



# St. Mary's Church of England Primary School

## Safeguarding and Child Protection Policy

*Truly, I say to you, as you did it to one of the least of these my brothers you did it to me.*

*Matthew 25: 40*

*See you do not despise one of these little ones.*

*Matthew 18: 10*

### Keeping Children Safe in Education

St Mary's Primary School is committed to following the statutory guidance for schools 'Keeping Children Safe in Education' (September 2018). The policy is published on the school website for parents and discussed with all staff (including temporary staff and volunteers) at induction alongside our Staff Code of Conduct. All staff are provided with Part One of the statutory guidance and Annex A.

### 1. PURPOSE & AIMS

1.1 The purpose of the safeguarding policy is to ensure that every child in our care is safe and protected from harm. This means we will always work to:

- Protect children at our school from maltreatment including Children Missing Education, Child Sexual Exploitation, Female Genital Mutilation, trafficking and peer on peer abuse;
- Prevent impairment of our children's health or development;
- Ensure that children grow up in circumstances consistent with the provision of safe and effective care;
- Enable children to have the best outcomes.

1.2 This policy provides clear direction to children, staff, parents, volunteers and visitors about expected behaviour and the schools legal responsibility to safeguard and promote the welfare of children.

1.3 Our school recognises that children with SEND, Looked After Children and those adopted from care may have additional vulnerabilities. The SENCO is Mrs Stephanie Gee and the Designated Teacher for LAC is Mr Steve Jones.

1.4 Our school fully recognises the contribution it can make to protect children from harm with the key elements being prevention, protection and support.

### 2. ROLES AND RESPONSIBILITIES

Academic year	Designated Safeguarding Lead	Deputy Designated Safeguarding Lead	Nominated Governor	Chair of Governors
2018-19	Mr Steve Jones	Mrs Amanda Godbolt	Mrs Glynis Ashford + Dr Tim Whitaker	Mr Peter Cannings

2.1 It is the responsibility of *every* member of staff, volunteer and regular visitor to our school to ensure that they carry out the requirements of this policy and, at all times, work in a way that will safeguard and promote the welfare of all of the pupils at this school. This includes the responsibility to provide a safe environment in which children can learn.

2.2 The Governing Body is accountable for ensuring the effectiveness of this policy and compliance with it. Although our Governing Body takes collective responsibility to safeguard and promote the welfare of our children, we also have named governors who champion safeguarding within the school.

### 2.3 The Governing Body will ensure that:

- The safeguarding policy is in place and is reviewed annually, is available publicly via our school website and has been written in line with Local Authority guidance and the requirements of the City of York Council's local safeguarding partnership arrangements;
- The school contributes to inter-agency working in line with 'Working Together to Safeguard Children' (2018);
- A member of the senior leadership team is designated to take the lead responsibility for safeguarding and child protection and that there is an alternate and appropriately trained member of staff identified to deal with any issues in the absence of the senior designated professional. There will always be cover for this role;
- All staff receive a safeguarding induction and are provided with a copy of this policy and the Staff Code of Conduct;
- All staff undertake appropriate child protection training which is updated regularly;
- Procedures are in place for dealing with allegations against members of staff and volunteers in line with statutory guidance;
- Safer recruitment practices are followed in accordance with the requirements of ['Keeping Children Safe in Education'](#) DfE (2018);
- They remedy without delay any weakness to our safeguarding arrangements that are brought to their attention.

2.4 The governing body will receive a safeguarding report that will record the training that has taken place, the number of staff attending and any outstanding training requirements for the school. It will also record all safeguarding activity that has taken place. It will not identify individual pupils.

### The Headteacher

2.5 At St Mary's CE Primary School the Headteacher is responsible for:

- Being the Designated Safeguarding Lead (DSL);
- Identifying an alternate member of staff to act as the Deputy Designated Safeguarding Lead (DDSL) in their absence;
- Ensuring that the policies and procedures adopted by the governing body, particularly concerning referrals of cases of suspected abuse and neglect, are followed by all staff;
- Ensuring that all staff and volunteers feel able to raise concerns about poor or unsafe practice and such concerns are addressed sensitively in accordance with agreed whistle-blowing procedures;

- Liaise with the LADO in the event of an allegation of abuse being made against a member of staff.

### **The Designated Safeguarding Lead (DSL)**

2.6 As the Designated Safeguarding Lead (DSL), the Headteacher will carry out their role in accordance with the responsibilities outlined in Annex B of *'Keeping Children Safe in Education'*. The DSL will provide advice and support to other staff on child welfare and child protection matters. Any concern for a child's safety or welfare will be recorded in writing and given to the DSL.

2.7 The DSL will represent our school at child protection conferences and core group meetings. Through appropriate training, knowledge and experience, our DSL will liaise with Children's Services and other agencies where necessary. They will make referrals of suspected abuse to Children's Services, take part in strategy discussions and other interagency meetings, and contribute to the assessment of children.

2.8 The DSL will maintain written records and child protection files ensuring that they are kept confidential and stored securely.

2.9 The DSL is responsible for ensuring that all staff members and volunteers are aware of our policy and procedures. They will ensure that all staff, volunteers and regular visitors have received appropriate child protection information during induction and have been trained within the school to the agreed school's policy.

### **2.10 Types of abuse and neglect**

As in the Children Acts 1989 and 2004, a **child** is anyone who has not yet reached his/her 18<sup>th</sup> birthday.

- **Abuse:** a form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. They may be abused by an adult or adults or another child or children.
- **Physical abuse:** a form of abuse which may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.
- **Emotional abuse:** the persistent emotional maltreatment of a child such as to cause severe and adverse effects on the child's emotional development. It may involve conveying to a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond a child's developmental capability as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may

involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyberbullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, although it may occur alone.

- **Sexual abuse:** involves forcing or enticing a child or young person to take part in sexual activities, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of sexual images, watching sexual activities, or encouraging children to behave in sexually inappropriate ways. It may involve 'grooming' and involvement of children in inappropriate communication, behaviour or activity via social networking sites, chat rooms or using web cams.
- **Neglect:** the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to: provide adequate food, clothing and shelter (including exclusion from home or abandonment); protect a child from physical and emotional harm or danger; ensure adequate supervision (including the use of inadequate care-givers); or ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

### 3. TRAINING & INDUCTION

3.1 New staff, volunteers or regular visitors will be informed of the safeguarding arrangements in place. They will be given a copy of the school's safeguarding policy along with the Staff Code of Conduct, and directed to the DSL and alternate staff member.

3.2 The induction process will include basic safeguarding information relating to signs and symptoms of abuse, how to manage a disclosure from a child, how to record and issues of confidentiality. They will also be reminded as to their responsibility to safeguard all children and the role of the DSL. All staff will also be provided with a copy of Part One AND Annex A of *'Keeping Children Safe in Education'* (2018).

3.3 All members of staff will undertake appropriate safeguarding training on a regular basis in accordance with City of York Council's local safeguarding partnership arrangements advice and receive updates at least annually.

3.4 The DSL or any other senior member of staff who may be in a position of making referrals or attending child protection conferences or core groups, will attend one of the multi-agency training courses at least once every three years. In addition to this, the DSL and alternate will attend Designated Safeguarding Lead training provided by the Local Authority every two years and regular updates at least annually.

3.6 Our governing body will also undertake appropriate training to ensure they are able to carry out their duty to safeguard all of the children at our school.

3.7 We actively encourage all of our staff to keep up to date with the most recent local and national safeguarding advice and guidance. Part One and Annex A of '*Keeping Children Safe in Education*' (2018) provides links to guidance on specific safeguarding issues such as Child Sexual Exploitation and Female Genital Mutilation. In addition, local guidance can be accessed via <http://www.saferchildrenyork.org.uk/> and <http://www.yor-ok.org.uk/> The DSL will also provide regular safeguarding updates for staff, including local arrangements in place for Early Help and Early Help processes.

#### **4. PROCEDURES FOR MANAGING CONCERNS**

4.1 St Mary's CE Primary School adheres to child protection procedures that have been agreed locally through the City of York Council's local safeguarding partnership arrangements.

4.2 All staff are advised to maintain an attitude of '*it could happen here*'. When concerned about the welfare of a child, staff members should always act in the interests of the child and have a responsibility to take action in line with this policy.

4.3 All staff are encouraged to report any concerns that they have. On occasions, a referral is justified by a single incident such as an injury or disclosure of abuse. More often however, concerns accumulate over a period of time and are evidenced by building up a picture; this is particularly true in cases of emotional abuse and neglect. In these circumstances, it is crucial that staff record and pass on concerns in accordance with this policy to allow the DSL to access support for the child at the earliest opportunity.

4.4 It is *not* the responsibility of school staff to investigate welfare concerns or determine the truth of any disclosure or allegation. All staff, however, have a duty to recognise concerns and pass the information on in accordance with the procedures outlined in this policy.

4.5 The Designated Safeguarding Lead (DSL) should be used as a first point of contact for concerns and queries regarding any safeguarding concern in our school. Any member of staff or visitor to the school who receives a disclosure of abuse or suspects that a child is at risk of harm must report it immediately to the DSL or, if unavailable, to the alternate designated person. In the absence of either of the above, the matter should be brought to the attention of the most senior member of staff.

4.6 All concerns about a child or young person should be reported without delay and recorded in writing.

4.7 Following receipt of any information raising concern, the DSL will consider what action to take and seek advice from Children's Social Care on 01904 551900. All information and actions taken, including the reasons for any decisions made, will be fully documented.

4.8 All referrals will be made in line with City of York Council's Children's Services procedures.

4.9 If, at any point, there is a risk of immediate serious harm to a child, the DSL would ring 999. To urgently speak to a social worker outside office hours, before 8.30am or after 5.00pm, at weekends and on public holidays, they would contact the Emergency Duty Team on: Tel: 01609 780780, Email: [edt@northyorks.gov.uk](mailto:edt@northyorks.gov.uk)

4.10 Staff should always follow the reporting procedures outlined in this policy in the first instance. However, they may also share information directly with Children's Services, or the police if:

- the situation is an emergency and the designated senior person, their alternate and the Headteacher are all unavailable;
- they are convinced that a direct report is the only way to ensure the pupil's safety.

4.11 Any member of staff who does not feel that concerns about a child have been responded to appropriately and in accordance with the procedures outlined in this policy should raise their concerns firstly with the Headteacher or the Chair of Governors. If any member of staff does not feel the situation has been addressed appropriately at this point, they should contact Children's Services directly.

## **5. RECORDS AND INFORMATION SHARING**

5.1 If staff are concerned about the welfare or safety of a child they will ensure that any concerns should be passed to the DSL without delay.

5.2 Any information recorded will be kept in a separate named file, in a secure cabinet and not with the child's academic file. These files will be the responsibility of the DSL. Child protection information will only be shared within school on the basis of 'need to know in the child's interests' and on the understanding that it remains strictly confidential.

5.3 Child protection information will only be kept in the file and this file will be kept up to date. Records of concern, copies of referrals, invitations to child protection conferences, core groups and reports will be stored here. All our safeguarding files will include; a chronology, contents front cover and will record significant events in the child's life.

5.4 When a child leaves school, the DSL will make contact with the DSL at the new school and will ensure that the child protection file is forwarded to the receiving school in an appropriately agreed manner. We will retain evidence to demonstrate how the file has been transferred; this may be in the form of a written confirmation of receipt from the receiving school and/or evidence of recorded delivery.

## **6. WORKING WITH PARENTS & CARERS**

6.1 St Mary's CE Primary School is committed to working in partnership with parents/carers to safeguard and promote the welfare of children and to support them to understand our statutory responsibilities in this area.

6.2 When new pupils join our school, parents and carers will be informed that we have a safeguarding policy. A copy will be provided to parents on request and is available on the school website. Parents and carers will be informed of our legal duty to assist our colleagues in other agencies with child protection enquiries and what happens should we have cause to make a referral to Children's Services.

6.3 We are committed to working with parents positively, openly and honestly. We ensure that all parents are treated with respect, dignity and courtesy. We respect parents' rights to privacy and confidentiality and will not share sensitive information unless we have permission or it is necessary to do so in order to safeguard a child from harm.

6.4 We will seek to share with parents any concerns we may have about their child *unless* to do so may place a child at increased risk of harm. A lack of parental engagement or agreement regarding the concerns the school has about a child will not prevent the DSL making a referral to Children's Services in circumstances where it is appropriate to do so.

6.5 In order to keep children safe and provide appropriate care for them, the school requires parents to provide accurate and up to date information regarding:

- Full names and contact details of all adults with whom the child normally lives;
- Full names and contact details of all persons with parental responsibility (if different from above);
- Emergency contact details (if different from above);
- Full details of any other adult authorised by the parent to collect the child from school (if different from the above).

The school will retain this information on the pupil file. The school will only share information about pupils with adults who have parental responsibility or where a parent has given permission and the school has been supplied with the adult's full details in writing.

## **7. CHILD PROTECTION CONFERENCES**

7.1 Children's Services will convene a Child Protection conference once a child protection enquiry under Section 47 of the Children Act 1989 has been undertaken and the child is judged to be at continuing risk of significant harm. A review conference will take place once a child has been made the subject of a Child Protection Plan in order to monitor the safety of the child and the required reduction in risk.

7.2 Staff members may be asked to attend a child protection conference or core group meetings on behalf of the school in respect of individual children. Usually the person representing the school at these meetings will be the Headteacher or DSL. In any event, the person attending will need to have as much relevant up to date information about the child as possible; any member of staff may be required to contribute to this process.

7.3 All reports for child protection conferences will be prepared in advance. The information contained in the report will be shared with parents before the conference as appropriate and will include information relating to the child's physical, emotional and intellectual

development and the child's presentation at school. In order to complete such reports, all relevant information will be sought from staff working with the child in school.

7.4 Child protection conferences may be upsetting for parents. We will work in an open and honest way with any parent whose child has been referred to Children's Services or whose child is subject to a Child Protection Plan. Our responsibility is to promote the protection and welfare of all children and our aim is to achieve this in partnership with our parents.

## **8. SAFER RECRUITMENT**

8.1 We will ensure that the Headteacher and at least one member of the Governing Body have completed appropriate safer recruitment training. At all times the Headteacher and Governing Body will ensure that safer recruitment practices are followed in accordance with the requirements of *'Keeping Children Safe in Education'* (2018).

8.2 At St Mary's CE Primary School we will use the recruitment and selection process to deter and reject unsuitable candidates. We require evidence of original academic certificates. We do not accept testimonials and insist on taking up references prior to interview. We will question the contents of application forms if we are unclear about them, we will undertake Disclosure and Barring Service checks and use any other means of ensuring we are recruiting and selecting the most suitable people to work with our children.

8.3 When appointing new staff, St Mary's CE Primary School undertakes to:

- verify a candidate's identity, preferably from current photographic ID and proof of address except where, for exceptional reasons, none is available;
- obtain a certificate for an enhanced DBS check with a barred list information where the person will be engaging in regulated activity;
- obtain a separate barred list check if an individual will start work in regulated activity before the DBS certificate is available;
- check that a candidate to be employed as a teacher is not subject to a prohibition order issued by the Secretary of State, using the Employer Access Online service;
- verify the candidate's mental and physical fitness to carry out their work responsibilities. A job applicant can be asked relevant questions about disability and health in order to establish whether they have the physical and mental capacity for the specific role
- verify the person's right to work in the UK. If there is uncertainty about whether an individual needs permission to work in the UK, then prospective employers, or volunteer managers, should follow advice on the GOV.UK website;
- if the person has lived or worked outside the UK, make any further checks the school or college consider appropriate (see relevant sections below); and
- verify professional qualifications, as appropriate.

8.4 We will maintain a Single Central Register of all safer recruitment checks carried out in line with statutory requirements.

## **9. SAFER WORKING PRACTICE**

9.1 There is a legal duty placed on all adults who work with, or on behalf of children, are competent, confident and safe to do so.

9.2 All staff will be provided with a copy of our school's Staff Code of Conduct at induction. They will be expected to know our Staff Code of Conduct and policy for positive handling and carry out their duties in accordance with this advice.

9.3 If staff, visitors, volunteers or parent helpers are working with children one-to-one, they will be visible to other members of staff. Doors should have a clear glass panel in them and be left open.

9.4 Guidance about acceptable conduct and safe practice will be given to all staff and volunteers during induction. These are sensible steps that every adult should take in their daily professional conduct with children. All staff and volunteers are expected to carry out their work in accordance with this guidance and will be made aware that failure to do so could lead to disciplinary action.

## **10. MANAGING ALLEGATIONS AGAINST STAFF & VOLUNTEERS**

10.1 Our aim is to provide a safe and supportive environment which secures the well-being and very best outcomes for the children at our school. We recognise that sometimes behaviour of adults may lead to an allegation of abuse.

10.2 Allegations may arise from a differing understanding of the same event, but many allegations are genuine and there are some adults who deliberately seek to harm or abuse children.

10.3 We will take all possible steps to safeguard our children and to ensure that the adults in our school are safe to work with children. Part 4 of *'Keeping Children Safe in Education'*, (2018) are adhered to and will seek appropriate advice from the Local Authority Designated Officer (LADO):

- Hannah Munro: 01904 551783 or [lado@york.gov.uk](mailto:lado@york.gov.uk)

10.4 If an allegation is made or information is received about an adult who works in our setting which indicates that they may be unsuitable to work with children, the member of staff receiving the information should inform the Headteacher immediately. Should an allegation be made against the Headteacher, this will be reported to the Chair of Governors. In the event that neither the Headteacher nor Chair of Governors is contactable on that day, the information must be passed to and dealt with by either the member of staff acting as Headteacher or the Vice Chair of Governors.

10.5 The Headteacher or Chair of Governors will seek advice from the LADO within one working day. No member of staff or the governing body will undertake further investigations before receiving advice from the LADO. Where appropriate, a referral would be sent to the LADO using the LADO referral form available on the York Safeguarding Board website, giving as much detail as possible. Completed forms should be emailed using secure mail (e.g. gcsx, pnn, cjsm, nhs.net, etc.) to: [lado@york.gcsx.gov.uk](mailto:lado@york.gcsx.gov.uk)

10.6 Any member of staff or volunteer who does not feel confident to raise their concerns with the Headteacher or Chair of Governors should contact the LADO directly.

Further advice may be found on the York Safeguarding Board website:

<http://www.saferchildrenyork.org.uk/allegations-against-childcare-professionals-and-volunteers.htm>

10.7 The School has a legal duty to refer to the Disclosure and Barring Service anyone who has harmed, or poses a risk of harm, to a child, or if there is reason to believe the member of staff has committed one of a number of listed offences, and who has been removed from working (paid or unpaid) in regulated activity, or would have been removed had they not left. The DBS will consider whether to bar the person. If these circumstances arise in relation to a member of staff at our school, a referral will be made immediately to the LADO.

## **11 RELEVANT POLICIES**

11.1 To underpin the values and ethos of our school and to ensure that pupils at our school are appropriately safeguarded the following policies are also appropriate;

- Administration of medicines
- Anti-Bullying
- Attendance
- CCTV Code of Practice
- Staff Code of Conduct
- Dignity at Work
- Disability Equality Scheme
- Health and Safety
- Images of children
- Internet
- Intruder
- Moving and handling of young people with a physical disability
- Missing Child
- Pupil Behaviour and Discipline
- Prevent
- Racial Equality
- Sex and Relationships
- Volunteers in school
- Whistle-blowing

## 12 CURRICULUM PROVISION

12.1 The Designated Safeguarding Lead will advise teaching staff on using the curriculum to teach child protection matters such as Stranger Danger and keeping safe on dark nights.

12.2 Provision is in place to ensure that pupils feel safe and adopt safe practices such as cycling and pedestrian training. The school also promotes British values within the curriculum.

## 13. MONITORING AND EVALUATION

An annual safeguarding audit and review of policy will be undertaken by the Head and Safeguarding Governor, and the outcomes presented to the Full Governing Body. This policy will also be reviewed in light of any updates from CYC Safeguarding Board or new legislation.

## 14. STATUTORY FRAMEWORK

This policy has been devised in accordance with the following legislation and guidance:

- *'Working Together to Safeguard Children: A guide to inter-agency working to safeguard and promote the welfare of children', DfE (2018)*
- *'Keeping Children Safe in Education', DfE (2018)*  
[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/741314/Keeping\\_Children\\_Safe\\_in\\_Education\\_3\\_September\\_2018\\_14\\_09.18.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/741314/Keeping_Children_Safe_in_Education_3_September_2018_14_09.18.pdf)
- *City of York Safeguarding Children Board web pages*  
<http://www.saferchildrenyork.org.uk/concerned-about-a-child-or-young-person.htm>  
procedures
- *Guidance for Safer Working Practices for Adults who work with Children and Young People in Education Settings, DCSF, 2015.*  
<https://www.saferrecruitmentconsortium.org/GSWP%20Oct%202015.pdf>

Headteacher: Mr Steve Jones

Chair of Governors: Mr Peter Cannings

Reviewed: 20<sup>th</sup> March, 2019

Review date: March 2020



## FORM FOR CHILD IN NEED AND SAFEGUARDING REFERRALS TO CHILDREN'S SOCIAL CARE

Please send the completed form to [childrensfrontdoor@york.gov.uk](mailto:childrensfrontdoor@york.gov.uk) or if you are using secure email then [childrensfrontdoor@york.gcsx.gov.uk](mailto:childrensfrontdoor@york.gcsx.gov.uk)

If at any time you have reasonable concern that a child or young person has suffered significant harm or may be at immediate risk of suffering significant harm, telephone Children's Social Care immediately to discuss your concerns with a Social Worker on 01904 551900 or contact the Police if you feel the child is at imminent risk. You should then complete this form to confirm your referral within 24 hours of your telephone call.

### Section A: The Child or Young Person being Referred (If you are referring more than one child, please complete this for one of the children in detail)

Family Name:		First Name(s):	
D.O.B (or expected date of delivery):		Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Unborn	
Home Address:		Postcode:	
		Telephone:	
Current Address (if different from above):		Postcode:	
		Telephone:	
<b>Child/young person's ethnicity:</b> <b>White</b> <input type="checkbox"/> White British <input type="checkbox"/> White Irish <input type="checkbox"/> White any other background		<b>Black or Black British</b> <input type="checkbox"/> Caribbean <input type="checkbox"/> African <input type="checkbox"/> Any other Black background	
<b>Mixed</b> <input type="checkbox"/> White and Black Caribbean <input type="checkbox"/> White and Black African <input type="checkbox"/> Any other mixed background		<b>Asian or Asian British</b> <input type="checkbox"/> Indian <input type="checkbox"/> Pakistani <input type="checkbox"/> Bangladeshi <input type="checkbox"/> Any other Asian background	
<b>Other Ethnic Groups</b> <input type="checkbox"/> Chinese <input type="checkbox"/> Any other Ethnic Group <input type="checkbox"/> NOT KNOWN			
Child/young person's first language or preferred means of communication:		Is an interpreter or signer required? <input type="checkbox"/> No <input type="checkbox"/> Yes <i>Details:</i>	
Child/young person's religion		Child/young person's nationality:	
Immigration status:			
Is the child/ young person disabled?		<input type="checkbox"/> No <input type="checkbox"/> Yes <i>Details:</i>	
Is the child/ young person privately fostered? <i>A private fostering arrangement is essentially one that is made privately for the care of a child under the age of 16 (under 18, if disabled) by someone other than a parent or close relative (grandparent, brother, sister, uncle/ aunt or step-parent), with the intention that it should last for 28 days or more. Private foster carers may be from extended family, a friend of the family, the child's friend's parents or someone willing to privately foster.</i>		<input type="checkbox"/> No <input type="checkbox"/> Yes	

### Section B – Household Details

If you are also referring a sibling of the child in Section A who is under the age of 18 years, please list them in this section and indicate that you are also referring them. Please also list the names and details of all children (under 18) and adults who are currently residing in the home.

Family Name	First Name	DOB	Age	Relationship to the Child in Section A	Also referring to CSC (must be under 18)
					<input type="checkbox"/> Yes
					<input type="checkbox"/> Yes
					<input type="checkbox"/> Yes
					<input type="checkbox"/> Yes
					<input type="checkbox"/> Yes
					<input type="checkbox"/> Yes
					<input type="checkbox"/> Yes
					<input type="checkbox"/> Yes

### Section C – Consent to make Referral to Children’s Social Care

*Permission should always be sought from an adult with parental responsibility for the child/young person before passing information about them to Children’s Social Care, UNLESS seeking permission would place the child at risk of significant harm or may lead to the loss of evidence for example destroying evidence of a crime or influencing a child about a disclosure made. If a child is at immediate risk of significant harm, a referral to Children’s Social Care SHOULD NOT BE DELAYED whilst consent is sought.*

**Has consent been obtained by you for a referral to Children’s Social Care**  No  Yes Date obtained:

**If yes, what is the Parent/Carer/Child’s view of the referral:**

**If no, explain the immediate risk of significant harm that has prevented you from obtaining consent:**



**What would be the desired outcome for the child?**

**Section F – Services Working with the Family (to be completed if no current CAF/FEHA attached)**

Role	Full Name	Telephone	Email Address	Address and Postcode
Lead Professional (if applicable)				
GP				
Dentist				
Health Visitor/Midwife				
Nursery/School				

Please send the completed form to [childrensfrontdoor@york.gov.uk](mailto:childrensfrontdoor@york.gov.uk) or if you are using secure email then [childrensfrontdoor@york.gcsx.gov.uk](mailto:childrensfrontdoor@york.gcsx.gov.uk)



## St. Mary's Church of England Primary School

### **Safeguarding Induction Sheet for new or supply staff and regular visitors or volunteers.**

We all have a statutory duty to safeguard and promote the welfare of children, and at our school we take this responsibility seriously.

If you have any concerns about a child or young person in our school, you must share this information immediately with our Designated Safeguarding Lead or one of the alternate post holders.

Do not think that your worry is insignificant, we would rather you told us about something that appears small than miss a worrying situation.

**If you think the matter is very serious and may be related to child protection, for example, physical, emotional, sexual abuse or neglect, you must find one of the designated safeguarding professionals detailed below and tell them immediately.**

**If you are unable to locate them, ask a member of the school staff to find them and ask them to speak with you immediately about a confidential matter.**

Any allegation concerning a member of staff, a child's foster carer or a volunteer should be reported immediately to the Headteacher. If an allegation is made about the Headteacher you should pass this information to the Chair of the Governing Body. Alternatively, you can contact the Local Authority Designated Officer:

- Hannah Munro: 01904 551783 or [lado@york.gcsx.gov.uk](mailto:lado@york.gcsx.gov.uk)

### **The people you should talk to in school are:**

Designated Safeguarding Lead:  
Headteacher – Mr Steve Jones  
Contact Number: 01904 707125

Deputy Designated Safeguarding Lead:  
Admin Officer – Amanda Godbolt  
Contact Number: 01904 707125

Chair of Governing Body: Mr Peter Cannings  
Contact Number: 01904 554210 (Clerk to the Governing Body)

**At St Mary's CE Primary School we strive to safeguard and promote the welfare of all of our children.**