



# Child Protection and Safeguarding Policy

Statutory Policy

Created by: Mrs S Stamford

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For public viewing

Link to other policies:

- Behaviour for Learning Policy
- Health and Safety Policy
- Health and Wellbeing Policy
- Complaints procedure
- Anti-bullying
- E- safety
- Attendance policy
- Whistleblowing
- Safer recruitment
- Teacher Appraisal Policy
- Staff Grievance Policy
- Educational Visits
- Data Protection
- Privacy notice for Parents – use of students' data
- SEN Policy
- Children missing in education
- Safer recruitment
- Physical intervention and the use of reasonable force

## **Key Personnel**

### **Designated Senior Lead (DSL)**

Mrs S Stamford (Vice Principal)  
[sstamford@saintwilfrids.com](mailto:ssstamford@saintwilfrids.com) (01254 604000)

### **Deputy Designated Safeguarding Lead**

Miss C Huddleston (Principal) ([chuddleston@saintwilfrids.com](mailto:chuddleston@saintwilfrids.com))  
Mr J Fagan (KS3) ([jfagan@saintwilfrids.com](mailto:jfagan@saintwilfrids.com))  
Mr P Lewis (KS4) ([plewis@saintwilfrids.com](mailto:plewis@saintwilfrids.com))

### **Family Support and Child Protection Officer**

Mrs D Williams (All years) ([dwilliams@saintwilfrids.com](mailto:dwilliams@saintwilfrids.com))

### **Student Support Managers**

Mrs J Foster (Transition, Year 7, 8 & 9) ([jfoster@saintwilfrids.com](mailto:jfoster@saintwilfrids.com))  
Mrs J Roberts (Y10 & 11) ([jroberts@saintwilfrids.com](mailto:jroberts@saintwilfrids.com))

### **Nominated Safeguarding and Child Protection Governor**

David Rintoul

### **Blackburn with Darwen Authority Support**

**LADO** : Megan Dumbleton; [megan.dumbleton@blackburn.gov.uk](mailto:megan.dumbleton@blackburn.gov.uk) : 01254 585184

**BwD Multi-Agency Safeguarding Hub (MASH)**: 01254 666400

**BwD Emergency Duty Team (Out of office hours)**: 01254 587547



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## 1: THE PURPOSE OF A CHILD PROTECTION POLICY

1.1 An effective whole school Child Protection Policy is one that provides clear direction to staff, parents, volunteers and governors about expected codes of behaviour in dealing with Child Protection and Safeguarding issues. An effective policy also makes explicit the school's commitment to the development of good practice and sound procedures. This ensures that child protection concerns and referrals will be handled sensitively, professionally and in ways that prioritise the needs of the child. Where it is believed that a child is at risk of or is suffering significant harm, St Wilfrid's will follow the procedures set out in the Blackburn with Darwen Local Safeguarding Children Board (LSCB) Procedures ([www.lscb.org.uk](http://www.lscb.org.uk)).

## 2: INTRODUCTION

2.1 Safeguarding is defined as protecting children from maltreatment, preventing impairment of health and / or development, ensuring that children grow up in circumstances consistent with the provision of safe and effective care and taking action to enable all children to have the best outcomes<sup>1</sup>. As outlined in the Working Together to Safeguard Children 2018 & Keeping Children Safe in Education 2019.

2.2 St Wilfrid's, as a Christian Academy, recognises the contribution it can make to protect and support students, each of whom we believe has been made as an individual in God's image. The academy's responsibility to safeguard and promote the welfare of children is of paramount importance and everyone's responsibility. Safer children make more successful learners. Representatives of the whole-school community of students, parents, staff and governors will be involved in policy development and review. This Policy will be reviewed at least annually. St Wilfrid's will endeavour to provide a safe and welcoming environment where children are respected and valued.

2.3 The Academy seeks to support each student's development in ways that will foster a positive self-concept, security, confidence and independence. These are regarded as central to the well-being of the individual and are therefore seen to be an intrinsic part of all aspects of the curriculum and pastoral care as outlined in our Academy mission statement.

2.4 **Prevention and early support:** St Wilfrid's is committed to early help and identification of unmet needs and vulnerabilities. The school works in partnership with other agencies to promote the welfare of students and keep children safe. We recognise that effective safeguarding systems are those which:

- Put the child's needs first;
- Provide children with a voice;
- Promote identification of early help;
- Encourage multi-agency working and sharing of information.

Early support and intervention to address unmet needs can be either single agency (such as within school) or multi-agency as part of the Child and Family (CAF) assessment and plan. All staff who are in positions to assess a child's needs should be aware of the CAF process and how to support a child/family using this process. They should also be aware of and undertake the role of Lead Professional appropriately.

2.5 The Pan Lancashire Children's Continuum of Need and Response (CoNR) framework is a tool to assist all those whose work brings them into contact with children, young people and their families (including the unborn child) to identify the level of help and protection required to ensure children grow up in circumstances that achieve their best outcomes. The framework supports a risk sensible approach (see Appendix A).

## 3: SCHOOL COMMITMENT TO CHILD PROTECTION

3.1 St Wilfrid's recognises that high self-esteem, confidence, peer support and clear lines of communication with trusted adults helps all children, and especially those at risk of or suffering abuse. Support from form

tutors, Student Support Managers, Year Managers, Acts of worship, assemblies, SMSC and PSHE curriculum and the CPOMs and SHARP reporting system, our Academy will therefore:

- Establish and maintain an ethos where students feel secure, are encouraged to talk and are listened to
- Ensure that students know that there are adults in the Academy who they can approach if they are worried or are in difficulty.
- Establish and maintain an environment where school staff and volunteers feel safe, are encouraged to talk and are listened to when they have concerns about the safety and well-being of a child
- Include in the curriculum activities and opportunities for PSHE which equip children with the skills they need to stay safe and / or communicate their fears or concerns about abuse
- Include in the curriculum material which will help children develop realistic attitudes to the responsibilities of adult life, particularly with regard to safe relationships and parenting skills (as indicated in schemes of learning and PSHE curriculum programme)
- Ensure that every effort will be made to establish effective working relationships with parents and colleagues from other agencies
- Ensure that any person on the Academy premises must be signed in and be wearing appropriate St Wilfrid's validated identification badges:
  - Blue badge and lanyard: current staff
  - Green Badge and lanyard: visitors who have shown valid CRB certification
  - Red badge and lanyard: visitors with no CRB clearance and therefore need escorting around the building at all times
- Where it is believed that a child is at risk of or is suffering significant harm, St Wilfrid's will follow the procedures set out by the Pan Lancashire safeguarding children partnership arrangements:
  - To provide all staff with the necessary information to enable them to meet their child protection responsibilities
  - To ensure consistent good practice
  - To demonstrate the school's commitment with regard to child protection to students, parents and other partners
  - To contribute to the school's safeguarding portfolio.

**Protection:** All staff and volunteers are trained to recognise and respond to abuse and neglect. All staff and volunteers are expected to be vigilant and must act quickly when they suspect a child is suffering, or is likely to suffer harm.

**Staff** refers to all those working for or on behalf of the school, full time or part time, in either a paid or voluntary capacity.

**Child** refers to all young people who have not yet reached their 18th birthday.

**Parent** refers to birth parents and other adults who are in a parenting role, for example step-parents, foster carers and adoptive parents or legal guardian.

**Vulnerable Adults:** adults who are parents or carers and who have care and support needs may also be at risk of abuse and neglect and school will ensure they follow procedures outlined by the Local Safeguarding Adult Board [www.lsab.org.uk](http://www.lsab.org.uk) and seek advice from the Adult Safeguarding Team on 01254 585949.

#### **4: ROLES AND RESPONSIBILITIES**

All adults working with or on behalf of children have a responsibility to protect children. There are, however, key people within St Wilfrid's and the LEA who have specific responsibilities under Child protection procedures.

The names of those staff carrying these responsibilities for the current time are listed on the cover sheet of this document.

4.1 The role of the DESIGNATED SENIOR LEAD (CHILD PROTECTION) or the deputy lead in the absence of the DSL, (As set out in Annex B: Keeping children safe in education 2019) is to:

#### 4.1.1 Managing referrals

The DSL is expected to:

- Refer cases of suspected abuse to the local authority children's social care as required;
- Support staff who make referrals to MASH
- Support staff and ensure cases are referred to the Channel Panel where there is a radicalisation concern as required;
- Refer cases where a person is dismissed or left due to risk/harm to a child to the Disclosure and Barring Service as required;
- Refer cases whereby a crime may have been committed to the police as required.

#### 4.1.2 Working with others

The DSL will:

- Liaise with the Principal to inform of ongoing enquires under section 47 of the Children Act and police investigations;
- As required liaise with the LADO for all cases involving a staff member;
- Liaise with staff on matters of safety and safeguarding when deciding whether to refer by liaising with relevant agencies.
- Act as a source of support, advice and expertise for staff.
- Understand and implement the locally agreed safeguarding arrangements and contribute, both strategically and operationally, to the local arrangements.

#### 4.1.3 Training

The DSL (and deputies) should undergo safeguarding training that is updated every 2 years. They will also undertake Prevent awareness raising at the level agreed by the BwD Prevent Coordinator.

DSLs skills and knowledge should be refreshed at regular intervals but at least **annually** and this can involve e-bulletins, meeting other DSLs or simply taking the time to read and digest safeguarding materials. Training and briefings should also improve the DSL's (and whole school's) awareness of local needs, risks, challenges and emerging threat issues in relation to safeguarding in the local area.

The DSL will:

- Understand the assessment process for providing early help and intervention, for example through the Child and Family (CAF) process;
- Have a working knowledge of how BwD Children's Social Care conduct child in need, child protection case conferences, child protection review conferences, core groups and looked after children reviews and be able to attend and contribute to these effectively when required to do so;
- Ensure members of staff has access to and understand the school's child protection policy and procedures, behaviour policy, management of children missing education and staff code of conduct policy, especially new and part time staff;
- Ensure members of staff have the relevant safeguarding competencies so that they can identify, share information, respond and work together in safeguarding incidents;
- Be alert to the specific needs of children in need, children with special educational needs and young carers;
- Be able to keep detailed, accurate, secure records of concerns and referrals;
- Understand and support the school with regards to the requirement of the Prevent duty and able to provide advice to school staff.

#### **4.1.4 Raising Awareness**

The DSL will:

- Ensure St Wilfrid's policies are known and used appropriately;
- Ensure this policy is reviewed annually, procedures and implementation are updated and reviewed regularly, and work with governing bodies or proprietors regarding this;
- Ensure the child protection policy is available publicly and parents are aware of the fact that referrals about suspected abuse or neglect may be made and the role of the school in this;
- Link with the local safeguarding arrangements to make sure staff are aware of training opportunities and the latest local policies on safeguarding;
- Link with the local safeguarding arrangements to ensure the voice of the school's staff and the needs of the school students are reflected in the local safeguarding arrangements and priorities;
- Where children leave St Wilfrid's ensure their child protection file is transferred to the new school or college as soon as possible. This should be transferred separately from the main student file, ensuring secure transit and confirmation of receipt should be obtained (see also Section 9).

#### **4.2 The role of the Principal is to:**

- Oversee the procedures for safeguarding in the DSL's absence
- Ensure that the Child Protection and Safeguarding Policy and Procedures are implemented and followed by all staff;
- Allocate sufficient time and resources to enable the DSL and deputies to carry out their roles effectively, including the assessment of students and attendance at strategy discussions and other necessary meetings;
- Ensure that all staff feel able to raise concerns about poor or unsafe practice and that such concerns are handled sensitively and in accordance with the whistle blowing procedures;
- Ensure that students' safety and welfare is addressed through the curriculum;
- Provides a signed annual report to the Governing Body;
- To be kept notified of all referrals concerning child protection and, in the case of a complaint about a member of staff liaise with the L.A.D.O.;
- Ensure that St Wilfrid's Single Central Record is maintained and up-to-date

#### **4.3 The role of the Family Support and Child Protection Officer is to:**

- Ensure that the safeguarding procedures are applied within the Academy and investigate allegations or reports of concerns;
- Under the direction of the DSL liaise and work with Children's Services: Safeguarding and Specialist Services over suspected cases of child abuse;
- Ensure that the Academy effectively monitors children about whom there are concerns, including notifying Children's Services when there is an unexplained absence of more than two days for a child who is the subject of a child protection plan;
- Ensure that accurate safeguarding records relating to individual children are kept separate from the academic file in a secure place, marked 'Strictly Confidential' and are passed securely should the child transfer to a new provision gaining a confirmation of receipt;
- Prepare and submit required documentation for child protection conferences, CIN and TAF meetings and contribute to decision making and delivery of actions planned to safeguard the child;
- Provide guidance to parents, children and staff about obtaining suitable support;
- Discuss with new parents the role of the DSL and the role of safeguarding in the school. Make parents aware of the safeguarding procedures used and how to access the child protection policy.

#### **4.4 The role of the GOVERNING BODY is to ensure:**

- The Academy complies with their duties under legislation;
- St Wilfrid's contribute to multi and interagency working in line with Working Together to Safeguard Children, 2019. This includes early help, child in need and child protection assessments.
- There are appropriate safeguarding /child protection policies that are consistent with LSCB requirements, reviewed and updated annually and made available publicly (available on St Wilfrid's website)
- Safeguarding training is in line with advice from the LSCB;
- There are procedures for dealing with allegations made against the Principal and a nominated person identified to liaise with the BwD Local Area Designated Officer (LADO)
- Policies adopted by the Governing Body are disseminated, followed and understood by all staff;
- Appointment of a member of staff from the senior leadership team to the role of DSL;
- Children are taught about safeguarding (including online) through teaching and learning opportunities, as part of providing a broad and balanced curriculum;
- There are written recruitment and selection procedures that include the requirement for appropriate pre-employment checks and at least one person on any appointment panel has undertaken safer recruitment training;
- There are procedures in place to handle allegations of abuse of children against other children;
- There are appropriate safeguarding responses to children who go missing in education, particularly on repeat occasions, to help identify the risk of abuse and neglect including sexual abuse or exploitation and to help prevent the risks of their going missing in the future;
- The child's wishes and feelings are taken in to account when determining what action to take and what services to provide to protect individual children through ensuring there are systems in place for children to express their views and give feedback;
- They recognise the importance of information sharing between practitioners and the local authority;
- They appoint a designated teacher to promote the educational achievement of children who are looked after and this person has appropriate training;
- St Wilfrid's E-safety policy addresses the safety of children in accessing inappropriate material when accessing the internet and that appropriate filtering and monitoring systems are in place.

#### **4.5 The role of ALL STAFF (including Governors) is to:**

- Participate in safeguarding training appropriate to their role and responsibility that is regularly updated. In addition, all staff members should receive at least annual updates which can be in the form of emails, bulletins, staff meetings or discussions
- Be aware of the signs of abuse and neglect;
- Be aware of how to respond to specific safeguarding concerns outlined in this policy;
- Have a responsibility to identify those children who may require early intervention support and what action to take to ensure they are supported appropriately;
- Have a responsibility to identify and respond to a child who is likely to suffer significant harm and what action they must take, appropriate to their role;
- Be aware of the importance of multi-agency partnership working and information sharing processes;
- Contribute to early support and safeguarding assessments in the risk sensible approach to safeguarding adopted in Blackburn with Darwen (BwD);
- Have a responsibility to provide a safe environment in which children can learn.

### **5: CHILDREN WHO MAY BE PARTICULARLY VULNERABLE**

It is vital that students receive the right help and support at the right time to address unmet needs and identify risks to prevent issues from escalating.

5.1 To ensure that all of our students receive equal protection, we will give special consideration to children who are:

- Disabled and have special educational needs;
- Have special educational needs (with or without a Health Care Plan)
- Young carers

- Affected by adverse childhood experiences (such as multiple types of abuse; neglect; violence between parents or caregivers; other kinds of serious household dysfunction such as alcohol and substance abuse, parental incarceration, parental mental health; parental separation or bereavement; and peer community and collective violence)
- Asylum seekers;
- Regularly absent from school;
- Attending alternative provision or subject to a managed move;
- Living away from home (frequent movers);
- Vulnerable to being bullied/peer abuse, or engaging in bullying/peer abuse;
- Living in temporary accommodation;
- Living a transient lifestyle;
- Living in chaotic and unsupportive home situations;
- Vulnerable to discrimination and maltreatment on the grounds of race, ethnicity, religion or sexuality;
- Involved directly or indirectly in sexual and/or criminal exploitation or child trafficking;
- Speakers of another first language;
- Subject to a Child Protection Plan;
- Exhibiting any changing behaviours or risk taking behaviours that cause concerns;
- Children In Our Care/Looked After Children;
- Privately fostered.

## **6: RECOGNISING AND RESPONDING TO SAFEGUARDING CONCERNS**

All staff should be aware of the signs of abuse and neglect and if they are unsure they should speak to the DSL. For advice and support, staff and the DSL can contact the Multi Agency Safeguarding Hub (MASH) 01254 666400.

The Department for Education 'What to do if you are worried a child is being abused - Advice for practitioners' is a booklet that helps staff to identify child abuse and neglect and take appropriate action in response. All staff can access this on the following web address:

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/419604/What\\_to\\_do\\_if\\_you\\_re\\_worried\\_a\\_child\\_is\\_being\\_abused.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/419604/What_to_do_if_you_re_worried_a_child_is_being_abused.pdf)

The following flowchart will be visible for staff to be able to identify actions required when they have a safeguarding concern: Action when a child has suffered or is likely to suffer harm

<http://www.lscb.org.uk/diagram-action-when-a-child-has-suffered-or-is-likely-to-suffer-harm/>

### **6.1 Child in Need (CIN)**

Under section 17 (s.17 (10)) of the Children Act 1989, a child is 'in need' if:

- The child is unlikely to achieve or maintain, or to have the opportunity to achieve or maintain, a reasonable standard of health or development, without the provision of services by a local authority;
- The child's health or development is likely to be impaired, or further impaired, without the provision of such services;
- The child is disabled.

Referral to Children's Services is via the Multi Agency Safeguarding Hub using the MASH form (see the next section)

### **6.2 Child in Need of Protection**

Under section 47(1) of the Children Act 1989, a local authority has a duty to make enquiries where they are informed that a child who lives or is found in their area:

- Is the subject of an Emergency Protection Order;
- Is in Police Protection; or where they have
- Reasonable cause to suspect that a child is suffering or is likely to suffer significant harm

A professional making a child protection referral under s.47 must provide information that highlights what the child's unmet needs (underlying risk factors) are as well as high risk indicators that potentially identify the child may be suffering or likely to suffer significant harm.

The underlying risk factors and high-risk indicators are identified on the Multi Agency Safeguarding Hub (MASH) form which is to be used for all referrals to Children's Services:

[http://panlancashirescb.proceduresonline.com/chapters/p\\_referral\\_social\\_care.html](http://panlancashirescb.proceduresonline.com/chapters/p_referral_social_care.html)

### 6.3 Referral to children's social care

- Telephone Blackburn with Darwen Borough Council's MASH (Multi-Agency Safeguarding Hub) 01254 666400
- Complete a MASH referral form and send securely to [cypreferrals@blackburn.gov.uk](mailto:cypreferrals@blackburn.gov.uk)

Also see Specific Safeguarding Circumstances, section 7.

If, at any point, there is a risk of immediate serious harm to a child a referral should be made to MASH immediately. Anybody can make a referral. If the child's situation does not appear to be improving the staff member with concerns should press for re-consideration.

#### 6.3.1 Key points for staff to remember for taking action are:

- In an emergency take the action necessary to help and protect the child, for example, call 999 or intervene using 'reasonable force' to control or restrain a student who is putting themselves or others in a position of danger (*Use of Reasonable Force, DFE Guidance July 2013*);
- Report your concern to the DSL as soon as possible;
- Do not start your own investigation;
- Share information on a need-to-know basis only – do not discuss the issue with colleagues, friends or family;
- Complete a record of concern on CPOMs;
- Seek support for yourself if you are distressed.

