

Policy adopted on: 28<sup>th</sup> November 2013  
Date of review: September 2017  
Responsible person: Principal

## **Child Protection Policy and Procedure**

Teachers and support staff at The Boulevard Academy have a crucial role to play in shaping the lives of young people. All staff are accountable for the way in which they exercise authority, manage risk, use resources and protect pupils from discrimination and avoidable harm. We work hard to promote the ethos of:

- Every Child Matters
- Safeguarding SEN and Disabled and other vulnerable Children specifically

### **Safeguarding is everyone's responsibility:**

**Child protection** is a part of safeguarding and promoting welfare. This refers to the activity which is undertaken to protect specific children who are suffering or are at risk of suffering significant harm. As adults and/or professionals or volunteers, everyone has a responsibility to safeguard children and promote their welfare.

Safeguarding and promoting the welfare of children – and in particular protecting them from significant harm - depends upon effective joint working between agencies and professionals that have different roles and expertise.

Individual children, especially some of the most vulnerable children and those at greatest risk of social exclusion, will need co-ordinated help from health, education, children's social care, and quite possibly the voluntary sector and other agencies, including youth justice services.

For those children who are suffering, or at risk of suffering significant harm, joint working is essential, to safeguard and promote welfare of the child(ren) and – where necessary – to help bring to justice the perpetrators of crimes against children. All agencies and professionals should:

- be alert to potential indicators of abuse or neglect;
- be alert to the risks which individual abusers, or potential abusers, may pose to children;
- share and help to analyse information so that an assessment can be made of the child's needs and circumstances;
- contribute to whatever actions are needed to safeguard and promote the child's welfare;
- take part in regularly reviewing the outcomes for the child against specific plans; and
- work co-operatively with parents and carers unless this is inconsistent with ensuring the child's safety.

### **Definitions of abuse and neglect:**

Abuse and neglect are forms of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting; by those known to them or, more rarely, by a stranger. They may be abused by an adult or adults or

another child or children.

### **Physical abuse**

May involve hitting, shaking, throwing, burning, scalding, poisoning, drowning, suffocating or otherwise causing physical harm to a child. It may also occur when a parent or carer feigns symptoms of, or deliberately causes ill health to a child whom they are looking after. This situation is commonly described using terms such as Fabricated or Induced Illness (FII)

### **Emotional Abuse**

Emotional abuse is the persistent maltreatment of a child such to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children they are worthless and unloved, inadequate or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or "making fun" of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children.

These may include interactions that are beyond the child's developmental capacity, as well as overprotection and limitation of exploration, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill treatment of another. It may involve serious bullying (including cyber bullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone

### **Sexual Abuse**

Involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing.

They may also include non-contact activities, such as involving children looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

### **Neglect**

The persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development may involve a parent or carer failing to provide adequate food, shelter and clothing, failing to protect a child from physical harm or danger, or the failure to ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs

### **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 The Boulevard Academy we will report those concerns to

the appropriate agency in order to prevent this form of abuse taking place.

### **Forced Marriages**

A forced marriage is a marriage in which one or both spouses do not (or, in the case of children and some adults at risk, cannot) consent to the marriage and duress is involved. Duress can include physical, psychological, financial, sexual and emotional pressure.

If concerns are brought to the attention of staff at The Boulevard Academy, they will be reported immediately to the appropriate authorities.

### **Missing in Education**

The Academy will follow up all absences reported and non-reported. If no contact can be made, a home visit will be arranged and parents will be invited in to explain the absence. In cases where no contact is made the Academy will report the student as 'Missing in Education' to the Local Authority, Educational Welfare Team for investigation.

### **Staff awareness**

#### **Staff will be made aware of The Boulevard Academy's Policy and Procedure:**

- As part of their induction
- During regular staff briefings
- During level one staff training on a three yearly basis

**They will be made aware of who the Academy Child Protection Manager is and who is available for reporting to.**

### **Training**

Staff training is not only crucial in protecting children and young people, but also makes them aware of how they can protect themselves against allegations.

The Child Protection Coordinator undertakes specific inter-agency training on appointment which enables them to work in partnership with other agencies, and gives them the knowledge and skills needed to fulfil their role. In order to maintain their knowledge and skills the Child Protection Coordinator undertakes refresher training at two yearly intervals.

All staff have basic child protection training that equips them to recognise and respond to child welfare concerns. The school maintains a record of child protection training, which includes teaching and support. Every staff member undertakes appropriate refresher training every three years.

### **Reviewing the Policy and Procedure**

The Boulevard Academy policy and procedure will be reviewed every year, this will include checking telephone numbers, accuracy of personnel details, and any updates required by a change in local or national policy. This policy should also be read in conjunction with the following policies in The Boulevard Academy:

- Anti-Bullying policy
- Preventing Extremism and Radicalisation Policy
- Internet & Computer Use policy

- Allegations Against Staff policy
- Behaviour management
- Physical Intervention
- Whistle blowing policy

### **Commitment to safeguarding.**

The Boulevard Academy is committed to the safeguarding of children and young people and will work closely with other professionals to ensure that children are kept safe and prevented from suffering significant harm. This includes attending and contributing to Child Protection Conferences, Core group meetings, Child Concern meetings and Looked After Children reviews alongside contributing to the development of Personal Education plans along with other colleagues

At Boulevard Academy we aim to identify where early interventions are needed to support families in need by closely monitoring children and highlighting any emerging problems. Information is shared with other professionals to support early identification and assessment.

### **Procedure: What to do if you have concerns about a child**

You may have concerns about a child because of something you have seen or heard, or a child may choose to disclose something to you. If a child discloses information to you:

- Do not promise confidentiality, you have a duty to share this information and refer to Children's Social Care Services.
- Listen to what is being said, without displaying shock or disbelief.
- Accept what is said.
- Reassure the child, but only as far as is honest, don't make promises you may not be able to keep e.g. *'Everything will be alright now'*, *'You'll never have to see that person again'*.
- Do reassure and alleviate guilt, if the child refers to it. For example, you could say, *'You're not to blame'*.
- Do not interrogate the child; it is not your responsibility to investigate.
- Do not ask leading questions (e.g. *Did he touch your private parts?*), ask

- open questions such as ‘*Anything else to tell me?*’
- Do not ask the child to repeat the information for another member of staff.
- Explain what you have to do next and who you have to talk to.
- Take notes if possible or write up your conversation as soon as possible afterwards.
- Record the date, time, place any non-verbal behaviour and the words used by the child (do not paraphrase).
- Record statements and observable things rather than interpretations or assumptions.

**Whatever the nature of your concerns, discuss them with the CPM in the first instance, then complete a ‘Cause for Concern’ sheet within 12 hours of the incident. If you still have concerns, you or the above named persons should refer to Hull City Council Children’s Social Care Services for further advice.**

**What information will you need when making a referral? :**

You will be asked to provide as much information as possible. Such as the child’s full name, date of birth, address, school, GP, languages spoken, any disabilities the child may have, details of the parents. Do not be concerned if you do not have all these details, you should still make the call.

You should follow up the verbal referral in writing, within 48hrs. This should be done on the Hull City Council Children’s Social Care Services web-site.

**Appendix 1 Flow Chart**

**What to do if you have concerns that a child is being abused,**

**Appendix 1 Flow Chart**

**What to do if you have concerns that a child is being abused**

Practitioner has concerns about child’s welfare  
 Practitioner discusses with the Nominated Child Protection Manager  
 Mrs T Perkins & completes a ‘Cause for Concern’ sheet  
 Still have concerns

The CPO refers to Initial Response Service and follows up in writing within 48 hrs. Social worker and named child protection officer decide on next course of action within one working day.

No further child protection action, although may consider other agencies which could offer support

**The Initial Response Service can be contacted on 01482 448879, or in an extreme emergency out of hours dial 01482 788080 or 999 for the Police.**

No longer have concerns  
 Practitioner has concerns about child’s welfare  
 Practitioner discusses with the Nominated Child Protection Manager  
 Mrs T Perkins & completes a ‘Cause for Concern’ sheet  
 Still have concerns

The CPO refers to Initial Response Service and follows up in writing within 48 hrs. Social worker and named child protection officer decide on next course of action within one working day.

No further child protection action, although may consider other agencies which could

offer support

**The Initial Response Service can be contacted on 01482 448879, or in an extreme emergency out of hours dial 01482 788080 or 999 for the Police.**

No longer have concerns

## **Procedure**

### **Allegations involving a member of staff / volunteer:**

## **Procedure**

### **Allegations involving a member of staff / volunteer:**

The Boulevard Academy is committed to having effective recruitment and human resources procedures, including checking all staff and volunteers to make sure they are safe to work with children and young people. Key staff involved in recruitment processes will undertake appropriate Safer Recruitment Training.

However, there may still be occasions when there is an allegation against a member of staff or volunteer. Allegations against those who work with children, whether in a paid or unpaid capacity, cover a wide range of circumstances

All allegations of abuse of children by those who work with children or care for them must be taken seriously. Each agency is required to have a Named Senior Officer who will receive all reports of allegations. Our Named Senior Officer is **The Principal, Mr Andy Grace**. In his absence, Mrs T Perkins, will receive allegations.

In the case that the concern or allegation relates to the Principal, the Child protection coordinator or the Chair of Governors should be contacted. The Chair of Governors will report the matter to the LADO.

The following procedure should be applied in all situations where it is alleged that a person who works with children has:

- Behaved in a way which has harmed a child, or may have harmed a child
- Possibly committed a criminal offence against or related to a child
- Behaved towards a child or children in a way which indicates that he/she is unsuitable to work with children

The allegations may relate to the persons behaviour at work, at home or in another setting.

**\*\* All serious allegations should be notified to the Local Authority Designated Officer (LADO) Suzanne Wilson, within one working day. \*\* (call 01482 616599)**

The **Academy Principal, or in his absence the CPO** should receive reports in relation to allegations against those within the organisation. A senior member of the Human Resources section for the Academy must also be consulted. The LADO will discuss the matter with **the Academy Principal or the CPO** to determine what steps should be taken and where necessary obtain further details of the allegation and the circumstances in which it was made. The discussion should also consider whether there is evidence/information that establishes that the allegation is false or unfounded, whether a referral to the Children's Social Care Services is required and/ or whether disciplinary action is appropriate. Some allegations will be so serious as to require immediate referral to the Children's Social Care Services and the Police, but common sense and judgement must be applied in reaching a decision about

what action to take.

If the allegation is not patently false and there is cause to suspect that a child is suffering or is likely to suffer Significant Harm, the LADO will immediately refer the matter to the Children's Social Care Services and ask for a Strategy Discussion/ Meeting to be convened straight away. Where the safety of other children is in question as a result of the allegation, consideration should be given to informing Hull City Council Children's Social Care Services and / or the police.

Some allegations may be less serious and at first sight might not seem to warrant consideration of a police investigation or enquiries by Children's Social Care Services. However, it is important to ensure that even apparently less serious allegations are followed up and examined objectively by someone independent of the organisation. Consequently the LADO should be informed of all allegations that come to the employer's attention and appear to come within the scope of this procedure so that name of head teacher can consult Police and social care colleagues as appropriate.

Where a referral is made directly to Children's Social Care Services, they will consult with the Local Authority Designated Officer (LADO), the Police and the Academy Principal.

Where such allegations are made, consideration must be given to the following three strands:

1. The police investigation of a possible criminal offence
2. Enquiries and assessment by Children's Social Care Services as to whether the child is need of protection or in need of services
3. Consideration by an employer of disciplinary action in respect of the individual

In addition, such allegations may give rise to complaints of poor practice, which should be considered in line with the agencies complaints or disciplinary procedures.

**NB** It is a criminal offence under the Education Act 2011 to name a teacher who has had an allegation made against them before they are charged by the Police. This includes all stakeholders and parents, and any form of disclosure i.e. social networking sites, speaking with the press, playground or staffroom 'gossip' etc.

### **Disclosure & Barring Service**

*A person who is barred from working with children or vulnerable adults will be breaking the law if they work or volunteer, or try to work or volunteer with those groups. If Boulevard Academy knowingly employs someone who is barred to work with those groups they will also be breaking the law. If there is an incident where a member of staff or volunteer has to be dismissed because they have harmed a child or vulnerable adult, or would have been if they had not left, Boulevard Academy will notify the DBS.*

### ***Allegations against other pupils***

*A pupil against whom an allegation of abuse has been made may be fixed term excluded from the school pending an investigation and the school Behaviour policy may apply. The school will take advice from Children's Social Care and/or the police on the investigation of such allegations and will take appropriate action to ensure the safety and welfare of all pupils involved.*

## **Appendix 2 Procedure flowchart**

Employer's Action

(Including disciplinary action)

Employer's Action

(Including disciplinary action)

Allegation against member of staff or volunteer

Allegation reported to

**The Academy Principal**

**Principal**

Considers alleged behaviour

Discussion with LADO and decision re course of action

**Principal or the CPO contacts LADO**

**(Tel: 01482 790933)**

No further action, although agency may consider poor practice implications, further training or disciplinary processes.

Strategy

Meeting

Police Investigation



## Assessment by Children's Services e.g. s47 Child Protection Enquiry

LADO tracks progress, monitors outcomes and reports to LSCB and DfE  
Behaved in a way that has harmed, or may have harmed a child.

Possibly committed a criminal offence against, or related to a child; or

Behaved towards a child or children in a way that indicates s/he is unsuitable to work with children.

Allegation against the Principal

Allegation directly to the LADO  
01482 616599

Allegation against member of staff or volunteer

Allegation reported to  
**The Academy Principal  
Principal**

Considers alleged behaviour  
Discussion with LADO and decision re course of action  
**Principal or the CPO contacts LADO  
(Tel: 01482 790933)**

No further action, although agency may consider poor practice implications, further training or disciplinary processes.

Strategy

Meeting

Police Investigation

Assessment by Children's Services e.g. s47 Child Protection Enquiry

LADO tracks progress, monitors outcomes and reports to LSCB and DfE  
Behaved in a way that has harmed, or may have harmed a child.

Possibly committed a criminal offence against, or related to a child; or

Behaved towards a child or children in a way that indicates s/he is unsuitable to work with children.

Allegation against the Principal

Allegation directly to the LADO  
01482 616599

## **Appendix 3 Glossary of terms**

**Child** – a young person under the age of 18 yrs

**Child Protection Enquiry** - A Child Protection Enquiry (usually referred to as a Section 47 Enquiry) is required if there are reasonable grounds to suspect that a child is suffering or is likely to suffer significant harm.

**Common Assessment Framework** - The aim of the Common Assessment Framework (CAF) is to ensure that every child and young person receives the universal services to which they are entitled and any additional services they need at the earliest opportunity. To achieve this there is an expectation that all agencies, both statutory and voluntary, will work more closely together, share information

appropriately and focus the provision of services around the needs of the child or young person.

**LADO – Local Authority Designated Officer** - The Local Authority must appoint a Designated Officer (LADO) whose responsibility it is to be involved in the management and oversight of individual cases which fall within this procedure, providing advice and guidance to employers and voluntary organisations, liaising with the Police and other agencies, and monitoring the progress of cases to ensure that they are dealt with as quickly as possible, consistently, and with a thorough and fair process.

**Named Senior Officer** – agencies should appoint a Named Senior Officer to have overall responsibility for ensuring that their agency operates procedures for dealing with allegations against those who work with children in accordance with the guidance set out in Keeping Children Safe in Education, 2014 resolving inter agency issues and liaising with the Hull City Council Safeguarding Children Board / LADO on the subject.

**The Child Protection Officer** – agencies should appoint a CPO to have overall responsibility for ensuring that their agency operates procedures for dealing with all child protection issues.

**Significant Harm** – The Children Act 1989 introduced Significant Harm as the threshold that justifies compulsory intervention in family life in the best interests of children.

Significant Harm is any Physical, Sexual, or Emotional Abuse, Neglect, accident or injury that is sufficiently serious to adversely affect progress and enjoyment of life.

Harm is defined as the ill treatment or impairment of health and development. This definition was clarified in section 120 of the Adoption and Children Act 2002 (implemented on 31 January 2005) so that it may include, "for example, impairment suffered from seeing or hearing the ill treatment of another".

Suspensions or allegations that a child is suffering or likely to suffer Significant Harm may result in a Core Assessment incorporating a Section 47 Enquiry.

There are no absolute criteria on which to rely when judging what constitutes significant harm. Sometimes a single violent episode may constitute significant harm but more often it is an accumulation of significant events, both acute and longstanding, which interrupt, damage or change the child's development.

**Hull City Council Safeguarding Children Board** - Safeguarding and promoting the welfare of children requires effective coordination in every local area. For this reason, the Children Act 2004 requires each local authority to establish a Local Safeguarding Children Board. The Board must coordinate what is done by each person or body represented on the Board for the purpose of safeguarding and promoting the welfare of children in the area of the authority and ensure the effectiveness of what is done by each person or body for that purpose.

## Appendix 4: Useful Contacts

### Hull

#### Children's Social Care (Local Authority)

Access & Assessment Team	(01482) 448879
Emergency Duty Team	(01482) 788080
Local Authority Designated Officer	(01482) 790933
Police Public Protection Unit	101
Hull Safeguarding Children Board	(01482) 379090
<a href="http://www.hullsafeguardingchildren.org">www.hullsafeguardingchildren.org</a>	

### East Riding of Yorkshire

#### Children's Social Care (Local Authority)

The Golden number	(01482) 395500
Children's Services	(01482) 396840
Emergency Duty Team	(01482) 880826
<u>East Riding Safeguarding Children Board</u>	(01482)396998/9

Local Authority Designated Officer (01482) 396999

Police Public Protection Team 101

## **Appendix 5: Preparing to Discuss Concerns about a Child with Children's Social Care**

Try to sort out in your mind why you are worried, is it based on:

- What you have seen;
- What you have heard from others;
- What has been said to you directly

**Try to be as clear as you can about why you are worried and what you need to do next:**

- This is what I have done;
- What more do I need to do?
- Are there any other children in the family?
- Is the child in immediate danger?

**In the conversation that takes place the duty Social Worker will seek to clarify:**

- The nature of the concerns;
- How and why they have arisen;
- What appear to be the needs of the child and family; and
- What involvement they are having or have had with the child and / or family.

**Questions Children's Social Care may ask at Initial Contact**

- Agency (i.e. school, etc) address and contact details of referrer;
- Has consent to make the referral been gained? Information regarding parents' knowledge and views on the referral;
- Where consent has not been sought to make a referral you will be asked to explain what informed your decision making;

- Full names, dates of birth and gender of children;
- Family address and, where relevant, school/nursery attended;
- Previous addresses;
- Identity of those with Parental Responsibility;
- Names and dates of birth of all members of the household;
- Ethnicity, first language and religion of children and parents;
- Any special needs of the children or of the parents and carers;
- Any significant recent or past events;
- Cause for concern including details of allegations, their sources, timing and location;
- The child's current location and emotional and physical condition;
- Whether the child needs immediate protection;
- Details of any alleged perpetrator (name, date of birth, address, contact with other children);
- Referrer's relationship with and knowledge of the child and his or her family;
- Known involvement of other agencies;
- Details of any significant others;
- Gain consent for further information sharing / seeking;
- The referrer should be asked specifically if they hold any information about difficulties being experienced by the family/household due to domestic violence, mental illness, substance misuse and/or learning difficulties.

## **Appendix 6: The HSCB Confirmation of Referral Proforma**

All telephone referrals made by professionals should be followed, within 48 hours by a written referral giving specific and detailed information. The attached HSCB proforma can be used for this purpose.

If you have secure email the form should be sent to The Central Duty Team [socialservices.cdt@hullcc.gcsx.gov.uk](mailto:socialservices.cdt@hullcc.gcsx.gov.uk)

If you do not have a secure email system it should be faxed to 01482 444145

**CONFIDENTIAL**

**CONFIRMATION** of Contact, Information and/or Referral to Hull Children's Social Care (Access & Assessment Pod) – **to be sent within 48 hours of verbal contact**

Please include as much information as possible to help Children's Social Care decision making.

Remember other information may be relevant and some information may not be available at the time of making contact/a referral. However, there should not be a delay in making contact or a referral in order to collect information if the delay may place the child at risk of significant harm.

**Contact/Information only**

or

**Referral**

**When was verbal contact/referral made:**

**Who to:**

**Tel. No.**

**Has consent or agreement of parents/carers been obtained before contacting Children's Social Care?**

Yes – please provide details

**Details:**

No – please provide a reason why not

**Details:**

**Child / Young Person's Name and Address:**

Family Name:

Forenames:

Alias/also known as:

Date of Birth **or**

Estimated Delivery Date:

Gender:

Current Address:

Postcode:

Telephone No:

**Does the child have a disability?**

YES

NO

If YES, do they have any specific requirements?

**Do you have knowledge of any previous assessment/s undertaken?** YES

NO

Details:

**Do you have knowledge of any previous multi-agency meetings held?** YES

NO

Details:

**Child's Principal Carers**

	1.	2.
Relationship		
Name		
Alias/also known as		
DoB		
Ethnicity		
First language/ preferred communication		

Interpreter required • Language	YES or NO	YES or NO
Religion		
Parental responsibility (if known)		
Address if different to child		

**Children in household / other household members (if known to you):**

	1.	2.	3.	4.
Family Name				
First Name				
Alias/also known as				
DoB or Expected Delivery Date				
Ethnicity				
First language/ preferred communication				
Interpreter required • Language	YES or NO	YES or NO	YES or NO	YES or NO
Religion				
Relationship to child				

**Which person is deemed to pose a risk to the child(ren)?**

**What is their relationship to the child?**

**Address (if known):**

**Significant family members who are not members of the child's household (if known to you):**

	1.	2.
Name		
Alias/also known as		
Relationship		



Address		
Telephone No.		
Other info:		

**Significant agencies involved and reason for their involvement (if known to you):**

	<b>Name/worker</b>	<b>Contact telephone/ address</b>	<b>Reason for involvement</b>
GP			
School/Nursery			
Health Visitor/School Nurse			
Midwife			
Children's Centre			
Substance Misuse Services			
Domestic Abuse Project			
Mental Health Services			
Others: 1.  2.  3.			

**Reason for Contact / Referral** *(describe what life is like for the child and the family)*

**Danger / Harm** – detail about significant child protection incident or patterns and history that indicate child protection concerns

Details:

**Safety** – how the child/ren have been protected

Details:

**Complicating Factors** – conditions/behaviours which contribute to greater difficulty for the family

Details:

**Strengths / protective Factors** – assets, resources, capability within the family, individual/ community

Details:

**Grey areas / disputed facts** – issues where further clarification is needed

Details:

**Outcome of initial contact (if known) –**

Information share accepted by CSC

Details:

Information provided by CSC

Details:

Advice and guidance provided by CSC Details:

Redirected to Early Help.

Details:

Accepted as a referral by CSC.

Details:

**Referred by:**

NAME:

DESIGNATION:

Agency:

Address:

Postcode:

Telephone No.

Date:

Signature: