



Child Protection Policy and Safeguarding Procedure 2024

St Patrick's Alter Education 22 is an alternative education provider working with young people aged between 11 and 16. Members of the St Patricks Alter Education 22 will be given the opportunity to achieve their potential through taking a positive and active learning journey personalised to their learning needs.

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Reviewed by:

L.Tashev

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1. Preface

“Processes and procedures are never ends in themselves, but should always be used as a means of bringing about better outcomes for children. No guidance can, or should attempt to offer a detailed prescription for working with each child and family. Work with children and families where there are concerns about a child’s welfare is sensitive and difficult. Good practice calls for effective cooperation between different agencies and professionals: sensitive work with parents and carers in the best interests of the child; and the careful exercise of professional judgement and critical analysis of the available information” (*Working Together to Safeguard Children – A Guide To Inter-Agency Working To Safeguard And Promote The Welfare Of Children-HM Government 1999*).

Designated Safeguarding Lead : Richard White

2. Statement of Intent

St Patrick's Alter Education 22 recognises that protecting and safeguarding children and young people is a shared responsibility and depends upon effective joint working between agencies and professionals that have different roles and expertise. Individual children and young people, especially some of the most vulnerable children and those at greatest risk of social exclusion, will need coordinated help from health, education and children's social care services. The voluntary sector and other agencies also have an important role in protecting and safeguarding children. Our Child Protection Policy and Procedure (CPPP) is designed to achieve this intent.

St Patrick's has a responsibility to protect and safeguard the welfare of children and young people they come into contact with. The need for guidelines and procedures is important to ensure that this is done with understanding and clarity.

All staff and volunteers at St Patrick's will aim to protect and safeguard children and young people by using the Child Protection and Safeguarding guidelines to provide the below:

- Ensuring we practice safe recruitment in checking the suitability of staff and volunteers to work with children. St Patricks has strict criteria that staff must satisfy in order for them to reach the interview stage for all positions. Staff must have an up to date and enhanced CRB certificate, evidence and experience of working with challenging young

people, two appropriate references. The Head of centre is responsible for conducting CRB checks for volunteers and for permanent staff (see St Patricks recruitment policy)

- Raising awareness of child protection issues and equipping children with the skills needed to keep them safe. St Patricks has a CPPP and regularly reviewing and updating this in line with national and local policy developments. The Head of Centre monitors developments in Safeguarding and updates and amends the policy on a regular and immediate basis. This policy will be kept in the admin office. Changes to policy and procedure will be communicated to the Engagement Manger who will communicate changes to all staff.
- There will be a dedicated Safeguarding Officer. All staff and volunteers are aware of the officer and the process of reporting concerns to them. This person will be responsible for organising staff training and reporting safeguarding concerns on behalf of St Patricks to the Local Authority Central Duty Team. Additional training will be arranged through the HSCB diary.
- Implementing procedures for identifying and reporting cases, or suspected cases, of abuse in line with this child protection policy and Hull Safeguarding Children Board Guidelines and procedures.
- Training for all staff to recognise signs and symptoms, successful completion of the Level 1 HSCB Shared Responsibility. The Head of Centre and Engagement Manager will ensure that all staff and volunteers are familiar with the Child Protection Policy and Procedure the Head of Centre will work with the Engagement Manager to make sure the policy is thorough and robust. All staff will be directed to the location of the policy. As part of all staff induction they will be given time to read the policy and will be expected to sign to say they have read and understood the policy. This confirmation will be kept in their staff file.
- Supporting pupils who have been abused. St Patricks will liaise with the appropriate agencies already working with the Young Person and refer to other outside agencies if necessary. St Patricks will provide the young person with a named key worker who will offer guidance, support and contact relevant agencies with update with information when appropriate. The young person will have a support plan that will be reviewed each week. The young person will be monitored / observed discreetly by their key worker in order to identify any observed changes in behaviour or signs of distress. Instances where observed signs indicate the young person requires additional support the key worker will alert all appropriate concerned and support the young person through the process. The key worker will explain to the young person that they are there to support and will be available when required.
- Establishing a safe environment in which children can learn and develop.

2.8 Assessing the risk that children and young people may encounter at St Patricks and taking steps to minimise and manage this. St Patricks updates its buildings risk assessments regularly – risks that are associated with general daily activities will be discussed with all stakeholders e.g. taking care when moving from one floor level to another.

2.9 Activities that carry a risk assessment – the risks will be explained to the students and staff in order for those involved to understand what appropriate safe behaviour is for the learners. Hard copies of all risk assessments will be kept in the risk assessment file in the Admin Office.

2.10 A copy of the CPPP is available to all parents on request. Contact numbers for external agencies will be displayed at the entrance to St Patricks; these will be explained to parents as their child becomes a member of the St Patrick's community. Policy and procedure updates that change the way in which St Patrick's functions and delivers on a daily basis will be communicated to parents via a letter or telephone call depending upon parental preference.

2.11 Letting parents, carers, children and young people know how to report concerns about a child, young person, staff member or volunteer or complain about any concerns. All concerned will be briefed during the young person's induction, how to report concerns and complaints. It will be made clear that all stakeholders may request to see this policy. Telephone numbers will be made available on request for external agencies and the contact numbers will be displayed in the front porch entrance. It will be made clear to stakeholders that all concerns and complaints will be treated with respect and kind consideration.

2.12 Giving children, young people, parents and carers information about what St Patricks for Alter Education does and what can be expected. What St Patrick's does and offers to young people will firstly be explained during the informal meeting with the young person and accompanying adult. Information in the form of a brochure will also be available for them to take away and study providing contact numbers in case they have any further questions. Staff will be available to discuss activities and opportunities via telephone and as a pre arranged visit at the end of the school day.

3. National and Local Guidance

This CPPP should be read in conjunction with the Hull Safeguarding Children Board (HSCB) Guidelines and Procedures (accessible via:

<http://www.proceduresonline.com/hull/scb/>).

In accordance with the Children Act 2004 it is a statutory responsibility for key agencies coming into contact with children and young people, to make arrangements to ensure that in discharging their functions, they have regard to the need to safeguard and promote the welfare of children (Section 11, Children Act 2004). Where private or voluntary organisations come into contact with or offer services to children they should, as a matter of good practice, take account of this guidance and follow it as far as possible.

The following national guidance should also be referred to:

<https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>

- The Children Act (1989)
- The Children Act (2004).
- Every Child Matters
- Working Together To Safeguard Children: A Guide to Inter-Agency Working To Safeguard and Promote the Welfare of Children (HM Government 2010).
- Human Rights Act 1998
- Criminal Justice & Court Services Act 2000
- The Protection of Children Act 1999
- The Sexual Offences Act 2003
- What To Do If You're Worried A Child Is Being Abused (Department of Health, Home Office, Department for Education & Skills, the Lord Chancellor's Department, the Office of the Deputy Prime Minister & the Department for Culture, Media & Sport 2006)
- Safeguarding Vulnerable Groups Act 2006
- AMA Guidance for Safer Working Practice for Adults who Work with Children and Young People (2007)
- Information Sharing: Guidance for practitioners and managers. HM Government (2006)

St Patricks Relevant policies (available on application)

- Health & Safety Policy, Risk Assessments
- Recruitment & Selection of Staff / Volunteers
- Complaints Procedure Policy
- Codes of Conduct
- Diversity & Equality Policy
- Staff Induction / Development / Supervision Policy
- Confidentiality & Information Sharing
- Anti-bullying Policy

- E-safety Policy

4. Safeguarding & Promoting Welfare & Child Protection

4.1 Safeguarding and promoting the welfare of children are defined as:

- protecting children from maltreatment.
- preventing impairment of children's health or development;
- ensuring that children are growing up in circumstances consistent with the provision of safe and effective care;

and undertaking that role so as to enable those children to have optimum life chances and to enter adulthood successfully.

4.2 Child Protection

Child protection is a part of safeguarding and promoting welfare. This refers to the activity which is undertaken to protect specific children who are suffering, or are likely to suffer, significant harm. Effective child protection is essential to safeguard and promote the welfare of children. However, all agencies should aim to proactively safeguard and promote the welfare of children so that the need for action to protect children from harm is reduced (Working Together, HM Government 2010: page 35, paragraphs 1.23/1.24).

4.3 Children in Need

Children who are defined as 'in need', under section 17 of the Children Act 1989, are those whose vulnerability is such that they are unlikely to reach or maintain a satisfactory level of health or development, or their health or development will be significantly impaired, without the provision of services. This includes those children with

a disability. Local authorities have a duty to safeguard and promote the welfare of children in need (Working Together, HM Government 2010: page 35, paragraph 1.25).

4.4 Significant Harm

Some children are in need because they are suffering, or likely to suffer, significant harm. The concept of significant harm is the threshold that justifies compulsory intervention in family life in the best interests of the child, and gives the Local Authority a duty to make enquiries to decide whether they should take action to safeguard or promote the welfare of a child who is suffering, or likely to suffer, significant harm (Working Together, HM Government 2010: page 35, paragraph 1.26).

5. Who Abuses Children?

Children may be abused in a family or in an institutional or community setting; by those known to them or, more rarely, by a stranger for example, via the internet. They may be abused by an adult or adults or another child or children (Working Together, HM Government 2010: page 37, paragraph 1.32).

6. What is Abuse and Neglect?

Abuse and neglect are forms of maltreatment of a child. Child refers to anyone under the age of 18. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm.

- PHYSICAL ABUSE (refer to Appendix A St Patricks Child Protection Policy for list of Physical Indicators):

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 (Working Together, HM Government 2010: page 38, paragraph 1.33).

- EMOTIONAL ABUSE(refer to Appendix A St Patricks Child Protection Policy for list of Physical Indicators):

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 insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyber bullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone (Working Together, HM Government 2010: page 38, paragraph 1.34).

- SEXUAL ABUSE (refer to Appendix A St Patricks Child Protection Policy for list of Physical Indicators):

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

sexual abuse, as can other children (Working Together, HM Government 2010: page 38, paragraph 1.35).

- NEGLECT (refer to Appendix A St Patricks Child Protection Policy for list of Physical Indicators):

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to:

- provide adequate food, clothing and shelter (including exclusion from home or abandonment);
- protect a child from physical and emotional harm or danger;
- ensure adequate supervision (including the use of inadequate care-givers); or
- ensure access to appropriate medical care or treatment.

It may also include neglect of, or unresponsiveness to, a child's basic emotional needs (Working Together, HM Government 2010: page 39, paragraph 1.36)

This is not an exhaustive list and it must be recognised that it is not the role of staff / volunteers to make an assessment of whether children or young people have suffered harm. Staff / volunteers / child protection co-ordinator do have a duty to report any concerns about harm in accordance with the Hull Safeguarding Children Board, Guidelines and Procedures.

7. Recognition of harm

A member of staff should be concerned if among other things;

- Has an injury which is not typical of the bumps and scrapes normally associated with children's activities
- Has unexplained injuries. Any unexplained injuries should be reported
- Frequently has injuries, even when apparently reasonable explanations are given

- Offers confused or conflicting explanations about how injuries were sustained
- Exhibits significant changes in behaviour, performance or attitude
- Acts out sexual behaviour, which is unusually explicit and/or inappropriate for his or her age
- Discloses an experience in which he or she may have been significantly harmed

The harm or possible harm of a child may come to your attention in a number of possible ways;

- Information given by the child, his/ her friends, a family member or close associate.
- The child's behaviour may become different from the usual, be significantly different from the behaviour of their peers, be bizarre or unusual or may involve 'acting out' a harmful situation in play.
- An injury which arouses suspicion because;
 - 7.3.1 It does not make sense when compared with the explanation given.
 - 7.3.2 The explanations differ depending on who is giving them (e.g., differing explanations from the parent / carer and child).
- The child appears anxious and evasive when asked about the injury.
- Suspicion being raised when a number of factors occur over time, for example, the child fails to progress and thrive in contrast to his/her peers.
- Contact with individuals who pose a 'risk to children' ('Guidance on Offences Against Children', Home Office Circular 16/2005). This replaces the term 'Schedule One Offender' and relates to an individual that that has been identified as presenting a risk or potential risk of harm to children. This can be someone who has been convicted of an offence listed in Schedule One of the

Children and Young Person's Act 1933 (Sexual Offences Act 2003), or someone who has been identified as continuing to present a risk to children.

- The parent's behaviour before the birth of a child may indicate the likelihood of significant harm to an unborn child, for example substance misuse, or, previous children removed from their carers.
- **Substance misuse** – the potential for a child to be harmed as a result of the excessive use of alcohol, illegal and controlled drugs, solvents or related substances may occur during a young person's life. The use of drugs or other substances by parents or carers does not in itself indicate child neglect or abuse, and there is no assumption that a child living in such circumstances will automatically be considered under the child protection procedures. It is important to assess how parental substance use impacts upon the children or young people in the family.
- **Mental Health** – Mental illness in a parent or carer does not necessarily have an adverse affect on the child or young person but it is important to assess its implications for any children involved in the family. The adverse affects of parental mental illness on the child are less likely when parental problems are mild, last for a short period of time, are not associated with family disharmony, and where there is another parent or family member who can respond to the child's needs and offer protection. Where mental illness is accompanied by problem alcohol use, domestic violence or associated with poverty and social isolation, children are particularly vulnerable. The potential impact of a parental mental illness and the child's ability to cope with it is related to age, gender and individual personality (Working Together, HM Government 2010: pages 265-269).
- **Domestic Violence** – The Home Office (2009) defines domestic violence as 'Any incident of threatening behaviour, violence or abuse (psychological,

physical, sexual, financial or emotional) between adults who are or have been intimate partners or family members, regardless of gender or sexuality' (HM Government 2010: page 262, paragraph 9.17). Domestic violence affects both adults and children in the family. Children and young people can suffer directly and indirectly if they live in a household where there is domestic violence. It is likely to have a damaging effect on the health and development of children. The amendment made in section 120 of the Adoption and Children Act 2002 to the Children Act 1989 clarifies the meaning of harm to include, for example, impairment suffered from seeing or hearing the ill-treatment of another. This can include children witnessing violence in the home. Domestic violence has an impact in a number of ways:

- It can pose a threat to the physical well being of an unborn child, if a mother is kicked or punched.
 - Children may suffer injuries as a result of being caught up in violent episodes.
 - Children become distressed by witnessing the physical and emotional suffering of a parent.
 - The physical and psychological abuse suffered by the adult victim can have a negative impact upon their ability to look after their children.
 - The impact of domestic violence is exacerbated when the violence is combined with problematic alcohol or drug use.
 - People working with children should also be alert to the frequent inter-relationship between domestic violence and the abuse and neglect of children (Working Together, HM Government 2010: pages 262-265).
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- **Bullying** (Refer to St Patrick's Anti Bullying Policy)– This can be defined as deliberately hurtful behaviour, usually repeated over a period of time, where it is difficult for those bullied to defend themselves. It can take many forms, but the three main types are physical (e.g., hitting, kicking, theft), verbal (e.g., racist or

homophobic remarks, threats, name calling) and emotional (e.g., isolating an individual from activities and social acceptance of their peer group). The damage inflicted by bullying (including bullying via the internet) can frequently be underestimated. Bullying can be through the use of electronic communication, e.g., text or social network sites, and is commonly known as cyberbullying. Bullying can cause considerable distress, to the extent that it can affect health and development and at the extreme significant harm. All settings in which children are provided with services or are living away from home should have in place rigorously enforced anti-bullying strategies (Working Together, HM Government 2010: pages 305-307).

- **Gang Activity** – Children and young people who become involved in gangs are at risk of violent crime and as a result of this involvement are deemed vulnerable. Agencies and professionals have a responsibility to safeguard these children and young people and to prevent further harm both to the young person and other potential victims. Risks associated with gang activity include access to weapons (including firearms), retaliatory violence and territorial violence with other gangs. Other risks include increased likelihood of involvement in knife crime, sexual violence and substance misuse (Working Together, HM Government 2010: page 192, paragraph 6.5).

The guidance *Safeguarding children and young people who may be affected by gang activity* 2010(b) advises that agencies should follow the referral process in *Working Together to Safeguard Children* 2010 when they have concerns about a child's safety and welfare. In relation to those children and young people who may be affected by gang activity concerns may be raised that a child or young person is:

- not involved in gangs but vulnerable to, or at risk of, becoming involved in a gang
- non-gang-involved and at risk of harm from gang members

- gang-involved and at risk of harm through their own gang-related activities (HM Government 2010(b): page 22, paragraph 68).

8. Seeking Medical Attention

If a child has a physical injury and there are concerns about abuse;

If Emergency medical attention is required then this should be sought immediately by phoning for an ambulance. You should then follow the procedures for referring a child protection concern to Local Authority Children's Social Care.

9. Managing Disclosures of Abuse

If a child discloses abuse it is important that, as far as possible, the following basic principles are adhered to;

- Listen to what the child has to say with an open mind.
- Do not ask probing or leading questions designed to get the child to reveal more.
- Never stop a child who is freely recalling significant events.
- Make a note of the discussion, taking care to record the timing, setting and people present, as well as what was said.
- Do not ask children to write a statement.
- Never promise the child that what they have told you can be kept secret. Explain that you have responsibility to report what the child has said to someone else.
- THE SAFEGUARDING LEAD OFFICER MUST BE INFORMED IMMEDIATELY.

Record Keeping

When a student has made a disclosure, or when a concern is raised the member of staff should:

9.1 Record information regarding after the conversation or observation the same day. The recording must be clear, precise, factual account of the observations

9.2 Do not destroy the original notes in case they are needed by a court or other professional

9.3 Record the date, time, place, noticeable non-verbal behaviour and student's words used on the recording forms

9.4 Indicate on the body map the position of any bruising or other injury

9.5 Record facts and observation, rather than interpretations or assumptions

9.6 Never ask a child to write a statement

10. The Role of the Designated Safeguarding Lead Officer

Where there are concerns about the welfare of any child or young person all staff / volunteers have a duty to share those concerns with the designated Safeguarding Lead Officer.

The Safeguarding Lead Officer is responsible for:

- Monitoring and recording concerns about the well being of a child or young person.
- Making referrals to the Local Authority Children's Services.

Team

- Liaising with other agencies.
- Arranging training for staff / volunteers.

After receiving a report of concern the SLO will act on behalf of St Patricks in referring concerns or allegations of harm to the Local Authority Central Duty Team or the Police Public Protection Unit.

If the Safeguarding Lead Officer is in any doubt about making a referral it is important to note that advice can be sought from the Local Authority Central Duty Team. The name of the child and family should be kept confidential at this stage and will be requested if the enquiry proceeds to a referral.

The Safeguarding Lead Officer may share limited information on a need to know basis amongst the staff / management but respecting the need for confidentiality.

It is not the role of the SLO to undertake an investigation into the concerns or allegation of harm. It is the role of the Safeguarding Lead Officer to collate and clarify details of the concern or allegation on a “cause for concern / referral form” and to provide this information to the Local Authority Central Duty Team, or Integrated Services Team if Children’s Social Care is already involved, whose duty it is to make enquiries in accordance with Section 47 of the Children Act 1989.

If a student changes school or moves onto another alternative education provider the SLO will be responsible for ensuring that a copy of any records relating to child protection matters are forwarded to the head of the centre marked confidential. A copy also marked confidential will be sent to the Child Protection Officer at the school from where the student was originally referred.

11. Seeking Consent for a Referral

Working Together to Safeguard Children (HM Government 2010) states that professional’s should seek in general to discuss any concerns with the family (including the child where appropriate) and where possible seek their agreement to making referrals to the Local Authority Central Duty Team. This should only be done where such discussion and agreement seeking will not place the child at an increased risk of significant harm.

It should be noted that parents, carers or child may not agree to information being shared, but this should not prevent referrals where child protection concerns persist. The reasons for dispensing with consent from the parents, carer or child should be clearly recorded in the “Reporting a Concern Folder” located in the Admin Office.

In cases where an allegation has been made against a family member living in the same household as the child and that in your view that discussing the matter with the

parent would place the child at risk of harm, or where discussing it may place a member of staff / volunteer at risk, consent does not have to be sought prior to the referral being made.

If you are unsure about whether to seek parental consent prior to a referral being made then seek advice from the duty social worker at the Local Authority Central Duty Team.

If the SLO wants to get advice and guidance from the Local Authority Central Duty Team they can do this without giving the young person's name unless advised by the Duty Social worker that they must give the young persons name in order to protect the young person.

12 St Patrick's Procedure for Reporting Concerns or Allegations of Abuse

All members of staff must raise any concerns about a child with the SLO immediately.

All concerns will be recorded and kept as confidential material in the "Reporting a Concern Folder" located in the Admin Office.

The designated SLO will decide whether the concerns should be referred to the Local Authority Central Duty Team. This will be carried out within the guidance set out in the HSCB guidelines and Procedures accessible via:
<http://www.proceduresonline.com/hull/scb/>

If the member of staff who has identified a concern about a child or young person does not feel that the SLO has acted upon their concern appropriately it is their responsibility to refer to Children's Social Care Central Duty Team. Telephone numbers are displayed in the front porch area and on the wall in the Admin Office.

In the absence of the SLO the matter should be reported to the person identified as their deputy: Engagement Manager. In the event of neither of these individuals being available the matter should be reported through the line management. In the unlikely event of management not being available the matter should be reported directly to the appropriate Local Authority Central Duty Team or Police Public Protection Unit. In the case of it being out of hours the Emergency Duty Team should be contacted (SEE CONTACT DETAILS).

If a student changes school or moves onto another alternative education provider a copy marked confidential of any records relating to child protection matters will be forwarded to the head of the centre. A copy marked confidential will also be sent to the CPO at the school the student was originally referred from.

13. Making a Referral

Referrals of all children in need, including those where there are child protection concerns will be made to;

Hull - To Children's Social Care – Central Duty Team or Police Public Protection Unit

East Riding – By telephoning the Golden number / Children's Social Care or Police Public Protection Team

Out of Hours – To the relevant Emergency Duty Team

All referrals made by telephone need to be followed up in writing within 48 hours.

The SLO should make the referral as appropriate. The referrer should be prepared, where possible, to give the following information;

- The nature of your concerns / allegation.
- Whether the child will need immediate action to ensure their safety.
- Are the parents aware of the concerns? Has consent for the referral been sought? If not, the reasons for this?

- Factual information about the child and family, including other siblings.
- The nature of your involvement with the family.
- Other professionals involved with the family.
- The source of your referral, is it based on your own assessment of the needs of the child, a reported allegation or disclosure, or has the concern been reported to you by another person, if so who?
- Child's current whereabouts and when they were last seen
- If you consider the child suffering or at risk of suffering significant harm, who is the source of that harm and their current whereabouts?

14. Allegations against staff members / volunteers

If any member of staff or volunteer has concerns about the behaviour or conduct of another individual working within the group or organisation including:

- Behaving in a way that has harmed, or may have harmed a child;
- Possibly committed a criminal offence against, or related to, a child or
- Behaved towards a child or children in a way that indicates s/he is unsuitable to work with children

The nature of the allegation or concern should be reported to the Designated Officer for dealing with allegations against staff/volunteers/carers, *etc.* immediately-Kay Brady. The member of staff who has a concern or to whom an allegation or concern is reported should not question the child or investigate the matter further.

The Designated Officer must report the matter to the Local Authority Designated Officer (LADO).

Underlying principles:

- The welfare of the child is paramount
- Adults about whom there are concerns should be treated fairly and honestly and should be provided with support

- It is the responsibility of all adults to safeguard and promote the welfare of children and young people. This responsibility extends to a duty of care for those adults employed, commissioned or contracted to work with children and young people.

In the case that the concern or allegation relates to the Designated Officer, their line management should contact the Head of Centre Kay Brady. If the immediate line manager / or other members of the management structure is implicated in the concerns or allegations or the Designated Officer is not available then the matter should be reported directly to the LADO. If suspension of the alleged abuser is required the designated officer should discuss this with the LADO to consider the timing.

In cases where there is an immediate risk to any child or young person, the information must be passed to Local Authority Children's Social Care or the Police, as soon as possible.

- **Staff & Volunteer Self Protection**

Adherence to guidelines on self protection for staff and volunteers working with children and young people can avoid vulnerable situations where false allegations can be made.

- St Patricks will induct all staff and advise staff and volunteers to avoid unnecessary physical contact and adhere to professional verbal discussions with students at all times.
- St Patrick's attitude towards physical Intervention is that staff may only use physical intervention as a last resort.
- We understand that physical intervention that causes injury or distress to a child may be considered under child protection or disciplinary procedures.
- Staff and volunteers should not engage in social contact with students attending or previously attending St Patricks either in person or via social networking sites.
- They must take steps to avoid situations where a staff member or volunteer is on their own with a child.

- In the event of an injury to a child, accidental or not, ensure that it is recorded and witnessed by another adult in the organisations Accident Book kept in the Admin Office.
- Keep written records of any allegations a child makes against staff and volunteers and report in line with the Child Protection Policy. These records are kept secure in the Admin Office in the Reporting a Concern Folder.
- If a child or young person touches a staff member or volunteer inappropriately record what happened immediately and inform the child protection coordinator. Records are kept secure in the Admin Office.
- Adhere to St Patrick's policy on behaviour management

Whilst students may receive a sanction for misbehaviour, we also want to help and support them so that they are aware that their behaviour is not acceptable and do not misbehave again. This may happen through discussing what happened, emphasising the wrongdoing and the need to change the behaviour, as well as talking through the effect of the student's behaviour on others.

16. Code of Practice

St Patricks Child Protection Policy works in support of the Hull Safeguarding Children Board Guidelines and Procedures. All staff will be given an induction on what to do and how to locate help if required.

Staff / Volunteers / children should always;

- Take all allegations, suspicions or concerns about abuse that a young person makes seriously (including those made against staff) and report them through the procedures.
- Provide an opportunity and environment for children to talk to others about concerns they may have.
- Provide an environment that encourages children and adults to feel comfortable and confident in challenging attitudes and behaviours that may discriminate others.

- Risk assess situations and activities to ensure all potential dangers have been identified.
- Treat everyone with dignity and respect.

Where a child who attends St Patricks has a child protection plan, child in need plan or team around the family plan, staff at St Patricks will contribute to the delivery of the plan where appropriate and may attend or provide feedback to the multi agency meetings.

Staff / volunteers / children should not;

- Permit or accept abusive or discriminatory behaviour.
- Engage in inappropriate behaviour or contact.
- Use inappropriate or insulting language.
- Show favouritism to anyone.
- Undermine or criticise others.
- Give personal money.
- Use social networks for personal communication with children and young people for whom they are responsible.

- **Recruitment & Selection**

It is important when recruiting paid staff and volunteers to adhere to the organisations recruitment policy. This will ensure potential staff and volunteers are screened for their suitability to work with children and young people.

- All paid staff and volunteers with access to children and young people or sensitive information relating to children will be required to undertake an enhanced CRB check.
- All staff and volunteers must complete an application form, including details of previous employment, details of any conviction for criminal offences (including

spent convictions under the Rehabilitation of Offenders Act 1974), agreement for an enhanced CRB check, permission to contact two referees, including their current or most recent employer (which should be taken up).

- Staff and volunteers working directly with children or with access to sensitive information will be required to complete HSCB Safeguarding Children: A shared responsibility training. Their training needs will be reviewed in supervision.
- All staff and volunteers will be required to read the Child Protection Policy. This will be reviewed to ensure up to date knowledge.
- The potential staff member or volunteer will be interviewed for their suitability for the post: St Patrick's Interview Process
- A probationary period of 3 months will be applied to all staff in order for them to demonstrate their abilities and suitability for the position. During their probation they must complete all training they intended to undertake that applies to successful completion of their probationary position.
- Staff and volunteers must uphold the code of conduct and make sure that their behaviour does not have a negative impact upon the reputation of St Patricks or result in harm to a student or other staff member.
- Staff will be treated as individuals and will each have an individual support plan drawn up where they will indicate any training and support they require. Staff will have a monthly review meeting to discuss progress and issues Staff who have caused concern will be subject to a full review by the Head of Centre. Pending this review a full explanation will be given for the decision to conclude employment or extend to a further 3 months probationary period.

- Staff and volunteers will have a period of induction where they will complete any induction training (HSCB Safeguarding Level 1, First Aid at Work, Activity Planning) and access internal policies.
- Increased safeguards were introduced through the creation of two barred lists (regulated and controlled) to replace the POCA, POVA and List 99. These lists are maintained by the Independent Safeguarding Authority (ISA). A person who is barred from working with children or vulnerable adults will be breaking the law if they work or volunteer, or try to work or volunteer with those groups. If **St Patricks** knowingly employs someone who is barred to work with those groups they will also be breaking the law. If there is an incident where a member of staff or volunteer has to be dismissed because they have harmed a child or vulnerable adult, or would have been if they had not left, **St Patricks** will notify the Independent Safeguarding Authority. Information on how to do this can be found at: <http://www.isa-gov.org.uk/>

- **Contacts**

Hull

Children's Social Care (Local Authority)

Central Duty Team (01482) 448879

Emergency Duty Team (01482) 788080

Child Protection Administrator (01482) 790933

Local Authority Designated Officer (01482) 790933

Police Public Protection Unit 101

Hull Safeguarding Children Board (01482) 846082

www.hullsafeguardingchildren.org

East Riding of Yorkshire

Children's Social Care (Local Authority)

The Golden number (01482) 395500

Children's Services (01482) 396840

Emergency Duty Team (01482) 880826

Child Protection Administrator (01482) 396472

East Riding Safeguarding Children Board (01482)396998/9

Local Authority Designated Officer (01482) 396999

Police Public Protection Team 0845 6060222
ext 2407

• **Resources and Internet links**

This section acts as a guide, rather than an exhaustive list. Its aim is to provide you with some useful resources and links.

- HM Government (2010) *Working Together to Safeguard Children: A guide to inter-agency working to safeguard and promote the welfare of Children*. Department of Children Schools and Families. Internet link:

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- CEOP Website - Think U Know: awareness and advice. Internet link: <http://www.thinkuknow.co.uk/>
- Child Protection in Sport Unit (CPSU); www.thecpsu.org.uk/
- Safe Network: www.safenetwork.org.uk and KCSIE <https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>

APPENDIX A

Child Protection Policy
2012

DSL- Kay Brady
DDSL-Allison Middlemas
Head of Centre: Kay Brady

Statutory Framework

The Children's Act 1989, 2004 and 2006 provides the legal framework for the protection of children in the UK.

'Working together to safeguard children, 2010' sets out how all agencies and professionals should work together to promote the welfare of children and to protect them from neglect and abuse.

'Safeguarding Children and Safer Recruitment in Education 2007' places the following responsibilities on all schools.

- 1 All Staff should be alert to signs of abuse and know to whom and how they should report any concerns or suspicions.
- 2 A Safeguarding Lead Officer has responsibility for coordinating individual protection plans if identified and liaising with other agencies as appropriate.
- 3 Staff with designated responsibility for child protection should receive appropriate training HSCB safeguarding children training level 1 and 2.
- 4 St Patricks has procedures, of which all the staff are aware as part of their induction, for handling suspected cases of abuse of pupils,
- 5 Staff will also be trained in procedures to be followed if a member of staff is accused of abuse.

'Safeguarding Children in Education' also states that parents / carers need to be made aware of St Patrick's Child Protection Policy during the young persons induction.

St Patricks Child Protection Policy works alongside the HSCB Safeguarding policy. Staff, Parents, Carers, Young People and other stakeholders will be given access to both policies as directives and guidance to ensure the best possible action care and support is given to the young people in St Patricks care.

Appendix A (2)
TYPES OF ABUSE
Ok

Child abuse has many different forms but is categorised under Physical Injury, Neglect, Sexual Abuse and Emotional Abuse, with both Physical and Behavioural indicators. See extended notes on signs and symptoms in App 3, a child may exhibit one or more of these signs for other reasons. This list is not a comprehensive checklist, these signs are indicators amongst other things. Discuss any concerns with Safeguarding Lead Officer at the earliest opportunity.

PHYSICAL INJURY

2.1 Physical indicators

Unexplained bruises, welts, lacerations or abrasions:

- On the face, lips or mouth
- On the torso, back, buttocks, thighs
- In varying stages of healing
- Clustering forming regular patterns
- Marks of the shape of implement used, e.g flex, belt , buckle
- Bite or fingernail marks
- Appearing after a period away from school (weekends, holidays)

Unexplained burns:

- Cigar or cigarette burns
- Immersion burns, where parts of the body have been forced into very hot water
- Patterns like electrical burner, iron
- Rope burns on arms, legs, torso

Unexplained fractures:

- To skull, nose, face
- In varying stages of healing
- Multiple fractures

2.2 Behavioural indicators

- Flinching when touched or approached
- Reluctance to change for PE
- Wary of adult contact
- Difficult to comfort
- Crying or irritability
- Frightened of parent

- Not wanting to go home
- Rebelliousness in teenage years
- Childlike regression
- Apathy
- Depression
- Poor relations with peers

Appendix A (3)

NEGLECT

3.1 Physical indicators

- Consistently hungry
- Poor hygiene
- Consistent lack of supervision
- Unattended physical problems or medical needs
- Abandonment
- Inappropriate dress

3.2 Behavioural indicators

- Stealing food
- Begging
- Constant fatigue
- Frequent delays in collecting child from school
- Poor relations with parent or guardian

Appendix A (4)

SEXUAL ABUSE

4.1 Physical indicators

- Difficulty sitting down or walking
- Pain or itching in groin area
- Sickness

- Excessive crying

4.2 Behavioural indicators

- Inappropriate sexual behaviour or knowledge for child's age
- Sudden behavioural changes
- Wary of adults
- Running away from home
- Promiscuity
- Unusual avoidance of touch
- Reporting of assault
- Eating disorders
- Emotional withdrawal through lack of trust in adults
- Sleeping problems
- Poor relations with peers
- Too eager to please
- Avoidance of school medicals
- Soiling of clothes
- Frequent non-attendance
- Substance abuse, such as glue sniffing

Appendix A (5)

EMOTIONAL ABUSE

5.1 Physical indicators

- Failure to thrive
- Delays in physical development or progress

5.2 Behavioural indicators

- Sucking, biting, rocking
- Destructive or anti-social
- Sleeping problems
- Unwilling to play

- Compliant, passive, aggressive, demanding
- Impairment of intellectual, emotional, social or behavioural development
- Inappropriately adult or infant behaviour

Appendix A (6)

ROLES AND RESPONSIBILITIES

The role of the Safeguarding Lead Officer is to:

- 6.1 Ensure that the Hull city Council Safeguarding Children Board procedures are followed by St Patricks
- 6.2 Ensure that all staff are trained and aware of these procedures and where to find the policies for reference and guidance
- 6.3 Ensure that the Head of Centre is kept fully informed of any concerns

Appendix A (7)

Reporting a Concern

Dealing with a disclosure from a child is likely to be a stressful experience. The member of staff concerned should consider seeking support for him or herself and discuss this with the designated school Child Protection Officer. Refer to the main body of the policy for guidance and direction on dealing with disclosure.

PROCEDURES

- All members of staff must raise concerns about a child and these concerns will be recorded in a secured location within the Admin Office. All concerns must be brought to the attention of the Child Protection Officer / Safeguarding Lead Officer.
- The member of staff must record information regarding the concern the same day. The recording must be clear, precise, factual account of the observations.
- The designated school Child Protection Officer will decide whether the concerns should be referred to Children Hull City Council Central Duty Team. This will be carried out with the guidance of the Hull Safeguarding Children Board Policies and Procedures.
- If the member of staff reporting the concern does not feel it has been acted upon appropriately it is their responsibility to refer to Children's Social Care. To do this, they telephone the Hull City / Council Duty Team using the telephone number displayed in the front porch area and on the wall in the Admin Office.
- Particular attention and effective communication with named agency workers will be given to a young person who has been identified as having a child protection plan. Particular attention will focus upon their attendance, academic and social development.

Appendix (8)

ALLEGATIONS INVOLVING ST PATRICK'S STAFF

All St Patrick's staff should will be trained and advised to take care not to place themselves in a vulnerable position with a child e.g. interviews or work with individual children or parents to be conducted with or in view of other adults.

All staff are employed in a position of trust and that inappropriate behaviour with or towards children is unacceptable and dealt with immediate effect.

Any member of staff who reports a concern or allegation will be provided immunity from retribution or disciplinary action for 'whistleblowing' in good faith.

Appendix A (9)

Anti-bullying

Our policy on the prevention and management of bullying is set out in a separate policy and acknowledges that to allow or condone bullying may lead to consideration under child protection procedures.

Appendix A (10)

Health and safety

Our health and safety policy, set out in a separate document, reflects the consideration we give to the protection of our children both physically, within the school environment, for example in relation to internet use; and when away from the site of St Patrick's for example when undertaking trips and visits.

Appendix A (11)

Safe recruitment:

Our policy sets the vetting requirements for all staff who wish to work in our school whether paid or voluntary. All staff will have an Enhanced CRB check before starting and then at least every three years. Staff appointments will be subject to appropriate and satisfactory references.

Appendix B (1)

Report of Concern Referral

If you are concerned in any way whatsoever over a child's welfare, please do not sit back and do nothing. It is the responsibility of all staff to bring this matter to the attention of the Child Protection Co-ordinator. Please forward any referrals by completing the top section of this form, place in a sealed envelope for confidentiality, and hand to DSL/DDSL

Student name: School Referred
From:

Initiated by:

Date:

Reason for concern:-

.....
.....

This section to be completed by Member of staff disclosure made to with support of DSL/DDSL

Referral received on:

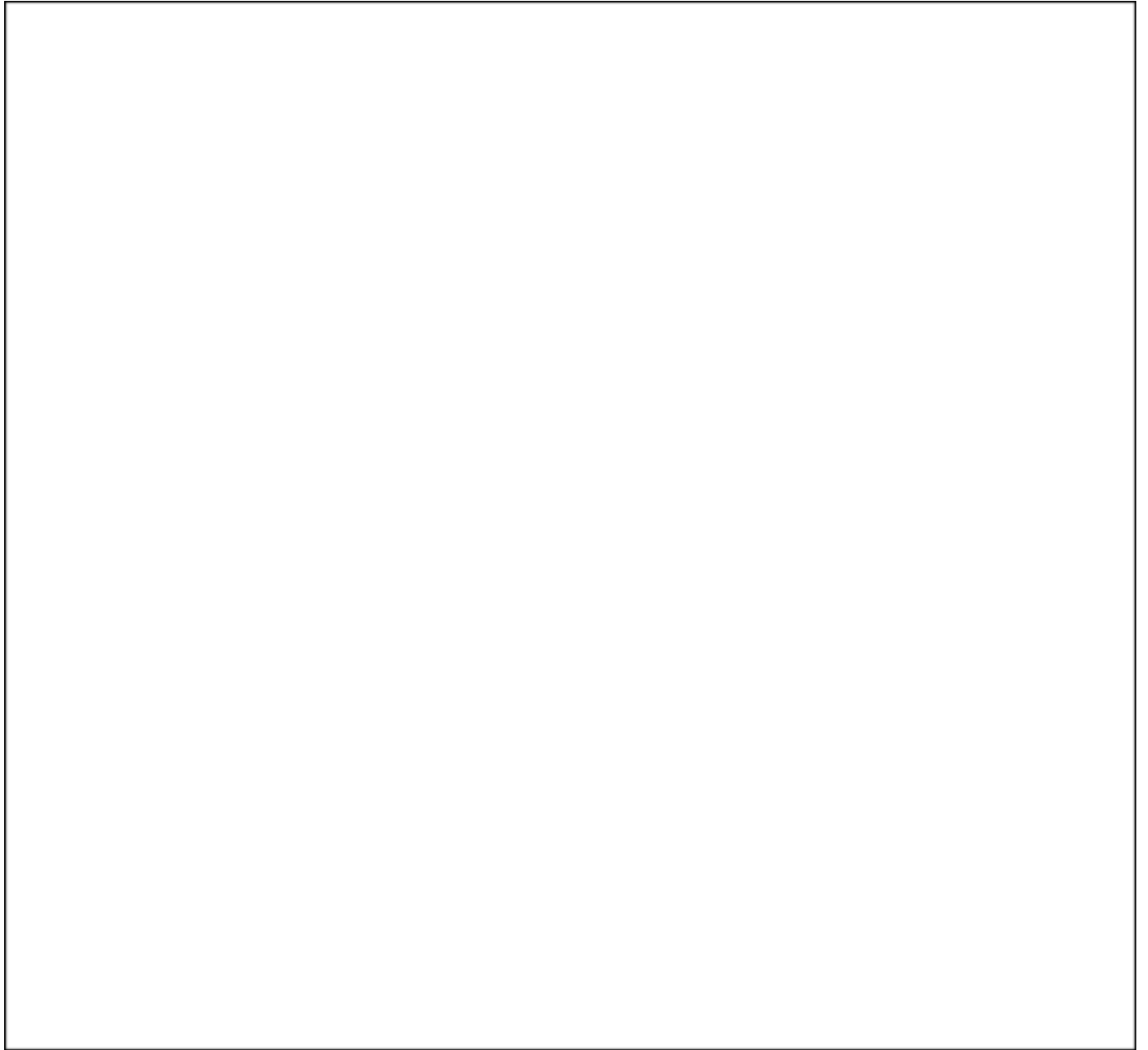
.....
.....

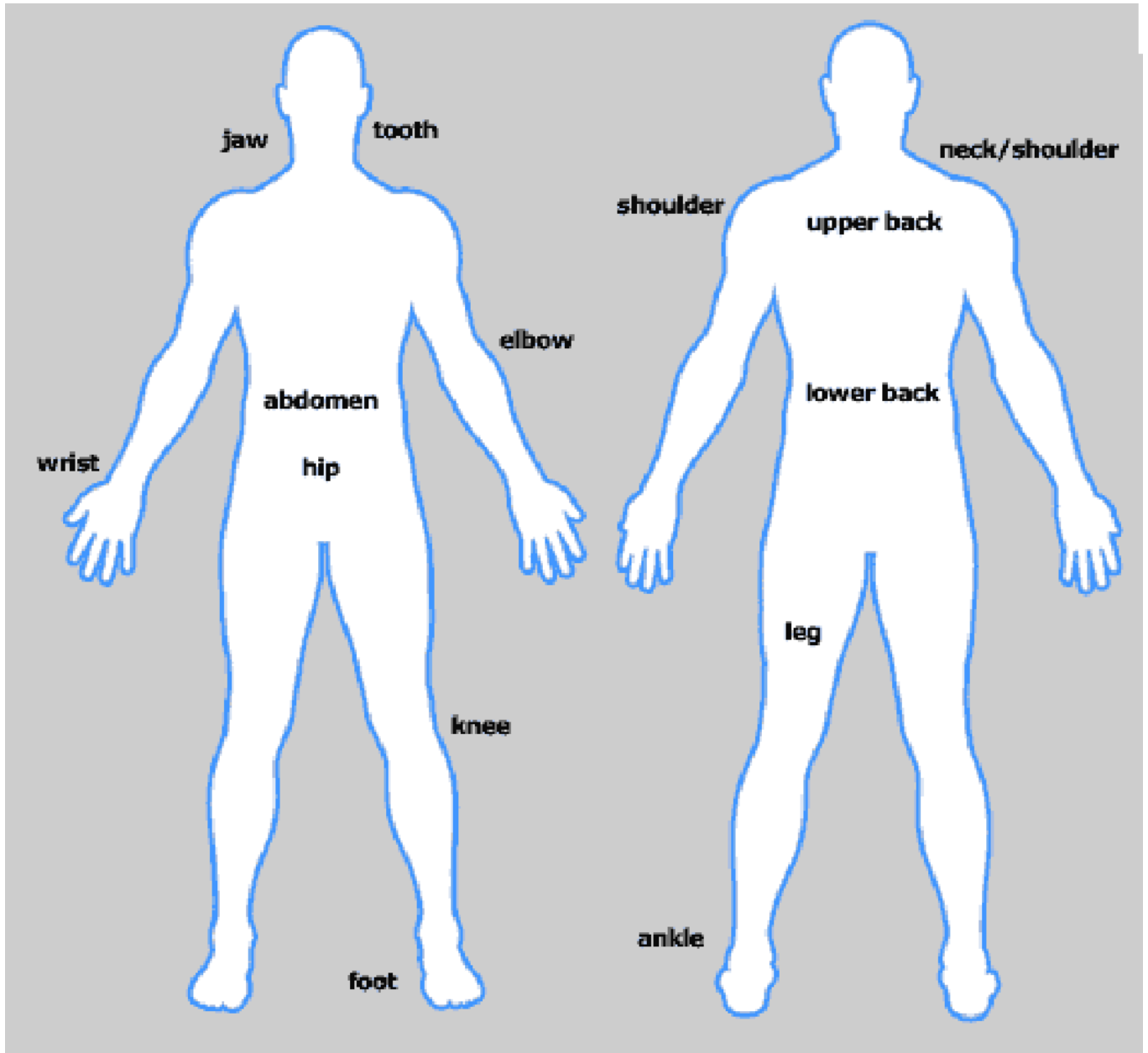
Signed..... DSL

Outcome:

Wishes & feelings of student:

Appendix B (2)





Body Map

