



RARE STUDIO

CHILD PROTECTION AND
SAFEGUARDING POLICY AND
PROCEDURE

SEPTEMBER 2020

TO BE REVIEWED SEPTEMBER 2021

CHILD PROTECTION AND SAFEGUARDING POLICY AND PROCEDURE

Introduction

Rare Studio is committed to safeguarding children and promoting children's welfare and expects all staff, volunteers and visitors to share this commitment and maintain a vigilant and safe environment. Everyone has a responsibility to act without delay to protect children by reporting anything that might suggest a child is being abused or neglected. It is our willingness to work safely and challenge inappropriate behaviours that underpins this commitment. Rare Studio seeks to work in partnership with families and other agencies to improve the outcomes for children who are vulnerable or in need.

Safeguarding Policy

Rare Studio, its staff and its volunteers, are committed to ensuring safe environments for children and young people and believe that it is always unacceptable for a child or young person to experience abuse of any kind. We recognise our responsibility to safeguard the welfare of all children and young people, by a commitment to recommend best practice which protects them.

This policy applies to our paid staff, volunteers, students or anyone working on behalf of the school.

We recognise that:

- the welfare of the child/young person is paramount
- all children, regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity, have the right to equal protection from all types of harm or abuse
- working in partnership with children, young people, their parents, carers and other agencies is essential in promoting young people's welfare

The purpose of the policy

- to provide protection for the children and young people who attend our school
- to provide staff and volunteers with guidance on procedures they should adopt in the event that they suspect a child or young person may be experiencing, or be at risk of harm

We will seek to safeguard children and young people by:

- valuing them, listening to and respecting them
- adopting child protection guidelines through procedures and safe working practice for staff and volunteers
- recruiting staff and volunteers safely, ensuring all necessary checks are made
- sharing information about child protection and safe working practice with children, parents, staff and volunteers
- sharing information about concerns with agencies who need to know, and involving parents and children appropriately

- providing effective management for staff and volunteers through supervision, support and training

The School will review this policy annually, or sooner in light of any changes in legislation or guidance.

All changes will be communicated to all stakeholders with immediate effect.

All the teachers are DBS checked and fully insured.

A number of teachers are also First Aid trained and attend Child Protection and Safeguarding Training.

Roles and Responsibilities

Designated Safeguarding Lead (DSL) – Miss L Inglesby:-

The Designated Safeguarding Lead will ensure the safeguarding policy is reviewed annually, that all staff have completed the appropriate level of safeguarding training for their role, and is the key point of contact for all staff concerning and safeguarding issues they may have.

Key Responsibilities:

- Manage referrals – making referrals and supporting staff who make referrals
- Work with others – Liaise internally with staff, volunteers and families and externally with partners and agencies as required.
- Ensure sufficient training – undergo appropriate training as the DSL and ensure all staff and volunteers are appropriately trained in line with prevailing legislation.

Responsibilities of all members of staff:-

All members of staff will complete the training requested by the Designated Safeguarding Lead, and become familiar with the procedures for identifying and processing referrals.

However, where a child is in immediate need, to protect the child, the police should be called on 999.

Procedures for reporting Child Protection or Welfare Concerns:

All concerns should be reported without delay directly to the Designated Safeguarding Lead, Designated Safeguarding Deputies, Principal or any member of Rare Studio Team. This should be followed by a written account of the concerns completed on Rare Studio's Child Protection/Child Welfare Incident Form.

Consideration will need to be given to immediately protecting the child and contacting the police or ringing an ambulance if the child is injured.

The Designated Safeguarding Lead or Deputy Designated Safeguarding Lead will take immediate action and will make a referral to children's services by telephone if a child is believed to be suffering or likely to suffer significant harm. This referral will always be followed up in writing.

Liverpool Carelinehub 0151 233 3700

Knowsley MASH 0151 443 2600

Wirral Integrated Front Door 0151 606 2008 (Out of hours 0151 677 6557)

Halton Social Care Contact Centre 0151 907 8305 (Out of hours 0345 050 0148)

St Helens Contact Centre 01744 676 600

Sefton 0345 140 0845 (Out of hours 0151 934 3555)

Wigan Duty Team 01942 828300

The Designated Safeguarding Lead or Deputy Designated Safeguarding Lead will follow the LSCB and Local Authority multi-agency procedures and consider the child's needs alongside the LSCB's Levels of Needs/Responding to Needs Framework (Threshold document) and consider whether an early help assessment (level 2 and 3) or referral to children's services is needed (at level 4).

Concerns about a child should always lead to help for a child. Rare Studio may need to escalate its concerns with Children's Services to ensure a referral is accepted or work with other agencies to ensure an Early Help Assessment is completed. Rare Studio will always seek to follow the Local Safeguarding Children Board procedures which can be found on their website:

[Http://liverpoolscb.proceduresonline.com/](http://liverpoolscb.proceduresonline.com/)

<https://www.knowsleyscb.org.uk/professionals/multi-agency-procedures/>

<https://www.wirral Safeguarding.co.uk/procedures/>

<https://seftonlscb.safeguardingpolicies.org.uk/may-2017/procedures-manual/11-introduction>

<http://www.proceduresonline.com/pancheshire/halton/index.html>

<https://www.wigan.gov.uk/WSCB/index.aspx>

<http://children.halton Safeguarding.co.uk/procedures-guidance/>

Managing allegations against staff and volunteers working at Rare Studio

All staff and volunteers must report any concerns about a member of staff's behaviour towards children to the Principals who will act as the case managers. Concerns can also be discussed with the Designated Safeguarding Lead.

Rare Studio's managing allegations against staff and volunteers policy and procedures will support everyone to take approach action. Concerns can also be taken directly to the Local Authority Designated Officer (L.A.D.O.), if needed, via Children's Services. Section 4 of the DFE guidance Keeping Children Safe in Education provides further guidance.

Confidentiality, information sharing, record keeping and retention

Staff will be told of concerns about a child on a 'need to know basis'. Rare Studio understands the need to keep child protection and safeguarding records securely.

Rare Studio will transfer records securely to the next setting and discuss the child's needs before the child starts at the next setting.

Rare Studio will retain records in keeping with Local Authority guidance and NSPCC guidelines:

<https://www.nspcc.org.uk/globalassets/documents/information-service/child-protection-records-retention-and-storage.pdf>

This in turn references the Information and Records Management Society (IRMS) 2018 Information management toolkit for Rare Studio.

Staff cannot promise children confidentiality but must always act in the best interests of the child and share disclosures made by the child or others with the Designated Safeguarding Lead.

Rare Studio will aim to seek consent of parents before sharing information with other agencies, however legislation states that Rare Studio and other agencies can share information without the consent of a parent/carer in particular circumstances.

Policy Reference	HR4.2.1	Revision Number	V2
Issued	Sept 2020	Authorised by:	Miss L Inglesby
Next Review Date	Sept 2021	Signature	

APPENDIX 1

FLOW CHART FOR RAISING SAFEGUARDING CONCERNS ABOUT A CHILD

In exceptional circumstances, concerns may be referred directly to children's social care

Designated Safeguarding Lead records concern and keeps in confidential safeguarding file.

⇓ Record

⇓ Refer

⇓ Monitor

Designated Safeguarding Lead discusses decision with a Principal and agree to refer to social care

Once discussed with parents Designated Safeguarding Lead decides to record concern, monitor or refer to social care

Staff asked to monitor child and feedback to the Designated Safeguarding Lead within an agreed timescale

The local authority Designated Officer (LADO) deals with concerns about adults working at Rare Studio

Contact details: 0151 233 3700

Flowchart:

⇓ Concern put in writing on a Safeguarding concern form

⇓ Decision made to refer the concern to social care or, Decision made to discuss the concern informally with the parents/carers, or Decision made to monitor the concern.

⇓ Designated Safeguarding Lead reviews concern form and makes a decision about next steps

⇓ Contact Details Social Care Referrals:

- Liverpool Careline 0151 233 3700
- Knowsley Mash on 0151 443 2600
- Wirral Integrated Front Door 0151 606 2008
- Sefton 0345 140 0845
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What to do during a disclosure

During a disclosure:

- Stay calm, providing a safe place for the child to disclose
- Listen to the child without interrupting them
- Avoid becoming upset
- Give the child adequate physical space

Things to say to a child during a disclosure:

- "What's happened is not your fault"
- "I'm glad you told me"
- "I am sorry this happened to you"

- “I will support you”

Never:

- promise to keep a secret
- express shock or embarrassment
- question the truth of what is being said
- ask leading or probing questions
- take photographs of a mark or injury
- ask the child to write a statement (however the child may ask to write something down if they are embarrassed)
- ask a child to sign a statement you have written
- express anger towards abuser

Following the Disclosure

- Leave the child with another adult whilst you report your concerns immediately to the Designated Safeguarding Lead
- Record your concerns on Rare Studio child protection/safeguarding concern form
- Use the child’s own language and exact words and write down what the child tells you e.g. ‘The child told me...’
- Differentiate between fact, opinion, interpretation, observation and allegation.
- Be accurate e.g. ‘She showed me a burn mark on her right forearm. She told me her mother did this with a cigarette’
- Opinions should be clearly stated e.g. ‘I thought this might be because...In my opinion...’
- Note down any witnesses or anyone who might corroborate your record
- Record the date and time of the incident and add your signature to the record.
- Place the child protection/child welfare form in the hand of the Designated Safeguarding Lead, Principal or other senior member of staff
- Consider how best to manage your own feelings
- Following reporting your concerns remember that the disclosure not be discussed with other staff without the agreement of the Designated Safeguarding Lead

Detailed guidance will be provided during regular training and development activities.

APPENDIX 2

CHILD PROTECTION/CHILD WELFARE CONCERN FORM:

Concerns should be reported **immediately**. This form is used to record safeguarding and welfare concerns and communications about the young person. It should be passed to the Designated Safeguarding Lead or another CP coordinator and filed securely. Rare Studio 's child protection policy should always be followed.

NAME OF STUDENT	
YEAR/SUBJECT	
AGE:	
DATE:	TIME:

Report (attached further sheets if necessary):

STAFF NAME:	SIGNED:
RECEIVED BY DESIGNATED OFFICER DATE:	
DO NAME:	SIGNED

Action taken: