

SAFEGUARDING GUIDELINES



GLENBROOK

PRIMARY SCHOOL

SAFEGUARDING GUIDELINES

These guidelines are in place to support staff in making a referral if they have safeguarding concerns about a child. All staff should ensure they understand the procedures for making a referral and respond in good time to any concerns.

Identifying Concerns

All members of staff, volunteers and governors will know how to respond to a pupil who discloses abuse, or where others raise concerns about them and will be familiar with procedures to be followed. These are outlined within this guidance and should be read in conjunction with our safeguarding policy.

If a child chooses to tell a member of staff about alleged abuse, there are a number of actions that staff will undertake to support the child:

- The key facts will be established in language that the child understands and the child's words will be used in clarifying/expanding what has been said.
- No promises will be made to the child eg to keep secrets.
- Staff will stay calm and be available to listen.
- Staff will actively listen with the utmost care to what the child is saying.
- Question normally without pressurising and only using open questions.
 - Leading questions should be avoided as much as possible.
 - Questioning should not be extensive.
- Staff will not put words in the child's mouth but note the main points carefully.
- A full written record will be kept by the staff duly signed and dated, including the time the conversation with the child took place, outline what was said, comment on the child's body language, etc.
- It is not appropriate for staff to make children write statements about abuse that may have happened to them.
- Staff will reassure the child and let them know that they were right to inform them and inform the child that this information will now have to be passed on.
- The Senior Designated Person will be immediately informed, unless the disclosure has been made to them.

Records and Monitoring

Any concerns about a child will be recorded whenever possible on CPOMS if no access to a computer then in writing on a concern form within 24 hours. All records will provide a factual and evidence based account and there will be accurate recording of any actions. Records will be signed, dated and, where appropriate, witnessed.

At no time should an individual teacher/member of staff or school be asked to or consider taking photographic evidence of any injuries or marks to a child's person, this type of behaviour could lead to the staff member being taken into managing allegations procedures. The body map below should be used in accordance with recording guidance. Any concerns should be reported and recorded without delay to the appropriate safeguarding services or the child's social worker if already an open case to social care.

A chronology will be kept in the Team around the Child (TAC) file prior to the commencement of a concern file. Staff, particularly pastoral staff, will record any minor concerns on the TAC concern form and will take responsibility for alerting the designated person should the number of concerns rise or, in their professional judgement, become significant.

Safeguarding, child protection and welfare concerns will be recorded and kept on CPOMS (electronic System). Paper copies will be scanned and uploaded onto CPOMS and then destroyed. The main pupil file should have a **red C** in the top right hand corner to denote a Child Protection concerns on CPOMS exist.

Electronic Files will be available to download and copy for external scrutiny for example by a regulatory agency or because of a serious case review or audit.

Why recording is important

Our staff are encouraged to understand why it is important that recording is comprehensive and accurate and what the messages are from serious case reviews are in terms of recording and sharing information.

The concerns file

The establishment of a 'concern' file, which is separate from the child's main school file, is an important principle in terms of storing and collating information about children which relates to either a child protection or safeguarding concern or an accumulation of concerns about a child's welfare which are outside of the usual range of concerns which relate to ordinary life events. It needs to be borne in mind that what constitutes a 'concern' for one child may not be a 'concern' for another and the particular child's circumstances and needs will differ ie a child subject to a child protection plan, looked after child, CiN may be looked at differently to a child recently bereaved, parental health issues etc. Professional judgement will therefore be an important factor when making this decision and will need clear links between pastoral staff and designated safeguarding leads in school.

A 'concern' or 'confidential' file should be commenced in the event of:

- A referral to Children's Social Care.
- A number of minor concerns on the child's main school file.
- Any child open to social care.

Within a child's 'concern' file on CPOMS there is:

- Child's details.
- A chronology.
- A record of incidents/concerns in detail and body map, where appropriate.
- A record of concerns and issues shared by others.
- Agencies involved.
- Attendance and SEN information.

The school will keep a record of concern about children even where there is no need to refer the matter to Children's Social Care (or similar) immediately but these records will be kept within the separate concerns file.

Records will be kept up to date and reviewed regularly by the Senior Designated Person to evidence and support actions taken by staff in discharging their safeguarding arrangements. Original notes will be scanned and uploaded onto CPOMS (but clearly identified as such) as this is a contemporaneous account; they may be important in any criminal proceedings arising from current or historical allegations of abuse or neglect.

The concern file can be active or non-active in terms of monitoring ie a child is no longer LAC, subject to a child protection plan or CAF and this level of activity can be recorded on the front sheet as a start and end date. If future concerns then arise it can be re-activated and indicated as such on the front sheet and on the chronology as new information arises.

If the child moves to another school, the concern file will be downloaded from CPOMS and printed then sent or taken, as part of the admission/transition arrangements, to the Senior Designated Person at the new establishment/school. There will be a timely liaison between each school Senior Designated Person for Safeguarding to ensure a smooth and safe transition for the child.

Recording Practice

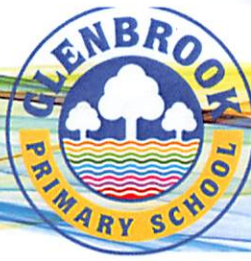
Timely and accurate recording will take place when there are any issues regarding a child.

A recording of each and every episode/incident/concern/activity regarding that child, including telephone calls to other professionals, needs to be recorded on the CPOMS and kept within the confidential file for that child. This will include any contact from other agencies who may wish to discuss concerns relating to a child. Actions will be agreed and roles and responsibility of each agency will be clarified and outcomes recorded.



Detailed recording on the incident log will be dated and include the name of the person recording, an analysis, taking account of the holistic needs of the child, and any historical information held on the child's file. Support and advice will be sought from social care, or early help whenever necessary. In this way a picture can emerge and this will assist in promoting an evidence based assessment and determining any action(s) that needs to be taken. This may include no further action, whether an EHAF should be undertaken, or whether a referral should be made to Children's Social Care.

Such robust practice across child protection and in safeguarding and promoting the welfare of children will assist the school in the early identification of any concerns which may prevent future harm.

The Senior Designated Person will have a systematic means of monitoring children known or thought to be at risk of harm (through the CPOMS system and through an ongoing dialogue with pastoral staff). They will ensure that we contribute to assessments of need and support multi-agency plans for those children.



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Guidelines prepared by:	Kirsty Ryan (Principal)
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Date ratified by the full Governing Body:	12th March 2018.
Signed:  Mrs Patricia Shaw	Chair of Full Governing Body
Signed:  Miss Kirsty Ryan	Principal
Review date: February 2019	