



BENSHAM MANOR School

Early Help and Child Protection Policy Documentation

Last reviewed: November 2016



STRICTLY CONFIDENTIAL

Child Protection/safeguarding file for:

Full Name

Class/Year

School (address and tel.no)
.....
.....

Legal framework:

Working Together to Safeguard Children March 2015

- Never delay emergency action to protect a child from harm
- Always record in writing concerns about a child's welfare, including whether or not further action is taken
- Always record in writing discussions about a child's welfare in the child's file; at the close of a discussion, always reach a clear and explicit recorded agreement about who will be taking what action or that no further action will be taken and why.

Keeping Children Safe in Education September 2016

- Be able to keep detailed, accurate, secure written records of concerns and referrals
- Where children leave the school or ensure their child protection file is transferred to the new school as soon as possible. This should be transferred separately from the main pupil file, ensuring secure transit and confirmation of receipt should be obtained.

**Chronology forSchool
Child protection files**

(This should always be kept at the front of all CP documentation on each child's individual file)

| | |
|---|--|
| Child's name | |
| Date of Birth | |
| Unique Pupil Number (UPN) | |
| Name(s) of all siblings and schools attended (include all last name and cross reference any CP information) | |

Incident and Significant Event Chronology: (number each separate sheet used)

| Date | Brief Details | Source | Action | Outcome (if known) |
|-------------|----------------------|---------------|---------------|---------------------------|
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

Running Record

Page ___

| | |
|--------------------------------|--|
| Child's name | |
| Date of Birth | |
| Unique Pupil Number (UPN) | |
| Running Record completed by: | |
| Date Running Record Completed: | |

| |
|--------------------------|
| Summary of Issue: |
| |

| |
|-----------------------------------|
| Evaluation of Information: |
| |

| |
|----------------------|
| Action Taken: |
| |

| |
|-----------------|
| Outcome: |
| |

NB: Child's Child Protection Chronology must also be updated with a summary of this record

CAUSE FOR CONCERN REPORTING FORM

This form is to be completed on all occasions, at the time of observation, when there is cause for concern in relation to the welfare of a child and given to your Designated Safeguarding Lead.

| | |
|---|--|
| Name of School: | |
| Name of Person reporting concerns | |
| Post Held (and employer name if not employed by school) | |

| Child Details: | |
|--------------------------|--|
| Full Name | |
| Date of Birth | |
| Home Address | |
| Post Code | |
| Name of Parent/Carer (1) | |
| Name of Parent/Carer (2) | |

Do these concerns related to a specific incident or event?
If YES complete Section A **If NO complete Section B**

| Section A: | |
|--|--|
| Date and Time of Incident | |
| Place of Incident | |
| Date Incident Recorded | |
| Record completed by: | |
| Please provide brief, factual account of circumstances of incident, to include any pre-existing, mitigating and/or aggravating factors and injuries sustained (if applicable, record on Body Map) – If you run out of space, use a continuation sheet including pupil details and page no) | |
| | |

CAUSE FOR CONCERN REPORTING FORM - CONTINUED

| Witness Details – Include full name, whether adult or child and their role | |
|--|--|
| Witness 1 | |
| Witness 2 | |
| Witness 3 | |
| Witness 4 | |

| |
|---|
| Section B: |
| Please provide details of your concern(s), evidence base, professional opinion, nature of concern and actions taken |
| |

| |
|--|
| Any other relevant information: |
| |

| | | | |
|----------------|--|---------------|--|
| Signed: | | Dated: | |
|----------------|--|---------------|--|

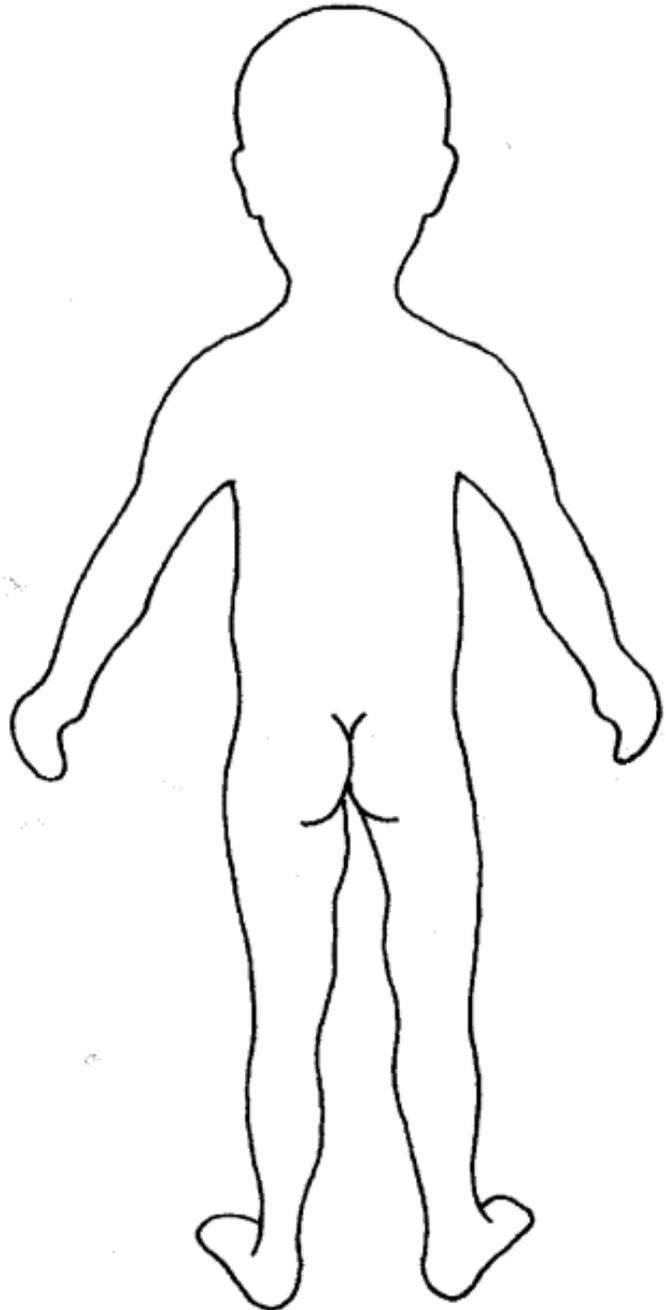
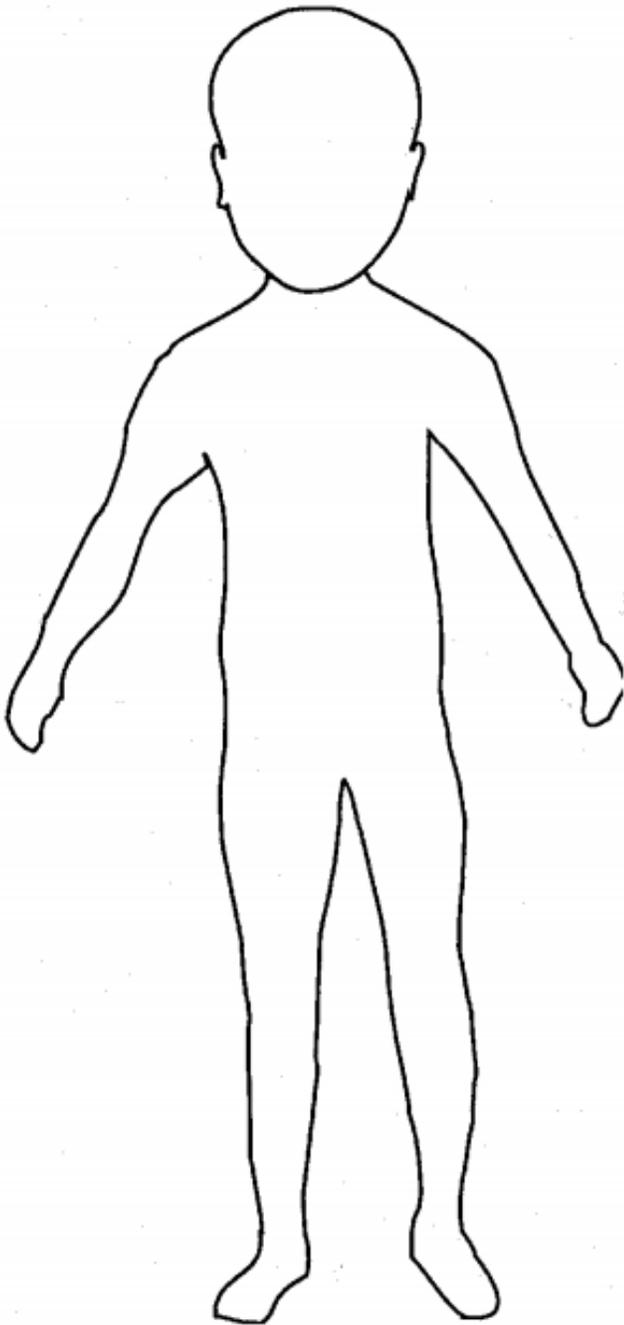
| | | | |
|--|--|---------------|--|
| Designated Safeguarding Lead Signature: | | Dated: | |
|--|--|---------------|--|

| |
|-----------------------------|
| Action Taken by DSL: |
| |

NB: Child's Child Protection Chronology must also be updated with a summary of this record

CAUSE FOR CONCERN REPORT: BODY MAP

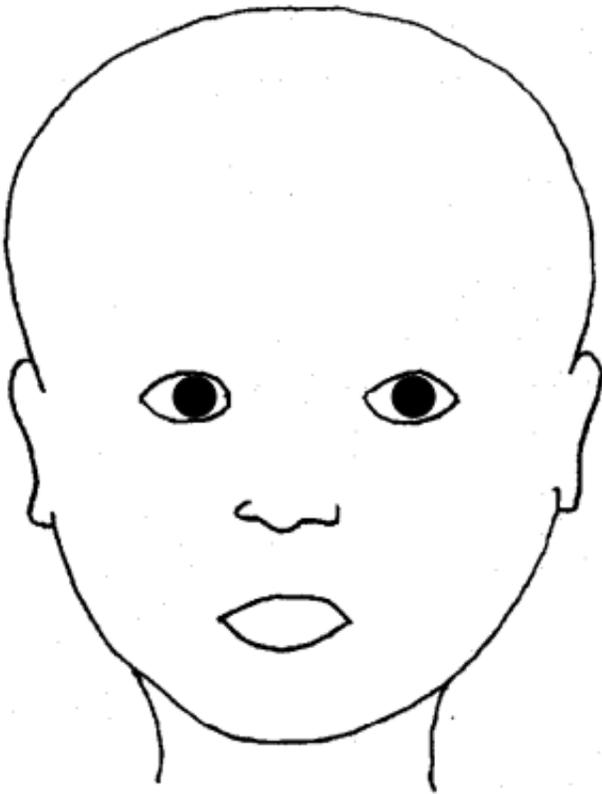
| Child Details: | | | |
|-------------------------------------|--|---------------|--|
| Full Name | | Date of Birth | |
| Home Address | | | |
| Post Code | | | |
| Person completing Map | | | |
| Date, time and place of observation | | | |



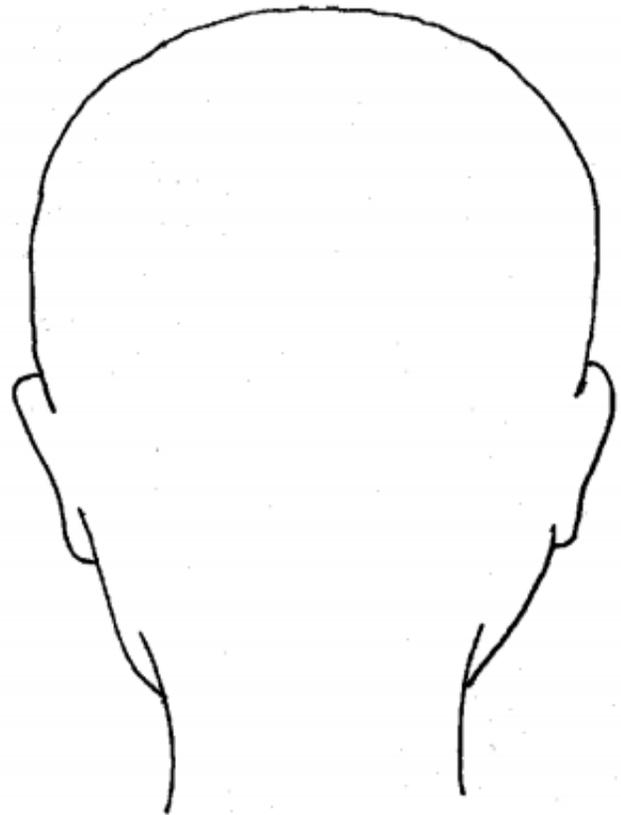
Child Details:

Full Name

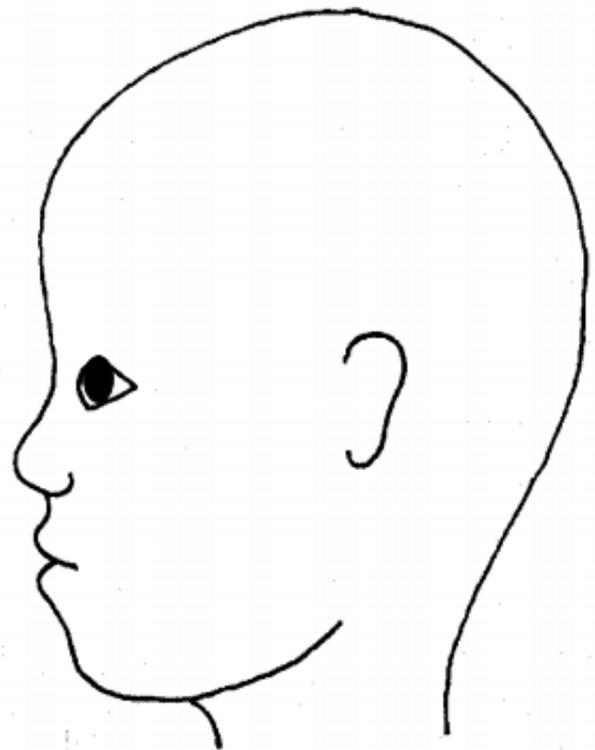
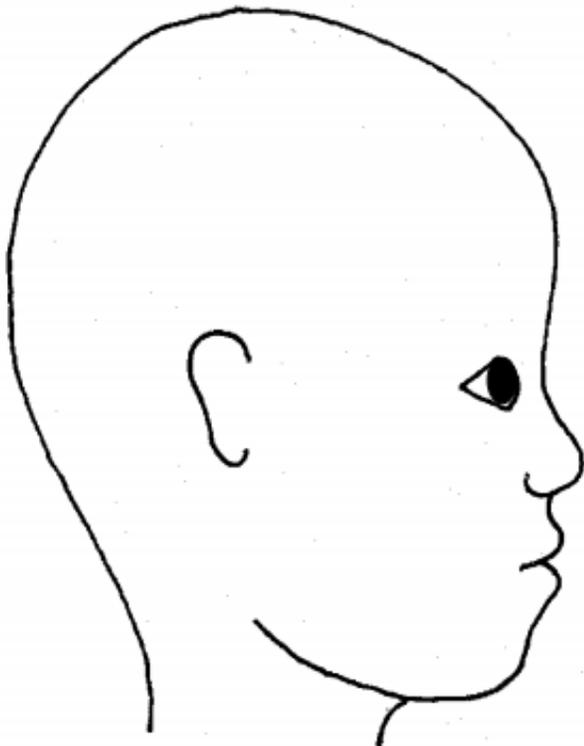
Date of Birth



FRONT



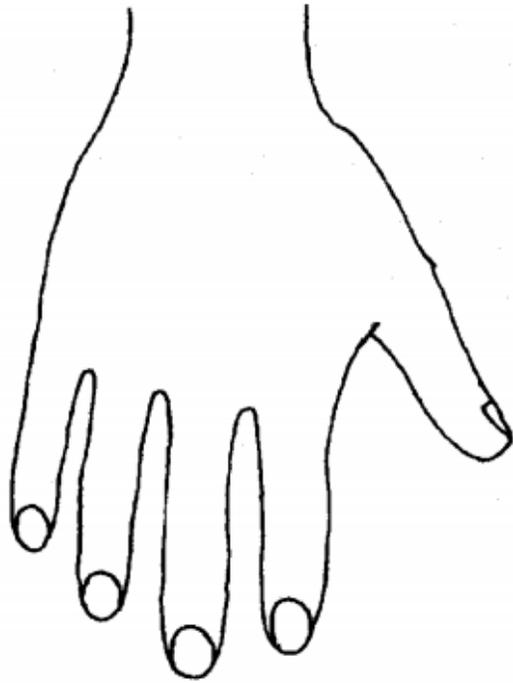
BACK



Child Details:

Full Name

Date of Birth



R



L

BACK



R



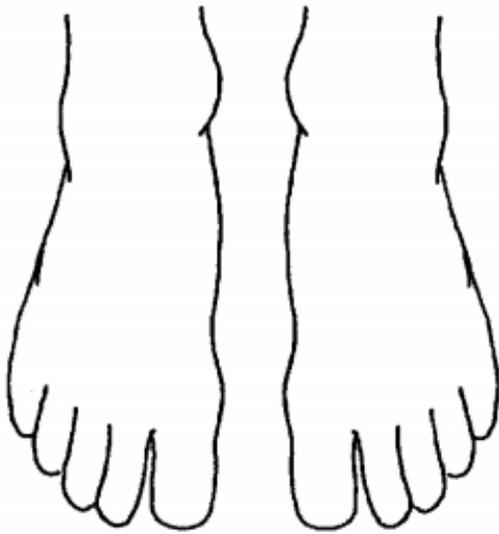
L

PALM

Child Details:

Full Name

Date of Birth



R

TOP

L



R

BOTTOM

L



R

INNER



L



R

OUTER



L

STATUTORY GUIDANCE – REGULATED ACTIVITY (CHILDREN) - SUPERVISION OF ACTIVITY WITH CHILDREN WHICH IS REGULATED ACTIVITY WHEN UNSUPERVISED.



Regulated activity

The full legal definition of regulated activity is set out in Schedule 4 of the Safeguarding Vulnerable Groups Act 2006 as amended by the Protection of Freedoms Act 2012. HM Government have produced a factual note on Regulated Activity in relation to Children: scope.

Regulated activity includes:

- a) teaching, training, instructing, caring for (see (c) below) or supervising children if the person is unsupervised, or providing advice or guidance on well-being, or driving a vehicle only for children,
- b) work for a limited range of establishments (known as ‘specified places’, which include schools and colleges), with the opportunity for contact with children, but not including work done by supervised volunteers;

Work under (a) or (b) is regulated activity only if done regularly. Some activities are always regulated activities, regardless of their frequency or whether they are supervised or not. This includes:

- c) relevant personal care, or health care provided by or provided under the supervision of a health care professional:
 - personal care includes helping a child, for reasons of age, illness or disability, with eating or drinking, or in connection with toileting, washing, bathing and dressing;
 - health care means care for children provided by, or under the direction or supervision of, a regulated health care professional.

The Safeguarding Vulnerable Groups Act 2006 provides that the type of work referred to at (a) or (b) will be regulated activity if “it is carried out frequently by the same person” or if “the period condition is satisfied”. Paragraph 10 of Schedule 4 to this Act says the period condition is satisfied if the person carrying out the activity does so at any time on more than three days in any period of 30 days and, for the purposes of the work referred to at (a), apart from driving a vehicle only for children, it is also satisfied if it is done at any time between 2am and 6am and it gives the person the opportunity to have face to face contact with children.

This statutory guidance on the supervision of activity with children which is regulated activity when unsupervised is also published separately on GOV.UK.

This document fulfils the duty in legislation that the Secretary of State must publish statutory guidance on supervision of activity by workers with children, which when unsupervised is regulated activity. This guidance applies in England, Wales and Northern Ireland. It covers settings including but not limited to schools, childcare establishments, colleges, youth groups and sports clubs.

For too long child protection policy has been developed in haste and in response to individual tragedies, with the well-intentioned though misguided belief that every risk could be mitigated and every loophole closed. The pressure has been to prescribe and legislate more. This has led to public confusion, a fearful workforce and a dysfunctional culture of mistrust between children and adults. This Government is taking a different approach.

We start with a presumption of trust and confidence in those who work with children, and the good sense and judgment of their managers. This guidance applies when an organisation decides to supervise with the aim that the supervised work will not be regulated activity (when it would be, if not so supervised). In such a case, the law makes three main points:

- there must be supervision by a person who is in regulated activity iii ;
- the supervision must be regular and day to day; and
- the supervision must be “reasonable in all the circumstances to ensure the protection of children”.

The organisation must have regard to this guidance. That gives local managers the flexibility to determine what is reasonable for their circumstances. While the precise nature and level of supervision will vary from case to case, guidance on the main legal points above is as follows.

Supervision by a person in regulated activity/regular and day to day: supervisors must be in regulated activity themselves iv . The duty that supervision must take place “on a regular basis” means that supervision must not, for example, be concentrated during the first few weeks of an activity and then tail off thereafter, becoming the exception not the rule. It must take place on an ongoing basis, whether the worker has just started or has been doing the activity for some time.

Reasonable in the circumstances: within the statutory duty, the level of supervision may differ, depending on all the circumstances of a case. Organisations should consider the following factors in deciding the specific level of supervision the organisation will require in an individual case:

- ages of the children, including whether their ages differ widely;
- number of children that the individual is working with;
- whether or not other workers are helping to look after the children;
- the nature of the individual’s work (or, in a specified place such as a school, the individual’s opportunity for contact with children);
- how vulnerable the children are (the more they are, the more an organisation might opt for workers to be in regulated activity);
- how many workers would be supervised by each supervising worker.

In law, an organisation will have no entitlement to do a barred list check on a worker who, because they are supervised, is not in regulated activity.

EXAMPLES

Volunteer, in a specified place

Mr. Jones, a new volunteer, helps children with reading at a local school for two mornings a week. Mr. Jones is generally based in the classroom, in sight of the teacher. Sometimes Mr. Jones takes some of the children to a separate room to listen to them reading, where Mr. Jones is supervised by a paid classroom assistant, who is in that room most of the time. The teacher and classroom assistant are in regulated activity. The head teacher decides whether their supervision is such that Mr. Jones is not in regulated activity.

Volunteer, not in a specified place

Mr. Wood, a new entrant volunteer, assists with the coaching of children at his local cricket club. The children are divided into small groups, with assistant coaches such as Mr. Wood assigned to each group. The head coach oversees the coaching, spends time with each of the groups, and has sight of all the groups (and the assistant coaches) for most of the time. The head coach is in regulated activity. The club managers decide whether the coach’s supervision is such that Mr. Wood is not in regulated activity.

Employee, not in a specified place

Mrs. Shah starts as a paid activity assistant at a youth club. She helps to instruct a group of children, and is supervised by the youth club leader who is in regulated activity. The youth club managers decide whether the leader’s supervision is such that Mrs Shah is not in regulated activity.

In each example, the organisation uses the following steps when deciding whether a new worker will be supervised to such a level that the new worker is not in regulated activity:

- consider whether the worker is doing work that, if unsupervised, would be regulated activity. If the worker is not, the remaining steps are unnecessary;
- consider whether the worker will be supervised by a person in regulated activity, and whether the supervision will be regular and day to day, bearing in mind paragraph 4 of this guidance;
- consider whether the supervision will be reasonable in all the circumstances to ensure the protection of children, bearing in mind the factors set out above; and if it is a specified place such as a school:
- consider whether the supervised worker is a volunteer v .

i Safeguarding Vulnerable Groups Act 2006, amended by Protection of Freedoms Act 2012: Schedule 4, paragraph 5A: guidance must be “for the purpose of assisting” organisations “in deciding whether supervision is of such a kind that” the supervisee is not in regulated activity.

ii Safeguarding Vulnerable Groups (Northern Ireland) Order 2007, Schedule 2, paragraph 5A, is as above on guidance on “supervision” for Northern Ireland.

iii If the work is in a specified place such as a school, paid workers remain in regulated activity even if supervised.

iv In future, the Government plans to commence a statutory duty on an organisation arranging regulated activity (under the 2006 Act or 2007 Order, both as amended) to check that a person entering regulated activity is not barred from regulated activity; and plans to commence a stand-alone barring check service by the new Disclosure and Barring Service.

v A volunteer is: in England and Wales, a person who performs an activity which involves spending time, unpaid (except for travel and other approved out-of-pocket expenses), doing something which aims to benefit someone (individuals or groups) other than or in addition to close relatives; in Northern Ireland, a person engaged, or to be engaged, in an activity for a non-profit organisation or person which involves spending time unpaid (except for travel and other approved out-of-pocket expenses) doing something which amounts to a benefit to some third party other than, or in addition to, a close relative.