

# Local School Protocols for Safeguarding and Child Protection



## Swanland Primary School

### Safeguarding Child and Protection – Advice and contact list September 2021

(For notice board display. This list is made available to all staff)

Role/Agency	Name & role	Contact details
<b>School Designated Safeguarding Lead/Child Protection Coordinator</b>	Hannah Stephenson – Head Teacher	<a href="mailto:hannah.stephenson@swanlandschool.co.uk">hannah.stephenson@swanlandschool.co.uk</a> 01482631300
<b>Deputy DSL/Child Protection Coordinator</b>	Natalie Dodds– SENCO	<a href="mailto:natalie.dodds@swanlandschool.co.uk">natalie.dodds@swanlandschool.co.uk</a> 01482631300
<b>Safeguarding/Child Protection Governor</b>	Chris Wainman	<a href="mailto:chris.wainman@swanlandschool.co.uk">chris.wainman@swanlandschool.co.uk</a>
<b>Chair of Governors</b>	Jan Lilley	<a href="mailto:jan.lilley@swanlandschool.co.uk">jan.lilley@swanlandschool.co.uk</a>
<b>Looked After Children Designated Teacher</b>	Natalie Dodds– SENCO	<a href="mailto:natalie.dodds@swanlandschool.co.uk">natalie.dodds@swanlandschool.co.uk</a> 01482631300
<b>E Safety Coordinator</b>	Sally Patrick– Deputy Head Teacher	<a href="mailto:sally.patrick@swanlandschool.co.uk">sally.patrick@swanlandschool.co.uk</a> 01482631300
<b>Safeguarding and Partnership Hub</b>	<b>CP initial referral Support &amp; Advice:</b> Intensive & Specialist Safeguarding support: 1. Urgent C P concerns 2. Consultation with Social Worker	<b>Mon to Thu</b> 8:30am – 5:00pm <b>Fri</b> 8:30am – 4:30pm: <b>01482-395500</b> Request for service forms to: <a href="mailto:safeguardingchildrenshub@eastriding.gov.uk">safeguardingchildrenshub@eastriding.gov.uk</a>
<b>Children’s Emergency Duty Team</b>	Urgent CP concerns outside of office hours where a child is at risk of significant harm.	<b>01482 393939</b>
<b>Early Help Locality Hub</b>	<b>Early Help</b> Additional Support for children & family’s initial consultation	Consultation 01482 391700 Request for Service form to the Hub nearest to where the child lives <a href="mailto:ehp.haltemprice@eastriding.gov.uk">ehp.haltemprice@eastriding.gov.uk</a>
<b>Local ER Children Safeguarding: Team/Manager</b>	Team: Haltemprice Manager: Natalie Jackson	Team: 01482565560 Manager:
<b>Education Safeguarding Manager (ERYC)</b>	<b>TBA</b> General strategic and operational School Safeguarding & CP advice	<b>TBA</b> <a href="mailto:safeguardingineducation@eastriding.gov.uk">safeguardingineducation@eastriding.gov.uk</a>
<b>ERYC LADO</b>	Referral of possible allegations against staff & volunteers.	<a href="mailto:LADO@eastriding.gov.uk">LADO@eastriding.gov.uk</a>
<b>School critical incident, bomb threats etc &amp; Educational Visits Emergencies (not CP)</b>	<b>24–hour Guidance &amp; support</b>	01482 392999
<b>Humberside Police</b>	<b>ER Protecting Vulnerable People Unit</b> <b>Hate Crime/incident reporting</b>	01482 220809 101 <a href="https://www.reportingcrime.uk/HPhatecrime">https://www.reportingcrime.uk/HPhatecrime</a>
<b>East Riding Safeguarding Children Partnership</b>	General strategic and operational Safeguarding & CP advice and multiagency training	<a href="https://www.erscp.co.uk/">https://www.erscp.co.uk/</a> 01482 396994 <a href="mailto:erscp.enquiries@eastriding.gov.uk">erscp.enquiries@eastriding.gov.uk</a>
<b>ER Safeguarding Children Partnership Training</b>	Training Admin & Information	<a href="mailto:erscp.training@eastriding.gov.uk">erscp.training@eastriding.gov.uk</a>
<b>Hull</b> <b>North Yorkshire</b> <b>North Lincolnshire</b> <b>North East Lincolnshire</b>	Children’s Social Care	01482 448879                      EDT: 01482 300304 01609 780780                   EDT 01609 780780 01724 296500                   EDT 01724 296500 01472 326292                   EDT 01472 326292
<b>Prevent Referral</b>	Humberside Police  ERY LA	101 <a href="mailto:prevent@humberside.pnn.police.uk">prevent@humberside.pnn.police.uk</a> <a href="mailto:prevent@eastriding.gov.uk">prevent@eastriding.gov.uk</a>



