



**WICKHAM COMMON PRIMARY SCHOOL**

***Successful learners, confident individuals, responsible citizens***

**Child Protection/Safeguarding Policy**

**School/College:** Wickham Common Primary

**Designated Child Protection/Safeguarding Lead:** Mrs Deborah Allis

**Deputy Child Protection/Safeguarding Leads:** Mrs Bethan Liston & Mrs Rachel Stevenson

**Designated Governor for Child Protection/Safeguarding:** Mrs Heather Walton

**1. Introduction**

The Governors and staff of Wickham Common primary school fully recognise the responsibilities they have to the safeguarding and protection of pupils. All governors and staff, including volunteers, have a full and active part to play in protecting children and young people from harm.

All staff and Governors believe that our school should provide a caring, positive, safe and stimulating environment which promotes the social, physical and moral development of the individual pupil.

Safeguarding and promoting the welfare of children is defined for the purposes of this guidance as:

- protecting children from maltreatment;
- preventing impairment of children's mental and physical 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.

**2. Aims**

- To support the child's development in ways that will foster security, confidence and independence, ensuring that we are '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. 'Keeping Children Safe in Education' (September 2020)

- To raise awareness of all staff, including volunteers, of the need to safeguard children and of their responsibilities in identifying and reporting possible cases of abuse.
- To provide a systematic means of monitoring children known or thought to be at risk of harm.
- The school will have procedures and protocols which will be followed by all staff in cases of suspected abuse and/or the need for care.
- To develop and promote working relationships with other agencies. See *Working Together To Safeguard Children (July 2018)*.
- To ensure that all adults who have access to children have been checked as to their suitability and have an enhanced DBS disclosure, as well as being checked against the Independent Safeguarding Authority's (ISA) barred list, when necessary. That those for whom it applies have completed a Disqualification by Association form. The school will implement recruitment procedures as recommended in *Safeguarding Children and Safer Recruitment in Education 2012*.

### 3. Procedures

Our procedures will be in line with *Bromley and London Child Protection Procedures (updated 2020)* We will ensure that:

- We have a Designated Safeguarding Lead who will, in line with recommendations in *Keeping Children Safe in Education 2020* undertake formal training at two yearly intervals. In addition, their knowledge and skills will be refreshed at regular intervals e.g by attending borough updates, and at least annually. All other staff will undertake training as part of their induction and then regular refresher training.
- Our Designated Safeguarding Lead and/or a deputy will always be available to staff during school hours.
- All members of staff develop their understanding of the signs and indicators of abuse or need. (Appendix 1)
- All members of staff know how to respond to a pupil who discloses abuse. (Appendix 2 and *What to do if you think a child is being abused (March 2015)* – copies kept in staffroom and on the shared drive under 'Safeguarding')
- All staff will be kept up-dated on safeguarding issues and will be able to identify concerns and understand procedures to protect and safeguard children and young people. Issues include: Sexually Exploited Children, Children Witnessing Domestic Violence, Young Carers, Female Genital Mutilation, Children at risk of Radicalisation.
- All members of staff are aware of any immediate/urgent action required to assist the child, eg emergency medical treatment.
- All members of staff will report concerns to the Designated Lead using the online 'Safeguard software' system. Any immediate concern will be responded to by the Designated Safeguarding lead or one of her deputies within 24 hours.
- Where a child is in immediate danger or at risk of harm, the Designated Safeguarding Lead or one of her deputies should be informed immediately and the concerns logged on 'Safeguard Software' as soon as possible after. A referral should be made to children's social care or the police immediately.

- All parents/carers/volunteers will be made aware of the school's Child Protection/Safeguarding Procedures.
- All staff are responsible for reporting concerns regarding a colleague's behaviour. See Compass Academy Whistle Blowing Policy (Autumn 2018) available on staff share under 'Compass MAT policies'.
- The school's procedures will be regularly reviewed and up-dated.
- All staff will have seen a copy of this policy and new staff will be given a copy as part of their induction programme and also training on how to use the 'Safeguard Software' system.
- Governors will receive regular reports about numbers of child protection referrals, allegations against school staff and other child protection/safeguarding matters at committee meetings.

#### **4. Responsibilities**

The Designated Safeguarding Lead is responsible for:

- Adhering to the *London Child Protection Procedures (updated September 2020)*, *Bromley Safeguarding Children Partnership policies and procedures* and *School policies* with regard to referring a child if there are concerns about possible abuse.
- Ensuring that the school follows the Bromley Safeguarding Board's protocol for First Day Calling in the case of a child's absence. (see Appendix 5)
- In liaison with the Designated Teacher for Looked After Children, ensuring that staff have the information they need in relation to a child's looked after legal status (whether they are looked after under voluntary arrangements with the consent of parents or on an interim or full care order) and contact arrangements with birth parents or those with parental responsibility. They should also have information about the child's care arrangements and the levels of authority delegated to the carer by the authority looking after him/her. The Designated Safeguarding Lead should have details of the child's social worker and the name of the virtual school head in the authority that looks after the child.

See also, *Keeping Children Safe in Education*, Annex B: The Role of the Designated Safeguarding Lead, DfE, September 2020.

#### **5. Supporting Children**

- We recognise that a child who is abused or witnesses violence may find it difficult to develop and maintain a sense of self-worth. We recognise that a child in these circumstances may feel helpless and humiliated. We recognise that a child may feel self-blame.
- We recognise that the school may provide the only stability in the lives of children who have been abused or who are at risk of harm.
- We accept that research shows that the behaviour of a child in these circumstances may range from that which is perceived to be normal to aggressive or withdrawn.

- We know that disabled children and those with Special Educational Needs are more vulnerable to abuse than non-disabled children, and are especially liable to bullying and intimidation. (See “*Safeguarding disabled children 2009*”)

Support will be given to all pupils by:

- Encouraging self-esteem and self- assertiveness while not condoning aggression or bullying.
- Promoting a caring, safe and positive environment within the school.
- Liaising and working together with all other support services and those agencies involved with the safeguarding of children.
- Working closely with parents and carers, offering early help whenever possible.
- Providing continuing support to a pupil about whom there have been concerns, who leaves the school, by ensuring that appropriate information is forwarded to the pupil’s new school under confidential cover.
- Establishing and maintaining an ethos where children feel secure and are encouraged to talk and are always listened to.
- Ensuring all children know there is an adult in the school whom they can approach if they are worried or in difficulty.
- Embedding E-safety, PSHE and Citizenship, RSHE (Relationships, Sex and Health Education) as well as SEAL (Social and Emotional Aspects of Learning) into the curriculum, equipping children with the skills they need to stay safe from harm and to know whom they should turn to for help.

## **6. Confidentiality**

- We recognise that all matters relating to Child Protection are confidential.
- The Designated Officer or deputy will disclose any information about a pupil to other staff on a ‘need to know’ basis only.
- All staff must be aware that they have a professional responsibility to disclose information to other agencies in order to safeguard children.
- All staff must be aware that they cannot promise a child to keep secrets.

## **7. Supporting Staff**

- We recognise that staff working in the school who have become involved with a child who has suffered harm, or appears to be likely to suffer harm, may find the situation stressful and upsetting.
- We will support such staff by providing an opportunity to talk through their anxieties with the Designated Safeguarding Lead and to seek further support as appropriate.

## **8. Allegations against Staff**

- We understand that a pupil may make an allegation against a member of staff.

- If such an allegation is made, the member of staff receiving the allegation will (a) take the allegation seriously (b) ensure the child is safe and supported and (c) inform the Headteacher as soon as possible. The member of staff should then accurately record what they have been informed/observed.
- The Headteacher, on all such occasions, will discuss the content of the allegation with the Local Authority Designated Officer (Lead Officer for Education Safeguarding).
- If an allegation is made against the Headteacher then the Chair of Governors must be informed and they will then discuss the allegation with the Local Authority Designated Officer. (LADO)
- The school will follow both the London and Bromley's Safeguarding Children Partnership's protocols for managing allegations.

## 9. Allegations against other Pupils

- It is recognised that a pupil may make an allegation about another pupil.
- If such an allegation is made, the member of staff receiving the allegation will (a) take the allegation seriously (b) ensure the child is safe and supported and (c) inform the Designated Officer as soon as possible. The member of staff should then accurately record what they have been informed/observed.
- The school will follow the protocols in the *London Child Protection Procedures (updated 2020)* and *Bromley Safeguarding Children Partnership* for managing allegations.

### Peer on peer abuse

Sexual violence and sexual harassment are never acceptable and will never be tolerated. Staff must not dismiss sexual violence or harassment as "banter" or "part of growing up". Staff will challenge behaviour such as grabbing bottoms, breasts and genitalia. Tolerating such behaviours risks normalising them – they are potentially criminal acts. Understand that sexual violence and sexual harassment can be driven by wider societal factors e.g. sexist stereotypes/language. Staff can be victims too. Schools should have arrangements in place to protect staff, including clear reporting and support mechanisms

## 10. Safer Recruitment

- The Trust will implement its responsibilities for Safer Recruitment strategies as recommended in *Keeping Children safe in Education 2020* and *Bromley Safeguarding Children Partnership 'Managing allegations against a professional' 2017*.
- This will include appropriate Safer Recruitment training for appropriate staff. These staff will attend, or complete online, appropriate training from a respected provider e.g Bromley Safeguarding Children Partnership or NSPCC.
- As part of the Safer Recruitment process all staff being offered positions within the school will have their offers made subject to the necessary pre-employment checks relevant to their role this includes but is not limited to: a satisfactory enhanced DBS disclosure check, proof of right to live and work in the United Kingdom,

medical clearance from the Academy Trust's Occupational Health Physician, satisfactory evidence of qualifications and professional registration, and references that are satisfactory to the Academy Trust.

## 11. Anti-radicalisation

- At Wickham Common we understand our responsibilities as set out under section 26 of the Counter-Terrorism and Security Act 2015 to 'have due regard to the need to prevent people from being drawn into terrorism'. This duty is known as the Prevent duty.
- The Designated Safeguarding Lead and deputies have attended Prevent awareness training.
- All our staff are expected to uphold and promote the fundamental principles of British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs.
- Although at Wickham Common risk of incidents of radicalisation are judged to be low, it is important for us to be constantly vigilant and remain fully informed about the issues which affect the local and wider community.
- At Wickham Common we recognise that safeguarding against radicalisation is no different from safeguarding against any other vulnerability.
- If staff believe that a child is at risk of radicalisation they should follow the normal procedures for reporting safeguarding concerns as outlined in this policy.

## 12. Female genital mutilation (FGM)

When a girl has undergone FGM, a serious crime has taken place so it is important that the police are involved as soon as possible.

**All teachers have a mandatory duty\* to make a report to the police if they:**

- **are informed by a girl under 18 that an act of FGM has been carried out on her; or**
- **observe physical signs which appear to show that an act of FGM has been carried out on a girl under 18 and they have no reason to believe that the act was necessary for the girl's physical or mental health or for purposes connected with labour or birth**

(\*Introduced in Section 5B of the FGM Act 2003 as inserted by section 74 of the Serious Crime Act 2015).

**Teachers cannot delegate this duty.** However, they should share information with senior safeguarding staff. **All other staff should report to the safeguarding lead as soon as possible.**

There is **no requirement** for teachers to report to the police if they **suspect** that FGM has taken place or think a girl may be at risk. In these cases the normal safeguarding procedures should be followed as with any child judged to be at risk of harm and the concerns should be reported to the safeguarding lead as soon as possible.

Contact Bromley MASH team: 0208 461 7329/7428/7309/7014 or call Police 999.

## 13. Online safety

The school ensures that appropriate filters and monitoring systems are in place to protect pupils from inappropriate and harmful online material. Any breaches or inappropriate searches on the school computer system will be reported to the Safeguarding Team.

The school has a whole-school approach to online safety (see Acceptable Use policy including e-Safety). Pupils are taught explicitly about staying safe online and this is embedded throughout the curriculum. See *Teaching online safety in school DfE June 2019*.

#### **14. Making a Child Protection Referral**

Who to contact:

Multi Agency Support Hub (MASH) Team

London Borough of Bromley

Old Town Hall

Tweedy Road

Bromley BR1 3FE

Tel: 020 8461 7329/7309/7014

Email: Mash@bromley.gov.uk

Out of Hours – Emergency Duty Team

020 8464 3333

Monday to Thursday 5.00pm-8.45am

Weekends and Bank Holidays 5.00pm-9.00am the next working day

- Advice will be sought from the Duty Social Worker or MASH (Multi-agency Support Hub) if there is any uncertainty about a referral.
- Advice will be sought from the Duty Social Worker or MASH (Multi-agency Support Hub) as to whether parents should be informed.
- All referrals should be sent in writing using the multi-agency Children's Social Care Referral Form (available on teacher share in the safeguarding file). The exception is in the case of urgent child protection, where the referral will be taken over the telephone and followed up in writing by the next working day (24-72 hours).
- DSL or ADSL will follow up the referral within 24 hours by calling or emailing the MASH team if there has been no response from Social Care.
- If the school is not in agreement with any decision made by Social Care following a referral, school will escalate the case following the Escalation Policy for Bromley (or other Local Authority if not Bromley).

#### **15. Early help**

The Common Assessment Framework (CAF) is designed as an assessment tool to facilitate early intervention and cooperation between agencies to improve outcomes for children/young people with additional needs.

We may use a CAF if:

- There is concern about how the child/young person is progressing in terms of their health, welfare, behaviour, learning or any other aspect of their wellbeing.
- A request is received from the child/young person or parent/carers for more support.

- There is concern about the child/young person's appearance or behaviour, but their needs are unclear or are broader than our service can address.
- To help identify the needs of the child/young person and/or to pool knowledge and expertise with other agencies to support the child/young person better.

For guidance about the threshold criteria for referrals to Children's Social Care, please see the Bromley Safeguarding Children Board (BSCB) 'Thresholds of Needs guidance' (May 2017) (See appendix 4).

## 16. Case Conferences

- If invited to a Child Protection Case Conference, staff will be given priority to attend.
- Any report requested from the school will be completed within the agreed time frame.

### Related Policies and documents:

Behaviour Policy, including the use of force to control or restrain children  
 Anti-Bullying Policy  
 E-safety Policy and Acceptable Use Agreement  
 Compass Whistle Blowing Policy  
 Bromley Safeguarding Children Partnership Escalation Policy  
 Trust Health and Safety Policy  
 Staff handbook  
 Teachers' Standards, Part 2: Personal and Professional conduct

### Appendices:

Appendix 1 Definitions of abuse and neglect  
 Appendix 2 What to do when a child discloses abuse  
 Appendix 3 Physical injuries to children  
 Appendix 4 Bromley threshold of need quick guide  
 Appendix 5 Child absent from school checklist  
 Appendix 6 Useful safeguarding contacts

Approved and adopted by Governors	January 2020	(date)
<hr/>		
Date Policy to be reviewed:	January 2021	(annually)
<hr/>		



## APPENDIX 1

### DEFINITIONS OF CHILD ABUSE AND NEGLECT

Whenever a concern is raised that a child may be being harmed in one or more of the following ways:

#### **Physical Abuse**

Physical abuse 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**

Emotional abuse is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate or valued only insofar as they meet the needs of another person. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the 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 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, though it may occur alone.

#### **Sexual Abuse**

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, including prostitution, whether or not the child is aware of what is happening. The activities may involve physical contact, including penetrative (eg rape, buggery or oral sex) or non-penetrative acts. They may include non-contact activities, such as involving children in looking at or in the production of, pornographic material or watching sexual activities or encouraging children to behave in sexually inappropriate ways.

#### **Neglect**

Neglect is 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),
- ensure access to appropriate medical care or treatment. It may also include neglect of or unresponsiveness to a child's basic emotional needs.

## APPENDIX 2

### WHAT TO DO WHEN A CHILD DISCLOSES ABUSE

- Stay calm and reassuring
- Arrange a time and place to talk privately immediately after the child has initiated contact
- Explain that you cannot promise to keep what the child tells you a secret - you may have to contact a social worker or the police
- Don't make any other promises to the child - the situation may cause you to react emotionally
- Listen and reassure
- **Do not press for details** - this is likely to need further and possibly extensive investigation. It is better for the child if s/he does not have to repeat the details unnecessarily. This could also compromise a potential criminal investigation.
- Tell the child that s/he was right to tell - that s/he is not to blame for the incident. Let the child know that you understand how difficult it is to talk about such experiences. Thank the child.
- As soon as possible afterwards, record your conversation with the child. Remember the child's exact words. Record your own statements to the child.
- **Refer through 'Safeguard Software'.**
- Debrief with your line manager/ Designated Safeguarding Lead.

**Note:** A wide range of situations can fall into the category of "disclosure". Because it is impossible to know in advance what a child will say, it is advisable to always follow these suggestions.

Many victims of child abuse say that having the first person they told be supportive was the first step in recovering from their experience.

## APPENDIX 3

### CHILD PROTECTION PROCEDURES PHYSICAL INJURY TO CHILDREN

#### Checklist for Recording on the body map on 'Safeguard Software'

- When you notice an injury to a child which needs to be recorded, try to record the following information in respect of each mark:
- Exact position of injury on the body, eg upper outer arm/left cheek.
- Size of injury - in approximate centimetres or inches (or use indicators, eg size of one pence coin, etc.).
- Approximate shape of injury, eg round/square or straight line.
- Colour of injury - if more than one colour, say so.
- Is the skin broken?
- Is there any swelling at the site of the injury, or elsewhere?
- Is there a scab/any blistering/any bleeding?
- Is the injury clean or is there grit/fluff, etc.?
- Is mobility restricted as a result of the injury?
- Does the site of the injury feel hot/does the child feel hot?
- Does the child feel pain?

**Note:** Do not attempt to guess at things beyond your own field of expertise, eg age of injury.  
Do not take a photo. Do not ask a child to show you.  
Do ask a second adult to observe the child if this is possible to do without the child noticing.

Only record visible injuries; do not strip children. If the child is injured Children's Social Care will arrange for a Child Protection Medical.

**Also record on 'Safeguard Software':**

- Explanation for the injury:
  - Child (use child's own words)
  - Adult
- General appearance of the child:
  - Clothing
  - Hygiene
- Child's attitude/demeanour
- Parent's attitude
- Action taken/proposed
  - In your view, does the child need treatment?
- Your name, designation, agency, telephone number
- Date and time of your observation

## APPENDIX 4:



# Bromley Threshold of Need- Quick Guide

Level of need	Example indicators	How to refer
<b>Level 1: Universal Services</b>  No additional needs.	<ul style="list-style-type: none"> <li>achieving key stages</li> <li>good physical health with age appropriate milestones</li> <li>good quality early attachment, confident in social situations</li> <li>stable families where parents are able to meet the child's needs</li> <li>parents provide secure and caring parenting</li> </ul>	<ul style="list-style-type: none"> <li>No Common Assessment is required</li> <li>Children should access universal services in the normal way e.g. education, children's centre, GP, etc.</li> </ul>
<b>Level 2: Additional needs</b>  Early Help. Children with low level additional needs that are likely to be short term.	<ul style="list-style-type: none"> <li>children with development delay</li> <li>low attendance at school</li> <li>young people not in education, employment or training</li> <li>recurring health problems</li> <li>early onset of offending behaviour</li> <li>young parents under 16 years</li> <li>risk taking children</li> <li>early signs of neglectful parenting</li> <li>children affected negatively by parental learning difficulty, substance misuse or mental health</li> <li>isolated incidents of minor physical/emotional violence in family, not witnessed by child</li> </ul>	<p>Referrals for Early Help and Family Support can be made using: <a href="http://www.bromley.gov.uk/info/200017/children_and_families/533/common_assessment_framework_caf">http://www.bromley.gov.uk/info/200017/children_and_families/533/common_assessment_framework_caf</a></p> <p>Bromley Children Project (BCP) will make contact with the referrer to assess the level of support required. If it is felt that BCP is not the right service, assistance will be given to find a more suitable service.</p> <p>Tools used at L2 are the Common Assessment Framework and Team Around the Child.</p> <p>Examples of services are Family Support Services, Community Wellbeing Service, Education Welfare, Education Psychology or Targeted Youth Support.</p>
<b>Level 3: Complex Needs</b>  Children with high level additional unmet or complex needs which are likely to require longer term intervention from statutory and/or specialist services.	<ul style="list-style-type: none"> <li>persistent absence/exclusion from school or missing episodes from home/care</li> <li>education Health and Care Plan</li> <li>chronic health problems</li> <li>self harm</li> <li>pregnant or in sexual relationship (13-16 years)</li> <li>inadequate physical care/supervision of a child</li> <li>serious and/or persistent physical violence in the family</li> <li>child mental health issues requiring specialist intervention</li> <li>parental substance misuse or mental health needs overshadows capacity to meet child's needs</li> <li>child vulnerable to CSE/risk of grooming / gang affiliation</li> <li>assessment needed to assess risk of FGM</li> <li>child associates with people who hold extremist views</li> </ul>	<p>The Common Assessment Framework can be used as supporting evidence to gain specialist/targeted support at Level 3: <a href="http://www.bromley.gov.uk/info/200017/children_and_families/533/common_assessment_framework_caf">http://www.bromley.gov.uk/info/200017/children_and_families/533/common_assessment_framework_caf</a></p> <p>Based on need and risk, some cases at Level 3 will require Children's Social Care involvement. If unsure, consult the Multi-Agency Safeguarding Hub (MASH) during office hours. Telephone: 0208 461 7309 / 7373 / 7379 / 7026 and send the completed referral to form to: <a href="mailto:mash@bromley.gov.uk">mash@bromley.gov.uk</a> or <a href="mailto:mash@bromley.gcsx.gov.uk">mash@bromley.gcsx.gov.uk</a> Out of hours (emergencies only), telephone: 0300 303 8671.</p> <p>May be eligible for a Child in Need (£17) service from Children's Social Care.</p> <p>Agencies involved could be Children's Social Care, Youth Offending Service, CAMHS, GPs and specialist school staff.</p> <p>Other specialist assessments may be required. Children missing education will be referred to Education Welfare Services.</p>
<b>Level 4: Acute Needs</b>  Children in need of immediate care and protection. Specialist and Statutory Response required.	<ul style="list-style-type: none"> <li>physical, emotional or sexual abuse or neglect that may cause significant harm to the child</li> <li>serious domestic violence increasing in frequency/severity</li> <li>parental substance misuse, mental health or disability puts child at risk of harm</li> <li>evidence that child is victim of CSE / frequent missing / gang affiliation</li> <li>child with complex mental health needs</li> <li>child's substance misuse is putting them at risk</li> <li>concern that FGM has occurred</li> <li>risk of forced marriage or honour based violence</li> <li>evidence that the child supports violent extremist ideologies</li> </ul>	<p>Contact the Multi-Agency Safeguarding Hub (MASH) during office hours. Telephone: 0208 461 7309 / 7373 / 7379 / 7026 and send the completed referral to form to: <a href="mailto:mash@bromley.gov.uk">mash@bromley.gov.uk</a> or <a href="mailto:mash@bromley.gcsx.gov.uk">mash@bromley.gcsx.gov.uk</a> Out of hours (emergencies only), telephone: 0300 303 8671.</p> <p>A social worker will be allocated. These children require statutory protection, such as child protection (£47) or legal intervention. Some of these children may need to be accommodated by the local authority.</p> <p>Agencies involved could be Children's Social Care, Youth Offending Service, CAMHS, GPs and specialist school staff. CSE screening tool to be completed and referred to CSE coordinator if appropriate.</p>

This is a brief guide, not an exhaustive list so should be read in conjunction with Bromley's full Threshold of Need Guidance (May 2017) at <http://bromleysafeguarding.org/> under 'Our Policies, Procedures and Guidance'.

## **APPENDIX 5**

### ***Child Absence Check List for School***

First day absence email sent out by 9.30am to any parent who has not reported the reason for their child's absence. If no response by 11.00am then the school will:

#### **Telephone the following:**

- Home numbers
- Mobile numbers
- Parent(s) Work numbers
- Emergency Contact numbers (School should endeavour to hold a minimum of two emergency contact numbers, other than parents)
- Telephoned previous school if a recent transfer

#### **Additional enquiries:**

- Are there siblings? Contact siblings school to verify if that child is in attendance
- Enquiries made with peers?

If school has reason to be concerned for a child's wellbeing when absent from school then members of staff may:

#### **Undertake a home visit**

- Home visit undertaken?
- Enquiries with neighbours?

If school is unable to establish where a child is and has reason to believe they may be in harm then school will:

#### **Make a referral to LA MASH team and Educational Welfare Team**

## **APPENDIX 6**

**(Updated November 2020)**

### **USEFUL SAFEGUARDING CONTACTS**

If you think a child is at immediate risk of significant harm phone the Police.

#### **Bromley LADO (Local Authority Designated Officer)**

**St Blaise, Civic Centre, Bromley BR1 3UH**

**Tel: 020 8461 7775 or 020 8313 4325    Mobile: 07850 921631**

**or Children's Social Care Out of hours Emergency Duty Team 0300 303 8671**

**Email: [LADO@bromley.gov.uk](mailto:LADO@bromley.gov.uk)**

First contact regarding allegations against staff; advice and support regarding safeguarding matters; can provide specific whole school, or group, training.

#### **Bromley Safeguarding Children Partnership**

Stockwell Building, Civic Centre, Stockwell Close, Bromley, Kent. BR1 3UH

**Tel: 020 8461 7816            [BSCP@bromley.gov.uk](mailto:BSCP@bromley.gov.uk)**

For information on the Partnership and its Committees, documents, training, annual conference.

#### **Education Welfare Service**

**Civic Centre, Stockwell Close, Bromley BR1 3UH**

**Tel: 020 8313 4151 - Email: [Education.welfare@bromley.gov.uk](mailto:Education.welfare@bromley.gov.uk)**

To be notified when a child is identified as not attending school or not on a school roll; advice on Welfare matters, and to be informed when a parent withdraws a pupil to educate them at home.

#### **Social Care - Referral and Assessment Team:**

For advice and to make referrals. Please note that the referral form and guidance can be downloaded from [www.bromleysafeguarding.org](http://www.bromleysafeguarding.org)

**Referral and Assessment Team**

**St Blaise, Stockwell Close, Bromley, BR1 3UH**

**Tel: 020 8461 7379/7373/7026**

#### **Common Assessment Framework (CAF)**

Copies of the guidance and general information about the CAF can be found on the Bromley website.

#### **Tracy Lewis - Bromley Safeguarding Children Partnership Training**

**Tel: 020 8461 7799 - Email: [safeguarding.training@bromley.gov.uk](mailto:safeguarding.training@bromley.gov.uk)**

Multi-agency safeguarding training

#### **National Operation Encompass Teachers' Helpline**

Advice line funded by the Home Office and calls are answered by trained Educational and Clinical Psychologists.

**Tel: 0204 513 9990 (Weekdays 8 - 11.00am) Website: [www.operationencompass.org](http://www.operationencompass.org)**

#### **NSPCC Whistleblowing Advice Line**

**Tel: 0800 028 0285 Email: [help@nspcc.org.uk](mailto:help@nspcc.org.uk) Website: [www.nspcc.org.uk/whistleblowing](http://www.nspcc.org.uk/whistleblowing)**