



The Richard Pate School

SAFEGUARDING (CHILD PROTECTION) POLICY AND CODE OF CONDUCT FOR STAFF FOR WHOLE SCHOOL, INCLUDING EYFS

The Richard Pate School will safeguard and promote the welfare of children who are at the school, in compliance with DCSF publication 'Working together to safeguard children, 2010' and Safeguarding Children and Safer Recruitment in Education. It is in accordance with Gloucestershire Safeguarding Children Board inter-agency procedures. The school aims to provide a secure and supportive environment for all of the children in its care and for the staff who work there.

Our policy applies to all staff, governors and volunteers working in the school. There are five main elements to our policy:

- Ensuring we practise safe recruitment in line with government guidance, including CRB checks, a single Central Record of Recruitment and compliance with Independent School Standards Regulations.
- Raising awareness of child protection issues and equipping children with the skills needed to keep them safe.
- Developing and then implementing procedures for identifying and reporting cases, or suspected cases, of abuse.
- Supporting pupils who have been abused in accordance with his / her agreed 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 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 e.g. Safe internet use.

WHAT IS CHILD ABUSE?

Abuse can affect children of all ages, sexes, different races and cultures and all social classes. In some cases behaviours or physical injuries suggest clearly that abuse is occurring but in others the signs will be less apparent.

Four categories of abuse are recognised in legislation:

- physical abuse
- neglect
- emotional abuse
- sexual abuse

The NSPCC defines child abuse as:

“Child abuse is the term used when an adult harms a child or a young person under the age of 18 Child abuse can take four forms, all of which can cause long term damage to a child: physical abuse, emotional abuse, neglect and child sexual abuse. Bullying and domestic violence are also forms of child abuse.”

“A child may be experiencing abuse if he or she is:

- *Frequently dirty, hungry or inadequately dressed*
- *Left in unsafe situations, or without medical attention*
- *Constantly “put down”, insulted, sworn at or humiliated*
- *Seems afraid of parents or carers*
- *Severely bruised or injured*
- *Displays sexual behaviour which doesn’t seem appropriate for their age*
- *Growing up in a home where there is domestic violence*
- *Living with parents or carers involved in serious drug or alcohol abuse”*

“Remember, this list does not cover every child abuse possibility. You may have seen other things in the child’s behaviour or circumstances that worry you.”

“Abuse is always wrong and it is never the young person’s fault.”

SYMPTOMS

The NSPCC lists some of the signs and behaviours which may indicate that a child is being abused:

- repeated minor injuries
- children who are dirty, smelly, poorly clothed or appear underfed
- children who have lingering illnesses which are not attended to, deterioration in school work, or significant changes in behaviour, aggressive behaviour, severe tantrums
- an air of ‘detachment’ or ‘don’t care’ attitude
- overly compliant behaviour
- a ‘watchful’ attitude
- sexually explicit behaviour (e.g. playing games and showing awareness which is inappropriate for the child’s age), continual open masturbation, aggressive and inappropriate sex play
- a child who is reluctant to go home, or is kept away from school for no apparent reason
- does not trust adults, particularly those who are close
- ‘tummy pains’ with no medical reason
- eating problems, including over-eating, loss or appetite
- disturbed sleep, nightmares, bed wetting
- running away from home, suicide attempts
- self-inflicted wounds
- reverting to younger behaviour

- depression, withdrawal
- relationship between child and adults which are secretive and exclude others
- pregnancy

These signs are not evidence themselves; but may be a warning, particularly if a child exhibits several of them or a pattern emerges. It is important to remember that there may be other explanations for a child showing such signs. Abuse is not easy to diagnose, even for experts.

We will follow the procedures set out by the Gloucestershire Safeguarding Children Board and take account of guidance issued by the DCSF to:

- Ensure we have a designated senior person for safeguarding (child protection) who has received appropriate training.
- Ensure we have a nominated trustee responsible for child protection.
- Ensure every member of staff, including temporary staff, volunteers and trustees know the name of the designated person responsible for child protection and their role. This will be part of the induction process for all new staff.
- Ensure all staff understand their responsibilities in being alert to the signs of abuse and responsibility for referring any concerns to the designated person responsible for child protection.
- Ensure the policy for child protection is set out on the school website.
- Notify the relevant social worker if there is an unexplained absence of more than two days of a pupil who has a Child Protection Plan.
- Develop effective links with relevant agencies.
- Ensure written records are kept securely.
- Ensure safe recruitment practices are always followed.
- Ensure appropriate child protection checks and procedures apply to any staff employed by another organisation and working with the school's pupils on another site (for example, in a separate institution).