### Records and monitoring

1. It is essential to keep detailed, accurate and accessible records in order to protect children effectively. At all times Information Sharing guidance and **GDPR (2018)** will be followed.
2. All staff are made aware of the need to record and report concerns about a child or children within our school immediately to the **DSL**
3. All reports of concern and other entries on a child's **Child Protection** file must include a record of actions taken by the internal referrer or **DSL**.
4. All staff should record such concerns or disclosures on a 'Record of Concern' sheet (**Appendix B**) and if needed a **Body Map (Appendix C)**.
5. The **DSL** is responsible for such records and for deciding at what point these records should be shared with, or transferred to other agencies or schools, in consultation with the **Headteacher** or appropriate **Senior Manager**.
6. All records are stored securely on **CPOMs**. This is transferred when the child starts at a new school . Transfers are either digital (if the new school also has **CPOMs**) or printed out and sent/delivered to the new school.
7. If you have safeguarding concerns about any child:
  1. See your **DSL** or **Deputy DSL** to discuss your concerns
  2. Record your concerns in **CPOMS** (class based staff will have received a log in for this)
  3. Lunch time staff- any concerns should be shared with the **DSL/ Deputy DSL** or class teacher
8. The information in these files may be shared with other agencies as appropriate and in some cases used as evidence by other agencies in line with current Information Sharing guidance and **GDPR (2018)**.
9. Only factual verified information is recorded as such. Information 'reported' by outside individuals is clearly indicated as such.
10. Parents may request to read their child's file under **Subject Access Request** or **GDPR**. School will [seek legal or safeguarding advice](#) from if such a request is made in order to ensure that only appropriate information is disclosed depending on the circumstances and any '3rd party' information that will need to be redacted.
11. The **DSL** will decide what information needs to be shared within school with whom and when on a case by case basis. Confidentiality is essential but staff working with children can only provide effective support and monitor concerns if they are made aware that there are concerns or at the least that individual children are being monitored.
12. Child protection records are reviewed each term to check whether any action, advice or updating is needed.



## Swanland Primary School

### Children Missing from or Missing Out on Education (CME & CMOE) & Emergency contacts

#### Emergency contacts

- We will endeavour to obtain and maintain at least 2 emergency contact phone numbers for each pupil and make all reasonable efforts to ensure that parents are reminded to update the school on number or contact changes. Parents who have not provided 2 contact numbers or update school will be contacted and asked to provide the contacts. All such attempts to obtain this information will be recorded.
- On the first day of absence a call will be made to ascertain the reason for absence and how long the absence will be. A further call will be made if the child does not return after the expected return date.
- The school will only remove children from the register if the statutory grounds for doing so are met and will inform the LA of the intention to do so. In the case of **CME** school will make all reasonable efforts to locate the child/ren as required by the guidance.
- The school will inform the LA Education Welfare Service if any pupil fails to attend without permission for a continuous period of 10 days or more and will refer children whose attendance has fallen below the agreed level to the **EWS**.
- If a child, who is the subject of a Child Protection Plan or is otherwise open to the **CST**, does not attend school without a verified valid reason the **DSL** will contact the assigned social worker or **CST** duty desk if unavailable.
- If a child who is not open to **CSC**, that the school has concerns about, does not attend school the school will in accordance with the Effective Support guidance consult with or place a request for service with **SaPH**, the **EWS** and / or the police depending on the circumstances.
- The School will ensure that they know the attendance of any children educated off site. The school has agreed process in place with its alternative provisions for first day absence calling. The school retains responsibility for the attendance of any child attending an offsite provision and will monitor and act as required.
- The School also works with the **EWS** in relation to the monitoring of potential Pupils Missing Out on Education
- If a child absconds from the site, the school will make an initial search and contact the parent / carer or other emergency contact (**and Social Worker if open to CSC**). If after that search the child is not located the school will contact the police within 20 minutes of the alert or sooner in extreme circumstances.

#### Responding to concerns.

**‘Never Do Nothing – Do the basic things well – It can happen here’**

- All staff have a responsibility to respond to disclosures by children or other concerns and pass these concerns on to the **DSL immediately** as outlined in (Appendix A).
- Staff do not need ‘proof’ of abuse and should not ‘investigate’ concerns.
- This information must be recorded on the **CPOMS** If you have safeguarding concerns about any child (class based staff will have received a log in for this)
- Lunch time staff– any concerns should be shared with the **DSL/ Deputy DSL** or class teacher who will then record it on **CPOMS**
- Concerns relating to marks or injuries must also be recorded on a ‘Body Map’ which is also on **CPOMS**.
- If using a body map injuries or marks must be described, in addition to locating on the body map.
- Photographs must not be taken of any marks or injuries.

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## Swanland Primary School

Staff are issued with the School CP procedures and regularly reminded to maintain an 'It could happen here' attitude and **not to:**

- dismiss concerns or disclosures as insignificant, they may provide a vital link to other information;
- keep such concerns to themselves;
- investigate or seek proof;
- **promise secrecy** to children or adults making disclosures but reassure them that information will be shared appropriately and confidentially
- ask closed questions that lead a child into a particular answer but if they need to clarify aspects of a disclosure by or about a child use only 'TED' type questions i.e. **T**ell me..., **E**xplain..., **D**escribe...
- **delay** recording or passing concerns to the **DSL**;
- Discuss with parents or carers.

Staff are made aware that it is unacceptable legally, professionally and morally for any member of staff to keep such concerns to themselves, including concerns about the conduct of another member of staff. (See Section 24) and that any such failures will be regarded as potential disciplinary matters.

Each case will be considered by the **DSL** who will decide what information to share with which staff.

### Children's Concerns

The school's reporting mechanism is promoted via the **PSHE** curriculum and assemblies and the school follows guidance from Part Five of **KCSiE 2021**