



**WILLIAM DAVIS**  
**CHILD PROTECTION POLICY**  
**SEPTEMBER 2018**

**(Based on the THs Guidance on Child Protection September 2018)**

**Agreed by Governors September 2018**

**To be reviewed September 2019**



## Introduction

Sections 157 and 175 of the Education Act 2002 and the supporting Department for Education (DfE) guidance in "Keeping children safe in education: Statutory guidance for schools and colleges (DfE, Sept 2018) specify the need for all schools and education settings to make arrangements to ensure that their functions are carried out with a view to safeguarding and promoting the welfare of children.

The guidance from the DfE (Sept 2018) defines safeguarding and promoting the welfare of children as:

- 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
- taking action to enable all children to have the best outcomes

William Davis Primary School fully recognises its responsibilities for child protection and keeping children safe. Our school policy applies to all staff, temporary staff, governors and volunteers working in the school. We recognise that because of the day to day contact with children, school staff are well placed to observe the outward signs of abuse. The school will therefore:

- Establish and maintain an environment where children feel secure, are encouraged to talk, and are listened to.
- Ensure children know that all adults in school can be approached if they are worried.
- Include opportunities in the PSHE curriculum for children to develop the skills they need to recognise and stay safe from abuse in the real and digital world.

## Roles and responsibilities

Safeguarding and promoting the welfare of children is emphasised to be everyone's responsibility. 'Children' includes everyone under the age of 18. Everyone who comes into contact with children and their families and carers has a role to play in safeguarding children. In order to fulfil this responsibility effectively, all professionals should make sure their approach is child-centred; they should consider, at all times, what is in the best interests of the child. It is recognised that no single professional can have a full picture of a child's needs and circumstances and that if children and families are to receive the right help at the right time then everyone who comes into contact with them has a role to play in identifying concerns, sharing information and taking prompt action. These requirements are reinforced in "Working Together to Safeguard Children 2018" (HM Govt, July 2018) and "What to do if you're worried a child is being abused 2015" (DfE, March 2015). Within London Borough of Tower Hamlets the Tower Hamlets Safeguarding Children Board (THSCB) has strategic responsibility for these arrangements.

Practitioners at William Davis have a duty to report concerns of a child protection nature and a duty to cooperate with those agencies empowered to investigate such concerns and support plans to safeguard the welfare of the child(ren). Staff in school should not attempt to investigate a child protection matter



as it may compromise any possible legal proceedings. There is a need only to establish sufficient details and information for a decision to be made about making a referral.

It is vital that any concerns are reported as soon as possible and that unnecessary delay is avoided. In order for the investigative agencies to carry out their statutory duties they will need to access records and collate information. They will have to contact parents/carers and may need to arrange a medical examination. When Child Protection referrals are made late in the day this may delay appropriate action until the following morning, which may be potentially serious.

The requirements of "Keeping children safe in education: Statutory guidance for schools (DfE, Sept 2018) apply to all schools and the Governing Body are responsible for ensuring that these requirements are met and fulfilled.

### **The Roles of the Designated Child Protection Officer(DCPO) and the Designated Governor**

In Annexe B of "Keeping children safe in education: Statutory guidance for schools (DfE, Sept 2018) detailed information is given on the role of the Designated Safeguarding Lead. Every school is required to have a Designated Child Protection Officer. The Governing Body and the Headteacher have responsibility for ensuring that a DCPO is appointed and appropriately trained. At William Davis the Headteacher is the DCPO. William Davis also has two Deputy DCPOs who are also appropriately trained. They are the Deputy Headteacher and the Inclusion Lead.

The Tower Hamlets Education Safeguarding Service conducts an annual survey at the start of each academic year to collate this information.

The DCPO should be familiar with Safeguarding procedures and must attend the multidisciplinary foundation and post-foundation training courses in child protection provided by the THSCB. The DCPO must ensure that these procedures are followed at William Davis and will liaise with other agencies as required to ensure that advice is sought and referrals made in accordance with the procedures.

The DCPO also carries responsibility for maintaining the records of which children within the school are subject to a Child Protection Plan and of concerns that have arisen about the wellbeing of children at the School. This information is confidential and should only be shared on a strict need to know basis. These records should be safeguarded in a secure place away from the children's academic records.

It is also required that the Governing Body appoints a Designated Governor. The Designated Governor must be familiar with these procedures and should also attend the multidisciplinary foundation and post-foundation training courses in child protection provided by the THSCB. The Designated Governor carries a responsibility on behalf of the school Governing Body to ensure that the school complies with these procedures. The Designated Governor should work in liaison with the DCPO and report to the school Governing Body on an annual basis.



## **Allegations against staff**

Where there are concerns relating to the involvement of members of staff in allegations or incidents of a child protection nature, staff and the Deputy DCPOs must ensure that the Headteacher is informed and that procedures are followed. In the case of an allegation against or incident involving the Headteacher, the Designated Governor or LA Officer with responsibility for the school must ensure that procedures are followed.

## **Whistleblowing**

Staff members and volunteers should feel able to raise concerns about poor or unsafe practice and potential failures in the school's safeguarding regime. Appropriate whistleblowing procedures are in place for such concerns to be raised with the management team. These procedures should be included in staff training and staff behavior policies.

## **Training and the DCPO**

The DfE guidance specifies that the DCPO should undergo updated child protection training every two years. This should be supported by all staff members receiving appropriate safeguarding and child protection training which is regularly updated - Tower Hamlets SCB recommends that all staff members should receive formal safeguarding and child protection training at least every 2 years. It is also stated that all staff members should receive regular safeguarding and child protection updates at least annually to provide them with relevant knowledge and skills to safeguard children effectively.

The DCPO and Designated Governor should ensure that:

- the school fully complies with DfE requirements in relation to safeguarding training for staff;
- policies and procedures are in place;
- they provide an annual report to the Governing Body on safeguarding compliance and issues that have arisen in relation to safeguarding.

The DfE requires that all staff in schools read and understand "Keeping children safe in education: Statutory guidance for schools (DfE, Sept 2018). At Induction all staff members including temporary staff and volunteers must be made aware of the safeguarding systems in place and the role of the DCPO. Staff members should be provided with copies of Part one of the DfE guidance and of the school's safeguarding policies ( see *Safeguarding Procedures Sept 2018*).

It is emphasised that all staff members should be aware of:

- the local Early Help process and understand their role in it
- the process for making referrals to children's social care and for statutory assessments under the Children Act 1989 that may follow a referral, along with the role that they might be expected to play in such assessments



- what to do if a child tells them he/she is being abused or neglected

## **Early Help**

Any child may benefit from early help, but all school and college staff should be particularly alert to the potential need for early help for a child who:

- is disabled and has specific additional needs;
- has special educational needs (whether or not they have a statutory education, health and care plan);
- is a young carer;
- is showing signs of being drawn in to anti-social or criminal behaviour, including gang involvement and association with organised crime groups;
- is frequently missing/goes missing from care or from home;
- is misusing drugs or alcohol themselves;
- is at risk of modern slavery, trafficking or exploitation;
- is in a family circumstance presenting challenges for the child, such as substance abuse, adult mental health problems or domestic abuse;
- has returned home to their family from care;
- is showing early signs of abuse and/or neglect;
- is at risk of being radicalised or exploited;
- is a privately fostered child.

Advice and guidance in relation to early help can be obtained from Tower Hamlets Early Help Hub on 020 7364 5006 - choose Option 2.

## **Recording of information and use of the Tower Hamlets early Help Assessment (EHA)**

The DCPO carries responsibility for:

- maintaining the records for children within the school who are subject to a Child Protection Plan;
- concerns that have arisen about the wellbeing of children at the school.

This information is confidential and should only be shared on a strict need to know basis. These records should be safeguarded in a secure place away from the children's academic records.

The Tower Hamlets Early Help Assessment (EHA) Form should be used for the purpose of recording information on concerns about the wellbeing of a child. This offers the benefit of the EHA Form being already in process if a decision is subsequently reached that an assessment on the child should be completed on the EHA Form. It is vital that any concerns are reported as soon as possible and that unnecessary delay is avoided. If at any time there is concern that a child has suffered from serious harm



or is at risk of immediate serious harm to a child then this must be reported immediately – anybody can make a referral under such circumstances.

## **Signs of abuse and neglect**

All staff should be aware of indicators of abuse and neglect (Annexe A Keeping children safe in education: DfE, Sept 2018) so that they are able to identify cases of children who may be in need of help or protection. Detail in Annexe A KCSIe 2018 includes:

- Children and the court system
- Children missing from education
- Children with family members in prison
- Child sexual exploitation
- Child criminal exploitation: county lines
- Domestic abuse
- Homelessness
- So-called ‘honour-based’ violence including FGM and forced marriage
- Preventing radicalisation and The Prevent Duty
- Peer on peer abuse
- Sexual violence and sexual harassment between children in schools and colleges

In relation to types of abuse it is highlighted that all school staff should be aware that abuse, neglect and safeguarding issues are rarely standalone events that can be covered by one definition or label. In most case multiple issues will overlap with one another.

School leaders and staff working directly with children are required to read: Annexe C of the DfE guidance (Sept 2018) which details information about:

- online safety and how the use of technology has become a significant component of many safeguarding issues;
- child sexual exploitation;
- radicalisation.

Schools and settings are reminded of the particular legal duties related to:

**Children Missing from Education** and the legal duties on all schools under the Pupil Registration Regulations 2006 (DfE, 2006) and The Education (Pupil Registration) (England) (Amendment) Regulations September 2016 (DFE, 2016) to inform the local authority of: (i) any pupil who fails to attend school regularly, or has been absent without the school’s permission for a continuous period of 10 school days or more; (ii) any pupil who is going to be deleted from the admissions register, and; (iii) of every non-standard joiner and leaver i.e. of any pupils who join or leave the school at any time other than standard transitions within 5 days commencing from 1st September 2016.



**Child Sexual Exploitation** and sexual abuse where children are sexually exploited for money, power or status. Consent cannot be given, even where a child may believe they are voluntarily engaging in sexual activity with the person who is exploiting them. Child sexual exploitation does not always involve physical contact and can happen online. A significant number of children who are victims of sexual exploitation go missing from home, care and education at some point.

**“Honour Based” Violence** including forced circumcision, forced marriage and the mandatory reporting duty introduced under Section 5B of the Female Genital Mutilation Act 2003 (as inserted by section 74 of the Serious Crime Act 2015) which places a statutory duty upon teachers along with social workers and healthcare 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.

**Preventing Radicalisation and the duty under section 26 of the CounterTerrorism and Security Act 2015** (“the CTSA 2015”) to have “due regard to the need to prevent people from being drawn into terrorism” (‘the Prevent duty’) and to ‘have regard to the statutory guidance issued under section 29 of the CTSA 2015’ (‘the Prevent guidance’). Requirements are detailed in terms of risk assessment, working in partnership, staff training and Information Technology policies.

Comprehensive information on the signs and symptoms of abuse can be found at: Tower Hamlets SCB Website: <http://www.childrenandfamiliestrust.co.uk/the-lscb/> and London Child Protection Committee Website: <http://www.londoncp.co.uk/index.html>

## **Good recordkeeping, information sharing and the transfer of information when children change schools.**

Good record keeping, information sharing and the transfer of information when children change schools/settings have a very important role to play in safeguarding the welfare of children. When children change schools it is essential that their full records are transferred so that it can be ensured that they receive appropriate curriculum and teaching support at their new school and so that any concerns about their welfare are known about and monitoring undertaken.

When a child joins the school and full records have been requested and not received then the Tower Hamlets Behaviour & Attendance Support Service (THBASS) should be notified. The THBASS will support your efforts to obtain the records and will also in turn notify the Specialist Advisor for Children Missing Education (CME).

Similarly, where a pupil moves to another school or Local Authority area and no request for records is received then a referral should be made to the THBASS for followup for follow-up to try to ascertain the destination and wellbeing of the child. It is vital that full records of actions taken are kept in relation to cases where pupils change school. These records can be used for reference if any issues subsequently arise in relation to the whereabouts of the child and the steps taken by the school at the time when the child moved.



Records related to concerns about the wellbeing of a child should be sent separately from the academic records in a sealed envelope marked private and confidential to the DCPO at the receiving school. A full copy of these particular records should always be retained by the sending school and kept locked in a secure location in the event of a query being received at a future date.

## **THE CHILD PROTECTION ADVICE LINE/MASH – 020 7364 3444 / 5601 / 5606**

The Child Protection Advice Line is a service provided as part of Tower Hamlets Children's Services Multi-Agency Safeguarding Hub (MASH). This service is available to schools and education settings, education support staff, parents/carers and pupils, other agencies and professionals and to voluntary and community organisations in Tower Hamlets. If there is a concern about the welfare of a child or young person and the Designated Safeguarding Lead, parent or pupil would like to talk it through then they can contact the Child Protection Advice Line/MASH and speak to the Duty Officer.

The Duty Officer will be able to discuss the concern, assist in deciding whether a formal child protection referral is appropriate and facilitate the reporting of a formal child protection referral in accordance with Tower Hamlets Safeguarding Children Board Procedures and to offer advice.

When there is a specific concern of a child protection nature whereby it is thought that a child has been harmed or at risk of being harmed then the LBTH Inter-Agency Referral Form should be completed in the first instance. The Child Protection Advice Line/MASH should then be contacted on 0207 364 3444 / 5601 / 5606 to discuss the matter and the completed Inter-Agency Referral Form then emailed/faxed through.

In the case of more general/ongoing concerns about the wellbeing of a child and/or family then an assessment on the EHA Form should be completed to give as detailed a picture of the situation as possible. The completed assessment can then be sent to the MASH for advice and consideration for other support.

The **Local Authority Designated Officer for Allegations (LADO)** provides advice and guidance to Headteachers/Managers, Governing Bodies and the LA in relation to allegations involving professionals and other carers working with children. The LADO coordinates the progress of such cases and is responsible for liaising with the other agencies. School/settings should always contact the LADO in the first instance to discuss any allegation or concern of a child protection nature relating to a member of staff. The LADO will inform the school when to involve their HR Provider. In the event that the LADO is not available then the Child Protection Advice Line/MASH should be contacted.

Emails must not just be sent to report/log concerns about children and/or families without contacting the Child Protection Advice Line/MASH or LADO first. This is contrary to statutory guidance and serves to clog up systems whilst such emails are worked through to try to establish why they are being sent. There is also the risk that information may get lost. The Child Protection Advice Line operates between 9.00am and 5.00pm except at weekends and on public holidays. If the concern arises outside of the hours



operated by the Advice Line and it is believed the child may be at immediate risk then the Children's Social Care Emergency Out of Hours Team (020 7364 5006 – choose Option 3) or the Police should be contacted without delay.

## **Action to be taken – Physical Injury, Neglect or Emotional Abuse**

These procedures should be followed by any member of staff who has evidence of/or suspects abuse of a child, or is concerned about the ability of the parents/carers to provide for the child's protection, safety or well-being. It should be noted that this includes concerns about incidents which may have taken place outside the school but which have been brought to the attention of the member of staff by another child, parent/carer or neighbour etc.

Staff members should be encouraged to report their concerns about possible abuse and be able to raise concerns if they feel inappropriate or insufficient action has been taken. It is particularly important junior staff should not feel intimidated about discussing concerns that do not appear to have been taken up by more senior colleagues. No member of staff should be victimised or suffer adversely for reporting concerns. This also applies where there are concerns that a member of staff may have perpetrated abuse.

Any members of staff noticing an injury, however slight and for which the explanations are unsatisfactory or inconsistent must report this immediately to the DCPO. Where the DCPO decides that there is cause for concern she/he must telephone the Child Protection Advice Line/MASH and inform the Duty Officer. If the DCPO decides that it is not a child protection matter, a record must still be made of the incident and kept.

If a less distinct injury is noticed or if the child makes a reference to having been physically punished but no injury is evident and no pain/discomfort is reported, the DCPO should raise this with parents/carers where possible. If there is a reasonable explanation and there is no pattern of unexplained injuries or pattern of absences from school before injuries are noticed or other concerns the incident must still be recorded.

Where a member of staff is concerned about the ability of the parent/carer to provide for the child's protection, safety or physical or emotional well-being, this should be reported to the Designated Safeguarding Lead. The DCPO will consider the matter and decide whether to report it to the Duty Officer. If the DCPO decides that it is not a child protection matter a record must be made of the concern.

If a child makes a direct allegation of abuse or has a distinct injury and/or is experiencing pain and/or discomfort and for which no reasonable and consistent explanation is available this should not be discussed with parents/carers in the first instance. The concern must be reported to the Duty Officer.



The Duty Officer will liaise with the Team Manager or Duty Manager in the MASH and with the Assessment & Early Intervention Team in Children's Social Care for the area in which the child lives, whether in Tower Hamlets or in another Local Authority, as necessary. Children's Social Care will then in turn consult with other investigative agencies and with the referrer on how and by whom the carer(s) will be informed of the concerns and of what action if any will be taken.

When a child is the subject of a statutory plan and/or the case is open to an allocated social worker then any new or additional concerns about the child's wellbeing must be reported directly to the allocated social worker in the first instance. If the child has learning difficulties and/or has a physical/sensory disability needs then any new or additional concerns about the child's wellbeing must be reported directly to the allocated social worker or to the Children with Disabilities Duty Team in the first instance.

The referrer will be informed of the outcome of consideration of the referral by Children's Social Care within 1 working day. The school/setting must keep a full written record of events.

## **Action to be taken- Sexual Abuse**

Any suspicion of sexual abuse or actual disclosure by a child that he or she has been sexually abused must be reported immediately. Parents/carers should not normally be informed at this stage as this may jeopardise the investigation and the safety of the child. In cases where there is an allegation of or concern about sexual abuse a strategy meeting will be held in order to decide on the most appropriate way to proceed. The referrer will normally be invited to the strategy meeting.

Under the Sexual Offences Act 2003 children under the age of 13 are considered of insufficient age to give consent to sexual activity. For this reason all cases of children under the age of 13 who are believed to be or have been engaged in sexual activity must be referred to the Child Protection Advice Line. Penetrative sexual activity represents a potential case of rape (rape is penetration of any orifice by a male penis).

## **Child Protection Conferences**

If a Child Protection Conference is called following an investigation it is essential that the school/setting is represented by someone who has informed knowledge of the child. This would normally be the Designated Safeguarding Lead. It may be appropriate for other staff involved with the child in the school/setting to attend but this should only be on a need to attend basis. The school/setting should also provide a written report to the conference in accordance with the format provided by Children's Social Care.

Parents will usually be invited to attend Child Protection Conferences and will have access to any written report. If a member of staff has information that they feel unable to share with the parents/carers, they should contact the chair of the conference prior to the meeting.



## **Monitoring Children on a Child Protection Plan- Core Groups**

If at the Child Protection Conference it is decided that a child is at risk of significant harm then the child will be made the subject of a Child Protection Plan (CPP). The school will be officially notified and given the name of the key worker who will be a Social Worker from the Local Authority in which the child lives. It is also likely that the school will be asked to nominate an appropriate member of staff to participate as part of the Core Group that monitors and liaises closely about the progress of the action plan in the CPP and the child's wellbeing.

It is particularly important to keep a careful watch on the attendance and well-being of pupils who are the subject of CPPs. The key worker must be notified as soon as attendance breaks down or if there are other concerns as discussed and agreed at the Child Protection Conference and specified in the Child Protection Plan. There must be close and continuous liaison with the key worker, which may include attendance at Core Group and other meetings.

When a child is the subject of a statutory plan and/or the case is open to an allocated social worker then any new or additional concerns about the child's wellbeing must be reported directly to the allocated social worker in the first instance.

## **External Support Services**

Actual or suspected abuse might be brought to/come to the attention of a member of staff from a support service when she/he is working in a school/setting. In such a situation they must ensure that the matter is brought to the attention of the DCPO at the school so that the matter can be reported to the Duty Officer. If the DCPO decides not to report the matter to the Duty Officer but the member of staff remains concerned then he/she should consult their own service's DCPO or, if this is not possible, telephone the Duty Officer direct.

If a child makes a direct allegation or a member of staff suspects that a child may have been injured or has any concerns about the child's wellbeing they must make a written record of the concern and any explanations given by the child or parents/carers. They should then contact their DCPO or the Duty Officer without delay. No attempt should be made to carry out an investigation.

If the concern is after office hours and it is believed the child may be at immediate risk the Children's Social Care Emergency Out of Hours Duty Team or the Police should be contacted without delay.



## **Parents arriving to collect a child when affected by alcohol or substance misuse**

If when a parent/carer arrives at a school to collect their child it is thought that they are suffering from the adverse effects of misuse of alcohol or other substances, a decision needs to be taken regarding whether the child's safety may be placed at risk by releasing the child to the parent/carer.

Parents/carers cannot normally be prevented from taking their own children but if it is believed that the child would be placed at serious risk then the Head can intervene to ensure the child's safety. The Head could try to reason with the parent/carer and, for example, could assist the parent/carer in contacting another adult who was in a suitable position to collect and look after the child.

The event should be recorded on an EHA form. If this is a situation that occurs regularly, the Head would want to complete a full EHA form with the parent and possibly get help for them from local drug and alcohol services, accessed through your Primary Care Trust.

If a school feels the child is at risk of significant harm from the parent/carer then they should immediately telephone the Child Protection Advice Line to get advice (or the Children's Social Care Emergency Out of Hours Duty Team or the Police if after normal office hours).

## **Children not collected from the school**

Where children are uncollected at the end of the school day whether due to the parents/carers being unavoidably delayed for a prolonged period or due to all efforts to contact the parents/carers being unsuccessful and there is serious concern about safeguarding their welfare (as opposed to children where the parents are just late in collecting them) then it is essential that the protection of the welfare of the child is the priority.

Where parents/carers do not collect a child from a school on time staff should make a record of this on an EHA form. If the problem is repeated then the parents/carers should be asked to cooperate in the completion of an assessment on the EHA form, so that the school/setting can work with the parent/carer to find solutions to the problem.

If the parent/carer has contacted the school to explain reasons for lateness then the school/setting should make arrangements for the child to be able to safely remain to allow time for the parent/carer to get there or for her/him to arrange for another, known, responsible adult to collect their child.

Should this prove difficult for the school then there is the option to explore the possibility of taking the child to the nearest designated school offering extended afterschool childcare provision – see details of designated schools in Appendix 1.

In the event that there is no contact at all from the parents/carers or there is good reason to believe that the parent/carer would not be in a fit state to look after their child and there is serious concern about safeguarding their welfare (as opposed to children where the parents are just late in collecting them), staff should telephone the Child Protection Advice Line to get advice (or the Children's Social



Care Emergency Out of Hours Duty Team or the Police if after normal office hours) as detailed in Appendix. 1.

## **Concerns about responses to referrals**

Any concern about a lack of response on the Child Protection Advice Line/MASH or about the quality of the advice given should be reported to the Duty Manager in the MASH. When referrals are progressed through to Assessment & Early Intervention (AEI) in Children's Social Care and the referrer is concerned about a lack of response or the type of response then the referrer should discuss this with the appropriate Team Manager/Duty Manager for Assessment & Early Intervention (AEI) in Children's Social Care. If this proves difficult or unsatisfactory then the referrer should ask to speak to the Service Manager – Assessment & Early Intervention. In the event that the situation continues to be unsatisfactory the referrer can ask to speak to the Divisional Director – Children's Social Care. Where a situation is acute and a practical response from Children's Social Care is not forthcoming then the referrer can contact the Police Child Abuse Investigation Team. The Police Child Abuse Investigation Team will then contact the Advice & Assessment Team in Children's Social Care to discuss the matter and how it should be dealt with. In case of any difficulty and the referrer is unsure what to do then she/he should call the Duty Officer for further assistance.

Where there is particular concern about how cases are being dealt with despite the steps detailed above having been followed then the DCPO can also discuss any ongoing concerns with the Head of the Education Safeguarding Service/Team Manager – Education Safeguarding or the Service Manager – Child Protection & Reviewing Service.

## **Escalating concerns about Child Protection**

If you are worried about the initial response from the Child Protection Advice Line/ MASH and feel a different response is needed then you may escalate your concerns as follows:

- Child Protection Advice Line/MASH
- Team Manager – MASH or Assessment & Early Intervention
- Service Manager – Assessment & Early Intervention (Habon Ibrahim-Osman)
- Divisional Director – Children's Social Care (Richard Baldwin)

Where there is particular concern about the progress of cases involving allegations against members of staff then the Headteacher or Chair of Governors of the school or the Manager or LA Officer with responsibility for the setting should contact:

Local Authority Designated Officer (LADO) – Fiona Anderson – Jennifer Palmer (Interim)



Should the LADO not be available then the following can be contacted:

- Tower Hamlets MASH
- Service Manager – Child Protection & Reviewing Service (Sabine Voigt)
- Head of Education Safeguarding (David Hough)
- Team Manager – Education Safeguarding (Sharifa Chowdhury);

## **Safeguarding training for schools**

To receive or renew DSL accreditation it is required that a minimum of 2 days of safeguarding training is received every two years. For initial accreditation as the DCPO in a school or education setting in Tower Hamlets it is required that the following courses offered by Tower Hamlets SCB are attended:

- Multi-agency working to Safeguard Children in Tower Hamlets ( Foundation)
- Child Protection & Safeguarding Children in Tower Hamlets (Advanced)

When seeking to renew DSL accreditation then it is recommended that at least one of the courses in the following list be attended as part of the training requirement:

- Neglect Level one
- Neglect Level two
- Domestic Abuse Introduction
- Domestic Abuse Advanced

Details of these and other Tower Hamlets SCB courses can be accessed through the Tower Hamlets SCB Website: <http://www.childrenandfamiliestrust.co.uk/the-lscb/training>

Whole School/Education Setting Certified INSET on Safeguarding and Certified attendance at the termly meetings of the Tower Hamlets DSLs for School and Education Settings Forum can also count towards meeting the 2 day safeguarding training requirement for re-accreditation.

For further information, queries and requests related to bespoke Child Protection and Safeguarding training contact: Tower Hamlets Education Safeguarding Service: Tel: 020 7364 3431 or email: [thesstraining@towerhamlets.gov.uk](mailto:thesstraining@towerhamlets.gov.uk)



## **Appendix 1: Uncollected Children**

Designated schools offering extended after-school childcare provision

The host school should contact their nearest designated school offering extended after-school childcare provision from the list below, explain that they have an uncollected child and establish if there is a place available in the after-school provision for the child:

- St Elizabeth's School, Bonner Rd, London E2 9JY 0208 980 3964 (LAP 1)
- St Matthias School, Bacon St, London E2 6DY 0207 739 8058 (LAP 1)
- Hermitage School, Vaughan Way, London E1 9PT 0207 702 1037 (LAP 4)
- St Mary and St Michael's School, Sutton St, London, E1 0BD 0207 790 4986 (LAP 4)
- Guardian Angels School, Whitman Road, Bow West, E3 4RB 020 8980 3939 (LAP 5)
- Chisenhale School, Chisenhale Rd, London E3 5QY 0208 980 2584 (LAP 5)
- Our Lady and St. Joseph School, Wades Place, London, E14 0DE 020 7987 3066 (LAP 7)
- St Lukes School, Saundersness Rd, London E14 3EB 0207 987 1753 (LAP 8)

The host school should then arrange for the child to be safely transported to, and signed into the visitors' book at the after-school provision. The host school should then contact the Child Protection Advice Line/MASH at the Local Authority and give the child's details, any needs, and the parents/carer's contact numbers. They should also advise the Duty Social Worker of the childcare provision that the child has been taken to.

When the child arrives at the after-school provision the manager should be told whether the parents/carers have been contacted and are on their way. The contact details of the parent/carer should be given to the manager, together with any advice given by the Child Protection Advice Line/MASH.

Where the child's parents/carers have still not been contactable the after-school provision manager should continue trying to contact the parents/carers before 6.00pm. It should be only the parent or designated carer who is permitted to collect the child. If the child remains uncollected by 6pm, and no contact has been made with any parent/carer, then the after-school provision manager should contact the Children's Social Care Emergency Out of Hours Duty Team. Please note that the host school is responsible for any costs associated with transporting the child safely to the after-school childcare provision and also for the cost of the provision itself.



## **Appendix.2: Contact Information**

Early Help Hub      020 7364 5006 - (9.00am to 5.00pm)      choose Option 2 Email:  
earlyhelp@towerhamlets.gov.uk

Child Protection Advice Line/MASH    020 7364 3444 / 5601 / 5606 (9.00am to 5.00pm) Email (Note –  
information should only be emailed MASH@towerhamlets.gov.uk    following prior discussion with the  
Duty Officer.)

Secure Email:                    MASH@towerhamlets.gcsx.gov.uk

Local Authority Designated Officer    020 7364 5290 Email:                    LADO@towerhamlets.gov.uk

Children's Social Care Emergency    020 7364 5006 - Out of Hours Duty Team (5.00pm onwards) choose  
Option 3                    (Note: The Emergency Out of Hours Duty Team should only be involved if they  
absolutely have to be and there is no other option.)