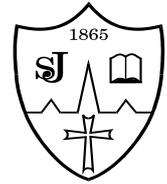


St. James' C of E Primary School

Child Protection Handbook (including Escalation Policy)

St James' C of E Primary School
Child Protection Handbook (including Escalation Policy) for Staff
Written by: Lisa Harford
Written: April 2015
Reviewed: April 2016

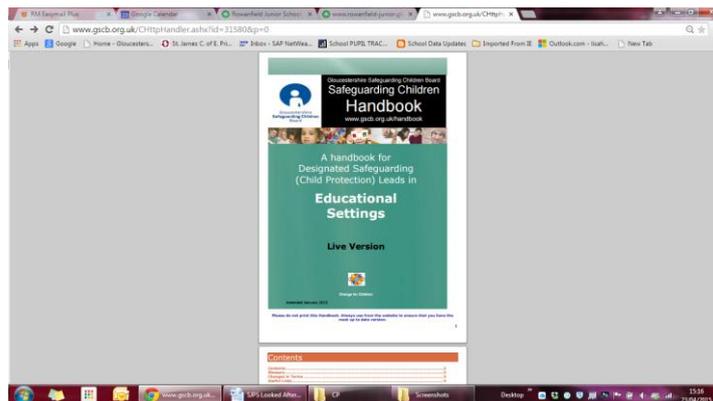


Key Information

Designated Safeguarding Lead (DSL) – Lisa Harford (Head Teacher)
Deputy DSL – Caryn Smith (Deputy Head Teacher), Shelly Collins, Sarah Wakefield, Stuart Bradley

Children's Helpdesk 01452 426565
LADO (Jane Bee) 01452 426994 or 01452 583638
Emergency Duty Team 01452 614758

This document needs to be read in conjunction with the GSCB live 'Safeguarding Children Handbook' at <http://www.gscb.org.uk/CHttpHandler.ashx?id=31580&p=0>

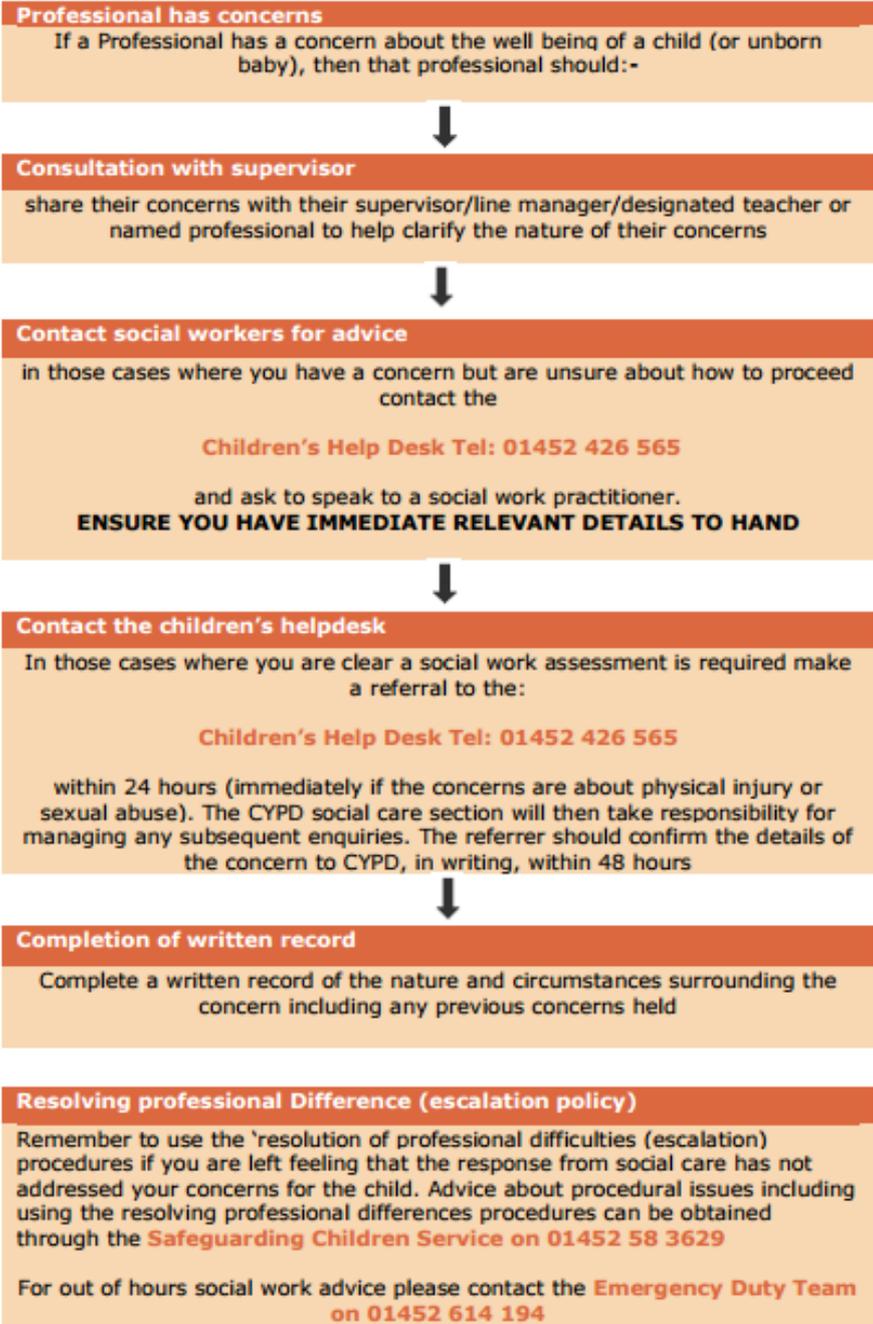


Safeguarding is about more than child protection. Child Protection is specifically about protecting children and young people from suspected abuse and neglect. Safeguarding is much wider than child protection. It includes everything an organisation can do to keep children and young people safe, including minimising the risk of harm and accidents and taking action to tackle safety concerns. If a member of staff, student or volunteer has any concerns about a child in relation to safeguarding, the following steps **MUST** be taken! (See also the flow chart Appendix 1)

- Speak to a member of staff with safeguarding responsibility to **TALK THROUGH YOUR CONCERNS!** Seeking advice at this stage will support appropriate decisions about next steps needed are taken.
- It is possible that following this discussion, a record of the concern must be made – If this is the case, it must be written with as much detail as possible stating the facts carefully and concisely using the correct recording format (Appendix 2)
- It is also possible that a discussion with the child may be necessary and the DCPO will be able to advise on the nature of the discussion and questioning
- The record **MUST** be sent to the DSL

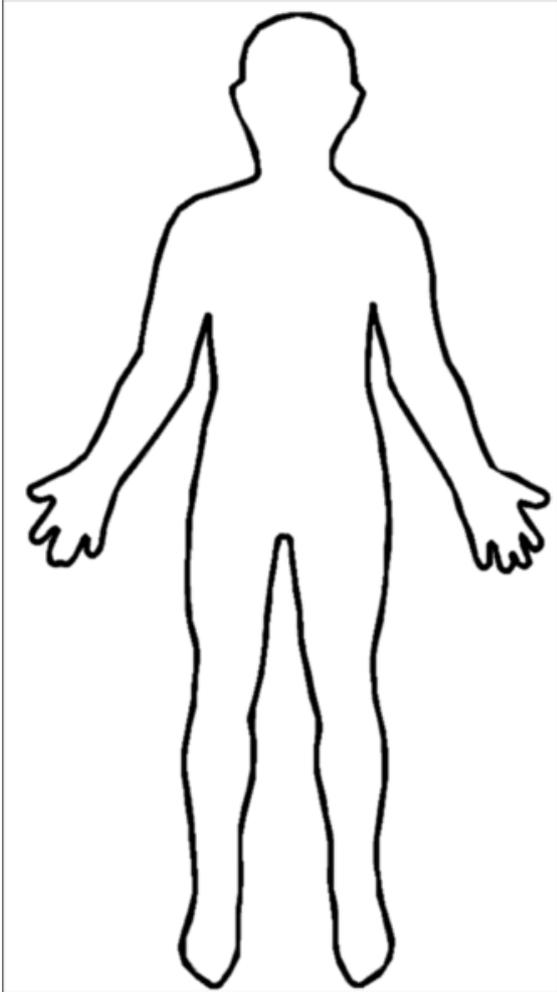
- Whilst this record has now been ‘passed on’, you **MUST** check to see what steps have been taken and these must be recorded on the initial record. This additional check is essential to ensure that no-one ‘drops the ball’. If a referral to social care is made, this too must be check up on – **DO NOT WAIT TO HEAR!**
- It may also be necessary for you (with a member of the safeguarding team) to talk to the parents/ carers about the concerns noted. If a member of staff, student or volunteer has any concerns about another member of staff, student or volunteer in relation to safeguarding, the allegations management protocol must be followed – Appendix 3.

Appendix 1 – Flow chart



School Data Update
sigplus.blogspot.c

ST JAMES COF E PRIMARY SCHOOL
SAFEGUARDING RECORD LOG

<p>PUPIL NAME</p>	
<p>DATE OF BIRTH</p>	
<p>INCIDENT OF CONCERN</p> <div data-bbox="188 674 745 1666"></div> <p>Please annotate with any marks seen and a brief description. Please also add which part of the body it is.</p>	

RECORDED BY	
DATE RECORDED	
SIGNATURE OF PERSON RECORDING	
INFORMATION SHARED WITH OTHERS? e.g. DSL/class teacher	
CONTACT MADE WITH CHILDREN'S HELP DESK?	
OUTCOME and FOLLOW UP?	
Signed and dated	

Appendix 3 – Escalation Policy

Resolution of professional disagreements in work relating to the safety of children (Escalation Policy)

Introduction

Occasionally situations arise when workers within one agency feel that the decision made by a worker from another agency on a child protection or child in need case is not a safe decision. Disagreements could arise in a number of areas, but are most likely to arise around:

- Levels of Need
 - Roles and responsibilities
 - The need for action
 - Communication

The safety of individual children is the paramount consideration in any professional disagreement and any unresolved issues should be addressed with due consideration to the risks that might exist for the child.

All workers should feel able to challenge decision-making and to see this as their right and responsibility in order to promote the best multi-agency safeguarding practice.

This policy provides workers with the means to raise concerns they have about decisions made by other professionals or agencies by:

- a) avoiding professional disputes that put children at risk or obscure the focus on the child
 - b) resolving the difficulties within and between agencies quickly and openly
 - c) identifying problem areas in working together where there is a lack of clarity and to promote the resolution via amendment to protocols and procedures
- Effective working together depends on an open approach and honest relationships between agencies.

Problem resolution is an integral part of professional co-operation and joint working to safeguard children. Resolution should be sought within the shortest timescale possible to ensure the child is protected. Disagreements should be resolved at the lowest possible stage however if a child is thought to be at risk of immediate harm discretion should be used as to which stage is initiated.

Stages of the policy

Stage One

Any worker who feels that a decision is not safe or is inappropriate should initially consult a supervisor/manager to clarify their thinking in order to identify the problem; to be specific as to what the disagreement is about; and what they aim to achieve.

Stage Two

Initial attempts should be taken to resolve the problem at the lowest possible level. This would normally be between the people who disagree. It should be recognised that differences in status and/or experience may affect the confidence of some workers to pursue this unsupported.

Stage Three

If the problem is not resolved at stage two the concerned worker should contact their supervisor/manager within their own agency who should raise the concerns with the equivalent supervisor/manager in the other agency.

Stage Four

If the problem is not resolved at stage three the supervisor/manager reports to their respective operations manager or named/designated safeguarding representative. These two managers must attempt to resolve the professional differences through discussion.

Stage Five

If it has not been possible to resolve the professional differences within the agencies concerned a Local Safeguarding Children Board Resolution Panel will be convened by the Chair of the LSCB. The panel must consist of LSCB representatives from three agencies (including the agencies concerned in the professional differences, where possible). The panel will receive representations from those concerned in the professional differences and make a decision as to the next course of action, resolving the professional differences concerned. The decision of the panel is binding on all those agencies concerned. The panel will ensure a brief report of the issues and decisions made is submitted to the LSCB on an annual basis.

Additional Notes At all stages of the process actions and decisions must be recorded in writing and shared with relevant personnel, to include the worker who raised the initial concern. In particular this must include written confirmation between the parties about an agreed outcome of the disagreement and how any outstanding issues will be pursued. It may be useful for individuals to debrief following some disputes in order to promote continuing good working relationships.