

Croft Infant School

Child Protection Record Keeping Policy

At Croft Infant School, we recognize our responsibilities for child protection, including the keeping of accurate records.

Record keeping is an essential part of child protection and the safeguarding of children in schools. It is vital that it is done accurately, as soon as possible after a concern has been raised or disclosure made and managed carefully and securely.

We recognize that because of the day to day contact with children, school staff are well placed to recognize and observe the outward signs of abuse. The school will therefore:

- Establish and maintain an environment where children feel secure, are encouraged to talk, and are listened to
- Ensure children know there are adults in school whom they can approach if they are worried
- Include opportunities in the PSHE curriculum for children to develop the skills they need to recognize and stay safe from abuse.

This school follows the procedures set out by the Derby and Derbyshire Safeguarding Board - <http://derbyshirescbs.proceduresonline.com/index.htm>

Legal Framework

Croft Infant School adheres to the Department for Education legal framework, namely:

Working Together to Safeguard Children (March 2015)

- **Never** delay emergency action to protect a child from harm
- **Always** record in writing concerns about a child's welfare, including whether or not further action is taken
- **Always** record in writing discussions about a child's welfare in the child's file; at the close of a discussion, always reach a clear and explicit recorded agreement about who will be taking what action or that no further action will be taken and why.

Keeping Children Safe in Education (July 2015)**

- Be able to keep detailed, accurate, secure written records of concerns and referrals
- Where children leave the school or college ensure their child protection file is transferred to the new school or college as soon as possible. This should be transferred separately from the main pupil file, ensuring secure transit and confirmation of receipt should be obtained

** This document is superseded by updated KCSIE September 2016

Prevent Duty Guidance for England & Wales (June 2015)

If this school suspects a child is subject to extremism or radicalization, staff will report their concerns to the Designated Senior Lead or Deputy Designated Senior Lead in the usual way. A referral may also be made to CHANNEL or, as a last resort, to Keystone (Derbyshire Police)

Recording Concerns and Record Keeping

All child protection concerns should be included in the child protection file, including those where a decision has been made not to make a formal referral to Starting Point (during school hours) or Call Derbyshire (out of hours service). All concerns will be recorded on the Child Protection Cause for Concern/Incident reporting form. The Designated Safeguarding Lead will review the concern, add it to the chronology form and decide upon any action.

Cause for concern may include incidents where a child :

- Looks dirty and unkempt
- Is wearing inappropriate clothing
- Is smelly
- Complains of being constantly hungry
- Appears to be losing weight
- Has unexplained bruising or other marks
- Is constantly late for school or is persistently absent
- Is displaying behaviour that is inappropriate or out of character
- Is withdrawn and/or has poor peer relationships
- Has low self esteem or self worth
- Is bullying

If there are concerns relating to a particular child, it is important to collect as much documented evidence as possible, as accurately as possible to enable a referral to be made to Social Care.

Guidance for Staff

All school staff should take normal precautions not to place themselves in a vulnerable position with relation to child protection. It is always advisable for interviews or work with individual children to be conducted in view of other adults.

Following training, all staff are able to recognize any signs of suspected child abuse and to report any concerns immediately to the Designated Safeguard Lead for Safeguarding (or Deputy DSL)

Where a student makes a disclosure to a member of staff, procedure must be followed, and the Designated Safeguarding Lead (or Deputy) notified verbally immediately. This must be followed by a written record, using the appropriate forms within 24 hours of the disclosure. Confidentiality cannot be assured for pupils, however, information should only be shared on a “need to know” basis.

Staff are also required to monitor children who may be at risk and record observations, keeping the records in a secure place whilst maintaining the confidentiality of this information to those who “need to know”.

Transfer of Information

When a child moves to another educational establishment, all child protection records should be sent to the receiving Designated Safeguarding Lead (DSL) separate from their general records and marked as strictly confidential. **This should be done within 15 working days confirmation of receipt will be obtained.** Any parent/carer requesting to view the child’s child protection records must go through the appropriate channels.

Summary

In summary, Croft Infant School will:

- Hold child protection files separately from the child’s general file, securely and confidentially.
- Record every child protection concern without delay and detail significant incidents on the chronology sheet. **These will be reviewed regularly by the DSL and Deputy DSLs.**
- Keep copies on file of all relevant referral forms, conference reports, network meeting minutes etc.
- Keep on file informal child protection information including dated notes of contacts, telephone conversations with parents/carers and other agencies.
- Ensure all staff are aware of the need to make an immediate and accurate record of concerns, using the child’s own words wherever possible, which will be passed to the DSL as soon as possible.
- The DSL or Deputy DSLs will refer any child protection concerns to Starting Point, after speaking to parents/carers (unless in the case of concerns of sexual abuse, or for other types of abuse where it would be detrimental to the pupil and may put them at greater risk.
- Maintain records for a period of 6 years

- This policy will be reviewed annually and should be read in conjunction with our Child Protection and Safeguarding Policy 2016.

Date policy agreed: 23rd November 2016 (Minute no. 056/2016)

Date of next review: September 2017

Signed by Chair of Governors: