

Federation of Hirst Wood Nursery & Saltaire Primary Schools



Safeguarding and Child Protection Policy 2017-2018

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Cross reference to other school policies

Hirst Wood Nursery School (HWNS) and Saltaire Primary School (SPS) recognises that a number of policies and procedures developed and operated form part of the wider agenda of safeguarding and promoting children's welfare and this policy should be read in conjunction with the policies and guidance listed below:

- Staff Handbook
- Attendance Policy
- Missing child Policy
- Equality statement
- Accessibility statement
- Educational visits
- Information Sharing Advice (DfE)
- SEN and Inclusion
- Use of reasonable force (DfE)
- Administration of Medicines
- Staff induction procedures
- Staff code of conduct
- Safe working practice guidance
- Online Safety Policy
- Whistleblowing Policy
- Behaviour and anti-bullying policy
- Managing allegations against staff
- DBS and vetting policy
- Admissions statement

The following sets out how our school will try to fulfil local and national responsibilities as laid out in the following documents: -

- **Bradford Safeguarding Children Board Procedures. Electronic version only now available on BSCB website**
- **Working Together to Safeguard Children (DFE March 2015)**
- **Keeping children safe in education (DFE September 2016) FGM, CSE and prevent**
- **See section 29, CTSA (2015)**
- **Information Sharing Advice for Safeguarding Practitioners March 2015**
- **Children Act 1989**
- **Children Act 2004**
- **Education Act 2002 s175**
- **Safeguarding Vulnerable Groups Act 2006**
- **Early Years statutory framework 2014**
- **Information sharing March 2015**
- **FGM Act 2003 (section 74 serious crime act 2015)**
- **What to do if you are worried a child is being abused (HM Government 2015)**
- **Sexual Offences Act (2003)**
- **The PREVENT Duty July 2015**
- **Childcare Act (2006)**
- **UN Convention on the Rights of the Child 1989 ratified by UK in 1991**

Children have a fundamental right to be protected from harm. Children have a right to expect schools to provide a safe and secure environment.

Any fears or worries that children bring into the classroom should not go unnoticed by staff.

It is a guiding principle of the law and child protection procedures that the protection and welfare of the child must always be the first priority. The protection of children is a shared community responsibility. Failure to provide an effective response can have serious consequences for the child. Teachers and other education staff are in a unique position to identify and help abused children.

The wellbeing of children in our care takes precedence over any other consideration.

The federation fully recognises its responsibilities for child protection.

Aims: We aim to provide a caring environment, which will underpin all other school aims, and a curriculum where self-esteem can be nurtured and children empowered to protect themselves.

Our policy applies to all staff, governors and volunteers working in our schools. There are three main elements to our policy:

Prevention: through safe recruitment practices and through the teaching and pastoral support offered to children.

Protection: through procedures for identifying and reporting cases, or suspected cases of child abuse.

Support: to children who may have been abused.

Overall Aims

To contribute to the prevention of abusive experiences in the following ways

- Clarifying standards of behaviour for staff and pupils
- Introducing appropriate work within the curriculum
- Developing staff awareness of the causes of abuse
- Encouraging pupils and parental participation in practice
- Addressing concerns at the earliest possible stage
- Be aware of the needs of vulnerable groups and individuals

To contribute to the protection of our pupils in the following ways

- Including appropriate work within the curriculum
- Implementing child protection policies and procedures
- Working in partnership with pupils, parents and agencies

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 PSHCE curriculum for children to develop the skill they need to recognise and stay safe from abuse.

We will follow the procedures set out by the Area Child Protection Committee (ACPC) & Bradford Safeguarding Children's Board (BSCB) and take account of guidance issued by the Department for Education to:

- Ensure we have a Designated Safeguarding Lead (DSL) who has received appropriate training.
- Ensure we have a nominated governor responsible for child protection.
- Ensure every member of staff, volunteer and governor knows the name of the DSL and their role.
- Ensure that parents have an understanding of the responsibility placed on the school and staff for child protection by setting out its obligations in the school prospectus.
- Check absence of all children after the first day.
- Notify social services if there is an unexplained absence of more than two days of a pupil who is subject to a Child Protection Plan.
- 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.
- Develop a 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. Our schools 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. We will endeavour to support pupils through:

- The content of the curriculum.
- Our ethos, which promotes a positive, supportive and secure environment and gives children a sense of being valued.
- Our behaviour policies, which are aimed at supporting vulnerable pupils in the schools.

- We will ensure that children know 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 children such as Social Services, Child and Adult Mental Health Services (CAMHS), Education Welfare Service and Educational Psychology Service.
- Ensuring that when a child leaves our schools, if they are subject to a Child Protection Plan, their information is transferred to the new school immediately and that the child's social worker is informed.

The designated safeguarding leads (DSLs) are:

Rob Whitehead, Head of School (SPS) (Lead)
 Jayne Taylor, Head of School (HWNS) (Lead)
 Sally Stoker, Executive Headteacher (Deputy Lead)
 Jenny Oates, SENCO, Assistant Headteacher (Deputy Lead)

Named Child Protection Governors: Brian Outlaw & Emma Collingwood

All staff will have access to this policy and sign to the effect that they have read and understood its contents.

Our role in the prevention of abuse

We will identify and provide opportunities for children to develop skills, concepts, attitudes and knowledge to promote their safety and well-being.

1. The Curriculum

- Relevant issues will be addressed through the PSHE curriculum. For example, self esteem, emotional literacy, assertiveness, power, sex and relationship education, bullying, homophobic bullying.
- Relevant issues will be addressed through other areas of the curriculum. For example, circle time, English, History, Drama, RE, Art.

2. Other areas of work

- All our policies which address issues of power and potential harm, e.g. Bullying, Equal opportunities, Handling, Positive Behaviour, need to be linked, to ensure a whole school approach.
- Our child protection policy cannot be separated from the general ethos of the school, which should ensure that children are treated with respect and dignity, feel safe, and are listened to.

Our role in supporting children

We will offer appropriate support to individual children who have experienced abuse or who have abused others.

- An individual support plan will be devised, implemented and reviewed regularly for these children. This plan will detail areas of support, and who will be involved.
- We will ensure the school works in partnership with parents / carers and other agencies as appropriate.

A Safe School Culture

Keeping children safe in education

All staff will be provided with a copy of Part 1 of the DfE document 'Keeping Children Safe in Education' which they must read. In particular, staff must understand their individual responsibility for recognising abuse and taking action to protect a child; passing concerns on at an early stage to enable the school to offer the child and family early help; and to make a referral to social care themselves or press for re-consideration if they believe that action is not being taken to protect a child for whom they have concerns.

See:

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/526153/Keeping_children_safe_in_education_guidance_from_5_September_2016.pdf

Children Missing in Education

The school follows the Bradford MBC / BSCB 'Children missing from Education' procedures – see *infobase* or www.bradfordlscb.org.uk

All registers must be completed accurately twice daily. First day contact must be made in cases where a parent/carer has not reported the reason for the child's absence. Any unauthorised absence must be reported to local authority immediately after ten days (Neil Helliwell).

Private Fostering

Private fostering is when a child under the age of 16 (under 18 if disabled) is cared for by someone who is not their parent or a 'close relative'. This is a private arrangement made between a parent and a carer, for 28 days or more. Close relatives are defined as step-parents, grandparents, brothers, sisters, uncles or aunts (whether of full blood, half blood or marriage/affinity). There is a duty to inform the local authority if this is the case.

The school follows the procedures outlined in 'Keeping Children Safe in Education' (2016) Annex E: Children staying with host families

If the school becomes aware that a pupil may be in a private fostering arrangement, where a child under the age of 16 is provided with care and accommodation by someone that they are not related in that person's home, we will notify the local authority of the circumstances so that appropriate safeguarding checks can be made.

Safer Recruitment and Selection

The schools pays full regard to **Part 3 of Keeping children safe in education (DfE 2016)**.

Safer recruitment practice includes:

- verifying a candidate's identity. Identification checking guidelines can be found on the www.gov.uk website;
- obtaining (via the applicant) an enhanced DBS certificate (including barred list information, for those who will be engaging in regulated activity);
- obtaining a separate barred list check if an individual will start work in regulated activity before the DBS certificate is available;
- verifying the candidate's mental and physical fitness to carry out their work responsibilities. A job applicant can be asked relevant questions about disability and health in order to establish whether they have the physical and mental capacity for the specific role;
- verifying the person's right to work in the UK. If there is uncertainty about whether an individual needs permission to work in the UK, then prospective employers, or volunteer managers, should follow advice on the www.gov.uk website;
- if the person has lived or worked outside the UK, make any further checks the school or college consider appropriate (see paragraph 114 of Keeping Children Safe in Education); and
- verify professional qualifications, as appropriate.

All recruitment materials will include reference to the school's commitment to safeguarding and promoting the welfare of pupils. Sally Stoker, Rob Whitehead & Jayne Taylor have undertaken appropriate Safer Recruitment training and will be involved in staff / volunteer appointments.

The school maintains a complete and current Single Central Register (CSR) administered by Fiona Cressey. This securely logs all DBS records held by the school for all members of staff and volunteers.

Use of Reasonable Force

All staff should have regard to the document 'Use of Reasonable Force in Schools 2013 Reviewed 2015

What is reasonable force?

1. The term 'reasonable force' covers the broad range of actions used by most teachers at some point in their career that involve a degree of physical contact with pupils.
2. Force is usually used either to control or restrain. This can range from guiding a pupil to safety by the arm through to more extreme circumstances such as breaking up a fight or where a student needs to be restrained to prevent violence or injury.
3. 'Reasonable in the circumstances' means using no more force than is needed.
4. As mentioned above, schools generally use force to control pupils and to restrain them. Control means either passive physical contact, such as standing between

pupils or blocking a pupil's path, or active physical contact such as leading a pupil by the arm out of a classroom.

