Aspris

LOCAL ARRANGEMENTS FOR SAFEGUARDING CHILDREN

Safeguarding Children is everybody's responsibility

SERVICE DETAILS		
Name of the Service:	Bridge House School	
Name of Service Manager:	Headteacher – Clare Hiom	
Safeguarding/Protection Lead: (*Designated Safeguarding Lead in education settings*)	Name: Phone: Email:	Clare Hiom 07585 622188 clarehiom@aspriscs.co.uk
Regional Safeguarding Lead	Name: Email:	Phil Ringsell philringsell@aspriscs.co.uk
Aspris Executive Safeguarding Lead: (Also CSE lead for the Group)	Katie Dorrian, Director of Governance and Quality KatieDorrian@aspris.com	
PREVENT lead for Aspris:	Katie Dorrian, Director of Governance and Quality 07518295368 KatieDorrian@aspris.com	
Local Authority PREVENT Lead:	Prevent Team: ctp-em-prevent-referral@lincs.police.uk 01522 558304	
SAFEGUARDING PARTNERS DETAILS		
Local authority that the service is located in:	Lincolnshire	
Local Safeguarding Children Partnership: (or regional equivalent)	Lincolnshire LSCP	
Contact details for the LADO:	Name: Phone: Email:	Rachael Powis, Kim Murray, Ildiko Kiss & Fiona Watters 01522 554674 LSCP_LADO@lincolnshire.gov.uk
Designated contact at Local Authority Safeguarding Children Team:	Name: Phone:	Lincolnshire's Children's Services Customer Service Centre for reporting concerns and Early Help Team for Advice 01522 782111
Designated contact at Police:	Name: Phone: Email:	
Out of Hours contact at our Local Authority:	Name: Phone:	Emergency Duty Team 01522 782333
Contact for Local Authority training:	Email:	safeguarding_training@lincolnshire.gov.uk
Designated contact at Clinical Commissioning Group:	Name: Phone: Email:	
INFORMATION THAT MUST BE AVAILABLE TO COLLEAGUES		
Where is the policy **AOP06 Safeguarding Children in Education, AOP06B Safeguarding Children in Education – Wales, AOP06.1 Child Protection Scotland and AOP06A Safeguarding Children in Residential Care** located:	Aspris Intranet/ Policies and Forms/ Aspris/ Operational/ Operational Policies/ AOP06 or AOP06A or AOP06.1 or AOP06B	
Where is the **Local Area Safeguarding Information** located? (Procedures, Handbook etc.)	**Bridgehouseschool.co.uk or Staff handbook; staff communal areas; Induction pack**	

ACTION TO TAKE IF AN ALLEGATION OF ABUSE IS MADE TO YOU:

You should ensure the immediate safety of all individuals.
You should notify:
(List the people that colleagues should notify, and who to notify if the Safeguarding Lead, or Service Manager are not available)

Jacky Gray – Deputy Head (in the absence of the Head Teacher)

Kerri Griffin – Deputy Head

Deputy DSL:
Natalie Grant – Pastoral Manager
James Wright – Upper School Lead
Ashley Fulker – Middle School Lead
Lewis Smith – Primary School Lead
Joe McCreesh – Family Support Lead
You should complete an electronic Incident Report (Electronic Reporting System)
(If you have any other paperwork appropriate to your service regarding incident reporting, actions or any other information, list them here)

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CPOMS
You should follow the Procedures for referral that have been agreed with the local Safeguarding Children Team which can be found here:
(insert the procedure or flowchart here, include any different processes for CSE if applicable)

Concerns that staff must act on immediately and report:

- any suspicion that a child is injured, marked, or bruised in a way which is not readily attributable to the expected knocks or scrapes received in play. (We will refer to the LSCP policy on Bruising in babies and children who are not independently mobile for additional guidance).
- any explanation given to the above which appears inconsistent or suspicious
- any behaviours which give rise to suspicions that a child may have suffered harm (e.g., worrying drawings or play)
- any concerns that a child may be suffering from inadequate care, ill treatment, or emotional maltreatment
- any concerns that a child is presenting signs or symptoms of abuse or neglect
- any significant changes in a child's presentation, including non-attendance
- any hint or disclosure of abuse from any person
- any concerns regarding person(s) who may pose a risk to children (e.g., living in a household with children present)
- any potential indicators of Child Exploitation
- any potential indicators of FGM
- any potential indicators of Radicalisation
- any potential indicators of living in a household with Domestic Abuse

Responding to disclosure

Staff will not investigate nor ask any leading questions but will, wherever possible, elicit enough information to pass on to the DDSL (Head of Campus) in order that they can make an informed decision of what to do next.
The DDSL will ensure that the child's wishes and feelings are considered when determining what action to take and what services to provide. Child Protection processes will operate with the best interests of the child at their core.

Staff will:

- listen to and take seriously any disclosure or information that a child may be at risk of harm
- try to ensure that the person disclosing does not have to speak to another member of school staff
- clarify the information
- try to keep questions to a minimum and of an 'open' nature e.g., using TED technique – 'Tell me, Explain to me, Describe to me….'
- try not to show signs of shock, horror, or surprise
- try not to express feelings or judgements regarding any person alleged to have harmed the child
- explain sensitively to the person that they have a responsibility to refer the information to the DSL, children need to know that staff may not be able to uphold confidentiality where there are concerns about their safety or someone else's
- reassure and support the child as far as possible
- explain that only those who 'need to know' will be told
- explain what will happen next and who will be involved as appropriate
- record details including date, what the child has said, in the child's words on to the school's safeguarding recording system and ensure that the DSL is made aware.
- record any visible signs, injuries, or bruises on a Body Map (see appendix 3)
- record the context and content of their involvement, distinguishing between fact, opinion, and hearsay

Action by the DSL (or deputy DSL in their absence)
Following any information raising concern, the DSL will consider:

- any urgent medical needs of the child
- whether the child is subject to a child protection plan
- discussing the matter with other agencies involved with the child/family
- consulting with appropriate persons e.g., Duty and Advice Team
- the child's wishes

Then decide:

- to talk to parents, unless to do so may place a child at risk of significant harm, impede any police investigation and/or place the member of staff or others at risk
- whether to make a child protection referral to Children's Social Care-Duty and Advice Team because a child is suffering or is likely to suffer significant harm and if this needs to be undertaken immediately

OR

- not to make a referral at this stage
- if further monitoring is necessary
- if it would be appropriate to undertake an assessment (e.g., Early Help Assessment - EHA)

All information and actions taken, including the reasons for any decisions made, will be fully documented. All referrals to Lincolnshire's Customer Service Centre will be followed up in writing and these referrals will always be kept on file irrespective of the outcome.

Action following a child protection referral

The DSL (or deputy DSL in their absence) will:

- make regular contact with the social worker involved to stay informed
- wherever possible, contribute to the strategy discussion
- provide a report for, attend, and contribute to any subsequent child protection conference
- if the child or children are made the subject of a child protection plan, contribute to the child protection plan, and attend core group meetings and review conferences
- where possible, share all reports with parents prior to meetings and ensure that they understand the content
- where in disagreement with a decision and concerns remain with the child firstly:
    1. talk in the first instance to the social worker/customer service centre
    2. check the referral including all the relevant information and clearly document the concerns about the child
    3. finally follow the professional resolution and escalation protocol if the concern remains
- where a child subject to a child protection plan moves from the school or goes missing, immediately inform the social worker and/or Children's Social Care Customer Service Centre.

Recording and monitoring

Accurate records will be made as soon as practicable using the COPMs system. This record will clearly distinguish between observation, fact, opinion, and hypothesis. All records will state who is providing the information, the date and time, information will be recorded in the child's words where possible and a note made of the location and description of any injuries seen, on the body map within CPOMs. An example of how this is done can be found in Appendix 3. Photographs of injuries will not be taken.

The DSL ensures that the method for other members of staff or volunteers passing on concerns or information is always adhered to as consistency is paramount in ensuring that nothing gets missed. All records of concerns are followed up and clearly show what action is being taken as a result of the concern and the outcomes of this action.

All paper documents will be retained in a 'Child Protection file', separate from the child's school file. Files shared electronically are held securely within each child's individual CPOMs file. Both are kept secure with appropriate level of limited access.

Children who may require Early Help

All Staff (Governors and Volunteers) working within the school are aware safeguarding is not just about protecting children from deliberate harm, neglect, and failure to act.

Early Help is defined as anything that supports children, young people, and their families to achieve their potential, by either preventing difficulties, or stopping those getting worse.

Early Help is about providing the right help, at the right time, in the right place. Our belief is that children and young people are best supported by people they know and trust.

All children and young people may need extra help and support at some point in their lives. All of us are committed to continuing to identify and provide support to children and young people who are at risk of poor health and wellbeing.

Joe McCreesh is our dedicated Family Support Lead at Bridge House, she will support staff to identify vulnerable children and will work with the Local Authority to secure advice, help and support where needed.

We refer to the guidance for Early Help at www.lincolnshire.gov.uk/tac or seek help via TACadmin@lincolnshire.gov.uk or earlyhelpconsultants@lincolnshire.gov.uk

The Family Services Directory is a useful tool when discussing early help, it can be accessed here. https://lincolnshire.fsd.org.uk/kb5/lincs/fsd/home.page

Lincolnshire Early Help Strategy - Early help strategy 2021/23 (lincolnshire.gov.uk)

Children with special educational needs and disabilities or physical health issues
Lincolnshire SEND Offer is available for every child and family in Lincolnshire. Special consideration should be given to safeguarding and protecting children who may have additional vulnerabilities. Additional barriers can exist to the recognition of abuse and neglect which can include assumptions that indicators of abuse such as behaviour, mood and injury relate to the child's disability without further exploration. It is common to see a disability first and abuse second which may delay support required. Vulnerable children can be disproportionately impacted by things like bullying and abuse, without outwardly showing any signs. There may also be communication barriers and difficulties in overcoming these barriers.

Looked After Children
All staff recognise that Looked After Children and Care Leavers are more vulnerable than other children, often having poorer educational outcomes. Therefore, it is important to ensure their wellbeing, safety and welfare as well as help them to reach their potential. This includes the looked after child who is moving out of care. The school will also ensure that care leavers are supported with pathways including liaison with the local authority where a personal advisor will be appointed and that a full working relationship is maintained with the Lincolnshire Virtual School

Sara Kennedy is the member of staff who is dedicated to supporting Looked After Children. This member of staff liaises with the Lincolnshire Virtual School in respect of all children at the school who have 'looked after' status. virtualschool@lincolnshire.gov.uk
Schools address any queries directly to the child's social worker until they are 17 years 6 months after which they are transferred to Lincolnshire Leaving Care Service.

Young Carers
We recognise that there may be children within our school who act as young carers for someone they are related to or know. To provide support to them with this we will contact and work with the Lincolnshire Young Carers Service to ensure that the young carer is recognised, valued and supported to have good health and wellbeing and to achieve their full potential. youngcarers@lincolnshire.gov.uk

Follow the criteria and paperwork for referral as approved by your local Safeguarding Children Team. This can be accessed:
(insert instructions for referral here, if no locally approved forms, use AOP: Form 17)
Report a safeguarding concern – Lincolnshire County Council

If you are unable to contact the (D)SL for your service, you should contact your Regional Lead, or: The Executive Lead
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