The designated persons for Child Protection are Mrs. Hunte (EYFS) and Mrs. Wade (whole school). If either of the two designated representatives are away, the other acts as deputy. They have been fully trained for the demands of this role in child protection and inter-agency working. They attend courses with other child support agencies to ensure they remain conversant with best practice. They undergo refresher training every two years and maintain close links with the Gloucestershire Safeguarding Children Board. They meet with the designated trustee, Mrs. Kirby, once a year. Mrs. Kirby's training will be renewed every two years as well. Training for the whole staff including the Headmaster will be renewed every 3 years.

The school's records on child protection are kept in a locked cabinet and are separated from routine pupil records. Access is restricted to the CPO and Headmaster.

TRANSPARENCY

The Richard Pate School prides itself on its respect and mutual tolerance. Parents / guardians have an important role in supporting The Richard Pate School. A copy of this

policy is on the website and we hope that parents and guardians will always feel able to take up any issues or worries that they may have with the school. We will never ignore an allegation of child abuse and will always investigate any concerns thoroughly. Open communications are essential.

Related policies are available upon request.

SAFER EMPLOYMENT PRACTICES

The Richard Pate School follows the Government's recommendations for the safer recruitment and employment of staff who work with children. All members of the teaching and non-teaching staff at the school, including part-time staff, temporary and supply staff, and visiting staff, such as musicians and sports coaches, are checked with the Criminal Records Bureau before starting work.

CODE OF CONDUCT FOR STAFF

PROMOTING AWARENESS

Our curriculum and pastoral systems are designed to foster the spiritual, moral, social and cultural development of all our pupils. All our teaching staff play a vital role in this process, helping to ensure that all of our pupils relate well to one another and feel safe and comfortable within the school. We expect all the teaching and support staff to lead by example, and to play a full part in promoting an awareness that is appropriate to their age amongst all our pupils on issues relating to health, safety and well-being. All the staff, including all non-teaching staff, have an important role in insisting that our pupils always adhere to the standards of behaviour set out in our behaviour policy and in enforcing our anti-bullying policy.

Time is allocated in PSHE and assembly time to discussions of what constitutes appropriate behaviour and on why bullying and lack of respect for others is never right. Assemblies, drama and RE lessons are used to promote tolerance and mutual respect and understanding. We use opportunities, such as the annual National Anti-Bullying week to teach about the unacceptability of bullying and abusive behaviour and to promote the safe use of the internet and mobile phones, inside and outside of school.

INTERACTION WITH PUPILS

Staff need to ensure that their behaviour does not inadvertently lay them open to allegations of abuse. They need to treat all pupils with respect and try, as far as possible, not to be alone with a child or young person. Where this is not possible, for example, in an instrumental music lesson, or sports coaching lesson, it is good practice to ensure that others are within earshot. Where possible, a gap or barrier should be maintained between the teacher and child at all times. Any physical contact should be the minimum required for care, instruction or restraint. Staff should avoid taking one pupil on his / her own in a car unless reasonable care has been taken to gain permission from parents.

Communication with pupils : Any contact made out of school is through parents.

Use of mobile phones : Use of staff mobiles during school sessions should be:

- Discreet and appropriate
- Out of lesson time and the presence of children

Staff should never contact students from their personal mobile phone or give their mobile phone number to pupils.

Use of Cameras : Photographs should only be taken on a school camera and only downloaded onto school computers, never personal computers.

Use of e-mail : Staff should never send personal e-mails to pupils to give pupils their personal e-mail address. All communication will be via parents and the school e-mail address.

Use of Social networking sites : Staff should never accept or initiate as a friend any pupil or past pupil on any social networking site.

Physical restraint : Any physical restraint is only permissible when a child is in imminent danger of inflicting an injury on himself / herself or on another , and then only as a last resort, when all efforts to diffuse the situation have failed. Another member of staff should, if possible, be present to act as a witness. All incidents of the use of physical restraint should be recorded in writing and reported immediately to the CPO / Head who will decide what to do next. If a child becomes violent in class the priority is to remove the rest of the class and send for a member of the Senior Management Team.

Conveying a pupil by car : Parental permission should always be sought for transporting a child by car. Where possible a child should not travel alone with a member of staff. This is to minimize the risk to both the child and the member of staff. If a child is left alone at the end of an off site activity the member of staff should attempt to contact the parent or the school. If contact is not possible and the only recourse is for the member of staff to convey the child, it is best practice to ensure they sit in the back seat.

IF A PUPIL REPORTS ABUSE

Pupils who have a problem may speak to someone whom they trust. It is important that the member of staff sets the boundaries firmly at the outset of such a conversation, making it clear that no one can offer absolute confidentiality. A pupil who is insistent upon confidentiality should be referred to an external source, such as ChildLine. If the pupil is only prepared to speak if absolute confidentiality is guaranteed, the member of staff should terminate the conversation at that point. The adult should provide the CPO with a written account of what has transpired as a matter of urgency.

If a pupil decides to speak to a member of staff about the fact that either he / she, or a pupil known to them, is being bullied, harassed and abused, the member of staff should:

- React professionally, and remember that they are not carrying out an investigation, (which is a task for specialists).
- Take what the child says seriously, and calmly, without becoming emotionally involved.
- Make it clear why unconditional confidentiality cannot be offered.
- Explain that any adult member of staff is obliged to inform the CPO, if child protection or safeguarding issues are involved, in order that specialist help can be arranged.
- Encourage the pupil to speak directly to the CPO.
- Explain that only those who have a professional “need to know” will be told, and, if appropriate, measures will be set up to protect the pupil from retaliation and further abuse.
- Reassure the child that he or she was right to tell, and that he / she is not to blame for having being bullied or abused.
- Allow the child to tell his or her own story, without asking detailed or leading questions.
- Record what has been said.
- Inform the CPO or the Head as soon as possible – at least by the end of the morning / afternoon session of that day.
- Inform the Head immediately in cases where abuse from a member of staff is alleged, or if the incident happened inside the school, or on a school trip. (If the Head is unavailable – or is involved – the Chairman of Trustees should be told immediately).

Where there are evident signs of physical injury, that may (or may not) be the result of abuse or bullying, medical help should be summoned, or the pupil should be taken to the Medical Room. In serious cases, the Police should be informed from the outset by the Head or CPO.

PROCEDURES FOR DEALING WITH ABUSE BY ONE OR MORE PUPILS AGAINST ANOTHER PUPIL.

The abused and the abuser will be looked after separately and a number of factors will need to be logged.

- The nature and severity of the abuse
- The nature of the relationship between ‘victim’ and ‘abuser’
- The difference in age between the two
- Whether any degree of force or coercion is used
- Whether it is a ‘one-off’ incident, or persistent over time
- The appropriateness of response by the parents.
- Whether the abusive behaviour is age appropriate e.g. is it sexual exploration that might normally be expected between children of the same age.
- Any known history in either child’s family that should arouse increased concern

Inappropriate sexual behaviour by a child is sometimes caused by their lack of understanding of appropriate boundaries but should be taken seriously.

NB: Advice will be sought from the Safeguarding Service on 01452 583636.

ACTION TO PROTECT THE CHILD

Information about possible abuse may come to a member of staff in several ways – direct allegation from a child that has been abused, through a friend, relative or other child, through a child's behaviour or through observation of an injury to the child.

In the case of an allegation being made by the child concerned or by a third party it is important to remember that:

- Defendants have been acquitted where leading questioning or inappropriate investigation has been proven.
- It is vital that subsequent enquiries should not be prejudiced by detailed questioning in school.

The CPO and / or Head will consider how best to support and monitor the pupil concerned through any process of investigation, liaising closely with parents, carers, Gloucestershire Safeguarding Children Board (GSCB), or other agencies involved to identify the support strategies that will be appropriate. The LADO will be consulted before a referral is made if a case is a borderline one or there are doubts about the need to make a referral. Contact will be made with a Welfare Agency within 24 hours of a disclosure being made or suspicion of abuse.

USEFUL PHONE NUMBERS

Police Child Protection Unit : 01242 261112;
Gloucestershire Police : 0845 0901234.
LADO = (Local Authorities Designated Officer (01452 426994)
GSCB = Children's Helpdesk 01452 426565

In a case of serious harm, the police should be informed from the outset

Whistle-Blowing : If a teacher or member of staff has concerns about the behaviour of another member of staff towards a pupil, he or she should report it at once to the Head. Any concern will be thoroughly investigated under the school's whistle-blowing procedures. If there is evidence of criminal activity, the Police will always be informed. Wherever possible, and subject to the rights of the pupil, a member of staff will be informed of the outcome of the investigation. No one who reports a genuine concern in good faith needs to fear retribution.

Confidentiality : A member of staff who uses the whistle-blowing procedure is entitled to have their name protected from being disclosed by the Head to the alleged perpetrator, without their prior approval. However, it has to be recognised that their evidence may be required by the Police to be used in any criminal proceedings.

WHERE A MEMBER OF STAFF HAS CONCERNS ABOUT A PUPIL

If a teacher or other member of staff has concerns about any pupil or incident that touches upon child protection issues, they should report them as soon as possible to the CPO or to the Head.

PROCEDURES WHEN A MEMBER OF STAFF, CHILD PROTECTION OFFICER OR HEAD FACES ALLEGATIONS OF ABUSE

INTRODUCTION

Allegations that a member of staff has abused a pupil or pupils either inside the school premises or during a school trip or visit could be made by:

- Parents
- The abused pupil
- Other members of staff
- Other pupils
- The Police or Social Services
- A third party

An allegation of such seriousness would normally be made directly to the Head Master but if another member of staff is told first, he/she will ensure that the Head Master is informed immediately.

If the Headmaster is unavailable, or is involved, the Chair of Governors should be told at once.

ANONYMOUS ALLEGATIONS

If we are faced with an anonymous allegation of child abuse which names both a member of staff and a child, we will handle it in exactly the same way as if we knew the identity of the person making the allegation. Where the allegation names the member of staff; but not the pupil, we will normally interview the member of staff, and ask for his or her version of events. It could be appropriate to establish a mentoring or review programme for that individual, or to provide him or her with further training. A record would be kept on the individual's personal file.

THE FIRST RESPONSE

We will respond promptly and sensitively to the legitimate concerns of the victim and his or her family. We undertake to:

- Take any allegation of abuse involving a member of staff very seriously
- Establish the facts before jumping to any conclusion
- (We will) complete a written record of the nature and circumstances surrounding the concern including any previous concerns held. We will include where the concern came from and brief details only
- Contact the Local Authority Designated Officer for Allegations (LADO) for advice prior to investigating the allegation. This is because it might meet the criminal threshold and so our investigations could interfere with police or social care investigation. LADO telephone number : 01452 426994

- The LADO will offer advice or any immediate action required and will assist with employment and safeguarding issues
- Inform the member of staff concerned honestly of the allegation that has been made, and advise him or her to contact their Trade Union or Professional Association for advice and support,
- Inform the child's parents in confidence, inviting them to maintain confidentiality whilst the investigation takes place, unless the allegation involves the parents, in which case we will contact Social Services before making contact.

ALLEGATIONS MANAGEMENT PROCESS

If, after your Initial Discussion with the LADO, it is agreed that the allegation meets the criteria, a multi-agency meeting will be convened and we will be invited. This might result in a criminal investigation, a Social Care investigation and/or an investigation to inform whether disciplinary action is required.

If it is agreed that the allegation does not meet the criteria, the LADO will record the Initial Discussion and send it to us for our records. Any further action will be taken within our setting if necessary.

FURTHER ACTION

Further meetings might be required and these will be convened by the LADO with our input at all times. Further information on the Allegations Management process can be found at Appendix 5 of the Government Document Working Together to Safeguard Children (2006). <http://www.dcsf.gov.uk/everychild/matters/resources-and-practice/IG00060/>.

SUPPORT FOR THE PUPIL

Our priority is always to safeguard the young people in our care. We will give all the support that we can to a pupil who has been abused. The Head Master, together with Mrs Hunte or Mrs Wade, the school's Child Protection Officers (CPO), will consider how best to support and monitor the pupil concerned through any process of investigation, liaising closely with parents, guardians, Local Safeguarding Children Board (LSCB), or other agencies involved to identify the support strategies that will be appropriate.

SUSPENSION

Suspension of a member of staff is a neutral act and does not imply that any judgement has been reached about his or her conduct. Even so, it is a serious step, and we will take legal advice beforehand, and will normally only suspend a member of staff where:

- There is a serious risk of harm (or further harm) to the child,

- The allegations are so serious as to constitute grounds for dismissal, if proven,
- The police are investigating allegations of criminal misconduct.

We recognise fully that we have a duty of care towards all of our staff, and we will always:

- Keep an open mind until a conclusion has been reached.
- Interview a member of staff before suspending him or her.
- Keep him or her informed of progress of the investigation.

Any member of staff who is invited to attend a meeting whose outcome is likely to result in his or her suspension, is entitled to be accompanied by a friend or Trade Union representative.

ALTERNATIVES TO SUSPENSION

We will always consider whether an alternative to suspension might be appropriate. Possibilities include:

- Sending the member of staff on leave,
- Giving him or her non-contact duties,
- Ensuring that a second adult is always present in the classroom when he or she teaches.

IF THE MEMBER OF STAFF RESIGNS

The resignation of a member of staff mid-way through an investigation would not lead to the investigation being abandoned. Our policy is always to complete every investigation into allegations of child abuse.

COMPROMISE AGREEMENTS

The policy at the Richard Pate School is to follow the DCSF guidance set out in "Safeguarding Children and Safer Recruitment in Education" on the use of compromise agreements in cases of child abuse which is:

"Compromise agreements, by which a person agrees to resign, and a school agrees not to pursue disciplinary action, and both parties agree a form of words to be used in any future reference, must not be used in these cases. In any case, such an agreement will not prevent a thorough police investigation where that is appropriate. Nor can it override the statutory duty to make a referral to the ISA where circumstances require it."

LENGTH OF INVESTIGATORY PROCESS

We recognise that everyone's interests are served by completing any investigatory process as swiftly as possible. The Richard Pate School is a small community and we will aim to spend as little time as is compatible with a fair and impartial investigation. We would expect almost every case to be completed within one month.

REFERRAL TO THE INDEPENDENT SAFEGUARDING AUTHORITY

Like all schools, we have a statutory legal duty to refer an individual, where there is the risk that he or she may harm, or has caused harm to children, to the Independent Safeguarding Authority (ISA) within one month of the individual's dismissal or resignation because he or she has been considered unsuitable to work with children. Reports concerning members of staff or volunteers are normally made by the CPO. If either of the CPO are involved, the report is made by the Head Master. If the Head Master is involved, the report is made by the Chair of Governors.

The referral form can be downloaded from the ISA website on (www.isa-gov.org.uk). The school plays no part in the subsequent process of barring individuals from working with children and/or vulnerable adults. We also have a legal duty to respond to any requests for information that we receive from the ISA at any time.

RECORDING ALLEGATIONS OF ABUSE

We will record all allegations of abuse, and our subsequent actions, including any disciplinary actions, on an individual's file. A copy will be given to the individual and he or she will be told that the record will be retained until he or she reaches statutory retirement age, or for ten years if that is longer.

HANDLING UNFOUNDED OR UNSUBSTANTIATED ALLEGATIONS

The Child : A child who has been the centre of unfounded or unsubstantiated allegations of child abuse needs professional help in dealing with the aftermath. We will liaise closely with the LSCB to set up a professional programme that best meets his or her needs, which may involve the Adolescent Mental Health Services and an Educational Psychologist. We shall be mindful of the possibility that the allegation of abuse was an act of displacement, masking abuse that is actually occurring within the child's own family and/or community.

However much support the child may need in such circumstances; we need to be sensitive to the possibility that the aftermath of an unfounded allegation of abuse may result in the irretrievable breakdown of the relationship with the teacher. In such circumstances, we may conclude that it is in the child's best interests to move to another school. We would do our best to help him/her to achieve as smooth a transition as possible, working closely with the parents or guardians.

The Member of Staff : A member of staff could be left at the end of an unfounded or unsubstantiated allegation of child abuse with severely diminished self-esteem, feeling isolated and vulnerable. If issues of professional competency are involved, and though

acquitted of child abuse, disciplinary issues are raised; we recognise that he or she is likely to need both professional and emotional help. We will undertake to arrange a mentoring programme in such circumstances, together with professional counselling outside the school community. A short sabbatical or period of re-training may be appropriate.

ALLEGATION OF ABUSE OF A CHILD WHO IS NOT A PUPIL AT THE SCHOOL

If we were given information that suggested that a member of staff was abusing a child who was not a pupil at the Richard Pate School, we would immediately pass such information to the Local Safeguarding Children's Board (LSCB) to handle. We would then interview the member of staff and formally advise him/her of the allegations, making it clear that the school would not play any part in the investigatory process. He or she would be advised of the possibility of facing suspension, re-assignment to other duties, etc in exactly the same way as if the allegation had involved a school pupil. If the allegation subsequently proved to be unfounded, he or she would be given the full support by the school in resuming his/her career.

ALLEGATIONS INVOLVING THE HEAD OR CHILD PROTECTION OFFICER

The Chairman of Governors should be told at once by the Deputy Head or Child Protection Officers of any allegation involving the Head Master. He/she will obtain legal advice from LADO before proceeding to the steps outlined above. The Head Master will normally be suspended for the duration of the investigatory process and one of the Deputy Heads will be made acting Head until the conclusion of the investigation and the resolution of the issue.

The Head Master should similarly be told at once of any allegation involving the CPO. The Chairman of Governors should normally be informed on the same day, and legal advice obtained from LADO. The CPO will normally be suspended for the duration of the investigatory process. The other CPO would work alongside the Head Master/Deputy Head/Member of SMT until the conclusion of the investigation and resolution of the issue.

PARENTS

In general, we believe at The Richard Pate School that parents should be informed about concerns regarding their children. It is important that we are honest and open in our dealings with them. However, concerns of this nature must be referred to the CPO or the Head who will decide on the appropriate response. In a very few cases, it may not be right to inform them of our concerns immediately as that action could prejudice any investigation, or place the child at further risk. In such cases, advice will be sought from the Gloucestershire Safeguarding Children Board (GSCB).

REMEMBER

Your aim should be to establish as quickly and accurately as possible the details of the injury or abuse. Questioning should be brief and gentle using open rather than closed questions (“How did it happen?” rather than “Did hit you?”). Keep a note of what you heard and saw.

BETTER STILL with care and sensitivity, pass the pupil to the CPO or Head immediately.

An up to date version of the Gloucestershire Safeguarding Children Board’s ‘Safeguarding Children Handbook’ can be found at www.gscb.org.uk/handbook. Always refer to this ‘live’ version.

REVIEW PROCEDURES

Any deficiencies or weaknesses in Child Protection arrangements brought to our attention are remedied without delay.

The designated governor meets with both CPOs once a year before the governors undertake an annual review of our Child Protection policies and procedures and of the efficiency with which the related duties have been discharged.

RELATED POLICIES

- Policy on Taking, Storing and Using Images of Children
- Policy on Induction of New Staff
- Policy for Uncollected Children
- Anti-Bullying Policy
- Behaviour Policy
- Discipline
- Rules
- Pupils use of ICT, Mobile Phones and other Electronic Devices
- Nursery and Reception Handbooks

January, 2012

Appendix 1: RJS: Safeguarding Record Log

Pupil Name	
Date of Birth	
Address	
Incident of concern	
Recorded by	
Date recorded	
Signature	
Information shared with others?	
Concern logged with Safeguarding Children Service?	Yes/No
If no, reason for not doing so:	

To be kept securely, separately from the main pupil file

Stages of Referral for Educational Settings:

Professional has concerns

If a Professional has a concern about the well being of a child (or unborn baby), then that professional should:-



Consultation with supervisor

share their concerns with their supervisor/line manager/designated teacher or named professional to help clarify the nature of their concerns



Completion of written record

complete a written record of the nature and circumstances surrounding the concern including any previous concerns held



Contact social workers for advice

in those cases where you have a concern but are unsure about how to proceed contact the

Children's Help Desk Tel: 01452 426 565

and ask to speak to a social work practitioner



Contact the children's helpdesk

In those cases where you are clear a social work assessment is required make a referral to the:

Children's Help Desk Tel: 01452 426 565

within 24 hours (immediately if the concerns are about physical injury or sexual abuse). The CYPD social care section will then take responsibility for managing any subsequent enquiries. The referrer should confirm the details of the concern to CYPD, in writing, within 48 hours



Resolving professional Difference (escalation policy)

Remember to use the 'resolution of professional difficulties (escalation) procedures if you are left feeling that the response from social care has not addressed your concerns for the child. Advice about procedural issues including using the resolving professional differences procedures can be obtained through the Safeguarding Children Service on 01452 58 3629

For out of hours social work advice please contact the Emergency Duty Team on 01452 614 194

Appendix 2b: RJS Child Protection Referral

Referral Form for recording information required by Children & Families Helpdesk (form may then be faxed to the Helpdesk as written follow up):

Details of Referrer	Name	
	Address	
	Telephone/email	
	Job Title	
Details of Child/ren	Name	
	Address	
	Date of Birth	
	Gender	
	School	
	Previous Schools <small>(If known)</small>	
	Parents' names	
	Address	
Any known Agency Involvement	Social worker	
	Educational Psychologist	
	Doctor	
	Other	
	Details of concern about the pupil	
Incident of concern (continue on separate sheet if necessary)		
Any other details	SEN CofP?	
	Disability? <small>(If yes, preferred means of communication)</small>	
	Attendance issues?	
	English as a second language?	
Parents aware referral has been made?	Yes/No	
Signature of referrer and date.		