5. Restraint means to hold back physically or to bring a pupil under control. It is typically used in more extreme circumstances, for example when two pupils are fighting and refuse to separate without physical intervention.

6. School staff should always try to avoid acting in a way that might cause injury, but in extreme cases it may not always be possible to avoid injuring the pupil.

Childcare (Disqualification) Regulations 2009

We recognise that the Regulations apply to some but not all of our staff and we ensure that affected existing staff and new recruits are made aware of their duty to disclose relevant information about themselves or other people living or working in their household. The regulations apply to:

- Staff employed to provide education or childcare to our pupils in Reception (including lunchtime supervisors)
- Staff employed to provide later years childcare in our wrap-around services (e.g. breakfast club, after-school care, holiday scheme) if any child under the age of 8 is attending
- Managers of these provisions, including members of the SLT

New recruits will be asked to confirm that they are not disqualified from childcare before they commence in post. For more information about disqualification and the regulations, see:

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/528473/Disqualification_under_the_childcare_act_June2016.pdf which is also available from the school office.

All staff have a duty to notify the Head teacher of any cautions, convictions or charges brought against them during their employment with us.

Staff support

We recognise the stressful and traumatic nature of child protection work. Support and advice is available for any member of staff from The Bradford MBC Child Protection team. **(Tel: 01274 754343).**

Prevent Duty

All staff and visitors:

- Have a duty to protect children under the Counter Terrorism Security Act 2015
- Have a duty to report any suspicions
- Have a duty to attend all relevant WRAP training
- To work with BSCB to coordinate any referrals
- Must ensure that children are safe from terrorist and extremist material when accessing the internet
- Have a duty to promote British values
- To follow guidance outlined in the schools prevent risk assessment
- Staff should understand when it is appropriate to make a referral to the local authority to the Channel Programme

The Single Point of Contact (SPOC) for Prevent across the federation is Sally Stoker. Any concerns or referrals related to the Prevent Duty should be discussed immediately with her.

Child Sexual Exploitation (CSE)

All staff and visitors:

- Have a duty to prevent CSE by identifying, referring and supporting victims
- Must be aware that CSE can take many forms
- Must be aware that CSE can involve children being given gifts or affection in exchange for engaging in sexual activities

Identify

Below are some of the signs that may indicate a child is a victim of CSE :

- Regularly missing school
- Often going home late
- Unexplained gifts
- New possessions
- Associating with younger people involved in CSE
- Having older boyfriends/girlfriends
- Mood swings or drastic changes in behaviour
- Inappropriate or sexualised behaviour

Refer

Where CSE (or a risk of CSE) is suspected, staff should discuss this with the **child protection lead**. If necessary, local safeguarding procedures will then be triggered, including referral to the LA.

Support

The **LA** and other authorities will handle the matter to conclusion. The school must cooperate where necessary.

Honour Based Violence (HBV) including FGM, Forced Marriage and Breast Ironing

All forms of so called HBV are abuse

Female Genital Mutilation (FGM)

All school staff must:

- Be alert to the possibility that a girl is at risk of/has suffered FGM
- Know that victims of FGM typically come from communities which adopt this practice
- Be sensitive when approaching the subject of FGM with girls as some may not know what it is
- Share with social care, police or activate local safeguarding procedures if you are concerned about any girls (It is a statutory duty that **teachers** report to the police where they discover that FGM appears to have been carried out on a girl under 18)

There are a **range of indicators** which can suggest FGM: **two or more** signal that a child may be at risk.

Indicators of **heightened risk**:

- The position of the family and their **level of integration** into UK society
- Any girl with **relatives (mother/sister/cousin)** subjected to FGM
- Any girl **withdrawn** from PSHE

Indicators that FGM could be **imminent**:

- When a **female family elder** from the country of origin visits
- A girl may confide about a '**special procedure**' or ceremony to '**become a woman**'
- A **girl may request help** if she suspects she's at risk
- Talk of a **holiday** to her country of origin/ somewhere the practice is prevalent

Indicators that FGM has **taken place**:

- Difficulty in **walking, sitting, or standing**
- Spending **longer than normal** in the **toilet**
- Periods **away from the classroom** with bladder/menstrual problems
- Prolonged or repeated **absence** followed by **withdrawal** or **depression**
- **Reluctance** to undergo normal **medical examinations**
- **Asking for help, but** not being explicit about the problem

Staff training

- The designated safeguarding leads will have attended the appropriate 2-day training course. Their knowledge and skills will be updated annually through appropriate refresher training.
- The school will aim to ensure all staff receive induction (see induction list) and updated INSET appropriate to their roles and responsibilities, especially staff new to the school. All staff will receive safeguarding updates at least annually. Access to training can be via the BSCB or in house training by the Designated safeguarding lead.
- Governors, including the Nominated Governor, will aim to have attended specific training on their role, updated regularly.
- Training completed will be recorded by the school; a print out of the school's training history can be obtained from the Designated safeguarding lead or CPD co-ordinator.

In-school procedures for protecting children

1. All staff and visitors will be:

- Subject to Safer Recruitment processes and checks whether new staff, supply staff, contractors, volunteers etc..
- Expected to behave in accordance with the school's code of conduct and the guidance provided in relevant government documents.
- Familiar with the school's safeguarding and child protection policy including issues of confidentiality.
- Alert to signs and indicators of possible abuse. See **Appendix One** for current definitions of abuse and examples of harm.

- Expected to sign in and/or show official proof of identity before gaining access to the school.
- Expected to wear identification at all times.
- Required to sign and to say they have received, read and understand their duties as outlined in part one of 'Keeping Children Safe in Education'.

2. All staff and visitors must:

- Record a cause for concern, which is not a child protection issue, on the CPOMS system and link other staff as appropriate. This is important in building a picture of the child's story over time.
- Deal with a disclosure of abuse from a child in line with Bradford MBC and BSCB procedures. These must be passed to one of the Designated Staff immediately, followed by a written account as outlined in staff training.
- Be involved in ongoing monitoring and recording to support the implementation of individual education programmes and interagency child protection and child support plans.

3. Designated Staff and Confidential Information

- Three members of the SLT are 'Designated Safeguarding Leads. Mr Whitehead (DHT) is the Lead Designated Safeguarding Lead, with responsibility for online safety. Mrs Stoker (HT) is Deputy Safeguarding Lead and Single Point of Contact (SPOC) for prevent incidents. Mrs Oates (AHT) is Deputy Safeguarding Lead with a responsibility for Looked After Children. They will be responsible for co-ordinating all child protection in school.
- Where the school has concerns about a child, the Designated Staff will decide what steps should be taken. See flowchart (p10).
- Child Protection information needs to be dealt with in a confidential manner. A written record will be made of what information has been shared with who, and when. Staff will be informed of relevant details only when the Designated Staff feels their having knowledge of a situation will improve their ability to deal with an individual child and /or family.
- CPOMS – Child Protection Online Monitoring system will be used by all staff to monitor incidents and alert other members of staff.
- Child Protection records will be stored securely in a central place separate from academic records. They should be kept for at least the period during which the child is attending the school, and beyond that in line with current data legislation.
- Access to these by staff other than the Designated Staff will be restricted, and a written record will be kept of who has had access to them and when.
- Parents should be aware of information held on their children and kept up to date regarding any concerns or developments by the appropriate members of staff. General communications with parents should be in line with any home school policies and give due regard to which adults have parental responsibility.
- Do not disclose to a parent any information held on a child, if it would put the child at risk of significant harm.
- If a pupil moves from our school, child protection records will be forwarded onto the new school, with due regard to their confidential nature. Contact between the two schools may

be necessary, especially on transfer from primary to high schools. We will record where and to whom the records have been passed, and the date.

4. The Governing Body

‘The Governing body of a maintained school shall make arrangements for ensuring that their functions relating to the conduct of the school are exercised with a view to safeguarding and promoting the welfare of children who are pupils at the school.’

‘In considering such arrangements they shall, “have regard to any guidance given... by the Secretary of State.” (Education Act 2002- Implemented June 2004)

The governing body ensures that the school:-

- Has a Child Protection policy & procedures in accordance with LA / BSCB guidelines
- Operates safe recruitment procedures and ensures appropriate checks are carried out on all new staff and volunteers (see – **Keeping children safe in education** DFE September 2016)
- Has at least one senior member of the school’s leadership team designated to lead on Child Protection issues and at least one Designated Person

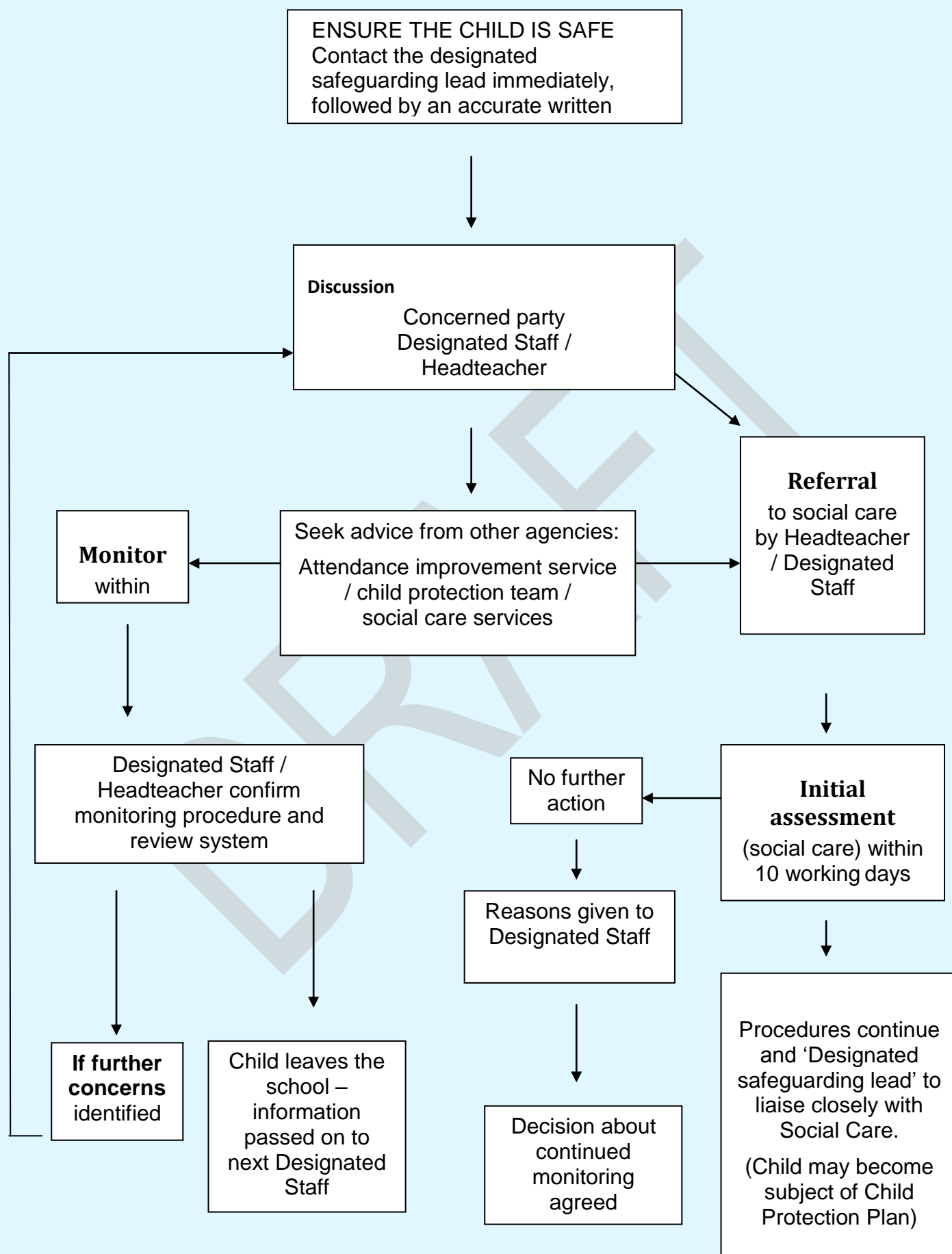
The Governing Body also ensures that:

- Designated staff have appropriate refresher training every two years
- All staff who work with children undertake training at least annually. Also that temporary staff and volunteers are made aware of the school’s arrangements for Child Protection and their responsibilities as set out in the ‘Child Protection Procedures Flowchart (See **Appendix 4**).

The governing body remedies any deficiencies or weaknesses brought to its attention without delay and have:

- procedures for dealing with allegations of abuse against staff/volunteers
- A member of the governing body (usually the Chair) is nominated to be responsible for liaising with the LA/partner agencies in the event of allegations of abuse being made against the Head teacher
- The governing body reviews its policies/procedures annually and provides information to the LEA about them.

Summary of in-school procedures to follow where there are concerns about a child



Working with other agencies to protect children

Early Help

All staff should be aware of the early help process, and understand their role in it. This includes identifying emerging problems, liaising with the designated safeguarding lead, sharing information with other professionals to support early identification and assessment and, in some cases, acting as the lead professional in undertaking an early help assessment.

The local authority has an early help strategy to ensure that problems for children and families are identified early, and responded to effectively as soon as possible. The aim is to ensure problems do not escalate to become more acute, and more costly, to the detriment of children and families, by investing in effective community services and multi-agency coordination.

Any member of staff who thinks a child or their family might benefit from early help should discuss their concerns with a designated safeguarding lead.

1. Involving parents / carers

- In general, we will discuss concerns with parents/carers before approaching other agencies, and will seek their consent to making a referral to another agency. Appropriate staff will approach parents / carers after consultation with the Designated Staff. However, there may be occasions when school will contact another agency **before** informing parents / carers, if the school decides that contacting them may increase the risk of significant harm to the child. Where there are any issues relating to parental responsibility, guidance will be taken from [‘Understanding and dealing with issues relating to parental responsibility’](#) (2016)

2. Multi-agency work

- We work in partnership with other agencies in the best interests of the children. Therefore, school will, where necessary, liaise with the school nurse and doctor, and make referrals to Social Care. Referrals should be made, by the Designated Staff, to the central Local Authority duty & assessment team. Where a child already has a social worker, the referral should indicate that fact and the social worker should also be informed. Reference to [‘Bradford’s Threshold of Need’](#) (2010) is made when making a referral.
- We will co-operate with Social Care where they are conducting child protection enquiries. Furthermore, school will endeavour to attend appropriate inter-agency meetings such as Initial and Review Child Protection Conferences, and Planning and Core Group meetings, as well as Family Support Meetings.
- We will provide written reports as required for these meetings. If school is unable to attend, a written report will be sent.
- Where a child in school is subject to an inter-agency child protection plan, school will contribute to the preparation implementation and review of the plan as appropriate.

