



ST PAUL'S CATHOLIC PRIMARY & NURSERY

SAFEGUARDING CHILDREN POLICY

This policy applies to all staff, governors, pupils & volunteers working in the school and nursery.

Our Mission Statement

"Do everything with love."

(St Paul's first letter to the Corinthians 16:14)

This means that we will...

- Show our love for Jesus in everything we say and do
- Respect everyone by recognising that God made us all different but equally valued.
- Strive for excellence and find ways to share, develop and celebrate our talents.
- Promote a safe, happy and enjoyable environment.
- Actively support our school, parish and the wider community.

AIMS

- We aim to provide a secure, happy and caring school community where the welfare of each child is paramount
- We recognise that we have a pastoral responsibility towards our children and that they have a fundamental right to be protected from harm. We are aware that children cannot learn effectively unless they feel secure.
- The overall aim of this policy is to safeguard and promote the welfare of the children in our care.
- The policy is presented to provide advice on action to be taken to enable cases of suspected or identified abuse to be properly considered and pursued.

OBJECTIVES

This policy has the following objectives:

- Ensuring we practice safe recruitment in checking the suitability of staff and volunteers to work with children which is in accordance Portsmouth City Council's Safeguarding Children in Education;
- Raising awareness of safeguarding issues within our school community. Raising awareness of safeguarding issues through safety education as part of the non-statutory framework for Personal, Social and Health Education (PSHE) and Catholic RE Scheme of Work.
- Continuing to develop awareness in all staff of the need to safeguard children and their responsibilities in identifying abuse, with particular care being taken with children with disabilities and SEN who are especially vulnerable.
- Equipping children with the skills needed to keep them safe.
- Developing and then implementing procedures for identifying and reporting cases, or suspected cases of abuse.

- Supporting pupils who have been abused in accordance with his/her agreed Child Protection Plan.
- Providing information for parents/carers in the School Prospectus and on the school website outlining the procedures laid down by this policy and Local Safeguarding Children's Board (LSCB) procedures.
- Establishing a safe environment in which children are happy and able to learn.
- In consultation with the SENCO and class teachers; identify children with SEN and address their communication needs so that they are able to disclose.
- Ensuring that all staff are aware of the referral procedures within the school; (available in Staff Handbook).
- Providing a systematic means of monitoring all students who have been identified as 'having safeguarding needs', whether or not they have a Child Protection Plan.
- Ensure children know that there are adults in the school whom they can approach if they are worried.
- In living out our gospel values, all members of St Paul's Staff and Governing Body will endeavour to support families to meet the requirements of their child/ren's protection plan.

Please note that any member of staff or the public who is concerned about the safety and well being of a child/ren may directly refer to the Joint Action Team (JAT) on Portsmouth 0845 6710271
cafenq@portsmouthcc.gcsx.gov.uk

DESIGNATED OFFICER FOR THE SAFEGUARDING OF CHILDREN (DOSC):

Mrs BRENDA SCHOULLER

DEPUTY OFFICER FOR THE SAFEGUARDING OF CHILDREN (DOSC):

SENIOR LEADERSHIP TEAM

GOVERNOR WITH RESPONSIBILITY FOR SAFE GUARDING:

PORTSMOUTH LEAD OFFICER FOR SAFEGUARDING in SCHOOLS / EDUCATION :

Denise Lingham

Tel: 023 9243 7648 / 07584 271 526

Email denise.lingham@portsmouthcc.gov.uk

ST PAUL'S SCHOOL PROCEDURES

1. All staff will have an enhanced DBS.
2. All new members of staff and Governors will be given a copy of our Safeguarding Children policy and Confidentiality Policy as part of their induction into the school.
3. All staff members will receive safeguarding children basic awareness training every two years. The DOSC and DDOSC will receive more in-depth training and update training in line with PCC guidance.
4. All Staff Governors and parents will have access to the renewed Safeguarding Children Policy via the School website and the school office.
5. All volunteers in school will be required to access a copy of the school's Safeguarding Children Policy and Confidentiality policy and agree to uphold the principles and procedures of these policies. They will be required to sign to confirm they have received these documents and understood them.
6. Any member of staff with an issue or concern relating to a child in need of protection should immediately record the concern and discuss it with the Designated Officer for Safeguarding Children. These must be recorded on the Critical Incident Form. (Appendix 2)
7. Allegations of child abuse must always be given the highest priority and be referred immediately in writing to the class teacher and/or Designated Officer for Safeguarding Children or their deputy.
8. Yours is a listening role.
9. Do not interrupt the child if he or she is freely recalling significant events.
10. If you need to ask questions to clarify your understanding, you should frame them in an open manner and not lead the child in any way.
11. Do not give understandings of (reassurance of) absolute confidentiality (or that you can keep this information secret).
12. Record the discussion as soon as you can, but certainly within the school day, and pass onto the Designated Officer for Safeguarding Children or their deputy within this timescale.
13. It is the responsibility of the Designated Officer for Safeguarding Children to decide upon an appropriate course of action and to record their reasons for the action taken.
14. Parents should be informed of any referral to Joint Action Team, unless to do so would put the child at risk of further significant harm.
15. Due to the close professional relationship with pupils, staffs are also vulnerable to allegations of abuse or misconduct. These accusations may be false, malicious or misplaced. They may also be true. School staff can harm pupils either deliberately or by failing to follow procedures, policies or code of conduct.

16. Staff who hear an allegation of abuse against another member of staff, or indeed themselves, should report the matter immediately to the Head Teacher.
17. If the allegation is against the Head Teacher, the Chair of Governors should be contacted and they will contact the relevant authorities.

MONITORING AND RECORD KEEPING

1. All incidents should be written up within the hour (See Appendix 2 –Critical Incident Form). **Legally they must be recorded within 24 hours.** Written notes must be attached if made separately; the report must be dated and signed with the name printed and designation of the person making the incident record.
2. A body map is available to record any physical harm (See Appendix 3). When recording bruises/injuries the report should describe the shape, colour and size.
3. It is essential that accurate records be made where there are concerns about the welfare of the child. These records should be kept by the Designated Officer for Safeguarding Children (DOSC) in a secured, confidential file, which is separate to the child's school record.
4. Having analysed the information they have received, the DOSC must record reasons for action and communicate this to the appropriate authorities.
5. Appendix 5 is the agreed Inter Agency Referral Form. This is to be used as an aide for the DOSC when discussing their concerns with social services or other agencies.
(Copies of the referral form can be found at
www.portsmouth.gov.uk-media-CYP_IA_Referral.pdf.url)
6. A copy of Appendix 5 Inter Agency Referral Form must be completed and sent to Social Care within 24 hours of a telephone referral being made about a child protection / or children in need concern. An additional sheet is provided to give further information based on the common assessment framework dimensions.

SUPPORT TO CHILDREN

- St Paul's school community recognises that a child who is abused or witnesses violence may find it difficult to develop and maintain a sense of self worth. We recognise that a child in these circumstances may feel helpless and humiliated and a sense of self-blame.
- We recognise that our Catholic school and our Christian community may provide the only stable, secure and predictable element in the lives of children who have been abused or who are at risk of harm.
- We accept that research shows that the behaviour of a child in these circumstances can be challenging and defiant or they may be withdrawn.
- We recognise that because of the day-to- day contact with children, school staff are well placed to observe the outward signs of abuse.

Specifically St Paul's school will:

Follow the procedures set out by the Local Safeguarding Children's Boards and the Local Authority and take account of guidance issued by the Department of Education

- Ensure that the Governing Body understand their responsibilities under S.175 of the Education Act 2002.
- Ensure we have a senior designated person (DOSC) for safeguarding children who has received appropriate training and support for this role.
- Ensure every member of staff, volunteer and governor knows the name of the designated person (DOSC) responsible for safeguarding children and their role.
- Ensure all staff and volunteers understand their responsibilities in being alert to the signs of abuse and responsibility for referring any concerns to the designated person (DOSC) responsible for child protection.
- Ensure that every member of staff, volunteer and Governor receives appropriate levels of training to fulfil their safeguarding responsibilities effectively and to accord with the requirements with 'Safeguarding Children & Safer Recruitment in Education' guidance from the DfE.
- Ensure that parents have an understanding of the responsibility placed on the school and staff for safeguarding children by setting out its obligations in the school prospectus and school website and in any advertising for appointments to the school staff.
- Notify the allocated Social Worker if there is an unexplained absence of more than two days of a pupil who has a child protection plan.
- Develop effective links with relevant agencies and cooperate as required with their enquiries regarding safeguarding matters including attendance at Child Protection Case Conferences.
- Keep written records which are secured separately from the main pupil file and in locked locations.
- Follow Local Authority procedures where an allegation is made against, or concerns raised about a member of staff or volunteer.
- Ensure safe selection and recruitment procedures are always followed.

St Paul's will therefore endeavour to support all pupils by:

- Ensuring that our Christian ethos promotes a positive, supportive and secure environment and gives pupils a sense of being valued.
- Encouraging self-esteem and self-assertiveness whilst not condoning aggression or bullying
- Promoting a caring, safe and positive environment within the school

- Liaising with and maintaining close positive relationships with the statutory authorities and advisory agencies involved in the safeguarding of children e.g. Educational Psychology Service, (EP) Education Welfare Officer (EWO), Behaviour Support Teams, Child and Adolescent Mental Health Service.
- Co-operate as required with their enquiries regarding safeguarding children matters including attendance at case conferences.
- Notifying Joint Action Team (JAT) as soon as there is any significant concern.
- Notifying Joint Action Team (JAT) if there is an unexplained absence of more than **two days** of a pupil who has a current child protection plan.
- Through the School Behaviour policy ensure that pupils know that some behaviour is unacceptable but they are valued and not to be blamed for any abuse which has occurred.
- Keep written records of concerns about children, even where there is no need to refer the matter immediately. Any adult who has a concern regarding a child should complete a General Concern Form and pass this to the DOSC.(See Appendix 13)
- Ensure that an indication of further record keeping is marked on the pupil's records.
- The Headteacher/ DOSC will ensure that all staff discharge their responsibilities in relation to any actions identified in a child/ren's protection plan, such as monitoring attendance, ensuring physical well being, children are cared for etc;

SUPPORT TO STAFF

- We understand that another member of staff or a volunteer may make an allegation against a member of staff. If such an allegation is made, the member of staff witnessing or receiving the allegation will immediately inform the Headteacher and complete Appendix 4 Staff/ Volunteer Disclosure Form.
- The Headteacher on all such occasions will discuss the content of the allegation with the LADO
- If the allegation made to a member of staff concerns the Headteacher, the designated teacher will immediately inform the Chair of Governors who will consult with the LADO
- The school has adopted the Portsmouth City Councils Safeguarding Children in Education Framework for managing allegations against staff, a copy of which will be readily available in the school.

In addition

- We recognise that staff working in the school who have become involved with a child who has suffered harm, or appears to be likely to suffer harm may find the situation stressful and upsetting.
- Through appropriate pastoral support we will support such staff by providing an opportunity to talk through their anxieties with the designated teacher and to seek further support as appropriate.
- Where appropriate referral will be made for staff to access support from outside agencies.

CONFIDENTIALITY

- We recognise that all matters relating to Safeguarding Children are confidential.
- The Head Teacher, DOSC or the Deputy DOSC as appropriate will disclose any information about a pupil 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 a child/ren.
- All staff must be aware that they cannot promise a child to keep secrets.

WHISTLE BLOWING

- We recognise that children cannot be expected to raise concerns in an environment where staff fail to do so.
- All staff should be aware of their duty to raise concerns, where they exist, about the attitude or actions of colleagues.

PHYSICAL INTERVENTION

It is important that staff be sensitive to children’s reactions to physical contact

We understand that physical intervention of a nature that causes injury or distress to a child may be considered under safeguarding or disciplinary procedures. In extreme cases where a member of staff may have to physically restrain a child to prevent injury to themselves their actions will conform to current Local Authority Policy and Guidelines on the use of physical restraint. Key members of staff are also regularly trained on the ‘Team Teach’ approach to physical interventions.

A copy of these guidelines and procedures should be made available to all staff on induction and form part of ongoing staff Safeguarding Children Training.

BULLYING (ANTI-BULLYING POLICY)

Our policy on bullying is set out in a separate policy(Anti-Bullying Policy) and acknowledges that to allow or condone bullying may lead to consideration under safeguarding children procedures.

RACIAL INCIDENTS

St Paul's follows the Portsmouth City Council guidance with regard to racial incidents. The school acknowledges that repeated racist incidents or a single serious incident may lead to consideration under safeguarding children procedures.

HEALTH & SAFETY

Our Health & Safety policy, set out in a separate document, reflects the consideration we give to the protection of our children both within the school environment and when away from the school undertaking school trips and visits.

MOBILE PHONE AND CAMERAS

The use of personal mobile phones and cameras in classrooms by members of staff, students and volunteers is forbidden. All individuals who are working with children are required to switch off any mobile phone and recording devices and store them in a lockable cupboard during working hours. These devices can be accessed at break and lunchtimes.

Children will only be photographed or recorded by the use of a camera/recording device that is the property of St Paul's School. Children will only be photographed or recorded if parental consent has been given. A dedicated school mobile phone will be kept in the front office, to be taken on off site visits. This will be left on in case of emergencies and in the possession of the senior teacher on the trip.

RELATED POLICIES

- **Admission**
- **Anti-Bullying Policy**
- **Behaviour Policy**
- **Complaints Policy**
- **Health and Safety Policy**
- **Special Educational Needs Policy**
- **Single Equality Policy**

References:

Safeguarding Children and Vulnerable Adults Safer Recruitment January 7th 2007
<http://www.governor.net.co.uk/>

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Definitions of abuse have been sourced from:

**Hampshire County Council's Model Child Protection Policy
Documentation 2008**

Kidscape

NSPCC.

DEFINITIONS OF ABUSE

CATEGORIES AND SIGNS AND SYMPTOMS

Physical abuse involves physical injury to a child, including deliberate poisoning, where there is definite knowledge or a reasonable suspicion, that the injury was inflicted or knowingly not prevented. It may involve hitting, shaking, throwing, poisoning burning or scalding, drowning, suffocating or otherwise causing physical harm to a child, including by fabricating the symptoms of or deliberately causing, ill health to a child.

Typical signs of physical abuse are:

- Bruises and abrasions especially about the face, head, genitals or other parts of the body where they would not be expected to occur given the age of the child.
- Some types of bruising are particularly characteristic of a non-accidental injury especially when the child's explanation does not match the nature of injury or when it appears frequently.
- Refusal to discuss injuries
- Untreated injuries
- Admission of punishment which appears excessive
- Fear of parents being contacted
- Slap marks may be visible on any part of the body.
- Damage to the mouth such as bruised or cut lips or torn skin where the upper lip joins the mouth
- Bite marks
- Fractures
- Poisoning or other misuse of drugs such as over use of sedatives
- Burns and scalds
- Bald patches
- Withdrawal or flinching from physical contact
- Fear of returning home
- Fear of medical help
- Chronic running away
- Aggression towards others
- (A body map is available to assist with recording – Appendix 3)

Sexual abuse

Involves forcing or enticing a child or young person to take part in sexual activities, whether or not the child is aware of what is happening. The activities may involve physical contact, including penetrative or non-penetrative acts. They may include involving children in looking at, or in the production of pornographic material or encouraging children to behave in sexually inappropriate ways.

Typical signs of sexual abuse are:

- A detailed sexual knowledge inappropriate to the age and developmental stage of the child
- Sexually explicit language
- Increased frequency of visits to the toilet

Typical signs of sexual abuse (continued):

- A fear of medical examinations
- A fear of being alone
- Be reluctant to undress for gym or swimming
- Become wary or watchful
- Look for excuses not to return home or visit a friend's house where the abuse may be occurring
- Sudden loss of appetite, compulsive eating, anorexia nervosa or bulimia nervosa
- Excessive masturbation
- Hints about secrets they cannot tell
- Saying that a friend has a problem
- Start wetting themselves
- Exhibit sudden unexplained changes in behaviour such as becoming aggressive or withdrawn
- Begin self harming
- Develop a poor self image
- Show discomfort when walking
- Attempt to abuse another child or role play abuse
- Repeat obscene words or phrases which may have been said to them during abuse
- Say that they are no good, dirty or filthy and are to blame
- Regression to younger behaviour and role play
- Have chronic ailments such as stomach pains, headaches,
- Have soreness or bleeding in the throat
- Stop enjoying previously liked activities such as music, sports, art, scouts or guides, going to summer camp or after school activities or clubs
- Have unexplained sources of money
- Begin lying, stealing, blatantly cheating in the apparent hope of getting caught

Promiscuity

- Sexual approaches or assaults on other children or adults
- Urinary tract infections, sexually transmitted diseases, bleeding or soreness in the genital or anal area
- Bruising to the buttocks, lower abdomen thighs, and genitals and other rectal areas
bruises may be confined to grip marks where a child has been held so that abuse can take place
- Drawing or pornographic or sexually explicit images/'material or writing.

Emotional abuse

- Emotional abuse is the persistent emotional ill treatment of a child such as to cause severe and persistent adverse effect on the child's emotional development.
- It may involve conveying to children that they are worthless or unloved, inadequate, or not valued.
- It may feature age or developmentally inappropriate expectations being imposed on children. It may involve 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 ill treatment of a child, though it may occur alone.

Typical Signs of Emotional Abuse

- Physical, mental and emotional development lags
- Admission of punishment which seems excessive
- Over reaction to mistakes
- Sudden speech disorders
- Fear of new situations
- Inappropriate response to painful situations
- Neurotic behaviour, e.g. rocking, hair –twisting, thumb sucking
- Self-mutilation
- Fear of parents being contacted
- Extremes of passivity or aggressions
- Drug/solvent abuse
- Chronic running away
- Compulsive stealing
- Scavenging for food or clothes

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.
- It may involve a parent or carer failing to provide adequate food, shelter and clothing, failing to protect a child from physical harm or danger, 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.

Typical Signs of Neglect

- Constant hunger
- Constant tiredness
- Poor state of clothing
- Poor personal hygiene
- Emaciation
- Frequent lateness to school
- Frequent early arrival
- Non attendance at school
- Untreated medical problems
- Low Self Esteem
- Neurotic Behaviour
- Lack of Social relationships
- Compulsive Stealing
- Scavenging for food or clothes

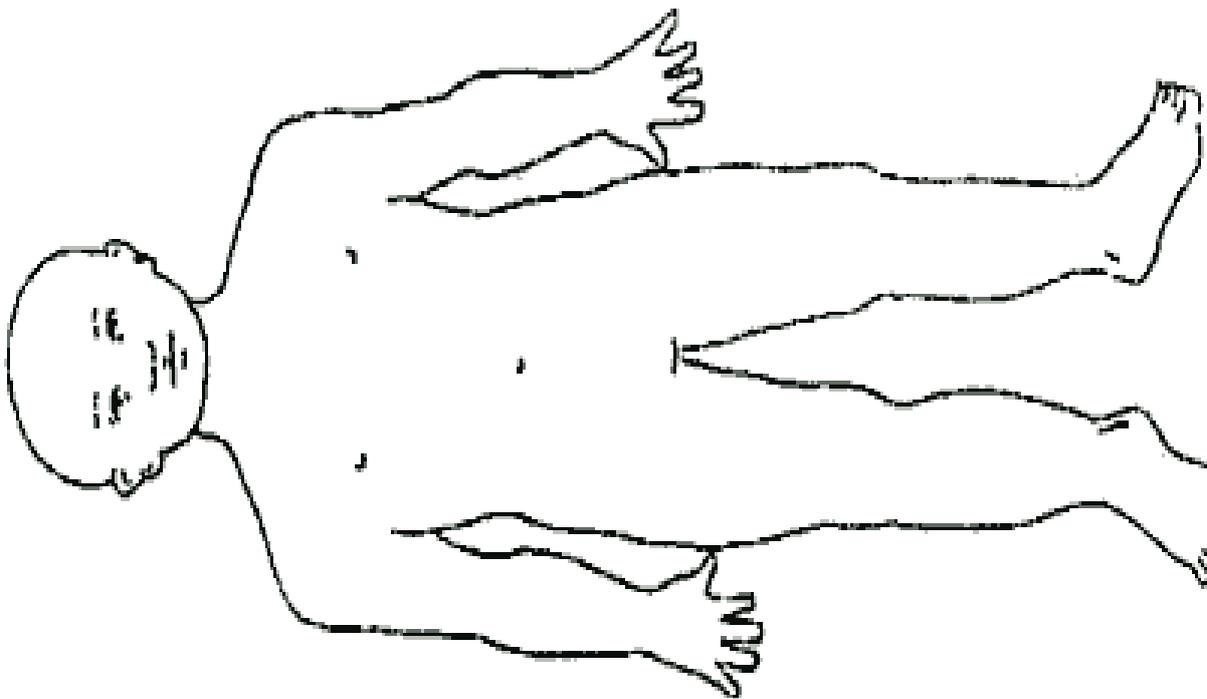
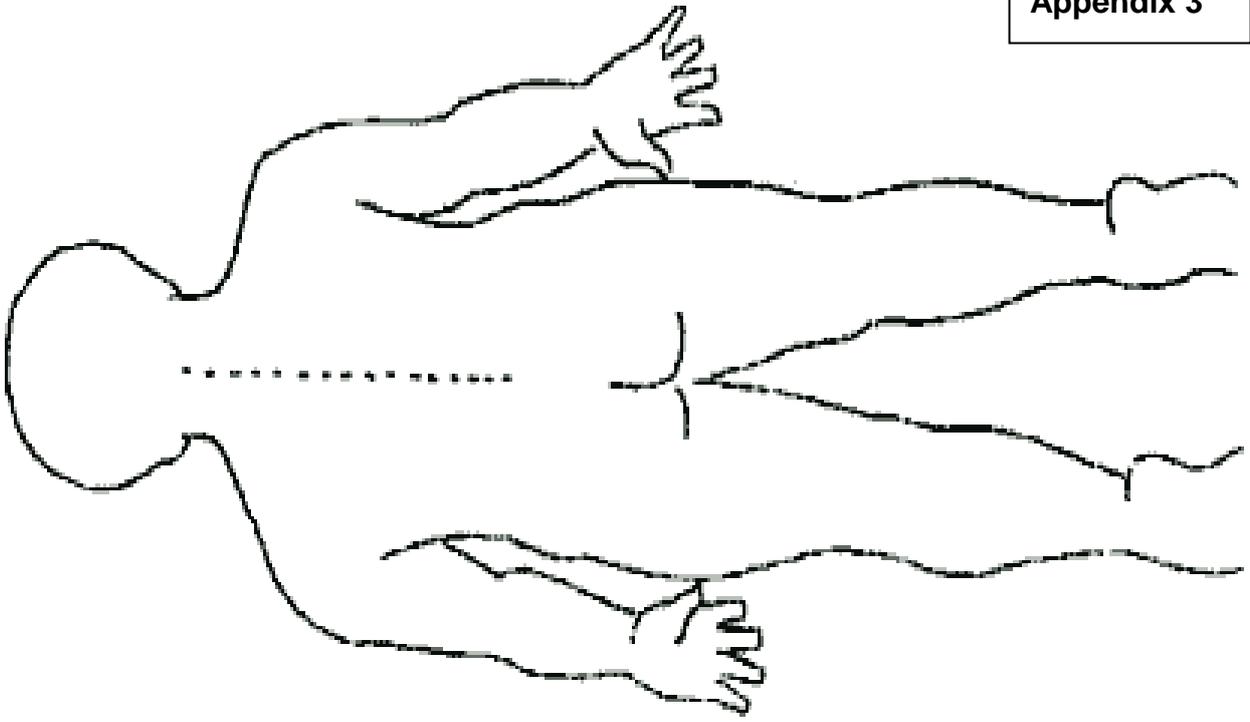
CRITICAL INCIDENT FORM
CHILD INTIAL DISCLOSURE RECORD

PUPIL NAME		Date
YEAR GROUP & CLASS TEACHER		
LEAD UP		
INCIDENT		
ACTION		
PERSON/S RAISING CONCERN	Signature /Date: _____ Date _____	
Parent Informed Yes/ No	Date/Time _____ Date/Time _____	Head Teacher's signature _____ Chair of Governor's Signature: _____

(2)

CRITICAL INCIDENT FORM
CHILD DISCLOSURE RECORD
CONTINUATION SHEET

Pupil Name		Date
FOLLOW UP INFORMATION		
ADDITIONAL COMMENTS		
<u>NOTES ON :</u> REFERRAL ACTIONS TAKEN		
REASONS FOR NOT PROCEEDING		
Person Completing Continuation Sheet	SIGNATURE _____ Date _____	
Parent Informed Yes/ No	Date/Time _____	Head Teacher's signature _____
	Date/Time _____	Chair of Governor's Signature: _____



CRITICAL INCIDENT FORM**STAFF/ VOLUNTEER DISCLOSURE RESPONSE RECORD**

Staff Member / Volunteer's Name		Date
Year Group / Organisation		
Lead Up		
Information Communicated		
Action		
	Staff Member / Volunteer's Signature: _____	
Delete as appropriate	DOSC Signature _____	
	Head Teacher's Signature _____	
	Chair of Governor's Signature: _____	

THE ROLE OF THE DESIGNATED OFFICER FOR SAFEGUARDING CHILDREN

To be effective they must:

- Act as a source of advice, support and expertise within the school and be responsible for referring suspected abuse or allegations to the relevant investigating agencies.
- Be responsible for coordinating action regarding referrals by liaising with Social Services and other relevant agencies over cases of abuse and allegations of abuse, regarding both children and members of staff
- See that all new members of staff are given a copy of our Child Protection Policy as part of their induction into the school.
- Ensure every member of staff (including temporary, supply staff and volunteers) and the governing body knows the name of the Designated Officer for Safeguarding Children and their role.
- Ensure St Paul's practices safe recruitment in checking the suitability of staff and volunteers to work with children.
- Liase with the head teacher (where role not carried out by head teacher) to inform him/her of any issues and on-going investigations and ensure there is always cover for the role.
- Ensure the St Paul's Child Protection Policy is updated and reviewed annually and work with the governing body and the nominated Child Protection Governor regarding this.
- Be able to keep detailed, accurate, secure written records of referrals/concerns
- Notify social services if there is an unexplained absence of more than **two days** of a pupil who has a child protection plan.
- Where a child/ren leave the school roll, ensure that their child protection file is copied for their new school as soon as possible and is transferred separately from the main pupil file. If a child leaves and the new school is not known, the LA EWO and the child's social worker should be alerted so that these children can be included on the database for lost pupils.

Training and Raising Awareness

- Ensure that the HT and all other staff working with children undertake training at 3 yearly intervals.
- Have a working knowledge of how the Local Safeguarding Children's Board operate, the conduct of a child protection case conference and be able to attend and contribute to these effectively when required to do so.
- Undertake training to recognise how to identify signs of abuse and when it is appropriate to make a referral.

- Ensure parents see copies of the Child Protection Policy to alert them to the fact that the school may need to make referrals. This will raise parent's awareness and may avoid later conflict if the school does have to take appropriate action to safeguard a child.
- Obtain access to resources and attend any relevant or refresher training courses to fulfil their role of DOSC, at least every two years.
- Ensure each member of staff has access to and understands the School's Child Protection Policy especially new or part time staff who may work with different educational establishments.
- Ensure all staff have induction training covering child protection and are able to recognise and report any concerns immediately they arise.
- Ensure that outside agencies are involved as appropriate and that suitable opportunities for ongoing training are provided through INSET days and twilight training.

Recording

The Child Protection Plan

Every Local Authority is required to provide a child protection plan for all children who are suffering ongoing significant harm. The purpose of this is primarily to safeguard the child from further harm and to alert professionals to those concerns and to refer children on when leaving schools.

The Designated Officer for Safeguarding Children will:

- Maintain a separate secured record of those child/ren who have a Child Protection Plan (CPP)
- Ensure that where an allegation is made all records will be handled as outlined in the Safeguarding Children Policy (pages 2-3)
- The nominated CP Governor will review these records annually and a report of safeguarding issues will be communicated by them to the Whole Governing Body.
- Ensure that, where a pupil who has a child protection plan leaves the school that their information is transferred to the new school immediately and that the child's social worker is informed.



Inter-Agency Referral Form to Portsmouth Children's Social Care



1. Identifying details

Record details of unborn baby, infant, child or young person being assessed. If unborn, state name as 'unborn baby' and mother's name, e.g. unborn baby of Ann Smith.

Name AKA¹/previous names

Male Female Unknown Date of birth or EDD²

Address Contact tel. no.

Unique reference no.

Post Code Religion:

2. Ethnicity

White British Caribbean Indian White & Black Caribbean Chinese

White Irish African Pakistani White & Black African Any other ethnic group*

Any other black background Bangladeshi White & Asian Not Given

Any other White background Any other Asian background* Any other mixed background*

*If other please specify Immigration status

Child's first language Parent's first language

3. Special Arrangements

Does the child have a disability? Yes No

If 'yes' give details

Is an interpreter or signer required? Yes No Has this been arranged? Yes No

Details of any special requirements (for child and/or their parent)

1 'Also known as'
2 Expected date of delivery

4. Consent

All referrals to Children’s Social Care should generally be made with the knowledge and agreement of the family members being referred. Service users need to know what information has been shared with Social Care and that Social Care may share it with others responsible for children’s services.

Social Care may also seek information from other agencies to help them decide if services are needed. Discussion may take place with schools, doctors, health visitors, police, NSPCC, housing etc.

This also applies where a child is thought to be at risk of significant harm unless this would place the child or other children in further danger. In such situations, if there are concerns about a child under The Children Act 1989 then Social Care may seek and share necessary information about the child and family without consent being given.

If you have any doubts about this issue please contact Social Care to discuss.

I understand the above and agree to the sharing of personal information between agencies as described. I understand that I may ask to see the records held by Social Care that directly concern me. A leaflet giving more details about this is available from Social Care, *or* I have explained the above to the service user who has agreed to the referral but has not been able to sign to that effect.

Signed
Name.....
Relationship to child..... Date.....
Signed.....
Name.....
Relationship to child..... Date.....

5. Details of parents or carers

Name contact tel. no.

Relationship to unborn baby, infant, child or young person

Address

Parental responsibility?

Yes No

Name contact tel. no.

Relationship to unborn baby, infant, child or young person

Address

Parental responsibility?

Yes No

6. Current family and home situation

(e.g. family structure including siblings, other significant adults, dobs etc; who lives with the child and who does not live with the child)

7. Concern for this child

Please describe the **CONCERN** for the child's well-being and the **EVIDENCE** for your concern. Please also give an indication of the **PREVALANCE** (how often, how much) and the **SEVERITY** of the concern.

Does a CAF already exist for this child? If so please attach.

8. Details of person making the referral

Name Contact tel. no.

Address Role
Organisation

Name of lead professional (where applicable)

Lead professional's contact number

9. Services currently working with this infant, child or young person

GP Details Tel:

Early years or Education/training Provision Details Tel:

Service Details Tel:

Service Details Tel:

Service Details Tel:

Service Details Tel:

FOR SOCIAL CARE OFFICE USE ONLY

Date and Time of Telephone Referral/...../..... a.m./p.m.

Name of Officer who took referral

Initial advice offered to referrer

**Please retain a copy of this for your own records and mail or fax it to
Social Care, Merefield House, Nutfield Place, Portsmouth, PO1 4JZ,**

Tel 023 9283 9111 Fax 023 92754709



TEAR-OFF RESPONSE TO REFERRING PRACTITIONER

Child's Name

DoB

**Referring Agency
and Practitioner**

Date Referral Received

Date of

No Further Action

Recommend a CAF is Initiated – CAFÉ informed

Social Care Initial Assessment – planned date

Telephone advice offered to referrer – date

On;

On;

THE ROLE OF THE GOVERNING BODY

This area of governance has to be handled with great sensitivity.

The Whole Governing Body (WGB) of St Paul's School, recognising its duty of care to St Paul's pupils and staff will ensure that it meets its statutory responsibilities by:

- Sanctioning a robust **Safeguarding Children Policy**,
- Reviewing the policy annually in all committees and at WGB meeting.
- Make Safeguarding Children an agenda Item at all WGB meetings.
- Ensure that a nominated teacher or Senior Management team member is designated as the School's Designated Officer for Safeguarding Children (DOSC)
- Ensure the DOSC works together with a nominated governor for child protection (CPG) to assess the school's compliance with the policy and to validate that Safeguarding practices are in place.
- Ensure that there are safe and effective recruitment policies and disciplinary procedures in place which adhere to The Education (Prohibition from Teaching or Working with Children) Regulations 2003 and the revised Procedures for Child Protection and Safer Recruitment 2006 and the Safeguarding Children and Safer Recruitment Guidelines (January 2007)
- Monitor and evaluate the safe and effective recruitment policies and disciplinary procedures on an annual basis through a verbal report to the WGB from the DOSC and the CPG.
- Recognise the importance of the role of the DOSC and support them, making certain that the training necessary for the DOSC to be effective is undertaken.
- Ensure cover is provided when needed and appreciate the additional duties taken on by the member of staff when carrying out this role especially when there are on-going child protection issues.
- Recognise the contribution the school can make to helping children keep safe through the teaching of self protection skills and encouragement of responsible attitudes to adult life through the Personal, Social and Health Education/Citizenship curriculum and the Catholic RE Scheme of Work.
- The governing body should ensure that Governors have the appropriate DBS and vetting Checks in line with Portsmouth City Council and Diocesan Guidelines.
- Manage the schools' responsibility to ensure compliance by those organisations providing extended schools activities and using school facilities. The Governing Body has a statutory responsibility to ensure that these organisations follow vetting procedures and practice safer recruitment procedures.

THE ROLE OF THE NOMINATED GOVERNOR

- The nominated governor for child protection (the Child Protection Governor- CPG) will need to be familiar with Local Authority Safeguarding Children's Board procedures and guidance issued by the Department for Education (DfE) .
- They will work with the designated teacher responsible for safeguarding children (DOSC) to produce the Safeguarding Children Policy.
- The nominated governor will ensure that the Safeguarding Children Policy is reviewed on an annual basis and a report on it's effectiveness is an annual agenda item for the WGB'
- Be responsible for the oversight of procedures relating to liaison with the Education Service, DfE, the Catholic Diocese of Portsmouth and the Police in relation to any allegations of child abuse made against the Head Teacher
- Will undertake the PCC and Diocesan training available for nominated Child Protection Governors.
- In line with national and local guidelines, the Child Protection Governor will undertake training in Safer Recruitment as offered by Portsmouth Children's Trust.
- At the Annual WGB meeting, the nominated governor should ensure that the following are noted:
 - Changes affecting safeguarding children policy/ procedures
 - Training undertaken by designated teachers and other staff
 - The number of incidents/cases (without names or details as this is strictly confidential)
 - The place of safeguarding children issues in the school curriculum
 - Confirm through review that all providers of extended school's activities have appropriate policies and procedures in place with regard to safeguarding children.
 - Confirm to the WGB that these providers can demonstrate clear lines of accountability and written agreements setting out the responsibility for carrying out the recruitment and vetting of staff and volunteers. (See attached pro-forma Appendix 9)

EXTENDED SCHOOLS OBLIGATIONS: BEFORE AND AFTER SCHOOL'S ACTIVITIES

Under the Safeguarding Children and Safer Recruitment Guidelines (January 2007) St Paul's Governing Body is obliged to seek assurance that the body or provider concerned for delivery of before or after schools activities has appropriate policies and procedures in place with regard to safeguarding children and child protection.

Governors are aware that it is their statutory responsibility to ensure that proper records are kept for all after school activities and that any safeguarding concerns relating to a child/children are shared as appropriate.

Where the Governing body provides services or activities directly under the supervision or management of the school staff, the school's arrangements for staff appointments will apply.

Outside Providers:

Safeguarding Children and Safer Recruitment Guidelines (January 2007) further requires that where a third party is responsible for running services there should be clear lines of accountability and written agreements setting out the responsibility for carrying out the recruitment and vetting of staff and volunteers.

In order to comply with their responsibilities the Governing Body of St Paul's school will require all providers to:

- Complete a validation letter to demonstrate compliance by all outside agencies using school facilities. (See appendix 11)
- To demonstrate on an annual basis their recording procedures to either the DOSC/ Child Protection Governor or their delegated representative.
- Pass on any safeguarding children concerns raised as a result of children attending the after schools services.

The Governing Body of St Paul's will:

- Provide a copy of the schools' Safeguarding Children Policy and Procedures to all extended schools service providers.
- Through the DOSC ensure that there are arrangements to liase with the school on any safeguarding children matters as appropriate.
- Alert the extended schools service providers to any safeguarding children issue relating to children using their services.

ST PAUL'S CATHOLIC PRIMARY
SAFEGUARDING CHILDREN POLICY LETTER
For
EXTENDED SCHOOLS PROVIDERS

Dear

Under the Safeguarding Children and Safer Recruitment Guidelines (January 2007), the Governing Body of St Paul's School is obliged to seek assurance that the body or provider concerned for delivery of before or after schools activities has appropriate policies and procedures in place with regard to safeguarding children and child protection.

In addition, the Governing Body has a statutory responsibility to ensure that proper records are kept for all before and after school activities and that any safeguarding concerns relating to a child/children are shared as appropriate.

We are further required to ensure that where a third party is responsible for running services there should be clear lines of accountability and written agreements setting out the responsibility for carrying out the recruitment and vetting of staff and volunteers.

In order to discharge this responsibility the Governing Body of St Paul's school will require all providers to:

- Complete a validation letter to ensure compliance by all outside agencies using school facilities. (See Attached Form)
- To demonstrate on an annual basis or on changes in personnel, their recording procedures to either the Designated Officer for Safeguarding Children (DOOSC- Mrs Schouller) or to the Child Protection Governor (Mrs Wingate) or their delegated representative.
- Pass on any safeguarding concerns raised as a result of children attending the after schools services.

The Governing Body of St Paul's will:

- Provide a copy of the schools' Safeguarding Children Policy and Procedures to all extended schools service providers.
- Through the DOOSC (Mrs Schouller) ensure that there are arrangements to liaise with the school on any safe guarding matters as appropriate.
- Alert the extended schools service providers to any safeguarding issue relating to children using their services.

We thank you for your support in this sensitive and critical area of child protection

Yours sincerely,

Chair of Governors

ST PAUL'S CATHOLIC PRIMARY
SAFEGUARDING CHILDREN STATEMENT
From
EXTENDED SCHOOLS PROVIDERS
(BEFORE AND AFTER SCHOOL'S ACTIVITIES)

Date:

I, (NAME) _____ confirm that the personnel employed by me or volunteering for (Name of organization/person) _____ hold an enhanced DBS and have been vetted and cleared to work with children.

I confirm that I/we have appropriate policies and procedures in place with regard to safeguarding children and child protection and a copy of these documents has been shared with the representative of the Governing Body of St Paul's School. (Please attach copy)

I confirm that I/ we have received a copy of the schools' Safeguarding Children Policy and Procedures and understand the process involved and the personnel responsible for Safeguarding Children at St Paul's School.

I / We have agreed and have undertaken a review of our recording procedures and shared this with the delegated representative of the Governing Body as required under "The Safeguarding Children and Safer Recruitment Guidelines" (January 2007)

My position as proprietor / in the organisation is: _____

ITEM	DATE	COMPLIANCE	
		YES	NO
Copy of the providers/ organisation's Safeguarding Children Policy and Procedures Received and filed			
Copy of St Paul's Safeguarding Children Policy and Procedures Shared			
Statement Agreed			
Date of Review of Records:			

Signature of Provider/Organisation: _____ Date : _____

Signature of Child Protection Liaison Governor: _____ Date: _____

Signature of Child Protection Governor: _____ Date: _____

ST PAUL'S CATHOLIC PRIMARY

SAFEGUARDING CHILDREN POLICY INFORMATION SHEET

TELEPHONE NUMBERS AND ADDRESSES:

Key Personnel	Name	Telephone No.
Child Protection Co-ordinator (Schools & Education) / Allegations Officer (LADO)	Denise Lingham	023 9243 7648 / 07584 271 526
Social Care Merefield House Nuffield Place Portsmouth PO1 4JZ	Duty Officer	02392839111
Police	Hampshire and Isle of Wight	08450 45 45 45
Diocesan Child Protection Officer	Angela McGrory	02392 816 396
Named School Nurse	Nikki Barker	02392342264 (Ext 326)
SIP	Linda Jacobs	02392 688332
Childline	National Help line	Tel: 0800 1111
NSPCC	National Help line	0808 800 5000

Signed: Head Teacher	Brenda Schouller	Date:
Signed: Deputy Head Teacher		Date:
Signed: Nominated Child Protection Governor		Date:
Signed: Chair of Governors		Date:
This policy was Adopted and Ratified at the WGB meeting on	November 2010	
The policy will be reviewed every year.		

GENERAL CONCERN AND EXISTING INJURIES FORM

PUPIL NAME DOB	DATE
CONCERN/INJURY	
PERSON RAISING CONCERN Signature/Date	
ACTION of DOSC Signature/Date	ACTION of WITNESS
Parent Informed Yes/No	

Existing Injury Form

Please use this form to record any injuries that children have sustained, whilst not in the care of the nursery. This form should be completed by the parent where possible, or the child's key person.

Today's date:

Date of Accident:

Name of child:

Name of person completing the form:

Name of parent (if they are not completing the form themselves):

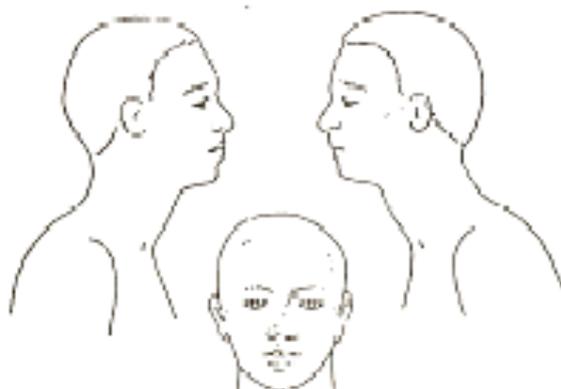
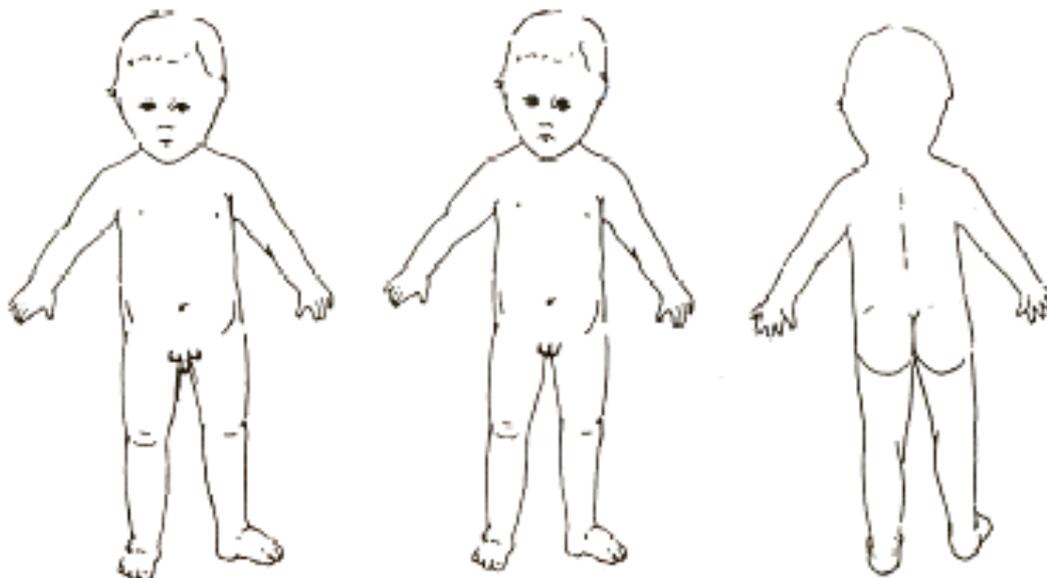
Place of accident (e.g home, garden)

Parent / carer description of how the accident happened:

Any treatment given or action taken by the parent/carers (e.g seen by the doctor)

Please identify overleaf on the body map where the injury is located

Illustrate any physical injury that children have arrived with on this sheet. Indicate the position of any bruising or abrasions and approximate age where possible. Show size, shape and colour of marks observed. Bruising fades from pink-purple-blue-brown-yellow. Do not remove clothing for the purpose of the examination.



I agree that this is a true representation of the accident described overleaf

Parent signature:

Date:

Print:

Staff member signature:

Date:

Print:

Date the designated safeguarding officer been informed:

By whom: