



# BURSCOUGH PRIORY SCIENCE COLLEGE



## CHILD PROTECTION POLICY

### RATIONALE

The school recognises that because of its day-to-day contact with individual students it has a crucial role to play in noticing signs of possible abuse, changes in behaviour or failure to thrive. The school also recognises the need to work within a framework of multi-agency collaboration.

### AIM

- To ensure the health, safety, care and protection of all students.

### OBJECTIVES

- To provide a positive school ethos based on trust and support with clear lines of communication between students and staff.
- To provide clear direction to staff and others about expected codes of behaviour in dealing with child protection issues.
- To ensure that concerns about child protection issues and referrals are handled sensitively in ways which give priority to the needs of the child.

### PROCEDURES

1. The Child Protection Officer (CPO) is Mrs. Walton, or in her absence the Deputy Headteacher, Mr Edgar.
2. Procedures for dealing with physical abuse, sexual abuse, emotional abuse and neglect/failure to thrive are outlined in the Lancashire Child Protection Guidelines, "Concerns Re Welfare Safety" September 2009. These procedures must be referred to before taking action. Hard copies of the guidelines are in the ECM Centre and Deputy Headteacher's Office. They are attached to this document also
3. The Child Protection Officer is the contact point for all staff on any child protection issue. In the absence of the CPO, guidance is given by the Deputy Headteacher, Mr Edgar.
4. The LA School's Safeguarding Co-ordinator (Child Protection Co-ordinator) is [Mary.aurens@lancashire.gov.uk](mailto:Mary.aurens@lancashire.gov.uk), **Safeguarding Unit Admin**, 01772 532723 / 534443.
5. Mary Aurens, Tel: 01772 531196, Fax: 01772 531451, Emergencies: 07766 367597, Email: [mary.aurens@lancashire.gov.uk](mailto:mary.aurens@lancashire.gov.uk)
6. The appropriate Head of Year will attend Child Protection Conferences and report back to the CPO.
7. Any teacher or any other adult in the school who has a reasonable suspicion that a child suffering from abuse by any care giver or any other person known to the child or family, which includes any teacher, must report the facts immediately to the CPO, Deputy Headteacher or Headteacher.
8. The teacher or any other adult should tell the child who has disclosed abuse that it will be necessary to pass the information on to others who may have to act on it and therefore should not offer confidentiality.
9. The teacher or any other adult can listen to a student who is reporting information, but they should not question or interview the child, other than ask him/her to repeat information given, if necessary.
10. If it is considered there are grounds for concern the CPO or Deputy Headteacher must immediately inform the local Social Services Department, or the Police in the case of sexual abuse, of the circumstances of the case.
11. These agencies will accept responsibility for the conduct of the case from then on.
12. After informing the Social Services Department or designated teacher the Area/Senior Education Welfare Officer should be informed by telephone of the case. The school Health Service should also be informed.
13. The CPO or Deputy Headteacher should keep a written record of all circumstances pertaining to the case. These documents and subsequent reports are to be kept confidential in a secure place away from ordinary student files.
14. The Headteacher and staff are reminded that information is to be kept entirely confidential on a need-to-know basis at all times. Parents have no right to information contained in school records relating to child abuse (DES circular 7/89).

15. When a child on the Child Protection Register changes schools the information should be transferred between schools immediately and the custodian of the Child Protection Register informed.

## CONCLUSION

The policy and procedures follow the LA's guidance on handling concerns below, and will be reviewed annually.

January 2011

## HANDLING CONCERNS ABOUT THE WELFARE AND SAFETY OF CHILDREN AND YOUNG PEOPLE

### 1. 1. What Should Staff/Volunteers in Schools and Education Settings Do If They Have Concerns About A Child or Young Person?

Education professionals who are concerned about a child's welfare or who believe that a child is or may be at risk of abuse should pass any information to the Child Protection Officer (**CPO**) in school; this should *always* occur as soon as possible and certainly within 24 hours (see Flowchart at Appendix 1):

**The Child Protection Officer is: Kerri Walton**

**The Back Up Deputy CPO is: Trevor Edgar**

It is these senior colleagues who are responsible for taking action where the welfare or safety of children or young people is concerned. If staff are uncertain about whether their concerns are indeed 'child protection' then a discussion with their CPO/line manager will assist in determining the most appropriate next course of action<sup>1</sup>:

#### **Staff should never:**

- Do nothing/assume that another agency or professional will act or is acting.
- Attempt to resolve the matter themselves.

#### **What should the CPO consider right at the outset?**

- Am I dealing with 'risk' or 'need'? (By definition, a child at risk is also a child in need. However, what is the *priority / level and immediacy* of risk / need?)
- Can the level of need identified be met:
  - In or by the school or by accessing universal services/without referral to Children's Integrated Services (formerly Social Services) or other statutory / targeted services<sup>2</sup>
  - By working with the child, parents and colleagues?
- What resources are available to me / the school and what are their limitations?
- Is the level of need such that a referral needs to be made to Children's Integrated Services (CIS) which requests that an assessment of need be undertaken? (**Section 17 Child in Need referral**)
- Is the level and/or likelihood of risk such that a child protection referral needs to be made (i.e. a child is suffering or is likely to suffer significant harm? (**Section 47 Child Protection referral**))
- What information is available to me: Child, Parents, Family & Environment?
- What information is inaccessible and, potentially, how significant might this be?

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<sup>1</sup> Detailed information on possible signs and symptoms of abuse can be found in Document C1 of the CP Information Pack (2004). Lancashire's Safeguarding Children Procedures' (ie, the County Child Protection Procedures) can be accessed at: [www.lancashire.gov.uk/safeguardingchildrenboard/](http://www.lancashire.gov.uk/safeguardingchildrenboard/)

<sup>2</sup> See Appendix 4 - CAF

- Who do I/don't I need to speak to now and what do they need to know?
- Where can I access appropriate advice and/or support?

**Education Safeguarding Officers**  
**Safeguarding Unit**  
**Room B16**  
**County Hall**  
**Preston PR1 8RJ**

**Fax: 01772 531 451**

**Paul McIntyre (Schools Safeguarding Co-ordinator)**

01772 532634/07766 367 597

[Paul.mcintyre@lancashire.gov.uk](mailto:Paul.mcintyre@lancashire.gov.uk)

**Mary Aurens (Schools Safeguarding Officer)**

01772 531196/07810 267 503

[Mary.aurens@lancashire.gov.uk](mailto:Mary.aurens@lancashire.gov.uk)

**Safeguarding Unit Admin**

01772 532723 / 534443

- If I am not going to refer, then what action am I going to take? (e.g. CAF to other agency, time-limited monitoring plan, discussion with parents or other professionals, recording etc)

## **2. Feedback to Staff Who Report Concerns to the Child Protection Officer**

Rules of confidentiality dictate that it may not always be possible or appropriate for the Child Protection Officer to feedback to staff who report concerns to them. Such information will be shared on a 'need to know' basis only and the Child Protection Officer will decide which information needs to be shared, when and with whom. The primary purpose of confidentiality in this context is to safeguard and promote the child's welfare.

## **3. Thresholds for Referral to Children's Integrated Services (CIS)**

Where a Child Protection Officer or line manager considers that a referral to CIS may be required, there are two thresholds for (and their criteria) and types of referral that need to be carefully considered:

### **(i) Is this a Child In Need?**

Under section 17 (s.17(10)) of the Children Act 1989, a child is in need if:

- He is unlikely to achieve or maintain, or to have the opportunity to achieve or maintain, a reasonable standard of health or development, without the provision of services by a local authority;
- His health or development is likely to be impaired, or further impaired, without the provision of such services;
- He is disabled.

### **(ii) Is this a Child Protection Matter?**

Under section 47(1) of the Children Act 1989, a local authority has a duty to make enquiries where they are informed that a child who lives or is found in their area:

- is the subject of an Emergency Protection Order;
- is in Police Protection; or where they have
- reasonable cause to suspect that a child is suffering or is likely to suffer significant harm.**

Therefore, it is the 'significant harm' threshold' that justifies statutory intervention into family life. A professional making a child protection referral under s.47 must therefore provide information which clearly outlines that a child is suffering or is likely to suffer significant harm.

**The Child Protection Officer will make judgements around 'significant harm', levels of 'need' and when to refer.**

#### **4. MAKING JUDGEMENTS ABOUT 'SIGNIFICANT HARM'**

There are no absolute criteria upon which to rely when judging what constitutes significant harm; sometimes a single traumatic event may constitute significant harm. More often, however, significant harm is a compilation of significant events, both acute and long-standing, which interrupt, change or damage the child's physical and psychological development.

##### **(a) Children Act Guidance and Definitions**

Within the Children Act 1989, the following guidance is offered:

**Significance** is not defined within the Children Act although it is to be 'measured' in terms of:

- a child's health and development; and
- that which could reasonably be expected of a similar child.

**'Harm'** means ill treatment or the impairment of health or development;

**'Development'** means physical, intellectual, social, emotional or behavioural development;

**'Health'** means physical or mental health; and

**'Ill treatment'** includes sexual abuse and forms of treatment that are not physical, including for example, impairment suffered from seeing or hearing the ill treatment of another.

##### **(b) To begin with, in order to understand and establish significant harm, it is necessary to consider:**

- The child's development within the context of their family and wider social environment;
- Any special needs and how they impact at all levels (child and family);
- The nature of any harm and its likely impact upon the child's health and development;
- The adequacy of parental care.

##### **(c) More specifically, how does the following contextual information shape your professional judgement about this situation?**

- Age of child (developmental stage/needs, vulnerability, abilities)?
- The 'act(s)' described or referred to – what is being described? Possible criminal act/investigation required? (10 is the age of criminal responsibility – e.g. if the concern relates to the actions of one child against another)
- Severity of ill-treatment?
- Degree and extent of physical harm?
- Duration and frequency?
- Extent and degree of premeditation?
- Degree of threat or coercion?
- Immediate risk?
- Nature of risk and evidence of risk – when and how is the child at risk?
- Impact upon the child's health and development?

- What am I being asked to do and what am I required to do in response to this information?

## 5. Making Referrals to CSC (Guidance for the Child Protection Officer)

### (i) Child In Need/Section 17 Referrals

The CPO should complete a Common Assessment Framework (CAF) form<sup>3</sup> and email it to [csc.acscustomerservices@lancashire.gov.uk](mailto:csc.acscustomerservices@lancashire.gov.uk)

- This is a request for assessment/support/services and, as such, you ***must obtain the consent*** of the parent(s) (and child/young person where appropriate), this should be identified on the CAF;
- Where a parent/child/young person refuses to consent, you should make clear your ongoing plans and responsibilities in respect of support, monitoring etc, and the possibility of a child protection referral at some point in future if things deteriorate or do not improve. (This is not about threats or saying that this is inevitable but about openness and transparency in dealings with parents). You should notify your local CAF Officer that permission has been refused to undertake a CAF

### (ii) How to Make A Child Protection/Section 47 Referral

Telephone call to the **Customer Service Centre (0845 053 0009)**; your referral information will be collated and forwarded to the relevant team manager for consideration and action.

- You still need to complete a CAF and should forward this as soon as possible - certainly **within 48 hours**
- You ***do not require the consent*** of a parent or child/young person to make a child protection referral
- A parent should, ***under most circumstances, be informed*** by the referrer that a child protection referral is to be made. The criteria for not informing parents are:
  - (a) Because this would increase the risk of significant harm to a child(ren); or
  - (b) Because, in the referrer's professional opinion, to do so might impede an investigation that may need to be undertaken;
  - (c) Because there would be an undue delay caused by seeking consent which would not serve the child's best interests.

Fear of jeopardising a hard won relationship with parents because of a need to refer is **not** sufficient justification for not telling them that you need to refer. To the contrary, this lack of openness will do little to foster ongoing trust, particularly as the source of referrals will be disclosed to parents except in a limited number of circumstances. If you feel that your own or another adult's immediate safety would be placed at risk by informing parents then you should seek advice and/or make this clear on the CAF and in any telephone contact with Children's Social Care .

## 6. CSC Responses to Referrals and Timescales

In response to a referral, CSC may decide to:

- Provide advice to the referrer and/or child/family;
- Refer on to another agency who can provide services;
- Convene a Strategy Meeting (within five working days);

<sup>3</sup> CAF is being rolled-out across the County and is already live in most areas (will be in all areas by January 2009). If CAF is not currently live in your area you should continue to use the MAARF until further notice. (See Appendix 4 for more information on CAF)

- Provide support services under Section 17;
- Undertake an Initial Assessment (completed within seven working days);
- Convene an Initial Child Protection Conference (within 15 working days of a Strategy Meeting)  
(See [www.lancashire.gov.uk/safeguardingchildrenboard](http://www.lancashire.gov.uk/safeguardingchildrenboard) and go to Chapter 5 of the Safeguarding Children Procedures)
- Undertake a Core Assessment (completed within 35 working days);
- Accommodate the child under Section 20 (with parental consent);
- Make an application to court for an Order;
- Take no further action.

## **7. Feedback from Children's Social Care**

CSC have 24 hours within which to make a decision about a course of action in response to a referral. If you do not receive any (same day) verbal feedback following an urgent child protection referral, and where this places school / a child(ren) in a vulnerable position, you should ask to speak to a Duty Social Worker, the relevant Team Leader or the LA's Education Safeguarding Officers (01772 531196 / 532634 / 532723)

## Appendix 1: Useful Contacts

### Referrals

Customer Service Centre 0845 053 0000  
Out of Hours / Emergency Duty Team (EDT) 0845 602 1043

### Schools Safeguarding

Paul McIntyre (Schools Safeguarding Co-ordinator) 01772 532634  
Mary Aurens (Schools Safeguarding Officer) 01772 531196

### Allegations

Tim Booth (Local Authority Designated Officer) 01772 536694

### Legal Services

David Croall (Senior Solicitor) 01772 530849  
Lynn Brewer (Solicitor, Legal Services) 01772 530569

### Children missing Education (CME) Team

Greg Vickers (CME Co-ordinator) 01772 532687  
Tom Blacklock (North) 01772 531383  
Pam Kornecki (HRV and East) 01254 220690  
Susan Robinson (Chorley, SR and West) 01257 517333

### Pupil Access (Admissions / Exclusions)

Paul Bainbridge (Policy Officer) 01772 531654  
Debbie Ormerod (North) 01524 581213  
Lindsay Phillipson (South) 01772 261797  
John Thompson (East) 01254 220706

### Schools HR Consultancy

Dave Hewitt (Team Manager) 01772 531758  
Steve Lewis (Senior - Lancaster, Fylde, Wyre) 01772 531776  
Jeanette Whitham (Senior - Preston, HRV& CMS) 01772 531645  
Anne Sutton (Senior – BPR) 01772 534928  
Vic Welch (Senior – S Ribble, Chorley, West Lancs) 01772 531814  
Claire Neville (Personnel Officer) 01772 530435  
Wendy Hindle (Personnel Officer) 01254 220770

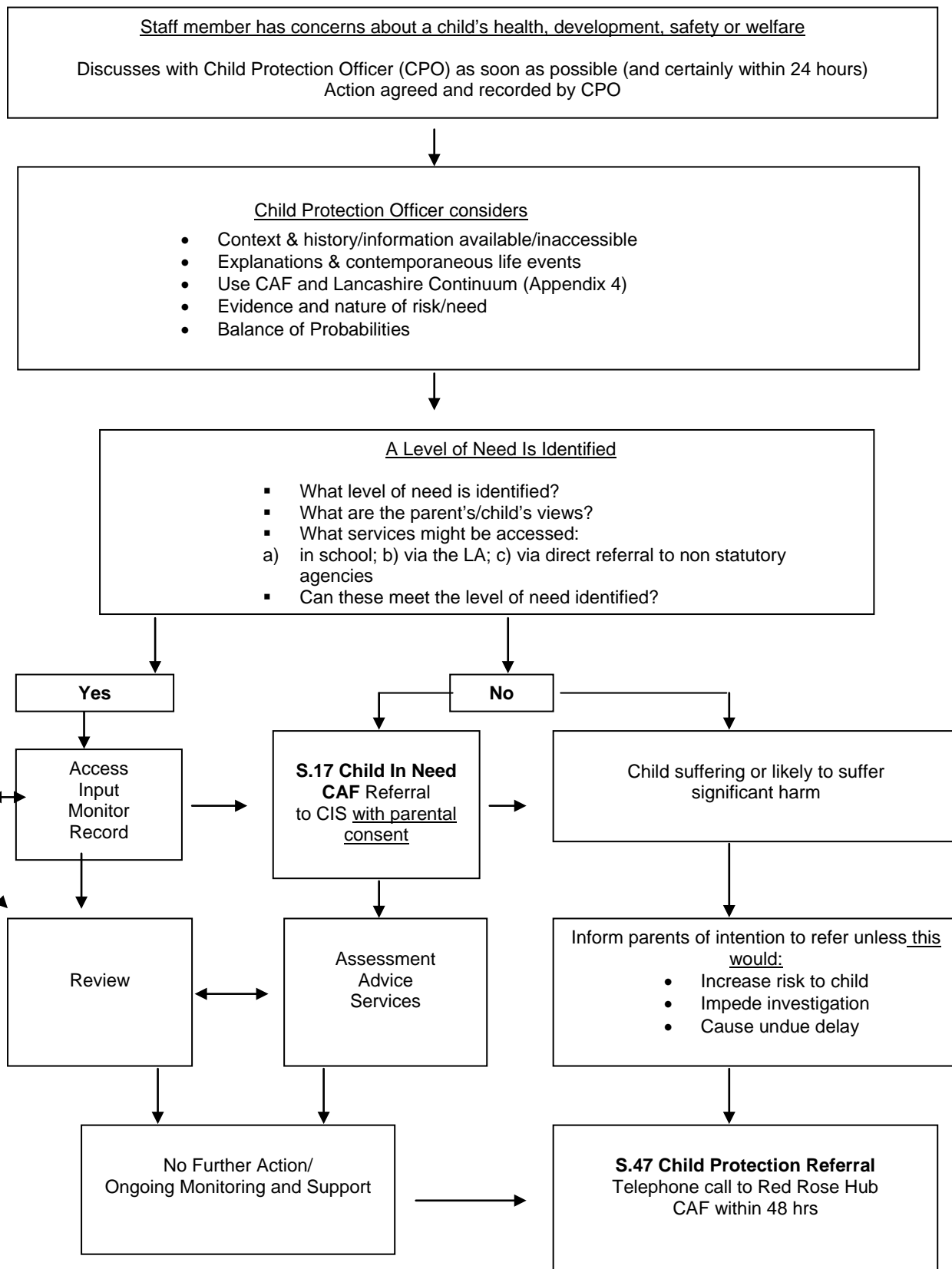
### LANCASHIRE PUPIL REINTEGRATION SERVICE

Neil Scanlan (Service Manager)  
Tracey Jackson (Senior Manager (Primary)) 01772 532290  
Dylan Owen (Senior Manager (Behav & Attendance)) 01772 531853  
Laura Hurley (Senior Manager (Secondary)) 01254 220781

## Appendix 2: Risk Assessment 'Checklist'

- Does/could the suspected harm meet the LSCB definitions of abuse?
- Are there cultural, linguistic or disability issues?
- I am wrongly attributing something to impairment?
- Does the chronology indicate any possible patterns which could/do impact upon the level of risk?
- Are any injuries or incidents acute, cumulative, episodic?
- Did any injuries result from spontaneous action, neglect, or intent?
- Explanations consistent with injuries/behaviour?
- Severity and duration of any harm?
- Effects upon the child's health/development?
- Immediate/longer term effects?
- Likelihood of recurrence?
- Child's reaction?
- Child's perception of the harm?
- Child's needs, wishes and feelings?
- Parent's/carer's attitudes/response to concerns?
- How willing are they to cooperate?
- What does the child mean to the family?
- What role does the child play?
- Possible effects of intervention?
- Protective factors and strengths of/for child (i.e. resilience/ vulnerability);
- Familial strengths and weaknesses?
- Possibilities?
- Probabilities?
- When and how is the child at risk?
- How imminent is any likely risk?
- How grave are the possible consequences?
- How safe is this child?
- What are the risk assessment options?
- What are the risk management options?
- What is the interim plan?

### Appendix 3: Taking Action Flowchart



**The Child Protection Officer in School is: Kerri Walton Tel extension 224/ Room ECM Centre  
The 'Back Up' CPO is Trevor Edgar Deputy Headteacher Tel extension: 205**

### Appendix 4: CAF, Lead Professional and the Continuum of Need

If you feel that a CAF is needed:

1. Email the child's name, address and date of birth to [caf@ed.lancscc.gov.uk](mailto:caf@ed.lancscc.gov.uk) to check whether a CAF already exists

1a. **If a CAF already exists** you will receive an email by return which details the unique number and the Lead Professional's name and contact details. You should then contact the Lead Professional and inform them that you are working with the family. You should then be invited to further Team Around the Child (TAC) meetings. This is known as an **open CAF**.

1b. **If a CAF is not already in existence but another professional has contacted the CAF team about the possibility of undertaking a CAF** you will be given that professional's details so that you can contact them. (One option would be that you complete the CAF together along with the parent/carer/young person). This is known as a **pending CAF**.

1c. **If a CAF does not exist and you are the only likely author of one**, complete a CAF with parents and/or child/young person and ensure you get their consent. Any child that is aged 13 or over and is deemed competent can consent to their own CAF.

## 2. Upon completion of a CAF

2a. **If it is a single agency, non-statutory response** that is needed you should keep a copy of the CAF as part of the child's in-house record and send a copy as a referral to the agency identified within the CAF i.e. the one with the ability to meet the needs identified. Send a copy to your CAF officer

2b. If a multi agency response has been identified, keep a copy of the CAF on the child's record, send a copy of the CAF to the CAF officer for your area and then send a copy of the CAF to every agency that you are inviting to the Team Around the Child (TAC) meeting along with a letter detailing the date, time and venue of the meeting. The parents and child need to be invited. You should also invite any agency that is already working with the family.

If the parents/child do not attend a **Team Around the Child (TAC)** meeting (it **cannot** go ahead and will need to be rescheduled). One key decision for the first TAC meeting will be to identify the Lead Professional. This does not have to be the person that completed the CAF (known as the author of the CAF) but it may be.

A TAC meeting would then be held every 4 weeks to review the Team Around the Child plan. **A copy of the TAC minutes should be sent to the CAF officer.**

The **Lead Professional** is usually the person best placed to meet the needs identified. The TAC plan would also be drawn up and agreed at this meeting. The Lead Professionals role is to be a single point of contact for the child/young person and/or its family. To ensure that frontline services are co-ordinated and outcomes are achieved

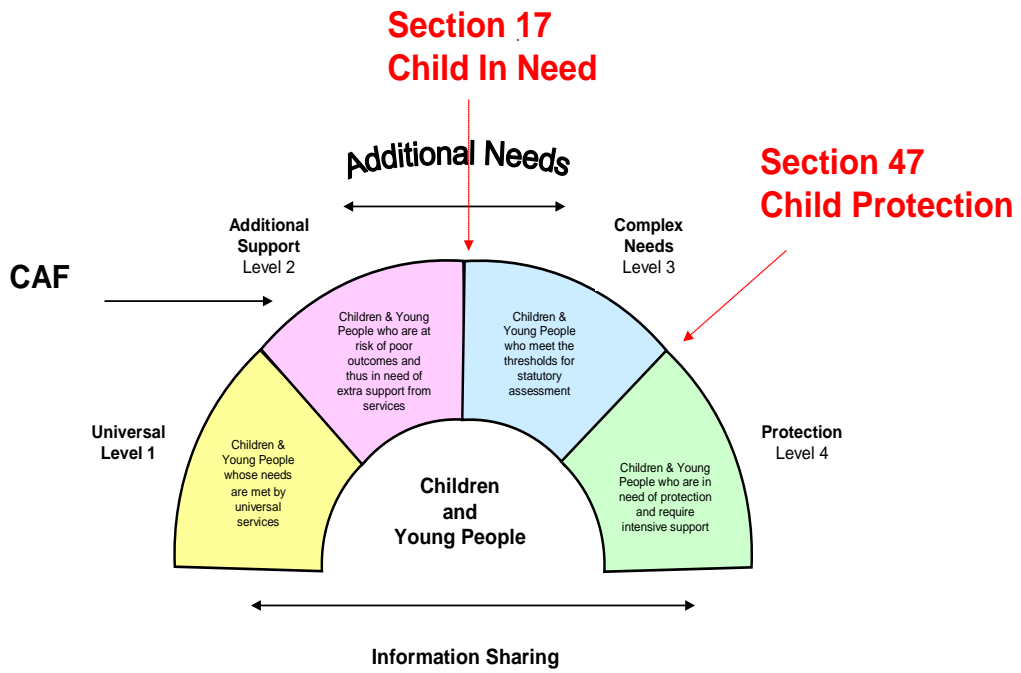
**For any other CAF queries ring 01772 530514**

For detailed guidance, access to training and copies of documentation in respect of the Common Assessment Framework (CAF) process, press control and click on the following link:

[http://lccweb/education/every\\_child\\_matters/whats\\_involved/caf/index.asp](http://lccweb/education/every_child_matters/whats_involved/caf/index.asp)

CAF Officers are currently in post in the following areas:

<b>North :</b>	<b>Ruth Gardner 07837066914</b>
<b>Rosendale, Hyndburn &amp; Ribble Valley :</b>	<b>Jacqueline Sumner 07791699371</b>
<b>Burnley &amp; Pendle :</b>	<b>Paula Johnston 07989856122</b>
<b>Chorley &amp; South Ribble:</b>	<b>Joanne Stephenson 07825431394</b>



Lead Professional will be nominated for any child/young person with a TAC Plan