



Lord Scudamore Academy  
Sutton Primary Academy  
Kings Cagle Primary Academy  
Llangrove CE Academy  
Canon Pyon CE Academy  
St Weonards Primary School  
Marden Primary Academy  
Pencombe CE School  
Clehonger CE School

# Safeguarding and Child Protection Policy

## September 2019

Next Review Due: September 2020

Co-ordinator – Mrs J McColl

## **Safeguarding and Child Protection arrangements in each of the HMFA schools**

**HMFA Director for Safeguarding and Designated Safeguarding Lead – Jan McColl**

### **Designated Safeguarding Leads (DSL) in individual HMFA schools:-**

Lord Scudamore Academy -	Jan McColl
Sutton Primary Academy -	Liz Orton
Kings Cagle Primary Academy -	Jamie Gittins
Llangrove CE Academy -	Sarah Dean
Canon Pyon CE Academy -	Kelly Carpenter
St Weonards Primary School -	Angela Clarke
Marden Primary Academy -	Zoe Evans
Pencombe CE School -	Vic Goodman
Clehonger CE School -	Ali Taylor

### **Deputy DSL**

Lord Scudamore Academy -	Helen Card, Helen Field, Amanda College, Anna White, Zayla Beecham, Becky Millikin, Cheryl Ryder
Sutton Primary Academy -	Liz Board
Kings Cagle Primary Academy -	Sally Tallboys
Llangrove CE Academy -	Ed Fox
Canon Pyon CE Academy -	Emily Pritchard Smith
St Weonards Primary School -	Anghared Doughty
Marden Primary Academy -	Liz Beecham
Pencombe CE School -	Jayne Unwin
Clehonger CE School -	Carly Fensome

### **Safeguarding Governors**

Lord Scudamore Academy	Rob North
Sutton Primary Academy	William Scott-Howes
Kings Cagle Primary Academy	David Harding
Llangrove CE Academy	Bobby Woodcock
Canon Pyon Academy	Hugh Patterson
St Weonards Primary School	Rowena Williams
Marden Primary Academy	Jane Sockett
Pencombe CE School	Kevin Ilsley
Clehonger CE School	Julie Lunn

Designated Safeguarding Leads for each school are always members of the senior management team.

# **SAFEGUARDING and CHILD PROTECTION POLICY**

## **Introduction**

The policy reflects current legislation, accepted best practice and complies with the government guidance: Working Together to Safeguard Children March 2018 and Keeping Children Safe in Education September 2019

This policy was written and adopted on: **3rd September 2019**

It is due for review in **September 2020**

This policy is shared with parents via the HMFA website and hard copies are available on request from the relevant school office.

Other policies that need to be taken into account are:

- *Anti-bullying*
- *PSHE*
- *Behaviour*
- *Attendance*
- *Special Educational Needs*
- *Health and Safety*
- *Safer Recruitment*
- *Managing Allegations*
- *Online Safety*
- *Policy for the use of Mobile Phones and Cameras*
- *Staff Conduct Policy (Code of Conduct)*
- *Staff Induction*
- *Mobile Phone Policy*
- *Volunteer/Visitor Policy*
- *Whistleblowing*
- *Preventing Radicalisation and Extremism*

This Safeguarding and Child Protection Policy applies to all of the schools in HMFA. All of the schools are part of Herefordshire local authority, therefore local procedures and protocols apply. Contextual safeguarding information will be made explicit to individual schools if applicable.

## Definition of Safeguarding

In relation to children and young people, safeguarding and promoting their welfare is defined in “Working together to safeguard children” 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
- taking action to enable all children to have the best outcomes.

Within Herefordshire Marches Federation of Academies (HMFA) the governors and staff fully recognise the contribution each school makes to safeguarding children. We recognise that the safety and protection of all pupils is of paramount importance and that all staff, including volunteers, have a full and active part to play in protecting pupils from harm.

Adults in all our schools take all welfare concerns seriously and encourage children and young people to talk to us about anything that worries them.

We believe that the school should provide a caring, positive, safe and stimulating environment which promotes all pupils’ social, physical, emotional and moral development. We will always act in the best interest of the child.

Herefordshire Safeguarding Children’s Board has been replaced by the new Safeguarding Partnership. This remains part of the West Midlands Safeguarding Children Procedures of agreed multi agency child protection policies and procedures. Policies and procedures can be viewed and downloaded from <http://westmidlands.procedures.org.uk/>

An important aim of all schools within HMFA is to ensure that children are happy in school and receive their education in a safe environment.

The aim of this policy is to provide the knowledge and support to promote the welfare, health, safety and guidance of our pupils.

All schools within HMFA fully recognise their responsibilities for safeguarding and child protection. Our policy applies to all staff, governors and volunteers working in the school. The five main elements to our policy are to:

- ensure we practice safe recruitment in checking the suitability of staff and volunteers to work with children. (Adults who are not DBS checked will not be left unsupervised with children), including taking account of additional requirements on schools set out in Disqualification under Childcare Act 2006 (as amended) and Keeping Children Safe in Education 2018. See Safer Recruitment policy for full details and list of all statutory checks which school carry out prior to appointments of staff.
- raise awareness of child protection issues and teach children to recognise when they are at risk and how to get help when they need it.

- develop and then implement procedures for identifying and reporting cases, or suspected cases, of abuse
- support pupils who have suffered or who are at risk of suffering significant harm in accordance with his/her agreed child protection plan
- maintain a safe environment in which children can learn and develop

We will also emphasise the appropriate safeguarding and child protection policies, procedures and arrangements of those service providers who may use HMFA schools' premises through extended schools or provide any other before and after school activities.

### **Directors/Governors Responsibilities**

We recognise that because of the day-to-day contact with children, school staff are well placed to observe the outward signs of harm. The schools will therefore:

- establish and maintain an environment where children feel secure, are encouraged to talk, and are listened to
- ensure children know that there are adults in the school who they can approach if they are worried
- include opportunities in the PSHE curriculum for children to develop the skills they need to recognise when they are risk and how to stay safe
- ensure staff are aware that children with SEN-D are more vulnerable to abuse and neglect and are extra vigilant to signs

We will follow the procedures set out by the Local Safeguarding Children Board and take account of guidance issued by the DfE to:

- ensure we have a designated senior person for child protection who has received appropriate training and support for this role
- ensure we have a nominated governor responsible for safeguarding
- ensure every member of staff (including temporary and supply staff and volunteers and members of the governing body) knows who the designated senior person responsible for child protection is
- ensure all staff and volunteers understand their responsibilities in being alert to the signs of abuse and responsibility for referring any concerns to the designated senior person responsible for child protection
- develop and then follow procedures where an allegation is made against a member of staff or volunteer
- ensure all HMFA schools are compliant with the requirements of the LSCB

We recognise that children who suffer harm or witness violence may find it difficult to develop a sense of self-worth. They may feel helplessness, humiliation and some sense of blame. The school may be the only stable, secure and predictable element in the lives of children at risk. When at school their behaviour may be challenging and defiant or they may be withdrawn. The school will endeavour to support the pupil through:

- the content of the curriculum
- the school ethos which promotes a positive, supportive and secure environment and gives pupils a sense of being valued
- liaison with other agencies that support the pupil such as social services, Child and Adult Mental Health Service, education welfare service and educational psychology service
- ensuring that, where a pupil on a child protection plan (or has other welfare and social needs) leaves the school, their information is transferred to the new school immediately and that the child's social worker is informed

Each school in HMFA has a named Safeguarding Governor who takes a lead role for safeguarding. The Safeguarding Governor meets with the Designated Lead for their school at least termly. This gives the opportunity to ensure that policies and procedures are being followed but also to discuss the wider contextual safeguarding for the school. The responsibility for safeguarding remains with the Governing Body as a whole.

## **The Role of the HMFA Director for Safeguarding**

Mrs McColl is the HMFA Safeguarding Director with overall responsibility for Safeguarding and Child Protection across the Federation. All Designated Leads discuss welfare concerns with Mrs McColl in the first instance. However, if she is not available all Designated Leads have the relevant training and knowledge and would not delay in making a referral to social care if required.

Mrs McColl is responsible for Safeguarding training across the Federation, management of early help, has responsibility for 'Looked-After Children' and 'previously Looked After Children' across the federation' and for collating information on the welfare of pupils and informing the Executive Head Teachers of any issues. She is also responsible for maintaining a record of the names of pupils who are subject to a Child Protection Plan/multi-agency plan and ensuring that welfare records are kept confidentially and securely in each of the schools.

The Safeguarding Director meets with the designated persons for each of the HMFA schools on a regular basis to ensure that practices are reviewed regularly (Audit). These regular meetings are also used as support and supervision. Mrs McColl has peer supervision with the Safeguarding Manager from Leominster Primary School.

At the beginning of each new school year, she should ensure that the next class teacher is made aware of the names of any pupils recorded in the welfare files. This may be delegated to the Designated Person in each of the individual schools.

The appointment of a designated person with specific responsibility for safeguarding and child protection should not be seen as diminishing the role of ALL members of staff in being alert to signs of abuse, and being aware of the procedures to be followed. As from April 2004, there is a statutory duty for all staff working in schools to safeguard the welfare of the children.

The designated person and his/her deputy(s) must receive Designated Lead multi-agency child protection training every 2 years. Training is available from the Local Safeguarding Children Board or through Create Safer Organisations. She must also keep up to date with safeguarding developments by attending local and national events at least annually.

All new staff must receive a mandatory induction including relevant policies particularly this policy and the staff code of conduct. They must also read at least part 1 of Keeping Children Safe in Education 2019. The Safeguarding Director will keep records of staff who have received the documents and will offer support to ensure that key themes and procedures are understood by staff.

The Safeguarding Director is responsible for ensuring that all staff receive safeguarding training on induction which is regularly updated. She will also provide updates via e-bulletins or newsletters at least annually.

Staff will have access to the document "What to do if you are worried a child is being abused". Staff will be supported to ensure they understand the role of the Designated Lead.

Volunteers must be inducted fully and also be made aware of basic safeguarding procedures.

Temporary and supply staff must be made aware of basic information in respect of the school's safeguarding procedures, including the name of the designated person.

It is the responsibility of the Safeguarding Director or designated person of the individual schools to ensure that the school is represented and a report is submitted to any child protection conference called for children on their school roll or previously known to them. The

designated person should also attend any other meeting that may be convened for the purposes of child protection, e.g. core groups, strategy meetings, planning meetings.

The Safeguarding Director or Designated Lead in each school is responsible for ensuring that confidential welfare files are kept in a locked cabinet separate to the pupil's main files. When children transfer to other schools she is responsible for ensuring that confidential records are sent securely and as soon as is physically possible.

The Safeguarding Director should ensure that the Safeguarding and Child Protection policy is updated and reviewed annually and work with the governing body regarding this. (S)he should also report regularly to the Governing bodies.

The Safeguarding Director will maintain links with the Virtual School Head Teacher to ensure that the needs of children who are looked after are met. Reports will be provided and attendance at Personal Education Plan meetings and LAC reviews are essential.

The Safeguarding Director/Designated Teacher for Looked After children and previously Looked After children will also ensure that LAC reports for Governors are completed annually for each of the schools in the federation. See Looked After and Previously Looked After Policy for further information.

The Safeguarding Director or designated person for individual schools is expected to liaise with other agencies.

Finally, the role of Senior Designated Lead must not be delegated.



## **Types of Abuse and Neglect**

**All school staff should be aware that abuse, neglect and safeguarding issues are rarely standalone events that can be covered by one definition or label. In most cases, multiple issues will overlap with one another.**

**Abuse:** a form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others. Abuse can take place wholly online, or technology may be used to facilitate offline abuse. Children may be abused by an adult or adults or by another child or children.

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

**Emotional abuse:** the persistent emotional maltreatment of a child such as to cause severe and adverse effects on the child's emotional development. It may involve conveying to a child 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 a child's developmental capability as well as overprotection and limitation of exploration and learning, or preventing the child from participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyberbullying), causing children frequently to feel frightened or in danger, or exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, although it may occur alone.

**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. Sexual abuse can take place online, and technology can be used to facilitate offline abuse. Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children. The sexual abuse of children by other children is a specific safeguarding issue in education.

**Neglect:** 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, for example, 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.

## **Specific safeguarding issues**

All staff should have an awareness of safeguarding issues that can put children at risk of harm. Behaviours linked to issues such as drug taking, alcohol abuse, deliberately missing education and sexting (also known as youth produced sexual imagery) put children in danger.

### **Peer on Peer Abuse**

All staff should be aware that safeguarding issues can manifest themselves via peer on peer abuse. This is most likely to include, but may not be limited to:

- bullying (including cyberbullying);
- physical abuse such as hitting, kicking, shaking, biting, hair pulling, or otherwise causing physical harm;
- sexual violence and sexual harassment;
- sexting (also known as youth produced sexual imagery). In cases of 'sexting' we follow guidance given to schools and colleges by the UK Council for Child Internet Safety (UKCCIS) published in 2017: 'Sexting in schools and colleges, responding to incidents, and safeguarding young people'.
- initiation/hazing type violence and rituals;
- upskirting, which typically involves taking a picture under a person's clothing without them knowing, with the intention of viewing their genitals or buttocks to obtain sexual gratification, or cause the victim humiliation, distress or alarm;

Abuse is abuse and should never be tolerated or passed off as "banter" or "part of growing up". Different gender issues can be prevalent when dealing with peer on peer abuse. This could for example include girls being sexually touched/assaulted or boys being subject to initiation-type violence.

All schools with HMFA believe that all children have a right to attend school and learn in a safe environment. Children should be free from harm by adults in the school and other students.

We recognise that some students will sometimes negatively affect the learning and wellbeing of others and their behaviour will be dealt with under the school's Behaviour Policy.

Occasionally, allegations may be made against students by others in the school, which are of a safeguarding nature. Safeguarding issues raised in this way may include physical abuse, emotional abuse, sexual abuse and sexual exploitation. It is likely that to be considered a safeguarding allegation against a pupil, some of the following features will be found.

The allegation:

- is made against an older pupil and refers to their behaviour towards a younger pupil or a more vulnerable pupil
- is of a serious nature, possibly including a criminal offence
- raises risk factors for other pupils in the school
- indicates that other pupils may have been affected by this student
- indicates that young people outside the school may be affected by this student

**How will we minimise the risk of peer on peer abuse:**

Staff training  
Sex and Relationship Education  
PSHE  
Protective Behaviours

**How will incidents of peer on peer abuse be dealt with:**

Higher level – within the Safeguarding policy  
Lower level – within the school behaviour policy

Incidents will be risk assessed.

**The victim and perpetrator will be supported by the school and support may include one or more of the following:**

Referral to the Pastoral team within school  
Referral to Early Help  
Referral to CAMHs  
Referral to CLD counselling

All staff should be clear as to the school's policy and procedures with regards to peer on peer abuse.

**Contextual Safeguarding**

Safeguarding incidents and/or behaviours can be associated with factors outside the school and/or can occur between children outside the school. All staff, but especially the designated safeguarding lead (and deputies) should be considering the context within which such incidents and/or behaviours occur. This is known as contextual safeguarding, which simply means assessments of children should consider whether wider environmental factors are present in a child's life that are a threat to their safety and/or welfare.

Children's social care assessments should consider such factors so it is important that schools and colleges provide as much information as possible as part of the referral process. This will allow any assessment to consider all the available evidence and the full context of any abuse. Further information can be found in Sexual Violence and Sexual Harrassment between Children 2018.

Contextual Safeguarding is an approach to understanding, and responding to, young people's experiences of significant harm beyond their families. It recognises that the different relationships that young people form in their neighbourhoods, schools and online can feature violence and abuse. Parents and carers have little influence over these contexts, and young people's experiences of extra-familial abuse can undermine parent-child relationships.

**Child Sexual Exploitation (CSE)**

Child Sexual Exploitation is a form of child sexual abuse. It occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18 into sexual activity (a) in exchange for something the victim needs or wants, and/or (b) for the financial advantage or increased status of the perpetrator or facilitator. The victim may have been sexually exploited even if the sexual activity appears consensual. Child sexual exploitation does not always involve physical contact. It can also occur through the use of technology.

### **Indicators of Child Sexual Exploitation may include:**

- Acquisition of money, clothes, mobile phones, etc. without plausible explanation;
- Gang-association and/or isolation from peers/social networks;
- Exclusion or unexplained absences from school, college or work;
- Leaving home/care without explanation and persistently going missing or returning late;
- Excessive receipt of texts/phone calls;
- Returning home under the influence of drugs/alcohol;
- Inappropriate sexualised behaviour for age/sexually transmitted infections;
- Evidence of/suspicions of physical or sexual assault;
- Relationships with controlling or significantly older individuals or groups;
- Multiple callers (unknown adults or peers);
- Frequenting areas known for sex work;
- Concerning use of internet or other social media;
- Increasing secretiveness around behaviours; and
- Self-harm or significant changes in emotional well-being.

### **Potential vulnerabilities include:**

Although the following vulnerabilities increase the risk of child sexual exploitation, it must be remembered that not all children with these indicators will be exploited. Child sexual exploitation can occur without any of these issues.

- Having a prior experience of neglect, physical and/or sexual abuse;
- Lack of a safe/stable home environment, now or in the past (domestic violence or parental substance misuse, mental health issues or criminality, for example);
- Recent bereavement or loss;
- Social isolation or social difficulties;
- Absence of a safe environment to explore sexuality;
- Economic vulnerability;
- Homelessness or insecure accommodation status;
- Connections with other children and young people who are being sexually exploited;
- Family members or other connections involved in adult sex work;
- Having a physical or learning disability;
- Being in care (particularly those in residential care and those with interrupted care histories); and
- Sexual identity.

More information can be found in:

Child sexual exploitation: Definition and a guide for practitioners (DfE 2017)

The Safeguarding Director and other relevant staff will have undertaken local Child Sexual Exploitation training.

Sometimes children may make an allegation against another child in the school. All allegations are investigated and appropriate action taken which may include a referral to social care or other agencies e.g. CAMHs.

Parents are always informed of the allegation unless sexual abuse on the child is also suspected and by informing the parent may place the child at further risk.

### **Serious violence**

All staff should be aware of indicators, which may signal that children are at risk from, or are involved with serious violent crime. These may include increased absence from school, a change in friendships or relationships with older individuals or groups, a significant decline in performance, signs of self-harm or a significant change in wellbeing, or signs of assault or unexplained injuries. Unexplained gifts or new possessions could also indicate that children have been approached by, or are involved with, individuals associated with criminal networks or gangs.

All staff should be aware of the associated risks and understand the measures in place to manage these. Advice for schools and colleges is provided in the Home Office's "Preventing youth violence and gang involvement and its Criminal exploitation of children and vulnerable adults: county lines guidance".

### **Honour based Violence**

So called "honour based" violence encompasses crimes which have been committed to protect or defend the honour of the family and/or the community including female genital mutilation (FGM), forced marriage and practices such as breast ironing. All forms of so called honour based violence are abuse regardless of the motivation.

Where staff are concerned that a child might be at risk of HBV, they must contact the Designated Safeguarding Lead as a matter of urgency.

### **Female Genital Mutilation (FGM)**

FGM involves cutting, and sometimes sewing the girl's genitalia, normally without anaesthetic, and can take place at any time from birth onwards. It is sometimes referred to as 'female circumcision' but this misnomer belies the invasive and irreversible nature of the procedure. It is now more correctly termed female genital mutilation.

The procedure has a cultural, rather than religious, origin and is practised by disparate ethnic communities in many countries, including Ethiopia, Somalia, Sudan, Egypt, Nigeria, India, Pakistan, Yemen and Iraq.

The Female Genital Mutilation Act 2003 makes it a criminal offence, not only to carry out FGM in England, Scotland and Wales on a girl who is a UK national or permanent resident, but also to take a girl out of the UK to have FGM performed abroad, even to countries where FGM is still legal.

Female genital mutilation refers to procedures that intentionally alter or cause injury to the female genital organs for non-medical reasons. The practice is illegal in the UK.

FGM typically takes place between birth and around 15 years old; however, it is believed that the majority of cases happen between the ages of 5 and 8.

### **Risk factors for FGM include:**

- low level of integration into UK society
- mother or a sister who has undergone FGM
- girls who are withdrawn from PSHE
- visiting female elder from the country of origin
- being taken on a long holiday to the country of origin
- talk about a 'special' procedure to become a woman

### **Symptoms of FGM**

FGM may be likely if there is a visiting female elder, there is talk of a special procedure or celebration to become a woman, or parents wish to take their daughter out-of-school to visit an 'at-risk' country (especially before the summer holidays), or parents who wish to withdraw their children from learning about FGM.

Indications that FGM may have already taken place may include:

- difficulty walking, sitting or standing and may even look uncomfortable.
- spending longer than normal in the bathroom or toilet due to difficulties urinating.
- spending long periods of time away from a classroom during the day with bladder or menstrual problems.
- frequent urinary, menstrual or stomach problems.
- prolonged or repeated absences from school or college, especially with noticeable behaviour changes (e.g. withdrawal or depression) on the girl's return
- reluctance to undergo normal medical examinations.
- confiding in a professional without being explicit about the problem due to embarrassment or fear.
- talking about pain or discomfort between her legs

The Serious Crime Act 2015 sets out a duty on professionals (including teachers) to notify police when they discover that FGM appears to have been carried out on a girl under 18. In schools this will usually come from a disclosure. Teachers **MUST** personally report to the police a disclosure that FGM has been carried out (in addition to liaising with the Designated Lead).

### **Prevent**

From 1 July 2015 all schools, registered early years childcare providers and registered later years childcare providers, are subject to a duty under section 26 of the Counter-Terrorism and Security Act 2015, in the exercise of their functions, to have "due regard to the need to prevent people from being drawn into terrorism". This duty is known as the Prevent duty.

The Co-ordinator for the Federation for the purpose of concerns and monitoring is Jan McColl.

All staff will receive training regarding the Prevent Duty including WRAP and CHANNEL training.

Jan McColl and Amanda Colledge have attended more comprehensive training.

The Co-ordinator for the local authority is Neville Meredith.

Although there is no requirement for a separate 'Prevent Duty' policy, schools that wish to do so could use the 'Tackling Extremism Policy' that is included in this document as Appendix 3.

As a minimum, schools should include the following in their safeguarding policy.

As part of the Counter Terrorism and Security Act 2015, schools have a duty to 'prevent people being drawn into terrorism'. This has become known as the 'Prevent Duty'.

Where staff are concerned that children and young people are developing extremist views or show signs of becoming radicalized, they should discuss this with the Designated Safeguarding Lead.

The Designated Safeguarding Lead has received training about the Prevent Duty and tackling extremism and is able to support staff with any concerns they may have.

We use the curriculum to ensure that children and young people understand how people with extreme views share these with others, especially using the internet.

We are committed to ensuring that our pupils are offered a broad and balanced curriculum that aims to prepare them for life in modern Britain. Teaching the school's core values alongside the fundamental British Values supports quality teaching and learning, whilst making a positive contribution to the development of a fair, just and civil society.

### **Recognising Extremism**

Early indicators of radicalisation or extremism may include:

- showing sympathy for extremist causes
- glorifying violence, especially to other faiths or cultures
- making remarks or comments about being at extremist events or rallies outside school
- evidence of possessing illegal or extremist literature
- advocating messages similar to illegal organisations or other extremist groups
- out of character changes in dress, behaviour and peer relationships (but there are also very powerful narratives, programmes and networks that young people can come across online so involvement with particular groups may not be apparent.)
- secretive behaviour
- online searches or sharing extremist messages or social profiles
- intolerance of difference, including faith, culture, gender, race or sexuality
- graffiti, art work or writing that displays extremist themes
- attempts to impose extremist views or practices on others
- verbalising anti-Western or anti-British views
- advocating violence towards others

Please refer to the Preventing Extremism and Radicalisation Policy and The Prevent Duty departmental advice for schools and childcare providers June 2015 for further information.

## **Domestic abuse**

The cross-government definition of domestic violence and abuse is:

Any incident or pattern of incidents of controlling, coercive, threatening behaviour, violence or abuse between those aged 16 or over who are, or have been, intimate partners or family members regardless of gender or sexuality. The abuse can encompass, but is not limited to:

- psychological
- physical
- sexual
- financial
- emotional

Exposure to domestic abuse and/or violence can have a serious, long lasting emotional and psychological impact on children. In some cases, a child may blame themselves for the abuse or may have had to leave the family home as a result.

Domestic abuse affecting young people can also occur within their personal relationships, as well as in the context of their home life.

Advice on identifying children who are affected by domestic abuse and how they can be helped is available at:

*NSPCC- UK domestic-abuse Signs Symptoms Effects.*

*Refuge what is domestic violence/effects of domestic violence on children.*

*Safelives: young people and domestic abuse.*

## **County Lines**

Criminal exploitation of children is a geographically widespread form of harm that is a typical feature of county lines criminal activity: drug networks or gangs groom and exploit children and young people to carry drugs and money from urban areas to suburban and rural areas, market and seaside towns. Key to identifying potential involvement in county lines are missing episodes, when the victim may have been trafficked for the purpose of transporting drugs and a referral to the National Referral Mechanism should be considered. Like other forms of abuse and exploitation, county lines exploitation:

- can affect any child or young person (male or female) under the age of 18 years;
- can affect any vulnerable adult over the age of 18 years;
- can still be exploitation even if the activity appears consensual;
- can involve force and/or enticement-based methods of compliance and is often accompanied by violence or threats of violence;
- can be perpetrated by individuals or groups, males or females, and young people or adults;
- is typified by some form of power imbalance in favour of those perpetrating the exploitation.

Whilst age may be the most obvious, this power imbalance can also be due to a range of other factors including gender, cognitive ability, physical strength, status, and access to economic or other resources.



## **Provisions of The Children Act**

Section 3(5) gives the school the right to:

“do what is reasonable, in all the circumstances of the case, for the purpose of safeguarding or promoting the child’s welfare.”

S27 and S47 states that there is a duty to assist in the protection or investigation of a child or young person if there is reasonable cause to suspect a child is suffering or is likely to suffer significant harm.

## **Monitoring**

Members of staff are in daily contact with children and may be the first to notice changes in a child’s behaviour, or possible evidence of physical abuse.

A member of staff who has reason to be concerned about a child should act in the best interests of that child. This is especially important where there has been no direct disclosure of abuse, when a child has communication problems, or is too young to give much information.

If all misgivings are channelled through one person (the Designated Person), there is a greater chance that children at risk will be identified at an early stage.

It is crucial that any concerns are reported to the Designated Person as quickly as possible, particularly regarding concerns involving physical and sexual abuse where a medical may be required.

Staff will not investigate but will, wherever possible, elicit enough information to pass on to the designated person in order that s/he can make an informed decision of what to do next. However, if a member of staff notices a bruise or mark on a child it is reasonable to ask, in general conversation, how the bruise or mark occurred. Staff should remember to ask open questions.

## **Recognising signs and symptoms**

There are certain symptoms that children who are suffering, or have suffered, abuse are likely to exhibit. Some will lead to powerful suspicion, others will simply suggest the possibility that abuse is taking place, or has done so.

## **Behavioural indicators**

Members of staff see children over prolonged periods and can, over time, notice changes in the way they act. They are therefore particularly well placed to notice unusual patterns of behaviour, which may be evidence of abuse. (*Appendix 1*)

None of these signs conclusively suggests child abuse, but where there is no other convincing explanation for unusual patterns of behaviour, the possibility of abuse cannot be ruled out. If

there are other indicators of abuse, or concerns about the child's family life, the evidence should be carefully investigated.

### **Physical indicators**

On the face of it, evidence of physical abuse is relatively easy to identify and assess. However, children frequently have accidents resulting in injury.

Suspicious should be aroused when children and parents/guardians are reluctant to discuss the injury at all, or when their explanations differ in significant detail, or are inconsistent with the severity of the injury.

*Appendix 2*, although not exhaustive, indicates the kind of injury for which an explanation should be sought to eliminate the possibility of non-accidental injury.

Any suspicion of physical abuse may be intensified if the following factors are also present:

- reports of earlier abuse if the child or other children is/are in the care of the same parents/guardians
- failure by parents/guardians to mention previous injuries
- a history of unexplained or inadequately explained injuries
- explanations of the cause of the injury which are contradictory and/or implausible
- delay in seeking medical or other help which would clearly have been appropriate
- refusal by parents/guardians to allow injury and/or its circumstances to be investigated further

### **Indicators of Neglect**

Where there is, or has been, abuse there are often other indicators which will manifest themselves at school (*Appendix 3*). These indicators should alert the teacher to the possibility of abuse, although they are not, in themselves, conclusive evidence.

### **Sexual indicators**

These are signs, which may point to the possibility of sexual abuse. (*Appendix 4*)

### **General Indicators.**

See Appendix 5

## **Procedures**

**Points to note:** The Designated Person should **always** be **immediately** informed of disclosures of abuse, or suspected abuse.

If in doubt, seek advice immediately.

## ***When to record information***

When there is concern in school over:

- marks on the body
- unusual or different behaviour
- mood changes
- puzzling statements or stories from a child
- information from others

## **What to record**

Many situations may give rise to concern. These are some of the more common ones:

- patterns of attendance
- changes of mood
- changes in classroom functioning
- relationships (with peers, adults)
- behaviour
- statements, comments, stories, 'news', drawings
- general demeanour and appearance
- parental interest and comments
- home/family changes
- medicals
- response to PE/Sport
- injuries/marks, past and present

Staff do not have an investigative brief and therefore should not ask leading questions, THE CHIEF TASK IS TO LISTEN TO THE CHILD and not interrupt if he/she is freely recording significant events. (See *appendix 6 "When a Child Tells"*)

**NEVER** promise to keep secret what a child has said. If appropriate, in cases of disclosure explain that you are going to pass on the information to get help.

## **Recording**

### **How to record**

Record the discussion on a Pupil Welfare Form, (*appendix 7*), noting the time, date, place of the incident and any people present, as well as what was said. Information should be recorded in a factual, non-emotive, non-judgemental way.

Blank welfare concern forms are kept on the staff room notice boards in each school with the exception of Sutton where they are kept electronically and all staff know how to access them and Clehonger where they are kept below the safeguarding noticeboard outside the admin office.

If injuries have been sustained, record what you see, using a skin map (*appendix 8*). State when and how the marks were observed (e.g. whilst changing for P.E).

This information must be passed to the designated person immediately, who will, in discussion with another member of the Senior Management Team, decide on a course of action.

### **What happens next?**

Some options may be:

- keeping the information on file and monitoring the situation
- seeking advice and/or support from other agencies
- offering support in the form of an early help assessment
- making a referral to Social Services
- phoning the police (Family Protection Unit)

Any action taken will be noted in the pupil welfare log and passed on to those adults who need to know.

If the case calls for urgent action, it should be referred immediately to the designated person or the deputy, with any discussion/action being recorded afterwards.

### **The Safeguarding Director or Designated Person will ensure that:**

- written records of concerns are kept, even if there is no immediate need for referral; and monitored. Early help in the form of an Early Help Assessment Plan may be offered if relevant
- all child protection/welfare records are marked as such and kept securely locked, and if these are stored electronically, that they are differently password protected from the pupils' other files, and accessible only by the Safeguarding Director, Designated

Person, Head Teachers or other senior staff, Learning Mentor, Family Support Worker and Safeguarding Admin Support

- pupil absence is monitored robustly, concerns are dated and clearly signed if there are concerns about attendance and a pupil's wellbeing and safety, the Education Welfare Officer is contacted
- if the pupil has a Child Protection Plan, and is absent without explanation, their allocated Social Worker is informed
- phone calls about absences are similarly logged and dated
- records are monitored for patterns and appropriate action is taken
- where there are existing concerns about a pupil, and they transfer to another school in this authority, a copy of information held e.g. an early help assessment is forwarded under confidential cover and separate from the pupil's main file to the designated lead for child protection in the receiving school
- where a pupil has a **child protection plan** and transfers to another school; the Designated Lead at the new school is informed immediately and ensures their child protection file is copied for any new school or college as soon as possible but transferred separately from the main pupil file

In addition to the above, all staff should be aware of the early help process and how this help can be accessed via the Designated Lead. The federation employs a Family Support Worker who is responsible for co-ordinating EHAs under the supervision of the Safeguarding Manager.

### **Confidentiality**

Staff have a professional responsibility to share information with each other, and with other agencies.

Different circumstances will determine what happens in each case, but usually information will be limited to the minimum number of people who need to know.

Files containing confidential information are kept in a locked cabinet and may only be accessed by the Head Teachers or Designated Person.

The parent's and child's need for privacy and confidentiality will be respected at all times.

We are committed to working with parents positively, openly and honestly. We ensure that all parents are treated with respect, dignity and courtesy. We respect parents' rights to privacy and confidentiality and will not share sensitive information unless we have permission or it is necessary to do so in order to protect a child.

We will share with parents any concerns we may have about their child unless to do so may place a child at risk of harm or impede any police investigation and/or place the member of staff or others at risk.

There may be exceptional circumstances when the school will discuss concerns with Social Care and/or the police without parental knowledge.

The Designated Person will make a judgement about this and can seek advice from Social Services or the Family Protection Unit (while keeping the child anonymous) about whether to discuss concerns with a parent before making a referral.

“The Data Protection Act 2018 and GDPR do not prevent, or limit, the sharing of information for the purposes of keeping children safe.” “This includes allowing practitioners to share information without consent.” (*Keeping Children Safe in Education 2018*)

### **Dealing with parents**

Parent’s feelings after abuse has been disclosed or discovered may include:

- reluctance for school/staff/other parents/children to know about it
- guilt, shame, expectation of criticism (therefore, reluctant to face staff)
- anxiety that their child will be stigmatised
- shock, disbelief, distress
- anger with staff if they have “blown the whistle”

### **Helpful responses**

- referring parents to the “Confidentiality” part of this policy
- a reassurance from you that information will be kept private, or an honest explanation if another member of staff has to know all or part of it, in order to help the child

### **Support for Staff**

Staff will be supported in what they have to do by the Designated Person or the Head Teachers. Coping with child abuse requires not only knowledge of signs, symptoms and procedures but an awareness that involvement in the process can bring heavy practical and emotional burdens. Strong feelings of anger, horror, anxiety, disgust or distress may be aroused. Staff may need reassurance that such feelings are not unusual. They may want to express their feelings to a trusted colleague without infringing on the need for confidentiality. Talking through a difficult situation can be a great relief.

If staff did not agree with a decision made about a course of action regarding a disclosure by a child they may escalate the matter to the Head Teachers.

Where the designated person has a difference of opinion in a course of action from social care, she should discuss with the Head Teachers and start the formal escalation process. <http://westmidlands.procedures.org.uk/>

## **Supervision**

Staff receive regular formal supervision if they are working directly and regularly with children whose safety and welfare are at risk.

Jan McColl will provide supervision for Mrs Millikin, Mrs Ryder, Mrs Southall, Mrs Rone and Mrs Christie.

Jan McColl will take part in peer supervision with the Safeguarding Manager from Leominster Primary School.

Supervision for federation Safeguarding Leads will take place at HMFA Designated Lead meetings facilitated by Jan McColl.

## **Links with other issues**

All [children and young people](#) deserve the opportunity to achieve their full potential. The five outcomes, as defined in the Every Child Matters agenda (DfES 2004), key to children and young people's wellbeing, are:

- Be healthy
- Stay safe
- Enjoy and achieve
- Make a positive contribution
- Achieve economic wellbeing

The PSHE programme provides opportunities for children to develop skills and practices to maintain their personal safety.

**Bullying** is dealt with in the Anti-bullying policy.

Staff should be aware of the different forms that peer on peer abuse can take. This can include physical injury, sexually harmful behaviour, name calling and sexting. Gender issues can be prevalent when dealing with peer on peer abuse and staff should seek support where necessary.

Staff should be clear that abuse is abuse and should never be tolerated or passed off as "banter" or "part of growing up".

Staff must be vigilant for signs of peer on peer abuse and ensure that all cases are fully investigated, completing an incident form and reporting to the Designated Lead any cases which have arisen.

## **Support for children:**

Children are encouraged to talk to their teachers if something is troubling them. HMFA have a team of staff which includes; Safeguarding Director, Learning Mentor, Family Support Worker and 1:1 Teaching Assistants who can provide more specific support and help for children and families.

Lord Scudamore Academy are also trialling "Bubble Time" which is specific time set aside at lunchtimes for children to share their worries with the Pastoral Team.

## **Early Help**

Early help means providing support as soon as a problem emerges at any point in a child's life, from the foundation years through to the teenage years. In the first instance, staff should discuss early help requirements with the designated safeguarding lead. Staff may be required to support other agencies and professionals in an early help assessment.

The early help assessment is a standardised approach to conducting assessments of children's additional needs and deciding how these should be met. It is used by practitioners across children's services in England. The Early Help Practitioner will initiate an early help assessment if (s)he feels the child and family have additional needs which cannot be met by a single agency. The Practitioner can only do this with the permission of the family. The early help assessment is completed WITH the family.

The early help assessment promotes more effective, earlier identification of additional needs, particularly in universal services. It aims to provide a simple process for a holistic assessment of children's needs and strengths; taking account of the roles of parents, carers and environmental factors on their development. Practitioners are then better placed to agree with children and families about appropriate modes of support. The early help assessment also aims to improve integrated working by promoting coordinated service provisions.

**Early Help must not be used when there is concern that a child may have suffered or may be at risk of suffering significant harm.**

## **Children missing from education**

Knowing where children are during school hours is an extremely important aspect of Safeguarding. Missing school can be an indicator of abuse and neglect and may also raise concerns about other safeguarding issues, including the criminal exploitation of children.

We monitor attendance carefully and address poor or irregular attendance without delay.

We will always follow up with parents/carers when pupils are not at school. This means we need to have a least two up to date contact numbers for parents/carers. Parents should be reminded to update the school as soon as possible if the numbers change.

In response to the guidance in Keeping Children Safe in Education (2018) the school has:

1. Staff who understand what to do when children do not attend regularly
2. Appropriate policies, procedures and responses for pupils who go missing from education (especially on repeat occasions).
3. Staff who know the signs and triggers for travelling to conflict zones, FGM and forced marriage.
4. Procedures to inform the local authority when we plan to take pupils off-roll when they:
  - a. leave school to be home educated
  - b. move away from the school's location
  - c. remain medically unfit beyond compulsory school age
  - d. are in custody for four months or more (and will not return to school afterwards); or



- e. are permanently excluded

We will ensure that pupils who are expected to attend the school, but fail to take up the place will be referred to the local authority.

When a pupil leaves the school, we will record the name of the pupil's new school and their expected start date.

### **Teaching children how to keep safe**

The school will ensure that children are taught about safeguarding, including online, through teaching and learning opportunities, as part of a broad and balanced curriculum. Children are taught to recognise when they are at risk and how to get help when they need it.

We will do this by ensuring that all children will receive Protective Behaviour training which includes children being helped to recognise when something doesn't feel "right" and will also help them to identify trusted adults who they can tell if something is wrong.

In addition to this all children will attend assemblies run by Childline as well as children in Year 5 and 6 receiving talks from Childline about how to keep themselves safe. Year 6 children will attend Crucial Crew which includes drug awareness. Year 6 children will also receive sex and relationship education in the summer term.

Individual children may receive individual Keep Safe work if this is identified as a need.

### **Links with online safety**

If a member of staff becomes concerned that a child's safety is at risk due to suspecting someone is using communication technologies (such as social networking sites) to make inappropriate contact with the child, the staff member should:-

Report to and discuss with the designated person for child protection in school who will:-

- Advise the child on how to terminate the communication and save all evidence
- Inform the Head Teachers
- Contact CEOP <http://www.ceop.gov.uk/>
- Consider the involvement of police and social services
- Inform LA

Jo Brace has overall responsibility for online safety training across the Federation.

### **IT systems**

The Governing body will ensure that appropriate filtering and monitoring systems are in place. The school should ensure that over-blocking does not lead to unreasonable restrictions as to what children can be taught.

### **Staff Use of Mobile Phones and Personal Cameras**

Staff must not use their mobile phones in the vicinity of the children. They may make calls at break or lunch times on their mobile phones when children are not in their classroom or they may use one of the office phones.

Staff personal mobile phones and cameras should not be used to take photographs of children either in the classroom or on school trips. School cameras are available and should be used in conjunction with the Mobile Phone/Acceptable Use Policy.

See Mobile Phone/Acceptable Use Policy for guidance on use of mobile phones on school premises.

Visitors (including parents) are requested to not use their phones whilst in the school and to switch them off.

### **Mobile Phones and Cameras in Early Years Foundation Stage and Kidsclubs**

Appropriate use of mobile phones is essential at Breakfast and Kidsclubs. The use of mobile phones does not detract from the quality of supervision and care of children. All parents have the mobile phone number that is used and are encouraged to text or phone. Practitioners are able to use their personal mobile phones during their break times. During working hours they must be kept out of the reach of children and parents, in a secure area accessible only to staff. All staff are made aware of their duty to follow this procedure which is set out in the Code of Conduct.

All school staff are asked to be vigilant in challenging other staff/parents/visitors to abide by the above requests.

### **Photographs**

We believe that photographs validate children's experiences and achievements and are a valuable way of recording milestones in a child's life. Parental permission for the different ways in which we use photographs is gained as part of the initial registration on admission. We take a mixture of photos that reflect the school environment, sometimes this will be when children are engrossed in an activity either on their own or with their peers. Children are encouraged to use the class camera/iPad to take photos of their peers.

In order to safeguard children and adults and to maintain privacy, cameras are expressly forbidden from being taken into the toilets by adults or children. All adults, whether teachers, practitioners or volunteers at all HMFA schools/settings understand the difference between appropriate and inappropriate sharing of images. All images are kept securely in compliance with the Data Protection Act.

At school events such as carol concerts, parents are allowed to photograph/video their children but are asked to refrain from sharing on social media any photographs/video which may contain children other than their own.

Sometimes school may have to ask that photographs are not taken at all. This is for confidential reasons when we need to protect individual children.

## **Pupil Welfare – Assessment of Risks**

There is a record of risk assessment in the school central risk assessment file. It details the risk of incrimination in certain circumstances.

