CHILD PROTECTION POLICY AND COMPLAINTS PROCEDURE

Cambridge Tutors College fully recognises its responsibilities for child protection and is dedicated to maintaining the highest standards of welfare for its students.

The College Child Protection Policy and procedures are in accordance with Croydon Safeguarding Children’s Board procedures which are in turn based on London Child Protection procedures. The College also has regard for the Government’s Every Child Matters outcomes for every child to be healthy, stay safe, enjoy and achieve, make a positive contribution and achieve economic well being.

This policy applies to all students, staff, council members, volunteers and visitors and is available to parents on request. It can also be accessed via the college website at www.ctc.ac.uk.

THE AIMS of THIS POLICY

An effective child protection policy is one that provides clear direction to staff and others about child protection procedures, reaffirms commitment to the development of continual good practice and sound procedures and ensures that child protection concerns, referrals and monitoring are handled sensitively, professionally and in ways that support the child’s needs.

Cambridge Tutors College child protection policy is one of the key policies regarding safeguarding the welfare of students and should be read in conjunction with other policies. This policy includes guidance on:

1 SAFE RECRUITMENT
2 STAFF TRAINING AND SUPPORT
3 ROLES AND RESPONSIBILITIES OF THE PRINCIPAL AND GOVERNING BODY
4 RESPONSIBILITIES OF THE DESIGNATED PERSON FOR SAFEGUARDING CHILDREN
5 RECORDING AND STORING REFERRALS
6 WHISTLE BLOWING
7 STAFF CODE OF CONDUCT
8 ALLEGATIONS AGAINST STAFF
9 REPORTING THOSE INDIVIDUALS CONSIDERED UNSUITABLE TO WORK WITH CHILDREN
10 PARENTAL INVOLVEMENT
11 BULLYING & STUDENT ON STUDENT ABUSE
12 PHYSICAL RESTRAINT
13 COLLEGE POLICIES
14 SELF HARM AND SUICIDAL BEHAVIOUR
15 SEXUALLY ACTIVE CHILDREN
16 FEMALE GENITAL MUTILATION & FORCED MARRIAGE
17 VULNERABLE STUDENTS & YOUNG CARERS
18 GUIDANCE TO STAFF INCLUDING TYPES OF ABUSE AND THEIR SYMPTOMS
19 INITIAL ACTIONS AND PROCEDURES TO BE FOLLOWED IF YOU HAVE A CONCERN ABOUT A CHILD’S WELFARE
20 CONFIDENTIALITY
21 INFORMATION
22 EXTENDED USE OF COLLEGE PREMISES
23 USE OF PHOTOGRAPHIC MATERIAL
24 MISSING STUDENT

Appendices
i) Appendix i) Flow Chart of key procedures to be followed by staff concerned about a child’s welfare
ii) Appendix ii) Summary Guide for Referrals to Social Services
iii) Appendix iii) Key Documentation retained at CTC
iv) Appendix iv) Summary Notes for Staff – Handling Disclosures from Students
1 Safe Recruitment

The College pays full regard to Keeping Children Safe in Education: Statutory Guidance for Schools and Colleges April 2014 and DCSF guidance Safeguarding Children And Safer Recruitment In Education, Jan 2010 and therefore ensures that all appropriate procedures are applied to applicants who have been offered a position of employment at the College. Such checks include the following as appropriate: identity and qualification verification, professional and character references checking, previous employment history, ensuring that the candidate has the health and physical capacity for the position, list 99 and Disclosure and Barring Service checks.

All teaching staff appointments are subject to an enhanced disclosure check by the Disclosure and Barring Service. There is a Code of Conduct for all staff and a Complaints Procedure for all students. Recruitment advertisements include a child protection statement.

The Principal has also undertaken the National College for School Leadership Safer Recruitment training. (Since Nov 2009 the online training is a Children's Workforce Development Council (CWDC) programme).

If any of the college students are on another site we would expect to receive assurance that appropriate child protection checks and procedures apply to members of staff employed by the other organisation before those individuals come into contact with our students.

2 Staff Training and Support

The College ensures that a member of staff with sufficient seniority has undertaken appropriate training (child protection and inter agency working) to hold the position of the Designated Safeguarding Lead (DSL) for Child Protection and that this person undergoes formal training every two years.

At the present time there are two Designated Safeguarding staff: Patricia Brown, Head of Student Welfare, holds the position of the Designated Safeguarding Lead (DSL). The additional Designated Safeguarding Person is Dr Chris Drew, Vice Principal. Their most recent formal training was undertaken in April 2014, therefore next due in April 2016.

The College also ensures that a member of the governing body has undergone appropriate training and at the present time both the main DSL and the additional Designated Safeguarding Person are currently part of the governing body.

All members of staff receive appropriate child protection training every three years, however, with the introduction of the latest guidance, Keeping Children Safe in Education DfE April 2014 which was circulated to all staff and members of the Governing Body in May 2014, the whole staff training has been brought forward to September 2014, therefore next due September 2017.

All new staff receive CTC Child Protection training as well as the College Child Protection policy and procedures and Part 1 of Keeping Children Safe in Education: Statutory Guidance for Schools and Colleges April 2014 as part of their induction to the college.

3 Roles and Responsibilities of the Principal and Governing Body

The Principal will ensure that all safeguarding policies and procedures are fully implemented, followed by all members of staff and are subject to annual review.

A nominated governor for child protection, currently the DSL, Patricia Brown, is to ensure that child protection is an annual item for the governing body and that this review includes the efficiency with which the related duties have been discharged. Any deficiencies or weaknesses in child protection arrangements need to be remedied without delay. An additional nominated governor, currently the Vice Principal, Dr Drew, also a fully trained Designated Safeguarding Person, works with the DSL on child protection matters and it will be their duty to liaise with relevant agencies if any allegations are made against the Principal.

4 Responsibilities of the DSL - Safeguarding Children

- Refer any child if there are concerns about their welfare or possible abuse or neglect
- Ensure that detailed and accurate written records of concerns about a child are kept even when there is no need to make an immediate referral
- Ensure all such records are kept confidentially, securely and separate from main pupil records. This file will contain a front sheet listing dates and a brief entry to provide a chronology of events.
- Ensure there is a cross reference on the main student file that additional records concerning child protection exist.
- Pass any child protection case files onto subsequent schools as necessary.
- Act as a focal point for staff and other agencies.
- Attend any child protection case meetings as required.
- Ensure all staff are aware of the college child protection policy and procedures and the policies are fully accessible.
- Attend formal training every two years.
- Ensure staff receive training every three years.
- Attend and contribute to any local authority training sessions.
- Notify social services if there is an unexplained absence of more than two days of a pupil who is on the child protection register.
- Notify social services if any child is removed from the roll to be educated at home.
- Ensure that any students residing in CTC accommodation are offered alternative accommodation if any child protection enquiry is pending on their current host family.
- Provide the Principal with an annual report for presentation to the governing body.

5 Recording and Storing Referrals

Any CTC referral to Social Services is to be kept securely in the ‘Social Services file’ in A42. This is a confidential file with limited access being restricted to the Senior Leadership Team and the Designated Safeguarding staff.

A copy of page 7 of Croydon LA Safeguarding Children Policy and procedures March 2005 is also enclosed within the file for information.

Any child protection records which the college receives are also kept separately from the main college student profile and are located in the locked cupboard in A 42 as above.

6 Whistle Blowing

Staff are required to report to the DSL or the additional Designated Safeguarding person, a senior member of staff of the College, or direct to OFSTED, telephone number 0300 123 3155, any concern or allegation about college practices, or the behaviour of colleagues, which are likely to put students in risk of abuse or other serious harm. Staff who report such matters will be immune from retribution or disciplinary action, as their actions are considered to be ‘whistle blowing’ in Good Faith.

7 Staff Code of Conduct

The College code is that all staff should conduct themselves with the utmost professionalism and that sound common sense should be applied at all times. It is important for any member of staff not to put themselves in a position, by actions or word, that could give rise to any sort of misunderstanding or, indeed, allegation, for example when conducting one to one tuition, or sports coaching, or conveying a student in private cars, giving personal email or telephone numbers to students. Also, in particular, caution should be observed about sending text messages or any other electronic communication to students. Such communication could easily be misunderstood or considered as inappropriate.

Staff may voluntarily record any unplanned off site interactions with students in the “Record of Outside Contact with Students” book which is kept in the staffroom in the Health and Welfare Information file. The College has also installed vision panels in all classrooms and staff are advised that all one to one tuition be conducted in such teaching rooms where practical. **In all dealings with students please observe**
**commonsense rules: all dealings with students should be conducted according to the highest professional standards.**

8 Allegations Made Against Staff

If allegations regarding abuse are made against members of staff, (including volunteers, visitors or any others working in or on behalf of the College) this must be reported immediately to the Local Authority Designated Officer – LADO. At the London Borough of Croydon the current LADO is Steve Hall.

Contact Details:
Direct line 020 8239 4322 or Main switchboard 020 8726 6000 Ext.84322
4th Floor, Zone F
Bernard Weatherill House
8 Mint Walk
Croydon, CR0 1EA

Email: steve.hall@croydon.gov.uk or LADO@croydon.gov.uk

Such investigations will be fully investigated, respecting fully the confidentiality of both the accuser and the accused. The LADO will advise whether suspension is appropriate. The Principal may, with the agreement of the Trust Council, place any member of staff on paid leave pending a further inquiry.

Investigations regarding a member of staff may be a child protection investigation led by social services, a criminal investigation led by police, or a disciplinary or misconduct investigation dealt with by the College.

If a student makes an allegation against the DSL or the additional Designated Safeguarding person, the member of staff receiving this allegation must immediately inform the Principal, or the remaining Designated Safeguarding Person in his absence, who will take action as above. Any allegation against the Principal should be passed to the chairman of the Trust Council for action as above, without notifying the Principal first. In cases of serious harm the police should be informed from the outset.

The College should bear in mind the need to ensure that any student who may have suffered abuse and any others closely involved, have access to counselling provided if desired. Likewise any member of staff who is the subject of an investigation may also need additional support as necessary.

The College is aware of the Dept of Education guidance “Dealing with Allegations of Abuse against Teachers and Other Staff, October 2012” as well as Keeping Children Safe in Education: Statutory Guidance for Schools and Colleges April 2014 and would refer to these documents when dealing with any allegations, record keeping and reference requests.

Students who are found to have malicious allegations against a member of staff will be dealt with under the College’s Behaviour, Discipline and Exclusions Policy.

9 Reporting Those Individuals Considered Unsuitable to Work with Children

It is a requirement to report to the Disclosure and Barring Service, PO Box 181, Darlington, DL1 9FA (Tel: Helpline 01325 953 795) Website: www.homeoffice.gov.uk/DBS For referral form and guidance: https://www.gov.uk/government/publications/dbs-referrals-form-and-guidance

within one month of leaving the school, ANY person whose services are no longer used because he or she is considered unsuitable to work with children. It is important that such reports include as much evidence about the circumstances of the case as possible. The relevant legislation is contained in The Education (Provision of Information by Independent Schools) (England) Regulations 2003.

**Failure to make such a report is considered an offence and the school may be removed from the DCSF register of independent Schools.**

10 Parental Involvement

A copy of the college child protection policy is available to all parents on request. The policy is also included on the CTC website at www.ctc.ac.uk. We expect parents to share relevant information and work in partnership with other agencies as necessary. In general the College would endeavour to discuss concerns regarding a
child’s welfare with the parents and seek their agreement before referral unless this action would place the student at risk of significant harm.

11 Bullying & Student on Student Abuse

The welfare of all young people is paramount and for this reason any concern expressed by a student over any form of abuse will be strenuously investigated and dealt with. The College views bullying as ‘an act of unkindness’ and will not accept bullying in any form.

The College has a separate policy on the prevention and management of all types of bullying including cyber bullying and acknowledges that repeated incidents or a single serious incident may lead to consideration under child protection procedures.

12 Physical Restraint

The College has a separate policy on the use of restraint and this guidance should be followed if any member of staff has cause to physically restrain a student.

13 College Policies

CTC Child Protection Policy is one of the policies regarding Safeguarding the welfare of students and members of staff should be familiar with all college policies (e.g. first aid, behaviour) as many overlap and provide clear guidance to staff on standards expected and the procedures which should be followed.

14 Self Harm and Suicidal Behaviour

Self harm and suicide threats made by a student should always be taken seriously as these could be indications of psychological or emotional disturbance triggered by physical, sexual or emotional abuse or chronic neglect which may also constitute significant harm.

15 Sexually Active Children

The sexual offences act 2003 legislates for children in different age groups and as the College does not enrol children under the age of 13 our child protection policy does not include reference to this age group.

Children Aged 13 To 16:

Sexual activity with a child under 16 is an offence. In every case of sexual activity involving a child aged 13 to 15 the designated person and other colleagues should decide whether a social services referral is appropriate. A referral should be made if there is any risk of harm to the child.

16 Female Genital Mutilation & Forced Marriage

The College has a large number of overseas students and should therefore be sensitive to the fact that the above practices may be commonplace in some overseas cultures.

Any cases that involve a student who is undergoing or has undergone female genital mutilation should be brought to the attention of the designated person. If there is any risk of a young person being taken out of the country to undergo forced marriage, the government’s forced marriage unit should be contacted urgently on 020 7008 0151.

17 Vulnerable Students & Young Carers

The College recognises that children who have been abused may have specific requirements and often have difficulties coping. It will therefore support any student who has been abused in accordance with his or her agreed protection plan. The College endeavours to provide a stable and secure environment for all its
students and adopts an ethos where all are encouraged to behave in a mature manner, realise the importance of self motivation, develop a positive outlook and strive to achieve their potential.

If the College identifies a child who is also a young carer, i.e. someone responsible for caring on a regular basis, a social services referral may be appropriate under the common assessment framework.

18 Guidance to Staff Including Types of Abuse and Their Symptoms

All members of staff should be alert to the possibility of signs of abuse by a parent, sibling, other relative, carers, teachers, student on student, acquaintances or strangers. Abuse may be by:

1 NEGLECT (persistent failure to meet a child’s physical and/or psychological needs)
Possible indicators:

- unexplained concerns about health and development
- general appearance suggestive of neglect: unkempt, dirty, not dressed for the weather
- failing to provide adequate food, shelter and clothing
- failing to protect child from harm or danger
- failure to ensure access to appropriate medical care or treatment
- neglect or unresponsiveness to child’s basic emotional needs

2 PHYSICAL ABUSE (may involve hitting, shaking, throwing, poisoning, burning, scalding, suffocating or otherwise causing physical harm to a child)
Possible indicators:

- problems in the carer’s home including domestic violence, severe intra-familial discord
- unexplained and/or repeated injuries
- inappropriate explanation for injuries
- fear of certain adults or family members
- recurring acts of severe aggression
- mental health and/or substance abuse that leads to potentially harmful changes in parenting capacity

3 SEXUAL ABUSE (may involve forcing a child to take part in or observe sexual activities, watching or taking part in the production of pornographic material, or encouraging them to behave in sexually inappropriate ways)
Possible indicators:

- child’s behaviour including inappropriate sexualised behaviour
- pregnancy or sexually transmitted disease in a child
- information from a third party
- fear of certain adults or family members

4 EMOTIONAL ABUSE (continual emotional ill treatment of a child so as to cause severe and persistent adverse effects on the child’s emotional development)
Possible indicators:

- concerns about the child / parent relationship i.e. undue criticism
- inappropriate expectations
- persistent negative comments
- conveying to children that they are unloved, worthless or inadequate
Many features may lead to a member of staff being worried about the welfare of a child and the above list is not exhaustive. The context of the situation and possible information from others will help decide how to proceed. If in doubt speak with the DSL or DP.

19 Initial Actions & Procedures To Be Followed If You Have A Concern About A Child’s Welfare

If any member of staff has reason to suspect that a student may have suffered abuse, the Designated Safeguarding Lead (Patricia Brown) MUST at once be informed. In general, proceed as follows:

- In the first instance the personal tutor, or any other staff member directly involved, has a duty to listen to the student – provide reassurance and to record the student’s statements,
- They must not probe or put words into the student’s mouth.
- Do not promise confidentiality to the student as there is a duty to refer matters to the DSL.
- They must respect the confidential nature of this duty and pass the information on to the DSL or in their absence, the additional Designated Safeguarding person (Dr Drew) as soon as possible if the interview takes place without either of them being present.

Because bruising or other signs of injury may quickly begin to fade, expert diagnosis may need to be arranged urgently. The DSL or the additional Designated Safeguarding person will organise this. They will compile a detailed statement of any suspected abuse and will refer the matter to the local social services department. Any such referral will take place within 24 hours and the responsibility for any investigation lies with that agency. Specific referral forms are kept in the child protection guidance file located in A42.

If it is felt that immediate outside contact should be made without reference to the DSL or additional Designated Safeguarding person, the contact details are as follows: (These bodies can organise effective inter-agency investigation into any abuse allegation.)

Child Protection and Child in Need Referrals
Duty Service 020 8726 6400
New email address for referrals AFTER telephoning: childreferrals@croydon.gov.uk

Common Assessment Framework (CAF Referrals)
Before a Child in Need referral is initiated it may be useful to assess first whether a CAF assessment may be appropriate as a first course of action.

The CAF assessment procedure is a shared tool for use across all children’s services and all local areas in England. It aims to help the early identification of need and promote coordinated service provision. The CAF is a key part of delivering services that are integrated and focused around the needs of children and young people. It is one of the key integrated processes introduced as part of the Every Child Matters, Change for Children programme.

If staff have concerns regarding any child, this should be discussed with the DSL who will, after consultation if necessary, decide on the appropriate course of action.

20 Confidentiality
It is most important that anyone concerned with a suspected case of abuse maintains confidentiality at all times on a “need to know” basis. The DSL or the additional Designated Safeguarding person should be informed by the person suspecting abuse; they will then discuss who else should be informed.

21 Information
The College recognises the right of every student to receive help, independent of the college, and therefore includes in its complaints procedure statement, the names and telephone numbers of such persons and agencies.

The DSL should make arrangements with the social services department for the protection and support of the student, and should agree on how information should be passed to parents and others.
22 Extended Use of College Premises

Where services or activities are provided separately by another body using the College premises, the College will seek written assurance that the body concerned has appropriate policies and procedures in place in regard to safeguarding children and child protection.

23 Use of Photographic Material (including film, video and digital imaging)

Students may be involved in events or activities during which the College takes photographs to recall the occasion. Such events may include concerts, awards ceremonies, residential trips, college outings, sports activities and even some classroom based activities. We use such photographs as an acknowledgement and record of student success and achievement as well as for normal educational purposes. For those students under the age of 18, parental consent is required to include such photographs and with effect from September 2010 all parents will receive a letter asking for their consent as part of the application process. Students over the age of 18 are considered capable of making their own decisions in this respect and therefore can sign the form of their own behalf.

If consent is withheld for any child, staff will be informed accordingly.

Staff should be aware that there are risks associated with photographing children and young people. Six main points should be addressed; consent and permission of photographs as above, reason and purpose of photographs, appropriateness of images, identification of subject, photography for public display and use of mobile phones to take photographs. Good practice on all of these criteria can be found at the archived teachernet website by following the link below. Staff would be advised to read the guidance to ensure they are aware of current thinking on this topic and comply with safeguarding issues in this respect. The college does not wish to dissuade staff from taking or using photographs as it recognises the value of this medium as a valuable teaching resource as well as a recognised way of promoting the achievements and successes of our students.


24 Missing Student

All host families receive clear guidance from the college about hosting students and the terms and conditions that apply. One of the documents, Additional Notes for Hostesses, contains guidance on what action should be followed if they have any emergency with their student including if their student is missing and cannot be accounted for.

Should the situation arise during college hours, the college should be contacted accordingly. In this instance the task of locating the student would be undertaken by the welfare department. Outside of college hours there is an emergency telephone number for the Accommodation Officer (01883 347785) which offers 24 hour support. The Accommodation Officer will undertake the initial search for the student and enlist the help of other colleagues as necessary, for example, the head of student welfare.

In the event of a missing student all attempts will be made to locate them through friendship groups, host family networks, parental involvement and checking with other colleagues as necessary. During this investigation period facts should be established and gathered such as when they were last seen, where they were going, who they were travelling with, time elapsed since alarm has been raised. When all attempts have failed to locate them, parents should be informed of the next step to report the student as a missing person to the police. These facts can then be presented to the police who will need all of this information to form the basis of their future inquiries. Without being alarmist police should be involved when all lines of inquiry have been exhausted, bearing in mind the age of the student, how long contact has been overdue and whether there have been any previous such occurrences with the individual. With these factors in mind, police should be informed as soon as this is deemed necessary and no student should be left unaccounted for more than approximately 12 hours.
Appendix i) Flow Chart of key procedures to be followed by staff concerned about a child’s welfare

Member of staff has a concern About out a pupil’s welfare

Member of staff receives a disclosure of abuse from a pupil

Member of staff will discuss the concern/disclosure with the DSL and /or Vice Principal

The DSL and Vice Principal will decide on the next course of action (refer to the London Child Protection Procedure for thresholds of significant harm)

“Child In need” or CAF Assessment

Evidence of significant harm.

Record and continue to monitor

DP should discuss with Parent / carer

Refer to appropriate agency with consent.

DP will make a social services referral.
Appendix ii) Summary Guide for Referrals to Social Services

1 The main document to refer to is Croydon LA Safeguarding Children Policy and procedures, a copy is located in the referral file in A42 as well as our own CTC Child protection Policy.

2 There are two main types of referral to social services - forms may be downloaded from http://www.croydon.gov.uk/healthsocial/families/childprotsafe/csclfocsboard

A) Child in Need – appendix a in Croydon LA booklet – parental consent is required for this type of referral.
B) Child Protection referral – as below

ACTIONS
- telephone Croydon Social Services Referral Unit 020 8726 6400
- ask to speak to the Duty Social Worker - this is a 24 hour / 7 days a week service – there is usually an answer phone which takes a message
- any such referral must be followed up in writing within 24 hours either by fax to: 020 8633 9441
- Or via the new email system to: childreferrals@croydon.gov.uk

In the absence of the DSL these steps must be followed by the VICE PRINCIPAL in their absence.

If you are unsure of which form to use or which type of referral is appropriate telephone:

Rees House Social Services Referral Unit 020 8726 6400
General Enquiries 020 8726 6180

Croydon LA is happy to provide advice, support to Independent Schools and are a good source of appropriate guidance. Their opinion may be sought on the type of appropriate referral as well as general guidance on current polices and requirements. They have introduced a new advice line to discuss general queries and gain guidance before any referral 020 8239 4278 / 4496.

Appendix iii) Key Documentation retained at CTC

1 Working Together to Safeguard Children – March 2013
2 Keeping Children Safe in Education – DfE April 2014
3 CTC - Referral Guidance to Social Services
Including - Social Services Referral Forms,
Child at Risk,
Child in need
4 CTC - Child Protection Policy and Procedures (including training material to staff Sept 12)
5 What to do if you are worried a Child is being Abused - HM Govt Flow Chart
6 What to do if you are worried a Child is being Abused – DfES 2006
7 Croydon Council's Model Child Protection Policy - Jan 2011
8 Safeguarding Children & Safer Recruitment in Education – Jan 2010
9 Every Child Matters – 2003
10 Safeguarding Children Policy and Procedures - Croydon Council March 2005
11 All London Child Protection Procedures – 2007

Additional reference material (File 2)
12 The Children Act 1989, relevant section to Child Protection 1999
13 Dealing with allegations of abuse against teachers and other staff – Dof E October 2012, updated April 2013
14 Dealing with Cases of Forced Marriage –DCSF 2005
15 Working with Sexually Active Young People under the age of 18 – London Child Protection Committee April 2005
16 Safeguarding – The responsibilities of the LA and Independent Schools
17 The Framework for the Assessment of Children in Need and Their Families – DH 2000
18 Croydon LEA – Protocol for Children not Collected from school
19 Safeguarding Croydon Children Newsletter – new termly publication, first issue 09.11.07
20 South London and Maudsley NHS Trust, Child Protection Policy

Additional Policy Reference Material:
www.teachernet.gov.uk (archive)

Croydon Safeguarding Children in Education; Model Child Protection Policy:
Safeguarding Training Designated Person - Jan 2012
National Minimum Boarding Standards Dept of Education In force from Jan 2013
Appendix iv) Summary Notes for Staff - Handling disclosures of abuse from students

- Always stop & listen to someone who wants to tell you about incidents or suspicions of abuse, without displaying shock & disbelief.
- Take the child seriously. Always assume that he/she is telling the truth.
- **Do not promise confidentiality;** you have a duty to refer to the designated senior person for child protection
- Do reassure and alleviate guilt.
  - For example: “you are not to blame.”
  - “You have done the right thing to tell someone.”
- Do not ask leading questions.
  - For example, “What did she do next?” (this assumes that she did),
  - or “did he touch your private parts”. The child may well have to tell the story again, and to do so repeatedly will cause undue stress.
- In cases where criminal proceedings occur, such questioning can cause evidence to become invalid.
- Do not ask the child to repeat the incident for another member of staff.
- End by summarising what has been said and what action has been agreed.
- Be clear about what you intend to do next.
- Record carefully what has been said and what actions have been agreed.
- Discuss your concern/disclosure immediately with the Designated Safeguarding Lead, Patricia Brown, or Dr Drew, who is also a fully trained Designated Safeguarding Professional
- In the absence of the DSL or Dr Drew, any member of staff may make a referral to Social Services as per Appendix ii)above

Reviewed: August 2014
Next Review Due: September 2015