



Safeguarding & Child Protection Procedures

Where safeguarding or child protection disclosures have been made by a child / adult, or there are observed safeguarding or child protection concerns, the following actions must be taken:

1. Refer the child to the contract and the fact that you will have to tell the SPM/School.
2. Immediately after the session, the member of staff or volunteer must make a note of the disclosure or concerns, using the exact words of the child where possible (if this needs to be paraphrased, this must be made clear on the form).
3. Immediately after this, the member of staff or volunteer should notify their Line Manager. If their manager is not available, they must go directly to the designated Child Protection Officer (CPO) in the school or Children's Centre, and, when available, advise their Line Manager of the actions taken.
4. The member of staff must then input the information onto the School Services System; download, print a hard copy, and hand this to the school's CPO. Where this is not possible, the member of staff must send the downloaded copy via encrypted email requesting a mark read receipt. In the absence of a school-based manager, the staff member / volunteer must advise their Cluster / Service Manager, so that they can input the concern onto the system for them. **You must contact your Cluster / Service Manager by telephone or e-mail.** If the Cluster Manager is absent or on leave, the Service Manager must be notified. The Cluster / Service Manager must Mark Read the concern on the School Services System once they have reviewed it.
5. The Safeguarding concern must be shared with the school's designated CPO to make a decision on actions and the designated CPO signs and dates Place2Be's Safeguarding Form. The form should be updated with the school's proposed actions. The CPO may keep a copy of the form for the school's records or for use as part of a referral to other agencies. The original signed form stays with the Place2Be school-based manager in their cabinet until it is ready for agreement. If using encrypted email, ensure a mark read receipt and a reply with actions taken by the school is received by the end of the working day on which the disclosure is made.
6. The member of staff must update the School Services System and their Cluster / Service Manager of progress and maintain an oversight of the case. They should also report on the progress of the case via supervision.
7. When the staff member, their manager, and the school are satisfied and have signed the hard copy of the form with completed agreement statement that sufficient actions to safeguard the child have been completed, either by the school, ourselves or external agencies, the concern on the system can be changed (through the 'Request Agreement' process) from being an 'Open' case to an 'Agreement Requested' case.

Cluster / Service Managers can approve closure (Agreed Actions Taken) on Low Threshold concerns and a member of Place2Be Safeguarding team can approve closure on High Threshold concerns.

8. The school-based manager must store the paper version of the signed safeguarding form in a locked cabinet within the Place2Be office in the school.

NB: A separate Safeguarding Form must be completed on the School Services System for each disclosure or concern about a child.

The Safeguarding Form must be completed and discussed with the school's designated CPO as soon as possible on the **same day** as the disclosure or concern coming to P2B's attention. Staff should ensure that they speak to their Line Managers **that day** by phone.

Managers must ensure that there is a contingency plan in place for occasions when they are not in the school, and for when the designated CPO in the school is not available. Concerns must not be left without speaking to a member of school management, if the CPO is not available, and an action being agreed.

Please note: In addition to Place2Be forms, staff and volunteers may be required to complete additional forms in line with local area or school policy and procedures.

Safeguarding Database

All Safeguarding concerns are put onto the School Services System. High Threshold cases will be monitored on a regular basis by the P2B Safeguarding Team, who also provide regular reports to the Executive and Trustees. All safeguarding cases will be classified as either 'Agreed Action Taken' or 'Open'. Cluster Managers and School Project Managers will be required to monitor open Safeguarding cases on the School Services System, and report on actions taken and the progress of each case. This monitoring and overview is important to ensure that cases do not drift, and that risks to vulnerable children are managed effectively.

Record Keeping and Information Sharing

The need to share information about child protection is paramount and overrides the confidential nature of the work. However, it is important that safeguarding concerns and information about vulnerable children are handled carefully:

- All Safeguarding Forms must be stored in a locked cabinet in Place2Be's office in the school.
- Where forms are stored electronically, steps must be taken to ensure that this is kept secure, e.g. use of computer password, and password lock when leaving the computer unattended.
- Safeguarding Forms must always be completed on the day on which the disclosure is made or the concerns arise.
- Only Place2Be's email system should be used for the electronic transmission of documentation. ***Personal email accounts must never be used for this purpose.***
- Wherever documents are posted, the envelope must be marked "Strictly Private and Confidential".
- Information about children must be shared on a "need to know" basis within the school and within Place2Be.

Please also refer to the "Confidentiality and Information Sharing" policy which gives further details about these requirements.

Disputes, Challenges or Concerns

If, at any stage, there is a disagreement or concern about a safeguarding case, the school-based manager must consult their Cluster Manager immediately and the Service Manager and Head of Safeguarding must also be notified.

Examples of such disagreements or concerns are:

- Concerns by a member of Place2Be's team that the school has not fulfilled its duties in dealing with a referral
- Concerns about a delay in a case being designated High or Low threshold, or in a case being progressed by the school
- Lack of feedback from a school about the outcome of a referral
- Concerns about the response of the local authority to a referral by a school
- Differences of opinion within Place2Be's team about a case
- Concerns expressed by the school about the manner in which Place2Be has handled a child protection issue
- Concerns that a member of staff or volunteer from Place2Be has not followed the policy.

The school's Safeguarding Policy should describe the mediation procedures which are to be used in circumstances where there is disagreement concerning the referral of an individual concern.

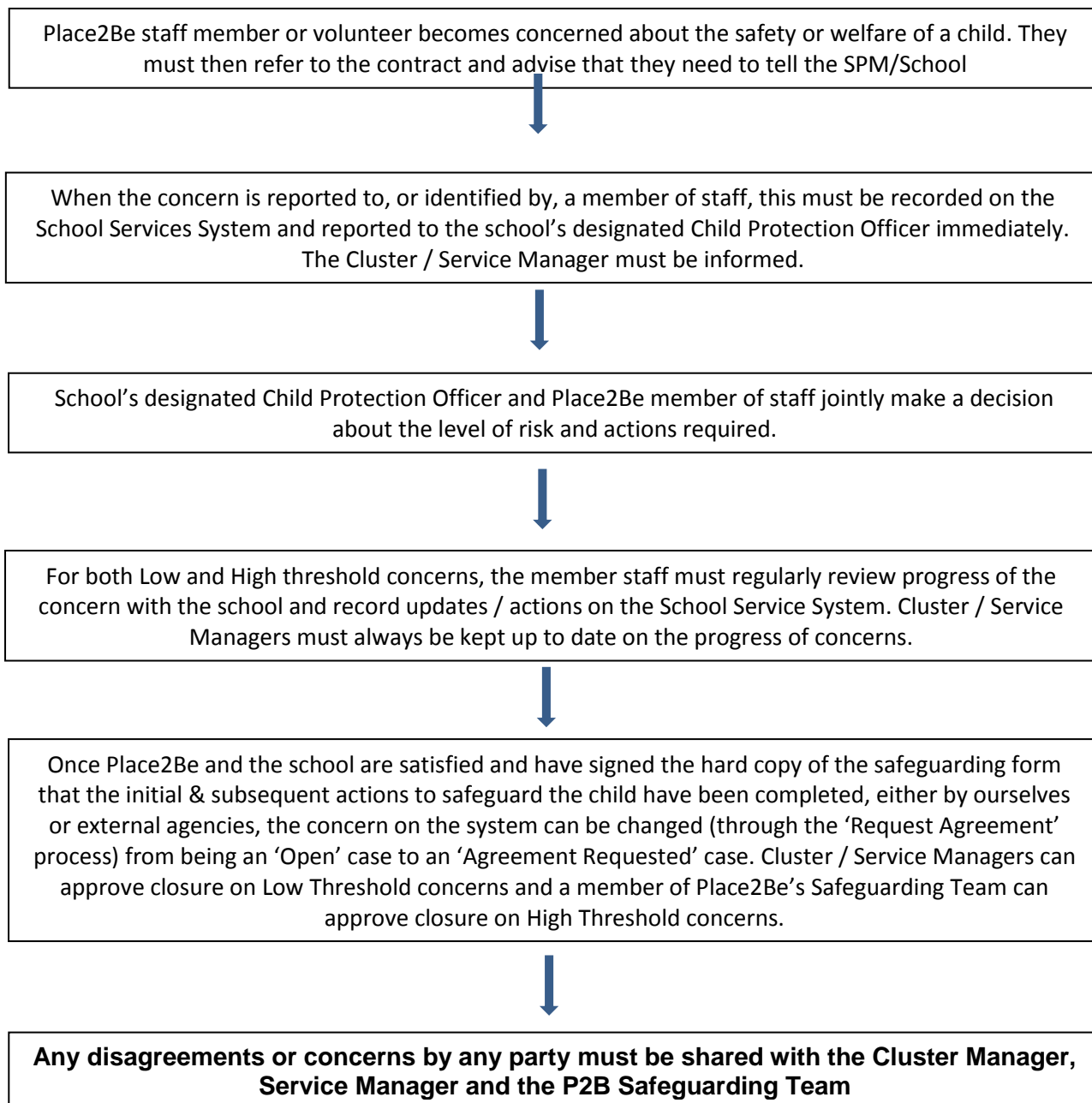
Place2Be reserves the right to make a referral to statutory agencies if the school is reluctant to do this, and if this is considered to be in the child or adult's best interests. This is written into our contract with schools. In such circumstances, there must be a discussion involving the Cluster Manager, Service Manager, Head of Safeguarding and Director of Clinical Services.

Under government guidance, local areas now have multi-agency escalation / dispute resolution protocols. Place2Be staff are required to use these protocols, in consultation with their line manager, should they disagree with a decision made by another agency with regards to safeguarding children.

The relevant sections of the School Contract are attached to this policy (Appendix 2).

Appendix 1

Child Protection Flowchart



NB: Volunteers and those without access to SSS must inform their Line Manager immediately after their session. (If their Line Manager is unavailable or cannot be reached, you must go to the school's designated Child Protection Officer immediately and also inform your P2B subsequent Line Manager.

Appendix 2

The contract between Place2Be and the school states:

Place2Be shall procure that its personnel shall comply with the School's policies and procedures in respect of child protection and safeguarding notified to Place2Be in accordance with Clause 5.1, provided that, in the event of an unresolved disagreement concerning the application of the school's policies and procedures in a particular instance, Place2Be shall be entitled to notify the relevant local education authority designated child protection officer of any concerns it may have and shall inform the School of any such notification.

Place2Be personnel shall report any concern they may have concerning actual or potential abuse of any Pupil to the School's Child Protection Officer (Designated Person) in writing. The School shall take action on any report made by Place2Be personnel under Clause 7.2 in accordance with the School's policy on child protection and safeguarding, and shall keep the School Project Manager informed not less than monthly of the progress of such investigation. Upon conclusion of the child protection procedures, the School shall promptly provide Place2Be's Child Protection Officer with a written summary of the outcome.