



Rivington Park Independent School & Nursery

Safeguarding Policy

“Every Child Matters”

When the Government published ‘Every Child Matters’ it raised 5 key issues that were deemed essential in the complete development of each and every child, in that we have a duty to ensure that each child:

- Stays safe
- Is healthy
- Is able to enjoy and achieve
- Is able to achieve economic well being
- Makes a positive contribution

There was a clearly stated need that, while each area of society has an important part to play in child development, schools must embrace the document both individually and collaboratively. The government has published a policy ‘Safeguarding Children’ (DfES/027/2004) and this school has used this in formulating its own safeguarding statement.

The document entitled “Working Together to Safeguard Children” (DCSF April 2006) places a general duty on schools to work and co-operate with other agencies to safeguard and promote the welfare of children, and Rivington Park is committed to do this by open and honest communication. Schools are required to have in place policies and procedures, which should be shared with parents, to address concerns about the safety and protection of children.

In addition the School’s responsibilities outlined in the DCSF document “Safeguarding Children and Safer Recruitment in Education” (which came into force on 1st January 2007) are considered essential as part of the School’s commitment to child protection.

This policy document and related procedures are closely linked to the Local Authority Children and Young Peoples Plan and Framework for Action.

This policy document is also related to other School and Nursery Policy and Procedure documentation. Specifically the Health & Safety Policy, First Aid Policy, Site Security Policy, Attendance Policy, Staff Recruitment and Induction Policies and Procedures, Curriculum Policy, Internet Safety and Use of ICT in School and Nursery Policy. Other policies as developed may also become relevant in specific circumstances.



Rivington Park Independent School Safeguarding Children Statement

At Rivington Park the health and safety of all children is of paramount importance. Parents send their children to school and nursery each day with the expectation that school provides a secure environment in which their children can flourish. We therefore have to ensure that this expectation becomes reality. In order to do this a wide range of measures are put in place.

Health & Safety Policy

The school and nursery has a health and safety policy, which is monitored regularly by the Head Teacher and Management Group. Any concerns from staff are reported to any of the above who carry out an initial examination, assessing what remedial action needs to take place. Twice a year there are fire drills that practice efficient evacuation from the buildings and an annual Fire Risk Assessment and electrical safety (PAT) testing is undertaken.

First Aid

In school there are always trained members of staff who volunteer to oversee First Aid. There are a number of First Aid kits situated around school and available for use in the minibus and portable ones to accompany trips. When a child is poorly, or has suffered an accident in school or in the playground, there is a protocol for staff to follow:

- A trained first aider is consulted
- The incident is logged in the accident book (accidents and injuries not sickness)
- If there is any doubt at all a parent is contacted
- In the event of serious injury or sickness a direct admission to hospital may be sought by school

School policy is that members of staff will only give medicines where the parent has completed and signed the appropriate form requesting that staff administer medicine; the decision to meet this request is at the discretion of the Head Teacher or Nursery Officer in charge. For the majority of medicines, however, a dose of medicine before and after school is perfectly adequate. Naturally parents should consult a doctor before giving any form of medication. For matters of an intimate nature staff are informed to deal with a child with utmost sensitivity and always to seek guidance from the Head Teacher or Mrs Ruaux (Administrative Director). In almost all situations the parents will be asked to come into school immediately so that they are part of the decision making process for such matters. In rare circumstances of a serious accident or health issue, staff will call an ambulance or take the child to Chorley District Hospital. Parents will be informed immediately. See also Policies for First Aid, Medicines.

Site Security



Rivington Park provides a secure site but the site is only as secure as the people who use it. Therefore all people on site have to adhere to the rules which govern it. Laxity can cause potential problems to safeguarding. Therefore:

- All exit doors should be closed to prevent intrusion
- Visitors must only enter through the main entrance and sign in at the office
- Children will only be allowed home with adults with parental responsibility or confirmed permission
- Children should never be allowed to leave school alone during school hours and if collected by an adult, signed out.

Attendance

Excellent attendance is expected of all children, but when children are unwell parents are expected to confirm absence by telephone. If there is no notification school may phone home to ascertain each child's whereabouts. Attendance rates are recorded and maintained by the school office staff.

Parents are reminded to take holidays in school holiday periods and if possible to try and make dental, doctor appointments etc after school hours or in school holidays.

Appointment of Staff and Induction of Newly Appointed Staff and Staff on Work Placements

All staff that are appointed to work in school or nursery have a criminal records check called a CRB check. This search highlights people who have a criminal record or if previous allegations have been made against them. If staff are found to have a criminal record the appointment is reconsidered by the Head Teacher. The Local Authority is informed directly by the Criminal Records Bureau. The Head Teacher sits on all appointment panels. The Head Teacher has undertaken appropriate training in safer recruitment. New staff are inducted into safeguarding practices. New staff are assigned a mentor for the induction period. It is the responsibility of the mentors to familiarise new staff with procedures and policies which effect health and safety of all at school but especially the children.

All staff appointments are subject to receipt of suitable references and completion of a probationary period and will not be confirmed unless the school is completely confident that the applicant can be safely entrusted with the care of children.

Induction of Volunteers

Volunteers must also have Criminal Record Bureau clearance. For a brief activity, such as a school visit, which does not involve lone supervision or close contact with children the school may telephone for a List 99 check. For extended contact with children, when children may be



left alone with an adult, or where an adult visitor may be in and around the school building, a full CRB will be conducted. The office performs this. Visitors who do not yet have clearance will under no circumstances be left alone with a child or a group of children.

Welcoming Visitors

It is assumed that visitors with a professional role i.e. special needs assistant or police for example already have relevant clearance but the office will endeavour to check this before admittance is granted and a note made of anyone entering without clearance (see also Security Policy)

Child Protection Policy

This Child Protection Policy policy has been incorporated into the Safeguarding Policy as detailed below. The Head Teacher is the Designated Child Protection Officer for Rivington Park School & Nursery. It is his duty to review this policy annually and ensure that any deficiencies in the policy are addressed immediately. The Head Teacher and all the staff have had appropriate child protection training, which is updated at least every three years. This school follows DfES guidelines 10/98 which asserts that physical restraint may be used if there is a possibility that a child may be about to cause harm to him/herself or to another. It also asserts that on no occasion should such physical contact be used as a punishment. Refer also to Schools Policy on Physical Restraint in Nursery Schools and Nurseries. All allegations of abuse by or complaints about a teacher will be dealt with following the Local Safeguarding Board procedures.

For any complaints about the Head Teacher the Lancashire Safeguarding Childrens Board should be contacted at Room B52 County Hall Preston PR1 0LD Tele +44 (0)1772 530283 +44(0)1772 530329 Further guidance on up to date contact details and latest procedures can be found at <http://www.lancashire.gov.uk/corporate/web/?siteid=3829&pageid=20741&e=e>

Risk Assessment

The school recognizes that there is risk in many school activities. Through its risk assessment procedures the school works to recognise risk and limit it as far as possible. Staff are given appropriate training in assessing risk and the Head Teacher or Nursery Officer in Charge signs off every Risk Assessment carried out. Risk assessments are kept in a file in the school office and reviewed regularly.

Visits offsite are subject to particular scrutiny and the school's Educational Visits co-ordinator, who has received appropriate training, is available to assist staff in the preparation and planning for such visits. Refer to Educational Visit Policy.



The Design of the Curriculum

The curriculum deals with safeguarding in two ways. Firstly the curriculum in such subjects as Personal, Social and Health Education discusses relevant issues with the children. Topics include such themes as Drugs, Sex and Relationships and Stranger Danger (age appropriate content of course). Children are encouraged to explore and discuss these issues. Secondly, the curriculum is designed so that safety issues within the subject are discussed and safe practice taught, such as road safety, using equipment properly in PE and Design & Technology. At all times there has to be appropriate staffing levels and when the curriculum is taken out of school appropriate and agreed pupil/adult ratios are maintained. The lead adult assesses visits as to the level of risk and all trips are finally authorised by the Head Teacher. Visiting speakers are always welcome into schools that they can give specialist knowledge to the children.

Internet Safety

Children should be encouraged to use the internet as much as possible, but at all times in a safe way. If teachers know of misuse, either by a teacher or a child, the issue should be reported to the Head Teacher without delay. As Designated Senior Person, the Head Teacher has overall responsibility for internet safety. Staff practice is governed by the policy on the Use of Information and Communication Technology. Refer to ICT Policy.

Equal Opportunities

Within the school prospectus, there is a statement for equal opportunities which asserts: "Our school is committed to providing equality of opportunity and anti-discrimination practice for all children and families". Children with disabilities must be able to take a full and active part in every lesson and every measure must be taken to ensure this. See Equal Opportunities Policy, Diversity Policy; Disability Document; SEN Policy.

Race Equality

Along with the Equal Opportunity Policy there is also a Race Equality Policy. We want our children to be prepared for an ethnically diverse society. The school will work hard to promote racial equality and harmony by preventing and challenging racism. If anyone feels unjustly treated then the school welcomes and values a response. Racism is tackled both in RE and in the PHSE curriculum. The children take part in discussions designed to raise awareness and address prejudices. From time to time visitors work with children also.

Behaviour Policy

Good behaviour is essential in any community and at Rivington Park we have high expectations for this. Although the emphasis is always on the positive, there are also times when children



have to be disciplined in order to maintain the safety and security of all children. There are numerous rewards available to children:

- Stickers
- Showing another teacher good work
- Certificates – Star of the Week
- Extra Golden Time
- House Points

But the sanctions range from:

- A warning
- Verbal Reprimand
- Behaviour Monitoring Report
- Isolation
- Loss of Play time or Lunch playtime
- A letter Home
- Detention
- Exclusion

Staff are discouraged from handling children, but when they deem it is safest to do so, all members of staff are trained in Positive Handling so that they do not harm themselves or others.

Anti-Bullying Policy

The Rivington Park definition of bullying is “A systematic and extended victimisation of a person or group, by another or group of others”. The school’s response to this is unequivocal. Adults must be informed immediately and action will take place. Children are told that silence is the bully’s best friend. Although bullying in this school is very rare, the school always acts swiftly with a process of investigation, communication and action. Bullies will not be tolerated. Refer to Anti Bullying Policy.

Photographing and videoing

There has been a lot of controversy about adults photographing and filming young people. The concerns are genuine, however we have to take a sensible, balanced approach which allows parents to photograph and film providing that they follow certain guidelines.

Parents consent to school taking photographs when they first join. School photographs that are for use outside of school are anonymous unless specific permission has been received from parents.



Nursery staff are prohibited from having camera mobile telephones in their possession while in the childcare rooms.

Pupils in school found to be misusing mobile telephones or their multimedia applications will have the device confiscated in the first instance. This will only be returned to a parent on collection from the school office and may result in a prohibition on that pupil having access to a mobile telephone on school premises for an indefinite period of time.

Disclosure of malpractice

If members of staff ever have any concerns about the behaviour or intentions of any person within the building, school grounds or within proximity of the children, they have a professional duty to inform the management accordingly. This can be done in writing or verbally but staff should be prepared to discuss issues in the confidence that such matters will be dealt with sensitively and with the necessary degree of confidentiality. The school has a Disclosure of Malpractice Policy which is in the staff policy file.



Rivington Park Independent School & Nursery

Child Protection Policy

1. PURPOSE OF A CHILD PROTECTION POLICY

- 1.1 An effective whole school child protection policy is one which provides clear direction to staff and others about the expected codes of behaviour in dealing with child protection issues. An effective policy also makes explicit the school's commitment to the development of good practice and sound procedures. This ensures that child protection concerns and referrals may be handled sensitively, professionally and in ways which prioritise the needs of the child.

2. INTRODUCTION

- 2.1 Rivington Park Independent School & Nursery recognises that it has an explicit duty to safeguard and protect children from abuse as defined in the Children Act 2004 and the Education Act 2002. The overall intention and purpose behind the school's child protection policy is underpinned by the fundamental principle of the Children's Act 1989

'the welfare of the child is paramount'

Everyone in our school shares the objective to keep children safe by: -

- Providing a safe environment for children to learn in
- Supporting children's development in ways which foster a sense of self esteem and independence
- Identifying and responding to children in need of support and/or protection

- 2.2 Our school fully recognises the contribution it can make to protect children and support pupils in school.

There are three main elements to our Child Protection Policy

(a) **Prevention:**

Eg positive school atmosphere, teaching and pastoral support to pupils



(b) Protection:

By following agreed procedures, ensuring staff are trained and supported to respond appropriately and sensitively to Child Protection concerns

(c) Support:

To pupils and school staff and to children who may have been abused.

2.3 This policy applies to all staff and volunteers in school.

3. SCHOOL COMMITMENT

3.1 We recognise that high self-esteem, confidence, peer support and clear lines of communication with trusted adults helps all children, and especially those at risk of suffering abuse.

Our school will therefore:

- (a) Establish and maintain an ethos where children feel secure and are encouraged to talk, and are listened to.
- (b) Ensure that children know that there are adults in the school who they can approach if they are worried or are in difficulty
- (c) Include in the curriculum activities and opportunities for PHSE which equip children with the skills that they need to stay safe and/ or communicate their fears or concerns about abuse.
- (d) Include in the curriculum material which will help children develop realistic attitudes to the responsibilities of adult life, particularly with regard to childcare and parenting skills.
- (e) Ensure that every effort will be made to establish effective working relationships with parents and colleagues from other agencies.

4. FRAMEWORK

Education staff have a crucial role to play in helping to identify welfare concerns, and indicators of possible abuse or neglect, at an early stage: referring those concerns to the appropriate organisations, contributing to the assessment of a child's needs and where appropriate to ongoing action to meet those needs. They will also be well placed to give a view on the impact of treatment or



intervention on the child's care or behaviour. (*Working Together to Safeguard Children 2006*)

4.1 Child protection is the responsibility of all adults and especially those working with children. The development of appropriate procedures and the monitoring of good practice are the responsibilities of the Lancashire Safeguarding Children Board (LSCB).

www.lancashire.gov.uk/safeguardingchildrenboard/ will provide you with all the information that you need about the LSCB

5. ROLES AND RESPONSIBILITIES

Overseeing the School's child protection responsibilities is the Child Protection Officer (Designated Senior Person).

The Designated Senior Person is	Mr M Ruaux
The Back up Designated Senior Person is	Miss L Thoday
The LEA Contact is the Safeguarding Co-ordinator	Tele 01772 532634
Refer to LSCB website for latest updates on LEA contacts and telephone numbers	

The Child Protection Officer is responsible for: -

- Ensuring that Rivington Park maintains clear policy for Child Protection
- Understanding the procedures and how the system works in practice
- Ensuring that Rivington Park has a system for recording Child Protection Concerns at all stages, up to and including the point of referral to the Social Services.
- Encouraging Rivington Park staff to discuss issues of Child Protection at both personal and professional levels.
- Providing support and guidance to Rivington Park staff.
- Undertaking appropriate training
- All adults working with or on behalf of children have a responsibility to protect children. There are however key people within schools and the Local Authority who have specific responsibilities under Child Protection procedures. The names of those carrying out these responsibilities for the current year are listed on the cover sheet of this document.



6. PROCEDURES

- 6.1 Where it is believed that a child is suffering from, or is at risk of significant harm, we will follow the procedures set out in the document produced by Lancashire Safeguarding Children Board (2006) and Document A1 in the CP Information Pack – 'Handling Concerns About the Welfare or Safety of a Child in School'

The latest updated version of this document together with some others is available for consultation online from the LSCB website

www.lancashire.gov.uk/safeguardingchildrenboard/

7. TRAINING AND SUPPORT

- 7.1 Our school will ensure that the Designated Senior Person attends training relevant to their role at intervals of not longer than 2 years. The Designated Senior Person will also attend the Inter Agency Child Protection Training within this timescale.

8. CONFIDENTIALITY

- 8.1 Confidentiality is an issue which needs to be discussed and fully understood by all those working with children, particularly in the context of Child Protection. The purpose of this confidentiality is to benefit those involved in any specific case. Members of staff to whom pupils disclose Child Protection matters must be sensitive in explaining that the information that they receive might have to be passed on to others. On no account should any guarantee of confidentiality be given.
- 8.2 Professionals can only work together to safeguard children if there is an exchange of relevant information between them. This has been recognised in principle by the courts. Any disclosure of personal information to others (including Children's Social Care Services) must also have regard to both statute and common law.
- 8.3 Normally, personal information should only be disclosed to third parties (including other agencies) with the consent of the subject of that information (Data Protection Act 1998, European Convention on Human



Rights, Article 8). Wherever possible consent should be obtained before sharing personal information with third parties. IN some circumstances consent may not be possible or desirable but the safety and welfare of the child dictate that the information should be shared. The law permits this disclosure of confidential information necessary to safeguard a child or children. Disclosure should be justifiable in each case, according to the particular facts of the case, and legal advice should be sought if in doubt.

See also Document A10(ii) in the Child Protection Information Pack

9. RECORDS AND MONITORING

Well kept records are essential to good child protection practice. Ourschool is clear about the need to record any concerns held about a child or children within our school, the status of such records, or parts thereof should be shared with agencies.

When it becomes apparent there are child protection concerns, these should be recorded in the 'Concerns Register' kept securely in the office. The concern should be shared immediately with DSP (Mr Ruaux) or if he is unavailable the Back Up DSP (Miss Thoday).

Referral procedures at Rivington Park Independent School and Nursery

The school recognises that it does not have the responsibility to investigate cases of suspected child abuse.

School and Nursery staff report to the Head Teacher Mr Ruaux

Head Teacher telephones Social Services Duty Officer **without delay**

Head Teacher confirms in writing to Social Services Child Protection Co-ordinator and CEO.

As soon as the school has reported a case of suspected abuse, and multi-disciplinary procedures are put in motion the school has a duty to assist with the discharge of statutory functions to protect the child.



The procedures to be followed and a copy of the Common Assessment Framework (CAF) can be downloaded from:

www.lancashire.gov.uk/safeguardingchildrenboard/ This will provide you with all the information that you need about the LSCB contacts and procedures to be followed.

The Lancashire Child Protection Handbook can be viewed online in its most current form at the website above. The website is the most up to date information about procedures to be followed and take precedence over the procedures detailed in this Policy document.

The Head Teacher may be involved in:

- Initial investigations and assessments
- Criminal investigations
- Case conferences
- Review conferences

See also Document A10 (i) in the Child Protection Information Pack

10 CHILD PROTECTION CONFERENCES

The Head Teacher will be expected to:

- Provide detailed information about the child, his/her background and reason for the referral
- Provide written reports where necessary
- Attend case conferences or meetings/ interviews as required
- In some circumstances arrange for a child to be interviewed at school without parental consent or to be removed from school.

Go to www.lancashire.gov.uk/safeguardingchildrenboard and access Chapter 5 of the Safeguarding Children Procedures



11 SUPPORTING PUPILS AT RISK

11.1 Our school recognises that children who are abused or who witness violence may find it difficult to develop a sense of self worth and to view the world in a positive way. This school may be the only stable, secure and predictable element in the lives of children at risk. Whilst at school, their behaviour may still be challenging and defiant and there may be moves to consider suspension or exclusion from school.

It is also recognised that some children who have experienced abuse may in turn abuse others. This requires considered, sensitive approach in order that the child can receive appropriate help and support.

11.2 This school will endeavour to support pupils through:

- (a) The curriculum to encourage self-esteem and self-motivation
- (b) The school ethos, which promotes a positive, supportive and secure environment and which gives all pupils and adults a sense of being respected and valued.
- (c) The implementation of school behaviour management policies required under the Code of Practice 1993 Education Act
- (d) A consistent approach, which recognises and separates the cause of behaviour from that which the child displays. This is vital to ensure that all children are supported within the school setting.
- (e) Regular liaison with other professionals and agencies who support the pupils and their families, in line with appropriate confidentiality parameters.
- (f) A commitment to develop productive, supportive, relationships with parents whenever possible and so long as it is in the child's best interests to do so;
- (g) The development and support of a responsive and knowledgeable staff group trained to respond appropriately in child protection situations.

11.3 This policy should be considered alongside other related policies in school. These are



- Safeguarding Policy
- Anti-Bullying Policy
- Special Educational Needs Policy
- Equal Opportunities Policy
- ICT Policy
- Health & Safety Policy
- Behaviour Management Policy
- Staff Codes of Conduct and Professional Role Policies
- Security
- Handling Allegations of Abuse Against Staff Policy

11.4 We recognise that statistically, children with behavioural difficulties and disabilities are particularly vulnerable to abuse. School staff who work, in any capacity, with children with profound and multiple disabilities, sensory impairment and/or emotional and behaviour problems will need to be particularly sensitive to signs of abuse.

See CP Information Pack Document C4

It must also be stressed that in a home environment where there is domestic violence, drug or alcohol abuse, children may also be particularly vulnerable and in need of support or protection.

Go to www.lancashire.gov.uk/safeguardingchildrenboard and click on 'Domestic Violence'

12. SAFER SCHOOL CHILD PROTECTION PROCEDURES

12.1 What should staff/ volunteers do if they have concerns about a child or young person in their care?

Education professionals who are concerned about a child's welfare or who believe that a child is or may be at risk of abuse should pass any information to the Designated Senior Person (DSP) in school; this should always occur as soon as possible and certainly within 24 hours (see Appendix 1 in the online Child Protection Information Pack at the LSCB website www.lancashire.gov.uk/safeguardingchildrenboard)



The Designated Senior Person is Mr Ruaux

The Back Up Designated Senior Person is Miss Thoday

It is these senior colleagues who are responsible for taking action where the welfare or safety of children or young people are concerned. If staff are uncertain about whether their concerns are indeed 'child protection' then a discussion with the DSP/ Line Manager will assist in determining the most appropriate next course of action.

Staff should never:

- Do nothing/ assume that another agency or professional will act or is acting
- Attempt to resolve the matter themselves

What should the DSP consider right at the outset?

- Am I dealing with 'risk' or 'need'? (By definition a child at risk is also a child in need. However, what is the priority/ level and immediacy of risk/ need?)
- Can the level of need identified be met:
 - In or by the school or by accessing universal services without referral to Children's Integrated Services (Formerly Social Services) or other targeted services
 - By working with the child, parents and colleagues?
- What resources are available to me/ the school and what are their limitations?
- Is the level of need such that a referral needs to be made to Children's Integrated Services which requests that an assessment of need be undertaken? (**Section 17 Child in Need referral**)
- Is the level and/or likelihood of risk such that a child protection referral needs to be undertaken i.e. a child is suffering or is likely to suffer significant harm? (**Section 47 Child Protection Referral**)
- What information is available to me: Child, Parents, Family & Environment?
- What information is inaccessible and, potentially, how significant might this be?
- Who do I/ don't I need to speak to now and what do they need to know?



- Where can I access appropriate advice and/ or support? (LA Education CP Officers 01772 532634/01772 531196) Website for latest update of contact numbers
www.lancashire.gov.uk/safeguardingchildrenboard
- If I am not going to refer, then what action am I going to take? E.g. time limited monitoring plan, discussion with parents or other professionals, recording etc.

12.2 Feedback to staff who report concerns to the Designated Senior Person

Rules of confidentiality dictate that it may not always be possible or appropriate for the DSP to feedback to staff who report concerns to them. Such information will be shared on a 'need to know' basis only and the DSP will decide what information needs to be shared and with whom. The primary purpose of confidentiality in this context is to promote the child's welfare.

12.3 Thresholds for Referral to Children's Integrated Services (CIS)

Where a DSP considers that a referral may be required, there are two thresholds for (and their criteria) and types of referral that need to be carefully considered.

(i) Is this a Child in Need?

Under Section 17s (s.17(10)) of the Children Act 1989, a child is in need if:

- (a) He is unlikely to achieve or maintain, or to have the opportunity to achieve or maintain a reasonable standard of health or development without the provision of such services by a local authority.
- (b) His health or development is likely to be impaired or further impaired, without the provision of such services.
- (c) He is disabled

(ii) Is this a Child Protection Matter?

Under section 47 (1) of the Children's Act 1989 a local authority has a duty to make enquiries where they are informed that a child who lives or is found in their area:



- (a) Is the subject of an Emergency Protection Order
- (b) Is in Police Protection; or where they have
- (c) **Reasonable cause to suspect that a child is suffering or is likely to suffer significant harm.**

Therefore it is the 'significant harm' threshold that justifies statutory intervention into family life. A professional making a child protection referral under s.47 must therefore provide information which clearly outlines that a child is suffering or likely to suffer significant harm.

The Designated Senior Person will make judgements around 'significant harm', levels of 'need' and when to refer.

12.4 Making Referrals to CIS (Guidance for the DSP)

(i) Child in Need/ Section 17 Referrals

The DSP should complete a Common Assessment Framework (CAF) and email this to csc.acscustomerservices@lancashire.gov.uk

- This is a request for assessment/ services and as such you **must obtain the consent** of the parent(s) and child/ young person (where appropriate), this should be identified on the CAF.
- Where a parent/child/young person refuses to consent, you should make clear your ongoing plans and responsibilities in respect of support, monitoring etc and the possibility of a child protection referral at some point in the future if things deteriorate or do not improve. This is not about threats or saying that this is inevitable but openness and transparency in dealing with parents.

(ii) Child Protection/ Section 47 Referral

Make a telephone call to The Hub 0845 0530009. You will speak to a Customer Care Officer (not a Social Worker) whose role is to receive your referral information, enter it onto the appropriate IT system and forward to the relevant Social Work Team Leader for consideration.



- You still need to complete a CAF and should forward this as soon as possible and certainly within 48 hrs. Email to csc.acscustomerservices@lancashire.gov.uk
- You **do not require the consent** of a parent or child/ young person to make a child protection referral.
- A parent should **under most circumstances be informed** by the referrer that a child protection referral is to be made. The criteria for not informing parents are:
 - (a) Because this would increase the risk of harm to a child(ren); or
 - (b) Because in the referrers professional opinion to do so might impede an investigation that may need to be undertaken.
 - (c) Because there would be undue delay caused by seeking consent which would not serve the child's best interests.

Fear of jeopardising a hard won relationship with parents because of a need to refer is not sufficient justification for not telling them that you need to refer. To the contrary, this lack of openness will do little to foster ongoing trust, particularly as the source of referrals will be disclosed to parents except in a limited number of circumstances. If you feel that your own or another adults immediate safety would be placed at risk by informing parents then you should seek advice and/ or make this clear on the CAF and in any contact with CIS.

12.5 CIS Responses to referrals and timescales

In response to a referral, CIS may decide to:

- Provide advice to the referrer and / or child/ family
- Refer to another agency who can provide services
- Convene a strategy meeting (within five working days)
- Provide support services under section 17
- Undertake an initial assessment (completed within seven working days)
- Convene an initial Child Protection Conference (within 15 working days of a strategy meeting)
- Undertake a Core Assessment (completed within 35 working days)
- Accommodate the child under section 20 (with parental consent)
- Make an application to court for an order
- Take no further action.



12.6 Detailed guidance, checklists and updated procedures relating to Child Protection are all available on the LSCB website:

www.lancashire.gov.uk/safeguardingchildrenboard

This should be checked by the DSP for the latest Child Protection Updates prior to the DSP making any referral and in any case where any Child Protection Concern has been raised with the DSP or Back Up DSP.