



Springfield
Infant School

Safeguarding – Recording

Policy

Vision Statement

‘Space to grow and wings to fly’

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INTRODUCTION

- 1.1 This policy has been developed in accordance with the principles established by the Children Act 1989; the Education Act 2002, the Limitations Act 1980 and in line with government publications:

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- “Working Together to Safeguard Children” 2010,
 - “Framework for the Assessment of Children in Need and their Families” 2000,
 - “What to do if You are Worried a Child is Being Abused” 2006,
 - DfES guidance “Safeguarding Children & Safer Recruiting in Education” and the
 - Sussex Child Protection & Safeguarding Procedures (Produced by West Sussex, East Sussex, and Brighton & Hove Local Safeguarding Children Boards).
- 1.2 The Governing body takes seriously its responsibility under section 175¹ of the Education Act 2002 to safeguard and promote the welfare of pupils; and to work together with other agencies to ensure adequate arrangements within our school to identify, assess, and support those children who are suffering harm.
- 1.3 We recognise that all adults, including temporary staff², volunteers and governors, have a full and active part to play in protecting our pupils from harm, and that the child’s welfare is our paramount concern.
- 1.4 All staff members believe that our school should provide a caring, positive safe and stimulating environment that promotes the social, physical and moral development of the individual child.
- 1.5 This Policy should be read in conjunction with our School’s Child Protection Policy and WSCC’s Recording Guidance for Learning Settings.**
- 1.6 The aims of this Policy are:
- To support the aims of the School’s Child Protection Policy by promoting best practice in the recording of information or concerns.
 - To promote consistency in recording within our School.
 - To aid the Designated Person for Child Protection in their role, in particular in keeping written records of concerns about a child even if there is no need to make an immediate referral.
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¹ For Independent School replace Section 175 with Section 157

² Wherever the word “staff” is used, it covers ALL staff on site, including ancillary and supply staff, and volunteers working with children

2 PROCEDURES

- 2.1 Our School's Recording Procedures will be in line with both the School's Child Protection Policy and West Sussex LSCB Child Protection and Safeguarding Procedures.
- All members of staff are provided with Child Protection Training every three years.
 - All members of staff, volunteers, and governors know:
 - The signs and symptoms of concern.
 - How to respond to a pupil who discloses abuse.
 - What to do if they are concerned about a child.
 - All parents/carers are made aware of the responsibilities of staff members with regard to child protection procedures through publication of the School's Child Protection Policy and reference to it in our Introductory School Pack.
 - All staff members are made aware that concerns must be reported to the Designated Member of Staff for Child Protection and a written record kept.
- 2.2 Our Procedures will be regularly reviewed and up-dated as required.
- 2.3 All new members of staff will be given a copy of our Recording Policy and the WS Recording Guidance for Learning Settings.

3 RESPONSIBILITIES

- 3.1 Each staff member is responsible for acting on information and concerns by reporting these to the Designated Member of Staff and completing a written record.
- 3.2 With regard to record keeping, the Designated Member of Staff is responsible for:
- Referring a child if there are concerns about possible abuse, to the Social Care Assessment Team, and acting as a focal point for staff to discuss concerns. A written record of the referral will be sent to the Assessment Team within 24 hours or one working day of the referral and a copy kept on the child's child protection file.
 - Keeping written records of concerns about a child even if there is no need to make an immediate referral.
 - Ensuring that all such records are kept confidentially and securely and are separate from pupil records.
 - Ensuring that an indication of further record-keeping is marked on the pupil records.

- Ensuring that either they or the class teacher or *residential key worker*³ attends Child Protection Conferences, core groups, or other multi-agency planning meetings, contributes to assessments, and provides a report which has been shared with the parents.
- Ensuring that copies of the notes of Child Protection Conferences, Decision Documents, Child Protection Plans, notes of Core Groups and other multi-agency meetings are kept on the child's Child Protection File.
- Liaising with the 'Lead Social Worker' for the child to ensure that copies of notes of meetings are received.

4 CONFIDENTIALITY

- 4.1 We recognise that all matters relating to child protection are confidential.
- 4.2 Any Child Protection File will be kept confidential and in a secure place, separate from the pupil record.
- 4.3 The Headteacher or Designated Member of Staff for Child Protection will disclose any information about a pupil to other members of staff on a need to know basis only.⁴

5 SUPPORTING STAFF

- 5.1 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.
- 5.2 We will support such staff by providing an opportunity to talk through their anxieties with the DMS and to seek further support as appropriate.

6 RECORDING

The following form is to be used to record any concerns/ disclosures made.

³ This only applies to residential schools

⁴Guidance on information sharing can be found in the Sussex CP & Safeguarding Procedures, S2

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School Procedures for child protection - Disclosures

1. Inform the Head teacher who is the Designated Person for Child Protection. In their absence the Deputy Head teacher must be informed. They will take the appropriate action.
2. Write everything down the child told you including who was present and the time. Note if there are bruises etc. then do a sketch – be specific about where, what size, colour (colour indicates age of bruise) etc.
3. If it is appropriate then you may be asked to support the child and be involved with a child protection investigation that may follow. Confidentiality is vital in all stages, who is to be informed is a matter only for the Head teacher to decide.

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**Springfield Infant School and Nursery
Child Protection Disclosure Form**

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Infant School

Name of Child (Victim)	Class/Year group
Ethnicity	Involved in previous incidents
Name of perpetrator (if applicable)	
Ethnicity	Involved in previous incidents
Disclosure Information	
Action taken	
Next steps	
Outcomes	
Name of person to whom disclosure was made:	
Date of incident reported:	
Date of incident reported to parents/MASH:	
	Have they been informed?
Springfield Designated Safeguarding lead is Mrs Becky Wycherley (Headteacher)	
Deputy Leads are Mrs Denise Maurice and Mrs Jess Burns	