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Child Protection and Safeguarding Responsibility & contact list September 2019

Agency	Role	Contact details
Designated Safeguarding Lead	Sarah Edwards	sarahe@harmonycbc.co.uk 07831 334488
Deputy DSL	Victoria Balls Sarah Baker	victoriab@harmonycbc.co.uk 07432 211616 sarahb@harmonycbc.co.uk 07508 890789
Early Help & Safeguarding Hub (MASH)	RBWM Wokingham	01628 683150 01344 786543 (OUT OF HOURS) 01189 088002 01344 786543 (OUT OF HOURS)



	Bucks	0845 4600001 / 01296 383962 0800 9997677 (OUT OF HOURS)
Local Authority Designated Officer	RBWM	01628 683202
	Wokingham	01189 746141
	Bucks	01296 382070

Child Protection and Safeguarding Procedures

This guidance provides a summary of:

- Your roles and responsibilities in Child Protection,
- How to respond if you have concerns about the safety and welfare of a pupil and
- What the responsibilities of the Designated Safeguarding Lead (DSL) are.
- Advice and expectations for safe and appropriate working

It should be read in conjunction with the following documents. If at any time you are uncertain about any safeguarding or CP matters or the content of guidance or policies the DSL or other Senior staff should be contacted for advice.

- **Statutory Guidance *Keeping Children Safe in Education 2019 (KCSiE) 1Information for all School & College staff.1***
- **All staff must read each version of this guidance and seek advice if you have any questions or concerns about the information**
- **The Staff Code of conduct** – which is designed to support the maintenance of a safe and secure learning and working environment
- **The Behaviour Policy**
- **Procedures for Children Missing Education for RBWM (ask for hard copy or follow link)– http://rbwm.proceduresonline.com/chapters/p_sg_ch_go_miss.html#miss_edu**

Other useful sources of information are:

- **KCSiE 2019** the full document (includes management of safeguarding, safer recruitment and allegations against staff guidance)
- **NSPCC website**

KCSiE makes it clear that:

*'Safeguarding and promoting the welfare of children is **everyone's** responsibility. **Everyone** who comes into contact with children and their families and carers has a role to play in safeguarding children...'*

And that

'School and college staff are particularly important as they are in a position to identify concerns early, provide help for children, and prevent concerns from escalating.'

*All staff should ensure that they remain aware of the signs of possible abuse or neglect and maintain an attitude that **IT COULD HAPPEN HERE***

Awareness of indicators of Abuse & Neglect

- All staff should be aware of the possible indicators or signs and symptoms of PHYSICAL, EMOTIONAL, SEXUAL ABUSE and NEGLECT and these are described in KCSiE and *'What to do if you are worried a child is being abused'* and in your online training module.
- In addition to these forms of abuse it is important to remain aware of other Child Protection and Safeguarding concerns also outlined in these documents and training. These include:
 - Child sexual & criminal exploitation
 - Poor or irregular attendance
 - Possible radicalisation by violent political or religious extremism
 - Female Genital Mutilation and Forced marriage
 - Inappropriate or sexualised behaviour such as 'Sexting'
 - Changes to the Voyeurism (Offences) Act 2019 which criminalise the act of "up-skirting"
- Within school it is important to remain vigilant to the possibility of:
 - Pupil on Pupil abuse and not dismiss such behaviour such as sexual touching or verbal abuse as 'part of growing up' or 'banter'.
 - **That children with SEN, disability or challenging behaviour may make them more likely to be abused and that this may be masked by their additional needs or communication difficulty**
 - The indicators which may signal that are children are at risk from, or are involved with, serious violent crime

Responding to concerns or disclosures



'Never do nothing – Do the simple things well'

Any member of staff who has a concern about a child's welfare should follow the internal referral process as outlined in the flow charts in Annex C of this policy **immediately and without delay**. Staff should ensure that concerns are recorded clearly on a Concern form which is available and passed to the DSL or Deputy DSL as indicated in the flow chart. You must not investigate but refer concerns **as soon as possible and in potentially urgent or serious cases immediately**.

At all times you must maintain the **strictest confidentiality** in respect of individual Child Protection matters.



Responding to - Disclosures

- React calmly, promise CONFIDENTIALITY **not** SECRECY
- Tell the child that they have done the right thing by telling you
- Avoid making comments or judgements about what is shared
- Keep responses short, simple, slow and gentle
- Do not stop a child or parent who is talking freely about what has happened
- Observe and listen but only ask open ended TED type questions if you need to clarify but this may be better left to the DSL or others
- Tell me what happened - Explain what you mean - Describe how it made you feel
- Tell the child or parent what will happen next

Feedback

You should expect to receive feedback following such internal referrals on a 'Need to Know' basis from the DSL. If this does not happen seek feedback.

The DSL or Dep DSL will be available on site when the centre is open to advise staff or respond to urgent Child Protection matters. The DSL and Deputy DSL are designated to take the lead responsibility for Child protection. This includes:

- Providing advice and support and information to staff as appropriate
- Liaising with the LA and other agencies including the involvement in Early Help Assessments and plans
- Obtaining, maintaining and transferring CP records for individual pupils and liaising with previous and receiving schools
- Ensuring the preparation of appropriate reports for and attendance at Case Conferences, Core Groups and other multi agency meetings
- Arranging appropriate induction and continuing training for all staff
- Encouraging a culture in staff of listening to pupils and taking account of their wishes and feelings and supporting measures and plans put in place to support or protect them.

**A fuller outline of the Role of the DSL can be found in the full KCSiE*



Safe and Appropriate Working - Code of Conduct

KCSiE instructs all schools to issue a Code of Conduct to all staff. It is designed to;

- Help all staff establish safe and responsive learning environments which safeguard children
- Reduce the risk of adults being unjustly accused of unprofessional, inappropriate or abusive conduct
- Help staff to work safely to protect pupils and themselves
- Ensure that all staff are aware of what is regarded as appropriate or inappropriate conduct and practice
- Support leaders in setting clear expectations for all staff

It is important that you **understand and follow** this Code to ensure that you protect yourself and to be aware that failure to do so could result in concerns about your behaviour and possible disciplinary action.

It is important that staff understand that behaviour out of school may call into question your suitability to work with children will need to be assessed by the school leaders.

If there are any parts of this code or any issues arising from your work in this area you have concerns or queries about you should seek advice from the leaders or another senior member of staff.

You may also wish to refer to the following documents which give more detailed guidance.

- *Safer working Practice for Adults who work with Children & Young People in Education Settings (October 15 Safer Recruitment Consortium)*
- School Safeguarding Whistle Blowing guidance
- KCSiE part 2 and part 4 '*Managing Allegations against teachers and other staff*'



Concerns about the conduct of other members of staff or volunteers

The responsibility for Child Protection and Safeguarding includes a clear obligation to report concerns you have or disclosures made to you that indicate inappropriate or abusive behaviour by members of staff or volunteers. Such allegations should usually be referred to the leaders or if the allegation is about the Leaders to the Local Authority Designated Officer.

If your concerns persist after you have referred Child Protection concerns or allegations as above you should raise these concerns with the recipient. If after these discussions there are concerns that the centre has not acted appropriately to protect a child or to address inappropriate behaviour by a member of staff you should consider making a referral to Children's Social Care or in the case of allegations the Local Authority Designated Officer.

Signed *S. Baker*

Print nameS. Baker.....

Date2nd September 2019.....

Annex H added March 2020

S. Baker



Annex H

Harmony AE Procedure during Coronavirus (COVID-19)

Updated 31st March 2020

Harmony AE Ltd will follow DFE guidance with regards to the education of vulnerable children and young people during the Coronavirus (COVID-19), alongside the most recent government guidance concerning restrictions in place related to Stay At Home, Protect the NHS, Save Lives. We have also included children and young people who have not been formally considered as vulnerable but are considered as such by Harmony AE senior staff.

Vulnerable children are defined as including those who have a social worker and those children with education, health and care (EHC) plans. All Harmony young people fitting in to this category have been risk assessed and can safely have their needs met at home. They are either not receiving personal care from their educational setting or have limited need for personal care which can be met in their family home. As part of the risk assessment, we have considered the following:

- the potential health risks to the individual from COVID-19, bearing in mind any underlying health conditions
- the risk to the individual if some or all elements of their EHC plan cannot be delivered at all, and the risk if they cannot be delivered in the normal manner or in the usual setting
- the ability of the individual's parents or home to ensure their health and care needs can be met safely
- the potential impact to the individual's wellbeing of changes to routine or the way in which provision is delivered

These Risk Assessments will be continually monitored by Harmony AE Senior Staff. Should any risk assessments be updated to show that a child or young person cannot be safely supported at home then they will be offered a place at either The Harmony Centre or an alternative setting, in collaboration with their relevant Local Authority.

Following DFE guidance, education providers **do not need** to complete their usual day-to-day attendance procedures to follow up on non-attendance, however **they do need** to ensure they have a process in place to check on the welfare of any child in need who does not attend on any day. In the current situation we are keeping a log of communication with all our young people and forwarding this information to the relevant local authorities. Work packs have been delivered/collected where possible, and electronically sent to the remaining young people/families.

Harmony Senior staff/key workers will be following the following procedures:

Regular contact with the young person/family – this can be in the form of text messages, phone calls, emails or platforms which enable video calling, such as Facetime or Whats App.

Remote monitoring of work where online interactive websites are used, and/or where detail is provided by the child/young person/family.

Regular contact with named Social Worker or other professionals working with the young people/families.

Harmony CBC Ltd Child protection and safeguarding policy



Where contact is not made on a regular basis (i.e. parent/carer/young person not engaging), the relevant school/LA will be made aware.

When setting work staff will consider the mental health of our young people and expectations of completion of this work will reflect this.

In addition to the above, the Harmony AE Safeguarding Policy will be followed. The DSL and Deputies are contactable by email and by phone as per the details in the Safeguarding Policy. They are all part of the Senior Team monitoring our young people. Staff will continue to work closely with Local Authorities, particularly social care teams where appropriate.

In case of bereavement, Senior Staff will work closely with the family to identify support needs and make referrals to appropriate organisations (for example Winston's Wish, Grief Encounter, Childhood Bereavement Network, Hope Encounter).