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OUR LADY + ST JOSEPH
CATHOLIC PRIMARY SCHOOL

Safeguarding Policy 2017

Our Lady and St Joseph Catholic Primary School

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Safeguarding Policy

OUR LADY AND ST JOSEPH CATHOLIC PRIMARY SCHOOL

SAFEGUARDING (CHILD PROTECTION) POLICY

October 2017

Our Lady & St Joseph Catholic Primary School is committed to providing a safe and secure environment for children, staff and visitors and promoting a climate where children and adults will feel confident about sharing any concerns which they may have about their own safety or the well-being of others. We aim to safeguard and promote the welfare of children by protecting them from maltreatment; preventing impairment of children's health or development; ensuring that children grow up in circumstances consistent with the provision of safe and effective care; and taking action to enable all children to have the best outcomes.

The School's Child Protection (CP) policy draws upon duties conferred by the Children Acts 1989 and 2004, The Children and Families Act 2014, S175 of the 2002 Education Act, The Education (Independent School Standards) Regulations 2014 (for independent schools), and the guidance contained in "[Working Together to Safeguard Children](#)", the DfE's statutory guidance "[Keeping children safe in education](#)", Ofsted Guidance and procedures produced by the London Safeguarding Children Board ([LSCB](#)) and the Tower Hamlets Safeguarding Children Board ([SSCB](#)). We also have regard to the advice contained in DfE's "[What to do if you're worried a child is being abused](#)" and "[Information Sharing – Advice for practitioners](#)". The policy is applicable to all on and off-site activities undertaken by pupils whilst they are the responsibility of the School.

POLICY AIMS

The purpose of this policy is to:

- Identify the names of responsible persons in the school and explain the purpose of their role
- Describe what should be done if anyone in the school has a concern about the safety and welfare of a child who attends the school
- Identify the particular attention that should be paid to those children who fall into a category that might be deemed "vulnerable"
- Set out expectations in respect of training
- Ensure that those responsible for recruitment are aware of how to apply safeguarding principles in employing staff
- Set out expectations of how to ensure children are safeguarded when there is potential to come into contact with non-school staff, e.g. volunteers, contractors etc.
- Outline how complaints against staff will be handled
- Set out expectations regarding record keeping

- Clarify how children will be kept safe through the everyday life of the school
- Outline how the implementation of this policy will be monitored

This policy is consistent with all other policies adopted by the Governors and should in particular be read in conjunction with the following policies relevant to the safety and welfare of children:

- Anti-Bullying Policy
- Anti-Racist Policy
- Health and Safety Policy
- E-Safety Policy
- Food Safety Policy
- Whistle blowing Policy
- Code of Conduct
- Behaviour Policy

Responsibilities and Immediate Action

Safeguarding children in our school is the responsibility of the whole school community. All adults working in this School (including visiting staff, volunteers and students on placement) are required to report instances of actual or suspected child abuse or neglect to the Designated Safeguarding Lead who is a member of the school's leadership team.

The Designated Safeguarding Lead is: Patrick Devereux

The Deputy Designated Safeguarding Lead(s) are: Katie Turner, Lorraine Adams and Njaidzo Majasi

The Designated Safeguarding Lead is also the first point of contact for external agencies that are pursuing Child Protection investigations and co-ordinates the school's representation at CP conferences and Core Group meetings (including the submission of written reports for conferences). When an individual concern/incident is brought to the notice of the Designated Safeguarding Lead, they will be responsible for deciding upon whether or not this should be reported to other agencies as a safeguarding issue. Where there is any doubt as to the seriousness of this concern, or disagreement between the Designated Safeguarding Lead and the member of staff reporting the concern, advice will be sought from the Deputy Designated Safeguarding Lead, the LA's Strategic Lead Officer for safeguarding in education services or the school's social worker. Any staff member can make a referral in exceptional circumstances, such as in emergency or a genuine concern that appropriate action has not been taken.

Types of child abuse and neglect

Abuse: a form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. They may be abused by an adult or adults or another child or children.

Physical abuse: a form of abuse which may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.

Emotional abuse: the persistent emotional maltreatment of a child such as to cause severe and adverse effects on the child's emotional development. It may involve conveying to a child that they are worthless or 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 a child's developmental capability as well as overprotection and limitation of exploration and learning, 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 cyberbullying), 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, although 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 in 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. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to: provide adequate food, clothing and shelter (including exclusion from home or abandonment); protect a child from physical and emotional harm or danger; ensure adequate supervision (including the use of inadequate care-givers); or ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

In addition to these types of abuse and neglect, members of staff will also be alert to following specific safeguarding issues:

Children Missing from Education

Children Missing from Education and the legal duties on all schools under the Pupil Registration Regulations 2006 (DfE, 2006) and The Education (Pupil Registration) (England) (Amendment) Regulations September 2016 (DFE, 2016) to inform the local authority of:

- i. any pupil who fails to attend school regularly, or has been absent without the school's permission for a continuous period of 10 school days or more;
- ii. any pupil who is going to be deleted from the admissions register, and;
- iii. of every non-standard joiner and leaver i.e. of any pupils who join or leave the school at any time other than standard transitions within 5 days commencing from 1st September 2016.

Child Sexual Exploitation (CSE)

CSE is a type of sexual abuse in which children are sexually exploited for money, power or status. Children or young people may be tricked into believing they are in a loving, consensual relationship. They might be invited to parties and given drugs and alcohol. They may also be groomed online. Some indicators of children being sexually exploited are: going missing for periods of time or regularly coming home late; regularly missing school or education or not taking part in education; appearing with unexplained gifts or new possessions; associating with other young people involved in exploitation; having older boyfriends or girlfriends; suffering from sexually transmitted infections; mood swings or changes in emotional wellbeing; drug and alcohol misuse and displaying inappropriate sexualised behaviour. A child under the age of 13 is not legally capable of consenting to sex (it is statutory rape) or any other type of sexual touching. Sexual activity with a child under 16 is also an offence. It is an offence for a person to have a sexual relationship with a 16 or 17 year old if that person holds a position of trust or authority in relation to the young person. Non consensual sex is rape whatever the age of the victim. If the victim is incapacitated through drink or drugs, or the victim or his or her family has been subject to violence or the threat of it, they can not be considered to have given true consent and therefore offences may have been committed. Child sexual exploitation is therefore potentially a child protection issue for all children under the age of 18.

Where it comes to our notice that a child under the age of 13 is, or may be, sexually active, whether or not they are a pupil of this school, this will result in an immediate referral to Children's Services. In the case of a young person between the ages of 13 and 16, an individual risk assessment will be conducted in accordance with the [London Child Protection Procedures](#). This will determine how and when information will be shared with parents and the investigating agencies.

"Honour Based" Violence

"Honour Based" Violence including forced circumcision, forced marriage and the mandatory reporting duty introduced under Section 5B of the Female Genital Mutilation Act 2003 (as inserted by section 74 of the Serious Crime Act 2015) which places a statutory duty upon teachers along with social workers and healthcare professionals, to report to the police where they discover (either through disclosure by the victim or visual evidence) that FGM appears to have been carried out on a girl under 18.

Female Genital Mutilation (FGM)

Female genital mutilation (sometimes referred to as female circumcision) refers to procedures that intentionally alter or cause injury to the female genital organs for non-medical reasons. It has no health benefits and harms girls and women in many ways. It involves removing and damaging healthy and normal female genital tissue, and hence interferes with the natural function of girls' and women's bodies. FGM causes severe pain and has several immediate and long-term health consequences, including difficulties in childbirth also causing dangers to the child. It is practised by families for a variety of complex reasons but often in the belief that it is beneficial for the girl or woman. FGM is practised in 28 African countries as well as in parts of the Middle East and Asia. The practice is illegal in the UK. It has been estimated that over 20,000 girls under the age of 15 are at risk of FGM in the UK each year, and that 66,000 women in the UK are living with the consequences of FGM. The girls may be taken to their countries of origin so that FGM can be carried out during the summer holidays, allowing them time to "heal" before they return to school. Some girls may have FGM performed in the UK. FGM is child abuse and a form of violence against women and girls.

Preventing Radicalisation

The Counter-Terrorism and Security Act 2015 places a duty on specified authorities, including local authorities and childcare, education and other children's services providers, in the exercise of their functions, to have due regard to the need to prevent people from being drawn into terrorism ("the Prevent duty"). Young people can be exposed to extremist influences or prejudiced views, in particular those via the internet and other social media. Schools can help to protect children from extremist and violent views in the same ways that they help to safeguard children from drugs, gang violence or alcohol.

Examples of the ways in which people can be vulnerable to radicalisation and the indicators that might suggest that an individual might be vulnerable:

- Example indicators that an individual is engaged with an extremist group, cause or ideology include: spending increasing time in the company of other suspected extremists; changing their style of dress or personal appearance to accord with the group; their day-to-day behaviour becoming increasingly centred around an extremist ideology, group or cause; loss of interest in other friends and activities not associated with the extremist ideology, group or cause; possession of material or symbols associated with an extremist cause (e.g. the swastika for far right groups); attempts to recruit others to the group/cause/ideology; or communications with others that suggest identification with a group/cause/ideology.
- Example indicators that an individual has an intention to use violence or other illegal means include: clearly identifying another group as threatening what they stand for and blaming that group for all social or political ills; using insulting or derogatory names or labels for another group; speaking about the imminence of harm from the other group and the importance of action now; expressing attitudes that justify

offending on behalf of the group, cause or ideology; condoning or supporting violence or harm towards others; or plotting or conspiring with others.

- Example indicators that an individual is capable of contributing directly or indirectly to an act of terrorism include: having a history of violence; being criminally versatile and using criminal networks to support extremist goals; having occupational skills that can enable acts of terrorism (such as civil engineering, pharmacology or construction); or having technical expertise that can be deployed (e.g. IT skills, knowledge of chemicals, military training or survival skills).

The examples above are not exhaustive and vulnerability may manifest itself in other ways. There is no single route to terrorism nor is there a simple profile of those who become involved. For this reason, any attempt to derive a 'profile' can be misleading. It must not be assumed that these characteristics and experiences will necessarily lead to individuals becoming terrorists, or that these indicators are the only source of information required to make an appropriate assessment about vulnerability.

Online Safety

Online Safety and how the use of technology has become a significant component of many safeguarding issues. Child sexual exploitation; radicalisation; sexual predation with technology often providing the platform that facilitates harm. An effective approach to online safety is seen to be one that empowers a school or college to protect and educate the whole school or college community in their use of technology and establishes mechanisms to identify, intervene and escalate any incident where appropriate.

Schools/Centres/Settings need to be alert to the possible signs and symptoms of all forms of abuse including:

- Bullying including cyberbullying
- Children missing education

THE CHILD PROTECTION ADVICE LINE – 020 7364 3444

The Child Protection Advice Line is a service provided as part of Tower Hamlets Children's Services Multi-Agency Safeguarding Hub (MASH).

This service is available to schools and education settings, education support staff, parents/carers and pupils, other agencies and professionals and to voluntary and community organisations in Tower Hamlets. If there is a concern about the welfare of a child or young person and the Designated Safeguarding Lead, parent or pupil would like to talk it through then they can contact the Child Protection Advice Line and speak to the Duty Officer.

The Duty Officer will be able to discuss the concern, assist in deciding whether a formal child protection referral is appropriate and facilitate the reporting of a formal child protection

referral in accordance with Tower Hamlets Local Safeguarding Children Board Procedures and to offer advice.

When there is a specific concern of a child protection nature whereby it is thought that a child has been harmed or at risk of being harmed then the LBTH Inter-Agency Referral Form should be completed in the first instance. The Child Protection Advice Line should then be contacted on 0207 364 3444 to discuss the matter and the completed Inter-Agency Referral Form then emailed/faxed through.

In the case of more general/ongoing concerns about the wellbeing of a child and/or family then an assessment on the EHA Form should be completed to give as detailed a picture of the situation as possible. The completed assessment can then be sent to the MASH for advice and consideration for other support.

Emails must not just be sent to report/log concerns about children and/or families without contacting the Child Protection Advice Line/MASH first. This is contrary to statutory guidance and serves to clog up systems whilst such emails are worked through to try to establish why they are being sent. There is also the risk that information may get lost.

The Child Protection Advice Line operates between 9.00am and 5.00pm except at weekends and on public holidays. If the concern arises outside of the hours operated by the Advice Line and it is believed the child may be at immediate risk then the Children's Social Care Emergency Out of Hours Team (020 7364 5006 – choose Option 1) or the Police should be contacted without delay.

ACTION TO BE TAKEN – PHYSICAL INJURY, NEGLECT OR EMOTIONAL ABUSE

These procedures should be followed by any member of staff who has evidence of/or suspects abuse of a child, or is concerned about the ability of the parents/carers to provide for the child's protection, safety or well-being. It should be noted that this includes concerns about incidents which may have taken place outside the School/Centre but which have been brought to the attention of the member of staff by another child, parent/carer or neighbour etc.

Staff members should be encouraged to report their concerns about possible abuse and be able to raise concerns if they feel inappropriate or insufficient action has been taken. It is particularly important junior staff should not feel intimidated about discussing concerns that do not appear to have been taken up by more senior colleagues. No member of staff should be victimised or suffer adversely for reporting concerns. This also applies where there are concerns that a member of staff may have perpetrated abuse.

Any members of staff noticing an injury, however slight and for which the explanations are unsatisfactory or inconsistent must report this immediately to the Designated Safeguarding Lead.

Where the Designated Safeguarding Lead decides that there is cause for concern she/he must telephone the Child Protection Advice Line and inform the Duty Officer. If the Designated Safeguarding Lead decides that it is not a child protection matter, a record must still be made of the incident and kept.

Where a member of staff is concerned about the ability of the parent/carer to provide for the child's protection, safety or physical or emotional well-being, this should be reported to the Designated Safeguarding Lead. The Designated Safeguarding Lead will consider the matter and decide whether to report it to the Duty Officer. If the Designated Safeguarding Lead decides that it is not a child protection matter a record must be made of the concern.

If a child makes a direct allegation of abuse or has a distinct injury and/or is experiencing pain and/or discomfort and for which no reasonable and consistent explanation is available this should not be discussed with parents/carers in the first instance. The concern must be reported to the Duty Officer.

If a less distinct injury is noticed or if the child makes a reference to having been physically punished but no injury is evident and no pain/discomfort is reported, the Designated Safeguarding Lead should raise this with parents/carers where possible. If there is a reasonable explanation and there is no pattern of unexplained injuries or pattern of absences from school before injuries are noticed or other concerns the incident must still be recorded.

When a concern is reported to the Child Protection Advice Line and it is agreed that the matter should be reported to Children's Social Care, the Duty Officer will complete a Record of Concern Contact Record form. The referrer will be asked for information about the child including her/his full name, date of birth, address, telephone number, parents/carers' names, GP, ethnic background and language spoken at home etc. The Duty Officer will also need a brief description of the incident or cause for the concern and details of any explanation from the child and his/her parents/carers

The Duty Officer will liaise with the Team Manager or Duty Manager in the MASH and with the Assessment & Early Intervention Team in Children's Social Care for the area in which the child lives, whether in Tower Hamlets or in another Local Authority, as necessary. Children's Social Care will then in turn consult with other investigative agencies and with the referrer on how and by whom the carer(s) will be informed of the concerns and of what action if any

will be taken. A copy of the Record of Concern will be sent to Children's Social Care by the Duty Officer.

The School must keep a written record of events. A copy of the Record of Concern Contact Record completed by the Duty Officer will be sent to the Designated Safeguarding Lead by internal post. A copy will also be sent to the Nurse Specialist-Child Protection at the Health Authority. If the child has learning difficulties and/or has a physical/sensory disability and attends a School for children with special educational needs, a copy will be sent to the Children with Disabilities Team Manager.

The referrer will be informed of the outcome of the investigation by Children's Social Care.

ACTION TO BE TAKEN – SEXUAL ABUSE

Any suspicion of sexual abuse or actual disclosure by a child that he or she has been sexually abused must be reported immediately to the Duty Officer, who will complete the Record of Concern form and contact the appropriate investigative agencies.

Parents/carers should not normally be informed at this stage as this may jeopardise the investigation and the safety of the child.

In cases where there is an allegation of or concern about sexual abuse a strategy meeting will be held in order to decide on the most appropriate way to proceed. The referrer will normally be invited to the strategy meeting.

CONCERNS ABOUT SEXUALLY ACTIVE YOUNG PEOPLE UNDER THE AGE OF 18

The London Child Protection Procedures (2016) contain guidance in the form of a Protocol to assist professionals in identifying where children and young people's sexual relationships may be abusive and the children and young people may need the provision of protection or additional services.

Under the Sexual Offences Act 2003 children under the age of 13 are considered of insufficient age to give consent to sexual activity. For this reason all cases of children under the age of 13 who are believed to be or have been engaged in sexual activity must be referred to the Child Protection Advice Line. Penetrative sexual activity represents a potential case of rape (rape is penetration of any orifice by a male penis).

Whilst sexual activity for young people under the age of 16 remains illegal, 13 –16 year olds are deemed competent to give consent. However, for all young people aged 13 through to

October 2017

their 18th birthday, concerns relating to risk of harm in the form of possible abuse, coercion, exploitation or neglect must be referred to the Child Protection Advice Line.

CHILD PROTECTION CONFERENCES

If a Child Protection Conference is called following an investigation it is essential that the School is represented by someone who has informed knowledge of the child. This would normally be the Designated Safeguarding Lead. It may be appropriate for other staff involved with the child in the School/Centre to attend but this should only be on a need to attend basis. The School should also provide a written report to the conference in accordance with the format provided by Children's Social Care.

Parents will usually be invited to attend Child Protection Conferences and will have access to any written report. If a member of staff has information that they feel unable to share with the parents/carers, they should contact the chair of the conference prior to the meeting.

MONITORING CHILDREN WHO ARE THE SUBJECT OF A CHILD PROTECTION PLAN (CPP) AND THE CORE GROUP

If at the Child Protection Conference it is decided that a child is at risk of significant harm then the child will be made the subject of a Child Protection Plan (CPP). The School will be officially notified and given the name of the key worker who will be a Social Worker from the Local Authority in which the child lives.

It is also likely that the School will be asked to nominate an appropriate member of staff to participate as part of the Core Group that monitors and liaises closely about the progress of the action plan in the CPP and the child's wellbeing.

It is particularly important to keep a careful watch on the attendance and well-being of pupils who are the subject of CPPs. The key worker must be notified as soon as attendance breaks down or if there are other concerns as discussed and agreed at the Child Protection Conference and specified in the Child Protection Plan. There must be close and continuous liaison with the key worker, which may include attendance at Core Group and other meetings.

Even when a child is the subject of a CPP and/or the case is open to an allocated social worker any new or additional concerns about the child's wellbeing must be reported to the Child Protection Advice Line.

STAFF FROM EXTERNAL SUPPORT SERVICES WORKING WITH SCHOOLS/CHILDREN'S CENTRES/SETTINGS

Including After-School Club Staff, Attendance & Welfare Advisors, Careers Advisors, Educational Psychologists, Extended School Social Workers, Home Tutors, Home School Liaison Workers, Play Centre Staff, School Improvement Advisors, Study Support Staff and Youth Workers.

Actual or suspected abuse might be brought to/come to the attention of a member of staff from a support service when she/he is working in a School. In such a situation they must ensure that the matter is brought to the attention of the Designated Safeguarding Lead at the School so that the matter can be reported to the Duty Officer.

If the Designated Safeguarding Lead decides not to report the matter to the Duty Officer but the member of staff remains concerned then he/she should consult their own service's Designated Safeguarding Lead or, if this is not possible, telephone the Duty Officer direct.

CONCERNS ARISING DURING HOME VISITS OR OFFICE BASED INTERVIEWS

If a child makes a direct allegation or a member of staff suspects that a child may have been injured or has any concerns about the child's wellbeing they must make a written record of the concern and any explanations given by the child or parents/carers. They should then contact their Designated Safeguarding Lead or the Duty Officer without delay. No attempt should be made to carry out an investigation.

If the concern is after office hours and it is believed the child may be at immediate risk the Children's Social Care Emergency Out of Hours Duty Team or the Police should be contacted without delay.

PARENTS ARRIVING TO COLLECT A CHILD WHEN AFFECTED BY ALCOHOL OR SUBSTANCE MISUSE

If when a parent/carer arrives at a School to collect their child it is thought that they are suffering from the adverse effects of misuse of alcohol or other substances, a decision needs to be taken regarding whether the child's safety may be placed at risk by releasing the child to the parent/carer. Parents/carers cannot normally be prevented from taking their own children but if it is believed that the child would be placed at serious risk then Heads/Managers can intervene to ensure the child's safety. The Head/Manager could try to reason with the parent/carer and, for example, could assist the parent/carer in contacting another adult who was in a suitable position to collect and look after the child.

The event should be recorded and the DSL informed. If this is a situation that occurs regularly, then Heads/Managers would want to complete a full EHA form with the parent and possibly get help for them from local drug and alcohol services, accessed through your Primary Care Trust.

If a School feels the child is at risk of significant harm from the parent/carer then they should immediately telephone the Child Protection Advice Line to get advice (or the Children's Social Care Emergency Out of Hours Duty Team or the Police if after normal office hours).

CHILDREN NOT COLLECTED FROM SCHOOL/SETTING

Where children are uncollected at the end of the school day whether due to the parents/carers being unavoidably delayed for a prolonged period or due to all efforts to contact the parents/carers being unsuccessful and there is serious concern about safeguarding their welfare (as opposed to children where the parents are just late in collecting them) then it is essential that the protection of the welfare of the child is the priority.

Where parents/carers do not collect a child from a School/Setting on time staff should make a record of this and inform the DSL. If the problem is repeated then the parents/carers should be asked to cooperate in the completion of an assessment on the EHA form, so that the School/Setting can work with the parent/carer to find solutions to the problem.

If the parent/carer has contacted the School/Setting to explain reasons for lateness then the School/Setting should make arrangements for the child to be able to safely remain to allow time for the parent/carer to get there or for her/him to arrange for another, known, responsible adult to collect their child.

Should this prove difficult for the School/setting then there is the option to explore the possibility of taking the child to the nearest designated school offering extended after-school childcare provision – see details of designated schools in Appendix 1.

In the event that there is no contact at all from the parents/carers or there is good reason to believe that the parent/carer would not be in a fit state to look after their child and there is serious concern about safeguarding their welfare (as opposed to children where the parents are just late in collecting them), staff should telephone the Child Protection Advice Line to get advice (or the Children's Social Care Emergency Out of Hours Duty Team or the Police if after normal office hours) as detailed in Appendix. 1.

CONCERNS ABOUT RESPONSES TO REFERRALS/NEED FOR FURTHER ADVICE

Any concern about a lack of response on the Child Protection Advice Line or about the quality of the advice given should be reported to the Duty Manager in the MASH.

When referrals are progressed through to Assessment & Early Intervention (AEI) in Children's Social Care and the referrer is concerned about a lack of response or the type of response then the referrer should discuss this with the appropriate then the appropriate Team Manager/Duty Manager for Assessment & Early Intervention (AEI) in Children's Social Care should be informed.

If this proves difficult or unsatisfactory then the referrer should ask to speak to the Service Manager – Assessment & Early Intervention.

In the event that the situation continues to be unsatisfactory the referrer can ask to speak to the Divisional Director – Children's Social Care.

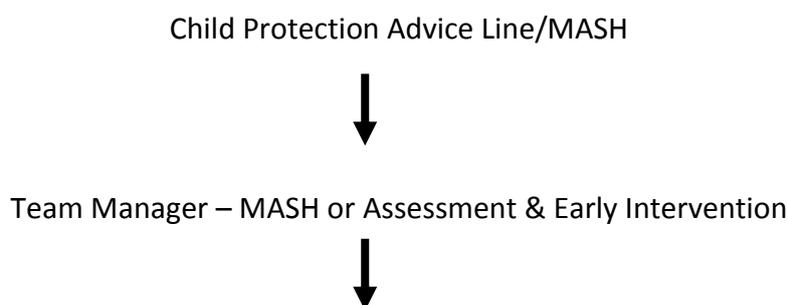
Where a situation is acute and a practical response from Children's Social Care is not forthcoming then the referrer can contact the Police Child Abuse Investigation Team. The Police Child Abuse Investigation Team will then contact the Advice & Assessment Team in Children's Social Care to discuss the matter and how it should be dealt with.

In case of any difficulty and the referrer is unsure what to do then she/he should call the Duty Officer for further assistance.

Where there is particular concern about how cases are being dealt with despite the steps detailed above having been followed then the Designated Safeguarding Lead can also discuss any ongoing concerns with the Principal Attendance and Welfare Advisor/School Safeguarding Lead Officer or the Service Manager – Child Protection & Reviewing Service.

ESCALATING CONCERNS ABOUT CHILD PROTECTION

If you are worried about the initial response from the Child Protection Advice Line or MASH and feel a different response is needed then please escalate your concerns



Service Manager – Assessment & Early Intervention (Patrick McCann)



Divisional Director – Children’s Social Care (Nancy Meehan)

Where there is particular concern about the progress of cases involving allegations against members of staff then the Headteacher or Chair of Governors of the School or the Manager or LA Officer with responsibility for the Centre/Service should contact:

Local Authority Designated Officer (LADO) – Verlyn Munro (Interim)

Should the LADO not be available then the following can be contacted:

- Schools and Education Settings and Services - Education Safeguarding Lead (David Hough);
- Non-School Settings and Services - Group Manager, Child Protection and Reviewing Service (Nadira Huda).

For information on Child Protection and Safeguarding training contact:

Safeguarding Training Coordinator – Sheila Leighton

Referrals

Safeguarding referrals should be made to Tower Hamlets Multi Agency Safeguarding Hub ([MASH](#)) via a Common Assessment Framework (CAF) form and copied to the LA’s Schools Safeguarding Coordinator. Prior to any written CAF being sent as a referral to social care, there should be a verbal consultation with the MASH social worker or manager, by calling the duty desk on **020 7364 3444**, to ensure that making a referral is an appropriate action. The parent/carer will normally be contacted to obtain their consent before a referral is made. However, if the concern involves, for example alleged or suspected child sexual abuse, Honour Based Violence, fabricated or induced illness or the Designated Safeguarding Lead has reason to believe that informing the parent at this stage might compromise the safety of the child or a staff member, nothing should be said to the parent/carer ahead of the referral, but a rationale for the decision to progress without consent should be provided with the referral.

In circumstances where a child has an unexplained or suspicious injury that requires urgent medical attention, the CP referral process should not delay the administration of first aid or emergency medical assistance. **If a pupil is thought to be at immediate risk because of parental violence, intoxication, substance abuse, mental illness or threats to remove the child during the school day, for example, urgent Police intervention will be requested.**

Where a child sustains a physical injury or is distressed as a result of reported chastisement, or alleges that they have been chastised by the use of an implement or substance, this will immediately be reported for investigation.

All parents applying for places at this school will be informed of our safeguarding responsibilities and the existence of this policy. In situations where pupils sustain injury or are otherwise affected by an accident or incident whilst they are the responsibility of the school, parents will be notified of this as soon as possible.

At Our Lady & St Joseph Catholic Primary school we recognise the need to be alert to the risks posed by strangers or others (including the parents or carers of other pupils) who may wish to harm children in school or pupils travelling to and from school and will take all reasonable steps to lessen such risks.

VULNERABLE PUPILS

Particular vigilance will be exercised in respect of pupils who are subject to a Child Protection Plan and any incidents or concerns involving these children will be reported immediately to the allocated Social Worker (and confirmed in writing; copied to the LA's Schools Safeguarding Coordinator). If the pupil in question is a Looked-After child, this will also be brought to the notice of the Designated Person with responsibility for children in public care.

If a pupil discloses that they have witnessed domestic abuse or it is suspected that they may be living in a household which is affected by family violence, this will be referred to the Designated Safeguarding Lead as a safeguarding issue.

We will always ascertain the views and feelings of all children. The School acknowledges the additional need for support and protection of children who are vulnerable by virtue of disability, homelessness, refugee/asylum seeker status, the effects of substance abuse within the family, those who are young carers, mid-year admissions, pupils who are excluded from school and pupils where English is an additional language, particularly for very young children, using the translation service if necessary.

We acknowledge that children who are affected by abuse or neglect may demonstrate their needs and distress through their words, actions, behaviour, demeanour, school work or other children. The school has a strong commitment to an anti-bullying policy and will consider all coercive acts and inappropriate child-on-child behaviour and sexual activity within a Child Protection context.

The law requires that Tower Hamlets Children's Services are notified of private fostering arrangements. Any privately fostered children, i.e. children under the age of 16 (under 18 if disabled) who are cared for 28 days or more by someone who is not their parent or a close relative, that come to our attention will be referred to Children's Services. Close relatives are defined as step parents, grandparents, brothers, sisters, uncles or aunts (whether of full blood, half blood or by marriage).

TRAINING

Whole-school in-service training on safeguarding issues will be organised on at least a three yearly basis and the last CP INSET session for all staff took place on 1st September 2016). All newly recruited staff (teaching and non-teaching) and Governors will be appraised of this policy and will be required to attend relevant LA or Safeguarding Board training. In addition, all new staff and temporary staff will be required to attend an induction session with the Designated Safeguarding Lead or their deputy on their first day in the school. The Designated Safeguarding Lead (and their Deputies) will attend the LA's dedicated induction course and then refresher training at least every two years. Designated staff will be encouraged to attend appropriate network meetings and to participate in the multi-agency training programme organised by the Tower Hamlets Safeguarding Children Board (THSCB).

RECRUITMENT

Our Lady & St Joseph Catholic Primary School is committed to the process of creating a culture of safe recruitment and, as part of that, adopt recruitment procedures that help deter, reject or identify people who might abuse children. Safe recruitment processes are followed and all staff recruited to the school will be subject to appropriate identity, qualification and health checks. References will be verified and appropriate criminal record checks [Disclosure and Barring Service (DBS) checks], barred list checks and prohibition checks will be undertaken. The level of DBS check required, and whether a prohibition check is required, will depend on the role and duties of an applicant to work in the school, as outlined in Part three of the DfE guidance "[Keeping children safe in education](#)". We will also have regard to DfE's statutory guidance for schools about the employment of staff disqualified from childcare "[Disqualification under the Childcare Act 2006](#)", which also contains information about 'disqualification by association'.

Relevant members of staff and governors who are involved in recruitment will undertake Safer Recruitment training. The school will ensure that at least one person on any appointment panel has undertaken safer recruitment training in line with staffing regulations.

This School will only use employment agencies which can demonstrate that they positively vet their supply staff and will report the misconduct of temporary or agency staff to the agency concerned and to the LA. Staff joining the School on a permanent or temporary basis will be given a copy of this policy.

VOLUNTEERS

Any parent or other person/organisation engaged by the school to work in a voluntary capacity with pupils will be subjected to all reasonable vetting procedures and Criminal Records Checks. There is no legal requirement to obtain DBS certificate for volunteers who are not in regulated activity and who are supervised regularly and on ongoing day to day basis by a person who is in regulated activity, but an enhanced DBS check without a barred list check may be requested following a risk assessment. Volunteers will be subject to the same code of conduct as paid employees of the school.

Voluntary sector groups that operate within this school or provide off-site services for our pupils or use school facilities will be expected to adhere to this policy or operate a policy which is compliant with the procedures adopted by the Tower Hamlets Safeguarding Children Board. Premises lettings and loans are subject to acceptance of this requirement.

STAFF CODE OF CONDUCT

All staff (paid and voluntary) are expected to adhere to a code of conduct in respect of their contact with pupils and their families. Children will be treated with respect and dignity and no punishment, detention, restraint, sanctions or rewards are allowed outside of those detailed in the school's Behaviour Management Policy. Whilst it would be unrealistic and undesirable to preclude all physical contact between adults and children, staff are expected to exercise caution and avoid placing themselves in a position where their actions might be open to criticism or misinterpretation. Where incidents occur which might otherwise be misconstrued, or in the exceptional circumstances where it becomes necessary to physically restrain a pupil for their own protection or others' safety, this will be appropriately recorded and reported to the Headteacher and parents. Any physical restraint used will comply with DfE and LA guidance.

Except in cases of emergency, first aid will only be administered by qualified First Aiders. If it is necessary for the child to remove clothing for first aid treatment, there will, wherever possible, be another adult present. If a child needs help with toileting, nappy changing or washing after soiling themselves, another adult should be present or within earshot. All first aid treatment and non-routine changing or personal care will be recorded and shared with parents/carers at the earliest opportunity.

Children requiring regular medication or therapies for long-term medical conditions will be made the subject of a Medical Plan that has been agreed with the parents and health authority.

For their own safety and protection, staff should exercise caution in situations where they are alone with pupils. Other than in formal teaching situations; for example during musical instrument tuition, the door to the room in which the 1:1 coaching, counselling or meeting is taking place should be left open. Where this is not practicable because of the need for confidentiality, another member of staff will be asked to maintain a presence nearby and a record will be kept of the circumstances of the meeting. All rooms that are used for the teaching or counselling of pupils will have clear and unobstructed glass panels in the doors.

School staff should also be alert to the possible risks that might arise from social contact with pupils outside of the school. Home visits to pupils or private tuition of pupils should only take place with the knowledge and approval of the Headteacher. Visits/telephone calls by pupils to the homes of staff members should only occur in exceptional circumstances and with the prior knowledge and approval of the Headteacher. Any unplanned contact of this nature or suspected infatuations or "crushes" will be reported to the Headteacher. Staff supervising off-site activities or school journeys will be provided with a school mobile telephone as a point of contact for parents and carers.

Staff will only use the school's digital technology resources and systems for Professional purposes or for uses deemed 'reasonable' by the Head and Governing Body. Staff will only use the approved school email, school Learning Platform or other school approved communication systems with pupils or parents/carers, and only communicate with them on appropriate school business and will not disclose their personal telephone numbers and email addresses to pupils or parents/carers. Staff will not use personal cameras (digital or otherwise) or camera phones for taking and transferring images of pupils or staff without permission and will not store images at home.

Staff should be aware of the school's whistle-blowing procedures and share immediately any disclosure or concern that relates to a member of staff with the Headteacher or one of the Designated Safeguarding Leads if the Headteacher is not available and nothing should be said to the colleague involved. It should be shared with the Chair of Governors if it relates to the Headteacher.

CONTRACTORS

Building contractors who are engaged by or on behalf of the school to undertake works on site will be made aware of this policy and the reasons for this. Long-term contractors who work regularly in the school during term time will be asked to provide their consent for DBS checks to be undertaken. These checks will be undertaken when individual risk assessments by the Leadership Team deem this to be appropriate. During major works, when large numbers of workers and sub-contractors may be on site during term time, Health and Safety risk assessments will include the potential for contractors or their employees to have direct access to pupils in non-teaching sessions. All contractors and sub-contractors will be issued with copies of the school's code of conduct for staff.

Individuals and organisations that are contracted by the school to work with or provide services to pupils will be expected to adhere to this policy and their compliance will be monitored. Any such contractors will be subject to the appropriate level of DBS check, if any such check is required (for example because the contractor is carrying out teaching or providing some type of care for or supervision of children regularly). Contractors for whom an appropriate DBS check has not been undertaken will be supervised if they will have contact with children. We will always check the identity of contractors and their staff on arrival at the school.

COMPLAINTS/ALLEGATIONS MADE AGAINST STAFF

Our Lady & St Joseph Catholic Primary School takes seriously all complaints made against members of staff. Procedures are in place for pupils, parents and staff to share any concern that they may have about the actions of any member staff or volunteer. All such complaints will be brought immediately to the attention of the Headteacher or one of the Designated Safeguarding Leads if the Headteacher is not available and nothing should be said to the colleague involved. In cases where the Headteacher is the subject of the allegation or concern, they will be reported to the Chair of Governors, in order that they may activate the appropriate procedures. These procedures are used in respect of all cases in which it is

alleged that a teacher or member of staff (including volunteers) in a school or college that provides education for children under 18 years of age has:

- behaved in a way that has harmed a child, 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 he or she would pose a risk of harm children.

The Local Authority's Designated Officer(s) (DO) should be informed of all allegations that come to a school's attention and appear to meet the criteria. Contact can also be made with LA's Schools Safeguarding Coordinator who will liaise with the DO. Many cases may well either not meet the criteria set out above, or may do so without warranting consideration of either a police investigation or enquiries by local authority children's social care services. In these cases, local arrangements will be followed to resolve cases without delay.

Some rare allegations will be so serious they will require immediate intervention by children's social care services and/or police. In such cases, referral to the DO will lead to a Strategy Meeting or Discussion being held in accordance with the DfE guidance and London SCB procedures. This process will agree upon the appropriate course of action and the time-scale for investigations.

The school has a legal duty to refer to the DBS anyone who has harmed, or poses a risk of harm, to a child and who has been removed from working (paid or unpaid) in regulated activity, or would have been removed had they not left. The DBS will consider whether to bar the person. Referrals will be made as soon as possible after the resignation or removal of the individual.

The full procedures about dealing with allegations of abuse made against teachers and other staff can be found in Part Four of the DfE guidance "[Keeping children safe in education](#)".

The Chair of Governors is: Jo Faulkner

The Vice-chair is: Teresa Parker

The LA's DO is: Verlyn Munro 020 7364 0677; Verlyn.munro@towerhamlets.gov.uk

L.B. of Tower Hamlets Children's Services

4th Floor Mulberry Place, 5 Clove Crescent London E14 2BG

Safeguarding Training Co-ordinator: Sheila Leighton 020 7364 2327

See Appendix: Flowchart of Procedure for Managing Allegations against Adults working with Children

RECORDS

Brief and accurate written notes will be kept of all incidents and child protection or child in need concerns relating to individual pupils. These notes are significant especially if the incident or the concern does not lead to a referral to other agencies. This information may be shared directly with other agencies as appropriate. All contact with parents and external

agencies will be logged and these will be kept as CP records. The school will take into account the views and wishes of the child who is the subject of the concern but staff will be alert to the dangers of colluding with dangerous “secrets”.

Child protection records are not open to pupils or parents. All CP records are kept securely by the Designated Safeguarding Lead and separately from educational records. They may only be accessed by the Designated Safeguarding Lead, their Deputy and the senior managers of the school.

The content of Child Protection Conference or Review reports prepared by the school will follow the headings recommended by Children’s Services and will, wherever possible, be shared with the parents/carer in advance of the meeting.

Child Protection records will be sent to receiving schools separately and under a confidential cover when pupils leave the school and a receipt will be obtained.

If a pupil is withdrawn from the school having not reached the normal date of transfer; due to a family move or any other reason, all efforts will be made to identify any new address and the school to which they are being admitted and to ensure that their educational records are sent without delay to the child’s new school. If the parent/carer fails to provide this information, an urgent referral will be made to the Early Help Service either through the EHS Duty Officer or through the local team manager in order that they might make further enquiries. If this school receives educational records concerning a child who is not registered with us, the records will be returned promptly to the sending school with a note, advising them to refer to their LA’s Children’s Services Department. **A child’s name will only be removed from the School’s Admissions Register in accordance with the Pupil Registration Regulations or with the authorisation of the Local Team Manager in the Early Help Service.**

All additions to or deletions from the school roll will trigger the completion of a Common Transfer File (CTF) which will be downloaded to the appropriate database via the S2S system with particular regard to pupils leaving the school but the destination is not known.

The school will require documentary proof as to the identity of pupils presented for admission. If there is any doubt as to the identity of a pupil, advice will be sought from the local authority and other statutory agencies, as appropriate. We will maintain accurate and up to date records of those with Parental Responsibility and emergency contacts. Pupils will only be released to the care of those with Parental Responsibility or someone acting with their written consent.

SAFETY IN THE SCHOOL

No internal doors to classrooms will be locked whilst pupils are present in these areas.

Entry to School premises will be controlled by doors that are secured physically or by constant staff supervision or video surveillance. Authorised visitors to the school will be logged into and out of the premises and will be asked to wear their identity badges or be

issued with school visitor badges. Unidentified visitors will be challenged by staff or reported to the Headteacher or school office. Carelessness in closing any controlled entrance will be challenged.

The presence of intruders and suspicious strangers seen loitering near the school or approaching pupils, will be reported to the Police by calling 101 or 999, depending on the circumstances and the urgency of the case so that if police stops these individuals they can be spoken to about what they were doing and dealt with accordingly. Brief information about the incident will be sent to LA's Schools Safeguarding Coordinator with a view to alerting other local schools in liaison with the police and through appropriate systems.

Parents, carers or relatives may only take still or video photographic images of pupils in school or on school-organised activities with the prior consent of the school and then only in designated areas. Images taken must be for private use only. Recording and/or photographing other than for private use would require the consent of the other parents whose children may be captured on film. Without this consent the General Data Protection Regulation would be breached. If parents do not wish their children to be photographed or filmed and express this view in writing, their rights will be respected.

CURRICULUM

Our Lady & St Joseph Catholic Primary School acknowledges the important role that the curriculum can play in the prevention of abuse and in the preparation of our pupils for the responsibilities of adult life and citizenship. It is expected that all curriculum co-ordinators will consider the opportunities that exist in their area of responsibility for promoting the welfare and safety of pupils. As appropriate, the curriculum will be used to build resilience, help pupils to keep safe and to know how to ask for help if their safety is threatened. As part of developing a healthy, safer lifestyle, pupils will be taught, for example:

- to recognise and manage risks in different situations and then decide how to behave responsibly;
- to judge what kinds of physical contact are acceptable and unacceptable;
- to recognise when pressure from others (including people they know) threatens their personal safety and well-being; including knowing when and where to get help;
- to use assertiveness techniques to resist unhelpful pressure;
- emotional literacy.

All computer equipment and internet access within the School will be subject to appropriate "parental controls" and Internet safety rules in line with our E-safety Policy.

Our Lady & St Joseph Catholic Primary School will work with partners promote "Healthy School" status through the curriculum with the aim of:

- Developing a school ethos and environment which encourages a healthy lifestyle for pupils;
- Using the full capacity and flexibility of the curriculum to help pupils to achieve safe and healthy lifestyles;

- Ensuring that food and drink available across the school day, reinforce the healthy lifestyle message;
- Providing high quality Physical Education and sport to promote physical activity;
- Promoting an understanding of the full range of issues and behaviours which impact upon lifelong health and well-being.

WORKING IN PARTNERSHIP WITH PARENTS

It is our policy to work in partnership with parents or carers to secure the best outcomes for our children. We will therefore communicate as clearly as possible about the aims of this school.

- We will use clear statements in our brochures and correspondence.
- We will involve parents and pupils in the review of this policy and in the development of Codes of Conduct and Equalities and Behaviour Management policies.
- We will liaise with agencies in the statutory, voluntary and community sectors and locality teams that are active in supporting families.
- We will be alert to the needs of parents/carers who do not have English as their first language and will utilise the translation services as necessary.
- We will distribute the LA's leaflet for parents, "***Protecting Children in Education Settings***" and we will make available to any parent who requests it a copy of this policy. The policy will also be available through the school's web site.
- We will keep parents informed as and when appropriate.

THE ROLE OF THE GOVERNING BODY

The Governing Body will ensure that they comply with their duties under legislation and that the policies, procedures and training in the school are effective and comply with the law at all times.

The Governing Body will ensure that the school contributes to inter-agency working in line with statutory guidance "[Working Together to Safeguard Children](#)" and that the school's safeguarding arrangements take into account the procedures and practice of the local authority as part of the inter-agency safeguarding procedures set up by the SSCB.

The Governing Body has formally adopted this policy and will review its contents annually or sooner if any legislative or regulatory changes are notified to it by the designated governor or the headteacher.

The Governing Body has nominated Bridgett Bardwell as the link governor for safeguarding to liaise with the local authority and/or partner agencies on issues of child protection.

Concerns about and allegations of abuse made against the headteacher will be referred to the chair of governors who will liaise with the LA's designated officer (DO) and partner agencies and will attend any strategy meetings called in respect of such an allegation against the headteacher.

As a good practice, the headteacher will provide termly/annual report to the Governing Body outlining details of any safeguarding issues that have arisen during the term/year and the outcome of any cases identified. These reports will respect all issues of confidentiality and will not therefore identify any person(s) by name.

Also as a good practice, the nominated governor will meet on a regular basis with the Designated Safeguarding Lead to monitor both the volume and progress of cases where a concern has been raised to ensure that the school is meeting its duties in respect of safeguarding. This is in addition to and does not replace the responsibility that rests with the headteacher to monitor the work of the Designated Safeguarding Lead.

MONITORING

- The Policy will be reviewed annually
- The DP will provide all necessary information for Governor meetings. If there are urgent concerns, incidents or policy changes, they will be brought to the attention at the next governors meeting or in exceptional cases, a governors meeting will be called as soon as possible.
- Safeguarding will always be on the agenda at each SLT meeting. If any concerns arise, these will be minuted.
- Annually pupil questionnaires are given, analysed and any concerns are shared with the DP.
- Regular assemblies, and PHSE sessions ascertain the pupils understanding of safeguarding and provide opportunities for the pupils to raise concerns.
- The DP will be responsible for ensuring that all referrals made to the Local Authority receive a detailed action. If a detailed action is not received the DP will inform the Local Authority and document the reasons why not.

COMPLAINTS

All complaints arising from the operation of this policy will be considered under the school's complaint procedure, with reference to the LA's Strategic Lead Officer for safeguarding in education services as necessary.

TOWER HAMLETS SAFEGUARDING CHILDREN BOARD

Child Protection Advice Line: 020 7364 3444

The Child Protection Advice Line is a service provided as part of Tower Hamlets Children's Services Directorate's Multi-Agency Safeguarding Hub (MASH).

This service is available to schools and children’s centres, education support staff, parents/carers and pupils and to voluntary and community organisations in Tower Hamlets. If there is a concern about the welfare of a child or young person and the Designated Teacher/Person for Child Protection, parent or pupil would like to talk it through then they can contact the Child Protection Advice Line and speak to the Duty Officer.

The Duty Officer will be able to discuss the concern, assist in deciding whether a formal child protection referral is appropriate and facilitate the reporting of a formal child protection referral in accordance with Tower Hamlets Local Safeguarding Children Board Procedures and to offer advice.

The Child Protection Advice Line operates between 9.00am and 5.00pm except at weekends and on public holidays. If the concern arises outside of the hours operated by the Advice Line and it is believed the child may be at immediate risk the Children’s Social Care Emergency Out of Hours Duty Team or the Police should be contacted without delay.

Important contact telephone numbers are:

Multi-Agency Safeguarding Hub (MASH)	020 7364 2972 020 7364 2904 020 7364 5601 020 7364 5606
Children’s Social Care Emergency Out of Hours Duty Team (5.00pm onwards)	020 7364 5006 – choose Option 3
Police Child Abuse Investigation Team (CAIT)	020- 8217 6484 (or use 999 if not available)
Child Protection Advice Line Note: information should only be emailed following prior discussion with the Duty Officer	020 7364 3444 CPAL@towerhamlets.gov.uk Secure: MASH@towerhamlets.gcsx.gov.uk
Tower Hamlets Local Authority Designated Officer – James Gilley	020 7364 3506 079 4963 6698

Uncollected Children

1. Designated schools offering extended after-school childcare provision

The host school should contact their nearest designated school offering extended after-school childcare provision from the list below, explain that they have an uncollected child and establish if there is a place available in the after-school provision for the child:

**St Elizabeth's School, Bonner Rd, London E2 9JY
0208 980 3964 (LAP 1)**

**St Matthias School, Bacon St, London E2 6DY
0207 739 8058 (LAP 1)**

**Hermitage School, Vaughan Way, London E1 9PT
0207 702 1037 (LAP 4)**

**St Mary and St Michael's School, Sutton St, London, E1 0BD
0207 790 4986 (LAP 4)**

**Guardian Angels School, Whitman Road, Bow West, E3 4RB
020 8980 3939 (LAP 5)**

**Chisenhale School, Chisenhale Rd, London E3 5QY
0208 980 2584 (LAP 5)**

**Our Lady and St. Joseph School, Wades Place, London, E14 0DE
020 7987 3066 (LAP 7)**

**St Lukes School, Saundersness Rd, London E14 3EB
0207 987 1753 (LAP 8)**

The host school should then arrange for the child to be safely transported to, and signed into the visitors' book at the after-school provision.

The host school will then contact the Child Protection Advice Line operated by the Local Authority and give the child's details, any needs, and the parents/carer's contact numbers. They should also advise the Duty Social Worker of the childcare provision that the child has been taken to.

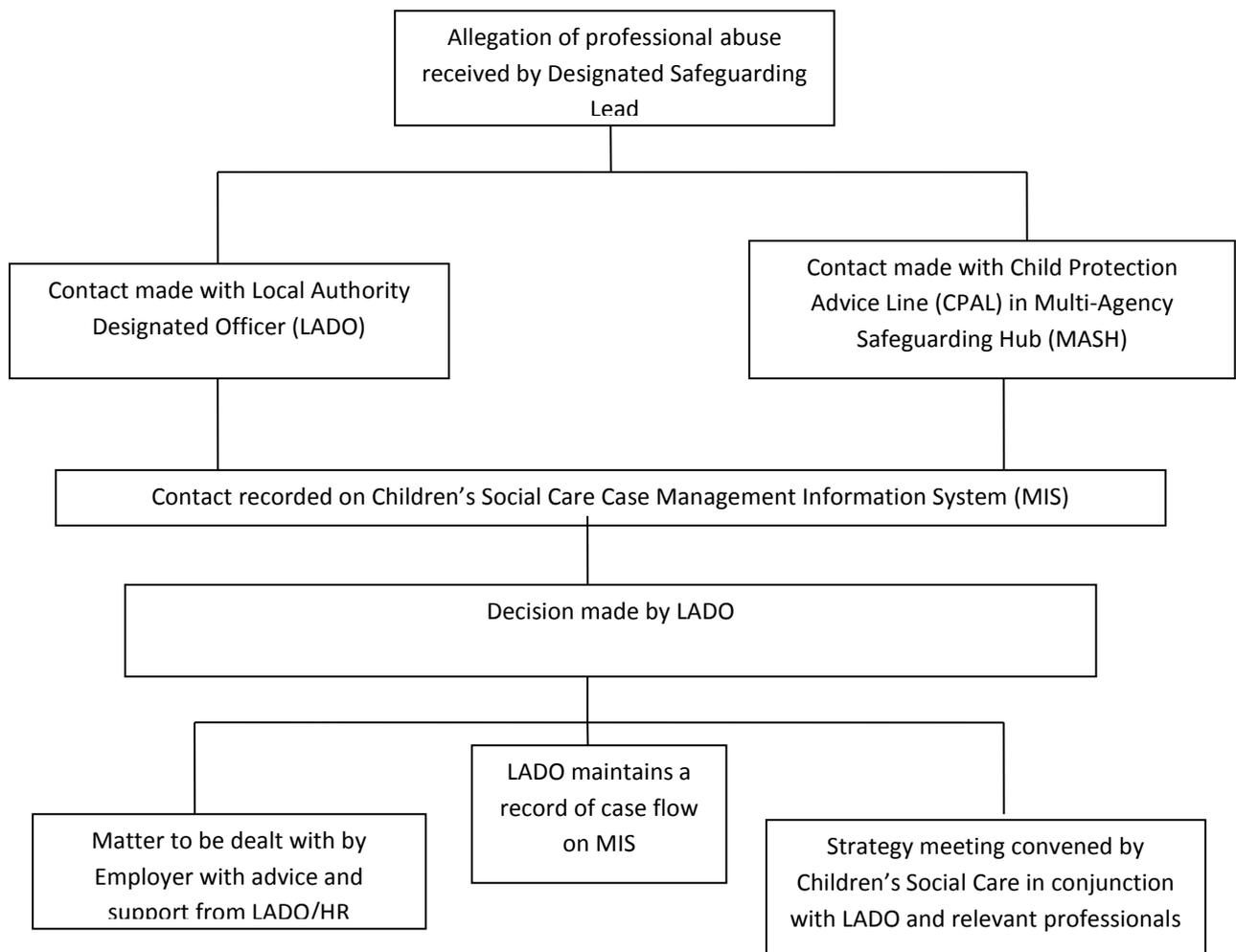
When the child arrives at the after-school provision the manager should be told whether the parents/carers have been contacted and are on their way. The contact details of the parent/carer should be given to the manager, together with any advice given by the Child Protection Advice Line.

Where the child's parents/carers have still not been contactable the after-school provision manager should continue trying to contact the parents/carers before 6.00pm. It should be only the parent or designated carer who is permitted to collect the child.

If the child remains uncollected by 6pm, and no contact has been made with any parent/carers, then the after-school provision manager should contact the Children's Social Care Emergency Out of Hours Duty Team.

Please note that the host school is responsible for any costs associated with transporting the child safely to the after-school childcare provision and also for the cost of the provision itself.

Flowchart of Procedure for Managing Allegations against Adults working with Children



Agencies/Persons usually invited to strategy meeting if appropriate (LADO will advise):

Alleged Perpetrator-Tower Hamlets employees	Alleged Perpetrator-Others
<ul style="list-style-type: none"> • LADO • CP Children's Independent Reviewing Officer (CIRO) • Education Safeguarding Lead (David Hough) • Police • HR – Child Protection (Monty Monaghan) • Service Manager • Manager/ School Chair of Governors • Named Senior Officer (Christine McInnes) 	<ul style="list-style-type: none"> • LADO • CP Children's Independent Reviewing Officer (CIRO) • Education Safeguarding Lead (David Hough) • Police • Muslim Children's Safeguarded Co-ordinator (Foyzul Hoque) • Service Manager/Employer • Chair of Governors/Management Committee