



“Growing together, reaching higher”

MANAGEMENT OF SAFEGUARDING

2016 - 2017

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1. RESPONDING TO DISCLOSURE

Disclosures or information may be received from pupils, parents or others. Ark Boulton Academy recognises that those who disclose such information may do so with difficulty, having chosen carefully to whom they will speak. Accordingly all staff will handle disclosures with sensitivity.

Such information cannot remain confidential and staff will immediately communicate what they have been told to the Designated Safeguarding Lead and make a contemporaneous record.

Action by the Designated Safeguarding Lead

Following any information raising concern, the senior designated person will consider:

- Any urgent medical needs of the child.
- Discussing the matter with other agencies involved with the family.
- Consulting with appropriate persons e.g. Multi-Agency Safeguarding Hub (MASH).
- The child's wishes.

She/he will then decide, in accordance with the procedures or advice of the local safeguarding children's board:

- Where possible to talk to parents, unless to do so may place a child at risk of significant harm, impede any police investigation and/or place the member of staff or others at risk.
- Whether to make a child protection referral to children's social care because a child is suffering or is likely to suffer significant harm and if this needs to be undertaken immediately.

OR:

- Not to make a referral at this stage.
- If further monitoring is necessary.
- If it would be appropriate to undertake an assessment and/or make a referral for other services.

All information and actions taken, including the reasons for any decisions made, will be fully documented. Any referrals to children's social care will be accompanied by a standard referral form.

Action following a child protection referral the Designated Safeguarding Lead will:

- Make regular contact with the social worker involved to stay informed.
- Wherever possible, attend strategy discussion meetings.
- Provide a report for, attend and contribute to any subsequent Child Protection Conference.
- If the child or children are placed on the Child Protection Register, contribute to the Child Protection Plan and attend Core Group Meetings and Review Child Protection Conferences.
- Where a child on the child protection register moves from the Academy or goes missing, immediately inform the key worker in the social care department.

2. RECORDING AND MONITORING

Accurate records will be made as soon as practicable and will clearly distinguish between observation, fact, opinion and hypothesis. All records will be dated. All Child Protection documents will be retained in a 'Child Protection' file, separate from the child's main file. This will be only accessible to the Principal /Designated Safeguarding Lead/Deputy Safeguarding Lead. Anonymised records of all referrals will be made available to governors every half term.

3. SUPPORTING THE CHILD AND PARTNERSHIP WITH PARENTS

Ark Boulton Academy recognises that the child's welfare is paramount and that good child protection practice and outcome rely on a positive, open and honest working partnership with parents.

While, on occasion, we may need to make referrals without consultation with parents, we will make every effort to maintain a positive working relationship with them whilst fulfilling our duties to protect any child, acting with the advice of the local children's safeguarding board as appropriate.

We will provide a secure, caring, supportive and protective relationship for the child. Children will be given a proper explanation (appropriate to age & understanding) of what action is being taken on their behalf and why.

We will endeavour always to preserve the privacy, dignity and right to confidentiality of the child and parents. The Designated Safeguarding Lead will determine which members of staff need to know personal information and what they need to know to support and protect the child.