



Safeguarding Children and Child Protection Policy

POLICY STATEMENT

Watchorn Christian School will work with children, parents and the community to ensure the rights and safety of children and to give them the very best start in life. We strive to have a child-centred approach to safeguarding, where the child's voice is listened to and their needs and wishes are put first. Watchorn Christian School recognises the importance it has to promote and ensure the welfare of all children who attend. Our definition for this is taken directly from the government document September 2018 'Keeping Children Safe in Education' (ref DFE-00248-2018) which states that it is "protecting children from maltreatment; preventing impairment of children's health or development; ensuring that children grow up in circumstances consistent with the provision of safe and effective care; and taking action to enable all children to have the best outcomes."

This policy has been developed in accordance with the principles established by the Children Acts 1989 and 2004 and related guidance including:

- DfE guidance Keeping Children Safe in Education (Sept 2018)
- Working Together to Safeguard Children (July 2018 DFE-00195-2018)
- What to do if you're worried a child is being abused', DfE (March 2015)
- Information Sharing: Advice for practitioners', DfE (March 2015)
- 'The Prevent duty: Departmental advice for schools and childcare providers', DfE (July 2015)

1. PURPOSE & AIMS

The purpose of Watchorn Christian School's safeguarding policy is to ensure every child who is a registered pupil at our school is safe and protected from harm. This means we will always work to:

- Protect children and young people at our school from maltreatment;
- Prevent impairment of our children's and young people's health or development;
- Ensure that children and young people at our school grow up in circumstances consistent with the provision of safe and effective care;
- Undertake that role so as to enable children and young people at our school to have the best outcomes.
- To raise the awareness of teaching and non-teaching staff of the need to safeguard children and of their responsibilities in identifying and reporting possible cases of abuse or any other form of maltreatment. This policy therefore aims to cover more than child protection.

- To provide details of a systematic means of monitoring children known or thought to be at risk of harm, and to provide means of necessary support.
- To provide a structured procedure within the school this will be followed by all members of the school community.

This policy will give clear direction to staff, volunteers, visitors and parents about expected behaviour and our legal responsibility to safeguard and promote the welfare of all children at our school.

Our school fully recognises the contribution it can make to protect children from harm and supporting and promoting the welfare of all children who are registered pupils at our school. The elements of our policy are prevention, protection and support.

We recognise that our safeguarding responsibilities are clearly linked to our responsibilities for ensuring that appropriate safeguarding responses are in place for children who are absent from school or who go missing from education. We also recognise that safeguarding against radicalisation and extremism is no different to safeguarding against any other vulnerability in today's society.

This policy applies to all pupils, staff, parents, governors, volunteers and visitors.

2. OUR ETHOS

The child's welfare is of paramount importance. Our school will establish and maintain an ethos where pupils feel secure, are encouraged to talk, are listened to and are safe. Children at our school will be able to talk freely to any member of staff at our school if they are worried or concerned about something.

Everyone who comes into contact with children and their families has a role to play in safeguarding children. We recognise that staff at our school play a particularly important role as they are in a position to identify concerns early and provide help for children to prevent concerns from escalating. **All staff are advised to maintain an attitude of 'it could happen here' where safeguarding is concerned.** We also understand that it may not be the class teacher that a child confides in so all staff are properly trained to deal with safeguarding issues.

All staff and regular visitors will, through training and induction, know how to recognise indicators of concern, how to respond to a disclosure from a child and how to record and report this information. We will not make promises to any child and we will not keep secrets. Every child will know what the adult will have to do with any information they have chosen to disclose.

At Watchorn Christian School we recognise that abuse can come in many forms and our staff are trained to spot signs of all types of abuse. The definitions of abuse as taken from Working together to safeguard children (2018) can be found in **Appendix 1** all staff are made aware of this at staff induction and through training.

At all times we will work in partnership and endeavour to establish effective working relationships with parents, carers and colleagues from other agencies in line with Working Together to Safeguard Children (2018)

3. CURRICULUM

Throughout our curriculum we will provide activities and opportunities for children to develop the skills they need to identify risks and stay safe. Including:

- Stranger danger
- E-safety
- Relationships
- Resolving conflicts
- Self esteem

Children and young people are encouraged to express and discuss their ideas, thoughts and feelings through a variety of activities and have access to a range of cultural opportunities which promote the fundamental British values of tolerance, respect, understanding and empathy for others. There is access to a range of extra-curricular activities, information and materials from a diversity of sources which not only promotes these values but supports the social, spiritual, moral well-being and physical and mental health of the pupils. Personal Social Health and Citizenship Education, Circle time sessions and Religious Education lessons will provide opportunities for children and young people to discuss and debate a range of subjects including lifestyles, forced marriage, family patterns, religious beliefs and practices and human rights issues.

We aim to create a culture of respect and acceptance, which in turn will enable children to have the confidence to confide in teachers, knowing that they will be sensitively listened to and taken seriously.

4. ROLES AND RESPONSIBILITIES

Role	Name	Contact details
Designated Safeguarding Lead (DSL)	Shani Ozenbrook	07980160564
Deputy Designated Safeguarding lead (DDLs)	Carol Pearson	Via the school
Head teacher	Carol Pearson	Via the school
Named Safeguarding Governor	Mark Ozenbrook	Via the school
Chair of Governors	Mark Ozenbrook	Via the school

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.

The Governing Body

The Governing Body of Watchorn Christian School is accountable for ensuring the effectiveness of this policy and our compliance with it. Although our Governing Body takes collective responsibility to safeguard and promote the welfare of our pupils, we also have a named governor who champions safeguarding within the school, this is Mr Mark Ozenbrook.

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 Derbyshire Safeguarding Children Board policies and procedures;
- 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 Designated Safeguarding Lead (DSL). 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 that 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 in regard to our safeguarding arrangements that are brought to their attention.

The governing body will receive a safeguarding report at each meeting 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, for example, meetings attended, reports written, training or induction given. It will not identify individual pupils.

The Head teacher

At Watchorn Christian School the Head teacher is responsible for:

- Identifying a member of the senior leadership team to be the Designated Safeguarding Lead (DSL)
- Identifying Deputy Designated Safeguarding Lead (DDSL) to ensure there is always cover for the role;
- 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)

The Designated Safeguarding Lead(s) 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.

The DSL at Watchorn Christian School 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 such as the local safeguarding board – Derby Children’s Safeguarding Board , where necessary, and 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.

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

The DSL is responsible for ensuring that all staff members and volunteers are aware of our policy and the procedure they need to follow. 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 carry out this policy.

5. TRAINING & INDUCTION

When new staff, volunteers or regular visitors join our school they will be informed of the safeguarding arrangements in place. They will be given a copy of our school’s safeguarding policy along with the staff code of conduct and told the name of the Designated Safeguarding Lead (DSL). They will also be provided with the recording form, given information on how to complete it and who to pass it to.

Every new member of staff or volunteer will have an induction programme that will include essential safeguarding information. This programme 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. The induction will also remind staff and volunteers of their responsibility to safeguard all children at our school and the remit of the role of the Designated Safeguarding Lead (DSL). At induction, all staff will also be provided with a copy of Part One of ‘*Keeping Children Safe in Education*’ (2018) and will be expected to read this and sign and date when they have read it.

In addition to the safeguarding induction, all members of staff will undertake appropriate safeguarding training on a regular basis.

All regular visitors and volunteers to our school will be given a set of our safeguarding procedures; they will be informed of whom our DSL and DDSL are and what the recording and reporting system is.

The DSL, Deputy DSL and 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 a multi-agency training course at least once every three years. In addition to this, the DSL and Deputy will attend Designated Safeguarding Lead (DSL) training every two years.

