




## Safeguarding in Education

### Child Protection Procedures Staff Reference Guide

<b>Author:</b>	Mr M Crofts / Mrs C Tomes	
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<b>Governor Committee:</b>	Full Governing Body Committee	
<b>Approved by:</b>	Mr M Ainley Chair of Governors	Signature: 
<b>Review due:</b>	Autumn 2026	

Hard copies of all policies are available free of charge, upon request. Please contact the school office to order copies.

**Phone:** (01964) 613133

**Email:** whstc@wscampus.net

**Web:** www.withernseahigh.org.uk



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## **Child Protection contact list September 2025**

<b>Role / Agency</b>		<b>Contact details</b>
<b>School Designated Safeguarding Lead /Deputy DSL</b>	DSL – Claire Tomes Deputy DSL– Mark Crofts Rebecca Pindar	01964 611530 01964 613133
<b>Child Protection Team</b>		
<b>Designated Safeguarding Governor</b>	Caroline Heaton	01964 611502
<b>Chair of Governors</b>	Matthew Ainley	01964 611502
<b>Safeguarding &amp; Partnership Hub Emergency Duty Team</b>	<b>CP initial referral Support and Advice</b> Intensive and specialist Safeguarding support 1. Urgent CP concerns 2. Consultation with Social Worker	<b>Mon to Thu 8.30am – 5.00pm Fri 8.30am-4.30pm</b>  <b>01482-395500</b>  <b>Request for Service forms to:</b> <a href="mailto:safeguardingchildrenshub@eastriding.gov.uk">safeguardingchildrenshub@eastriding.gov.uk</a>  <b>01482-393939</b>
<b>Out of Hours</b>		
<b>Local ER Children Safeguarding Team</b>	Open Cases	01482 880066
<b>Safeguarding in Education Team</b>	General strategic and operational School Safeguarding and CP advice	<a href="mailto:safeguardingineducation@eastriding.gov.uk">safeguardingineducation@eastriding.gov.uk</a>  <ul style="list-style-type: none"> <li>- Chris Hamling (Team Manager)</li> <li>- Tara Baker (Education Safeguarding Officer)</li> <li>- Tahnee Burgess (Education Safeguarding Officer)</li> <li>- Nicola Spray (Education Safeguarding Officer)</li> <li>- Kate Jordan (Education Safeguarding Officer)</li> <li>- Eve Atkinson (Education Safeguarding Support Assistant)</li> </ul>
<b>ERSCP LADO</b>	<b>Referral of allegations against staff and volunteers</b>	<a href="mailto:LADO@eastriding.gov.uk">LADO@eastriding.gov.uk</a>
<b>School critical incident, bomb threats etc &amp; Educational visits Emergencies (not Child Protection)</b>	<b>24-hour guidance and support</b>	01482-392999
<b>Humberside Police</b>	<b>ER Protecting Vulnerable People Unit</b>	01482 220809
<b>Humberside Police</b>	<b>Hate Crime/Incident reporting</b>	101 <a href="https://www.reportingcrime.uk/HPhatecrime/">https://www.reportingcrime.uk/HPhatecrime/</a>
	<b>Prevent</b>	<a href="mailto:101/prevent@humberside.pnn.police.uk">101/prevent@humberside.pnn.police.uk</a>

## Child Protection Procedures - Staff reference guidance

This guidance provides a summary of:

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

It should be read in conjunction with the following that school will have made available to you and that you **must read**. If at any time you are uncertain about any safeguarding or CP matters or the content of guidance or policies, the DSL or other Senior or Pastoral staff should be contacted for advice.

- **The school strategic Child Protection and Safeguarding policy** - which outlines the overall Child Protection and Safeguarding arrangements in more detail
- **Statutory Guidance Keeping Children Safe in Education 2025 (KCSiE) Part One and Annex A** - which details your responsibilities in Child Protection and Safeguarding and provides detailed information about and indicators of the various forms of abuse, neglect, and other specific safeguarding issues that you need to be aware of
- **The School Staff and Volunteer Code of Conduct** – which is designed to support the maintenance of a safe and secure learning and working environment

Other useful sources of information that are available on the Staff Shared area within the Staff Handbook folder, policies and safeguarding.

### Working Together to Safeguard Children 2018

- **KCSiE 2025** the full document (includes management of safeguarding and allegations against staff guidance)
- **The School Safeguarding whistle blowing policy guidance and Allegation Guidance**

### Child Protection Concerns

#### KCSiE makes it clear that:

Schools and Colleges and their staff are an important part of the wider safeguarding system for children

‘Safeguarding and promoting the welfare of children is **everyone’s** responsibility. **Everyone** who comes into contact with children and their families and carers has a role to play. In order to fulfil this responsibility effectively, all practitioners should make sure their approach is child centred. This means that they should consider, at all times, what is in the best interests of the child. No single practitioner can have a full picture of a child’s needs and circumstances. If children and families are to receive the right help at the right time, everyone who comes into contact with them has a role to play in identifying concerns, sharing information, and taking prompt action....’

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

All staff should be prepared to identify children who may benefit from early help. Early help means providing support as soon as a problem emerges at any point in a child’s life, from the foundation through to the teenage years.

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

## Awareness of indicators of Abuse and Neglect

- All staff should be aware of the possible indicators or signs and symptoms of PHYSICAL, EMOTIONAL, SEXUAL ABUSE and NEGLECT and these are described in KCSiE and 'What to do if you are worried a child is being abused' and in your online training module.
- In addition to these forms of abuse it is important to remain aware of other Child Protection and Safeguarding concerns also outlined in these documents and training. These include:
  - Is disabled and has specific additional needs.
  - Has special education needs (whether or not they have an EHCP).
  - Is a young carer.
  - Is showing signs of being drawn into anti-social or criminal behaviour, including gang involvement and organised crime.
  - Is frequently missing/goes missing from home or care.
  - Is at risk of modern slavery, trafficking, or exploitation.
  - Is at risk of being radicalised or exploited.
  - Is in family circumstances presenting challenges for the child such as drug and alcohol abuse, adult mental health issues and domestic abuse.
  - May be a victim of Child Sexual AND Criminal Exploitation (County Lines).
  - Is involved in inappropriate or sexualised behaviour such as Sexting.
  - Has returned home to the family from care.
- Within school it is important to remain vigilant to the possibility of:
  - Child on Child abuse and not dismiss such behaviour such as sexual touching or verbal abuse as 'part of growing up'.
  - That children with SEN, disability or challenging behaviour may make them more likely to be abused and that this may be masked by their additional needs, communication difficulty or challenging behaviour

## Responding to concerns or disclosures

### Never do nothing – Do the simple things well

Any member of staff who has a concern about a child's welfare should follow the internal referral process as outlined in the flow charts in this booklet without delay. Staff should ensure that concerns are recorded clearly on CPOMS or the 'Record of Concern' form and 'Body Map' (which are available on the desktop) if appropriate and passed to the DSL/DDSL as indicated in the flow chart. You must not investigate but refer concerns as soon as possible and in potentially urgent or serious cases immediately.

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

### Responding to - Disclosures

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

## Feedback

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

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

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

*\*A fuller outline of the Role of the DSL is at Annex B of KCSiE 2025*

### **Safe and Appropriate Working - Code of Conduct**

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

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

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

It is particularly important that you are aware that this code of conduct includes the requirement to follow the school 'Acceptable use policy' in respect of the use of internet and other IT applications.

Also, that behaviour out of school may call into question your suitability to work with children will need to be assessed by the school managers.

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

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

- Safer working Practice for Adults who work with Children and Young People in Education Settings (May 2019 Safer Recruitment Consortium).
- School Safeguarding Whistle blowing guidance.
- KCSiE 2025 part 4 Managing Allegations against teachers and other staff.
- Use of reasonable force advice for Headteachers, staff and governing bodies DfE July 2013.

### **Concerns about the conduct of other members of staff or volunteers**

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

**If your concerns persist after you have referred Child Protection concerns or allegations as above, you should raise these concerns with the recipient. If after these discussions there are concerns that the school has not acted appropriately to protect a child or to address inappropriate behaviour by a member of staff you should consider making a referral to the ER Safeguarding & Partnership Hub or in the case of allegations the Local Authority Designated Officer.**

**NOTE:**

***Records of Concern and Body Map are on Pages 8, 9 and 10.***

***The Flowcharts on Pages 11 and 12 give clear guidance to Staff on the recording and reporting procedure that MUST be followed.***

**Child Protection Record of Concern or Disclosure**

Record and Causes for Concern on CPOMS, or Complete and hand this form to the DSL/DDSL in urgent cases immediately or less urgent on the same day.

<b>Pupils Name:</b>	<b>Class</b>	<b>Yr:</b>
	<b>DoB:</b>	
<b>Concern identified by:</b>	<b>Date:</b>	<b>Time:</b>
<b>Nature of Concern / details of disclosure / other relevant information.</b> <u>Use Body Map (App 3a) if appropriate</u>		
Continue on reverse if needed		
<b>Passed to:</b>	<b>Received by:</b>	<b>Date:</b>
<b>Action taken by DSL (or person receiving this form)</b>		
<p>This form to be filed in pupils CP file and noted on CP chronology</p>		

**Child Protection Record of Concern - Body Map  
(Attach to Record of Concern Form)**

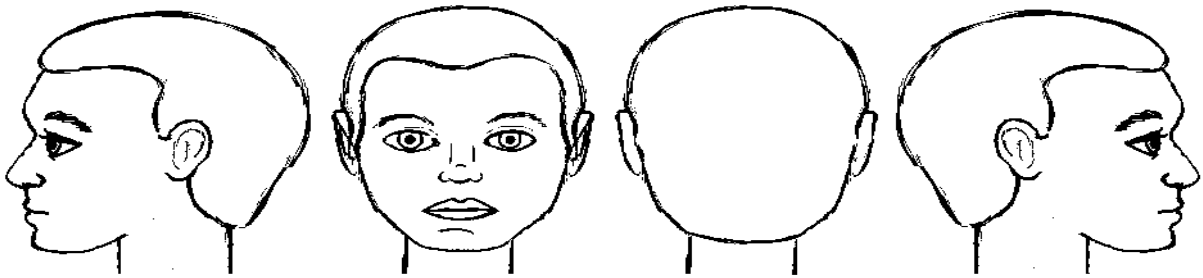
Name of Child:							
Date of Birth				Date of completion:			
<b>Full Description of Injury</b>							
<b>Signed:</b>				<b>Position:</b>			

**BODY MAP**

**SCHOOL:** \_\_\_\_\_

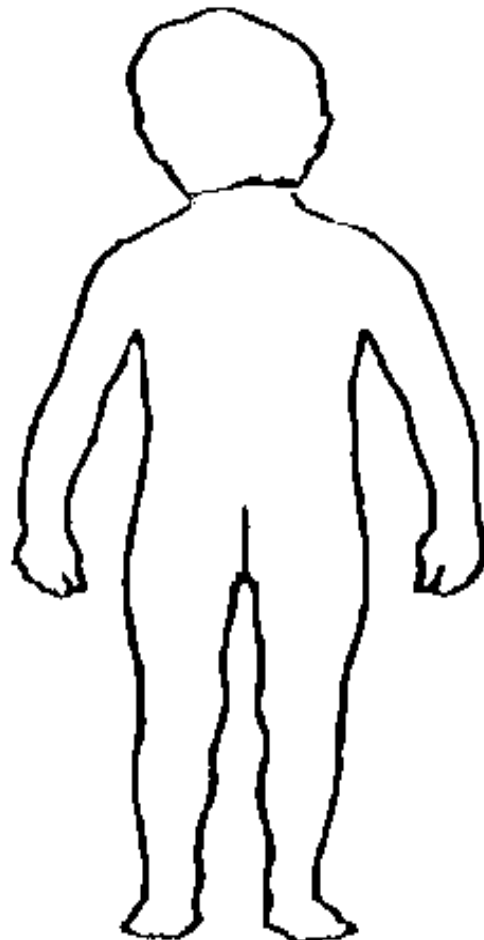
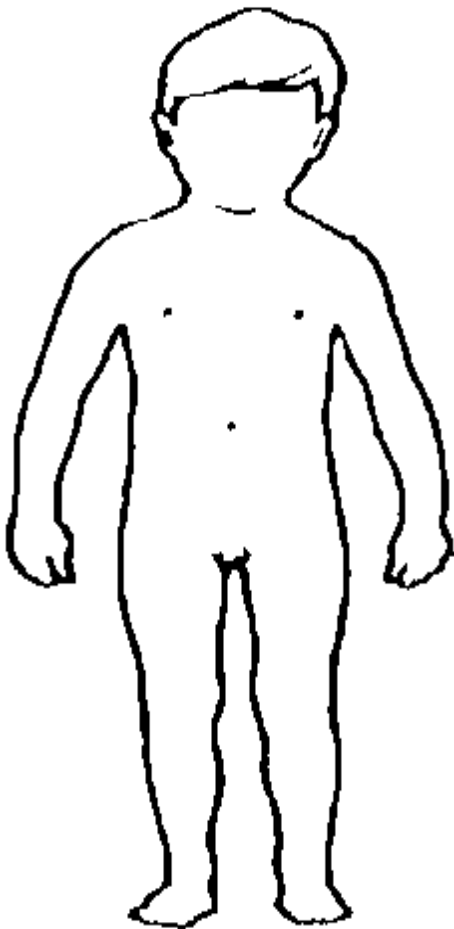
**DATE:** \_\_\_\_\_

**CHILD INITIALS:** \_\_\_\_\_

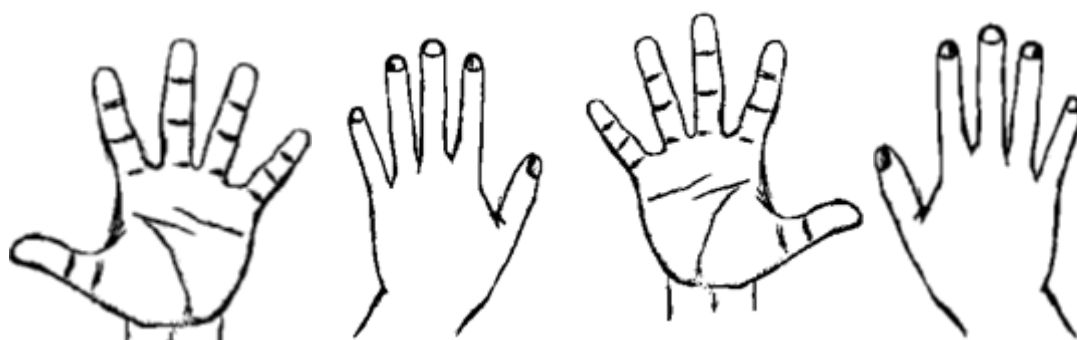


**Left Side**

**Right Side**



**BODY MAP CONTINUED.**



**Left Hand**

**Right Hand**

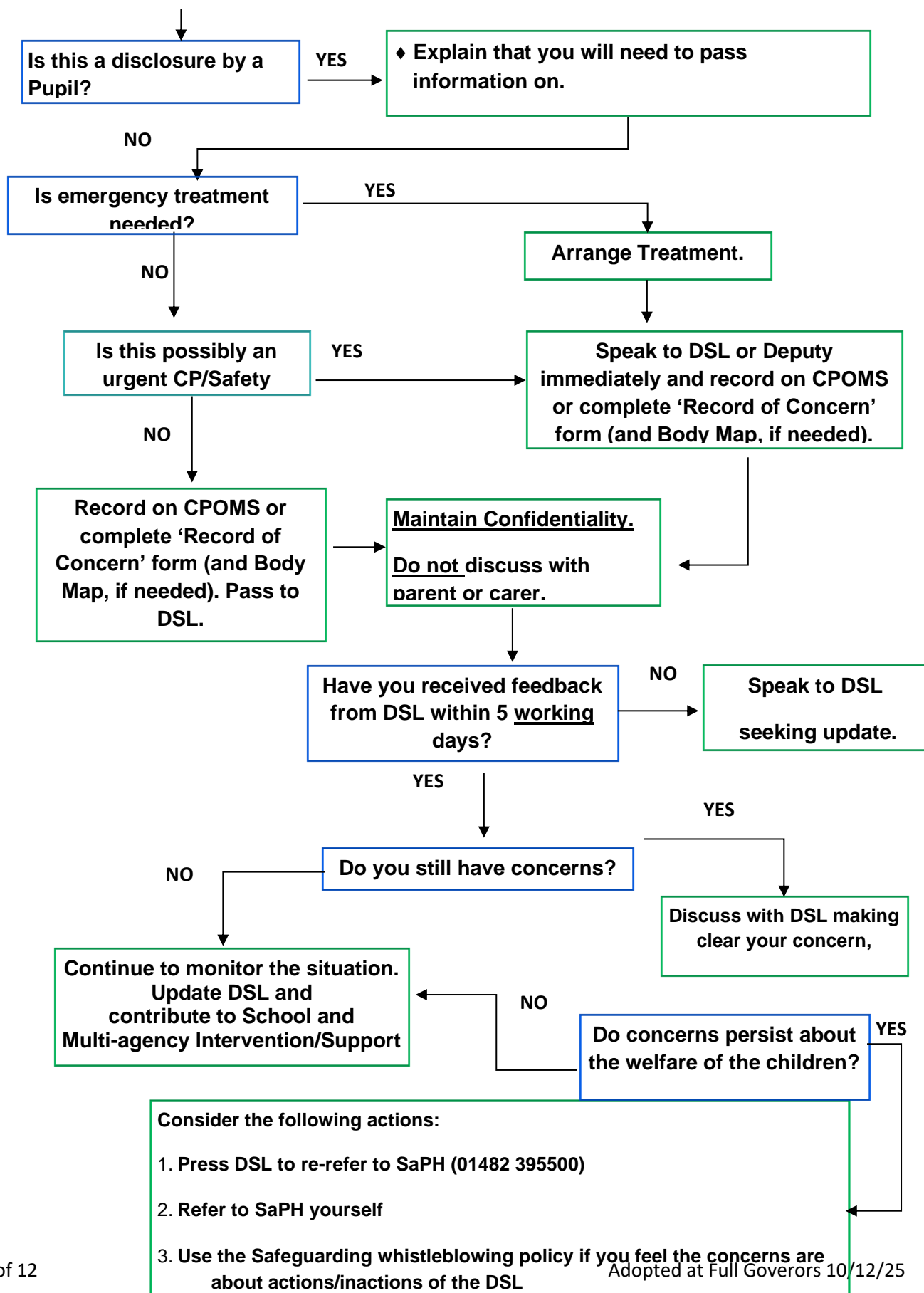


**Left Foot**

**Right Foot**

## Child Protection Flowchart

Suspicion or disclosure that pupil has suffered or is at risk of suffering harm.  
**What you must do:**



## Allegation Flowchart

When you have a concern, disclosure or allegation about inappropriate or abusive behaviour towards children by a member of staff or volunteer.

What you must do:

Is there a suspicion or disclosure that a child has suffered or is at risk of suffering harm? If so also follow procedure on Flowchart 1

Is the allegation against the Head teacher?

YES

NO

Contact:

SLT, COG or Local Authority Designated Officer (LADO).  
Maintain strict confidentiality.

Contact:

Head teacher or other SLT available.  
Maintain strict confidentiality.

Have you received appropriate feedback? (from Head, SLT, LADO ?)

YES

NO

Seek meeting or request feedback

Do you still have concerns?

NO

YES

No further action required

Refer back to Head, CMC or SLT (or LADO) confidentially in writing if appropriate.

If concerns persist:

◆ Use the Safeguarding Whistleblowing policy to report your concerns.

Or

◆ Contact ERSCP LADO (01482 396999) or  
LADO@eastriding.gov.uk