

# Birches First School

Believe, Grow, Succeed...
...to be the best 'me' I can be.

## Do you have concerns about a child? Has a child made a disclosure to you?

## PLEASE LOG ANY CONCERNS ON CPOMS

Listen to what they are telling you – avoid displaying shock or disbelief.
Reassure them but do not make any promises that you may not be able to keep (e.g. 'Everything will be ok now'). Ensure that you do not promise confidentiality.
Do not interrogate or ask leading questions, ask child to repeat to another member of staff or criticise the alleged perpetrator. Explain that you will have to tell the Designated Safeguarding Lead.
Keep any notes or evidence (that the child may have written).  Do not take photos of any injuries or marks.
Make a record of what is said as soon as possible – within an hour – include time, place and any observed non-verbal behaviour e.g. 'appears aggressive/fearful/anxious'.
Record statements and observable things rather than interpretations or assumptions.
Fill out a CPOMS Safeguarding Incident and speak <b>immediately</b> to our DSL (SV) or DDSL (SH/EB/CB)  PLEASE DO NOT ASSUME SOMEONE ELSE WILL PASS IT ON
Please include as much detailed information as possible when detailing your concern/ incident.
Remember, safeguarding information is confidential and should not be shared with others unless for safeguarding purposes.

At Birches First School the safety of our children is of upmost importance. It is everyone's responsibility to safeguard our children but speak to one of the people below if you are worried.



Miss S Varricchione Headteacher

Designated Safeguarding Lead



Miss S Hulme Assistant Headteacher

Deputy Designated Safeguarding Lead



Mrs E Buckley
EYFS Leader/Reception
Teacher
Deputy Designated
Safeguarding Lead



Mrs C Banks Club Manager/ Year 3 TA

**Deputy Designated Safeguarding Lead** 

#### School/college action Staff have concerns about child and take immediate action. Staff follow their child protection policy and speak to designated safeguarding lead<sup>1</sup> Other agency action Referral not required, Designated Referral<sup>3</sup> school/college takes made if safeguarding lead or relevant action, staff make referral3 concerns possibly including to children's social escalate pastoral support care (and call police and/or early help<sup>2</sup> and if appropriate) monitors locally Within 1 working day, social worker makes decision about the type of response that is required Child in need Section 174 No formal Section 474 enquiries of immediate enquiries assessment appropriate: required: referrer protection: appropriate: referrer referrer referrer informed informed informed informed School/college Identify child Appropriate Identify child considers pastoral in need4 and emergency at risk of support and/or early action taken identify significant help assessment<sup>2</sup> appropriate by social harm4: possible child accessing universal worker, police support services and other or NSPCC5 protection support plan

Actions where there are concerns about a child

- In cases which also involve an allegation of abuse against a staff member, see Part four of this
  quidance.
- guidance.
  2. Early help means providing support as soon as a problem emerges at any point in a child's life. Where a child would benefit from co-ordinated early help, an early help inter-agency assessment should be arranged. Chapter one of <u>Working together to safeguard children</u> provides detailed guidance on the early help process.

Staff should do everything they can to support social workers.

At all stages, staff should keep the child's circumstances under review (involving the designated safeguarding lead (or deputies) as required), and re-refer if appropriate, to ensure the child's circumstances improve – the child's best interests must always come first

- Under the Children Act 1989, local authorities are required to provide services for children in need for the purposes of safeguarding and promoting their welfare. This can include s17 assessments of children in need and s47 assessments of children at risk of significant harm. Full details are in Chapter one of Working together to safeguard children
- 4. This could include applying for an Emergency Protection Order (EPO).

### Staffordshire Children's Advice and Support (SCAS)

You can contact Staffordshire Children's Advice and Support (SCAS) if you have a concern about the safety of a child by phoning: 0300 111 8007.

Opening times: Monday to Thursday 8.30am to 5.00pm, Friday 8.30am to 4.30pm Outside of the hours above, on weekends or bank holidays, please contact the Emergency Duty Team by phoning: 0345 604 2886

## Education Safeguarding Advisor (ESAS) Caroline Boote

A dedicated telephone advice service for schools and colleges who are seeking advice and guidance in regards to Safeguarding of a non-urgent nature. Telephone: 01785 895836 (direct) Email: <a href="mailto:esas@staffordshire.gov.uk">esas@staffordshire.gov.uk</a>

Opening times: Monday to Thursday 8.30am to 5.00pm, Friday 8.30am to 4.30pm

Thank you for helping to safeguard our children.

