Equal opportunities lie at the heart of all that we do at Rugeley. We are committed to ensuring that every member of the school community, whatever their disability, gender, sexual orientation, age, colour, ethnic origin, culture or religious belief is given the same chance as any other to access the services and support of our school.
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<th>Number</th>
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1. Introduction

The welfare of children/young people is paramount in all of our work and this is reflected in the way we work together to safeguard each individual child/young person's welfare. Our responsibility is to keep children/young people safe at all times.

It is essential that all of the children/young people within our care, both in the school and in the residence, be protected from abuse and harm. This means that in all of our work we are aware of the possibility of abuse occurring and are proactive in ensuring that such things do not occur.

It is every member of staff's statutory responsibility to safeguard the rights of the children/young people in the care of Rugeley School, Mayfield House and The Crescent. Those responsibilities must not be confused with the responsibilities that staff have towards the school. In all issues of safeguarding, the responsibility of every member of staff is exclusively towards the children/young people.

Failure by any member of staff to report actual or reasonably suspected physical, sexual or emotional abuse of a child/young person is a disciplinary offence.

**Staffordshire Local Safeguarding Children Board (LSCB):**

- **First Response Service**
- **Wedgewood Buildings**
- **Tipping Street**
- **Stafford ST15 2DH**
- **Telephone 0800 131 3126**

**Local Authority Designated Officer (LADO) Paul Davies.**

- **Telephone: 0800 1313126**

**Staffordshire Education Advice Service**

- **Telephone: 01785 895836**

2. Safeguarding Children Means.....

Safeguarding and promoting the welfare of children: Protecting children from maltreatment; preventing impairment of children's health or development; ensuring that children grow up in circumstances consistent with the provision of safe and effective care; and taking action to enable all children to have the best outcomes; Not exposing children/young people to unnecessary risks and protecting children/young people from abuse.

**Abuse:** a form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm or by failing to act to prevent harm. Children/young people may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others (e.g. via the
They may be abused by an adult or adults or another child or children/young people. Children/young people can be abused in very many circumstances which do not reflect any shortcomings in their parents/carers although it is acknowledged that most children/young people are harmed/abused by people known to them.

**Physical abuse**: a form of abuse which may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.

**Neglect**: the persistent failure to meet a child’s basic physical and/or psychological needs, likely to result in the serious impairment of the child’s health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to: provide adequate food, clothing and shelter (including exclusion from home or abandonment); protect a child from physical and emotional harm or danger; ensure adequate supervision (including the use of inadequate care-givers); or ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child’s basic medical needs.

**Emotional abuse**: the persistent emotional maltreatment of a child such as to cause severe and adverse effects on the child’s emotional development. It may involve conveying to a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or ‘making fun’ of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children/young people. These may include interactions that are beyond a child’s developmental capability as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyberbullying), causing children/young people frequently to feel frightened or in danger, or the exploitation or corruption of children/young people. Some level of emotional abuse is involved in all types of maltreatment of a child, although it may occur alone.

**Sexual abuse**: involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children/young people in looking at, or in the production of, sexual images, watching sexual activities, encouraging children/young people to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children/young people.

**N.B. Child Sexual Exploitation (CSE)**: is a form of sexual abuse. It is the coercion or manipulation of children and young people into taking part in sexual activities, usually involving an exchange of some form, which can include money, mobile phones and other items, drugs, alcohol, a place to stay, ‘protection’ or affection. The vulnerability of the young person and grooming process employed by perpetrators renders them powerless to recognise the exploitative nature of relationships and unable
to give informed consent. CSE is a particularly hidden form of abuse and recent evidence indicates that children who are, or who have been in care, are more vulnerable. Disclosure of this form of abuse is rare. Vulnerability and risk indicators of CSE are well established and it is possible to evidence risks.

**Bullying:** is not defined as a form of abuse in ‘Working together to Safeguard Children’ but may be defined as deliberately hurtful behaviour, usually repeated over time. This would then fit into one of the four categories of abuse defined above. Rugeley School, Mayfield House and The Crescent recognise that the children/young people in their care may be vulnerable to bullying but not fully understand the implications of this. Also the children/young people may be perceived as bullying others but this is not deliberate, just a behaviour associated with their ASD difficulties.

**Radicalisation** – Rugeley School, Mayfield House and The Crescent recognise that there is a threat of terrorism and understand that many terrorists are radicalised in the course of their day-to-day contact with others. Staff work with vulnerable children/young people who are often experiencing a personal crisis, struggle to communicate and find social norms difficult. This group are particularly prone to being exploited and adopting an extremist agenda. The UK government’s Prevent Strategy (2011), is a key aspect of safeguarding at Rugeley School, Mayfield House and The Crescent and all staff are made aware of the PREVENT duty. The children/young people undergo a risk assessment to identify their individual vulnerability to Radicalisation and as a result of this appropriate measures are taken to reduce risk.

**Online safety** – Rugeley School, Mayfield House and The Crescent recognise that as children and young people increasingly work online it is essential that they are safeguarded from potentially harmful and inappropriate online material. As such The Priory Group IT department have in place appropriate filters and no child/young person will be left to access online material unsupervised. Children and young people are not allowed access to personal mobile phones or handheld online devices in Rugeley School.

**Female Genital Mutilation (FGM) mandatory reporting duty** - FGM comprises all procedures involving partial or total removal of the external female genitalia or other injury to the female genital organs. It is illegal in the UK and a form of child abuse with long-lasting harmful consequences. Section 5B of the Female Genital Mutilation Act 2003 places a statutory duty upon teachers and care professionals to report to the police where they discover (either through disclosure by the victim or visual evidence) that FGM appears to have been carried out on a girl under 18. Those failing to report such cases will face disciplinary sanctions.

### 3. Signs and Symptoms of Abuse

The first indication that a child/young person is being abused is not necessarily the presence of a severe injury. Concerns may be aroused by:

- The sight of bruises or marks on a child’s body
- Remarks made by the child or carer
- Things overheard
- Change in the child’s specific behaviour or reactions

While the situation may not seem initially to be serious, it is worth remembering that prompt action is
essential even if the concerns are only suspicions.

Anyone who is worried that a child/young person may be at risk should discuss their concern with a Safeguarding Lead or a senior member of staff and then recorded in writing on a cause for concern form. This is to allow the concern to be dealt with in an appropriate manner.

The following is not a comprehensive or definitive list but a guide to the more common non-accidental injuries:

**BRUISES:**

- Symmetrical black eyes are rarely accidental
- Bruising in or around the mouth especially in small children
- Grasp marks on arms or the chest of a small child
- Finger marks
- Symmetrical bruising (especially on the ears)
- Linear bruising (particularly on the buttocks or back)
- Outline bruising (e.g. belt marks or hand prints)
- Different age bruising (especially in the same area) this bruising may differ in colour

NB: the following are particularly uncommon sites for accidental bruising:

- Back, back of legs, buttocks.
- Mouth, cheeks, behind the ears
- Stomach, chest
- Under the arm
- Genital, rectal area
- Neck

**SEXUAL ABUSE:**

- Physical Manifestations
- Vaginal bleeding in pre-pubescent girls
- Genital lacerations or bruising
- Sexually transmitted diseases
- Pregnancy
- Itching, soreness or unexplained bleeding from the vagina or anus
- Pain on passing urine, recurrent urinary tract infections

**EMOTIONAL AND BEHAVIOURAL MANIFESTATIONS:**

- Behaviour with sexual overtones
- Explicit or frequent sexual pre-occupation in talk and play
- Sexualised behaviour with adults
- Hinting at sexual activity or secrets through words, play or drawings

Within a school and care home setting for children with Autism, where one to one contact is more common and where children/young people have difficulty in expressing their feelings, there can be:

- Increased opportunities for abuse
- Insensitive or humiliating handling of personal care tasks
• Denial of sexuality or abuse
• Poor training or inadequate supervision within the establishment

4. Creating an Environment of Protection

Staff Training:

• The school has three named leads Safeguarding Leads and two deputies trained to Level 4:
  Rugeley School DSL – Chris Campbell (Assistant Head Teacher)
  Mayfield House DSL - Becky Blyth (Deputy Manager)
  The Crescent DSL - Rebecca Mohally (Deputy Manager)
  The Crescent DSL deputy - Taranjit Panesar (House Manager)

• In accordance with the Children's Homes regulations 2015, the homes have an independent Regulation 44 inspector who visits once a month.

• Training:
  Initial - On induction, each member of staff has face to face safeguarding training for 45 minutes with a DSL and is issued with a copy of part 1 of ‘Keeping Children Safe in Education 2016’.
  – On an annual basis each member of staff completes an e-learning module through the Priory Groups online training - Priory Academy. This gives all staff an annual update of safeguarding material.
  – Staff not in direct contact with children/young people receive face to face safeguarding training in the format of a presentation and related activities for 3 hours (half day) from the Designated Safeguarding Lead.
  – Staff in direct contact with children/young people on a daily basis receive face to face safeguarding training in the format of a presentation and related activities for 6 hours (one day) from the Designated Safeguarding Lead. As part of this course evidence is gained to show that all staff have an understanding of ‘Keeping Children Safe in Education 2016.’ This is usually completed within 3 months of beginning service with the company and then within a rolling three year period.

  A 3 hour face to face refresher of this course is completed every 12 months and every 3 years a full 6 hour face to face course is completed
  – Designated Safeguarding Leads and Deputies undertake an initial face to face 12 hour (two day) course and then a 6 hour (one day) refresher every 2 years. This is centrally arranged and provided by an external training provider. This training is followed by a ‘Train the Trainer’ course. Successful attendance on these courses gives the trainers approved status to deliver face to face training to Level 3. Designated Safeguarding Leads are also required with Staffordshire Local Authority Safeguarding Boards procedures.
  – Priory Education Services have a Regional Safeguarding Lead trained to the next level.
School/Care Home Management

- Parents, social workers and other involved professionals are encouraged to visit the school and, where appropriate, spend time with the children/young people.
- All visitors to and from any site must be recorded, and supervised as appropriate. (Refer to Priory policies on visitors and visiting children, H46 Arrangements for Visitors including Visits by Children, AM65 Visitors).
- Unauthorised persons are not permitted onto the sites and anyone seen on site should be questioned without prejudice.
- For the safety and security of all children/young people, the external doors are locked or are secured by a magnetic lock.
- Male members of staff should not be involved in intimate personal care of female children/young people but will participate in any other aspects of the child’s care. (Although do not assume that it is only males that perpetrate sexual abuse as women do abuse)
- Staff are not permitted to use personal cameras or camera phones to photograph the children/young people.
- Staff are not permitted to take any photographs of the children/young people home or to store photographs of the children/young people on computers or any other storage device to be taken home.
- Staff must never take personal phones in to the houses or into school, they must be left in offices for safe keeping.

Recruitment and Selection:

All prospective staff have been subject to the following checks:

- Enhanced Disclosure from the Disclosure and Barring Service.
- Minimum of two satisfactory, verified references obtained prior to commencement of employment
- Proof of identity
- Verification of relevant qualifications
- Any gaps in employment history have been satisfactorily explained
- All staff are subject to a three-month probationary period

No member of staff is permitted to commence work with the young people until all checks are satisfactorily in place.

Complaints Procedure:

- The complaints procedure outlines how staff, parents and other involved adults can make complaints or talk about things in school, which concern them.
- The complaints procedure for adults is fully accessible and is posted on staff notice boards.
- Children/young people are informed about how to make a complaint by the strategic placing of complaints posters using symbols which includes telephone numbers for child line, regulation 44 inspectors and local Ofsted inspectors.
- Children/young people are supported to raise concerns using communication methods individual to themselves

Communication:
• It is important that a professional relationship should be kept between staff, the children's families at all times, any communication between staff, and parents/guardians should be recorded, forwarded to the appropriate senior member of staff and kept on file.
• Communication outside of working hours should not take place – see staff handbook, Relationship Boundaries.
• Communication between the home and school setting is vital to ensure that any information relating to incidents is communicated effectively, including conversations with regards to actions taken.

5. What do you do if you see abuse, are told about abuse, suspect abuse, or have come across evidence of abuse or have any concerns for the welfare of a child?

If you see abuse you should:

• Intervene immediately. This is to prevent the abuse from continuing.
• Take the child, quietly, to a safe place and leave with a member of staff.
• Report your concern in writing to the designated safeguarding lead or senior member of staff who will then deal with the situation.

If you are told about abuse, suspect abuse, or have come across evidence of abuse or have any concerns for the welfare of a child you should:

• Report any concern immediately to the Designated Safeguarding Lead or senior member of staff and write a full record of all of the information on a Cause for Concern/Welfare Form (Appendix 1)

If a disclosure is made you should:

• Listen carefully.
• Ask the minimum number of questions required to allow you to clarify the information.
• Do not ask leading questions (for example ‘was it so and so that did this?’).
• The questioning should stop or be wound down as soon as it is possible if an offence or untoward act has taken place.
• Tell the child making the disclosure what you are going to do next. Tell him/her about the people with whom you will be sharing the information.
• Staff should never promise a child/young person that they will not tell anyone about an allegation- as this may ultimately not be in the best interests of the child/young person.
• Reassure the person or the child that they did the right thing in making the disclosure.
• Share the information immediately with one of the Designated Safeguarding Leads (if a Safeguarding Lead has been named in the disclosure then seek another Safeguarding Lead/Deputy or senior member of staff).
• Write a full record of all of the information on a Cause for Concern/Welfare Form (see Appendix 1). Seal it in an envelope and pass it to one of the Safeguarding Officers.

All concerns, discussions and decisions made and the reasons for those decisions should be recorded in writing. If in doubt about recording requirements staff should discuss with the designated safeguarding lead.

It is the responsibility of the Designated Safeguarding Lead to ensure the referral to Staffordshire Local Safeguarding Children Board is made within 24 hours.
If school or care staff are concerned that a cause for concern is not being dealt with in a timely manner, not being taken seriously or being dismissed by the DSL and Senior leadership team. They can make a direct referral to Staffordshire CSB.

6. Contamination of evidence

Please note: individuals within the local authority and the police have experience of Safeguarding Investigations. These people have the requisite skills with which to conduct investigations without contaminating the evidence. E.g. not ‘leading’ the witnesses.

Therefore, staff made aware of a suspicion or allegation of abuse are instructed not to investigate the suspicion or allegation and to restrict questioning to that necessary to seek clarification only.

7. What will the Designated Safeguarding Lead do?

i. Safeguarding referrals must be made within 24 hours of discovering any potential abuse.
ii. Referrals will be made in the first instance by telephone call to Staffordshire LSCB (Local Safeguarding Children Board): First Response (contact details on page 3) or in an emergency to the Police or the Emergency Duty Team (see appendix 3 for contact details).
iii. Refer cases to the Channel programme where there is a radicalisation concern as required
iv. The Designated Safeguarding Lead will follow up any referral in writing within 48 hours.
v. The Designated Safeguarding Lead who has made the referral will then take the necessary actions to ensure the continuing protection of children/young people light of the allegation, disclosure or suspicion of abuse. They will act under advice from Staffordshire SCB regarding necessary actions and advising the child/young person and parents involved.
vi. The Designated Safeguarding Lead will inform the parents of the allegation, they will then keep the parents informed throughout the investigation
vii. The Designated Safeguarding Lead is also responsible for alerting the placing authority to any allegation or suspicion of abuse and the initiation and outcome of any child protection investigation.
viii. Within Mayfield House and The Crescent it is the Designated Safeguarding Leads responsibility to notify Ofsted without delay, of any referral made to Staffordshire SCB where a strategy discussion is held and the outcome is to instigate a section 47 investigation. This requires a form to be completed titled ‘Notification form for providers Regulation 40 of Children’s homes’. This can be found on the Ofsted website
ix. In addition the Designated Safeguarding officer will record the following in the school’s/ Care Homes Safeguarding log:
   • All bites a young person has sustained from another young person
   • Any unexplained bruising
   • All unusual behaviours, which are out of character for that child
   • All unusually aggressive behaviour
If any of the above are considered to be of a serious nature or if the pattern is seen to be developing then a referral will be made to Staffordshire SCB.

For times of uncertainty, the LADO is available for advice and guidance with relation to incidents regarding staff members. Additional guidance can be gained from Staffordshire Education Advice Service by telephoning 01785 895836.

The rationale behind the decision to refer or not is recorded in the Safeguarding log. The Principal, the Regulations 44 Inspector and the Ofsted inspectors regularly inspect this log.
8. **Allegations made against staff**

Allegations can be made for a variety of reasons. Some of the most common are:

- Abuse has actually taken place.
- Something happens to a child/young person that reminds them of an event that happened in the past – the child/young person is unable to understand that the situation and the people are different.
- Children/young people can misinterpret language or actions because they are reminded of something else.

Any allegations should be brought to the notice of the Designated Safeguarding Lead/Deputy immediately. In cases where the allegation is made against a Designated Safeguarding Lead, the complainant should approach one of the other Designated Safeguarding Leads/Deputies.

The Designated Safeguarding Lead will then:

- Make sure that the child in question is safe and away from the person alleged to have abused the child (see Appendix 3- Care of a Child who has been abused.)
- Contact the LADO and in some cases the Police
- Contact the parents or carers of the child/young person if advised to do so by the LADO/social worker/policeman officer in charge of allegations

Irrespective of any investigation by the LADO or the Police, Rugeley School will follow the appropriate disciplinary procedure; consideration will be given as to whether the alleged abuser should be suspended without prejudice from attending the setting until the outcome of any investigation is clear. All incidents will be investigated internally after any external investigation has finished enabling the school to review practice and put in place any additional measures to prevent a similar thing happening again.

9. **Whistle Blowing:**

Rugeley School, Mayfield House and The Crescent encourage an environment where people feel safe to express their concerns about the practice of others. If a staff member or visitor has concerns, they should be confident that they will not be victimised in any way for expressing them and their position and prospects will not be prejudiced.

Every member of staff has a statutory responsibility to safeguard the rights of the children in the care of Rugeley School. Those responsibilities must not be confused with the responsibilities that staff have towards the school and their colleagues.

In all issues of safeguarding, the responsibility of every member of staff is exclusively towards the children/young people. The **Priory Whistleblowing Service** is manned day and night by an independent company, **First Assist**. To use the service staff can ring **08001973166** and quote 71191.
10. Multi Agency working and the role of the school in a child protection plan

Rugeley School, Mayfield House and The Crescent do not operate in isolation and all staff are aware of the guidance ‘Working Together to Safeguard Children’. Safeguarding children/young people is the responsibility of all adults, especially those working with children/young people. The development of appropriate procedures and the monitoring of good practice are the responsibilities the Local Authority Children’s Board (Staffordshire) as outlined in Staffordshire SCB guidance and protocols.

Staffordshire SCB are committed to the view ‘that no agency or profession should work independently in this field and that the interests of the child and family are best served by a system of multi-disciplinary co-operation’ ensuring that there are effective inter-agency procedures for dealing with allegations. Rugeley School, Mayfield House and The Crescent also work closely with all referring/placing authorities.

When concerns about a child have been referred and are pursued they can result in a ‘Child Protection Plan’. This is a working tool that should enable the family and professionals to understand what is expected of others.

The aims of the plan are-

- To keep the child safe
- To promote their welfare
- If it can be done safely, to support their wider family to care for them

It is the responsibility of the core group (including family members) to draw up the detailed plan.

Working with a child who has a child protection plan:

- Know what the child protection plan says and what you have to do
- Know who the key worker is and how to contact them
- See the child regularly
- Report any concerns you have about the child to the key worker immediately

The Designated Safeguarding Leads have a responsibility to report immediately any unauthorised or unexplained absences for any child who is the subject of a child protection plan.

Early Help

All school and care home staff should be prepared to identify children who may benefit from early help. Early help means providing support as soon as a problem emerges at any point in a child’s life, from the foundation years through to the teenage years. In the first instance staff should discuss early help requirements with the designated safeguarding lead. Staff may be required to support other agencies and professionals in an early help assessment.
11. Notification

Rugeley School is responsible for the notification of all significant events concerning Safeguarding. In cases of referral then the following agencies may be contacted:

- First Response Team
- LADO
- Police
- Ofsted
- The child/young person’s home local authority.

When an incident has been discussed with the LADO or First Response team a record is kept of their response e.g. whether a referral has initiated further enquiries or signposted to another service.

A register of all safeguarding incidents will be kept centrally via the Priory Incident reporting system. A local register is also to be kept in a folder stored in the office. This is kept in a locked cupboard with access only by the Designated Safeguarding Leads and School Head Teacher. (Appendix 4 - OP Form: 09 Log of Safeguarding Issues is available for this purpose and to track progress of a referral).

12. Professional confidentiality and secure storage

Information shared between agencies, including the local Children’s Services Dept (social services) and the police must be treated with the strictest confidentiality and in line with the document ‘Information Sharing:- a Guidance for practitioners and Managers’ (Department of Education) 2015

Only those directly concerned with the child need have access to information - it is not for public scrutiny.

13. Evaluation

Evaluation of these procedures will be based on a combination of measures including:

- Children and young peoples views,
- Family views,
- Professional judgement; a copy of this policy has been forwarded to the local Safeguarding Board,
- Staff views: daily practitioners and senior staff

Additional action may be taken by the police in respect to further criminal investigation by them. The school and care homes will have all of its policies and procedures scrutinised closely at the time of each and every Safeguarding investigation. Remedies and advice will be offered.
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<th>Job Title:</th>
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<th>Location of Incident/disclosure</th>
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**Witness to incident/disclosure**

_Report: (Be factual, do not give opinions)_

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Signed:                                                                                        Date:
Appendix 2
Rugeley School

Procedure for staff

As soon as you become aware of or suspect possible abuse, you should:

1. Report any concern immediately to a Designated Safeguarding Lead/Deputy or senior member of staff if no Safeguarding Lead/Deputy on duty.

2. Write a full record of all of the information on a Concern for Concern/Welfare Form (see Appendix 1) seal it in an envelope and pass it to one of the Designated Safeguarding Leads.

It is the responsibility of the Designated Safeguarding Lead to ensure the referral to Staffordshire Safeguarding Children Board is made in the appropriate timescale.

3. You will be invited to meet with the Designated Safeguarding Lead to talk through your record.

4. You will be kept up to date with the progress of the investigation by the Designated Safeguarding Lead.

Every member of staff has a statutory responsibility to safeguard the rights of the children/young people in the care of Rugeley School, Mayfield House and The Crescent. Those responsibilities must not be confused with the responsibilities that staff have towards the school/care home. In all issues of safeguarding, the responsibility of every member of staff is exclusively towards the children/young people.

All staff (including agency staff) are required to report any concerns about practices within the school/care home or the behaviour of colleagues, which they consider likely to put children/young people at risk of abuse or serious harm.

Failure by any member of staff to report actual or reasonably suspected physical, sexual or emotional abuse of a child is a disciplinary offence.
Appendix 3
Rugeley School

Guidelines for the care of a child who has been abused

Treatment of the child will need to be planned on an individual basis:

- For most of our children, keeping to familiar routine would be essential, (due to the nature of autism and the dependence on routine).
- Give reassurance if it is sought. Again, knowledge of the individual is paramount here.
- Listen if they want to talk – this includes the use of symbols and electronic communicators for those for whom this is the best way to communicate.
- Use the ‘What is wrong form’ where appropriate.
- Monitor the child’s behaviour at all times and note any changes, particularly those children who are non-verbal.
- Report any concerns to the Designated Safeguarding Lead and/or the Registered Manager.

N.B. On occasions, when a distressed child needs comfort and reassurance, this may involve physical contact. Staff should use their professional judgement to comfort and reassure in an age-appropriate way, whilst maintaining clear professional boundaries.
Appendix 4
Role description for Designated Safeguarding Leads

1 Designated Safeguarding Leads

A list of Designated Safeguarding Leads for each Division is published on the Intranet.

The role of the DSL on sites or clusters of sites should include, as a minimum, the following:
(a) Assume overall responsibility to make sure safeguarding practices are in place and act as the named lead
(b) Undertake training and updates to the level specified
(c) Report to the local governance meeting each month
(d) Receive papers and documents from other agencies and to comment on behalf of the site
(e) Provide the link from the site to the local Safeguarding Services
(f) Co-operate fully with all safeguarding enquiries which may include attending strategy meetings and case conferences
(g) Ensure that clear and accurate records of incidents are kept
(h) To be aware of what situations require referral to the local Safeguarding team
(i) To understand and advise other colleagues on referral processes
(j) Input into the development of local safeguarding procedures which effectively link with and reflect those of the Local Authority/Health and Social Care Trust
(k) Assist/advise other colleagues on safeguarding issues
(l) Communicate changes to procedures/documentation to colleagues
(m) To share best practice and lessons learnt through regular contact (at least annually) with other DSLs and safeguarding leads at the regional safeguarding meetings and regional safeguarding updates
(n) To deliver appropriate face to face safeguarding training to other colleagues

2 Regional Safeguarding Leads

(a) Provide safeguarding supervision to the DSLs (and deputies)
(b) Offer sound procedure advice and support
(c) To analyse the results of the divisional audits of practice and identify any actions necessary for the region and monitor these to completion, analysis of disincentives to report, sharing of best practice and lessons learnt through regular contact (at least annually) with other regional safeguarding officers.

NB: Healthcare Division also have a divisional Designated Safeguarding Lead in place whose responsibilities include providing cover and support for the DSLs, chairing regional safeguarding meetings, developing practice at different sites (with a deeper dive analysis at sites where required), supporting DSLs with training, monitoring the training and ensuring that the sites have sufficient trained colleagues in place to deliver training
Appendix 5
Rugeley School, Mayfield House, The Crescent

Internal Safeguarding Procedure

The following flowchart details actions that must be taken following suspicion that a child has been abused.

1. Disclosure/observation/information about possible abuse
   - Ensure current safety of the child
   - If in immediate danger contact emergency services and Local Children’s Safeguarding Board

2. Discuss with Designated Safeguarding Lead/Deputy concerns

3. Does it meet site’s threshold for referral?
   - NO
     - Complete cause for concern form and continue to monitor/report child/young person
   - YES
     - Complete cause for concern form and give to Designated Safeguarding Lead

4. Occurred within the Rugeley School/Mayfield House/The Crescent when in the care of the site staff
   - NO
     - Child/young person in the care of local authority/social worker
       - YES
         - DSL - Telephone Social Worker and report concerns. Act on their advice
       - NO
         - DSL - Refer to Staffordshire Children Safeguarding

5. Advise placing LA, SW and parents that a referral has been made

DSL - Notify Regulatory body
The Safeguarding Officers are: -

Chris Campbell– Rugeley School

Becky Blyth– Mayfield House

Rebecca Mohally and Taz Panesar– The Crescent
If you have any concerns regarding the welfare of the children at school or the residences then please contact an officer.

The Safeguarding Trainers are:-

Christopher Campbell

Rebecca Mohally