



## **SAFEGUARDING CHILDREN AND YOUNG PEOPLE POLICY**

**(INCLUDING MANAGING ALLEGATIONS AGAINST STAFF)**

The Governing Body fully recognises its responsibilities with regard to Safeguarding and promoting the welfare of children, and embraces the KCSIE quotations “it could happen here” and “thinking the unthinkable”.

|  |   |
|--|---|
| <b>Designated Safeguarding Lead</b>                  | <b>Mr J Harris</b>  |
| <b>Deputy Designated Safeguarding Lead</b>           | <b>Mr J Bullock</b>   |
| <b>Local Authority Designated Officer (LADO)</b>     | <b>01302 737748<br/>emergency Social Services team<br/>01302 796000</b> |
| <b>Children's Trust</b>                              | <b>01302 737722/737636/737033</b>                                       |
| <b>Governor with responsibility for Safeguarding</b> | <b>Mr K Hill</b>  |

|                                       |                           |
|---------------------------------------|---------------------------|
| <b>PERSON RESPONSIBLE FOR POLICY:</b> | <b>Mr J Harris</b>        |
| <b>APPROVED:</b>                      | <b>SEPTEMBER 2016</b>     |
| <b>SIGNED:</b>                        | <b>HEADTEACHER</b>        |
| <b>SIGNED:</b>                        | <b>CHAIR OF GOVERNORS</b> |
| <b>TO BE REVIEWED:</b>                | <b>SEPTEMBER 2017</b>     |

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**At Hatchell Wood Primary School**, we recognise our responsibilities with regard to Safeguarding and this policy has been developed in accordance with the principles established by the Children Act 1989 and 2004, Section 175 of the Education Act 2002 and Working Together to Safeguard Children 2015. It reflects the statutory requirements of Keeping Children Safe in Education 2015 and 2016. The **Governing Body** approve the S175, 157 return to the LA annually.

Through their day-to-day contact with pupils and direct work with families, staff at the school have a crucial role to play in noticing indicators of possible abuse or neglect and referring them to The Doncaster Children's Trust Referral and Response Service. This also involves understanding serious case reviews and how to improve practice to prevent children from falling through the gaps.

Safeguarding is not just about protecting children from deliberate harm. It relates to aspects of school life including:

- Pupil's health and safety
- The use of reasonable force
- Meeting the needs of pupils with medical conditions
- Providing first aid
- Educational visits
- Intimate care
- Internet or e-safety
- Appropriate arrangements to ensure school security, taking into account the local context.
  
- It can involve a range of potential issues such as:
  - Bullying, including cyber bullying (by text message, on social networking sites, and so on) and prejudice based bullying.
  - Racist, disability, and homophobic or transphobic abuse
  - Radicalisation and extremist behaviour
  - Child sexual exploitation
  - Sexting
  - Substance misuse
  - Issues that may be specific to local area or population, for example gang activity and youth violence
  - Particular issues affecting children including domestic violence, sexual exploitation, female genital mutilation and forced marriage

**All** staff, governors and volunteers are aware that abuse, neglect and safeguarding issues are rarely standalone events that can be covered by one definition or label. In most cases, multiple issues will overlap with one another ( §35 KCSIE). They recognise that there are different forms of abuse **physical, emotional, sexual** and **neglect**. (§§ 36 - 40 KCSIE)

## PREVENTION

At Hatchell Wood Primary School we recognise the full spectrum of safeguarding and that

- the welfare of the child is paramount
- all children regardless of age, gender, ability, culture, race, language, religion or sexual identity have equal rights to protection
- everyone who works with children has a responsibility to keep them safe (Working Together 2015) and understands KCSIE (Sept 2016) statutory and mandatory reporting requirements
- **all** staff have an equal responsibility to act on suspicion or disclosure that may suggest a child is at risk of harm; any professional with concerns about a child's welfare should make a referral to the Doncaster Children's Trust, and professionals should follow up their concerns if they are not satisfied with the response.(Working Together 2015)
- pupils, parents and staff involved in Safeguarding issues must receive appropriate support and training
- staff must adhere to a Code of Conduct and understand what to do if a child discloses any allegations against staff working in a public capacity, including teaching staff, Head teachers or the Governing Body
- we must develop and promote effective working relationships with other agencies, especially the police and social care
- we ensure all staff have been recruited safely and a single central record is kept, and that satisfactory DBS checks are made in accordance with guidance.
- we must have a safe school with confident staff, confident parent/carers and confident pupils who know how to recognise and report safeguarding concerns
- all staff should understand the categories of abuse, indicators and know how, when, and to whom to record and report all safeguarding concerns.

The school will establish an ethos where we ensure that

- children feel secure.
- children know that there are adults in the school whom they can approach if worried or in difficulty.
- we include in the curriculum opportunities for Personal, Social, Health and Citizenship Education/Spiritual, Social, Moral and Cultural development/Relationship and Sexuality Education to equip children with the skills needed to stay safe. This includes our PREVENT duty.
- we include in the curriculum material which will help children develop realistic attitudes to their responsibilities in adult life.
- we work in accordance with *Working Together to Safeguard Children 2015* and will support the 'Doncaster Early Help Offer' to ensure children and young people receive the most appropriate referral and access provision.
- we deliver the approved DSCB whole school safeguarding training and ensure all designated safeguarding officers/deputy safeguarding person attend three out of four annual network meetings and/or attend refresher Designated Safeguarding Lead (DSL) training on a two yearly basis
- we work in collaboratives and with our early help co-ordinators to improve outcomes for children and young people.
- we attend the locality based safeguarding meetings and also attend the early help area meetings to utilise the support and advice available from professionals.
- we access the school nursing universal offer for all our children and young people
- we keep our safeguarding training up to date and access DSCB training events on a regular basis and understand the safeguarding requirements for Ofsted

- parents, governors, carers and families, teachers, staff, volunteers and pupils know how to raise any safeguarding concerns and we have a named designated/deputy safeguarding lead(s) on our senior leadership team.
- we have a clear complaints policy and all staff are aware of whistleblowing procedures.

## PROCEDURES

All staff, governors and volunteers will refer to KCSIE and follow the Doncaster Safeguarding Children Board (DSCB) - South Yorkshire Child Protection Procedures. <http://doncasterscb.proceduresonline.com>

### The school will ensure that

- it has a senior designated safeguarding lead (DSL) who has undertaken appropriate Safeguarding (Child Protection) training
- the DSL has a job description. (*Example Annex B KCSIE 2016*)
- designated staff will take advice from a Safeguarding (Child Protection) Specialist when managing complex cases
- the school/DSL will investigate any allegation involving actual or suspected abuse of a child within 24 hours of disclosure and follow up referral in writing, using the Doncaster Children's Trust referral and response service forms.
- all school staff will pass any observations leading to suspicion of abuse, or information received about abuse, immediately to the designated safeguarding lead or deputy designated safeguarding lead,
- in the case of serious injury or allegation the DSL will contact The Doncaster Children's Trust Referral and Response Service without delay
- if the allegation of abuse is against the deputy or designated safeguarding person, the Head teacher will speak with the Local Authority Designated Officer (LADO) to discuss the next steps
- If the allegation is against the Headteacher the Chair of Governors should be contacted immediately and advice from the LADO sought within 24 hours.
- if the allegation is against both the Headteacher and Chair of Governors the LADO will be contacted.
- no member of staff will conduct their own investigation or pass on information to the alleged perpetrator.
- in all allegations the LADO will advise on the action to take by calling 01302 737748. The emergency social services team should be contacted outside normal working hours 01302 796000.
- all staff are aware via whole school training of the signs of Child Sexual Exploitation and seek advice without delay.

## ROLES AND RESPONSIBILITIES

The school will ensure that **every** member of staff, governor and person working on behalf of the school

- understands part 1 of KCSIE 2016, including the mandatory reporting duty.
- has read the child protection policy and have a staff behaviour policy (sometimes called the code of conduct)
- knows the name of the designated safeguarding lead and his/her role and responsibility.
- has an individual responsibility to refer Safeguarding (Child Protection) concerns.
- will receive training at the point of induction so that they understand what they need to know KCSIE 2016 (paragraph 12 – 34). This includes:
- their personal responsibility/code of conduct/teaching standards;

- DSCB child protection procedures and know how to access them;
- understanding the definitions of abuse, physical abuse, emotional abuse, sexual abuse and neglect
- the need to be vigilant in identifying cases of abuse at the earliest opportunity;
- how to support and respond to a child who discloses significant harm and take action
- whistleblowing
- knows their duty concerning unsafe practices in regard to children by a colleague.

The school will

- undertake appropriate discussion with parents prior to involvement with other agencies unless the circumstances preclude this.
- ensure that parents have an understanding of their obligations regarding Child Protection by intervention as and when appropriate.
- understand Ofsted grade descriptors in relation to personal development, behaviour and welfare of pupils
- monitor internet usage in accordance with PREVENT/KCSIE and know how to recognise and respond to inappropriate internet use.
- ensure that staff are updated on a regular basis `at least annually`

Staff training must include reminders that

- at no time can we promise confidentiality
- the wishes and feelings of the child are important
- conversations with a child who discloses abuse must follow these basic principles. Staff must
  - listen rather than directly question, remain calm
  - never stop a child who is recalling significant events
  - make a record of discussion to include time, place, persons present and what was said (child language – do not substitute words)
  - advise you will have to pass the information on
  - avoid coaching/prompting
  - never take photographs or videos of any injury
  - allow time and provide a safe haven/quiet area for future support meetings
  - share all concerns no matter how trivial they may seem to the DSL lead who will notify and follow up with the referral and response service any significant concerns immediately, without delay (do not wait for 24 hours) in writing

For children with CP plans where new information is shared by the young person, the DSL will ensure information is shared with the social worker and not withheld until core/review meetings take place.

### **Sharing information**

From time to time schools may receive concerns in relation to public taking photographs, alleged incidents from outside schools – for example strangers/ attempted abduction etc. DSLS may also receive information from young people on new `trends` for example the sharpie shock challenge.

Designated safeguarding leads will consult with the police, health and relevant agencies before sharing information with parent/carers/young people via text messages or other devices. The LA alongside partner agencies will support the wording of any communication.

**The Designated Safeguarding Lead** will act as a focal point for staff to discuss concerns KCSIE 2016 (p 10)

and will make a written referral following a telephone call using the Early Help Module /Doncaster Children's Trust Referral and Response Service referral form or the CSE referral form depending on the nature of the referral.

The DSL will disclose any information about a pupil to other members of staff on a need to know basis.

### **The Designated and Deputy Designated Safeguarding Leads are responsible for**

- having a clear job description
  - having time to attend statutory meetings and regular training and network meetings in line with KCSIE 2016 proposals for annual training.
  - attending training every 2 years or attending the designated safeguarding network meetings/DSCB lunchtime seminars on a regular basis. (3 out of 4 meetings a year)
  - cascading lessons learned from serious case reviews (SCRs) to all staff
  - ensuring that key learning (eg Daniel Pelka, Baby P, local SCRs) is put into practice
  - checking how staff understand and demonstrate professional curiosity and healthy scepticism when faced with facts and information from parents/carers which does not match what staff are observing in practice
  - understanding and following the DSL key roles and responsibilities contained within KCSIE 2016 (Annex B).
  - referring a child if there are concerns about possible abuse, to the Early Help Hub or Doncaster Children's Trust Referral and Response Service Professional advice lines.
  - keeping written records of concerns about a child even if there is no need to make an immediate referral
  - ensuring that all such records are kept confidentially and securely and are **separate** from pupil records, until the child's 25<sup>th</sup> birthday, and are copied on to the child's next school or college.
  - ensuring that an indication of the existence of the additional file is marked on the pupil records
  - liaising with other agencies and professionals/accessing local networks.
  - ensuring that either they or the staff member attend case conferences, core groups, or other multi-agency planning meetings, contribute to assessments, and provide a report which has been shared with the parents/carers.
  - ensuring that any pupil currently with a child protection plan who is absent in the educational setting without explanation is referred to their key worker's Social Care Team.
  - organising child protection / safeguarding induction for all new staff, and updating whole school training every 3 years (or on a regular basis via staff meetings)
  - providing an annual report for the Governing Body, detailing any changes to the policy and procedures; training undertaken by the DSL, and by all staff and governors; number and type of incidents/cases, and number of children on the child protection register (anonymised). This supports the S175 annual safeguarding report.
  - understanding children in need / children on protection plans and supporting all looked after children PEPs.
  - providing information and audits to the LA and DSCB when required.
  - attending local DCST / early help weekly trust meetings to discuss any cases/share knowledge and also access any support in relation to safe practice
  - ensuring that out of hours and holiday cover arrangements are in keeping with the KCSIE arrangements i.e. that the school has considered adequate and appropriate cover arrangements for availability\* out of school hours/term time.
- \* defined for the purposes of this policy as *One of the DSLs will attend whenever reasonably possible*

## SUPPORTING PUPILS AT RISK

The school will endeavour to support vulnerable pupils through:

- its ethos which promotes a positive, supportive and secure environment and gives pupils a sense of being valued.
- its behaviour policy aimed at supporting vulnerable pupils in school. All staff will agree a consistent approach which focuses on the behaviour or the offence committed by the child.
- liaison with other appropriate agencies which support the pupil.
- developing supportive relationships.
- recognition that children living in difficult home environments are vulnerable and in need of support and protection.
- monitoring pupil welfare, keeping accurate records and notifying appropriate agencies as and when necessary.
- allowing designated staff opportunities to attend face to face DSCB multi-agency training, (sexual exploitation, FGM, neglect, PREVENT domestic violence, drugs/alcohol substance misuse etc.).
- recognising, reporting and responding to any behaviours consistent with radicalisation/extremist behaviours.
- recognising, reporting and responding to any suspected FGM practice.
- working with a variety of agencies and arranging opportunities for young people to discuss and understand a wide range of specific safeguarding issues.
- staff being aware of the DSCB Neglect policy and the toolkit available from DSCB to help identify and recognise any child subject to neglect.
- The DSL cascading information to all staff in relation to specific safeguarding concerns listed in KCSIE p12. This includes information on
  - bullying, CME, CSE, domestic abuse, drugs, fabricated illness, faith abuse, FGM, forced marriage, gangs and youth violence, VAWG, hate, mental health, private fostering, preventing radicalisation, relationship abuse, sexting, trafficking, LGBTQ support

## HEALTH AND SAFETY

- Our Health and Safety Policy, set out in a separate document, reflects the consideration we give to the protection of our children both physically within the school environment. It follows HSE guidance on administering first aid in schools. We have in place robust risk assessments from the school and when undertaking school trips and visits and we understand the disability discrimination act etc when planning school trips. There is an adequate first aid risk assessment in place. This includes how to access the Emergency Care Practitioner Service or 999 and when to contact parents/carers.
  - The ECP contact number is 08448 706800 (minor injuries)
- In line with HSE guidance for schools on first aid and RIDDOR, staff understand when to complete AIR1 Forms and will contact the health and safety provider for DMBC [peter.harrison@doncaster.gov.uk](mailto:peter.harrison@doncaster.gov.uk) if in doubt or to report serious notifiable injuries.
- Managing Long Term Illness / Managing Medicines - The procedures are outlined in the administration of medicines policy. All children with an identified illness have a detailed healthcare plan in line with the DfE requirements.
- Violence and aggression – All acts of violence and aggression between pupils either in a supervised situation or violence and aggression against employees must be reported to the Corporate health and Safety using the AIR1 format and investigated by the appropriate manager / Headteacher. Violence and aggression can be either be physical or verbal and may include physical assault or verbal threats of violence or intimidation. Employees must inform their immediate line manager if they believe they have suffered injury or feel intimidated or threatened following an incident. Employees

are not expected to go alone into a potentially dangerous situation or unnecessarily put themselves at risk.

## **LIAISON WITH OTHER AGENCIES**

The school will:

- Work to develop effective links with relevant agencies in relation to Safeguarding (Child Protection).
- Send representatives to case conferences, core groups and Child Protection review meetings.
- Notify any allocated Social Worker if:
- A pupil subject to a Child Protection Plan (CPP) is excluded (fixed term or permanent);
- if there is an unexplained absence of a pupil on a CPP of more than 2 days or 1 day following a weekend, or as agreed as part of a CPP.
- Follow the LA policy and statutory guidance on Children Missing Education (CME).

## **RECORD KEEPING**

(When referring to records this includes the online secure CPOMS monitoring system)

The school follows the record keeping guidelines taken from Sections 1 – Child Protection and Section 4 – Pupil Records. The DSL is aware that the Local Authority's records are kept for 75 years from date of closure so if any information that is held within the School that came from the LA could be destroyed once the child has left the school, however, any records created by the school the school could apply the above retention period(s) to their documents, so the whole pupil file could go to the secondary school whilst the Primary School should keep a copy of the child protection element for the prescribed timescale.

### **Records and Monitoring**

- The DSL has security of information and data protection training
- Any concerns about a child will be recorded in writing within 24 hours. All records will provide a factual and evidence based account and there will be accurate recording of any actions. Records will be on CPOMS, dated and, where appropriate, witnessed.
- At no time should an individual teacher/member of staff or school be asked to or consider taking photographic evidence of any injuries or marks to a child's person, since this type of behaviour could lead to the staff member being taken into managing allegations procedures.
- A chronology will be kept on CPOMS prior to the commencement of a concern file. Staff, particularly pastoral staff, will record any minor concerns on the chronology and will take responsibility for alerting the designated person should the number of concerns rise or, in their professional judgement, become significant.
- Safeguarding, child protection and welfare concerns will be recorded and kept in a separate secure file 'concern' file, some schools still refer to this as a child protection file, which will be securely stored and away from the main pupil file.
- The main pupil file should have a red C in the top right hand corner to denote a separate file exists (or a similar and consistent coding).
- Files will be available for external scrutiny for example by a regulatory agency or because of a serious case review or audit.

## Why recording is important

- Our staff will be encouraged to understand why it is important that recording is comprehensive and accurate and what the messages from serious case reviews are in terms of recording and sharing information.
- When a pupil on the Child Protection register transfers to another school/setting, information will be transferred safely and securely to the new school immediately. The school will request a signed receipt and also ensure they save a chronology/summary in line with retention guidelines (See also record keeping)

## The Concerns File

The establishment of a 'concern' file, which is separate from the child's main school file, is an important principle in terms of storing and collating information about children which relates to either a child protection or safeguarding concern or an accumulation of concerns about a child's welfare which are outside of the usual range of concerns which relate to ordinary life events. It needs to be borne in mind that what constitutes a 'concern' for one child may not be a 'concern' for another and the particular child's circumstances and needs will differ i.e. a child subject to a child protection plan, looked after child, CiN may be looked at differently from a child recently bereaved, parental health issues etc. Professional judgement will therefore be an important factor when making this decision and will need clear links between pastoral staff and designated safeguarding leads in school

A 'concern' or 'confidential' file should be commenced in the event of:

- A referral to MASH/Children's Social Care
- A number of minor concerns on the child's main school file
- Any child open to social care.
- It is suggested that within a child's 'concern' file there is:
  - A front sheet
  - A chronology
  - A record of concern in more detail and body map, where appropriate
  - A record of concerns and issues shared by others.
- The school will keep written records of concern about children even where there is no need to refer the matter to MASH/Children's Trust Referral and Response Service (or similar) immediately but these records will be kept within the separate concerns file.
- Records will be kept up to date and reviewed regularly by the Senior Designated Person to evidence and support actions taken by staff in discharging their safeguarding arrangements. Original notes will be retained (but clearly identified as such) as this is a contemporaneous account; they may be important in any criminal proceedings arising from current or historical allegations of abuse or neglect.
- If the child moves to another school, the concern file will be sent or taken, as part of the admission/transition arrangements, to the Senior Designated Person at the new establishment/school. There will be a timely liaison between each school Senior Designated Person for Safeguarding to ensure a smooth and safe transition for the child.

## **Recording Practice**

Timely and accurate recording will take place when there are any issues regarding a child. Such robust practice across child protection and in safeguarding and promoting the welfare of children will assist the school in the early identification of any concerns which may prevent future harm. The recording must include a full chronology within the confidential file of

- each and every episode/incident/concern/activity regarding that child
- every telephone call to other professionals
- contact from any other agency wishing to discuss concerns about the child
- actions must be agreed and the roles and responsibilities of each agency must be clarified and outcomes recorded
- the chronology will be brief and log activity; the full recording will be on the record of concern

Any concerns must be shared:

- where CP Plans are in place the social worker must be informed of any new information immediately
- all referrals to the R&R service must be followed up in writing within 24 hours
- the DSL has an equal responsibility to follow up referrals and keep in touch with social care teams on the support/outcomes from any S17/47 referral.

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## **PROCEDURE FOR ALLEGATIONS AGAINST STAFF, GOVERNORS AND VOLUNTEERS**

The aim of the procedure is to:

- Ensure that allegations are dealt with expeditiously and in a fair manner;
- Ensure that where staff are not suitable to work with children that they are prevented from doing so by notification to relevant bodies.

Each local authority has to appoint a designated officer (Local Authority Designated Officer - LADO) to oversee the investigation of all allegations and to maintain detailed records of their conduct and the outcomes. The Local Authority Designated Officer (LADO) is responsible for this work and can be contacted to answer general enquiries about these procedures and their implementation.

Advice and guidance, in respect of individual cases, can be accessed by contacting the Local Authority Designated Officer. Jim Foy. We will ensure that

- all staff and other adults on site are aware of the need for maintaining appropriate and professional boundaries in their relationship with pupils and parents following the model LA Code of Conduct.
- staff are confident to report any misconduct. .
- we have a whistleblowing policy in line with the LA model policy
- this is included within staff safeguarding training/induction
- staff know they can report “whistleblowing concerns” to Ofsted or the NSPCC
- all staff are aware of their Duty of Care and know how to respond to medical /first aid needs
- staff have risk assessments and are aware of activities not during the normal school day, e.g morning, afternoon, and evening clubs and activities where additional risk may be identified.
- staff are aware of safer working practice and how to safeguard themselves from allegations.

In addition, the school follows the agreed DSCB local procedures for Procedure for Allegations Against Staff, Governors and Volunteers

## **WHISTLE BLOWING**

- All staff should be aware of their duty to raise concerns, where they exist, about the management of child protection, which may include the attitude or actions of colleagues. If it becomes necessary to consult outside the school, they should speak in the first instance, to the Lead Advisory Officer for Education Safeguarding or LADO following the Whistleblowing Policy.
- Whistle-blowing re the Headteacher should be made to the Chair of the Governing Body whose contact details are readily available to staff (as pertinent to setting).
- Ofsted also may wish the LA to investigate any whistleblowing concerns and the school will work with the LA should this arise
- Staff understand KCSIE (page 9) requirements and know they can raise concerns also with the NSPCC.

## **COMPLAINTS**

Staff are aware of how to handle parental complaints and how to offer parents the school's complaint procedure. This policy is available on the school website.

## **PHYSICAL INTERVENTION**

- We acknowledge that staff must only ever use physical intervention as a last resort, when a child is endangering him/herself or others, and that at all times it must be the minimal force necessary to prevent injury to another person.
- Staff who are likely to need to use physical intervention will be appropriately trained in the Team Teach technique or equivalent training.
- We understand that physical intervention of a nature which causes injury or distress to a child may be considered under child protection or disciplinary procedures.
- The school understands how to report any injuries to staff to the health and safety team.
- We recognise that touch is appropriate in the context of working with children, and all staff have been given 'Safe Practice' guidance to ensure they are clear about their professional boundary and a clear Code of Conduct is in place for all staff.

All staff are aware of the role of LADO and what constitutes a referral to LADO following any allegation of using force or restraint.

## APPENDIX A

### GOVERNING BODY RESPONSIBILITIES

The Governing Body acts in accordance with KCSIE (pp 14 -21) in ensuring that

- it reviews its Safeguarding (child protection) policy and procedures annually,
- it approves the LA/DSCB annual Safeguarding Audit.
- it reviews the role of the DSL and ensures that the DSL has a clear job description (Annex B KCSIE 2016)
- it undertakes a review of behaviour and safety (safeguarding) as part of the Governing Body self-evaluation on a regular basis.
- **all** members of the Governing Body understand and fulfil their responsibilities and discharge KCSIE 2016 requirements
- it supports the role of the designated safeguarding lead in managing referrals, training and raising awareness
- the school is compliant with Part 2: The Management of Safeguarding KCSIE 2016.
- **all** staff have read at least part 1 of the new KCSIE 2016 statutory guidance and this is now included in all staff induction and whole school training
- the school operates safer recruitment procedures and that all appropriate checks are carried out on new staff and volunteers, including DSB checks (*see Safer Recruitment Policy*)
- there are procedures in place to handle peer on peer allegations
- site security and signing-in procedures are checked on a regular basis

## APPENDIX B

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|---|
| <p>The Designated Senior Member of staff for Safeguarding (Child Protection) /<br/>Designated Safeguarding Lead (DSL) is: Jeremy Harris<br/>Contact Details: 01302 538108 admin@hatchellwood.doncaster.sch.uk</p> |
| <p>The Deputy Designated Safeguarding Lead is: James Bullock<br/><br/>Contact Details: 01302 538108 admin@hatchellwood.doncaster.sch.uk</p>   |
| <p>The designated teacher for looked after children is: Jeremy Harris / James Bullock<br/><br/>Contact Details: 01302 538108 admin@hatchellwood.doncaster.sch.uk</p>  |
| <p>The Nominated Child Protection/ Safeguarding Governor is Kevin Hill<br/><br/>Contact Details: 01302 538108 admin@hatchellwood.doncaster.sch.uk</p>   |
| <p>The Nominated Governor for looked after children is Kevin Hill<br/><br/>Contact Details: 01302 538108 admin@hatchellwood.doncaster.sch.uk</p>  |
| <p>The named PREVENT lead is: Jeremy Harris / James Bullock</p>   |
| <p>The named CSE lead is Jeremy Harris / James Bullock</p>  |
| <p>The named FGM lead is Jeremy Harris / James Bullock</p>  |
| <p>The named on-line protection officer is: Jeremy Harris / James Bullock</p>   |
| <p>The named complaints handler is: Jeremy Harris / James Bullock</p>   |
| <p>The named mental health/CAMHS link is: James Bullock / Gemma Snow</p>  |
| <p>The Headteacher is: Jeremy Harris<br/><br/>Contact Details: 01302 538108</p>   |
| <p>The Local Authority Designated Officer (LADO) is: Jim Foy<br/><br/>Contact Details:01302 737748</p>  |

## APPENDIX C

### REFERRAL PATHWAY

Professionals to refer concerns for advice and guidance through CSE Team Direct Number 01302 737200

Referral to Children's Services 01302 737200

Professionals can telephone team members for advice

01302 862012 Jayne Pezzulo  
01302 736929 Carmel Bartlett

- In the case of poorly explained serious injuries or where behaviour concerns arouse suspicion, the designated teacher will consult with Referral & Response Service Professional Advice Lines on 01302 737722/7376361/737033. If out of hours, the emergency Doncaster Children's Trust Social Care out of Hours team - (ESST) 01302 796000 (after 5.00 pm and before 8.30 am weekdays and weekends).
- All parents, carers of families can contact the general contact number on 01302 737777.
- The DSL will keep all records on file in a secure locked filing cabinet and the secure ICT system (CPOMS) and share concerns following information sharing protocols. We adhere to HM Government Information Sharing Advice for Practitioners 2015
- In the event of an unexplained/sudden child death. DSCB DCDOP procedures will be followed [http://doncasterscb.proceduresonline.com/chapters/p\\_cdop.html](http://doncasterscb.proceduresonline.com/chapters/p_cdop.html)
- Following any serious untoward incidents (SUI) procedure where `near miss` situations occur the DSL/ Head teacher will contact the LA Education Standards and Effectiveness Service, this covers health and safety related incidents where safeguarding is compromised. Notification of near miss situations can also be emailed to [sarah.stokoe@doncaster.gov.uk](mailto:sarah.stokoe@doncaster.gov.uk)
- The school will have an emergency plan in place to respond to unforeseen circumstances, e.g. staff / child unexpected death, site security threats, floods, storms etc. The school has clear evacuation plan for any fire/ security threats.
- Governors and senior leaders / DSL will continually review all polices required by law <https://www.gov.uk/government/publications/statutory-policies-for-schools>

## APPENDIX D

### SITE SECURITY

Hatchell Wood Primary School provides a secure site, which is controlled by precise management directives to which everyone on site must adhere. Laxity can cause potential problems to safeguarding. Therefore:

- external gates are locked during the school day
- all doors are electronically locked to prevent intrusion
- if a door is 'latched back' it will be supervised by a member of staff
- visitors, volunteers and students must only enter through the main entrance and after signing in at the office. All visitors must wear an identity badge
- children will only be allowed home with adults with parental responsibility or confirmed permission
- empty classrooms should have closed windows
- children should never be allowed to leave school alone during school hours, and if collected by an adult, they must be signed out

- if a child leaves the school premises without permission, staff must report immediately to the Head and office staff. The parents and police will be informed of the circumstances. The child will not be chased, but will be kept under observation where possible.

## APPENDIX E

### ATTENDANCE

**Absence can be an indicator, not just of poor health, but of other issues including those around safeguarding.** (see also KCSIE 2015 CME p 13)

The school has positive measures in place to encourage pupils to attend regularly and punctually and works within the LA's framework. The school has a duty to report concerns about attendance and/or punctuality to the LA, which has a corresponding duty to investigate the problem where necessary, and in some cases, to instigate legal action. Fixed Penalty Notices may be issued for unauthorised absence and holidays taken in term time. **D** The school's attendance policy expects

- excellent attendance from all pupils
- that the school is notified immediately by telephone if a child is not well enough to attend
- that, failing notification, each child's whereabouts will be ascertained by phoning home or using the texting service
- that liaison will be made with the Local Authority's Education Welfare Officer, whenever a child's attendance and/or punctuality causes concern
- that attendance rates are collated each term and reported termly to the governors

## APPENDIX F

### PHOTOGRAPHING AND VIDEOING

At Hatchell Wood Primary School we take a sensible, balanced approach to photographs and videoing in school and for school activities outside the school. We are aware that the Data Protection Act does not apply if photos are taken **for personal use**.

- The school will seek individual permission from parents/guardian to photograph the individual child; this is done upon entry to the school at the beginning of the school year.
- For group activities permission will be sought from all parents/guardians.
- If an individual parent does not agree to the photographing or videoing of their child in the group activity this may prohibit photographing or videoing the group activity or it will be done sensitively without including the specific child in the photographs or video.
- Parents are allowed to photograph or video school performances **for personal use only**. The school reserves the right to restrict photographs and videos if there is a child protection issue.
- School photographs that are for use outside school are anonymous unless specific permission has been received from parents/guardian. For example, if a local newspaper takes a photograph of an event in school, providing the school has agreed to this and the children and/or their guardians are aware that their photographs may appear in the newspaper, this is not a breach of the Data Protection Act.

## **APPENDIX G**

### **FIRST AID**

There are trained members of staff who oversee first aid and there are a number of first aid kits situated around school. During playtimes and lunchtimes, the first aid room (adjacent to the playground) is staffed by first aiders. When a child is unwell or has suffered an accident on the school premises, staff must

- consult a person trained in first aid
- log the incident in the accident book
- issue a note to parents/carers for all injuries
- contact parent/carer if there is any doubt at all
- be aware of the separate Medicines Policy for guidance on giving pupils medicines
- deal with utmost sensitivity if it is a matter of an intimate nature and must always seek guidance from the Head Teacher or Deputy. In almost all situations the parents will be asked to come into school immediately so that they are part of the decision making process for such matter. In rare circumstances, the appropriate emergency service will be contacted as a matter of urgency before the parent.

## **APPENDIX H**

### **DEFINITION AND GUIDANCE - SAFEGUARDING ISSUES**

for up-to-date information refer to <http://doncasterscb.proceduresonline.com>

#### **ANTI-BULLYING / INTERNET SAFETY / SOCIAL MEDIA**

- Our policies relating to social media, bullying and internet safety are set out in separate documents which are available on the school website
- Our policies link to the CEOP and UK Council for Child Internet safety policy and practice
- Our policies acknowledge that to allow or condone bullying may lead to consideration under child protection procedures. This includes all forms e.g. cyber, racist, homophobic, transphobic, bi-phobic and gender related bullying.
- All staff are aware that children with SEND and/or differences/perceived differences are more susceptible to being bullied/victims of child abuse.
- We keep a record of bullying incidents and follow DfE statutory guidance to prevent and tackle bullying.
- The Governing Body and the head teacher ensure that on-line safety(KCSIE, pp 62-3) is integrated, aligned and considered as part of the overarching safeguarding approach
- Children are aware of how to keep themselves safe online
  - Social Media Responsibilities.
- The conduct of staff/pupils/ parents/carers using social media is outlined in a separate social media policy
- We have CEOP trained staff in school and take part in national and local activities to reduce bullying.
- Sexting – we include reporting of any sexual images within our policy
- The CEOP eye is promoted and viable around school so all young people know how to report any inappropriate content received on-line.

In line with Keeping Children Safe in Education 2016 (paragraph 76-78) all staff:

- recognise peer on peer abuse. This could include
  - gang related pressure

- sexual harassment
- child on child abuse
- make it clear abuse is abuse and should not be tolerated or passed off as banter
- will pass on any peer on peer abuse concerns to the DSL, who will follow DSCB policy and procedures
- know that sexting is defined within anti-bullying and social media policy and can challenge what is often deemed as `banter`.
- follow searching and confiscation advice (KCSIE p19)

## **HAZING**

Hazing is the practice of rituals and other activities involving harassment, abuse or humiliation used as a way of initiating a person into a group.

Hazing is seen in many different types of social groups, including gangs, sports teams, schools, military units, and fraternities and sororities. The initiation rites can range from relatively benign pranks, to protracted patterns of behaviour that rise to the level of abuse or criminal misconduct. Hazing is often prohibited by law and may comprise either physical or psychological abuse. It may also include nudity and/or sexually based offences.

Linking to peer on peer abuse / peer pressure, all children are advised on how to recognise and report any concerns. In addition we have healthy messages in school and any new social media trends are reported to public health. We have effective transition arrangements in place and follow DSCB safeguarding procedures in line with KCSIE 2016 p19.

## **RACIST INCIDENTS/HOMOPHOBIC/ TRANS-PHOBIC LANGUAGE /EQUALITY ACT 2010 PROTECTED CHARACTERISTICS**

- Our policies on Equality, Inclusion and Diversity and our Public Sector Equality Duty include racist incidents. These are set out separately, and acknowledge that repeated racist incidents or a single serious incident may lead to consideration under child protection procedures.
- We keep a record of racist incidents and incidents reportable under the Equality Act 2010.
- The DSL understands how to record and report and support children and families encountering hate crime.

## **LGBTQ SUPPORT**

- The DSL understands how to support any young person requiring LGBTQ support and will encourage access to youth groups. The Early Help team may support with youth support access to groups etc.
- The school curriculum reflects opportunity to explore difference and celebrate diversity and has resources and posters on the Stonewall website.
- The DSL will seek professional advice where there is additional risk posed, for example self-harm, isolation, bullying etc to ensure a team around a child meeting is in place for young people and families.
- Safe places and `straight allies` groups may be supported in the school to include all young people and also recognise the individual needs of LGBTQ young people.
- SIMS will acknowledge preferred names and risk assessments completed (where appropriate) to ensure gender norms are challenged and the environment supports all young people including LGBTQ young people.

## **TRANS YOUNG PEOPLE**

The DSL will liaise with the CAMHS named nurse to support, where needed any young person identifying as trans and ensure the school acknowledges the voice of the child and ensures smooth and effective transition. The school follows national guidance and seeks professional advice.

<http://genderedintelligence.co.uk/>

The DSL will receive training on supporting trans young people when the LA offers this in February 2017

The DSL is aware of key terminology for all young people not identifying with the sex/gender they were assigned at birth. This may include young people who identify as cisgender, non-binary, gender variant, inter-sex, gender dysphoria etc. The DSL will consider the wishes of the young person and make appropriate referrals and support where/if necessary.

## HUMAN TRAFFICKING

The Trafficking Protocol defines human trafficking as:

- (a) [...] the recruitment, transportation, transfer, harbouring or receipt of persons, by means of threat or use of force or other forms of coercion, of abduction, of fraud, of deception, of the abuse of power or of a position of vulnerability or of the giving or receiving of payments or benefits to achieve the consent of a person having control over another person, for the purpose of exploitation. Exploitation shall include, at a minimum, the exploitation of the prostitution of others or other forms of sexual exploitation, forced labour or services, slavery or practices similar to slavery, servitude or the removal, manipulation or implantation of organs;
- (b) The consent of a victim of trafficking in persons to the intended exploitation set forth in subparagraph (a) of this article shall be irrelevant where any of the means set forth in subparagraph (a) have been used;
- (c) The recruitment, transportation, transfer, harbouring or receipt of a child for the purpose of exploitation shall be considered "trafficking in persons" even if this does not involve any of the means set forth in sub-paragraph (a) of this article;
- (d) "Child" shall mean any person under eighteen years of age.[14]

Staff are aware of potential signs, especially and will immediately report any concerns to the DSL lead. This may involve contacting 101, and the referral and response service or CSE team for advice.

<http://hopeforjustice.org/>

## PREVENTING RADICALISATION – MANDATORY DUTY TO REPORT

**All** staff understand and know how to recognise and respond to any changes in behaviour that could indicate that a child is in need of protection/ or being radicalised. Staff understand the definition and mandatory reporting duties under the CTSA 2015 KCSIE (page 56). We know

- how to recognise and respond to any behaviour that could link to radicalisation/extremism
- that our Children and Young Persons' Police Officer (CYPO) **Vicky Lister** is our first point of contact
- that any behaviour which may point to radicalisation/extremism is discussed immediately with our CYPO
- that if our CYPO is unavailable we must call 101
- that if travel abroad is suspected or there is an immediate threat, staff are to call 999
- that we have access to the confidential anti-terrors hotline 0800 789321

- that the DSL will also contact the Referral and Response service immediately if a child is at risk, and follow local safeguarding procedures
- that WRAP 3 training is mandatory for all staff at Hatchell Wood
- that in Doncaster, all early /low level concerns will be coordinated via our CYPO

In Doncaster all early / low level concerns will be co-ordinated via our CYPO

Staff know how social media can be used to encourage travel to Syria and Iraq and what to do if they suspect travel to areas where travel warnings are in place. The school has undertaken a prevent self-assessment and all staff are aware of spotting the signs.

- The school SMSC curriculum explores shared values and beliefs. This includes Educate Against Hate <http://www.educateagainsthate.com/>
- School leaders have completed a PREVENT self-assessment (see engage Doncaster – PREVENT resources)
- The DSL will access/has accessed Home Office approved WRAP training – workshop to raise awareness of prevent.
- All staff have accessed the home office on-line resource/ have attended a WRAP 3 workshop
- The LA trained trainer / Education lead is [sarah.stokoe@doncaster.gov.uk](mailto:sarah.stokoe@doncaster.gov.uk)

**All staff have had Prevent training in January 2016. The leads are Jeremy Harris and James Bullock. FGM (FEMALE GENITAL MUTILATION) – MANDATORY DUTY TO REPORT**

The school ensures that

- all staff recognise the areas where FGM is prevalent
- all staff work in partnership with agency to safeguard and child at risk of FGM
- the DSL understands that this is classed as child abuse in the UK and will report any risk to 101 immediately
- it has access to DSCB training on FGM
- the DSL includes FGM information in whole school safeguarding training
- all staff have read and understood the FGM fact sheet and mandatory reporting (KCSIE 2016 p 55)
- it will seek advice from school nursing/referral staff about any children attending/starting school from an area where FGM is prevalent (a DOH leaflet is available)
- the DSL understands local DSCB procedures for reporting suspected FGM
- in addition, the DSL is aware of breast ironing/flattening which is practised in some societies and will make appropriate referrals

Online training is available for all staff <https://www.fgmelearning.co.uk/>

**HONOUR BASED VIOLENCE – MANDATORY DUTY TO REPORT**

The police definition of 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'

- Honour Based Violence is where a person is being punished by their family or community for actually or allegedly undermining what they believe to be the correct code of behaviour. By not conforming it may be perceived that the person may have brought shame or dishonour on the family.
- This type of violence can be distinguished from other forms of violence, as it is often committed with some degree of approval and/or collusion from the family and/or community.
- Staff are fully aware of risks and how to report concerns to the DSL lead. The DSL will consider and take immediate action to protect if HBV is possible.

- All staff are aware of the mandatory reporting requirement duty placed on teachers 31 October 2015 and have read and understand indicators and actions KCSIE (page 54)

## **FORCED MARRIAGE**

- Forced Marriage is defined as ‘a marriage conducted without the valid consent of one or both parties, where duress is a factor’.
- Duress involves emotional pressure as well as criminal actions such as an assault or abduction.
- Forced marriage is domestic and / or child abuse. It may include physical or sexual violence, threatening behaviour, stalking / harassment, imprisonment, abduction, financial control any other form of demeaning or humiliating behaviour or control.
- A Forced Marriage is distinct from an Arranged Marriage, which is arranged by families but the choice remains with the individuals who give full and free consent.
- Other provisions include making the use of a deception in order to entice someone abroad so that they can be married against their will an offence and giving protection to those lacking mental capacity to make an informed decision about whether to marry or not.
- Staff will report any concerns immediately to the DSL lead. The DSL will seek advice and action/make appropriate referrals to safeguard any young person at risk of forced marriage.
- The forced marriage unit has published multi-agency guidelines (see KCSIE page 56) school or college staff may contact the forced marriage unit if they need advice or information – Contact 020 7008 0151 or email [fm@fco.gov.uk](mailto:fm@fco.gov.uk)

### **Virtual School for Gypsy, Roma and Travelling Children**

If the DSL is concerned about any Roma children being forced into marriage they can contact the Virtual School for Gypsy, Roma and Traveller Children. If they need any training to spot any common factors or indications that this is happening or need any advice around the issue or further information – contact 01302 734225

### **Ethnic Minority & Traveller Service (EMTAS)**

This service is available for schools requiring advice on how to support and understand EMTAS communities and practice. This advice could relate to beliefs and culture, link to language barriers and consideration to supporting the young person to have a voice. In addition staff training and awareness is available covering 27 different languages and this is increasing.

**Email: [shafqat.sultan@doncaster.gov.uk](mailto:shafqat.sultan@doncaster.gov.uk)**

**Website: [www.doncaster.gov.uk/emtas](http://www.doncaster.gov.uk/emtas)**

## **PRIVATE FOSTERING (SEE ALSO KCSIE P65 ANNEX E : CHILDREN STAYING WITH HOST FAMILIES)**

### **Private Fostering – A Definition**

‘A private fostering arrangement is essentially one that is made privately (that is to say without the involvement of the Authority) for the care of a child or young person under the age of 16 (under 18 if disabled) by someone other than a parent or close relative with the intention that it should last for 28 days or more.... The period for which the child is cared for or accommodated by the private foster carer should be continuous, but that continuity is not broken by the occasional short breaks’.  
(National Minimum Standard for Private Fostering DFES 2005)

More information is on the Doncaster Children's Services Trust website  
<http://www.doncasterchildrenstrust.co.uk/private-fostering>

Or

To notify the DCST of a private fostering arrangement or proposed arrangement, contact the Referral and Response Team on Tel: 01302 737033.

Or

For general advice call or send an email to Florence – Private Fostering Co-ordinator

Tel: 01302 737789/07881832134

Florence-Jurua.Joseph@dcstrust.co.uk

## DOMESTIC VIOLENCE AND ABUSE

All staff recognise signs of domestic abuse and know how to refer concerns to the DSL lead.

Children may

- become aggressive
- display anti-social behaviour
- suffer from depression or anxiety
- not do well at school

The early hub acts as a gatekeeper to all referrals the DSL will liaise with the early help co-ordinator and follow the early help module and procedures to secure support for the young person experiencing domestic abuse.. If the child is at significant risk / harm the DSL will follow local procedures and refer to the referral and response service. Where significant harm is suspected, The DSL will make contact with the professional advice line contained in Page 6 of this safeguarding policy. Following this professional discussion you may refer following the DSCB /South Yorkshire Child protection procedures (noting the referral section 1.2.2.and backing up the referral to [childrensassessmentservice@doncaster.gcsx.gov.uk](mailto:childrensassessmentservice@doncaster.gcsx.gov.uk)

We embrace best practice and offer all children a time out card (sometimes a yellow card) so they may access to pastoral care when they need to talk. In addition we will signpost parents to the Doncaster domestic violence helpline for advice and support.

<http://www.doncasterdomesticabuse.co.uk/>

The DSL may also contact the Domestic Abuse Navigators who can also give advice and mentoring support through their liaison number – 01302 734466, but this does not replace sharing info with the EH Hub

If a child is at immediate risk/harm linked to domestic abuse the DSL will ensure the professional advice line is contacted and appropriate referral is made. A MARAC response may be made

The key objectives are:

- **Reduce the emotional harm** caused by domestic abuse to children;
- Directly **support recovery** from abuse for victims and their children;
- Significantly **reduce repeat victimisation**;
- **Challenge the acceptance** of domestic abuse and violence by families and whole communities; and
- **Break the pattern** of abuse as it re-presents itself in children and young people.

## SUBSTANCE MISUSE

- Schools substances misuse policy should incorporate the possession and or use of such drugs in school, during the school day or while travelling to/from school is inappropriate. The drugs/substances covered by this policy are not to be bought, sold or otherwise exchanged or brought onto school premises during the school day, or while pupils are on school visits. Individual exceptions may be made for pupils who require prescription medicines where appropriate. This policy should set out the school's approach to NPS and volatile substances. Both pupils and staff should be aware of how these products are regarded and treated by the school.
- Schools should have a 'Smoke Free Environment policy' that includes banning the use of e-cigarettes on school premises and grounds.
- For support on the above issues CONTACT PROJECT 3: 01302 640032

## **HIDDEN HARM**

The Governments 'Hidden Harm' reports (ACMD 2003, 2007) revealed the large numbers of children across the UK living with parents who misuse drugs – an estimated 200,000. For some of these vulnerable children, attendance at school provides a respite from difficult home circumstances. For others, the consequences of family substance misuse include poor attendance, lack of progress with their education and failure to develop the necessary social and behavioural skills. This can be particularly difficult for children if they are also taking on a carer role for parents or siblings. Children can "act out", through challenging behaviour, or "act in", through withdrawal or self-harming behaviours, the distress that they are experiencing due to difficulties at home.

The DSL will refer any concerns to the early hub and referral and response service and work with partner agencies and Project 3 so children in these circumstances can be responded to appropriately.

## **APPENDIX I**

### **OTHER AGENCIES EARLY HELP HUB**

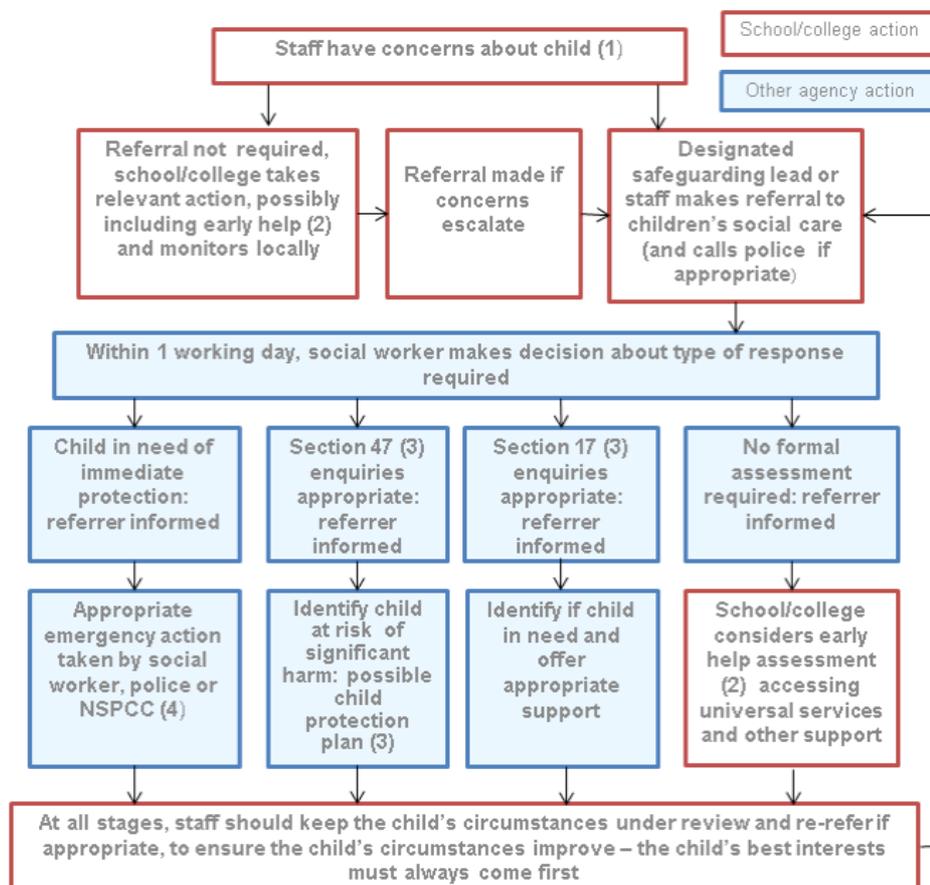
The Early Help Hub has been established to improve communication, information sharing; and to support more effective delivery of services where there is a need for multi-agency response.

The Early Help Hub is a multi-disciplinary team with two main functions:

1. Providing information, advice and guidance to professionals who have queries about children who made need a coordinated early help response.
2. Screening all early help enquires forms to ensure an appropriate level of response for the child and family.

The team is available from 8.30 am to 4.30 pm, Monday to Friday, and telephone messages will be responded to within one working day.

## Actions where there are concerns about a child



Telephone: 01302 734110

Email: [earlyhelphub@doncaster.gov.uk](mailto:earlyhelphub@doncaster.gov.uk) or [earlyhelphub@gcsx.gov.uk](mailto:earlyhelphub@gcsx.gov.uk)

If you believe that an early help assessment (EHA) is needed, contact the Early Help Hub to discuss your concerns. After discussing your concerns, if it is agreed this is a case for early help, you will be asked to complete enquiry and consent forms with the family.

The Early Help Hub will assess the case and inform you of the action required. This could be:

- If an EHA has already been completed or there is an existing TAC/F, you will be asked to share your information and join the TAC/F
- Single agency response for a specific piece of work
- EHA required – lead practitioner identified
- No further action
- Escalation to Children's Social Care if this case is already known to them or the information gathered during screening indicates escalation is required.

The Early Help Hub does not replace the existing 'front door' arrangements for children's social care in Doncaster. If at any stage you have any concerns that a child is at risk of harm you must follow your agency's safeguarding procedure and make a referral to Children's Social Care Referral and Response Service on:

Telephone: 01302 737777 (available 8.30 am – 5.00 pm Monday to Friday)

Telephone: 01302 796000 (outside office hours)

Email: [referral&responseteam@doncaster.gov.uk](mailto:referral&responseteam@doncaster.gov.uk)

Infrastructure to support Lead practitioners with early help pathway and processes

- 10 Early Help Coordinators: Manager Dawn Lawrence- dawn.lawrence@doncaster.gov.uk, 0130234946
- Information, Advice and Guidance to Practitioners –Lead Practitioner Network
- Training –Delivery of the new Early Help training programme.
- Quality Assurance – Audits of Early Help Assessments (EHA's), Plans, Case progression, Tracking completion of assessments.

Your Early Help coordinators are :

North:

Natasha Abbott (07738 888 218) natasha.abbott@doncaster.gov.uk

Davey Mitchel (01302 735302) davey.mitchel@doncaster.gov.uk

East:

Christian Brownless (07810 153 716) christian.brownless@doncaster.gov.uk

Carl Shillito (07747 008 255) carl.shillito@doncaster.gov.uk

South:

Lindsey Swain (07717 320 478) lindsey.swain@doncaster.gov.uk

Dean Mangham (07776 454 314) dean.mangham@doncaster.gov.uk710

**Central:**

**David Hamilton (07776 454 318) david.hamilton@doncaster.gov.uk**

**Stephanie Armstrong (07970 226 004) stephanie.armstrong@doncaster.gov.uk**

Early help Network Meetings:

Two sessions per week in North, South, East, Central areas

- Early Help Pathway, processes and time frames
- Thresholds
- Early Help Assessments
- SMART, outcome focused plans
- Team Around the Child (TAC/F) processes and effective meetings
- Working with Children, Young People and Families
- Case work advice and 'stuck cases'
- Community services
- Closures
- EHM system use

Early Help Training:

New training programme for Early Help Practitioners, courses can be accessed via <https://www.engagedoncaster.co.uk/dscb>

- What is Early help?
- Delivering Early Help
- Lead Practitioner
- Early Help Assessment Workshop
- Early Help outcomes and planning workshop
- Managing difficult meetings
- Engaging with difficult families
- Early help Module (EHM/eCAF)

Quality Assurance and Tracking:

- Data reviewed weekly
- Identification of drift and delay:

- Early Help Assessment (EHA)
- Team Around Child (TAC/F)
- Ineffective movement on the case

**The DSL attends the Early Help Network support sessions to access support provided to ensure child's needs are met to prevent escalation.**

#### **SCHOOL NURSING – ACCESS TO UNIVERSAL PROVISION**

- If health needs are identified, the DSL will contact the school nursing service for information and advice. Where a new diagnosis is received and further advice and support are required school may contact the designated school nurse by telephone on 01302 384138 or email [cyp&fschoolnurses@rdash.nhs.uk](mailto:cyp&fschoolnurses@rdash.nhs.uk)
- The school nurse will offer guidance and support in the form of signposting to specialist practitioners; where appropriate and advice re care planning. The school nursing service can offer early identification cases (pre-caf) where some concerns are being raised. Help with managing healthy weight/lifestyles, CSE, domestic abuse, FGM, childhood illnesses and support managing medicines and health care plans / allergies. The service also provides training for staff.

The school nurse contact details are available from [cyp&fschoolnurses@rdash.nhs.uk](mailto:cyp&fschoolnurses@rdash.nhs.uk)