#### 6.3.2 If a student discloses to you

It takes a lot of courage for a child to disclose that they are being abused. They may feel ashamed, particularly if the abuse is sexual; their abuser may have threatened what will happen if they tell; they may have lost all trust in adults; or they may believe, or have been told, that the abuse is their own fault.

If a student talks to a member of staff about any risks to their safety or wellbeing, the staff member will need to let the student know that they must pass the information on. The point at which they tell the student is a matter for professional judgement. If they jump in immediately the student may think that they do not want to listen, if left until the very end of the conversation, the student may feel that they have been misled into revealing more than they would have otherwise.

#### During their conversations with the students, staff will:

- Allow them to speak freely;
- Endeavour to utilise a neutral translator if necessary;
- Remain calm and collected – the student may stop talking if they feel they are upsetting their listener;
- Give reassuring nods or words of comfort – 'I'm so sorry this has happened', 'I want to help', 'This isn't your fault', 'You are doing the right thing in talking to me';
- Not be afraid of silences – staff must remember how hard this must be for the student;
- Under no circumstances ask investigative questions – such as how many times this has happened, whether it happens to siblings too, or what does the student's mother think about all this;
- Tell the student that in order to help them, the member of staff must pass the information on;

- Not automatically offer any physical touch as comfort. It may be anything but comfort to a child who has been abused;
- Avoid admonishing the child for not disclosing earlier. Saying things such as 'I do wish you had told me about this when it started' or 'I can't believe what I'm hearing' may be interpreted by the child to mean that they have done something wrong;
- Tell the student what will happen next. The student may agree to go to see the designated safeguarding lead. Otherwise it is the duty of the member of staff to inform the DSL of what has been discussed. If the student does agree to go and see the designated safeguarding lead, the staff member should inform the DSL that the child will be coming to see them at some point;
- Report verbally to the DSL even if the child has promised to do it by themselves;
- Record and write up their conversation as soon as possible on CPOMs so it can be followed up as appropriate by the safeguarding team;
- Seek support if they feel distressed.

### 6.3.3 Notifying parents

St Wilfrid's will normally seek to discuss any concerns about a student with their parents (if safe to do so). This must be handled sensitively and the DSL will make contact with the parent in the event of a concern, suspicion or disclosure.

However, if the school/DSL believes that notifying parents could increase the risk to the child or exacerbate the problem, advice will first be sought from children's social care (particularly if the disclosure is sexual abuse, forced marriage, under Prevent Duty, Female Genital Mutilation or Fabricated and Induced Illness (FII)).

## 7: SPECIFIC SAFEGUARDING CIRCUMSTANCES

Annex A in 'Keeping children safe in education 2019' sets out information about specific forms of abuse and safeguarding issues. All school staff who work directly with our children will read this annex and if they have concerns about a child's welfare speak to the DSL (or deputy) immediately.

In addition to the guidance above, the Academy will ensure that the following safeguarding partnership arrangements are followed on the specific areas of concern using the following links (and additional information where provided):

### 7.1 Children in the Court system

[http://panlancashirescb.proceduresonline.com/chapters/p\\_sg\\_youth\\_justice\\_sys.html?zoom\\_highlight=chidlren+in+the+court+system](http://panlancashirescb.proceduresonline.com/chapters/p_sg_youth_justice_sys.html?zoom_highlight=chidlren+in+the+court+system)

### 7.2 Children missing education

The following link provides both the procedure and forms for school to follow:

[https://panlancashirescb.proceduresonline.com/chapters/p\\_children\\_missing.html](https://panlancashirescb.proceduresonline.com/chapters/p_children_missing.html)

<http://www.lscb.org.uk/new-cme-form/>

### 7.3 Child Sexual Exploitation (CSE)

- All staff will undertake CSE training appropriate to their role
- The school curriculum (where sexual relationships/PSHE is delivered) will include relevant information around the risks associated with CSE.

Link to Pan Lancashire CSE Standard Operating Protocol which includes further guidance that school will follow if CSE is recognised:

[http://panlancashirescb.proceduresonline.com/chapters/p\\_child\\_sex\\_exp.html](http://panlancashirescb.proceduresonline.com/chapters/p_child_sex_exp.html)

## 7.4 Domestic Abuse

[http://panlancashirescb.proceduresonline.com/chapters/p\\_domestic\\_violence\\_abuse.html?zoom\\_highlight=domestic+abuse](http://panlancashirescb.proceduresonline.com/chapters/p_domestic_violence_abuse.html?zoom_highlight=domestic+abuse)

## 7.5 Female Genital Mutilation (FGM)

Female Genital Mutilation (FGM) is encompassed within a range of crimes of so called 'honour-based abuse' or 'honour based violence' including forced marriage, the practice of breast ironing and FGM. There is a statutory duty upon teachers that they must report to the police cases where they discover that an act of FGM appears to have been carried out.

**The duty above does not apply** in cases where a student is *at risk* of FGM or FGM is suspected but is not known to have been carried out. Staff must inform the DSL if they have any concerns that a student may be having FGM surgery in the future in the UK but also abroad. Staff should not examine students.

[http://panlancashirescb.proceduresonline.com/chapters/p\\_female\\_mutilation.html](http://panlancashirescb.proceduresonline.com/chapters/p_female_mutilation.html)

Any other member of staff who discovers that an act of FGM appears to have been carried out on a **student under 18** must speak to the DSL and follow the above pan Lancashire safeguarding procedures

Warning signs for FGM can be found in the HM Government Multi-Agency Practice Guidance (link below), and pages 59-62 focuses on the role of schools and colleges. Pages 38-41 gives guidance on the warning signs that FGM may be about to take place or has already taken place.

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/800306/6-1914-HO-Multi\\_Agency\\_Statutory\\_Guidance.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/800306/6-1914-HO-Multi_Agency_Statutory_Guidance.pdf)

## 7.6 Forced Marriage and Honour Based Violence

A forced marriage is one whereby one or both parties do not consent to marriage but are forced to do so through violence, threats or any form of coercion. Schools play an important role in safeguarding children from being forced to marry and will follow local procedure.

[http://panlancashirescb.proceduresonline.com/chapters/p\\_forced\\_marriage.html](http://panlancashirescb.proceduresonline.com/chapters/p_forced_marriage.html)

## 7.7 Gender-based violence/violence against women and girls/Racist, disability and homophobic or transphobic abuse

[https://panlancashirescb.proceduresonline.com/chapters/p\\_diversity.html](https://panlancashirescb.proceduresonline.com/chapters/p_diversity.html)

## 7.8 Honour Based Abuse

[http://panlancashirescb.proceduresonline.com/chapters/p\\_honour\\_abuse.html?zoom\\_highlight=honour+based+abuse](http://panlancashirescb.proceduresonline.com/chapters/p_honour_abuse.html?zoom_highlight=honour+based+abuse)

## 7.9 Modern Slavery & County Lines

The Modern Slavery Act 2015 places a new statutory duty on public authorities, including schools, to notify the National Crime Agency (NCA) (section 52 of the Act) on observing signs or receiving intelligence relating to modern slavery, e.g. human trafficking, slavery, sexual and criminal exploitation, forced labour and domestic servitude. The public authority (including schools) bears this obligation where it has 'reasonable grounds to believe that a person may be a victim of slavery or human trafficking'.

Children do not need to give their consent to be referred to the NCA.

- Staff must be aware of the above and contact the DSL should they suspect or receive information that either parents or their children may be victims of modern slavery
- The DSL should then contact the NCA and the following persons:

- BwD MASH for concerns about children possibly subject to Modern Slavery.

[http://panlancashirescb.proceduresonline.com/chapters/p\\_modern\\_slavery.html?zoom\\_highlight=modern+slavery](http://panlancashirescb.proceduresonline.com/chapters/p_modern_slavery.html?zoom_highlight=modern+slavery)

### **7.10 Online Safety**

The governing body will carry out an annual appraisal of school's online safety using the Pan Lancashire guidance tool; Online Safety Governance Checklist available on:

<http://www.lancashiresafeguarding.org.uk/online-safeguarding/schools-the-childrens-workforce.aspx>

Mobile phones, computers and other digital devices can be a source of fun, entertainment, communication and education. However, we know that some adults and young people will use these technologies to harm children. The harm may include sending hurtful or abusive texts and emails; enticing children to engage in sexually harmful conversations online; inappropriate/indecent webcam filming and photography or face-to-face meetings.

The academy's E-safety and Acceptable Use Policies are updated annually explains how we try to keep students safe in school when using the internet and mobile technology.

Children and young people may unknowingly also engage in activities that could put themselves and others at risk, such as revealing personal information and uploading images of others.

Online bullying by students, via texts and emails, will be treated as seriously as any other type of bullying and will be managed through anti-bullying procedures whereby:

- Students are taught how to keep safe online through ICT curriculum provision
- School policies and measures will encourage good behaviour and respect (this includes around bullying);
- The anti-bullying / behaviour policy references online safety;
- policies take into account equality and diversity;
- policies relating to searching a student or their property with and without their consent are written correctly; procedures can be found within the 'Acceptable use' policy which must be signed by parent and student at the commencement of their St Wilfrid's academic journey
- We have an up to date home / school agreement regarding the use of social media to make complaints relating to students / staff;
- We ensure we have the appropriate filters and monitoring systems in place that do not restrict what children can be taught in regard to online teaching and safeguarding;

School will use 'Teaching online safety in school (DfE 2019) to ensure teaching of online safety is age and developmentally appropriate as outlined in:

<https://www.gov.uk/government/publications/teaching-online-safety-in-schools>

### **7.11 Operation Encompass**

Operation Encompass is a police and education early intervention safeguarding partnership which ensures that a child's school is informed, prior to the start of the next school day, that there has been an incident of domestic abuse to which the child or young person has been exposed, and which might then have an impact on them in school the following day.

Each school in Blackburn with Darwen is informed of all domestic abuse incidents, not just those where an offence can be identified or those which are graded as high risk. The partnership recognises that all incidents of domestic abuse can be harmful to children and young people.

Operation Encompass notifications should be transferred onto the St Wilfrid's CPOMs recording system identifying any assessment, support and actions taken that are linked to the notification.

A nominated member of staff, known as a Key Adult, has been trained to liaise with the police. They will be able to use information that has been shared with them, in confidence, to ensure that the school makes provision for possible difficulties experienced by children or their families.

Staff should conduct an individual assessment of the child's needs, and decide on any school routine modifications that need to be made, for instance, allowing the child time out, additional time to complete homework, discreetly providing the child with access to washing facilities, food and clothing (if available). They should record a brief summary of their assessment, and any support actions taken that directly relate to it.

If school staff have additional concerns around the child's safety and wellbeing due to being aware of previously unknown information, they should make a CP referral following existing referral procedures, even if they are aware of one having been done by the Police and Operation Encompass officers. They may possess unique information that they can share, that will more fully inform the picture of risk to a child or victim adult.

Schools will be on occasion be asked to provide the Local Authority, Safeguarding Partnership or the Domestic Abuse Strategic Board information in relation to analysis/audit of Operation Encompass notifications.

### **7.12 Peer abuse and sexual violence and harassment between children**

[http://panlancashirescb.proceduresonline.com/chapters/p\\_peer\\_abuse.html](http://panlancashirescb.proceduresonline.com/chapters/p_peer_abuse.html)

### **7.13 Preventing Radicalisation**

All schools are subject to a duty under section 26 of the Counter-Terrorism and Security Act of 2015, to have 'due regard to the need to prevent people from being drawn into terrorism', known as the 'Prevent Duty'.

[http://panlancashirescb.proceduresonline.com/chapters/p\\_radicalisation.html](http://panlancashirescb.proceduresonline.com/chapters/p_radicalisation.html)

### **7.14 Relationships, education, relationships and sex education (RSE) and health education (DfE, 2019)**

This curriculum will be statutory from September 2020 with safeguarding and keeping safe at the heart of these topics. Good practice will allow children and young people to discuss potentially sensitive issues in a safe environment. However should these raise safeguarding concerns then the safeguarding and child protection policy will apply.

***Voyeurism (offences) Act 2019:*** This act criminalises the act of 'up skirting' in which the Crown Prosecution Services defines 'up skirting' as a colloquial term referring to the action of placing equipment such as a camera or mobile phone beneath a person's clothing to take a voyeuristic photograph without their permission. It is not only confined to victims wearing skirts or dresses and equally applies when during the wearing of kilts, cassocks shorts or trousers.

## **8. SUPPORT FOR THOSE INVOLVED IN CHILD PROTECTION ISSUES**

Child abuse is devastating for the child and can result in distress and anxiety for staff who become involved.

St Wilfrid's will support students, their families, and staff by:

- Taking all suspicions and disclosures seriously;
- Nominating a link person (DSL) who will keep all parties informed and be the central point of contact;
- Nominating a separate link people for the child and member of staff, where a member of staff is the subject of an allegation made by a student, to avoid any conflict of interest;
- Responding sympathetically to any request from students or staff for time out to deal with distress or anxiety;

- Maintaining confidentiality and sharing information on a need-to-know basis only with relevant individuals and agencies;
- Storing records securely;
- Offering details of helplines, counselling or other avenues of external support;
- Following the procedures laid down in our whistleblowing, complaints and disciplinary policies;
- Cooperating fully with relevant statutory agencies;
- Making sure a neutral interpreter is available when English is not the child's first language;
- Providing time for the member of staff to reflect on child protection issues (e.g. through peer support and/or reflective safeguarding practice/supervision) as outlined in Working Together to Safeguard Children 2018.

## 9. SAFER RECRUITMENT

St Wilfrid's endeavours to do our utmost to employ 'safe' staff by ensuring our recruitment, selection and pre-employment processes are in line with statutory guidance including Disclosure and Barring Service (DBS) and 'Keeping children safe in education 2019' and these are contained within St Wilfrid's Safer Recruitment Policy. Records will be completed and regularly updated where necessary on the Academy Single Central Record.

St Wilfrid's will ensure that any contractor or their employees has been subject to the appropriate level of DBS check prior to undertaking work in school

**9.1 Regulated activity** requires an enhanced DBS certificate and this includes barred list information.

Regulated activity is if a member of staff:

- Will be responsible, on a regular basis in a school or college, for teaching, training instructing, caring for or supervising children; or
- Will carry out paid, or unsupervised unpaid, work regularly in a school or college where that work provides an opportunity for contact with children; or
- Engages in intimate or personal care or overnight activity, even if this happens only once

### 9.2 Secretary of State Teacher Prohibition Orders and Section 128 Direction

**A teacher** who is appointed will require an additional check to ensure they are not prohibited from teaching.

School will register and complete these checks as appropriate:

<https://www.gov.uk/guidance/teacher-status-checks-information-for-employers>

In addition, the Secretary of State 128 direction prohibits or restricts a person from taking part in the management or as a governor of a maintained school.

**9.3 For staff who have regular contact not classed as regulated activity:** an enhanced DBS certificate, which does not include a barred list check, will be appropriate. This would include contractors that would have the opportunity for contact with children and who work under a temporary or occasional contract

**9.4 Supervised volunteers:** In a school, a supervised volunteer who regularly teaches or looks after children is not in regulated activity. Our school will have regard to when considering which checks should be undertaken on volunteers as set out in Part 3 and Annex F of Keeping Children Safe in Education 2019

### 9.5 External Contractors in regulated activities:

St Wilfrid's will ensure that any contractor or their employees has been subject to an enhanced DBS certificate, which includes a barred list check. Any contractor without this requirement will be supervised at all times by a site supervisor.

## 9.6 Single Central Record:

Keeping Children Safe in Education (2019) sets out the school's responsibility to keep all staff details on the Single Central Record (also see Appendix iii). This will cover all staff (including supply staff, and teacher trainees on salaried routes) who work at St Wilfrid's

Safer recruitment means that all applicants will (appropriate to the role & responsibility) have the following:

- Their identity checked;
- A barred list check;
- An enhance DBS check/certificate;
- A prohibition from teaching check;
- A section 128 check;
- Further checks on people living or working outside the UK;
- A check of professional qualifications: and
- A check to establish the person's right to work in the UK.

St Wilfrid's has a legal duty to refer to the DBS anyone who has harmed, or poses a risk of harm to a child (or vulnerable adult). School will follow DBS guidance on referrals as per the GOV.UK website.

## 10: ALLEGATIONS OF ABUSE

### 10.1 Against teachers and other staff

When an allegation is made against a member of staff, set procedures must be followed. It is rare for a child to make an entirely false or malicious allegation, although misunderstandings and misinterpretations of events do happen.

A child may also make an allegation against an innocent party because they are too afraid to name the real perpetrator. Even so, we must accept that some professionals do pose a serious risk to students and we must act on every allegation. Staff who are the subject of an allegation have the right to have their case dealt with fairly, quickly and consistently and to be kept informed of its progress. Suspension is not mandatory, nor is it automatic but, in some cases, staff may be suspended where this is deemed to be the best way to ensure that children are protected.

- Allegations against staff should be reported to the Principal;
- Allegations against the Principal should be reported to the Chair of Governors;
- The Principal and/or Chair of Governors must discuss the allegation with the Local Authority Designated Officer (LADO);
- The full procedures for dealing with allegations against staff can be found in the following local safeguarding policy on allegations against staff:

[http://panlancashirescb.proceduresonline.com/chapters/p\\_allegations.html](http://panlancashirescb.proceduresonline.com/chapters/p_allegations.html)

### 10.2 Staff conduct:

Staff that are concerned about the conduct of a colleague towards a student are undoubtedly placed in a very difficult situation. They may worry that they have misunderstood the situation and they will wonder whether a report could jeopardise their colleague's career. All staff must remember that the welfare of the child is paramount and that they have a duty to respond and inform the Designated Safeguarding Lead.

St Wilfrid's Whistleblowing policy enables staff to raise concerns or allegations in confidence and for a sensitive enquiry to take place.

All concerns of poor practice or possible child abuse by colleagues should be reported to the Principal.

Complaints about the Principal should be reported to the Chair of Governors.

### **10.3 Allegations of abuse made against other children**

St Wilfrid's recognises that children are capable of abusing their peers and will follow LSCB Pan Lancashire guidance: [http://panlancashirescb.proceduresonline.com/chapters/p\\_child\\_abuse\\_others.html](http://panlancashirescb.proceduresonline.com/chapters/p_child_abuse_others.html)

## **11: COMPLAINTS**

The complaints procedure will be followed where a student or parent raises a concern about poor practice towards a student that initially does not reach the threshold for child protection action. Complaints are managed by senior staff, the Principal and governors.

Complaints from staff are dealt with under St Wilfrid's complaints, disciplinary and grievance procedures.

## **12: STAFF TRAINING**

It is important that all staff have appropriate training and are confident and competent to enable them to recognise the possible signs of abuse and neglect and to know what to do if they have a concern (*see also Section 5: Roles and Responsibilities*).

New staff and governors will receive training during their induction. All staff, including the Principal and governors will receive training that is regularly updated and the DSL will receive training updated at least every two years appropriate to the knowledge and skills required for the role.

In addition, all staff members should receive regular safeguarding updates that can be in the form of email, bulletins, staff meetings, as required but at least annually.

Training should be in line with advice from the LSCB.

Supply staff and other visiting staff will be given the school's Visiting Staff guide when they are first employed.

**Guidance for Safer Working Practice** – a copy of this guidance should be shared to every member of staff (paid or voluntary) to assist with appropriate behaviour and minimise allegations of professional abuse.

The Governing body, via the Principal, must be satisfied that every member of staff has received, read and understood the guidance, with a signed declaration agreeing to operate in line with the best practice guidance.

A copy of the most recent guidance can be found at: <http://www.lscb.org.uk/category/education/>

## **13: CONFIDENTIALITY, INFORMATION SHARING & RECORD KEEPING**

All staff will understand that child protection issues warrant a high level of confidentiality, not only out of respect for the student and staff involved but also to ensure that being released into the public domain does not compromise evidence.

Staff should only discuss concerns with the DSL, Principal or Chair of Governors (depending on who is the subject of the concern). That person will then decide who else needs to have the information and they will disseminate it on a 'need-to-know' basis.

Child protection information will be stored and handled in line with Data Protection Act and General Data Protection Regulations (2018). Information is:

- Processed for limited purposes
- Adequate, relevant and not excessive
- Accurate
- Kept no longer than necessary – local authority guidance is 25 years after leaving school/education
- Processed in accordance with the data subject's rights

- Secure

Written record of concern forms will be stored in a locked facility and any electronic information will be password protected and only made available to relevant individuals.

Every effort will be made to prevent unauthorised access, and sensitive information should not be stored on laptop computers.

Child protection information will be stored separately from the student's school file and the school file will be 'tagged' to indicate that separate information is held.

Safeguarding information must follow the child throughout their education as an additional separate record but a copy must be retained by each school attended for the set time as above/99 years.

Child protection records are normally exempt from the disclosure provisions of the Data Protection Act, which means that children and parents do not have an automatic right to see them. If any member of staff receives a request from a student or parent to see child protection records, they will refer the request to the Principal or DSL.

- The Data Protection Act does not prevent school staff from sharing information with relevant agencies, where that information may help to protect a child.
- The academy's policy on confidentiality and information-sharing is available to parents and students on request.
- The academy policy will reflect the local safeguarding partnership Multi Agency Information Sharing Policy: [http://panlancashirescb.proceduresonline.com/chapters/p\\_info\\_share\\_confident.html](http://panlancashirescb.proceduresonline.com/chapters/p_info_share_confident.html)

## **Appendix i**

### **Categories of Abuse**

To ensure that our students are protected from harm & maltreatment, we need to understand what types of behaviour constitute abuse and neglect. There are four categories of abuse: physical, emotional, sexual and neglect:

#### **Physical abuse**

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

#### **Emotional abuse**

Emotional abuse is the persistent emotional maltreatment of a child, such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate or valued only for meeting the needs of another person. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying, causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. It may feature age – or developmentally – inappropriate expectations being imposed on children. These may include interactions that are beyond the child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve serious bullying (including online), causing children to frequently feel frightened or in danger, or the exploitation of children.

Some level of emotional abuse is involved in all types of maltreatment of a child, although it may occur alone.

#### **Sexual abuse**

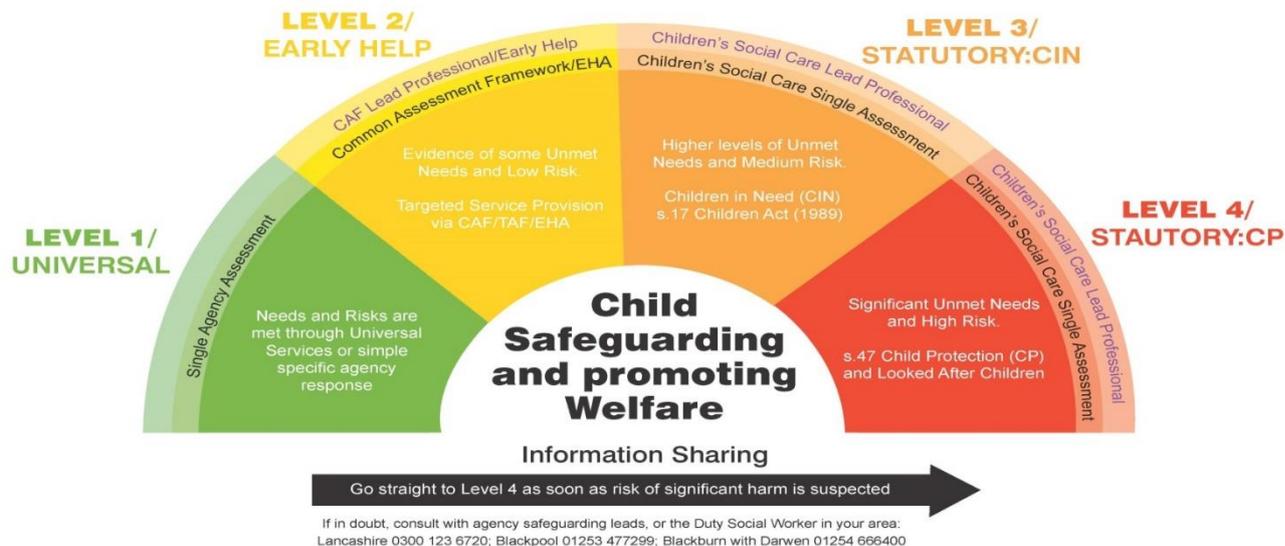
Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, including prostitution, whether or not the child is aware of what is happening. The activities may involve physical contact, including penetrative or non-penetrative acts. They may include non-contact activities, such as involving children in looking at, or in the production of, pornographic material or watching sexual activities, or encouraging children to behave in sexually inappropriate ways. Sexual abuse can take place online, and technology can be used to facilitate offline abuse. It is not solely perpetrated by adult males as women can also commit acts of sexual abuse as can other children.

#### **Neglect**

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance misuse. Once a child is born, neglect may involve a parent or carer failing to provide adequate food and clothing or shelter, including exclusion from home or abandonment; failing to protect a child from physical and emotional harm or danger; failure to ensure adequate supervision, including the use of inadequate care-takers; 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.

(Definitions are taken from Keeping Children safe in education 2019).

# Pan - Lancashire Continuum of Need



July 2017

The Pan-Lancashire Children’s Continuum of Need and Response (CoNR) Framework is a guidance tool to assist all those whose work brings them into contact with children, young people and their families (including the unborn child) to identify the level of help and protection required to ensure children grow up in circumstances that achieve their best outcomes.

The table below defines the four levels of the framework and there are more detailed need and risk indicators contained within the booklet accompanying this which can be found on the LSCB website: [www.lscb.org.uk](http://www.lscb.org.uk)

Level	Risk & Need	Definition of the Level
1	Needs & Negligible Risk	<p><b>Universal Service Provision</b></p> <ul style="list-style-type: none"> <li>• Primary prevention services being accessed by parents/carers through universal service routes; effects of socio-economic disadvantage addressed</li> <li>• Good enough parenting</li> <li>• Social and emotional readiness for school and equipped for life</li> <li>• Step Down from level 2: Provision of prevention services to avoid long term suffering, monitoring of progress and access to tools required to transform lives</li> </ul>
2	Evidence of Some Unmet Need(s) & Low Risk	<p><b>Single Agency Targeted Service Provision and Child and Family Plan (CAF)</b></p> <ul style="list-style-type: none"> <li>• Selective primary prevention services offered to vulnerable groups/areas</li> <li>• Variety of unmet needs and ‘underlying risk factors’ that are not being met, making the child potentially vulnerable and requiring multi-agency early help to ensure the child maintains the capacity and protective factors to sustain satisfactory development</li> <li>• Parenting and parental relationships requiring additional support and guidance</li> </ul>

Level	Risk & Need	Definition of the Level
		<ul style="list-style-type: none"> <li>Secondary prevention to respond quickly to low level problems to prevent them getting worse; interventions designed to stop falling into difficult circumstances</li> <li>Step Down from level 3: Provision of prevention services to avoid long term suffering, monitoring of progress and access to tools required to transform lives</li> </ul>
3	Higher Levels of Unmet Needs & Medium Risk	<p><b>Child in Need (CIN) – s.17 Children Act (1989)</b></p> <ul style="list-style-type: none"> <li>Unlikely to meet developmental milestones without concerted multi-agency support led by a social worker</li> <li>Variety of unmet needs and ‘underlying risk factors’ that are not being addressed (including resistance at CAF level to address), making the child vulnerable and unlikely to achieve good outcomes</li> <li>Tertiary prevention services including responding to serious problems and avoiding them becoming entrenched</li> <li>Step Down from level 4: Provision of prevention services to avoid long term suffering, monitoring of progress and access to tools/services required to transform lives</li> </ul>
4	Significant Unmet Needs & High Risk	<p><b>Child Protection (CP) and Looked After Children (LAC)</b></p> <ul style="list-style-type: none"> <li>Reasonable cause to suspect the child is suffering, or likely to suffer, significant harm requiring immediate multi-agency management and service provision – <b>s.47 Children Act (1989)</b></li> <li>Possible unaddressed ‘underlying risk factors’ and the presence of ‘high risk indicator(s)’</li> <li>Child accommodated by the local authority due to: the child having no person who has parental responsibility for him/her; or, the child being lost or abandoned; or, the person caring for the child is prevented from providing suitable accommodation or care – <b>s.20 Children Act (1989)</b></li> <li>Child is suffering, or likely to suffer (if a court order were not made), significant harm and that the harm, or likelihood of harm is attributable to the care given to the child (the care not being what it would be reasonable to expect a parent/carer to provide) – <b>s.31 Children Act (1989)</b></li> <li>Tertiary prevention services including responding to serious problems and avoid them becoming entrenched</li> </ul>

Underlying risk factors and high risk indicator can be found on the MASH form. The following is the booklet to accompany the Continuum:

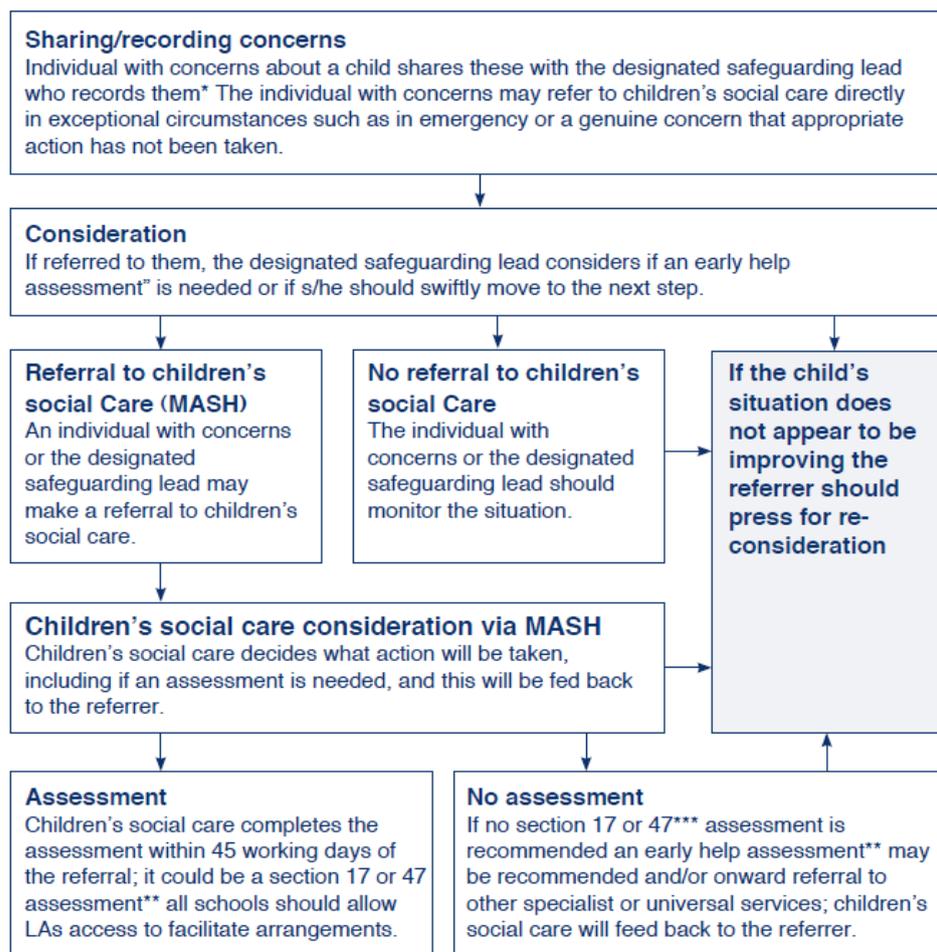
<http://www.lscb.org.uk/wp-content/uploads/Continuum-of-Need-Booklet-Sept-2017.pdf>

### Appendix iii St Wilfrid’s Single Central Record Template

Identity				Qualifications check						Safeguarding Checks								
Teaching or Support Staff	Legal Surname	Legal Forename	Address	DOB	Employment Start Date	Job Title	Teacher Number (where relevant)	Qualifications	Qualification title	Q. PGCE/GTP	Q. Teaching subject	DBS check	Clearance Date	Document Number	Identity Check to work	Eligibility	Prohibition from teaching or management check (Section 128)	Overseas criminal records check, evidence and date

# Action when a child has suffered or is likely to suffer harm

*This diagram illustrates what action should be taken and who should take it where there are concerns about a child. If, at any point, there is a risk of immediate serious harm to a child a referral should be made to children's social care immediately. **Anybody can make a referral.***



*\*In cases which also involve an allegation of abuse against the staff member, see part ten of this guidance which explains action the school or college should take in respect of the staff member.*

*\*\* Where a child and family would benefit from coordinated support from more than one agency (e.g. education, health, housing, police) there should be an inter-agency assessment via the CAF process. These assessments should identify what help the child and family require to prevent needs escalating to a point where intervention would be needed via a statutory assessment under the Children Act 1989. The early help assessment can be undertaken by any professional who could be a teacher, special educational needs coordinator, General Practitioner (GP), family support worker, and/or health visitor. The Lead Professional will be agreed after the first TAF meeting.*

*\*\*\* Where there are more complex needs, help may be provided under section 17 of the Children Act 1989 (children in need). Where there are child protection concerns local authority services must make enquiries and decide if any action must be taken under section 47 of the Children Act 1989, see Chapter 1 of Working Together to Safeguard Children 2015 for more information.*