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

We actively encourage all our staff to keep up to date with the most recent local and national safeguarding advice and guidance. Part One of ‘*Keeping Children Safe in Education*’ (2018) provides links to guidance on specific safeguarding issues such as Child Sexual Exploitation and Female Genital Mutilation. This can be found on the Derbyshire Safeguarding Children board: <https://www.derbyshirescb.org.uk/professionals-and-volunteers/default.asp>. The DSL will also provide regular safeguarding updates for staff.

6. PROCEDURES FOR MANAGING CONCERNS

Watchorn Christian School adheres to child protection procedures that have been agreed locally through the Derbyshire Safeguarding Children Board.

Every member of staff including volunteers working with children at our school are advised to maintain an attitude of '*it could happen here*' where safeguarding is concerned. 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 as outlined in this policy.

All staff are encouraged to report any concerns that they have and not see these as insignificant. 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 of harm over time; 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 build up a picture and access support for the child at the earliest opportunity. A reliance on memory without accurate and contemporaneous records of concern could lead to a failure to protect.

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.

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 Deputy DSLA.

All concerns about a child or young person should be reported without delay and recorded in writing using the agreed template (see Appendix 2).

Following receipt of any information raising concern, the DSL will consider what action to take and seek advice from Children's Services or DCSB as required. All information and actions taken, including the reasons for any decisions made, will be fully documented.

All referrals will be made in line with Derbyshire Children's Services procedures.

If, at any point, there is a risk of immediate serious harm to a child a referral should be made to Children's Services immediately. Anybody can make a referral. If the child's situation does not appear to be improving the staff member with concerns should press for re-consideration by raising concerns again with the DSL and/or the Head teacher. Concerns should always lead to help for the child at some point.

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 DSL or deputy and the Head teacher are all unavailable;
- They are convinced that a direct report is the only way to ensure the pupil's safety.

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 with the Head teacher or

the Chair of Governors. If any member of staff does not feel the situation has been addressed appropriately at this point should contact Children's Services directly with their concerns.

7. RECORDS AND INFORMATION SHARING

If staff are concerned about the welfare or safety of any child at our school they will record their concern on the agreed reporting form (Appendix 2). Staff will be made fully aware of this reporting system at their induction and forms will be available in the staff room. They should ensure that the form is signed and dated. Any concerns should be passed to the DSL without delay.

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. Monitoring will be ongoing and recorded by the DSL.

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.

When a child leaves our 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. Where a parent elects to remove their child from the school roll to home educate, the school will pass any safeguarding concerns to EWO to Home Education Team within Derbyshire County Council.

8. WORKING WITH PARENTS & CARERS

Watchorn Christian 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.

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.

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.

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 those circumstances where it is appropriate to do so.

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 in line with our GDPR policy . The school will only share information about pupils with adults who have parental responsibility for a pupil or where a parent has given permission and the school has been supplied with the adult's full details in writing.

9. CHILD PROTECTION CONFERENCES

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.

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 Head teacher 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.

All reports for child protection conferences will be prepared in advance using the guidance and education report template provided by Children's Services. 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.

Clearly child protection conferences can be upsetting for parents. We recognise that we are likely to have more contact with parents than other professionals involved. 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.

10. SAFER RECRUITMENT

We will ensure that the Head teacher and at least one member of the Governing Body have completed appropriate safer recruitment training. At all times the Head teacher and Governing Body will ensure that safer recruitment practices are followed in accordance with the requirements of *'Keeping Children Safe in Education'*, DfE (2018) and our Safer Recruitment Policy.

At Watchorn Christian 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.

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

11. SAFER WORKING PRACTICE

All adults who come into contact with our children have a duty of care to safeguard and promote their own safety and welfare. There is a legal duty placed upon us to ensure that all adults who work with or on behalf of our children are competent, confident and safe to do so.

All staff will be provided with a copy of our school's code of conduct at induction. They will be expected to know our school's Code of Conduct and policy for positive handling and carry out their duties in accordance with this advice. There will be occasion when some form of physical contact is inevitable, for example if a child has an accident or is hurt or is in a situation of danger to themselves or others around them. However, at all times the agreed policy for safe restraint must be adhered to. A list of staff that have accessed positive handling training will be kept by the Head teacher.

If staff, visitors, volunteers or parent helpers are working with children alone they will, be visible to other members of staff. They will be expected to inform another member of staff of their whereabouts in school, who they are with and for how long. Doors, ideally, should have a clear glass panel in them and be left open.

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. This advice can be found in 'Guidance for Safer Working Practices for Adults who work with Children and Young People in Education', DCSF, March 2015. 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.

12. MANAGING ALLEGATIONS AGAINST STAFF & VOLUNTEERS

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 do recognise that sometimes the behaviour of adults may lead to an allegation of abuse being made.

Allegations sometimes arise from a differing understanding of the same event, but when they occur they are distressing and difficult for all concerned. We also recognise that many allegations are genuine and there are some adults who deliberately seek to harm or abuse children.

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. We will always ensure that the procedures outlined in **Allegations Against Staff, Carers and Volunteers: Derbyshire Safeguarding Children Board** and Part 4 of '*Keeping Children Safe in Education*', DfE (2018) are adhered to and will seek appropriate advice from the Local Authority Designated Officer (LADO). The LADO can be contacted on 01629 531940.

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 Head teacher immediately. Should an allegation be made against the Head teacher, this will be

reported to the Chair of Governors. In the event that neither the Head teacher 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 Head teacher or the Vice Chair of Governors.

The Head teacher 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.

Any member of staff or volunteer who does not feel confident to raise their concerns with the Head teacher or Chair of Governors should contact the LADO directly details as follows:

Local Authority Designated Officer (for allegations against professionals)

Miles Dent

Email: miles.dent@derbyshire.gov.uk

Telephone: 01629 531940

Please also see our 'Dealing with allegations of abuse against staff' policy for further information.

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 as soon as possible after the resignation or removal of the individual in accordance with advice from the LADO and/or HR.

13. WHISTLE BLOWING

If members of staff ever have any concerns about people working, paid or unpaid, they have a professional duty to inform the management accordingly. This can be done in writing or verbally but staff should be prepared to discuss issues in the confidence that any such matter will be dealt with sensitively and with the necessary degree of confidentiality. Whistleblowing is part of the policy on safeguarding. For any complaints about the Head teacher, the Chair of Governors and the LADO should be contacted directly. In the event of a member of staff being dismissed or having resigned due to safeguarding concerns the DSL will make a referral to the DBS immediately.

14. RELEVANT POLICIES

12.1 To underpin the values and ethos of our school and our intent to ensure that pupils at our school are appropriately safeguarded the following policies are also included under our safeguarding umbrella:

- Staff Code of Conduct
- Preventing Extremism & Radicalisation Policy
- Anti-Bullying
- Positive handling and managing behaviour
- Recruitment & Selection
- Whistle-blowing
- Attendance
- E-safety
- Health and Safety including site security

- Harassment and discrimination including racial abuse
- Meeting the needs of pupils with medical conditions
- Intimate Care
- First aid
- Educational visits including overnight stays

Evaluate and Review:

The school's Child Protection policy is formally reviewed annually by the governing body, head teachers and DSL. Keeping Children Safe in Education (2018) says that governing bodies should work with the Designated Safeguarding Lead to ensure that safeguarding procedures and their implementation are updated and reviewed regularly.

The DSL works with the governor in charge of safeguarding to regularly review the safeguarding policy and procedures to ensure the system is working efficiently, to highlight any issues and to plan for improvements. The DSL and head teacher report any safeguarding and child protection issues to the governing body on a termly basis and this creates an opportunity to review the safeguarding procedures.

Watchorn Christian School policy.

Date: Reviewed October 2018

Signed on behalf of the provider _____

Name and Role of signatory _____



APPENDIX 1

Signs and symptoms of abuse

A summary of the signs and symptoms of abuse are included below. It is important that staff should be aware of, and able to respond appropriately to:

- Significant changes in children's behaviour;
- Deterioration in their general well-being;
- Unexplained bruising, marks or signs of possible abuse;
- Signs of neglect;
- Comments children make which give cause for concern.

Staff should be familiar with, and be able to look out for, the following signs of abuse:

PHYSICAL ABUSE – SIGNS AND SYMPTOMS

- Injuries that the child cannot explain or explains unconvincingly
- Untreated or inadequately treated injuries
- Injuries to parts of the body where accidents are unlikely, such as thighs, back, abdomen
- Bruising which looks like hand or finger marks
- Cigarette burns, h
- Becoming sad, withdrawn or depressed
- Having trouble sleeping
- Behave aggressively or be disruptive
- Show fear of certain adults
- Have a lack of confidence and low self-esteem
- Use drugs or alcohol

EMOTIONAL ABUSE – SIGNS AND SYMPTOMS

- Developmental delay
- Abnormal attachment between a child and parent (e.g. anxious, indiscriminate or no attachment)
- Aggressive behaviour towards others
- Appeasing behaviour towards others
- Low self-esteem and lack of confidence
- Withdrawn or seen as a 'loner' – difficulty relating to others

SEXUAL ABUSE – SIGNS AND SYMPTOMS

- Physical signs of abuse
- Pain, itching, bruising or bleeding in the genital or anal areas
- Genital discharge or urinary tract infections
- Stomach pains or discomfort walking or sitting
- Sexually transmitted infections.
- Behavioural signs of abuse
- These might include a marked change in the child's general behaviour. For example, they may become unusually quiet and withdrawn, or unusually aggressive. Or they may start suffering from what may seem to be physical ailments, but which can't be explained medically.
- The child may refuse to attend school or start to have difficulty concentrating so that their schoolwork is affected.
- They may show unexpected fear or distrust of a particular adult or refuse to continue with their usual social activities.
- They may start using sexually explicit behaviour or language, particularly if the behaviour or language is not appropriate for their age.
- The child may describe receiving special attention from a particular adult, or refer to a new, "secret" friendship with an adult or young person.

NEGLECT – SIGNS AND SYMPTOMS

- If the child seems underweight and is very small for their age
- If they are poorly clothed, with inadequate protection from the weather

- If they are often absent from school for no apparent reason
- If they are regularly left alone, or in charge of younger brothers or sisters.

SELF HARM – SIGNS AND SYMPTOMS

Because self-injury is often kept secret it may be difficult to spot signs and symptoms.

One of the most common forms of self-injury is cutting, which involves making cuts or scratches on the body with a sharp object. But there are many other forms of self-harm, including:

- Burning or Poisoning
- Overdosing
- Carving words or symbols on the skin
- Breaking bones
- Hitting or punching
- Piercing the skin with sharp objects
- Head banging
- pinching
- Biting
- Pulling out hair
- Interfering with wound healing

Self-injury symptoms may include:

- Scars, such as from burns or cuts
- Fresh cuts, scratches or other wounds
- Bruises
- Broken bones
- Keeping sharp objects on hand
- Spending a great deal of time alone
- Wearing long sleeves or long pants even in hot weather
- Claiming to have frequent accidents or mishaps



APPENDIX 2

CHILD PROTECTION RECORD – Report of a Concern

Name of referrer:		Role of referrer:	
Child Name:			
Date of birth:		Year Group / class:	
Details of concern:	<i>(Use body map if appropriate)</i>		
Reported to:		Role of person reported to:	
Signed:			
Date:			

Action taken:		Advice sought: <i>(from whom and what was advice)</i>	
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		given)	
Concern / referral discussed with parent / carer?		If not, state reasons why – if yes, note discussion with parent	
Referral made:		If not, state reasons why – if yes, record to whom and any action agreed	
Feedback to referring member of staff:			By whom
Response to / action taken with pupil:			By whom
Name and contact number of key workers:			
Name and contact details of GP:			
Other notes / information:			
Any other action required:			

Body Map

