _____ Date: _____

Signature of parent: _____ Date: _____

Name of worker completing this referral: _____ Date: _____
 Agency: _____

SSD Receiving Worker: _____ Date: _____
 Team: _____
 Time: _____

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

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

Appendix 2 - Running Record for Underlying Concerns about a Child

Date	Concern	Discussed With	Agreed Action	Signature

