

**Child Protection Policy  
2010**

**School.....Sherburn High School**  
**Headteacher.....Mr Martyn Sibley**

**Named personnel with designated responsibility for Child Protection**

| Academic Year | Designated Senior Person | Deputy Designated Senior Person | Nominated Governor | Chair of Governors |
|---------------|--------------------------|---------------------------------|--------------------|--------------------|
| 2010-11       | Mrs M Williams           | Mr J Ralphs                     | Mrs C Middleton    | Mr C Lewis         |
|               |                          |                                 |                    |                    |
|               |                          |                                 |                    |                    |
|               |                          |                                 |                    |                    |

**Policy Review Dates**

| Review date       | Changes made  | By whom            | Date shared with staff  |
|-------------------|---|--------------------|-------------------------|
| <b>April 2006</b> | <b>Updated in conjunction with North Yorkshire Guidelines</b> | <b>I Haigh/Gov</b> | <b>Summer Term 2006</b> |
| <b>Nov 2007</b>   | <b>Nominated Governor updated</b>                             | <b>I Haigh</b>     |                         |
|                   |   |                    |                         |

**Dates of staff training and details of course title and training provider**

| Whole School                     | Designated Senior Person             | Deputy Designated Senior Person |
|----------------------------------|--------------------------------------|---------------------------------|
| <b>June 2006-NYCC LEA</b>        | <b>NYCC Basic Awareness in CP</b>    | <b>September 2009</b>           |
| <b>Sept 2009 – LA Senior ESW</b> | <b>September 2010</b>                |                                 |
|                                  | <b>NYCC Briefing with C Hamilton</b> |                                 |
|                                  | <b>September 2010</b>                |                                 |
|                                  | <b>24 November 2010</b>              |                                 |
|                                  | <b>Designated Senior Persons</b>     |                                 |
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### **INTRODUCTION**

**This policy applies to all adults working in or on behalf of the school.**

‘Everyone in the education service shares an objective to help keep children and young people safe by contributing to:

- Providing a safe environment for children and young people to learn in education settings; and
- Identifying children and young people who are suffering or likely to suffer significant harm, and taking appropriate action with the aim of making sure they are kept safe both at home and at school’

*Safeguarding Children in Education DfES 2004\**

### **SCHOOL COMMITMENT**

School is committed to Safeguarding and Promoting the Welfare of all of its students. Each student’s welfare is of paramount importance. We recognise that some children *may* be especially vulnerable to abuse e.g. those with Special Educational Needs, those living in adverse circumstances. We recognise that children who are abused or neglected may find it difficult to develop a sense of self worth and to view the world in a positive way. Whilst at school, their behaviour may be challenging. We recognise that some children who have experienced abuse may harm others. We will always take a considered and sensitive approach in order that we can support all of our students.

### **PROVIDING A SAFE AND SUPPORTIVE ENVIRONMENT**

#### **1. Safe Recruitment and Selection**

The school pays full regard to DfES guidance ‘Safer Recruitment and Selection in Education Settings’ June 2005\*. Safe recruitment practice includes scrutinising applicants, verifying identity and academic or vocational qualifications, obtaining professional and character references, checking previous employment history and ensuring that a candidate has the health and physical capacity for the job. It also includes undertaking interviews and, where appropriate, undertaking List 99 and Criminal Records Bureau checks.

All recruitment materials will include reference to the school’s commitment to safeguarding and promoting the welfare of its students.

Mr. Martyn Sibley has undertaken the National College for School Leadership Safe Recruitment training ([www.ncsl.org.uk](http://www.ncsl.org.uk)). He is involved in all staff and volunteer appointments and arrangements (including, where appropriate, contracted services).

#### **2. Safe Practice**

The school has adopted IRSC “Guidance for Safe Working Practice for the Protection of Children and Staff in Education Settings”\* and has undertaken Safe Practice training

(available at [www.teachernet.gov.uk/IRSC](http://www.teachernet.gov.uk/IRSC) / L.E.A. training arrangements) to ensure that staff are safe and aware of behaviours which should be avoided.

Safe working practice ensures that students are safe and that all staff:

- are responsible for their own actions and behaviour and should avoid any conduct which would lead any reasonable person to question their motivation and intentions;
- work in an open and transparent way;
- discuss and/or take advice from school management over any incident which may give rise to concern;
- record any incidents or decisions made;
- apply the same professional standards regardless of gender or sexuality;
- are aware that breaches of the law and other professional guidelines could result in criminal or disciplinary action being taken against them.

### **3. Safeguarding Information for Students**

The school is committed to ensuring that students are aware of behaviour towards them that is not acceptable and how they can keep themselves safe. We inform pupils of whom they might talk to, both in and out of school, their right to be listened to and heard and what steps can be taken to protect them from harm. P.S.H.E. materials are used to help students learn how to keep safe.

A display “help-lines” board with organisations and how they can be contacted is situated in school for all students to access.

School’s arrangements for consulting with and listening to students include *school council, peer support schemes, and external counsellors.*

We make students aware of these arrangements through assemblies and form tutors.

### **4. Partnership with Parents**

The school shares a purpose with parents to keep children safe from harm and to have their welfare promoted.

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.

School will share with parents any concerns we may have about their child unless to do so may place a child at risk of harm.

We encourage parents to discuss any concerns they may have with the relevant Achievement Leader or a member of the Leadership Team.

We make parents aware of our policy and guidance through the Prospectus. Parents are made aware that they can view this policy on request.

### **The insert for school prospectus**

Sherburn High School is committed to ensuring the welfare and safety of all children in school. All North Yorkshire schools, including Sherburn High School, follow the North Yorkshire Area Child Protection procedures and the LEA procedures. The school will, in most circumstances, endeavour to discuss all concerns with parents about their child/ren. However, there may be exceptional circumstances when the school will discuss concerns with Social Care and/or the Police without parental knowledge (in accordance with Child Protection procedures). The school will, of course, always aim to maintain a positive relationship with all parents.

### **5. Partnerships with others**

The school recognises that it is essential to establish positive and effective working relationships with other agencies including LEA, Social Services, Police, Health Services and the Connexions Service.

### **6. School Training and Staff Induction**

The school's senior member of staff with designated responsibility for child protection undertakes basic child protection training and training in inter-agency working, (that is provided by, or to standards agreed by, the ACPC) and refresher training at 2 yearly intervals. The Headteacher and all other school staff, including non teaching staff, undertake appropriate training to equip them to carry out their responsibilities for child protection effectively, which is kept up to date by refresher training at 3 yearly intervals.

**Whole school training materials available [www.n-yorks.net](http://www.n-yorks.net) or contact 01609 785928**

All staff (including temporary staff and volunteers) are provided with the school's child protection policy and informed of school's child protection arrangements on induction.

### **7. Support, Advice and Guidance for Staff**

Staff will be supported by regular training, together with support from the designated senior person who in turn will be supported by the Headteacher and the Governor with responsibility for Child Protection.

Additional support is always available from the Local Authority Educational Social Work Service

School Education Social Worker /  
Home/School Support Worker

name...Mrs. J. Taylor.....  
tel. no. 0845 0349465.....

Senior Education Social Worker

name Ms. P. Scully.....  
tel. no. 0845 0349465.....

## **8. Related School Policies**

‘Safeguarding covers more than the contribution made to child protection in relation to individual children. It also encompasses issues such as pupil health and safety and bullying.....and a range of other issues, for example, arrangements for meeting the medical needs of children ....providing first aid, school security, drugs and substance misuse, etc. There may also be other safeguarding issues that are specific to the local area or population’  
*Safeguarding Children in Education DfES 2004\**

*Related school policies and arrangements include admissions, Behaviour, work experience, Children in Public Care, Drop in Clinic, Health and Safety, Sex Education, Visitors into School*

### **Children Missing from Education**

School follows the North Yorkshire LEA. “Procedures for Locating Missing/Lost Pupils”  
Contact e-mail [cmecoordinator@northyorks.gov.uk](mailto:cmecoordinator@northyorks.gov.uk)

## **9. Pupil Information**

In order to keep children safe and provide appropriate care for them the school requires accurate and up to date information regarding:

- Names and contact details of persons with whom the child normally lives
- Names and contact details of all persons with parental responsibility (if different from above)
- Emergency contact details (if different from above)
- Details of any persons authorised to collect the child from school (if different from above)
- Any relevant court orders in place including those which affect any person’s access to the child (e.g. Residence Order, Contact Order, Care Order, Injunctions etc.)
- If the child is or has been on the Child Protection Register
- Name and contact detail of G.P.
- Any other factors which may impact on the safety and welfare of the child

The school will collate, store and agree access to this information (Student Records and Disclosure/Data Protection Policies)

## **10. Roles and Responsibilities**

### ***Governing Body***

- ensures school has effective policies and procedures in place and monitors school’s compliance with them
- ensures that a senior member of the school’s leadership team is designated to take lead responsibility for child protection (and deputy)

- ensures that staff undertake appropriate training
- remedies, without delay, any deficiencies or weaknesses regarding child protection arrangements
- nominates a governor to be responsible for liaising with the LEA and/or partner agencies in the event of allegations of abuse being made against the head teacher
- seeks assurance that, where services or activities are provided on the school premises by another body, the body concerned has appropriate policies and procedures in place in regard to safeguarding children and child protection and liaises with the school on these matters where appropriate.
- reviews its policies and procedures annually
- provides annual information to the LEA about how the above duties have been discharged

### ***Headteacher***

- ensures that the policies and procedures adopted by the Governing Body or Proprietor are fully implemented, and followed by all staff
- ensures that sufficient resources and time are allocated to enable the designated person and other staff to discharge their responsibilities
- ensures that all staff and volunteers feel able to raise concerns about poor or unsafe practice in regard to children, and such concerns are addressed sensitively and effectively in a timely manner in accordance with agreed whistle blowing policies

### ***Senior Member of Staff with Designated Responsibility for Child Protection***

- ensures that all staff have access to and understand the school's child protection policy
- ensures that all staff have induction training
- keeps detailed accurate secure records
- obtains access to resources
- attends appropriate training
- ensures the child protection policy is updated and reviewed annually and works with the governing body regarding this
- ensures parents have access to the school's child protection policy
- ensures that, where children leave the school, their child protection file is copied and promptly transferred, separately from the main pupil file

### **All staff and volunteers**

- fully comply with the school's policies and procedures
- attend appropriate training
- inform the designated person of any concerns

## **IDENTIFYING CHILDREN AND YOUNG PEOPLE WHO MAY BE SUFFERING SIGNIFICANT HARM**

Teachers and other adults in school are well placed to observe any physical, emotional or behavioural signs which could give rise to concerns that a child may be suffering significant harm. The relationships between staff, pupils, parents and the public which foster respect, confidence and trust can lead to disclosures of abuse, and/or school staff being alerted to concerns.

### **Definitions**

As in the Children Acts 1989 and 2004, a **child** is anyone who has not yet reached his/her 18<sup>th</sup> birthday.

**Harm** means ill-treatment or impairment of health and development, including, for example, impairment suffered from seeing or hearing the ill-treatment of another; **Development** means physical, intellectual, emotional, social or behavioural development; **Health** includes physical and mental health; **Ill-treatment** includes sexual abuse and other forms of ill-treatment which are not physical.

**Abuse and Neglect** are forms of maltreatment. Somebody may abuse or neglect a child by inflicting harm or 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 a stranger. They may be abused by an adult or adults or another child or children.

**Physical Abuse** 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.

**Sexual Abuse** involves forcing or enticing a child or young person to take part in sexual activities, including prostitution, whether or not the child is aware of what is happening. The activities may involve physical contact, including penetrative (e.g. rape, buggery or oral sex) or non-penetrative acts (oral sex). They may include non-contact activities, such as involving children in looking at, or in the production of, pornographic material or watching sexual activities, or encouraging children to behave in sexually inappropriate ways.

**Emotional Abuse** is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill treatment of another. It may involve causing children

frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

**Neglect** is 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 as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to provide adequate food and clothing, shelter including exclusion from home or abandonment, failing to protect a child from physical and emotional harm or danger, failure to ensure adequate supervision including the use of inadequate caretakers, or the failure to ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

## **TAKING ACTION TO ENSURE THAT CHILDREN ARE SAFE AT SCHOOL AND AT HOME**

All staff follow the North Yorkshire Education and ACPC Child Protection Procedures which are consistent with 'Working Together to Safeguard Children' and 'What To Do If You Are Worried A Child is Being Abused'

It is **not** the responsibility of the school staff to investigate welfare concerns or determine the truth of any disclosure or allegation. All staff, however, have a duty to recognise concerns and maintain an open mind. Accordingly all concerns regarding the welfare of pupils will be recorded and discussed with the designated senior person with responsibility for child protection (or another senior member of staff in the absence of the designated person) prior to any discussion with parents.

### **1. Staff will immediately report:**

- any suspicion that a child is injured, marked, or bruised in a way which is not readily attributable to the normal knocks or scrapes received in play
- any explanation given which appears inconsistent or suspicious
- any behaviours which give rise to suspicions that a child may have suffered harm (e.g. worrying drawings or play)
- any concerns that a child may be suffering from inadequate care, ill treatment, or emotional maltreatment
- any concerns that a child is presenting signs or symptoms known to be indicators of abuse or neglect
- any significant changes in a child's presentation, including non-attendance
- any hint or disclosure of abuse from any person
- any concerns regarding person(s) who may pose a risk to children (e.g. living in a household with children present)

## **2. Responding to Disclosure**

Disclosures or information may be received from students, parents or other members of the public. School recognises that those who disclose such information may do so with difficulty, having chosen carefully to whom they will speak. Accordingly all staff will handle disclosures with sensitivity and they are made aware of their responsibilities through training.

Such information cannot remain confidential and staff will immediately communicate what they have been told to the designated person and make contemporaneous record.

### **Principles**

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.

Staff will:

- listen to and take seriously any disclosure or information that a child may be at risk of harm
- try to ensure that the person disclosing does not have to speak to another member of school staff
- clarify the information
- try to keep questions to a minimum and of an 'open' nature e.g. 'Can you tell me what happened?' rather than 'Did x hit you?'
- try not to show signs of shock, horror or surprise
- not express feelings or judgements regarding any person alleged to have harmed the child
- explain sensitively to the person that they have a responsibility to refer the information to the senior designated person
- reassure and support the person as far as possible
- explain that only those who 'need to know' will be told
- explain what will happen next and that the person will be involved as appropriate

## **3. Action by the Designated Senior Person (or other senior person in their absence)**

Following any information raising concern, the senior designated person will consider:

- any urgent medical needs of the child
- making an enquiry to the Child Protection Register
- discussing the matter with other agencies involved with the family

- consulting with appropriate persons e.g. ESW service, Social Care
- the child's wishes

Then decide:

- wherever possible, to talk to parents, unless to do so may place a child at risk of significant harm, impede any police investigation and/or place the member of staff or others at risk
- whether to make a formal referral to social care and if this needs to be undertaken immediately because a child may be at immediate risk
- not to make a referral at this stage
- if further monitoring is necessary
- if it would be appropriate to make a referral for other services

All information and actions taken, including the reasons for any decisions made, will be fully documented. All referrals to social care will be accompanied by a standard referral form.

#### **4. Action following a child protection referral**

The designated senior person or other appropriate member of staff will:

- make regular contact with Social Care
- wherever possible, contribute to the Strategy Discussion
- provide a report for, attend and contribute to any subsequent Child Protection Conference
- if the child or children are placed on the Child Protection Register, contribute to the Child Protection Plan and attend Core Group Meetings and review Child Protection Conferences
- where possible, share all reports with parents prior to meetings
- where in disagreement with a decision made e.g. not to apply Child Protection Procedures or not to convene a Child Protection Conference, discuss this with a senior member of E.S.W. staff to agree how to proceed

#### **5. Recording and monitoring**

Accurate records will be made as soon as practicable and will clearly distinguish between observation, fact, opinion and hypothesis. All records will be signed and dated, any information given will be recorded verbatim where possible and a note made of the location and description of any injuries seen.

All C.P. documents will be retained in a 'Child Protection' file, separate from the child's main file. This will be locked away and only accessible to the headteacher and senior designated

person. These records will be copied and transferred to any school or setting the child moves to, clearly marked 'Child Protection, Confidential, for attention of Designated Person Child Protection.' Original copies will be retained until the child's 25<sup>th</sup> birthday.

## **6. Supporting the Child and Partnership with Parents**

- School recognises that the child's welfare is paramount, however good child protection practice and outcome relies on a positive, open and honest working partnership with parents
- Whilst we may, on occasion, need to make referrals without consultation with parents, we will make every effort to maintain a positive working relationship with them whilst fulfilling our duties to protect any child
- We will provide a secure, caring, supportive and protective relationship for the child
- Children will be given a proper explanation (appropriate to age & understanding) of what action is being taken on their behalf and why
- We will endeavour always to preserve the privacy, dignity and right to confidentiality of the child. The Designated Senior Person will determine which members of staff "need to know" personal information and what they "need to know" for the purpose of supporting and protecting the child

### **Allegations regarding person(s) working in or on behalf of school**

These procedures should be used in respect of all cases in which it is alleged that such a person has

- a. behaved in a way that has harmed a child or may have harmed a child
  - b. possibly committed a criminal offence against or related to a child or
  - c. has behaved towards a child or children in a way that indicates s/he is unsuitable to work with children.
- DfES 2005\**

Where such an allegation is made against any person working in or on behalf of the school, we will apply the same principles as in the rest of this document and we will always follow the ACPC procedures [www.safeguardingchildren.co.uk](http://www.safeguardingchildren.co.uk) (Chapter 10 "Child Protection in Specific Circumstances" section 10.17 "Allegations against staff and Volunteers who work with Children and Young People"), L.E.A. Personnel Guidance (Sec. 22 Personnel Manual), DfES and NEOST guidance.\* Detailed records will be made to include decisions, actions taken, and reasons for these. All records will be retained securely by the Headteacher.

Whilst we acknowledge such allegations, (as all others), may be false, malicious or misplaced, we also acknowledge they may be founded. It is, therefore, essential that all allegations are investigated properly and in line with agreed procedures.

### **Initial Action**

- The person who has received an allegation or witnessed an event will immediately inform the headteacher and make a record

- In the event that an allegation is made against the headteacher the matter will be reported to the Chair of Governors who will proceed as the 'headteacher' as follows:
- The headteacher will take steps, where necessary, to secure the immediate safety of children and any urgent medical needs
- The member of staff will not be approached at this stage unless it is necessary to address the **immediate** safety of children
- The headteacher may need to clarify any information regarding the allegation, however no person will be interviewed at this stage
- The headteacher will consult with Safeguarding Manager / Officer / Lead LEA Officer (see Contacts List) in order to determine if it is appropriate for the allegation to be dealt with by school or if there needs to be a referral to social care and/or the police for investigation
- Consideration will be given throughout to the support and information needs of pupils, parents and staff
- The headteacher will inform the Chair of Governors of any allegation.

*Next Review Date October 2010*

## Appendix 1

### CONTACTS

#### **Lead LEA Officers:**

|                                       |                           |
|---------------------------------------|---------------------------|
| Principal E.S.W. Alan Critchlow       | 01609 780860/ 07715540712 |
| Safeguarding Manager Rosemary Cannell | 01423 700151/ 07715540723 |
| Safeguarding Officer Pete Roberts     | 01723 508458/ 07715540739 |
| Admin. Support Valerie Hutchinson     | 01609 785928              |

#### **Education Social Work Service:**

|                               |              |
|-------------------------------|--------------|
| Hambleton & Richmondshire     | 01748 832351 |
| Scarborough, Whitby & Ryedale | 01723 508460 |
| Harrogate                     | 01423 700175 |
| Craven                        | 01756 792427 |
| Selby                         | 0845 0349465 |

#### **Education Personnel**

|               |              |
|---------------|--------------|
| Harrogate     | 01423 700180 |
| Northallerton | 01609 780780 |

#### **Social Care:**

##### Customer Relations

|                           |              |
|---------------------------|--------------|
| Hambleton & Richmondshire | 01609 779999 |
| Scarborough & Ryedale     | 08459 501555 |
| Harrogate                 | 01423 568099 |
| Craven                    | 01756 793700 |
| Selby                     | 01757 213651 |
| Ripon                     | 01765 608636 |

##### Children and Families

|   |              |
|---|--------------|
| Haywra Street, Harrogate                          | 01423 505049 |
| Brook Lodge, Selby                                | 01757 705421 |
| Westbourne House, Selby                           | 01757 213399 |
| 16 Dean Road, Scarborough                         | 01723 508117 |
| The Close, Northallerton                          | 01609 779922 |
| Sharow View, Ripon                                | 01765 605135 |
| 4 Stockwell Lane, Knaresborough                   | 01423 799450 |
| Ryedale House, Malton                             | 01653 600666 |
| 9 The Broadway, Colburn                           | 01748 832600 |
| St Helen's Close, Ainderby Steeple (Disabilities) | 01609 772127 |
| May Lodge, Scarborough                            | 01723 364701 |
| 31 Trinity Road, Scarborough                      | 01723 380000 |
| The Ghyll, Skipton (Disabilities)                 | 01756 792949 |
| Nidderdale, Harrogate                             | 01423 506196 |
| Stepney Road, Scarborough                         | 01723 373891 |

|                           |              |
|---------------------------|--------------|
| Child Protection Register | 01845 574742 |
|---------------------------|--------------|

Appendix 2

**Referral Form to Social Services - Personal Details (Page 1)**

|   |  |                                 |  |               |
|---|--|---------------------------------|--|---------------|
| <b>Surname:</b>                               |  | <b>First Name:</b>              |  | <b>Title:</b> |
| <b>Preferred Name/Mode of Address:</b>        |  |                                 |  |               |
| <b>D.O.B.:</b>                                |  | <b>M/F/Unborn</b>               |  |               |
| <b><u>Permanent Address</u></b>               |  | <b><u>Temporary Address</u></b> |  |               |
| <b>Tel:</b>                                   |  | <b>Tel:</b>                     |  |               |
| <b>School attended:</b>                       |  | <b>Name of School Contact:</b>  |  |               |
| <b>First Language:</b>                        |  | <b>Interpreter Required?</b>    |  |               |
| <b>Ethnic Origin:</b>                         |  | <b>Religion:</b>                |  |               |
| <b>If Refugee/Asylum Seeker:</b>              |  |                                 |  |               |
| <b>tiNationality:</b>                         |  | <b>Status:</b>                  |  |               |
| <b>Any Risk to Professionals?</b>             |  |                                 |  |               |
| <b>Does the Child have any Special Needs?</b> |  |                                 |  |               |
| <b><u>G.P. (Inc. Telephone Number)</u></b>    |  |                                 |  |               |

**FAMILY/OTHER MEMBERS OF THE HOUSEHOLD**

| <b>Name</b> | <b>Address/Telephone</b> | <b>Age/DOB</b> | <b>Relationship</b> | <b>Parental Responsibility</b> |
|-------------|--------------------------|----------------|---------------------|--------------------------------|
|             |                          |                |                     |                                |
|             |                          |                |                     |                                |
|             |                          |                |                     |                                |
|             |                          |                |                     |                                |

|  |  |  |  |  |
|--|--|--|--|--|
|  |  |  |  |  |
|  |  |  |  |  |

**OTHER PROFESSIONALS INVOLVED**

| Name | Address & Telephone Number | Role |
|------|----------------------------|------|
|      |                            |      |
|      |                            |      |
|      |                            |      |
|      |                            |      |
|      |                            |      |

**Referral Form to Social Services - Personal Details (Page 2)**

|                 |                       |
|-----------------|-----------------------|
| <b>Surname:</b> | <b>First Name(s):</b> |
|-----------------|-----------------------|

|                                    |                                  |
|------------------------------------|----------------------------------|
| <b>Subject aware of Referral ?</b> | <b>Responsible Adult aware ?</b> |
|------------------------------------|----------------------------------|

|                     |
|---------------------|
| <b>Referred By:</b> |
|---------------------|

|                     |                         |
|---------------------|-------------------------|
| <b>Designation:</b> | <b>Date &amp; Time:</b> |
|---------------------|-------------------------|

|                 |
|-----------------|
| <b>Address:</b> |
|-----------------|

|                         |
|-------------------------|
| <b>Telephone Number</b> |
|-------------------------|

|                                    |
|------------------------------------|
| <b><u>Reason for Referral:</u></b> |
|------------------------------------|

Current Issues:

(Continue on separate sheet if necessary)

| Copy for: | Customer Relations | Own Records  |
|-----------|--------------------|--|
|           |                    | If Education and a Child Protection Referral, copy to Valerie Hutchinson, Child Protection Administrator, Pupil & Parent Services 121-123, High Street, Northallerton, DL7 8PQ |

**Appendix 3**

**References:**

**Websites**

North Yorkshire ACPC  
(CP Procedures and Training) [www.safeguardingchildren.co.uk](http://www.safeguardingchildren.co.uk)

Children Missing from Education [cmecoordinator@northyorks.gov.uk](mailto:cmecoordinator@northyorks.gov.uk)

CAPE (Child Protection in Education) [www.cape.org.uk](http://www.cape.org.uk)

**Keeping Children Safe**

KS2/3  
Safety Plan [www.missdorothy.com](http://www.missdorothy.com)  
Bullying & child abuse [www.educate.co.uk/keepsafe.htm](http://www.educate.co.uk/keepsafe.htm)  
[www.anti-bullyingalliance.org](http://www.anti-bullyingalliance.org)  
[www.kidscape.org.uk](http://www.kidscape.org.uk)  
[www.childline.org.uk](http://www.childline.org.uk)  
[www.nspcc.org.uk](http://www.nspcc.org.uk)  
Domestic Violence [www.thehideout.org.uk](http://www.thehideout.org.uk)

Internet Safety [www.safety.ngfl.gov.uk/schools](http://www.safety.ngfl.gov.uk/schools)

[www.msn.co.uk/youngpeoplesafeonline](http://www.msn.co.uk/youngpeoplesafeonline)

KS2/3 [www.childnet-int.org](http://www.childnet-int.org)  
Jenny's story [www.kidsmart.org.uk](http://www.kidsmart.org.uk)  
[www.childnet-int.org/jenny](http://www.childnet-int.org/jenny)

## **Documents**

### **DfES Documents**

[www.teachernet.gov.uk/childprotection](http://www.teachernet.gov.uk/childprotection)

Safeguarding Children in Education

Extended Work Experience and Child Protection – Supplementary Guidance

Safer Recruitment and Selection in Education Settings

Dealing with Allegations of Abuse against Teachers and other Staff

### **IRSC Documents**

[www.teachernet.gov.uk/irsc](http://www.teachernet.gov.uk/irsc)

Designated Senior Person Information Pack

A Self Review Tool for Safeguarding and Child Protection in Schools

Annual Report to the Governing Body on Safeguarding Children

Guidance for Safe Working Practice for the Protection of Children and Staff in Education Settings

Guidance for Education Staff facing Allegations of Abuse

Guidance for Staff contributing to Strategy Discussions

Definitions and Thresholds for Managing Allegations against Education Staff

Staff subject to Allegations: Thresholds for and Alternatives to Suspension

Managing the Aftermath of Unfounded and Unsubstantiated Allegations

### **NEOST Guidance**

[www.lg-employers.gov.uk / conditions / education / schools](http://www.lg-employers.gov.uk / conditions / education / schools)

### **Training Materials**

Whole School CP Training

Materials

Safe Recruitment Training

[www.n-yorks.net/training](http://www.n-yorks.net/training)

[www.ncsl.org.uk/saferecruitment](http://www.ncsl.org.uk/saferecruitment)

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