

Oakfield School

15. Requirement of Staff to Report Concerns or Allegations of Risk of Harm to Pupils



To be Reviewed:	November 2017
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POLICY STATEMENT

Oakfield School provides a safe and secure environment for pupils to live and learn in and as such there is an implicit expectation that any staff working within the school environment will report any concerns they have regarding a young person attending the school. This Policy should be read in conjunction with the Child Protection Policy and Keeping Children Safe in Education Statutory Guidance for School and Colleges September 2016.

PROCEDURE

Oakfield School is well placed to identify changes or patterns in the behaviour of children/young people because of our regular contact with them.

All staff must use their own judgement to determine if a child/young person is at risk. If, as a member of staff, you are concerned about the safety or well-being of a child/young person you must seek advice from the Child Protection Co-ordinator.

Oakfield's Child Protection Co-ordinator is Jayne Oakley and Deputy Child Protection Officer Joanne Jordan

There is a professional obligation of staff to take any concerns you may have to the attention of the Child Protection Co-ordinator. The current legal framework and guidance on Child Protection requires all staff to pass on any concerns or actual knowledge they may have. Appropriate decisions and action can then be taken.

Where harm is suspected it is essential that Hull Safeguarding Children Board and the school procedures are followed carefully.

Staff must not make a promise to a child/young person that what they have been told will not be passed on to others. Staff **cannot** keep secrets. There are no exceptions. Explain that you have a responsibility to talk to others about what has been said if this is necessary for their own protection and/or for the wellbeing of others.

Any discussion with a child/young person about child protection issues should adhere to the following basic principles:

- Listen to the young person rather than directly questioning them
- Never stop a young person who is freely recalling significant events
- Make notes of the discussion, taking care to record everything carefully

Staff should note carefully what they have observed and when they observed it. Signs of physical injury should be described in detail. Any comments about how an injury occurred should be recorded, preferably quoting words actually used, as soon as possible. It is important to remember that the child/young person should not be questioned further. The school should not carry out an investigation. This will be undertaken by social workers and the police.

Suspicions may also be aroused when there has been a series of concerns expressed about a child's welfare over a period of time. It is important that members of staff share concerns with the Child Protection Coordinator as they arise. Concerns should be carefully recorded in order to build up a comprehensive picture.

Oakfield staff have a legal and moral obligation to look after the best interests of the children and young people who attend the school. Your observations and detailed knowledge of the young people is vital to other agencies who are also concerned about their safety.

A Cause for Concern (Appendix A) must be submitted if staff member has any concerns about a child. If the child has any bruises or marks, this must be made clear on the Body Chart (Appendix B) clearly indicating the part of the body where the child has the bruise or mark with a description of the bruise or mark including size. The Cause for Concern must be sent immediately using the Oakfield's staff email system and sent to Jayne Oakley and Joanne Jordan.

The Child Protection Co-ordinator will undertake any liaison necessary with the police, social workers and/or any other professionals involved with the family as required.

Monitoring and Review.

This policy will be monitored and reviewed annually.

This Policy was reviewed November 2016.

Policy approved by:

Signed: Date:

Mr Lee Morfitt (Chair of Governors)

Signed:.....Date:.....

Mrs Rachel Davies (Headteacher)

Signed:.....Date:.....

Mr David P Leeman (Head of Care)

Next Review November 2017 unless guidance changes then this policy will be amended according to statutory guidance from the Department of Education.

Cause for Concern

This MUST be sent electronically, via e-mail
The only recipients are Jayne Oakley & Jo Jordan

Name of Pupil:

Date of referral:

Tutor Group:

Time of referral:

Referred by:

Concern:

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Received by: _____ Date: _____ Time: _____

Action to be taken	√	Date	Time	Email sent (date and name of recipient)
A)Referral to Social Care (new Case)				
B)Referral to Social Care (existing involvement)				
C)Parents informed by Telephone				
D)Parents Invited in for a meeting				
E)Advice from Social Care				
F)Continued monitoring				

Outcome:

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Child Protection Officer: _____ Date: _____

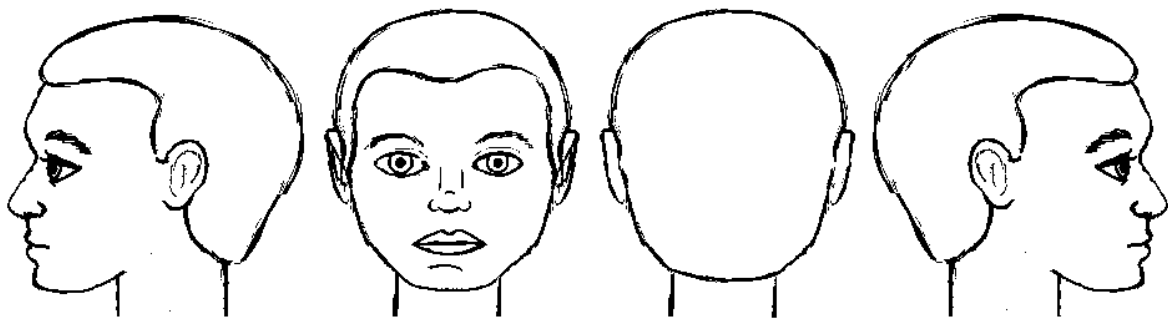
OAKFIELD SCHOOL – BODY CHART - APPENDIX B

Pupils Name:

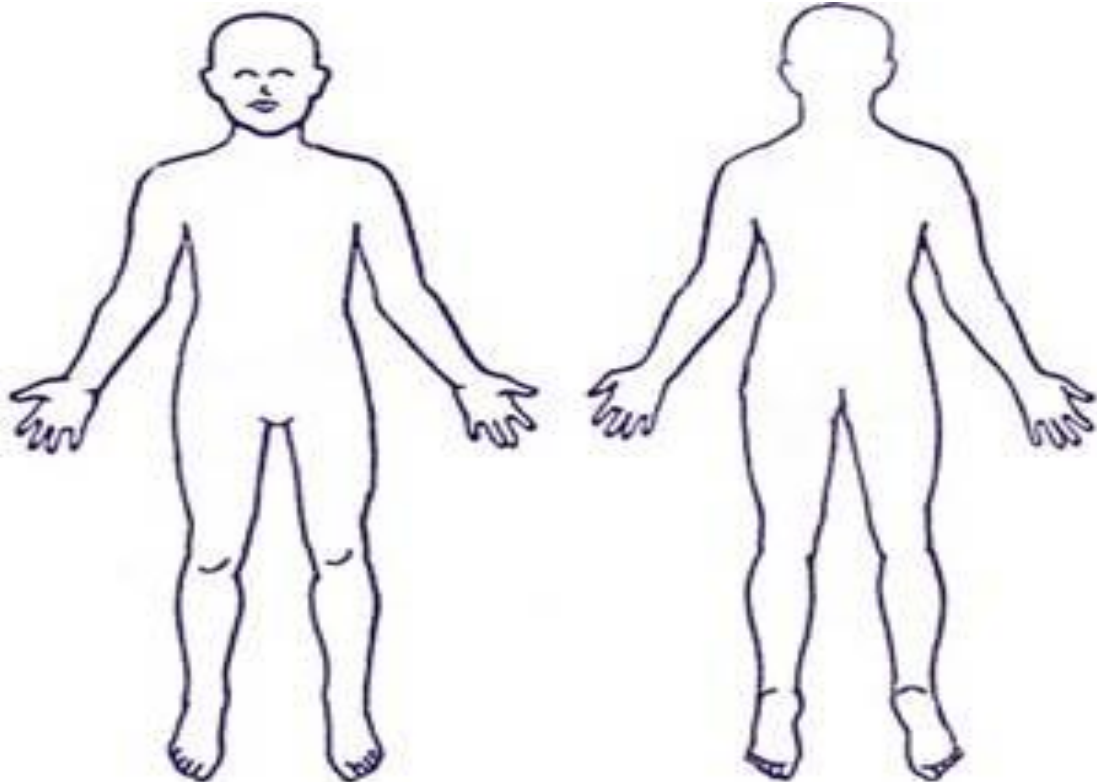
Date of Birth:

Date and Time of Injury/Marks Recorded:

Please indicate on drawing provided by shading the area affected. All marks need to be given a number.



Left side Angle Front (Anterior) view Rear (Posterior) view Right side Angle



Front (Anterior) view

Rear (Posterior) view



Right Sole



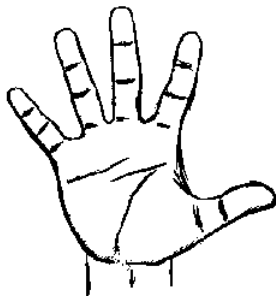
Right Front



Left Sole



Left Front



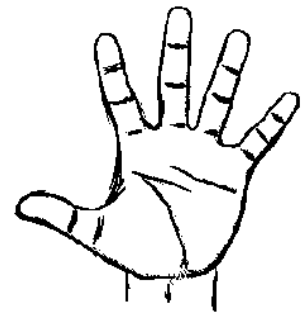
Right Palm



Left Front



Right Front



Left Palm

Number	Area of the body	Type	Size	Colour	Tenderness

Brief Account of how the injury was sustained:

Action Taken:

Reporting Staff:

Date:

Time:

Sign:

Child Protection Co – ordinator:

Date:

Time:

Sign: