

**αβγ**

**MEADOWS SCHOOL**

**CHILD PROTECTION  
POLICY & PROCEDURE**

## MEADOWS SCHOOL

### CHILD PROTECTION PLANNING MEETING

**HELD ON:**

<b>NAME OF CHILD:</b>	<b>Gender:</b>	<input type="checkbox"/> M	<input type="checkbox"/> F
<b>DOB:</b>			
<b>UNIT:</b>			
<b>HOME ADDRESS:</b>			
<b>RESPONSIBLE LOCAL AUTHORITY:</b>			
<b>PRESENT AT MEETING:</b>			
<b>REASON FOR MEETING AND DECISIONS MADE: (to include dates and times of incidents, names of other people involved, what the child has said, incidents and statements to be attached.)</b>			
<b>Consultation with home/local authority? YES / NO</b> <b>Summary of consultation and decisions:</b>			
<b>Referral to home/local authority: YES / NO</b>			
<b>No further action required: YES / NO</b>			

Signed:-

Date:-

Signed:-

Date:-

**ADDITIONAL INFORMATION IF REFERRAL TO BE MADE TO  
SOCIAL SERVICES DEPARTMENT**

**CHILD**

**FULL NAME:**

**DOB:**

**KNOWN AS:**

**GENDER: M/F**

**ETHNICITY:**

**LANGUAGE:**

**LEGAL STATUS:**

**HOME ADDRESS:**

**CODE:**

**POST**

**HOME PHONE NO:**

**FAMILY DETAILS**

**MAIN CARER**

**FAMILY NAME:**

**GENDER: M/F**

**FIRST NAME:**

**WORK PHONE NO:**

**HOME ADDRESS:**

**CODE:**

**POST**

**RELATIONSHIP TO PUPIL:**

**OTHER FAMILY MEMBERS**

<b>NAME</b>	<b>ADDRESS</b>	<b>RELATIONSHIP TO CHILD</b>	<b>PHONE NO:</b>

--	--	--	--

**GP:**

**ADDRESS:**

**PHONE NO:**

**MEADOWS SCHOOL**

## **CHILD PROTECTION PROCEDURES**

**&**

### **REFERRAL GUIDELINES**

A child may choose to disclose information or you may observe behaviour that indicates possible abuse. This can happen at any time and any place.

Do not try and investigate – Remind the young person that confidentiality cannot be respected if their disclosure is of a serious nature (established practice procedure) e.g. “ if you tell me something about either you or someone else at risk in some way, I’m going to have to talk to someone who can help. Listen to what the child has to say, use active listening skills and record accurate details, even to the extent of quoting the words used by the child. Offer the young person support but do not ask leading questions. It is not the responsibility of Meadows staff to evaluate the evidence; this will be done by the local authority investigating the case.

In the event of any Child Protection concerns regarding a young person, Mr Jackson, the Child Protection Officer, must be notified and a pink incident sheet completed. The nature and extent of any injuries should be recorded on a ‘body map’. In the absence of Mr Jackson, the Principal or Deputy Principal must be informed. Child Protection concerns raised with direct line managers and supervisors must be passed to the above as a priority as delays may affect the safety of a young person. Any allegations concerning Mr Jackson, the Principal or Deputy Principal, should be passed immediately to Linda Howarth, Assistant Director of Children’s Services London Division.

The Child Protection Officer or Senior Manager will co-ordinate a planning meeting. Dependent on the nature of the concern raised, significant others, which could be the Assistant Director of Children’s Services, a Senior Manager, and a Line Manager or key worker, could be involved in the meeting.

The Child Protection Officer or Senior Manager may allocate responsibilities, as further information is required. On gathering further information the Child Protection Officer or Senior Manager may contact home authorities for consultations and referrals. If a decision is made to make a formal referral following the planning meeting or

consultation with the local authority, the Child Protection Officer or Senior Manager should complete the **Inter-Agency and Initial Assessment Form For Children in Need to Social Services**. The following action should also be taken: -

- (a) If a referable safeguarding issue has taken place within Meadows School, or the immediate geographical location, following a telephone referral to Kent County Duty Team, a copy of the incident sheet, body map and the **Inter-Agency and Initial Assessment Form For Children in Need to Social Services** must be faxed. A copy for information only, must also be sent to the young person's social worker. If the young person does not have a Social Worker then a copy must be sent to the area Social Services Children and Families Duty Team responsible for that young person. A copy should also be sent to the area Education Officer responsible for that young person. The Assistant Director of Children's Services at Barnardo's London Division must also be informed at this stage.
  
- (b) If a child has disclosed incidents of abuse in their home area, then the Child Protection Team of the Social Services Department in that area should be notified immediately and all relevant information sent. A copy for information only, should be sent to the Kent County Duty Team, as negotiations may take place between both Local Authorities regarding who undertakes the investigation.

Any correspondence, phone calls faxes or discussion regarding the referral must be logged, on a continuation sheet and attached to the initial planning form. In the case of lengthy child protection cases involving strategy meetings and case conferences information must be recorded on the continuation sheet.

Additional information to be sent where appropriate: -

- A Child Protection Referral standard letter.
- Other relevant incident sheets, file notes, skin maps, and statements.
- Up to date pupil contact sheet for all pupils involved in the referral
- Any other relevant information.

Copies of all information sent as a referral are to be kept in the pupils' main file in the child protection section with the names of all other pupils involved made identifiable by initials only. When child protection concerns have been appropriately referred to the relevant agencies, the initial planning form should be signed off by the Child Protection Officer and counter signed by a Senior Manager.

Copies of all information to be kept in the Head of Care's office in the child protection file, which will be fronted with a Child Protection Log Sheet.

A notification of Child Protection referrals must be made to the designated  
inspector for all Child Protection referrals within MEADOWS SCHOOL by THE JACKSON or a  
member of SMT.



FSTED

MEADOWS SCHOOL  
London Road  
Southborough  
Tunbridge Wells  
Kent  
TN4 0RJ

To:

**Child Protection Referral**

Name of Child:

D.O.B.

We write to inform you of our concerns regarding the safety and protection of the above named young person.

Please find enclosed all relevant details, which have led to this referral and should you require any further information, please contact the nominated person who in this case is .

We await your response.

Yours sincerely,

Vaughan Jackson  
Head of Care

**Actions to be taken**

	ACTION	Person responsible	Date & Time
1	Formal Consultation to Home Authority		
2	Formal Consultation to T/ Wells C&F Team		
3	Referral to Home Authority		
4	Referral to Tun Wells C&F Team		
5	Information only to Tun Wells C&F Team		
6	Inform ADCS Barnardo's Linda Howarth		
7	Inform Parents/Carers		
8	Inform the Child (on who the referral has been made)		
9	Inform education Authority Link Person		
10	Inform Child/Children who may also be involved in the referral NAME:		
11	Inform Local Authorities		
12	Lucy Ansell OFSTED (CARE)		
13	Other		

14			
15			

# CONTINUATION SHEET

**No further action required**

Signed:-

Date:-

Signed:-

Date:-



## **MEADOWS SCHOOL CHILD PROTECTION STATEMENT**

Meadows School is a residential special school and is a project within the Barnardo's Child Care organisation.

As such Meadows School follows the organisations Safeguarding Policy and procedures as well as those of all the schools user authorities.

Meadows School believes that the child is of paramount importance and must be given the opportunity to experience safe and stimulating education that appropriately meets their own individual needs.

The safety of our children is our greatest responsibility and we will give every assistance to Local Authority Social Services departments in order to enable them to carry out their statutory safeguarding responsibilities.

It is our duty as a child care project to refer any concerns regarding the safety of children at Meadows School to the relevant local authority, social services department and to seek their advice as to how we should proceed.

We do recognise this process can be very difficult and demanding for staff and have a training programme that will enable all our staff to identify child protection issues and also support the child throughout this process.

Where appropriate we will also work with and support parents.

Meadows School must refer any concerns that we may have concerning a child's safety to the appropriate social service departments. It is their responsibility to decide whether they should investigate these matters further.

It is hoped you will understand why this process is necessary. The safety of all children at Meadows School is our first priority and we hope this will ensure we receive and maintain the trust and respect of parents, children and user authorities.

## MEADOWS SCHOOL CHILD PROTECTION POLICY

Meadows School Child Protection Policy is drawn from the booklet Safeguarding and Protecting Children which incorporates changes in regulations and guidance in the four countries of the UK and outcomes of the Victoria Climbié Enquiry in England and other case enquiries, In addition, the policy is drawn from Kent Child Protection Committee Procedures (working together), the DOH Assessment framework Procedures and the DFEE Circular 10/95. Consultation has taken place with Kent and Tunbridge Wells Social Services Child Protection Team and these procedures have been agreed by the Child Protection Team as being consistent with local policies. The policy and procedures fall in line with Section 175 Education Act 2002, placing a duty on Education Authorities to safeguard and promote the welfare of children.

If child abuse is identified with any user of our services then the protection of the child is to be the primary focus and any other organisation principles such as open access and partnership with parents are to be secondary considerations.

The welfare of the child is paramount. All non-accidental injuries are recorded and reported to personnel involved in the child's overall care plan and to the Child Protection Officer or Senior Manager.

Barnardo's staff have no statutory responsibility to fully investigate a disclosure of abuse. However, we do have a responsibility to act appropriately when issues of abuse are raised. How we respond initially will be crucial for the child's security and any subsequent actions that may be taken.

Barnardo's will give every assistance to Local Authority Social Services Departments to enable them to carry out their statutory responsibilities. **It is therefore imperative that all staff are familiar with the necessary procedures and guidelines and sign to say they have read and understand the Safeguarding and Protecting Children booklet as part of their induction.**

Meadows School policy on child protection is linked to anti-bullying strategies and there is a separate policy on bullying at Meadows School. In certain circumstances serious or persistent acts of aggression will be referred to the local police or Child Protection Team for further advice.

Meadows School has a separate policy, which takes steps to ensure that pupils who are absent from school/residential units without consent are protected.

The Barnardo's safeguarding and protecting children booklet contains the 'Whistle Blowing' policy, which staff sign to confirm they have read and understood as part of their induction.

This policy forms part of the school's commitment to challenging abuse in any form.



## MEADOWS SCHOOL

### Safeguarding & Protecting Children

In line with Barnado's Child Protection Procedures can you please read the Safeguarding and Protecting Children handbook and enclosed leaflets: Adults abused as children, Whistle Blowing Policy, Child safety internet.

Once you have read these documents please sign to confirm you have read and understood the material.

NAME: **JACKIE FOWLER**

I have read and understood the Safeguarding and Protection Children handbook & enclosed leaflets:

Date:

Signed:



## MEADOWS SCHOOL

### Safeguarding & Protecting Children

In line with Barnado's Child Protection Procedures can you please read the Safeguarding and Protecting Children handbook and enclosed leaflets: Adults abused as children, Whistle Blowing Policy, Child safety internet.

Once you have read these documents please sign to confirm you have read and understood the material.

NAME: **SUE WOODS**

I have read and understood the Safeguarding and Protecting Children handbook & enclosed leaflets:

Date:

Signed: