



# Kisimul School

## Operational and Educational Policy and Procedure

### Safeguarding Children

#### Policy

It is the policy of Kisimul School to ensure that a safe and caring environment is provided at all times for the pupils entrusted to its care, and to protect them from significant harm. (Section 17 of the Children Act 1989) The company is committed to ensuring that all children and young people attending services are kept safe and that concerns about a child are followed up in the right way and to ensure that everyone including parents/carers, staff, volunteers and children know what should happen and what is expected of them.

Our policy applies to all staff and volunteers working in the school/residential units. There are five main elements to our policy:

- Ensuring we practise safe recruitment in checking the suitability of our staff and volunteers
- Raising awareness of Safeguarding Children issues
- Developing and implementing procedures for identifying and reporting cases, or suspected cases, of abuse
- Supporting pupils who may have been subjected to abuse in accordance with their Individual Pupil Care Plan
- Establishing a safe environment in which children can learn and develop

It is the philosophy of the school that the overriding principle to be followed is: **that the child's welfare is paramount and this takes precedence over doubt.** If after statutory investigation the concerns or allegations are found to be unsubstantiated, staff should not reproach themselves in any way for having raised the concern.

In pursuance of the above mentioned policy the school follows the guidelines set out by the *Lincolnshire Safeguarding Children Board Code of Practice (Feb 2009)* and to facilitate this the school has written procedures in place which give specific instructions to be followed by all members of staff. These procedures are attached to this policy and form an integral part of it.

All staff directly involved with working with the pupils shall be made aware of the Kisimul School Safeguarding Children's Procedures and the above

guidelines by means of appropriate training. Everybody in the school shall have access to them at all times and all relevant members of staff have a duty to maintain their awareness and to conform to the procedures.

The Head of Care and Headteacher as well as people listed in Appendix 1 have the booklet 'What to do if you are worried a child is being abused'. There are also copies available in the staffroom.

## **Procedure**

### **General**

This procedure follows the guidelines laid out in the *Lincolnshire Safeguarding Children Board (LSCB) Code of Practice*, copies of which are maintained in the staff room, in the main office and at school. This procedure is intended to complement the Code of Practice in relation to matters which relate specifically to the school. Staff should be conversant with the location and contents of the Code of Practice and follow the Code in conjunction with this procedure at all times, as specified in the Children Act 2004.

The teaching and care staff at Kisimul School are particularly well placed to observe the children in their care and to report instances where they have cause for concern about colleagues, other students or external care providers. To help in this, the definition of child abuse and common social and medical indicators are contained within the *Lincolnshire Safeguarding Children Board Code of Practice*. (Section C11.5 or C11.6, Section D2, D5)

### **Responsibilities**

Staff will be trained to appreciate the great importance which is attached to safeguarding Children. (Sources of abuse can be staff, pupils, external carers, parents, visitors, etc.) **No one who is involved in any way with the care of children can escape responsibility for identifying the signs of child abuse and having done so, for taking appropriate action as detailed in this procedure. Accordingly, all staff have a duty to conform to this procedure and to be conversant with the Code of Practice.**

The school has a member of staff designated as the 'Responsible Person'. The Responsible Person acts as a focal point for all matters concerning safeguarding children and acts as the contact between the school and the safeguarding children agencies.

*The Responsible Person at Kisimul School is a member of staff who has attended the Lincolnshire Safeguarding Children Board Multi-Agency 4 Day Foundation Course. At present the role is being undertaken by Tina Johnson. In the absence of Tina Johnson responsibility is delegated to the persons named in Appendix 1 to this procedure. (Please note: in the first instance any member of the senior staff team may be contacted.)*

### **Procedures**

Incidents of possible child abuse obviously need to be handled with sensitivity and confidentiality consistent with the multidisciplinary approach. The

Responsible Person will, upon receiving an allegation of abuse, avoid asking leading questions or giving inappropriate guarantees of confidentiality.

If somebody believes that a child may be suffering, or may be at risk of suffering significant harm, then s/he should always refer his or her concerns immediately to the responsible person, who will in turn inform the Safeguarding Children Team.

If the alleged concerns a member of staff, there should be an immediate referral if the member of staff:

Behaved in a way that has harmed a child, 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.

Staff are reminded to be aware of other indications such as distress at the onset of a holiday period or signs of abuse on return from holiday which could indicate that a child may be subject to abuse while at home or during respite care breaks, e.g. check for bruising and/or injuries. Any such concerns should be recorded and immediately brought to the attention of the Responsible Person.

The procedures to be followed are set out below:-

- Any suspicion of child abuse **must** be reported **immediately** to the responsible person or another designated member of staff.
- If any child appears to be in need of immediate medical treatment they should be taken to the Accident and Emergency Department at Lincoln County Hospital in accordance with the procedure for Emergency Medical Treatment. If in the judgement of the Responsible Person there are indications that the cause of the problem may be related to child abuse then the Accident and Emergency Department must be told. If the child does not need medical treatment, but it is felt that a medical opinion is required, then a visit to the GP must be organised at the earliest convenience and the concern must be shared with them.
- Staff must fill out the complaint form (Appendix 2) with their team leader and this will be kept for future reference. Please note: if the complaint concerns a particular member of staff, then the team leader/teacher should ensure that the member of staff in question is temporarily moved to work with a different group/class while the responsible person is contacted.
- Staff should not take any further action, unless any relevant information is volunteered by a parent, guardian or any other individual in which case it should be recorded and passed on to the responsible person for action.
- Any case of suspected child abuse or allegation of child abuse, even in the absence of physical evidence, must be brought to the immediate attention of the Local Authority Designated Officer (LADO) and their

advice obtained. This is particularly relevant where the abuse is alleged or suspected to have been perpetrated by an outside caregiver and therefore the pupil is particularly vulnerable to further abuse (In line with the paragraph on 'Children Living Away From Home' in the *LSCB*.)

- Contacting the LADO should not be delayed to gather information. The School must not conduct their own investigation.
- If the Responsible Person has any reasonable doubt on the basis of **the factual and relevant information** obtained as to whether concerns raised constitute a potential child protection issue, the case may then be deemed to warrant a 'referral' to a statutory protective agency such as the Social Services or the Police (see below for telephone numbers.) It is good practice for senior management to discuss any concerns with the family and, where possible, to seek the family's agreement to making a referral to social services unless this would place the child at increased risk of significant harm. (see Appendix 3 for the appropriate CAF, Common Assessment Framework form).
- The responsible person has to decide, in conjunction with the Operations Director or another of the company's Directors, whether to suspend a member of staff where appropriate.
- In line with the National Minimum Standards for Children's Homes 2001 the registered manager has a duty to inform Ofsted without delay about any referral under the Safeguarding Children Procedure, and/or a serious incident alleged or otherwise, as a notifiable event (Schedule 5).
- The Responsible Person may contact the Integrated Children's System & Child Protection Plan (Tel: 01522 554061) in order to ascertain previously recorded and/or ongoing issues.
- The Responsible Person must keep hand written records of all observations and actions taken, timed, dated and signed. These records are to include any signs of abuse, neglect or injury where appropriate and must also include records of any communication with the Social Services or Police.
- When a referral is made to a statutory protective agency such as Social Services, the Responsible Person should ensure that there is no misunderstanding regarding:
  1. The reasons for making the referral

2. Any special needs of the child including any linguistic, cultural, religious, physical or psychological factors (and where appropriate the child's family)
  3. His or her expectations of the agency to which the referral has been made
- The Responsible Person must confirm all verbal communication in writing within 24 hours repeating all relevant information and agreed actions. Common Assessment Framework (CAF).
  - Following a Safeguarding Children Investigation, if the Responsible Person still has concerns about the safety of the child, the Social Services Area Manager should be contacted with a view to convening a Child Protection Conference
  - In accordance with the Education (Restriction of Employment) Regulations 2000 a report must be made to the DCFS when an employee is suspected or dismissed for an allegation of child abuse.

<b>LINCOLN</b>	
<b>Lincolnshire Children's Services:</b>	<b>(01522) 782111</b>
<b>Safeguarding Children Team</b>	<b>(01522) 554695</b>
<b>Out of hours emergency</b>	<b>01529 413366</b>

### **Appendix 1 – The Old Vicarage**

Responsible person                      Tina Johnson                      01522 685452

The following are the current delegated persons in order of contact:

1. Russell Brown                      0771 236 9547/ 07919 325512
2. Angela Wood                      01522 792813
3. Angie Black                      01522 523392

### **Appendix 2 – Acacia Hall**

Responsible person                      Katy Rees                      01522 595581

The following are the current delegated persons in order of contact:

1. Tracey Hodgson                      01522 688542
2. Abigail Patchett                      01522 548688
3. Richard Fish                      07875 235562