

This handout is designed to be used alongside Part 1 of “Keeping Children Safe in Education” (2018), “Guidance for Safer Working Practice for adults who work with children and young people in education settings” (2015) and “What to do if you are worried a child is being abused” (2015) and supports the training you are attending.

We have also included useful sources of advice and websites to support you in safeguarding children and young people in your school or college.

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Safeguarding and promoting the welfare of children is everyone’s responsibility. Everyone who comes into contact with children and their families has a role to play. In order to fulfil this responsibility effectively, all professionals should make sure their approach is child-centred. This means that they should consider, at all times, what is in the best interests of the child.

(Keeping Children Safe in Education, Sep 18)

Every establishment will have a Designated Safeguarding Lead who has overall responsibility for safeguarding in the school. The Designated Safeguarding Lead will, in most cases, have other trained staff (Designated Persons, DPs) to support them in their safeguarding duties.

Confidentiality is important and fine judgements are necessary in many cases to assess what the staff as a whole need to know and what needs to be kept confidential for the sake of the child and the family.

Child protection referrals are made to Children’s Social Care via the Multi-Agency Safeguarding Hub (MASH) by the Designated Person. They can also be made to the Police in the Child Abuse Investigation Unit.

If the Designated Safeguarding Lead is not available it is important that all staff are aware of the contingency arrangements for passing concerns on to another DP.

All staff need to know:

The Designated Safeguarding Lead in my establishment is Annette Blewett

If they are unavailable, other Designated Personnel are Louise Kansu, Katrina Wodehouse, Sarah Latimer

The Prevent Lead in my establishment is Annette Blewett

Logging concern forms are kept by the photocopier adjacent to the studio corridor

The child protection procedures are found in the blue file kept in the Head Teachers office

The safeguarding and child protection policy is found in the blue file kept in the Head Teachers office

The whistle-blowing policy is found in the blue file kept in the Head Teachers office

The process for raising concerns about a colleague or practice in the blue file kept in the Head Teachers office. If you have concerns about the Head Teacher you must speak directly with the Chair of Governors; Michele Gemelios or Leigh Garland who are co-chairs for the academic year 2018 – 2019.

All staff need to have read and signed to say they have read and understood:

Keeping Children Safe in Education Part 1: information for all school and college staff and Annex A and the Guidance for Safer Working Practice for adults who work with children and young people in education settings.

Record Keeping

Not all child protection information results in a referral - small pieces of information may not be significant on their own, but can help to contribute to a 'jigsaw' picture of abuse. It is important that the Designated Personnel keep clear up-to-date records and co-ordinate the information that is received from staff and other sources.

Different schools have different systems in place for record keeping so it is important to ensure you are familiar with the expectations in place within your own establishment. Some schools make use of electronic recording systems in which concerns are entered on to the computer system and sent to the Designated Person to review and take action. Other schools use paper records whereby staff complete a "Log of Concern About a Child's Welfare" and pass this on to the Designated Person.

Regardless of which system is in place **all staff should:**

Describe what they saw, heard or have been told that gives them cause for concern

Pass it on to the Designated Person **immediately**

It is worth remembering that **"If it's not written down it didn't happen."**

It is difficult to say who will eventually have access to these records, so it is important to bear in mind that it needs to be clear to anyone who may read them at any stage and who may not know you or your school.

If A Child Tells:

- Listen
- Ask open questions (Remember **TED** - Tell, Explain, Describe)
- Explain what will happen next
- Pass on this information to the Designated Person
- Record

What happens next?

It is the role of the Designated Person to determine how to proceed once you have shared your concern.

They may make a referral to Children's Social Care via the Multi-Agency Safeguarding Hub (MASH) by telephoning 0345 045 1362 or emailing

MASH.C&F@cambridgeshire.gcsx.gov.uk. The Designated Person may also contact the police if appropriate.

They may conclude that a referral to Children's Social Care is not the appropriate action but that support should be sought via an Early Help Assessment. Guidance from the Early Help Hub can be sought by telephoning 01480 376666 or emailing Early.help@cambridgeshire.gcsx.gov.uk

Alternatively, external agencies may not become involved at this stage and the school may implement actions to address the concerns raised.

Making a referral

Designated Personnel for Child Protection will normally make referrals; the chart on page 13 of Keeping Children Safe in Education, Part 1, describes the process of referrals and any further actions. The referral form can be found on the LSCB website – <https://www.cambslscb.co.uk/report-a-safeguarding-concern/>

SOURCES OF HELP AND SUPPORT

Cambridge Mediation Service	01223 576308
Cambridge Rape Crisis Centre (Helpline)	01223 245888
Cambridgeshire County Council Staff Counselling Scheme	01223 699666
Centre 33	01223 316488
Children's Legal Centre - Education law - Family and child law	0300 330 5485 0300 330 5480
Childline (24 hour helpline for children)	0800 1111 (free)
Choices (moving on from childhood sexual abuse)	01223 358149
Citizen's Advice Bureau	0344 848 7979
CRUSE (Bereavement care) Cambridge Branch	0844 477 9400 01223 633536
Child Death Helpline	0800 282986
Domestic Violence National Helpline (Women's Aid)	0808 2000 247
Domestic Violence Men's Advice Line	0808 801 0327
Forced Marriage Unit (Foreign and Commonwealth Office)	020 7008 0151
Honour Network helpline (Karma Nirvana) - for victims of forced marriage & honour-based crimes)	0800 5999247
HOPEline UK (PAPYRUS) - prevention of young suicide	0800 068 4141
MOSAC (supporting non-abusing parent/carer of sexually abused children)	0800 980 1958
NSPCC	0808 800 5000 (free)
NSPCC (Text phone for deaf and hearing impaired) NSPCC Female Genital Mutilation (FGM) helpline NSPCC Modern Slavery helpline	0800 056 0566 0800 028 3550 0800 012 1700
Samaritans	08457 909090
Stars: Bereavement Support Services for the Young in Cambridgeshire	01223 863511
Teacher Support Helpline (24 hour)	08000 562 561
Young Minds – Parents' helpline Professionals	0808 802 5544 020 7336 8445

WEBSITES

Adult Safeguarding For advice on safeguarding vulnerable young people over the age of 18 – www.cambridgeshire.gov.uk. Search for “adults at risk of harm”.

BASPCAN British Association for the Study and Prevention of Child Abuse and Neglect - <http://www.baspcan.org.uk/>

Bereaved young people – Hope Again website for bereaved young people provide by CRUSE - <http://hopeagain.org.uk/>

Stars: Bereavement Support Services for the Young in Cambridgeshire - <http://www.talktostars.org.uk/>

CRUSE – promotes and supports well-being of bereaved – <http://www.cruse.org.uk/home>

Bullying

Bullying UK – www.bullying.co.uk

Kidscape - preventing bullying and child abuse – www.kidscape.org.uk

LSCBs

Cambridgeshire and Peterborough Local Safeguarding Children Board – <https://www.cambslscb.co.uk/>
www.peterboroughlscb.org.uk

Parent and family support

Carers of family, partners or friends - www.carers.org

Young Carers - <https://babble.carers.org/>

Contact A Family – Promotes support between families caring for children with disability <http://www.cafamily.org.uk/>

Family Lives and Parentline Plus - national charity that works for, and with, parents <http://www.familylives.org.uk/>

Home-Start – support, advice and practical help to families - www.home-start.org.uk

Childline – www.childline.org.uk

Children’s Legal Centre – concerned with law and policy affecting children and young - <http://www.childrenslegalcentre.com/>

Children in Public Care – working to improve public care for children - <http://www.thewhocarestrust.org.uk/>

Child Sexual Exploitation

Barnardos - www.barnardos.org

UK Human Trafficking Centre - <http://www.nationalcrimeagency.gov.uk/crime-threats/human-trafficking>

International Centre for the Study of Sexually Exploited and Trafficked Young People – <http://www.beds.ac.uk/research/iasr/centres/intcent>

The BLAST project – male only sexual exploitation project - <http://mesmac.co.uk/blast>

Parents Against Child Sexual Exploitation (PACE) - <http://www.paceuk.info/>

Cambridgeshire Local Safeguarding Children Board - <https://www.cambslscb.co.uk/child-sexual-exploitation/>

Citizens Advice Bureau – advice about legal, money and other issues - www.citizensadvice.org.uk

Disclosure and Barring Service (DBS) - helps employers make safer recruitment decisions and prevent unsuitable people from working with vulnerable groups, including children. <https://www.gov.uk/government/organisations/disclosure-and-barring-service>

Domestic Violence

Cambridgeshire Domestic Abuse and Sexual Violence Partnership
www.cambsdasv.org.uk.

Womens Aid – working to end domestic violence against women and children - <http://www.womensaid.org.uk/>

Support for children and young people living with domestic violence
www.thehideout.org.uk

Against violence and Abuse - <http://www.avaproject.org.uk/>

Safe Lives - <http://www.safelives.org.uk/about-us>

Teenage Relationship Abuse - <http://thisisabuse.direct.gov.uk/>

Can you see me? - <http://www.canyouseeme.coop/>

Drugs and Alcohol

Cambridgeshire Adolescent Substance Use Service (CASUS) – www.cambsdaat.org

Drinksense – support for young people and families with alcohol related problems - www.drinksense.org

Alcohol Education trust - <http://www.alcoholeducationtrust.org/>

Adfam - Family drug and alcohol support - www.adfam.org.uk

Eating Disorders – Beating eating disorders - www.b-eat.co.uk

Female Genital Mutilation

NSPCC 24 hour helpline – contact anonymously on **0800 0283550** or email fgmhelp@nspcc.org.uk.

Forward - <http://www.forwarduk.org.uk/>

Petals app - <http://petals.coventry.ac.uk/>

Forced Marriage

<https://www.gov.uk/forced-marriage>

Halo Project - <http://www.haloproject.org.uk/>

Internet safety

Think U Know – Internet, mobile phone and technology safety for children – www.thinkuknow.co.uk

Child Exploitation and Online Protection Centre – protecting children from sexual abuse and making the internet a safer place – <http://www.ceop.police.uk/>

Internet Watch Foundation – the UK hotline for reporting criminal online content <https://www.iwf.org.uk/>

Childnet International - <http://www.childnet.com/> includes the resources from KnowITAll <http://www.childnet.com/resources/kia/>

UK Safer Internet centre - <http://www.saferinternet.org.uk/>
Professionals Online Safety helpline – 0844 381 4772 helpline@saferinternet.org.uk

Kidsmart - internet safety website - www.kidsmart.org.uk

Pan-European Game Information service – A resource available to professionals working with children and young people, parents or carers to help determine the correct age of games – www.pegi.info

The Parent Zone - <http://www.theparentzone.co.uk/> - parenting in the digital age

Parent Info - <http://parentinfo.org/>

Cambridgeshire Education ICT Service – e-safety - www.theictservice.org.uk/

LGBT

The Kite Trust - <http://thekitetrust.org.uk/>

Mental Health

Hands on Scotland - A Toolkit of helpful responses to encourage children and young people's emotional wellbeing – www.handsonscotland.co.uk

MIND - information and advice about mental health issues - www.mind.org.uk

Young Minds – charity committed to improving mental health of children and young people - <http://www.youngminds.org.uk/>

Royal College of Psychiatrists – information about mental health problems affecting children
<http://www.rcpsych.ac.uk/mentalhealthinformation.aspx>

Health and Wellbeing – www.thesite.org.uk

Mood Juice - <http://www.moodjuice.scot.nhs.uk/>

Samaritans – confidential emotional support 24 hours per day - www.samaritans.org.uk

Cambs and Peterborough mental health - <https://www.keep-your-head.com/>

NSPCC – www.nspcc.org.uk

For children and young people www.childline.org.uk

Parents in Prison

Supporting children of offenders - <https://www.nicco.org.uk/>

Self Harm and Suicide

Site for young people - www.selfharm.co.uk

HOPElineUK – prevention of young suicide - 0870 170 4000 - www.papyrus-uk.org

The Site - <http://www.thesite.org/mental-health/self-harm/what-is-self-harm-5679.html>

Young Minds - <http://www.youngminds.org.uk/>

Sexual Abuse

Stop it Now! - public information and awareness raising campaign regarding child sexual abuse - www.stopitnow.org.uk

The Lucy Faithfull Foundation - www.lucyfaithfull.org.uk

National Association for People Abused in Childhood - www.napac.org.uk

Cambridgeshire and Peterborough Rape Crisis Centre - <https://www.caprcp.org.uk/>

Mpower - Supporting Male Survivors of abuse - www.male-rape.org.uk

Survivors UK – male rape and sexual abuse - www.survivorsuk.org

MOSAC (supporting non-abusing parent/carer of sexually abused children) - www.mosac.org.uk

Sexual Health

External providers for sex and relationships education for schools - www.cambsSRE.org.uk

CCard scheme - www.ccardcambs.com

Sex Education Forum - <http://www.sexeducationforum.org.uk/>

Team Teach - training in positive handling - <http://www.team-teach.co.uk/>