



SPRING HILL SCHOOL
Palace Road
Ripon

**SAFEGUARDING & PROTECTING
CHILDREN / YOUNG PEOPLE**

Policy & Procedure

SPRING HILL SCHOOL

Safeguarding & Protecting Children / Young People Statement

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

As such, Spring Hill School follows the organisations Safeguarding & Protecting Children / Young People Policy and procedures as well as those of all the schools user authorities.

Spring Hill 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. It is recognised that some young people placed at Spring Hill School are additionally vulnerable due to their special educational needs, disability and background.

The safety of our children is our greatest responsibility and we will give every support 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 Spring Hill 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 Safeguarding issues and also support the child throughout this process.

Where appropriate we will also work with and support parents.

Spring Hill 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 Spring Hill 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.

SPRING HILL SCHOOL

Safeguarding & Protecting Children / Young People Policy

Spring Hill School Safeguarding & Protecting Children / Young People Policy is drawn from the booklet Safeguarding and Protecting Children, the DOH Assessment framework Procedures and the DFEE Circular 10/95. Consultation has taken place with North Yorkshire 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 Safeguarding Officer or Senior Manager.

Barnardo's staff has 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 support 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.

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

Spring Hill School has a separate policy, which takes steps to ensure that pupils who are absent from school/residential units or on activities away from the school 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.

This policy should also be read in conjunction with a young person's placing authority Safeguarding Policy which can usually be found on the local authority website or can be made available on request from the placing authority.

This policy will be reviewed on an annual basis or in line with changes in legislation should this occur prior to review.

Reviewed	Next Review Due
Sept 2011	Sept 2012

SPRING HILL SCHOOL

SAFEGUARDING & PROTECTING 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 being harmed 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 Spring Hill staff to evaluate the evidence; this will be done by the local authority investigating the case.

In the event of any Safeguarding concerns regarding a young person, Lynn Johnson, the Safeguarding Officer, must be notified and a yellow incident sheet completed. The nature and extent of any injuries should be recorded on a 'body map'. In the absence of Lynn Johnson, the Principal or Deputy Principal must be informed. Safeguarding 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 Lynn Johnson, the Principal or Deputy Principal, should be passed immediately to Ron Oliver Assistant Director of Children's Services Yorkshire Division.

The Safeguarding 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 Safeguarding Officer or Senior Manager may allocate responsibilities, as further information is required. On gathering further information the Safeguarding 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 Safeguarding 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 abuse has taken place within Spring Hill School, or the immediate geographical location 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 as soon as possible to North Yorkshire Safeguarding Team. 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 Yorkshire Division must also be informed at this stage.

- (b) If a child has disclosed incidents of abuse in their home area, then the Safeguarding 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 North Yorkshire Safeguarding 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 Safeguarding 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 confidential 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 Safeguarding Officer and counter signed by a Senior Manager.

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

NCSC will be informed of all Safeguarding referrals within Spring Hill School by Lynn Johnson.

In April 2011 the Head of Care produced two, 'quick check guidelines' for staff to use as an 'aide memoire' and these are shown further down.

These come as two separate guidelines

1. For reporting an event where the incident has involved another student/member of the public or an other.
2. When the young person accused a staff member.

Safeguarding reports and documents are kept by the Head of Care

STAFF GUIDANCE

FLOW CHART FOR REPORTING SAFEGUARDING INCIDENTS

Reporting procedure following a disclosure from a young person that an incident had occurred involving another person either resident or non resident of this school.

[NB this is not the same when an allegation is made against a staff member]

- Allow the young person to express their concern or make their complaint. Examples of complaints which would create a safeguarding incident could be an assault either physical or sexual, being asked to commit an offence or being approached by someone unknown to go with them and they have been physically handled by this person. These are just examples but if you are unsure you can ring the Duty Officer at the Knaresborough office on **01609 536450** or the Duty Officer attached to Customer relations on **01609 536993**
- If an illegal act has taken place for example, a physical or sexual assault, a **SHS Manager** will consider if the Police are to be called. If they do become involved they will take further statements from the complainant as well as any other person who may be implicated or witnesses to the alleged incident. If this event happens out of hours the 'On Call Manager' will make this call
- The young person's local/placing authority **must** be informed, during office hours this referral is made to the social worker or educational placement team if the child does not have a social worker. Decisions as to who informs a parent or carer needs to be made at this point as the social worker may prefer to do this, if not a **Manager** is the person to make this contact and in 'out of office hours' this would be the 'On Call Manager' from SHS.

- If the incident was disclosed during office hours the **SHS Manager** will also ring Social Care Customer Relations on **01609 536993** and make the referral if you [the manager] want to discuss the referral with the team manager call Annie Shepherd **01609 535547**
In her absence call Vicky Greensmith social worker **01609 535548**.

There is also a Deputy Service Manager available on the Social Care number if you want to find out if a situation is a referral or not. So if you're not sure call them.

This is called 'making a referral' and you [the Manager] will make them aware of the young persons placing authority and confirm you have informed them. They will want an outline of the disclosure and the personal details of the complainant so you will need those details ready.

You will have to take a few details from them so be prepared for this.

- If the disclosure happens 'out of office hours' the **SHS 'On Call' Manager** will be notified by the SHS staff who took the disclosure, the nature of the complaint so they are fully aware of the detail. This allows the Manager to relay correct information to all parties who need to be informed.
- The **SHS Manager** will call the Placing Authority's EDT [emergency duty team]. This number will be given to the Manager when they call the LA's main number, as an out of hour's messenger kicks in.

A message may have to be left but they will ring back and the EDT social worker

will be fully informed on the disclosure by the **SHS Manager**.

Also with an out of

hours disclosure the **SHS Manager** will 'make a referral' to the local Social Care

Safeguarding Team first thing in the morning on **01609 536993**

- Further notifications to senior Barnardo's management will be done by the schools management staff. Ofsted notifications are also done by schools management staff.

SPRING HILL SCHOOL



STAFF GUIDANCE

FLOW CHART FOR REPORTING SAFEGUARDING INCIDENTS

Reporting procedure following a disclosure from a young person that an incident had occurred involving a member of **Spring Hill School Staff**

- Allow the young person to express their concern or make their complaint.
- Inform a manager and in the case of a disclosure 'Out of Hours' ring 'On Call'
- If the member of staff is on duty at the time of disclosure in line with 'Safeguarding Protocol' they **must** be asked to leave the shift to allow further investigation to take place. They can be told that a complaint has been made but not any detail of the complaint or the complainant. You will direct them **NOT** to contact any staff member until a SHS Manager has made contact with them
- The young person's local/placing authority **must** be informed during office hours to the social worker or educational placement team if the child does not have a social worker. Decisions as to who informs a parent or carer needs to be made at this point as the social worker may prefer to do this, if not a Manager is the person to make this contact and in 'out of office hours' this would be the 'On Call Manager' for SHS
- If the disclosure happens 'out of office hours' you **will** call the Placing Authority's EDT [emergency duty team] this number will be given to you when you call the L.A.'s main number as an out of hours messenger kicks in. You may have to leave a message but they will ring back and you will then update this social worker on the disclosure. Also with an out of hours disclosure you will have to 'make a referral' to the local Social Care Safeguarding Team first thing in the morning.
- During office hours you will ring North Yorkshires **LADO** [**Local Authority Designated Officer**] on

01609 534974 Rosemary Cannell the LADO for North Yorkshire or in her absence

01609 534200 Karen Lewis or

01609 535646 Claire Hamilton

This is called 'making a referral' and you will make them aware of the young persons placing authority and confirm you have informed them and if you have informed the police. They will want an outline of the disclosure and the personal details of the complainant so you will need those details ready.

You will also need the personal details of the staff member who is named in the disclosure and confirm the actions which have been taken to place the staff member away from further contact with the young person for the protection of all concerned

You will have to take a few details from them so be prepared for this.

- Notifications to senior Barnardo's Management and to Ofsted will be done by the school's senior management personnel

Actions to be taken

	ACTION	Person responsible	Date & Time
1	Formal Consultation to Home Authority		
2	Formal Consultation to Safeguarding Team, N.Yorks		
3	Referral to Home Authority		
4	Referral to Safeguarding Team, N.Yorks		
5	Information only to Ripon SSD		
6	Inform ADD Barnardo's		
7	Inform Parents/Carers		
8	Inform the Child (on whom the referral has been made)		
9	Inform placing LEA or SSD Person		
10	Inform Child/Children who may also be involved in the referral NAME:		
11	Inform Local Authorities		
12	OFSTED		
13	Other		
14			
15			

CONTINUATION SHEET

No further action required

Signed:-

Date:-

Signed:-

Date:-

SAFEGUARDING REFERRAL LOG SHEET

**SPRING HILL SCHOOL
SAFEGUARDING PLANNING MEETING**

HELD ON:

NAME OF CHILD:	Gender: <input type="checkbox"/> M <input type="checkbox"/> F
DOB:	
UNIT:	
HOME ADDRESS:	
RESPONSIBLE LOCAL AUTHORITY:	
PRESENT AT MEETING:	
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.)	
Consultation with home/local authority?	YES / NO
Summary of consultation and decisions:	
Referral to home/local authority:	YES / NO
No further action required:	YES / NO
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:

POST CODE:

HOME PHONE NO:

FAMILY DETAILS

MAIN CARER

FAMILY NAME:

GENDER: M/F

FIRST NAME:

WORK PHONE NO:

HOME ADDRESS:

POST CODE:

RELATIONSHIP TO PUPIL:

OTHER FAMILY MEMBERS

NAME	ADDRESS	RELATIONSHIP TO CHILD	PHONE NO:

GP:

ADDRESS:

PHONE NO: