



Moulton
Primary School

Whistleblowing Policy

1. What is the purpose of this policy?

The Governing Body of Moulton Primary School is committed to the highest standards of openness, probity and accountability. In line with this commitment the School encourages members of staff with serious concerns about an activity in the School to voice those concerns. This also applies to concerns about the actions of staff and governors and external organisations in their dealings with the School.

This policy is provided as a reference document to outline how issues can be raised internally, and if necessary, outside the management structure of the school; it documents our assurance that concerns will be seriously considered and appropriate action taken. Additionally, it:

- provides the basis on which members of staff can raise serious concerns they may have, and receive feedback on action taken,
- allows members of staff to take the matter further if they are dissatisfied with the School's response, and
- outlines the protection from reprisals or victimisation for 'whistle-blowing' in good faith.

2. What is the Policy?

There are existing procedures in place to enable members of staff to raise grievances about their own employment. This policy is intended to cover concerns that fall outside the scope of individual grievances. 'Qualifying disclosures' i.e. those which would be raised under this policy, are disclosures of information which a member of staff reasonably believes to show that one of more of the following is either happening at the present time, took place in the past or is likely to happen in the future:

- child protection and safeguarding
- a criminal offence
- the breach of a legal obligation
- a miscarriage of justice
- a danger to the health or safety of any individual
- damage to the environment or
- deliberate covering up of information tending to show any of the above matters.

An employee does not have to raise a grievance in order to make a protected disclosure; however, if the employee intends to raise the matter as a grievance, this intention must be clearly stated.

3. What safeguards are there?

In making the disclosure, a member of staff must have a reasonable belief that the information disclosed shows one or more of the offences or breaches listed above. The belief need not be correct, but the individual must show that they held the belief and that it was a reasonable belief, in the circumstances, at the time of the disclosure.

Individuals are encouraged to come forward in good faith with genuine concerns in the knowledge that they will be taken seriously. The Governing Body recognises that the decision to report a concern can be a difficult one to make, not least because of the fear of reprisals from those responsible for the malpractice. As far as possible the School will seek to respect the confidentiality and anonymity of the individual raising the concern and will seek to protect him/her from reprisals. In this regard, the School will not tolerate any harassment or victimisation of the individual who has raised the concerns, nor will any attempt to prevent individuals from raising concerns in good faith be acceptable.

4. Confidentiality

Moulton Primary School and the Governing Body encourage members of staff to put their name to allegations made. Concerns expressed anonymously are much less powerful as the ability of the School to gather crucial information from the complainant is not possible. However, such complaints will be considered at the discretion of the School. In exercising this discretion, the factors to be taken account of will include:

- the seriousness of the issue raised,
- the credibility of the concern, and
- the likelihood of being able to confirm that the allegation is from attributable sources
- the ability to trace the source of unfounded or malicious allegations

The School will endeavour to protect the identity of members of staff who raise concerns and do not want their name to be disclosed. It must be appreciated, however, that the investigation and statements made by the member's of staff who raised the issue may reveal the source of the information.

5. How do I raise a concern with the School or Governing Body?

The earlier concerns are expressed by members of staff, the easier it is to take action. As a first step, the School encourages members of staff to initially raise concerns with the Headteacher (or the Chair of Governors should the concern raised involve the Headteacher), the Child Protection Officer/s (currently Mrs. Moxon, Mrs. Sharp and Mr. Sturges) or any member of the School Leadership Team, and to allow those members of staff and governors in positions of responsibility and authority an opportunity to address the issue and seek an explanation for the behaviour or activity. This will depend on the nature of the concerns, the seriousness and sensitivity of the issues involved and who is alleged to be involved.

If the employee so wishes, advice may also be sought from a Trade Union or Professional Association. The employee should consider who would be the most appropriate person to deal with the matter.

Concerns raised under this policy should, where possible, be submitted in writing, setting out the background and history of the concern, giving names, dates and places, and the reason why the individual is concerned about the situation. Members of staff who do not feel able to put their concerns in writing can telephone or meet the appropriate person.

Members of staff may invite their trade union or professional association to raise the matter internally on their behalf.

6. How will the School respond?

In recognizing how seriously Moulton Primary School takes its responsibility to both protect and safeguard the interests and welfare of all children and members of staff the action taken by the School will depend on the nature of the concern. The matters raised may for example:

- be investigated internally,
- be referred to the Police, or other appropriate body i.e. the Local Authority, the Children's and Young People's Referral Team
- be referred to the External Auditor, or
- form the subject of an independent inquiry

In order to protect individuals, the School will carry out a preliminary investigation to establish the facts of the matter, assess whether the concern has any foundation and whether it can be resolved internally. Concerns or allegations which fall within the scope of specific procedures (for example, child protection or unlawful discrimination issues) will normally be referred for consideration under those procedures. (See also: Allegations of Abuse Policy and Child Protection Policy.) Some concerns may be resolved by agreed action without the need for further investigation.

The preliminary investigation may identify the need to involve third parties to provide further information, advice or assistance; for example, the involvement of other members of school staff, legal or personnel advisors, the police, the Local Authority, the Department for Children, Schools and Families or other appropriate body.

Records will be kept of work undertaken and actions take throughout the investigation. The Headteacher (or in the event of allegations made against the Headteacher, the Chair of Governors), possibly in conjunction with the governing body, will consider how best to report the findings and what corrective action needs to be taken. This may include some form of disciplinary action or third party referral.

Within 5 working days of a concern being received, the Headteacher (or Chair of Governors) will write to the employee who raised the issue:

- acknowledging that the concern has been raised,
- indicating how it is proposed to deal with the matter,
- where possible, giving an estimate of how long it will take to provide a final response, and
- telling the employee whether further investigations will take place, and if not, why not.

The amount of contact between the personnel considering the issue and the employee who has raised the issue will depend on the nature of the matters raised, the potential difficulties involved and the clarity of the information provided. If necessary, further information will be sought from the employee.

When any meeting is arranged with the employee, he or she will be given the right to be accompanied by a trade union or professional association representative or a work colleague who is not involved in the area of work to which the concern relates.

The School accept that members of staff need to be assured that the matter has been properly addressed. Thus, subject to legal or contractual constraints, members of staff will receive appropriate information about the outcomes of any investigations.

Should the concern or allegation be substantiated, the matter will be reported to the governing body by the Headteacher or, in the case of the Headteacher being the source of the concern, by the Deputy Headteacher.

7. What happens if I am not satisfied with the action?

This policy is intended to provide members of staff with an avenue to raise relevant concerns within Moulton Primary School. If the employee is dissatisfied with the resolution of the matter, or has genuine concerns that the matter has not been dealt with appropriately, these concerns should initially be raised with the Headteacher (Chair of Governors).

Where the concern is of a particularly serious nature, the employee may feel that it is more appropriate to take the matter outside of the School. There are a number of bodies which have been prescribed for the purpose of receiving disclosures. Again, any disclosure made to a prescribed person must be made in good faith and the member of staff must believe that the information given and the allegations made are substantially true and ensure that they are not acting for personal gain. Appendix 1 provides details of some of the bodies that have statutory functions and are able to provide authoritative advice and guidance to workers about matters disclosed to them.

If a member of staff does take the matter outside of the School, they must ensure that they do not disclose confidential information which is unrelated to the issue being raised.

In making a disclosure outside of the School, members of staff should be aware that at least one of the following conditions must be met:

- the member of staff must reasonably believe that he/she would be subjected to a detriment by their employer if the disclosure were made to the School.
- in the absence of an appropriate prescribed person, the member of staff reasonably believed that disclosure to the School or Council would result in the destruction or concealment of information about the wrongdoing.
- the member of staff had previously disclosed substantially the same information to his employer or to a prescribed person.

8. Raising unfounded or malicious concerns

If an allegation is made in good faith, but is not confirmed by the investigation, no action will be taken against the employee. However, if an employee makes an allegation which is malicious, mischievous or vexatious, or makes a disclosure for personal gain, such actions will be considered as disciplinary offences and will result in disciplinary action being taken against the employee.

Whistleblowers making untrue allegations may expose themselves to actions for libel or slander which together make up the civil wrong of defamation. This is a complex area of law. In essence a person puts themselves at risk of being sued for damages if, without justification, they publish or communicate a false statement about someone which may injure his or her reputation in the eyes of ordinary members of society.

However, a whistleblower will not generally be liable provided that they had a legal, moral or social duty or interest in making the statement to a person with a similar interest.

9. Responsible Officer

The Chair of Governors has overall responsibility for the maintenance and operation of this policy. That person maintains a record of concerns raised and the outcomes and will report to the Governing Body.

10. Review of Procedure

This procedure shall be subject to periodic review and may be changed from time to time.

Appendix 1: LIST OF PRESCRIBED PERSONS

| Prescribed Persons | Matters in respect of which the person is prescribed: | Contact |
|--|---|---|
| The Audit Commission for England and Wales (including auditors appointed by the Commission). | <i>The proper conduct of public business, value for money, fraud and corruption in local government, and health service, bodies</i> | The Audit Commission 1 Vincent Square London SW1P 2PN Tel: 020 7630 1019 |
| The Certification Officer | <i>Fraud, and other irregularities, relating to the financial affairs of trade unions and employers' associations</i> | Certification Officer Brandon House 180 Borough High Street London SE1 1LW Tel: 020 7210 3734/3735 Fax: 020 7210 3612 |
| The Charity Commissioners for England and Wales | <i>The proper administration of charities and of funds given or held for charitable purposes</i> | Charity Commission Liverpool Head of Operations 2nd Floor 20 Kings Parade Queens Dock Liverpool L3 4DQ Tel: 0870 3330123 Fax: 0151 703 1556 |
| Chief Executive of the Criminal Cases Review Commission | <i>Actual or potential miscarriages of justice</i> (The Commission has responsibility for these matters in respect of England, Wales and Northern Ireland) | Criminal Cases Review Commission Alpha Tower Suffolk Street Queensway Birmingham B1 1TT Tel: 0121 633 1800 Fax: 0121 633 1804 Email: info@ccrc.gov.uk |
| Independent Police Complaints Commission | <i>Matters relating to the conduct of a person serving with the police (as defined in section 12(7) of the Police reform Act 2002) or of any other person in relation to whose conduct the Independent Police Complaints Commission exercises functions</i> Independent Police Complaints Commission | Independent Police Complaints Commission 90 High Holborn London WC1V 6BH Tel: 020 7166 3000 |
| The Care Quality Commission | <i>Matters connected with (a) the provision of health care for the purposes of the National Health Service (where "health care" has the same meaning as in section 45(2) of the Health and Social Care (Community Health and Standards) Act 2003), (b) the provision of independent health care services within the meaning of section 5A(8) of the Care Standards Act 2000, or (c) any activities not covered by (a) and (b) in relation to which the Commission exercises its functions</i> | Chief Executive Care Quality Commission Finsbury Tower 103-105 Bunhill Row London EC1Y 8TG Tel: 03000 616161 Email: feedback@healthcarecommission.org.uk |

| Prescribed Persons | Matters in respect of which the person is prescribed: | Contact |
|---|--|--|
| The Commission for Social Care Inspection | <i>Matters relating to the provision of regulated social care services as defined in the Care Standards Act 2000, and the inspection and performance assessment of English local authority social services as defined in section 148 of the Health and Social Care (Community Health and Standards) Act 2003</i> | Chief Inspector Commission for Social Care Inspection 33 Greycoat Street London SW1P 2QF Tel: 020 7979 2000 Fax: 020 7979 2111 Email: enquiries@csci.gsi.gov.uk Website: www.csci.gov.uk |
| The Commissioners for Her Majesty's Revenue and Customs | <i>Value added tax, insurance premium tax, excise duties and landfill tax. The import and export of prohibited or restricted goods, Income tax, corporation tax, capital gains tax, petroleum revenue tax, inheritance tax, stamp duties, national insurance contributions, statutory maternity pay, statutory sick pay, tax credits, child benefits, collection of student loans and the enforcement of the national minimum wage</i> | Her Majesty's Revenue and Customs Cross Cutting Policy Room 1E/04 1 Parliament Street London. SW1A 2BQ Tel: freephone 0900 595000 Fax: free fax 0800 523 0506 Email: customs.confidential@hmrc.gov.uk |
| Comptroller and Auditor General of the National Audit Office | <i>The proper conduct of public business, value for money, fraud and corruption in relation to the provision of centrally funded public services</i> | The Comptroller and Auditor General National Audit Office 157-197 Buckingham Palace Road Victoria London SW1W 9SP Tel: 020 7798 7999 |
| Director General of Water Services | <i>The supply of water and the provision of sewerage services</i> | Centre City Tower 7 Hill Street Birmingham B5 4UA Tel: 0121 625 1300 Fax: 0121 625 1400 |
| The Director of the Serious Fraud Office | <i>Serious or complex fraud</i> | The Director of the Serious Fraud Office Elm House 10-16 Elm Street London WC1X 0BJ Tel: 020 7239 7272 Fax: 020 7837 1689 |
| The Environment Agency | <i>Acts or omissions which have an actual or potential effect on the environment or the management or regulation of the environment including those relating to pollution, abstraction of water, flooding, the flow of rivers, inland fisheries and migratory salmon or trout</i> | The Environment Agency Rio House Waterside Drive Aztec West Almondsbury Bristol BS12 4UD Tel: 0800 807060 (24 hour line) or enquiries 01454 624400 Fax: 01454 624409 |

| Prescribed Persons | Matters in respect of which the person is prescribed: | Contact |
|-------------------------------------|--|---|
| Food Standards Agency | <i>Matters which may affect the health of any member of the public in relation to the consumption of food and other matters concerning the protection of the interests of consumers in relation to food</i> | Personnel and Establishments Division Food Standards Agency Room 111C Aviation House 125 Kingsway London WC2B 6NH Tel: 020 7276 8120 Fax: 020 7276 8132 |
| Financial Services Authority | <i>The carrying on of investment business or of insurance business. The operation of banks and building societies, deposit-taking businesses and wholesale money market regimes. The operation of friendly societies, benevolent societies, working men's clubs, specially authorized societies and Industrial and provident societies. The functioning of financial markets, investment exchanges and clearing houses. Money laundering, financial crime, and other serious financial misconduct, in connection with activities regulated by the Financial Services Authority</i> | Director, Authorisation Financial Services Authority 25 The North Colonnade Canary Wharf London E14 5HS Tel: 020 7676 4646 Fax: 020 7676 9727 Email: whistle@fsa.gov.uk |
| General Social Care Council. | <i>Matters relating to the registration of social care workers under the Care Standards Act 2000</i> | General Social Care Council Goldings House 2 Hays Lane London SE1 2HB Tel: 020 7397 5100 Fax: 020 7397 5145 www.gsccl.org.uk |
| Health and Safety Executive | <i>Matters which may affect the health or safety of any individual at work; matters which may affect the health and safety of any member of the public arising out of, or in connection with, the activities of persons at work.</i> | Health and Safety Executive Information Services Caerphilly Business Park Caerphilly South Wales CF83 3GG Tel: 0845 345 0055 Fax: 0845 408 9566 Email: hse.infoline@natbrit.com |
| Information Commissioner | <i>Compliance with the requirements of legislation relating to data protection and to freedom of information* (*Data protection legislation regulates the processing of information relating to individuals, including the obtaining, holding, use or disclosure of such information)(*Freedom of information legislation provides for the disclosure by public authorities of the information that they hold)</i> | The Office of the Information Commissioner Wycliffe House Water Lane Wilmslow Cheshire SK9 5AF Tel: 01625 545700 Fax: 01625 524510 Email: mail@ico.gsi.gov.uk |

| Prescribed Persons | Matters in respect of which the person is prescribed: | Contact |
|------------------------------------|---|---|
| The Pensions Regulator | <i>Matters relating to occupational pension schemes and other private pension arrangements</i> | The Pensions Regulator Napier House Trafalgar Place Brighton. BN1 4DW Tel: 0870 6063636 Textphone: 0870 2433123 Fax: 0870 2411144 E-mail: customersupport@thepensionsregulator.gsi.gov.uk Website: www.thepensionsregulator.gov.uk |
| Standards Board for England | <i>Breaches by a member or co-opted member of a relevant authority (as defined in section 49(6) of the Local Government Act 2000) of that authority's code of conduct</i> | The Standards Board for England 1st Floor Cottons Centre Cottons Lane London SE1 2QL Tel: 0845 078 8181 |

Appendix 2: ADVICE AND INFORMATION

Advisory, Conciliation and Arbitration Service (ACAS)

ACAS operates a nationwide network of helplines which deal with queries about employment matters, including the rights and obligations arising out of employment law. The service is available to any individual or organisation free of charge. Any worker who contacts ACAS will wish to bear in mind the distinction between seeking information about the provisions of the Public Interest Disclosure Act 1998, and the requirements attached to making a protected disclosure.

ACAS East Midlands Office
Lancaster House
10 Sherwood Rise
Nottingham
NG7 6JE
Tel: 0115 985 8253

General Helpline numbers

08457 47 47 47 Monday - Friday 08:00 - 18:00

08456 06 16 00 for Minicom users Monday - Friday 08:00 - 18:00

Public Concern at Work

Public Concern at Work is an independent organisation which can provide guidance and training to employers on whistleblowing and can also offer free advice to employees unsure whether or how to raise a concern about workplace wrongdoing.

Public Concern at Work
Suite 301
16 Baldwins Gardens
London EC1N 7RJ

Telephone (general enquiries and helpline): 020 7404 6609
Fax: 020 7404 6576
Email: UK enquiries: whistle@pcaw.co.uk
UK helpline: helpline@pcaw.co.uk
UK services: services@pcaw.co.uk

Appendix 3.

CONTACT DETAILS

Local Safeguarding Children Board Northamptonshire

Chair LSCBN

Business Manager

Century House

The Lakes

Northampton NN4 7SJ

Tel: 01604 654040

Fax: 01604 654000

Children and Young People's Service

Within working hours:

Referral and Child Care Teams: Daventry 01327 300567

Kettering 01536 313000

Northampton 01604 411911 Wellingborough 01933
220700

Out of Hours Team: 01604 626938

Runaways Support Unit: 01604 859411

Education Welfare Office: 01604 259599

Complaints and Customer Relations Officer

PO Box 177 01604 237205

County Hall

Northampton

NN1 1AY

Northamptonshire Review and Conference Service (NRCS)

Conference chairs during working hours: 01604 654040

Out of hours team: 01604 626938

NSPCC

Freephone National Helpline 0808 800 5000

Police Child Protection Team

Within working hours: 01933 304420

Out of hours: 01604 700700

ChildLine: 0800 1111

SWAN Partnership 01604 633213 / 07717448553

Sunflower Centre (Northampton) 01604 233684

Sunflower Centre (Kettering/Corby) 01536 204691

Appendix 4

CHILD PROTECTION

Child abuse happens to children of both sexes, at all ages and in all cultures, religions and social classes and both to children with and to children without disabilities. Other children and young people may also abuse children.

All children and young people under the age of 18 are covered by the Children Acts 1989 and 2004 in relation to Child Protection.

RECOGNITION

Identification of child abuse can at times be difficult. The indicators of child abuse given here are not prescriptive and they may be signs of other concerns.

The indicators must be regarded in the context of the child's life and should be considered in relation to the following:

- Always listen to the child, particularly to what is said spontaneously.
- Look at whether the normal behaviour of the child has changed.
- Note if there is any history or pattern of unexplained injury or illness.
- Be aware of any delay by the parents/carers seeking medical assistance, or failure to meet medical needs.
- Be aware of explanations that are inconsistent with what you observe or know, especially of the child's development and mobility.
- Be aware that children may seem compliant, unafraid and attached to their abusers.
- Take note of any inappropriate responses from parents/carers.
- Remember that records must be confidential and kept in a safe place.

POSSIBLE INDICATORS OF ABUSE

General signs of abuse

The following may occur to any child who is being abused, but are particularly **significant** in cases of sexual or emotional abuse where outward physical signs may not be present. **This is not a definitive list.** The absence of such indicators does not mean that abuse or neglect has not occurred. Not all indicators need to be present.

- Acting out aggressive behaviour
- Appear frightened of their parents
- Unexplained change in attitude or behaviour
- Social withdrawal

- Restlessness and aimlessness
- Sleeping and eating disturbance (including eating disorders)
- Poor trust and secretiveness
- Unexplained bullying or aggressive behaviour to other children
- Inexplicable school failure
- Onset of enuresis (bedwetting) or daytime wetting
- Smearing faeces
- Cutting (self mutilation) and other forms of self-harm
- Indiscriminate and careless sexual behaviour
- Recurrent abdominal pains
- Recurrent headaches
- Hysterical fits or fainting
- Drug and/or alcohol abuse
- Running away

Possible indicators of physical abuse

Bruises:

- Any bruising to a pre-crawling or pre-walking baby, or child with no independent mobility
- Bruising in or around the mouth, particularly in small babies which may indicate force feeding
- Two simultaneous bruised eyes, without bruising to the forehead (rarely accidental, though a single bruised eye can be accidental or abusive)
- Repeated or multiple bruising on the head or on sites unlikely to be injured accidentally
- Multiple bruises of uniform shape
- Multiple bruises in clusters
- Bruises that carry the outline of an object used e.g. belt marks, hand prints or a hair brush
- Bruising or tears around, behind, or to the earlobe/s indicating injury by pulling or twisting
- Bruising around the face, back and abdomen
- Grasp marks on small children
- Bruises away from bony prominences
- Bruising on the arms, buttocks and thighs may be an indicator of sexual abuse

Burns, bites and scars:

- Clear impressions of teeth (human bite marks are oval or crescent shaped those over 3cm are more likely to have been caused by an adult or older child).

- Burns or scalds (especially with clear outlines such as a line indicating immersion or poured liquid)
- Small round burns which may be from cigarettes
- Linear burns from hot metal rods or electrical fire elements
- Burns of uniform depth over a large area
- Large numbers of different aged scars
- Old scars that indicate the child did not receive medical treatment
- Friction burns

Fractures:

- Swelling and lack of normal use of limbs
- Fractures in children less than one year
- The history provided is vague, non-existent or inconsistent with the fracture type
- *Alleged unnoticed fractures:* Fractures cause pain and it would be difficult for a parent/carer to be unaware of the child's distress at the time of the injury.

However, fractures in young children heal quickly and babies may be able to use a fractured limb without pain within a few days; this may mask a healing fracture.

Shaken Baby:

Babies are particularly vulnerable to head injuries and the effects of being shaken. This may be shown by being limp, fractious, glazed eyes, poor responses, poor feeding, drowsiness or vomiting (medical advice should always be sought).

Other Concerns and Injuries:

- Poisoning, injections, ingestion or other applications of damaging substances (including drugs and alcohol).
- Genital mutilation, including female circumcision
- (Also see General Signs)

Possible indicators of emotional abuse

- Abnormal attachment between a child and parent/carer (anxious, indiscriminate or no attachment)
- Indiscriminate attachment or failure to attach
- Developmental delay
- Aggressive behaviour towards others
- Low self esteem and lack of confidence
- Frozen watchfulness, particularly in pre-school children
- Scape-goated within family
- Withdrawn or seen as a 'loner' - difficulty in relating to others
- (Also see general signs)

There is an element of emotional abuse in all categories of abuse.

Possible indicators of sexual abuse

- Inappropriate sexualised conduct
- Sexually explicit behaviour, play or conversation, inappropriate to the child's age
- Continual and inappropriate or excessive masturbation
- Self-harm (including eating disorder), self mutilation and suicide attempts
- Involvement in prostitution or indiscriminate choice of sexual partners
- An anxious unwillingness to remove clothes for - e.g. Sports events (but this may be related to cultural norms or physical difficulties)
- Pain or itching of genital area
- Blood on underclothes
- Pregnancy in a younger girl where the identity of the father is not disclosed
- Physical symptoms such as injuries to the genital or anal area, bruising to buttocks, abdomen and thighs, sexually transmitted disease, presence of semen on vagina, anus, external genitalia or clothing
- (Also see general signs)

Possible indicators of neglect

- Failure by parents/carers to meet the basic essential needs e.g. adequate food, clothes, warmth, hygiene and medical care
- A child seen to be listless, apathetic and unresponsive with no apparent medical cause
- Failure of child to grow within normal expected pattern, with accompanying weight loss
- Child thrives away from home environment
- Child frequently absent from school
- Child left with adults who are intoxicated or violent
- Child abandoned or left alone for excessive periods
- (Also see general signs)

Consider what the child is experiencing

- Does the child witness domestic abuse?
- Is the child rejected or scape-goated by their parent/carer?
- Is their parent/carer under stress?
- Are there mental health problems or alcohol/drug misuse issues within the family?

WHAT TO DO IF A CHILD DISCLOSES ABUSE

- You may be the first person that a child has trusted and it has probably taken a great deal of courage to tell you about the abuse
- Listen carefully and reassure the child they have done the right thing in talking to you
- Take seriously what the child is saying or showing you
- Remain calm and do not demonstrate your own emotions
- Do not criticise or make judgements about the alleged abuser
- Do not promise confidentiality
- Do not ask leading questions or ask a child to undress to show you injuries
- **Follow our child protection procedures and the following guidance:**

WHAT TO DO IF YOU THINK A CHILD IS BEING ABUSED

Any person who works with children or parents at our school has a responsibility to report concerns they have about a child.

Individual factors or indicators of abuse may not be particularly worrying in isolation, but in combination they can suggest that there is serious cause for concern.

If you encounter any of the indicators listed:

- **ALWAYS** discuss your concerns with the Headteacher, Deputy Headteacher, member of the School Leadership Team or Child Protection Officer/s (currently Tracey Moxon and Peter Sturges). Never not work alone and never keep your concerns to yourself.
- Consult our child protection procedure.
- Keep a written record of your concerns noting dates and incidents.

See Flowchart on P.21

Referrals

Once sufficient concern is raised about a child being the subject of abuse the school's Child Protection Officer will make a referral.

All referrals and concerns are made to our local referral team Duty Social Worker, however:

- If a child is in **immediate** danger - the Police are called.
- If a child needs **emergency** medical attention - medical advice is sought without delay.

MAKING A REFERRAL

Referral to Children and Young People's Service (CYPS) Referral Team

Where available, the following information should be provided with the referral (absence of information must not delay referral)

- Is your information first-hand or did someone tell you about the incident/situation, who else have you spoken to?
- Full names, date of birth and gender of children
- Family address
- Identity of those with parental responsibility
- Names and date of birth of all household members
- Ethnicity, first language and religion of children and parents/carers
- Any need for an interpreter, signer or other communication aid
- Any special needs of children
- Any significant/important recent or historical events/incidents in the children's or family's life
- Cause for concern including details of any allegations, their sources, timing and location
- Child's current location and emotional and physical condition
- Referrer's relationship and knowledge of children and parents/carers
- Known current or previous involvement of other agencies/professionals
- Information regarding parental knowledge of, and agreement to, the referral

Unless you believe it may place the child at risk, you should advise the parents/carers that you intend to make a referral

- Formal referrals from named professionals cannot be treated as anonymous, so the parent will ultimately become aware of the identity of the referrer.
- You must complete an Inter-Agency Referral Form to ensure that all the relevant information is gathered as quickly as possible. Telephone referrals should be followed up by completing the inter-agency referral form within 24 hours. **All sections of the form must be completed in full.**
- You may be requested to find out more information at this stage.
- The CYPS must acknowledge referrals within one working day of receipt. If this does not occur, the referrer should contact the CYPS referral team again.

POSSIBLE FURTHER ACTION

Child Protection Investigation:

- If it is clear that the child may have been harmed or is at risk of being harmed, the CYPS will undertake a Child Protection Investigation, also known as a section 47 investigation. This may involve the Police, Health, Education and other agencies.
- A Social Worker will make enquiries, which will include speaking to the family and to professionals involved with the family (e.g. Health Visitor, School, family Doctor) to gather information.
- Unless it may place the child at risk, the Social Worker will seek the permission of the parents/carers before they do this.
- If the Investigation indicates that there may be a continuing risk of significant harm, a Child Protection Conference will be arranged with NRCS.
- The decision to take emergency action to provide immediate protection for a child may be taken at any time there is evidence that the risk to the child is sufficiently acute.

Child Protection Conference (CPC)

The purpose of an initial child protection conference is to:

- Share and evaluate information in an inter-agency setting with regard to children's health, development and functioning and the parent/carer's capacity to ensure the child's safety and promote their well being;
- Make judgements about the likelihood of children suffering or likely to suffer future significant harm and whether there are sufficient concerns to place children on the child protection register;
- Decide what future action is needed to safeguard children and promote their welfare, how that action will be taken forward and with what intended outcomes and time scales;
- Allocate a key worker for children who are placed on the child protection register to develop, co-ordinate and implement the child protection plan;
- Identify a multi-agency core group to develop and monitor the outline child protection plan.
- All invited professionals are expected to give attendance the highest priority. Invited representatives must provide a report to the conference chair at least 48 hours in advance.

The Child Protection Register

- NRCS is responsible for maintaining the child protection register in Northamptonshire which is a record of children subject to an inter-agency child

protection plan.

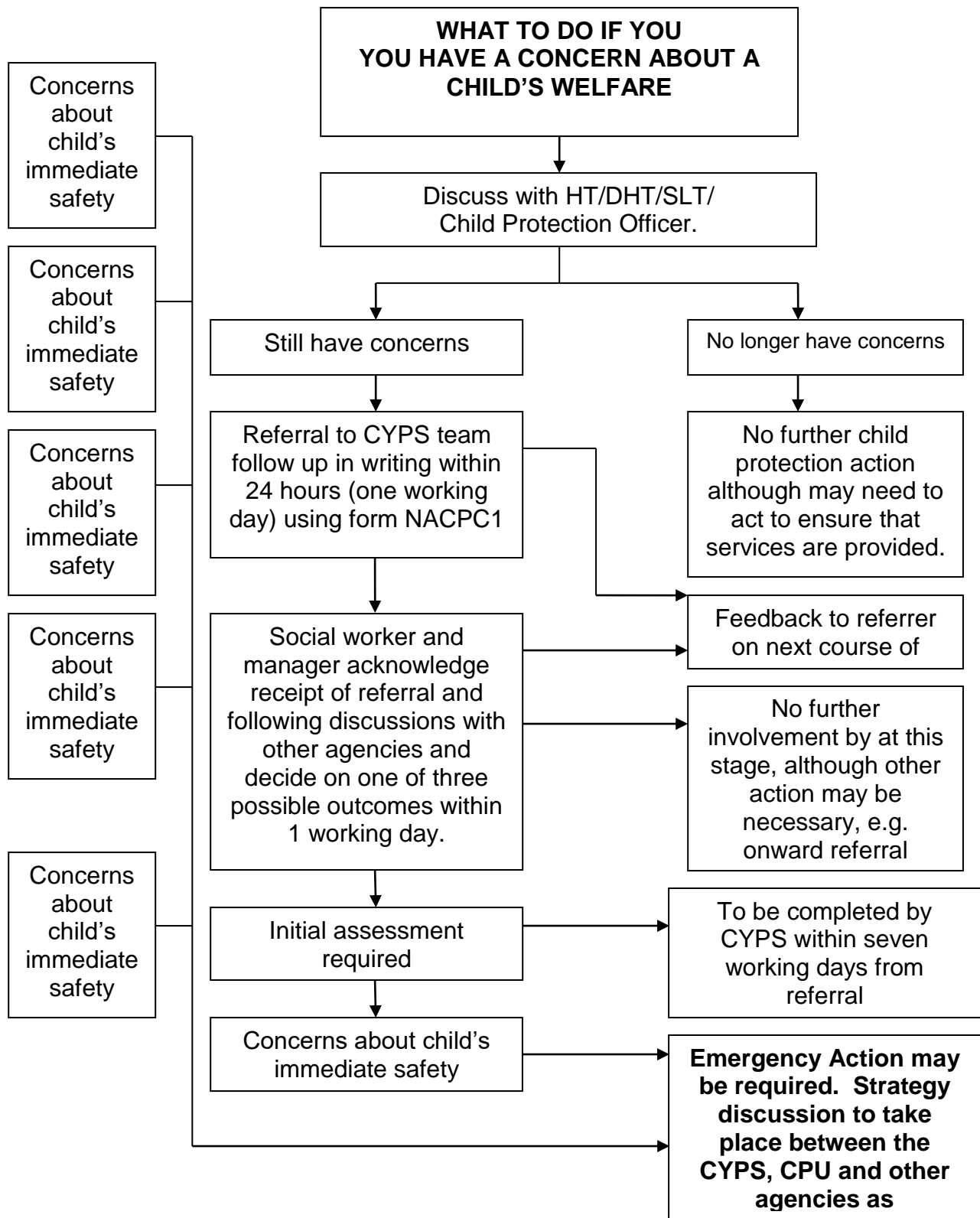
- The child's name will be placed on the register if: they are at risk of significant harm AND there are unresolved child protection issues AND these require an inter-agency child protection plan.

REMEMBER

The indicators listed here are not exhaustive and must be regarded in the context of the child's life. ALWAYS discuss your concerns with a senior colleague or supervisor/manager/designated child protection worker.

For confidential advice or support, contact the NSPCC Whistleblowing Advice Line 08000280285 or email help@nspcc.org.uk

Reviewed April 2018



KEEP GOOD RECORDS AT ALL TIMES