

## CHILD PROTECTION (SAFEGUARDING CHILDREN) POLICY 1

*These procedures have been prepared with reference to DCSF guidance and guidance from the Devon Local Safeguarding Board Procedures and the School fully complies with these procedures.*

*This policy is available on the School's website. It is intended only to provide a statement of the school's broad aims in this area. In depth procedures are set out in separate Procedure documents.*

### INTRODUCTION

*Our School fully recognises the responsibilities it makes to Child Protection. We comply with the DCSF requirements for both the *Safeguarding of Children and Safer Recruitment in Education* and the *Independent Safeguarding Authority (ISA)*.*

### STATEMENT OF INTENT

Magdalen court school works with children, parents and the community to ensure the safety of children and to give them the very best start in life. We are committed to building a 'culture of safety' in which children are protected from abuse and harm; to responding promptly and appropriately to all incidents or concerns of abuse and to working with statutory agencies in accordance with the Local Children's Safeguarding Board (LCSB) guidelines..

*There are three main elements to our policy:*

- a) Prevention through the teaching and pastoral support offered to children.*
- b) Procedures for identifying and reporting cases, or suspected cases, of abuse.*
- c) Support to children who may have been abused.*

*Our policy applies to the Proprietor and **all** staff, volunteers and visitors working in the school.*

We aim to:

- promote the child's right to be strong, resilient and listened to by creating an environment that encourages the child to develop a positive self-image;
- to promote the child's right to be strong, resilient and listened to, and also to enable him, or her, to have the self-confidence and vocabulary to resist inappropriate approaches;
- help the child to establish and sustain satisfying relationships within his or her family, with peers, and with other adults;
- work with parents to build their understanding of and commitment to the principles of safeguarding children.

## CHILD PROTECTION (SAFEGUARDING CHILDREN) POLICY 1

*Under Section 175 Education Act 2002 (DCSF Guidance 0027/2004 Safeguarding Children in Education) the School has a duty to safeguard children and promote their welfare. The School has developed policies and procedures to ensure that the five outcomes of the Every Child Matters vision are implemented and understood by all staff members.*

The seven outcomes we want our pupils to achieve are:

- Be Healthy
- Stay Safe
- Enjoy and Achieve
- Make a Positive Contribution
- Achieve Economic Well-being
- Citizenship
- Spiritual, moral, social and cultural

The *Safeguarding Vulnerable Groups Act 2006* creates a new vetting and barring scheme which has now started to come into force. At its core, the new scheme brings existing information under POCA, POVA and List 99 under a single administration.

Minor difficulties, worries or upsets involving any child which arise within the classroom or in the playground are dealt with by the class teacher or the member of staff on duty. The child or children concerned are always fully involved in any discussion about an incident or concern.

However, the scheme proposes to go much further than the simple better use of formal lists. The scheme requires that anyone wishing to work (paid or not) in a regulated activity will have to register with the new Independent Safeguarding Authority (ISA). It is ISA that now has responsibility for making decisions about whether individuals should be barred from work in regulated activities, or whether restrictions (anything short of barring) should apply to that individual.

Regulated activities include frequent contact with children, which is either of specified nature, such as teaching, or which takes place in a specified place, such as a school. Certain defined positions of responsibility are also regulated activities, such as a proprietor, school governor or a trustee of a children's charity.

*We have procedures for recording the details of visitors to the school. We take security steps to ensure that we have control over who comes into the school so that no unauthorised person has unsupervised access to the children.*

## CHILD PROTECTION (SAFEGUARDING CHILDREN) POLICY 1

### **Dedicated Senior Person (DSP)**

Headmaster Mr J.G. Bushrod

### **Leader & Key Person for the Welfare of Staff, Children, Pastoral Care and the Worry procedure.**

Mrs S.D.Wrightson

### **Safeguarding Children.**

Senior Child Protection Officers

- Kinderkare Katy Quick Level 3
- Magdalen Court School Sarah Wrightson Level 3

MCS & Kinderkare Designated Leader Overseeing Kinderkare & MCS

Kim Brady Level 3

Complaints about appointed person

Kinderkare Worcester Jo Lynton Level 3

Jim Jenner Llb, Hons Trustee MCS & Director Kinderkare

### **SENCO**

Will Power

### **Learning support staff**

Mr R.Fawkes, Mrs L.Bates, Mr D.Llewelyn, Mrs E.Llewelyn

### **Principal Open Office Door Policy Leader (8.50-9.30 Daily)**

### **Support for the Welfare of Staff and Children**

Mrs J.J.Jenner

### **Leader of Risk Assessments, Fire Safety & Safeguarding Children Policies**

Mr.J.H.C.Jenner JP

### **Proprietors/Trustees**

Mrs JJ Jenner, Mr JHC Jenner, Mr JJC Jenner, Mr JWC Jenner, Mr JMA Jenner

### **THE ROLE OF THE HEADMASTER**

To ensure that safe recruitment procedures are followed and that all appropriate checks are carried out on all staff

- To provide sufficient resources to enable appropriate training to be given to the Head, the designated teacher and other staff
- To ensure that the policy and procedures are reviewed annually
- To ensure that all staff know and are alert to possible signs of abuse and know what to do if they have any concerns or suspicions
- Create a safe environment and a caring ethos within the school
- Make parents aware of the school's Child Protection Policy
- Support pupils through related policies (anti-bullying, behaviour, equal opportunities)

## CHILD PROTECTION (SAFEGUARDING CHILDREN) POLICY 1

### THE ROLE OF TEACHER

Staff have an important role in hearing what children have to say. The school can provide a neutral place where the child feels it is safe to talk. Sensitivity to the disclosure is vital. Staff must listen carefully to what the child is saying, treat it seriously, and value what they say. Children may feel they will not be believed, or that they will be punished. Staff will need to say that whatever has happened it is not their fault. Fear of the consequences of telling is very common. It can be very tempting to offer a promise of confidentiality to the child. This is not realistic. The child needs to hear the truth about what will happen, together with a commitment to support the child. It is crucial not to ask leading questions. Our role is to enable the child to speak and then know what to do next. The first account is usually the most accurate.

- Be aware of the Child Protection policy and procedures and the identity of the designated teacher
- Undertake training to identify possible causes of abuse
- Be open, accepting and ready to listen to a child. Take the child's worries seriously
- Do not guarantee confidentiality; referrals may have to be made in order to safeguard the child
- If you need to ask questions to clarify understanding, do not lead the child, but make the questions as open as possible
- Report orally a designated teacher immediately
- Make a written note of the discussion within twenty-four hours to give to the designated teacher. Note time, date, place, people present and what was said. Try to make the record verbatim; your notes may be needed in subsequent court proceedings
- You are not required to investigate further, but you may be required to support or monitor the child in the future
- Do not speak to parents
- Report to the designated teacher

Children are told to speak with a member of staff if they have any worries:

- Dinner or teaching assistant
- Class teacher
- Key Stage Coordinator
- SENCO
- Designated teachers
- Headteacher
- Childline 0800 111111

Staff will immediately report to the designated teacher:

- Suspicions that a child is injured, marked or bruised in a way which is not readily attributable to the normal behaviour
- Explanation given which appears implausible
- Behaviours which give rise to suspicions that a child may have suffered harm
- Concerns that a child may be suffering from lack of care, ill treatment or emotional maltreatment
- Concerns that a child is presenting signs or symptoms indicating abuse or neglect
- Significant changes in a child's presentation and attendance
- Concerns regarding contact with a person(s) who may pose a risk to children
- Information given to them by a third party

## **CHILD PROTECTION (SAFEGUARDING CHILDREN) POLICY 1**

### **THE ROLE OF DESIGNATED TEACHERS**

- Be familiar with and understand the DCSF guidance 'Safeguarding Children in Education', and the Department of Health guidance 'What to do if you're worried a child is being abused'
- Make any enquiries to the Child Protection Register
- Ensure each staff member is aware of and has access to the school's Child Protection Policy and Procedure and has received appropriate training to be refreshed every three years
- Decide whether to monitor or to make a referral
- Act as a source of advice and co-ordinate action in school over any case of abuse
- Keep written records that are detailed, accurate and kept secure
- Liaise with the Head over any issues
- Be responsible for referring cases of suspected abuse or allegations to the relevant agencies. This includes dealing with allegations against members of staff. Attend meetings, case conferences as necessary. Contribute to the Child Protection Plan
- Ensure that when a child leaves school, their Child Protection file is copied and transferred to the designated person for Child Protection
- Our nominated Child Protection Director works with the designated teachers.