Procedures in the event of an allegation against a member of staff or person known in the school

These procedures should be used in any case in which it is alleged that a member of staff, visiting professional or volunteer has:-

- a. behaved in a way that has harmed a child or may have harmed a child
- b. possibly committed a criminal offence against or related to a child
- c. behaved towards a child or children in a way that indicates they may pose a risk of harm if they work regularly with children.

Although it is an uncomfortable thought, it needs to be acknowledged that there is the potential for staff in school to abuse children. All potential allegations will be notified **immediately** to Local Area Designated Officer (LADO) (01274 385617) in line with 'Keeping children safe in education' (DFE September 2016) and BSCB procedures www.bscb.org.uk

If it comes to our attention that a member of staff providing early years education or childcare, or later years childcare, is disqualified under the Childcare Regulations 2009, we will remove that person from childcare immediately. We will seek advice from HR, LADO or BSCB on next steps. We recognise that suspension may be necessary, however if possible, we will always consider alternatives such as deployment to another role while the employee seeks a waiver from Ofsted.

Whistle-blowing

Whistle-blowing is the mechanism by which adults can voice their concerns, made in good faith, without fear of repercussion. **It is important that you understand the whistle-blowing procedures of your school and who to talk to if you have a concern about another adult.** Further details can be found in the Whistle-blowing policy.

Children with additional needs

Saltaire Primary School recognises that while all children have a right to be safe, some children *may* be more vulnerable to abuse eg. those with a disability or special educational need, those living with domestic violence or drug/alcohol abusing parents, etc. **(Safeguarding Vulnerable Groups Act 2006).**

Staff should be aware that these pupils may have additional barriers in disclosing abuse and should seek advice from a DSL if they require support in managing these disclosures.

Appendix One

Definitions and indicators of abuse

‘...A form of maltreatment of a child. Somebody abuse or neglect a child by inflicting harm, or failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting, by those known to them or, more rarely, by a stranger (e.g., via the internet). They may be abused by an adult or adults or another child or children.’

(‘Working together to safeguard children’, **DFE March 2015**)

Neglect

Neglect is the persistent failure to meet a child’s basic physical and / or psychological needs, likely to result in the serious impairment of the child’s health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to provide adequate food and clothing, shelter (including exclusion from home or abandonment), failing to protect a child from physical and emotional harm or danger, failure to ensure adequate supervision (including the use of inadequate care-givers), or the failure to ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child’s basic emotional needs.

Examples which **may** indicate neglect (it is not designed to be used as a checklist):

Hunger
Tiredness or listlessness
Child dirty or unkempt
Poorly or inappropriately clad for the weather
Poor school attendance or often late for school
Poor concentration
Affection or attention seeking behaviour
Untreated illnesses/injuries
Pallid complexion
Stealing or scavenging compulsively
Failure to achieve developmental milestones, for example growth, weight
Failure to develop intellectually or socially
Neurotic behaviour

Physical abuse

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.

Examples which **may** indicate physical abuse (it is not designed to be used as a checklist):
Patterns of bruising; inconsistent account of how bruising or injuries occurred

Finger, hand or nail marks, black eyes
Bite marks
Round burn marks, burns and scalds
Lacerations, wealds
Fractures
Bald patches
Symptoms of drug or alcohol intoxication or poisoning
Unaccountable covering of limbs, even in hot weather
Fear of going home or parents being contacted
Fear of medical help
Fear of changing for PE
Inexplicable fear of adults or over-compliance
Violence or aggression towards others including bullying
Isolation from peers

Sexual abuse

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may include non-contact activities such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

Examples which **may** indicate sexual abuse (it is not designed to be used as a checklist):

Sexually explicit play or behaviour or age-inappropriate knowledge
Anal or vaginal discharge, soreness or scratching
Reluctance to go home
Inability to concentrate, tiredness
Refusal to communicate
Thrush, Persistent complaints of stomach disorders or pains
Eating disorders, for example anorexia nervosa and bulimia
Attention seeking behaviour, self mutilation, substance abuse
Aggressive behaviour including sexual harassment or molestation
Unusually compliant
Regressive behaviour, Enuresis, soiling
Frequent or open masturbation, touching others inappropriately
Depression, withdrawal, isolation from peer group
Reluctance to undress for PE or swimming
Bruises, scratches in genital area

Emotional abuse

Emotional abuse is the persistent emotional ill-treatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may involve not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the child's developmental capability, as well as over-protection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyber-bullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child though it may occur alone.

Examples which **may** indicate emotional abuse (it is not designed to be used as a checklist):

Over-reaction to mistakes, continual self deprecation
Delayed physical, mental, emotional development
Sudden speech or sensory disorders
Inappropriate emotional responses, fantasies
Neurotic behaviour: rocking, banging head, regression, tics and twitches
Self harming, drug or solvent abuse
Fear of parents being contacted
Running away
Compulsive stealing
Masturbation, Appetite disorders - anorexia nervosa, bulimia
Soiling, smearing faeces, enuresis

Responses from parents

Research and experience indicates that the following responses from parents may suggest a cause for concern across all four categories:

- An unexpected delay in seeking treatment that is obviously needed
- An unawareness or denial of any injury, pain or loss of function (for example, a fractured limb)
- Incompatible explanations offered, several different explanations or the child is said to have acted in a way that is inappropriate to her/his age and development
- Reluctance to give information or failure to mention other known relevant injuries
- Frequent presentation of minor injuries
- Unrealistic expectations or constant complaints about the child
- Alcohol misuse or other drug/substance misuse
- Parents request removal of the child from home
- Violence between adults in the household

The [NSPCC](#) website also provides useful additional information of types of abuse.

Peer on Peer Abuse

It is important to recognise that children are also vulnerable to physical, sexual and emotional abuse by their peers or siblings. This is most likely to include, but not limited to the types of abuse identified above.

Abuse perpetrated by children can be just as harmful as that perpetrated by an adult, so it is important to remember the impact on the victim of the abuse as well as to focus on the support for the child or young person exhibiting the harmful behaviour.

Such abuse will always be taken as seriously as abuse perpetrated by an adult and the same safeguarding children procedures will apply in respect of any child who is suffering or likely to suffer significant harm; staff must never tolerate or dismiss concerns relating to peer on peer abuse.

Types of peer on peer abuse might include:

- Bullying (including cyber bullying)
- Gender based violence
- Teenage relationship abuse
- Sexually inappropriate behaviour
- Sexting

For further information refer to the school's behaviour and anti-bullying policy.

Appendix Two

Dealing with a disclosure of abuse

When a child tells me about abuse s/he has suffered, what must I remember?

- Stay calm
- Do not transmit shock, anger or embarrassment.
- Reassure the child. Tell her/him you are pleased that s/he is speaking to you.
- Never enter into a pact of secrecy with the child. Assure her/him that you will try to help but let the child know that you will have to tell other people in order to do this. State who this will be and why. Staff should never promise a child that they will not tell anyone about an allegation- as this may ultimately not be in the best interests of the child.
- Tell her/him that you believe them. Children very rarely lie about abuse; but s/he may have tried to tell others and not been heard or believed.
- Tell the child that it is not her/his fault.
- Encourage the child to talk but do not ask "leading questions" or press for information.
- Listen and remember.
- Check that you have understood correctly what the child is trying to tell you.
- Praise the child for telling you. Communicate that s/he has a right to be safe and protected.
- Do not tell the child that what s/he experienced is dirty, naughty or bad.
- It is inappropriate to make any comments about the alleged offender.
- Be aware that the child may retract what s/he has told you. It is essential to record all you have heard.
- At the end of the conversation, tell the child again who you are going to tell and why that person or those people need to know.
- As soon as you can afterwards, make a detailed record of the conversation using the child's own language. Include any questions you may have asked. Do not add any opinions or interpretations. At SPS, use CPOMS (Child Protection Online Monitoring Service) to record the conversation. At HWNS use the appropriate form to record your concerns – pass this on to the DSL.

NB It is not education staff's role to seek disclosures. Their role is to observe that something may be wrong, ask about it, listen, be available and to make time to talk.

Immediately afterwards:

You must not deal with this yourself. Clear indications or disclosure of abuse must be reported to social services without delay, by the Headteacher / Designated Person using the correct procedures.

Children making a disclosure may do so with difficulty, having chosen carefully to whom they will speak. Listening to and supporting a child/young person who has been abused can be traumatic for the adults involved. Support for you will be available from your Designated Teacher or Head teacher; alternatively the **Bradford Education Social Work Service**.

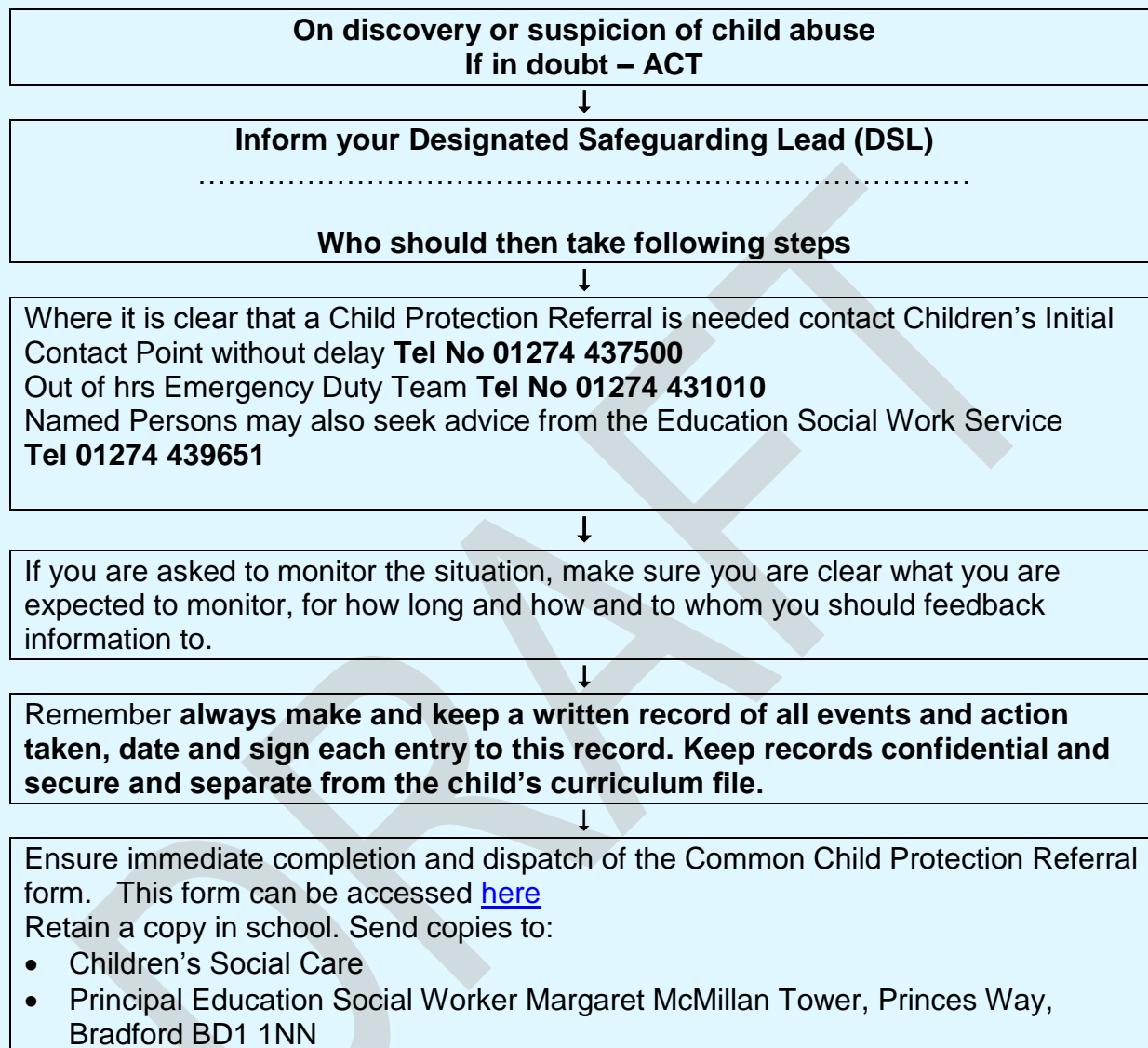
Appendix Three

Allegations against a member of staff or volunteer

Inappropriate behaviour by staff/volunteers could take the following forms:

- **Physical** includes, for example, intentional use of force as a punishment, slapping, use of objects to hit with, throwing objects or rough physical handling.
- **Emotional** includes, for example, intimidation, belittling, scapegoating, sarcasm, lack of respect for children's rights, and attitudes which discriminate on the grounds of race, gender, disability or sexuality.
- **Sexual** includes, for example, sexualised behaviour towards pupils, sexual harassment, sexual assault and rape.
- If a child makes an allegation against a member of staff, visitor or volunteer the Head teacher should carry out an urgent initial consideration in order to establish whether there is substance to the allegation. The Head teacher should not carry out the investigation itself or interview pupils. As part of this initial consideration, the Head teacher should consult with the education personnel section who will then contact the Local Authority Designated Officer (LADO) on 01274 439330.
- The consultation between school, personnel and the LADO will determine the need for further investigation. Only if the allegation is demonstrably false or trivial would further investigation not be warranted. A Strategy Meeting is usually held to determine the mechanics of the investigation, and to address such issues as who will interview the child/ren, informing the staff member, informing parents, the need or not for suspension, and to what extent disciplinary or criminal procedures need to be invoked alongside any child protection procedures (where more than one set of procedures is invoked, child protection procedures take precedence, to ensure the best interests of the child are catered for).
- Where the allegation has been made against the Headteacher, the abuse should be reported to the Chair of Governors, who in turn should report it to the LEA and follow its procedures. For details of the inter-agency procedures, refer to **BSCB Procedures May 2010 (www.bscb.org.uk)**
- Where the allegation has been made against the Headteacher, the abuse should be reported to the **Chair of Governors** who in turn should report it to the LEA and follow its procedures. For details of the inter-agency procedures, refer to **BSCB Procedures May 2010 (www.bscb.org.uk)**

Child Protection Procedures Flow Chart January 2017



USEFUL TELEPHONE NUMBERS

Children’s Social Care Initial Contact Point: 01274 437500

Emergency Duty Team: 01274 431010

Education Social Work Service: 01274 439651

Police: Javelin House, Child Protection Unit: 01274 376061