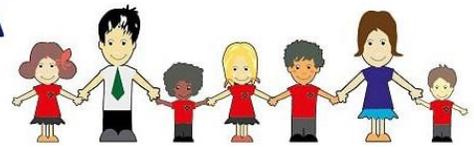




St Andrew's CE VA Primary School



Together, we love, we learn, we shine.

Safeguarding and Child Protection Policy

Rationale

St Andrew's are committed to safeguarding and promoting the welfare of children and everyone in our community has a responsibility for child protection. Our children have the right to protection, regardless of age, gender, race, culture or disability. In our school we respect our children. The atmosphere within our school is one that encourages all children to do their best. We provide opportunities that enable our children to take and make decisions for themselves. We work to create a culture of security to enable them to feel valued, listened to and to know that their wishes and feelings are respected.

We recognise that abuse and neglect can result in underachievement. We strive to ensure that all our children make good educational progress.

This policy has been developed to ensure the school fulfils the principles, requirements and any statutory duties established by:

- Education Act 2002
- Children Act 2004
- Safeguarding Children and Safer Recruitment in Education 2010
- Working together to safeguard children 2015
- Safer Working Guidance DfE 2015
- Keeping Children Safe in Education 2016
- The Prevent Duty Advice June 2015
- The school will also follow the procedures set out by Bury Safeguarding Children Board (BSCB).

This policy applies to all staff, governors and volunteers working in the school. All policies are subject to ongoing evaluation and full annual reviews.

All policies are made available and explained to parents as part of the enrolment procedure and are available for inspection and reference at all times. A copy of this Child Protection and Safeguarding Policy is on the school's website.

Increasingly we work with, support and sometimes lead different agencies to enable the most appropriate form of intervention to take place. This policy aims to outline this role, the procedures that staff should take and guidance on issues related to child protection generally. It is not exhaustive. All staff should put the needs and safety of the children at the centre of any decision they need to take.

Responsibilities

Role of the Governing Body

- The governing body has a key responsibility for monitoring child protection in the school. The nominated governor responsible for Child Protection is Mrs. H Gordon.

Responsibilities include:

- Ensuring all staff, governors and regular volunteers are given a copy of this Child Protection and Safeguard Policy and the implications on their role are fully explained.
- Having a designated person responsible for child protection
- Ensuring that there is a member of the governing body who has particular responsibility for safeguarding and child protection
- Reviewing policies and procedures annually
- Receiving regular reports from the Headteacher on Child protection
- Ensuring all members of staff are made aware of the main forms of abuse and their symptoms, as outlined in "Recognition and Referral Handbook" (BSCB)
- Ensuring all members of staff are made aware of their responsibilities in relation to the disclosure or discovery of child abuse and the school's procedures for dealing with such incidents.
- All staff members of staff are made aware of Bury (BSCB) procedures and where to locate them.
- Ensuring that procedures are in place to deal with allegations against a member of staff
- Ensuring that appropriate ongoing training is provided to ensure that staff maintain knowledge of child protection issues and are aware of any new developments.

Staff Roles and Responsibilities

We understand that the school should provide a stable and secure element in the lives of all children and that all staff have a role to fulfil in relation to safeguarding children. We recognise that, because of the day to day contact with children, staff are well placed to observe children and spot potential indicators of abuse. The Head Teacher Miss. S Wilson is the designated senior person for Child Protection and Safeguarding within the school. The deputy designated person is Mrs. Debbie Bennett Inclusion Lead.

The designated person is responsible for:

- Coordinating action within the school and liaising with social care and other agencies over cases of abuse and suspected abuse
- Acting as a source of advice within the school
- Ensuring that staff are familiar with the child protection policies and procedures
- Referral of individual cases of suspected abuse to the relevant social care agency
- Organising training on child protection within the school
- Informing parents/carers of the responsibilities of staff members with regard to child protection procedures
- Ensuring that any pupil, who is currently receiving intervention from social care, who is absent without explanation is referred to social care

Where referrals are made to social care these should be confirmed in writing within 24 hours. The designated person is responsible for following up any referrals where concerns remain or there is no communication about actions taken. Where there is uncertainty about making a full referral, advice can be sought from MASH without giving the child's details.

Teachers and support staff are responsible for:

- Being alert to the signs and symptoms of abuse and their responsibility for the immediate referral of any concerns to the designated senior person responsible for child protection.
- Providing information for use in Multi-agency meetings
- Receiving and applying any recommendations resulting from a multi-agency meeting
- Supporting pupils who wish to make a disclosure
- Establish and maintain an environment where children feel secure, are encouraged to talk, and are listened to.
- Implementing the school's Health and Safety policies in order to maintain a safe and secure setting.
- Ensuring that children know that there are adults in the school whom they can approach if they are distressed or worried.
- Promoting anti-discriminatory and anti-oppressive practice in line with school policy by providing positive role models, promoting diversity and by acknowledging and respecting the individual needs of the child.
- Being aware of the school's whistle blowing policy and are encouraged to raise any concerns relating to practice in school in line with the policy

New teachers and support staff are familiarised with this Child protection policy as part of their induction. Supply staff are provided with safeguarding procedures on their first day.

Staff Training

All staff in school will attend training at least every three years. The designated Safeguarding lead will undertake training every two years in order for her to fulfil her role. All staff will undertake Prevent Awareness training. The designated safeguarding lead will be able to provide advice and support to members of staff on protecting children from the risk of radicalisation.

Raising Awareness of Child Protection Issues

The school is committed to raising awareness of child protection and to equipping children with the skills needed to keep them safe. It aims to do this by:

- Ensuring staff have access to appropriate training and resources.
- Including opportunities in the curriculum that will help children to develop skills they need to recognise and stay safe from abuse.
- Teaching children about E Safety.
- Providing opportunities for outside agencies to work alongside our children eg. NSPCC
- Ensuring that children know what to do if they have worries or concerns
- Providing children the opportunity to share their worries or concerns

Safe Caring

All members of staff are made aware of the school's safeguarding procedures and are committed to working in accordance to the principles of safe caring. Further guidance is set out in *Safer Working Guidance DfE 2015 and Keeping Children Safe Document 2016*.

- Every effort will be made to minimise the time when members of staff are left alone with a child. If it is necessary for a member of staff to be alone with a child then the door of the room should be kept open and another member of staff should be informed.
- If a child makes inappropriate physical or verbal contact with a member of staff or another child the incident must be reported to the senior designated person and must be recorded on a school's cause for concern record.
- Members of staff will never carry out a personal task for a child that they can do for themselves. If such contact is essential, a member of staff will assist the child as required in line with school's intimate care policy.
- Unless a child has a specific need staff should not accompany children into the toilet.
- All members of staff will be mindful of how they approach children both physically and verbally. All contact should be appropriate to the child's age and emotional understanding and unnecessary or potentially inappropriate contact will be avoided.
- Members of staff are aware that their actions, however well intentioned, may be misconstrued and therefore they must ensure that they consider, and are aware of, the implications of their actions at all times.

Use of photographic / video equipment

- To comply with the Data Protection Act 1998, consent to take and use images of children should be obtained from the parent / carer prior to the taking of photographs and/or video footage.
- Parents / carers should be made aware of when, where and how the images may be used to give their consent.
- For further information, please refer to the BSCB/GMSP Photography Guidance.

Recognising Child Abuse

Child abuse manifests itself in a variety of ways, some overt and some less obvious. All members of staff are committed to maintaining a vigilant approach to identify potential cases. Safeguarding is not just about protecting children from deliberate harm. For our school it includes such things as pupil safety, bullying, racist abuse and harassment, educational visits, intimate care, children missing education and internet safety.

All members of staff are aware of the signs and symptoms of abuse and are aware that a child may display a range of symptoms and that these may have other causes. All members of staff will maintain an objective and non-judgemental approach when considering symptoms but will remember that their first priority is the protection of the child.

Unless the initial concerns are related to sexual abuse or fabricated illness they will always be discussed with parents / carers and their explanations / comments will be noted.

Further information can be found in the DfE document *What to do if you're worried a child is being abused? 2015*.

For the purpose of this policy abuse is defined under 4 categories:

Physical Abuse – this can involve hitting, shaking, throwing, poisoning, kicking, scalding, burning, drowning and suffocating. It can also occur when a parent or carer deliberately causes the ill health of a child to seek attention through fabricated or induced illness.

Possible signs of physical abuse include:

- Unexplained injury or burns
- Refusal to discuss injury
- Improbable explanation of injuries
- Untreated injuries or lingering illness
- Admission of punishment which appears excessive
- Shrinking from physical contact

- Fear of returning home or parents being contacted
- Fear of undressing
- Fear of medical help
- Aggression/bullying
- Over compliant behaviour
- Running away
- Significant changes in behaviour
- Deterioration in work
- Unexplained pattern of absence

Emotional Abuse – this is where a child’s need for love, security, recognition and praise is not met. A parent, carer or authority figure is considered emotionally abusive when they are consistently hostile, rejecting or undermining towards a child or other family members.

It can include:

- Conveying to a child that they are worthless or unloved
- Placing inappropriate age related expectations on children
- Making children feel frightened or in danger on a regular basis

Possible signs of emotional abuse include:

- Continual self deprecation
- Fear of new situations
- Inappropriate emotional responses to painful situations
- Self harm or mutilation
- Compulsive stealing/scrounging
- Drug/solvent abuse
- Neurotic behavior – obsessive rocking, thumb sucking
- Air of detachment – don’t care attitude
- Social isolation
- Attention seeking behavior
- Eating problems
- Depression or withdrawal

Sexual Abuse – this involves forcing or enticing a child or young person to take part in sexual activities whether or not the child is aware of what is happening. This may include physical contact both penetrative and non-penetrative or viewing or in the production of pornographic material including the use of the internet, or encouraging children to behave in a sexually inappropriate way.

Possible signs of sexual abuse include:

- Bruises, scratches, burns or bite marks

- Scratches, abrasions or persistent infection in the anal or genital regions
- Pregnancy
- Sexual awareness inappropriate to the child's age
- Frequent public masturbation
- Attempts to teach other children about sexual activity
- Refusing to stay with a certain person or go to certain places
- Aggressiveness, anger, anxiety and tearfulness
- Withdrawal from friends

Neglect – this is the persistent failure to meet a child's basic physical and/or psychological needs which can significantly harm their health and development. It might include failure to provide adequate food, shelter and clothing; failure to protect a child from physical harm or danger or failure to ensure appropriate access to medical care and treatment.

Possible signs of neglect include:

- Constant hunger
- Poor personal hygiene
- Inappropriate clothing
- Frequent lateness or non attendance
- Untreated medical problems
- Low self esteem
- Poor social relationships
- Compulsive stealing/scrounging
- Constant tiredness

Additional Information and Guidance

The following Safeguarding issues are also all considered to be Child Protection issues and should be referred immediately to the most relevant agency.

Some members of our communities hold beliefs that may be common within particular cultures but which are against the laws of England. St Andrew's CE VA Primary School does not condone practices that are illegal and which are harmful to children.

Forced Marriage

St Andrew's CE VA Primary School does not support the idea of forcing someone to marry without their consent.

Underage marriage

In England, a young person cannot legally marry until they are 16 years old (without the consent of their parents or carers) nor have sexual relationships.

Female Genital Mutilation

This is against the law yet for some communities it is considered a religious act and cultural requirement. It is illegal for someone to arrange for a child to go abroad with the intention of having her circumcised. If any of the above areas of concern is brought to the attention of St Andrew's CE VA Primary School we will report these concerns to the appropriate agency in order to prevent this form of abuse taking place.

Ritualistic Abuse

Some faiths believe that spirits and demons can possess people (including children). What should never be considered is the use of any physical or psychological violence to get rid of the possessing spirit. This is abusive and will result in the criminal conviction of those using this form of abuse even if the intention is to help the child.

Children Missing Education

Children are best protected by regularly attending school where they will be safe from harm and where there are professionals to monitor their well-being. At St Andrew's CE VA Primary School we will encourage the full attendance of all of our children at school. Where we have concerns that a child is missing education because of suspected abuse, we will liaise with the appropriate agency including our Attendance Office to effectively manage the risks and to prevent abuse from taking place.

Sexually Active under Eighteen years old

It is acknowledged by those working with young people that most young people under the age of 18 will have an interest in sex and sexual relationships. The protocol for Sexually Active Young People under 18 years old has been designed to assist those working with children and young people to identify where these relationships may be abusive, and the children and young people may need the provision of protection or additional services. At St Andrew's CE VA Primary School we will ensure our policy for managing this issue links to the available protocol.

Children with Special educational needs/disabilities

At St Andrew's we recognise that children with SEN / Disabilities may be especially vulnerable to abuse and expect staff to take extra care to interpret apparent signs of abuse or neglect. We will ensure assumptions are not made that indicators of abuse (such as behaviour, mood and injury) relate to the child's disability without further exploration. We will provide a school environment in which all pupils, including those with SEN, can feel confident and able to discuss their concerns.

The Inclusion Lead will ensure that the needs of SEN pupils in relation to child protection issues are responded to appropriately (eg for a child with particular communication needs).

Honour Based Violence

Honour based violence 'is a crime or incident, which has or may have been committed to protect or defend the honour of the family and/or community'. It is important to be alert for signs of distress and indications such as self-harm, absence from school and truancy, infections resulting from female genital mutilation, isolation from peers, being monitored by family, not participating in school activities, unreasonable restrictions at home. Where it is suspected that a child/young person is at risk from Honour based violence St Andrew's CE VA Primary School will report these concerns to the appropriate agency in order to prevent this form of abuse taking place.

Trafficked Children

Child trafficking involves moving children for the purposes of exploitation. Exploitation includes children being used for sex work, domestic work, restaurant/sweatshop, drug dealing, shoplifting and benefit fraud. Where St Andrew's CE VA Primary School is made aware of a child suspected of or actually being trafficked/exploited we will report our concerns to the appropriate agency.

Domestic Abuse

The Government defines domestic abuse as **"Any incident of threatening behaviour, violence or abuse (psychological, physical, sexual, financial or emotional) between adults who are or have been intimate partners or family members regardless of gender or sexuality."**

Staff need to understand what is required of them if children are members of the household where domestic abuse is known or suspected to be taking place. Our policy includes action to be taken regarding referrals to the Police and Children and Young People's Services and any action to also be taken where a member of staff is the alleged perpetrator or victim of domestic abuse. At St Andrew's CE VA Primary School we will follow our safeguarding policy and report any suspected concerns regarding Domestic Abuse to the relevant agency.

Private Fostering

Private fostering is an arrangement made between the parent and the private foster carer, who then becomes responsible for caring for the child in such a way as to safeguard and promote his/her welfare.

A privately fostered child means a child under the age of 16 (18 if a disabled child) who is cared for and provided with accommodation by someone other than:

- A parent
- A person who is not a parent but has parental responsibility
- A close relative
- A Local Authority

For more than 28 days and where the care is intended to continue. It is a statutory duty for us at St Andrew's CE VA Primary School to inform the Local Authority where we are made aware of a child or young person who may be subject to private fostering arrangements.

Child Sexual Exploitation

Any child or young person may be at risk of sexual exploitation, regardless of their family background or other circumstances. This includes boys and young men as well as girls and young women. However, some groups are particularly vulnerable. These include children and young people who have a history of running away or of going missing from home, those with special educational needs, those in and leaving residential and foster care, migrant children, unaccompanied asylum seeking children, children who have disengaged from education and children who are abusing drugs and alcohol and those involved in gangs.

E-Safety

Children and young people can be exploited and suffer bullying through their use of modern technology such as the internet, mobile phones and social networking sites. In order to minimise the risks to our children and young people St Andrew's CE VA Primary School will ensure we have in place appropriate measures such as security filtering, and an acceptable use policy linked to our E Safety Policy.

Our staff code of conduct will ensure that all members of staff are aware of how not to compromise their position of trust in or outside of the school and are aware of the dangers associated with social networking sites.

Our E Safety Policy will clearly state that mobile phone or electronic communications with a student at our school is not acceptable other than for approved school business e.g. coursework, mentoring. Where it is suspected that a child is at risk from internet abuse or cyber bullying we will report our concerns to the appropriate agency.

Youth Produced Sexual Imagery or “Sexting”

St Andrew’s CE Primary ensure that all members of the community are made aware of the potential social, psychological and criminal consequences of sharing, possessing and creating youth produced sexual imagery (known as “sexting”). The school will implement preventative approaches via a range of age and ability appropriate educational approaches for pupils, staff and parents/carers.

St Andrew’s CE Primary views “sexting” as a safeguarding issue and all concerns will be reported to and dealt with by the Designated Safeguarding Lead. The school will follow the guidance as set out in the non-statutory UKCCIS advice ‘Sexting in schools and colleges: responding to incidents and safeguarding young people’

The school will not view an images suspected of being youth produced sexual imagery unless there is no other possible option or there is a clear need or reason to do so (in these cases the image will only be viewed by the Designated Safeguarding Lead). The school will not send, share or save content suspected to be an indecent image of children and will not allow or request children to do so.

If an indecent image has been taken or shared on the school network or devices then the school will take action to block access to all users and isolate the image. The school will take action regarding creating youth produced sexual imagery, regardless of the use of school equipment or personal equipment, both on and off the premises. The school will ensure that all members of the community are aware of sources of support regarding youth produced sexual imagery.

Anti-Radicalisation and Extremism (The Prevent Duty)

All schools must have due regard to the need to prevent pupils from being drawn into terrorism or being radicalised. We will ensure that staff are provided with appropriate training and information to enable them to assess the risk of children being drawn into extremist ideas that are part of terrorist ideology and identify any child who may be at risk and how to support them. We recognise that children with low aspirations are more vulnerable to radicalisation and therefore we strive to equip our pupils with confidence, self-belief, respect and tolerance as well as setting high standards and expectations for themselves.

We will also ensure that children are safe from terrorist and extremist material when accessing the internet in school. Children are taught about how to stay safe when using the internet and are

encouraged to recognise that people are not always who they say they are online. They are taught to seek adult help if they are upset or concerned about anything they read or see on the internet.

Concerns will be discussed with the child's parents whenever possible and with the Local Authority Prevent co-ordinator and referrals made to the Channel programme when appropriate.

At St. Andrew's we are committed to safeguarding in all its forms and therefore we make sure that protecting children from the risk of radicalisation is seen as part of our wider safeguarding duties, and is similar in nature to protecting children from other forms of harm and abuse. We also recognise that during the process of radicalisation it is possible to intervene to prevent vulnerable people being radicalised.

Therefore, St. Andrew's CE School supports the **Prevent Strategy**, which works to prevent the growth of issues that create a climate which encourages radicalisation and extremism, which in turn can lead to acts of violence or terrorism.

Radicalisation is defined as the act or process of making a person more radical or favouring of extreme or fundamental changes in political, economic or social conditions.

Extremism is defined by HM Government as 'vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs; and/or calls for the death of members of our armed forces, whether in this country or overseas'.

All staff members are aware of these issues and have accessed training.

The school works within the curriculum to promote the Fundamental British Values, tolerance and respect for diverse views, while challenging prejudice of any kind. We are an inclusive school, which values citizenship and a sense of belonging. Pupils are encouraged to share their views and recognise that they are entitled to have different beliefs, but that these should not be used to influence others.

Children Who Abuse Other Children

At St Andrew's we recognise that children are capable of abusing their peers. As a school we work to minimise the risk of peer on peer abuse and will investigate and deal with any allegations robustly. Where needed risk assessments will be carried out and strategies put in place to protect the child who has suffered abuse and to offer them support. Concerns raised will be treated seriously and followed up in a timely and sensitive fashion.

If one child or young person causes harm to another, this should not necessarily be dealt with as abuse: bullying, fighting and harassment between children are not generally seen as child protection issues. However, any concern must be referred to the Designated safeguarding lead, particularly if:

- There is a large difference in power (for example age, size, ability, development) between the young people concerned; or
- The perpetrator has repeatedly tried to harm one or more other children; or
- There are concerns about the intention of the alleged perpetrator.

If the evidence suggests that there was an intention to cause severe harm to the victim, this should be regarded as abusive whether or not severe harm was actually caused.

It is important to be conscious that any child who is engaging in abusive behaviour towards others may have been subject to abuse from other children or from adults. Abusive behaviour can be displayed in a variety of ways and can consist of sexual abuse / activity; physical harm; emotional abuse and / or verbal abuse.

Children who abuse others should be held responsible for their abusive behaviour, whilst being identified and responded to in a way which meets their needs as well as protecting others.

In such incidences, the school will follow guidance issued in relation to children who abuse others and make referrals to social care, Healthy young minds and / or police as appropriate.

Dealing with Suspected Abuse / Allegations of Abuse

The school is committed to fulfilling its responsibilities by treating any suspected or alleged abuse seriously, objectively and sensitively. Any suspicion or disclosure of abuse must be reported to the designated senior person immediately to ensure that initial inquiries and records comply with (BSCB) procedures.

- All members of staff must report any concerns to designated person.
- Initial concerns should be discussed with parents / carers by the designated persons or member of the SLT, unless they are related to sexual abuse or fabricated illness.
- Full records of all reported incidents will be maintained, even where there is no need to refer the matter immediately.
- Information is stored securely on the CPOMS system, any previous written information is kept by the Head Teacher who is the designated officer and kept in her office.
- All members of staff will demonstrate great care in distinguishing between fact and opinion when recording suspected incidents.

- The senior designated person will ensure that any records are kept securely, separate from the main children's records.
- All members of staff will ensure that all suspicions and allegations are treated sensitively and confidentially.
- Any child involved in alleged incidents will be comforted and reassured.

In incidents where a child makes an allegation or a disclosure the member of staff concerned **will**:

- Remain calm.
- Listen carefully to all the child has to say.
- Ensure the child is safe, comfortable and not left alone.
- Reassure the child that they are not to blame.
- Ask open questions that will encourage the child to speak in their own words.
- Make any observable judgement
- Not ask leading questions that put words into the child's mouth.
- Not make promises that cannot be kept e.g. promising not to tell anybody else

Supporting Victims / Witnesses of Abuse

We recognise that children who are abused or witness violence may find it difficult to develop a sense of self worth. They may feel helpless, humiliated and guilty. At school their behaviour may be challenging and defiant or they may be withdrawn. We understand that school may be the only predictable element in the lives of children at risk and as such, the school will endeavour to support the pupil, in accordance with any agreed child protection plan, through:

- The content of the curriculum
- The school's aims and values.
- The school Behaviour Policy which is aimed at supporting vulnerable pupils. The school will ensure that the pupil knows that some behaviour is unacceptable but they are valued and not blamed for any abuse which has occurred.
- Establishing effective relationships, and 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.
- Notifying social care if there is an unexplained absence of more than two days for any pupil who is being supported by social care.
- Ensuring that, where a pupil known to social care leaves, their information is transferred to their new school immediately and that the child's social worker is informed.
- Recognising that children come from multi-cultural backgrounds and developing policies that ensure we embrace:
 - Diversity in religion and faith
 - Diversity of race
 - Diversity of ethnicity

- Diversity of gender and sexual orientation
- The disability equality duty

This policy is to be used in conjunction with the Bury Safeguarding Procedures for Schools, which outlines procedures and meetings for Early Help Family Support Plan (EHFP), Team Around the Family (TAF) and Children in Need (CIN) and Child Protection.

Dealing With Allegations Against Staff

Any allegation made against any member of school staff will be fully investigated.

- If an allegation is made against a member of staff the Head Teacher / Deputy Head Teacher will immediately follow BCSB guidelines and those set out in the Whistle Blowing policy.
- If the allegation is against the Head Teacher the Chair of Governors will be notified and she will follow the above procedures.
- The Local Authority Designated Officer will be contacted for further advice as required. The LADO on 0161 253 6168.

Referring Allegations to Child Protection Agencies

- If the senior designated person has reasonable grounds to believe that a child has been, or is in grave danger of being, subject to abuse, the following procedure will be implemented, in line with (BSCB) procedures.
 - Contact will be made, at the earliest opportunity, with the local Multi Agency Safeguarding Hub.
 - The designated persons will communicate as much information about the allegation and related incidents as is consistent with advice from the social services and the police.
 - At all times the safety, protection and interests of the children concerned will take precedence. The school will work with and support parents / carers as far as they are legally able.
 - All members of staff will assist the social services and the police, as far as they are able, during any investigation of abuse. This will include disclosing written and verbal information and evidence and may require attendance at case conferences.

Procedure for reporting child protection concerns

Concerns about child abuse may be brought to your attention in different ways.

For example:

- A child tells you (i.e. discloses) that he/she is being abused
- Someone tells you that they have grave concerns about a child
- A child's behaviour may indicate abuse
- A worker's behaviour changes or focuses inappropriately on a particular child

It is not your responsibility to decide whether or not abuse has taken place. Please follow the following procedure:

Record your concerns on CPOMS, which will inform the Designated Safeguarding Lead or a senior member of staff if the Designated Lead is not available. The designated lead will then discuss this with the parents.

If you suspect a child is being sexually abused or is being physically harmed through giving or denying medication, or if discussing with the parents/carers will make the situation dangerous for the child or for you, then this **will not** be discussed with the parents/carers.

Contact the Multi-agency Safeguarding Hub (MASH) Team

If you are still concerned after speaking to the parents/carers, or if you are not sure what to do, contact the MASH Team. This is the role of the Designated Officer.

If possible, ask the parents/carers for their permission to share information with the MASH Team.

The Haven
Bury Police Station
Dunster Road
Bury
BL9 0RD

0161 253 5678

The Police can also be contacted where relevant:

If the child is in immediate danger Tel. 999

Otherwise:

Public protection Investigations Tel. 0161 856 8063

Be prepared to give the following information:

- Your name
- Your address
- Your telephone number
- Your role in the organisation
- Clear details given from your records of the incident or disclosure
- The action you have taken so far, including whether or not you have spoken to the parents/carers and whether or not they have given you permission to pass on your concerns.

A telephone call to the Multi-Agency Safeguarding Hub team must be followed up within 48 hours with a [completed inter-agency referral form](#) detailing the main points of the conversation. This is the responsibility of the Designated Officer.

The Multi-Agency Safeguarding Hub team are responsible for the course of action. The decision should be made within one working day and you should be advised of the decision.

Other helpful contact details

NSPCC Helpline: 0808 800 5000

Criminal Records Bureau: 03000 200 190

Bury Directory

'What To Do If You're Worried A Child Is Being Abused'

Bury Safeguarding Children Board website

www.safeguardingburychildren.org

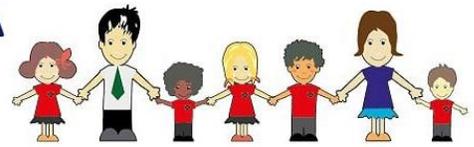
Other Policies

This policy has clear links to other policies in our school, in particular any policies concerned with the protection of all children from various kinds of harm. These policies are listed below:

- Staff code of conduct, including acceptable use of technologies and social media
- Whistleblowing
- Anti-bullying
- E-Safety
- Behaviour
- Equalities and diversity
- Health and safety
- Safer recruitment
- Data protection



St Andrew's CE VA Primary School



Revised and adopted by the Governing Body

Signed *G Dear*

Name and position Chair of Governors

Date 14 December 2017

To be reviewed on 14 December 2018

Policy to be reviewed annually