### **THE ROLE OF ALL STAFF**

All staff and volunteers have a role in Child Protection. All staff are made aware of arrangements and procedures and are told the names of the designated teachers with responsibility for Child Protection.

### **THE ROLE OF DIRECTORS**

- Directors ensure school has effective policies and procedures in place and monitor their use and efficiency each term.
- Directors ensure that there is a designated member of staff to take lead responsibility for child protection
- Check that staff undertake appropriate training
- Annually review Child Protection arrangements
- Nominated Directors to be responsible for liaising with the LA and other agencies in the event of allegations of abuse being made against a member of staff

## CHILD PROTECTION (SAFEGUARDING CHILDREN) POLICY 1

### LEGAL OBLIGATIONS

In order to fulfil its legal obligations under statutory guidance the school has developed objectives for children. These include:

- Creating a safe environment where children feel valued and secure, are listened to and are
  - Able to identify an adult in school who they could safely approach if they are worried or
  - Concerned;
- Raising the awareness of child protection issues through the curriculum;
- Supporting children who have been identified as being victims of abuse;
- Attending all relevant meetings and child protection conferences, assisting with the
  - Implementation of any protection plans or looked after care plans;
- Providing information for parents/carers through the school prospectus;
- Promoting early intervention strategies throughout the school to support children and
  - Young people who are presenting with emerging vulnerabilities.

Our School will ensure that all staff, teaching, non-teaching and volunteers, will:

- Be aware that they have individual responsibility for referring child protection and welfare;  
Be aware that it is not the responsibility of staff in school to investigate suspected cases of abuse;
- Be aware that they cannot promise a child complete confidentiality - instead they must explain that they may need to pass information to other professionals to help keep the child safe from harm;
- Be aware of the internal referral process within the school;
- Know who the child protection co-ordinator is in order to report to if they are concerned about a child(s) welfare (including temporary, supply staff and volunteers);
- Be aware of the schools monitoring and recording procedures;
- Have attended basic child protection awareness training every three years and
- Have received a copy of the schools child protection policy and also know where the schools copy of the London Safeguarding Children Board Child Protection Procedures are located within the school.

Registration with ISA is mandatory for anyone wanting to work (paid or not) in a regulated activity. Employing someone, or taking them on as a volunteer, in a role that involves a regulated activity without first checking their ISA status will become a criminal offence. Employing someone who is not ISA registered will also become a criminal offence. Mandatory registration will be rolled out to include all existing employees and volunteers by 2015.

Registration with ISA will involve a fee, although registration is expected to be free for volunteers. Once registered, individuals will take their registrations with them as they change jobs. An individual's status will be automatically reviewed by ISA if any new information comes to light. Subsequently, employers (and prospective employers) will then be able to check online that any individual is registered and whether any restriction, or barring, is in place. There will also be a system to allow employers to subscribe to be notified if there is any change to an employee's status.



## CHILD PROTECTION (SAFEGUARDING CHILDREN) POLICY 1

### AIMS AND PRINCIPLES

The aims of this policy are:

- To support the child's development in ways that will foster security, confidence and independence
- To raise the awareness of both teaching, administrative and support staff of the need to safeguard children and of their responsibilities in identifying and reporting possible cases of abuse
- To provide a systematic means of monitoring children known or thought to be at risk of harm
- To emphasise the need for good levels of communication between all members of staff
- To emphasise the need for good levels of communication between all members of staff
- To develop a structured procedure within the school which will be followed by all members of the school community in cases of suspected abuse
- To develop and promote effective working relationships with other agencies, especially Social Services
- To ensure that all adults within our school, who have access to children, have been checked as to their suitability
- To establish and maintain an environment where children feel secure, are encouraged to talk, and are listened to.
- To ensure children know that there are adults in the school whom they can approach if they are worried;
- To include opportunities in the PSHCE curriculum for children to develop the skills they need to recognise and stay safe from abuse.

We will work towards these aims through the framework of the following key commitments:

- We are committed to building a 'culture of safety' in which children are protected from abuse and harm in all areas of its service delivery.
- We are committed to responding promptly and appropriately to all incidents or concerns of abuse that may occur and to work with statutory agencies in accordance with the procedures that are set down in 'What to do if you are worried a child is being abused' (DoH 2004.)
- We are committed to promoting awareness of child abuse issues throughout our training and learning programmes for adults. We are also committed to empowering young children, through our curriculum, promoting their right to be strong, resilient and listened to.

The key factor in deciding whether or not to disclose confidential information is proportionality: Is the proposed disclosure a proportionate response to the need to protect the welfare of the child? The overriding consideration is what is the best interest of the child that relates to the least detrimental available alternative.

## **CHILD PROTECTION (SAFEGUARDING CHILDREN) POLICY 1**

### **UNDERPINNING PRINCIPLES**

- The welfare of the child is paramount;
- Staff are responsible for their own actions and behaviour and should avoid any conduct which would lead any responsible person to question their motivation and intentions;
- Staff should work, and be seen to work in an open and transparent way;
- Staff should discuss and/or take advice promptly from their line manager or another senior member of staff over an incident which may give rise for concern;
- All staff should know the name of the designated person for child protection and understand their responsibilities to safeguard and protect children;
- Staff should be aware that breaches of the law and other professional guidelines could result in criminal or disciplinary action being taken against them.

## CHILD PROTECTION (SAFEGUARDING CHILDREN) POLICY 1

### **The Data Protection Act 1998**

The Data Protection Act 1998 regulates the handling of personal data. Essentially, this is information kept about an individual on a computer or on a manual filing system. The act lays down the requirements for the processing of this information, which includes obtaining, recording, storing and disclosing it.

The School complies with the Act, which includes the eight data protection principles. There should not be an obstacle if:-

- You have particular concerns about the welfare of a child;
- You disclose information to social services or to another profession;
- The disclosure is justified under the common law of duty of confidence.

If children are worried about any aspect of their lives in which they would like to talk to somebody they are invited to share with the named person with responsibility for child protection, the named person if appropriate or the Headteacher. If any teacher suspects that a child may be the victim of abuse, they should not try to investigate, but should immediately inform a named person about their concern. When investigating incidents or suspicions, the person responsible in the school for child protection will work closely with social services, and with the LA, and the Local Children's Safeguarding Board (LCSB). We handle all such cases with sensitivity, and we attach paramount importance to the interest of the child.

We require all adults employed in school to complete the school application form, bring to the interview a current driving licence including a photograph or a passport or a full birth certificate, a utility bill or financial statements showing the candidate's name and address and where appropriate any documentation, giving evidence of change of name. Any offer to a successful candidate will be conditional upon:-

- A receipt of at least two satisfactory references (if they have not already been received);
- Verification of activity and qualifications;
- A check at DCSF List 99 and the Protection of Children Act List as appropriate (until July 2010 when a new ISA list will take over);
- A satisfactory CRB Disclosure;
- Verification of professional status such as GTC registration and QTS status;
- Verification of successful completion of statutory induction period (applies to those who obtained QTS after May 1999);
- Where the successful candidate has worked or been resident overseas in the previous;
- Five years, such checks and confirmations as the school may require in accordance with statutory guidance;
- Verification of medical fitness;
- Satisfactory completion of the probationary period.

## CHILD PROTECTION (SAFEGUARDING CHILDREN) POLICY 1

### **Allegations against staff**

- We ensure that all parents know how to complain about staff or volunteer action within the school, which may include an allegation of abuse.
- We recognise that abuse of children can take different forms – physical, emotional and sexual as well as neglect.
- We follow the guidance of the Area Safeguarding Children Committee when responding to any complaint that a member of staff or volunteer has abused a child.
- We respond to any disclosure by children or staff that abuse by a member of staff may have taken, or is taking place, by first recording the details of any such alleged incident.
- We refer any such complaint immediately to the Duty Education Welfare Advisor in Cornwall, who will inform social services and/or the police.
- We cooperate entirely with any investigation carried out by social services in conjunction with the police
- Our policy is to suspend the member of staff for the duration of the investigation; this is not an indication of admission that the alleged incident has taken place, but is to protect the staff member as well as children and families throughout the process.

### **Disciplinary action**

- Where a member of staff or volunteer is dismissed from the school or internally disciplined because of misconduct relating to a child, we notify the Vetting and Barring administrators so that the name may be included on the List for the Protection of Children and Vulnerable Adults.

### **Training**

- We seek out training opportunities for all adults involved in the school, to ensure that they recognise signs and symptoms of possible physical abuse, emotional abuse, sexual abuse and neglect and so that they are aware of the local authority guidelines for making referrals.
- We ensure that all staff know the procedures for reporting and recording their concerns in the school.

### **Planning**

- The layout of the classrooms allows for constant supervision. No child is left alone with staff or volunteers in a one-to-one situation without being visible to others.

### **Curriculum**

- We introduce key elements of child protection into our curriculum to promote the personal, social and emotional development of all children, so that they may grow to be 'strong, resilient and listened to' and so that they develop an understanding of why and how to keep safe.
- We create within the school a culture of value and respect for the individual, having positive regard for children's heritage arising from their colour, ethnicity, languages spoken at home and cultural and social background.
- We ensure that this is carried out in a way that is developmentally appropriate for children.

## CHILD PROTECTION (SAFEGUARDING CHILDREN) POLICY 1

### Disclosures

Where a child makes a disclosure to a member of staff, that member of staff:

- offers reassurance to the child;
- listens to the child;
- gives reassurance that he or she will take action.

The member of staff does not question the child.

### Recording suspicions of abuse and disclosures

Staff make a record of:

- the child's name;
- the child's address;
- the age of the child;
- the date and time of the observation or disclosure;
- an objective record of the observation or disclosure;
- the exact words spoken by the child as far as possible;
- the name of the person to whom the concern was reported, with date and time; and
- the names of any other person present at the time.

These records are signed and dated and kept in the child's personal file.

All members of staff know the procedures for recording and reporting.

### Informing parents

- Parents are normally the first point of contact.
- If a suspicion of abuse is recorded, parents are informed at the same time as the report is made, except where the guidance of the Area Safeguarding Children Committee does not allow this.
- This will usually be the case where the parent is the likely abuser. In these cases, the investigating officers will inform parents.

### Confidentiality

- All suspicions and investigations are kept confidential and shared only with those who need to know. Any information is shared under the guidance of the Area Safeguarding Children Committee.

## CHILD PROTECTION (SAFEGUARDING CHILDREN) POLICY 1

### Support to Families

- The school makes clear to parents its role and responsibilities in relation to Child Protection, such as for the reporting of concerns, providing information, monitoring of the child and liaising at all times with the local education welfare advisory service and social services department.
- The school continues to welcome the child and the family whilst investigations are being made in relation to any alleged abuse.
- We follow the Child Protection Plan as set by the social services department in relation to the school's designated role and tasks in supporting the child and family subsequent to any investigation.
- Confidential records kept on the child are shared with the child's parents or those who have parental responsibility for the child in accordance with the procedure and only if appropriate under the guidance of the Area Safeguarding Children Committee.

We recognise that the school plays a significant part in prevention of harm to our children by providing children with good lines of communication with trusted adults and supportive friends.

### SAFER RECRUITMENT AND SELECTION AND MANAGEMENT OF ADULTS WHO WORK WITH CHILDREN

*With reference to this vital area of safeguarding children, please see the separate document 'Safer Recruitment Policy and Procedure Selection and the Management of adults who work with children' which details the procedures and process used by St Pirans. The contents of this document are based on the Safeguarding Employment Manual taken from the CWD E learning course of Safer Recruitment, the Independent Governor's School Handbook and advice and training from the LA.*

### CONFIDENTIALITY

- We recognise that all matters relating to Child Protection are confidential.
- The designated teacher will disclose any information about a child to other members of staff on a need-to-know basis only.
- All staff must be aware that they have a professional responsibility to share information with other agencies in order to safeguard children.
- All staff must be aware that they cannot promise a child to keep secrets.

### PHYSICAL CONTACT

A 'no touch' approach is impractical for staff working with young children. It is not possible to be specific about the appropriateness of each physical contact; staff need to use their professional judgement. At Magdalen Court School we have a wide age range of pupils: staff should be aware that a definition of "appropriate contact" will change as children grow and mature. It is important that staff should avoid situations which are open to misinterpretation, particularly being alone with a pupil

## CHILD PROTECTION (SAFEGUARDING CHILDREN) POLICY 1

### WEBSITE CHILD PROTECTION POLICY

The School operates the following policy on its website regarding the use of photographs, to ensure the privacy and safety of children at the school:

1. Where children are named, only their first names are given.
  - a. Where a child is named, no photograph of that child is displayed.
  - b. Where a photograph is used which shows a child, no name is displayed.
2. By observing these points, the school ensures that visitors to the website cannot link images of children to names of children. When choosing photographs for the website, the school is mindful of the way children may appear in them, and will not include images which are in any way inappropriate, such as close-up portrait shots of individual children.