1. **Comforting a child:** staff should avoid providing physical comfort, although very young children may become distressed and seek affection. In this case, avoid hugging or kissing, but instead use a comforting hand on the shoulder or arm.
2. **PE:** if physical contact needs to occur in a demonstration (e.g. gym), place hands in a supportive position, preferably on hands or legs.
3. **First Aid:** appointed first aiders should deal with emergency situations doing the minimum necessary to preserve life, and minimise the consequences of injury until qualified assistance is obtained.
4. **Using Force:** an emergency or violent situation may arise where physical intervention is necessary. It should involve the minimum force required to prevent injury to anyone. De-escalation techniques will always be implemented – restraint is used as a last resort. School will ensure compliance with “Use of Reasonable Force” DfE July 2013.
5. **One to one situations:** meetings should take place in the vicinity of other pupils and staff. If possible, keep the door open, and a desk or table between you and the child. Teachers of children with Special Educational Needs should remain especially vigilant at all times.

## **Allegation against a member of Staff**

In the event of an allegation about a member of staff or volunteer in school the allegation should be reported to the Executive Head Teachers, Safeguarding Director or relevant Head of School immediately unless the allegation is about the Executive Headteacher in which case it should be reported to the Chair of Governors. The Safeguarding Director or Designated Lead may take advice from the Local Authority Designated Officer and make a referral as well as referring to social care if appropriate. Please see Managing Allegations Policy.

Staff are aware of the Whistleblowing policy and receive a copy on induction.

The NSPCC whistleblowing helpline is available for staff who do not feel able to raise concerns regarding child protection failures internally. Staff can call 0800 028 0285 – line is available from 8:00 AM to 8:00 PM, Monday to Friday and email: [help@nspcc.org.uk](mailto:help@nspcc.org.uk).

## ***Appendix 1***

### **EMOTIONAL INDICATORS**

- failure to reach potential
- poor self-esteem and insecurity
- withdrawal – social isolation
- physical, mental, emotional developmental delay or disturbance – including failure to thrive
- enuresis/encopresis
- needy dependent behaviour
- deliberate self harm/suicidal thoughts
- behavioural extremes
- substance misuse
- compulsive stealing
- domestic violence
- psychosomatic illness

## **Appendix 2**

### **PHYSICAL INDICATORS**

#### **Bruising, especially**

- bruises on trunk
- bruises on face, upper arm, shoulders and neck, consistent with gripping
- fingertip bruising/finger marks
- multiple bruising and/or bizarre markings on the skin
- multiple bruising of different colouration (age of injury)
- bruising and/or lacerations around the mouth
- finger or thumb marks on the face or body e.g. symmetrical bruising (pinch marks) direct impression or outline (e.g. hand), finger tips
- black eyes (particularly when both are affected)
- marks or bruising which seem to have been caused by adult bites

#### **Burns and scalds**

- cigarette (small round burns)
- clear outlines (e.g. sock and glove effect)
- friction burns (especially in very young children)
- splash marks above a main scald (indicating the throwing of hot liquid)
- burns of uniform depth covering large areas

#### **Fractures**

- “chip” fractures
- rib fractures
- fractures in very young children
- periosteal reaction (no visible signs of abuse, but child complains of limbs hurting)
- multiple fractures

#### **Be suspicious of:**

- inconsistent explanations
- reluctance to give information
- repeated minor injury
- unrealistic expectations
- medical consent refused
- parent/s incapable/unavailable

### ***Appendix 3***

#### **NEGLECT AND FAILURE TO THRIVE INDICATORS**

- short stature and underweight for chronological age
- cold skin, mottled pink or purple
- swollen limbs with pitted sores which are slow to heal
- poor skin condition, especially in nappy area
- diarrhoea caused by tension, poor diet, poor hygiene
- voracious appetite
- dry, sparse hair
- unresponsiveness or indiscriminate
- stays frozen in one position for an unnaturally long time

## ***Appendix 4***

### **SEXUAL ABUSE INDICATORS**

- sexually precocious behaviour
- sexualised drawings and play
- sudden poor performance at school
- regression e.g. to bedwetting, soiling
- poor self esteem
- psychosomatic symptoms e.g. headaches, abdominal pain
- suicidal gestures
- self-mutilation
- confusion of affection with sexual behaviour
- promiscuity
- eating disorders
- sleep disturbance
- withdrawal and depression
- running away



## ***Appendix 5***

### **GENERAL INDICATORS**

The following may occur to any children being abused but are particularly important in cases of sexual or emotional abuse where outward physical signs may not be present:

- onset of enuresis – day or night
- sleeping and eating disturbance
- recurrent abdominal pains
- recurrent headaches
- social withdrawal
- restlessness and aimlessness
- inexplicable school failure
- poor trust and secretiveness
- indiscriminate and careless sexual behaviour
- drug abuse
- running away
- self-mutilation and other forms of self-harm
- hysterical fits, faints, etc

## Appendix 6

### GENERAL PRINCIPLES

#### WHEN A CHILD TELLS

##### **Possible responses:**

- ✓ What you have told me is very important.
- ✓ I want to help you. To do that I need to tell somebody whose job it is to talk to children about what has happened.
- ✓ Thank you for telling me.
- ✓ You are being very brave.
- ✓ I don't know (better than false assurances).

\*\*\*\*\*

##### **Unsuitable responses:**

- x Did daddy (or Tom or Jane or.....) do it?
- x Mummy did it, didn't she?
- x I don't believe you.
- x Are you sure                   .....you didn't fall?  
   .....you didn't imagine it?  
   .....your brother didn't do it?
- x Daddy will get into a lot of trouble.

##### **Recording:**

It is vital that any conversations/discussions/disclosures are recorded on the concern form (*Appendix 7*) and handed to the Designated Person immediately.

**HMFA  
PUPIL WELFARE INFORMATION**

**This form should be passed to the designated person for Child Protection. It will be retained in the confidential welfare files.**

Child/Children _____	DOB _____
_____	_____
_____	_____
Form completed by: _____ Date _____	
Concern:	
Action taken:	
Staff notified	
Other comments	

Signature of person completing the form \_\_\_\_\_

Received by \_\_\_\_\_ (Designated Person for Child Protection)

**Appendix 8**

**Body map here**