The school follows a policy of seeking parents' permission before using images which show children on the website or in the local press. The list showing pupils who are barred from appearing in the press, or on the website, is kept in the School Office and is available whenever photographers are present. No other private information about children is ever published on the website such as surnames or contact details.

The Proprietor of the School will ensure that the school:

- has an up to date Child Protection Policy and copies of the London Safeguarding Children Board Child Protection Procedures and the policy will be made available to parents.
- has copies of DfES Guidance 0027/2004 *"Safeguarding Children in Education"* available for members of the school staff;
- reviews its policies and procedures on an annual basis and provides information to the Ealing Safeguarding Children Board about them and how their statutory duties have been discharged;
- operates safe recruitment procedures in line with current DCFS guidance inclusive of *"DfES 1568/2005 Safeguarding Children: Safer Recruitment and Selection in Education Settings"*. (Recommendation 16 Bichard Inquiry);
- has procedures for dealing with allegations of abuse against members of staff that comply with CIOS Safeguarding Children Board Child Protection Procedures and DfES Guidance 2044/2005 *"Safeguarding Children in Education: Dealing with Allegations of Abuse Against Teachers and Other Staff"*;
- has a designated member of the staff who will act as the schools Child Protection Co-ordinator. The Proprietor will ensure that the designated person fulfils his or her responsibilities in accordance with The Designated Senior Person for Child Protection Guidance (IRSC 2005) in appendix A;
- has a protocol for dealing with children who are not collected from school at the end of the school day or activity and
- the Proprietor will take responsibility for child protection and monitors compliance with the requirements of *"Safeguarding Children in Education"* DfES/0027/2004 including identifying potential areas for improvement.

## CHILD PROTECTION (SAFEGUARDING CHILDREN) POLICY 1

### MONITORING

This policy and the Procedures that are followed as a result of, and in support of it, are reviewed regularly and amended as required, keeping them in line with current government legislation and best practice guidelines.

- § Safer Recruitment – [www.cwdcouncil.org.uk/safeguarding/safer-recruitment](http://www.cwdcouncil.org.uk/safeguarding/safer-recruitment)
- § Information sharing guidance – [www.dcsf.gov.uk/everychildmatters/informationsharing](http://www.dcsf.gov.uk/everychildmatters/informationsharing)

Signed:.....

Date:..... To be reviewed by .....

**Remember to update the copy of this document in the ‘Staff Handbook’**

## CHILD PROTECTION (SAFEGUARDING CHILDREN) POLICY 1

### Multi Agency Safeguarding Hub – MASH

This is a new initiative which has been developed by Devon and Cornwall Police, Devon Children and Young People's Service (CYPS) and partner agencies, supported by the Devon Safeguarding Children Board. Devon's Multi-Agency Safeguarding Hub (MASH) will provide information sharing across all partners involved in safeguarding – including statutory, non-statutory and third sector sources. All partners work together to provide the highest level of knowledge and analysis to make sure that all safeguarding activity and intervention is timely, proportionate and necessary.

### How will it work

All information within the MASH is collected and decision making will take place in a timely manner within agreed timescales depending on the priority criteria when the concern is referred to a Hub.

### HIGH RISK – RED

- MASH INFORMATION PACKAGE TO BE COMPLETED WITHIN 2 HOURS
- Police and CYPS assessment team receive immediate notification with research to follow

Immediate and serious safeguarding concern requiring action to ensure the safety of the child and possible necessity to secure and preserve physical evidence that might otherwise be lost.

### MEDIUM RISK - AMBER

- MASH information to be completed within one day

There are significant concerns but immediate urgent action is not required to safeguard the child although an investigation under Section 47 of the Children Act 1989 is likely.

### LOW RISK – GREEN

- MASH information package to be completed within three working days
- Immediate referral to Early Response Service (Practice Manager, CYPS, decision)

The referrer clearly has concerns about a child's wellbeing. The child may be a child in need as defined by Section 17 of the Children Act 1989 however there is no information at this stage to suggest an investigation under Section 47 of the Children Act 1989 would be required.

## CHILD PROTECTION (SAFEGUARDING CHILDREN) POLICY 1

### The MASH

- Manages contacts and referrals received from any source (usually CYPS and Police 121A reports)
- Develops a document recording the concern information and all other available information in the Hubs within agreed timescales and an Early Years and Families manager makes an informed decision using all of the available information.
- Develops concern information into an Early Years and Families referral if services are required under section 17 or section 47 of The Children Act 1989
- Liaises with the Early Response Service for children and young people who need services but do not meet The Children Act 1989 threshold
- Provides consultation to agency referrals about thresholds, appropriate action to be undertaken and services.

The Hub contributes to improved outcomes for safeguarding children because it has the ability to swiftly collate and share information held by the various agencies and to provide a multi-agency risk assessment of each case for 'actual or likely harm'.

### **Procedure where abuse is suspected/alleged**

Any member of staff who by virtue of a child's behaviour or appearance becomes suspicious of abuse, or is told that abuse has taken place, should immediately inform the designated person within the setting. A safeguarding record log should be completed with the relevant information. (**Appendix 2**)

If a child begins to talk about an abusive incident he or she should be allowed to speak and be listened to carefully. Time should be taken to gain understanding of what the child is trying to say. No promise of confidentiality should be made. No leading questions must be asked. The member of staff should accurately and legibly record the concern and the child's comments in writing. The record of the disclosure should contain:

- Child's name
- Child's date of birth
- The date the record is made
- A note of the child's non-verbal behaviour
- As full account as possible of what the child has said
- An account of questions put to the child
- Time and place of the disclosure
- Who was present at the time of the disclosure
- The demeanor of the child, where the child was taken and where returned to at the end of the discussion

A body map must be used to record any visible injuries or marks if appropriate and attached to the record. (**Appendix 4**)

## **CHILD PROTECTION (SAFEGUARDING CHILDREN) POLICY 1**

The information must be passed to the Designated Officer immediately, in their absence the Deputy Designated Safeguarding Officer should be approached. In the event that no senior person is available, the member of staff should contact the Multi-Agency Safeguarding Hub team directly.

The Designated Officer should accurately and legibly record the concern and the child's comments in writing.

The Designated Officer should, if necessary, log a referral with the MASH team or first seek advice from the Consultation Service as detailed below.

### **MASH Enquiries**

Tel: 0844 880 3563

E-mail – [mashsecure@devon.gcsx.gov.uk](mailto:mashsecure@devon.gcsx.gov.uk)

Fax: 01392 448951

Out of Hours Emergency Duty Service – 0845 6000 388

Further advice can be sought from the Consultation service who can be contacted on

Jenny Tower – 01392 388297

Kate Soutter 01392 388296

## CHILD PROTECTION (SAFEGUARDING CHILDREN) POLICY 1

### Further Support is available from:

**NAPAC** (National Association of People Abused in Childhood)  
tel: 0800 085 3330, [www.napac.org.uk](http://www.napac.org.uk)

**Stop it Now**  
[www.stopitnow.org.uk](http://www.stopitnow.org.uk)

**The Samaritans**  
tel: 08457 90 90 90, [www.samaritans.org](http://www.samaritans.org)

**NSPCC**  
tel: 0808 500 8000, [www.nspcc.org.uk](http://www.nspcc.org.uk)

## CHILD PROTECTION (SAFEGUARDING CHILDREN) POLICY 1

### **Safeguarding – Useful numbers**

Kinderkare / MCS have 3 safeguarding officers at Exeter:

Miss Katie Quick (responsible for Kinderkare)

Mrs Sarah Wrightson (responsible for MCS)

Mrs Kim Brady (Supporting the above 2 people)

Allegations against a member of staff particularly the designated person should a first go to:

*Jo Lynton, Kinderkare Worcester: 01905 23973*

*Jim Jenner Llb, Hons Trustee MCS & Director Kinderkare: 01905 23973*

The Multi-Agency Safeguarding Hub (MASH) Consultation Service (for advice and guidance.

*Tel – 01392 388297/01392 388296*

The Multi-Agency Safeguarding Hub team for referral –

*Tel 0844 880 3563*

Out of Hours referrals (Emergency Duty Service) –

*Tel 0845 6000 388*

Local Authority Designated Officer (LADO)

*01392 386013*

**OFSTED**

*0300 123 1231*