

Driffield School and Sixth Form

Child Protection Procedures

Advice and Contact List 2025

Role / Agency	Name and role	Contact details
School Designated Safeguarding Lead	Deborah Dalton Deputy Headteacher	01377 253631 ext 196 deborah.dalton@driffieldschool.org.uk
Deputy DSL	Julie Weatherill Safeguarding Officer Darren Andrews Assistant Headteacher Tom Fisher Assistant Headteacher Mike Evans Assistant Headteacher Jack Davison Pastoral Director	01377 253631 ext 138 julie.weatherill@driffieldschool.org.uk 01377 253631 ext 144 darren.andrews@driffieldschool.org.uk 01377 253631 ext 149 tom.fisher@driffieldschool.org.uk 01377 253631 ext 149 michael.evans@driffieldschool.org.uk 01377 253631 ext 173 jack.davison@driffieldschool.org.uk 01377 253631 Ex 210
Safeguarding Team	All pastoral leaders are trained and experienced in the area of Child Protection and support the work of the DSL and deputy DSL	childprotection@driffieldschool.org.uk
Child Protection/ Safeguarding Governor	Bridget Wilkinson	Via Headteacher's PA 01377 253631
Chair of Governors	Bridget Wilkinson	Via Headteacher's PA 01377 253631
Looked After Children Designated Teacher	Faye Warren Assistant Headteacher	01377 253631 faye.warren@driffieldschool.org.uk
E Safety Coordinator	Tom Fisher Assistant Headteacher	01377 253631 tom.fisher@driffieldschool.org.uk
Safeguarding & Partnership Hub SaPH	CP initial referral Support & Advice: 1. Intensive & Specialist Safeguarding Support	Monday to Thursday: 8:30am – 5:00pm Friday: 8:30am – 4:30pm 01482-395500 Request for service forms to: safeguardingchildrenshub@eastriding.gov.uk
Out of hours – Children's Emergency Duty Team	Urgent CP concerns outside of office hours where a child is at risk of significant harm.	01482 393939
Early Help Locality Hub (EHLH)	Early Help Additional Support for children and family's initial consultation	Consultation 01482 391700 All Request for Service to be sent to:

		ehphub@eastriding.gov.uk <i>*Please note that this arrangement may change in line with the re-organisation of what was previously Early Help</i>
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Local ER Children Safeguarding Team	Open Cases	01482 395470
Local ER Children Safeguarding Team Manager	Wolds and Dale Hilderthorpe School Bridlington	01482 395470
Safeguarding in Education Team Manager	Chris Hamling General strategic and operational School Safeguarding & CP advice	chris.hamling@eastriding.gov.uk 01482 392251 Please always use the SiET email to initiate contact with SiET: safeguardingineducation@eastriding.gov.uk
ERYC LADO	Jayne Hammill Lisa Breene Referral of possible allegations against staff & volunteers.	Please always use the LADO email to initiate contact with LADO: LADO@eastriding.gov.uk
School critical incident, bomb threats Etc & Educational Visits Emergencies (not Child Protection)	24 hour Guidance and support	01482 392999
Humberside Police	ER Protecting Vulnerable People Unit	01482 220809
Humberside Police	Hate Crime / incident reporting	101 https://www.reportingcrime.uk/HPhatecrime/
ER Safeguarding Children Partnership	General strategic and operational Safeguarding and Child Protection advice	www.erscp.org.uk 01482 396994 erscp.enquires@eastriding.gov.uk
ER Safeguarding Children Partnership Training	Training Admin and information	erscp.training@eastriding.gov.uk
Hull North Yorks North Lincs North East Lincs	Children's Social Care	01482- 448879 EDT 01482- 300304 01609- 780780 EDT 01609- 780780 01724- 297000 EDT 01724- 297000 01472- 326292 EDT 01472- 326292
Prevent Referral	Humberside Police ERY LA	101 prevent@humberside.pnn.police.uk prevent@eastriding.gov.uk

Child Protection Procedures – Staff reference guidance

This guidance provides a summary of:

- Your roles and responsibilities in Child Protection,
- How to respond if you have concerns about the safety and welfare of a pupil and
- What the responsibilities of the Designated Safeguarding Lead (DSL) are.
- Advice and expectations for safe and appropriate working

It should be read in conjunction with the following documents that school will have made available to you and that you **must read**. If at any time you are uncertain about any safeguarding or CP matters or the content of guidance or policies the DSL or other Senior or Pastoral staff should be contacted for advice.

- **The School Strategic Child Protection and Safeguarding Policy** – which outlines the overall Child Protection and Safeguarding arrangements in more detail.
- **Statutory Guidance Keeping Children Safe in Education 2025 (KCSiE) Part 1 information for all School & College staff**, which details your responsibilities in Child Protection and Safeguarding. It provides detailed information about, and indicators of the various forms of abuse, neglect and other specific safeguarding issues that you need to be aware of such as Child Exploitation.
- **Expectations and Code of conduct (Trust Sept 24)**– which is designed to support the maintenance of a safe and secure learning and working environment
- **Whistle blowing (Trust Feb 2023)**
- **Behaviour for Learning Policy**
- **The Attendance Policy and Procedures for Children Missing Education**
- **The Behaviour Policy**

Other useful sources of information that are available in staff documents on T:drive:

- **What to do if you are worried a child is being abused**
- **KCSiE 2025** the full document (includes management of safeguarding and allegations against staff guidance)
- **Working Together to Safeguard Children (2023)**

Child Protection/Safeguarding Concerns

KCSiE 2025 defines safeguarding and promoting the welfare of children as:

- Providing help and support to meet the needs of children as soon as problems emerge
- Protecting children from maltreatment, whether that is within or outside the home, including online.
- Preventing the impairment of children's mental and physical 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.

Awareness of indicators of Abuse & Neglect

- All staff should be aware of the possible indicators or signs and symptoms of physical, emotional (including domestic abuse), sexual abuse, neglect and exploitation. These are described in KCSiE 2025 , *'What to do if you are worried a child is being abused'* and in your online training module.
- In addition to these forms of abuse it is important to remain aware of other Child Protection and Safeguarding concerns also outlined in these documents and training. These include:
 - Exploitation including child sexual exploitation, child criminal exploitation, including county lines

- Absence from school and 'missing from education'
- Violent extremism/radicalisation, hate crime
- Honor based crimes and female genital mutilation
- Sexual violence/sexual harassment (Child on Child abuse)
- Online safety, use of mobile and smart technology, monitoring and filtering
- Nude and/or semi nude image sharing by children
- Serious violence
- Mental health problems
- Within school it is important to remain vigilant to the possibility of children who may be at higher risk:
 - Children who are LGBTQ+
 - That children with SEN, disability or challenging behaviour
 - Children who are absent from school for prolonged periods of time.

Responding to concerns or disclosures

Never do nothing – Do the simple things well

Any member of staff who has a concern about a child's welfare should follow the internal referral process as outlined in the flow charts in this booklet **immediately and without delay**. Staff should ensure that concerns are recorded clearly on a 'Record of Concern' form and 'Body Map' (which are available from the staff document on T:drive) if appropriate and passed to the DSL, Safeguarding Officer or other appropriate staff as indicated in the flow chart. You must not investigate but refer concerns as soon as possible and in potentially urgent or serious cases immediately.

At all times you must maintain the **strictest confidentiality** in respect of individual Child Protection matters.

If you have a concern:

- **About a child – refer to Designated Safeguarding Lead**
- **About a member of staff – Headteacher**
- **About the Headteacher – CEO/Chair of Governors**

Responding to – Disclosures

- React calmly, promise CONFIDENTIALITY **not** SECRECY
- Tell the child that they have done the right thing by telling you
- Avoid making comments or judgements about what is shared
- Keep responses short, simple, slow and gentle
- Do not stop a child who is talking freely about what has happened
- Observe and listen but only ask open ended **TED** type questions if you need to clarify but this may be better left to the DSL or others
 - TELL** me what happened
 - EXPLAIN** what you mean
 - DESCRIBE** how it made you feel
- Tell the child what will happen next
- Inform the DSL asap (follow up in writing using the proforma from staff documents on T:drive)

Feedback

You should expect to receive feedback following such internal referrals on a 'Need to Know' basis from the DSL. If this does not happen seek feedback.

If you do not feel that your concern has been taken seriously or appropriate action taken, please elevate to the next level or contact the ER Safeguarding Children's Hub directly.

Designated Safeguarding role

The DSL or Dep DSL will be available on site when the school is open to advise staff or respond to urgent Child Protection matters. The DSL and Deputy DSLs have overall responsibility for safeguarding. This includes:

- Providing advice and support and information to staff as appropriate
- Liaising with the LA and other agencies including the involvement in Early Help Assessments and plans
- Obtaining, maintaining and transferring CP records for individual pupils and liaising with previous and receiving schools
- Ensuring the preparation of appropriate reports for and attendance at Case Conferences, Core Groups and other multi agency meetings
- Arranging appropriate induction and continuing training for all staff
- Online safety and IT filtering and monitoring
- Liaising with the Headteacher and Designated Safeguarding Governor
- Encouraging a culture in staff of listening to pupils and taking account of their wishes and feelings and supporting measures and plans put in place to support or protect them.

**A fuller outline of the Role of the DSL is at Annex B of KCSiE*

Safe and Appropriate Working - Code of Conduct

KCSiE instructs all schools to issue a Code of Conduct to all staff. It is designed to;

- Help all staff establish safe and responsive learning environments which safeguard children
- Reduce the risk of adults being unjustly accused of unprofessional, inappropriate or abusive conduct
- Help staff to work safely to protect pupils and themselves
- Ensure that all staff are aware of what is regarded as appropriate or inappropriate conduct and practice
- Support the School managers in setting clear expectations for all staff

It is important that you **understand and follow** this Code to ensure that you protect yourself and to be aware that failure to do so could result in concerns about your behaviour and possible disciplinary action.

It is particularly important that you are aware that this code of conduct includes the requirement to follow the school 'Acceptable use policy' in respect of the use of internet and other IT applications. Also that behaviour out of school may call into question your suitability to work with children will need to be assessed by the school managers.

If there are any parts of this code or any issues arising from your work in this area you have concerns or queries about you should seek advice from the headteacher or another senior member of staff. You may also wish to refer to the following documents which give more detailed guidance.

- *Safer working Practice for Adults who work with Children & Young People in Education Settings (Feb 2022 Safer Recruitment Consortium)*
- *School Safeguarding Whistle blowing guidance*
- *KCSiE part 2 and part 4 Managing Allegations against teachers and other staff*

Concerns about the conduct of other members of staff or volunteers

The responsibility for Child Protection and Safeguarding includes a clear obligation to report concerns you have or disclosures made to you that indicate inappropriate or abusive behaviour by members of staff or volunteers. Such allegations should usually be referred to the Headteacher or if the allegation is about

the headteacher to the Chair of Governors, a Senior Member of staff or the Local Authority Designated Officer.

If your concerns persist after you have referred Child Protection concerns or allegations as above you should raise these concerns with the recipient. If after these discussions there are concerns that the school has not acted appropriately to protect a child or to address inappropriate behaviour by a member of staff you should consider making a referral to Children's Social Care or in the case of allegations the Local Authority Designated Officer.

Child Protection Record of Concern or Disclosure

Complete and hand to the Safeguarding Officer or DSL in urgent cases immediately or less urgent on the same day.

Pupils Name:	Tutor GP:		Yr:	
	DoB:			
Concern identified by:	Date:		Time:	
Nature of Concern / details of disclosure / other relevant information. <u>Use Body Map (App 3a) if appropriate</u>				
Continue on reverse if needed				
Passed to:	Received by:		Date:	
Action taken by DSL (or person receiving this form)				
This form to be filed in pupils CP file and noted on CP chronology				

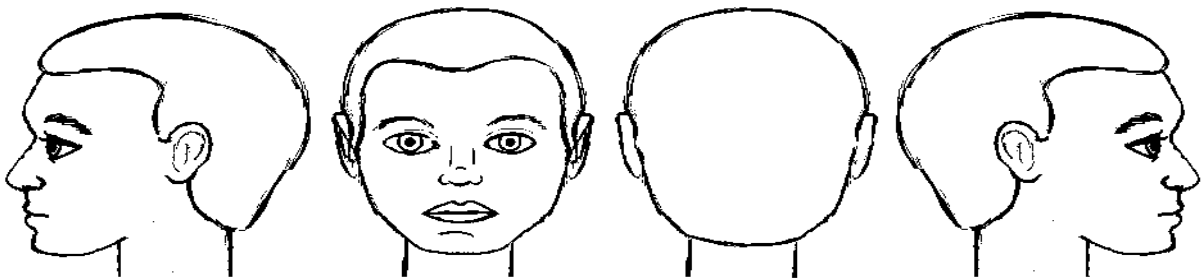
Child Protection Record of Concern - Body Map (Attach to Record of Concern Form)							
Name of Child:							
Date of Birth				Date of completion:			
Full Description of Injury							
Signed:				Position:			

BODY MAP

SCHOOL: _____

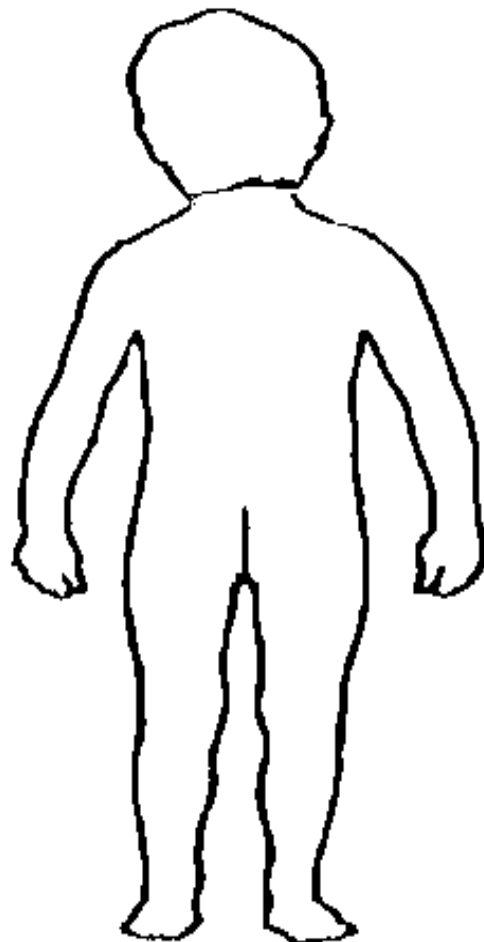
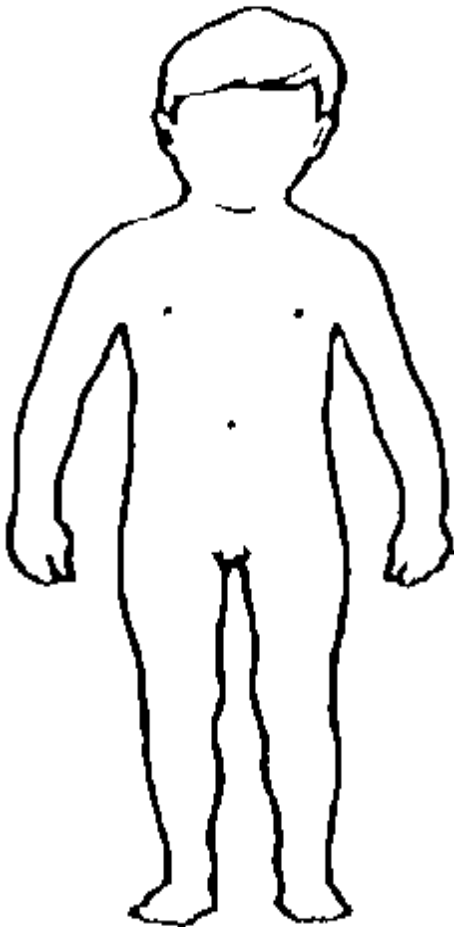
DATE: _____

CHILD INITIALS: _____

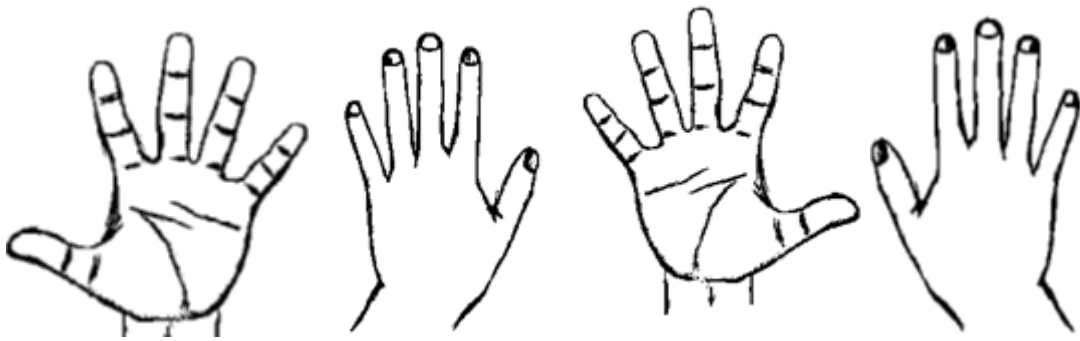


Left Side

Right Side



BODY MAP CONTINUED.



Left Hand

Right Hand



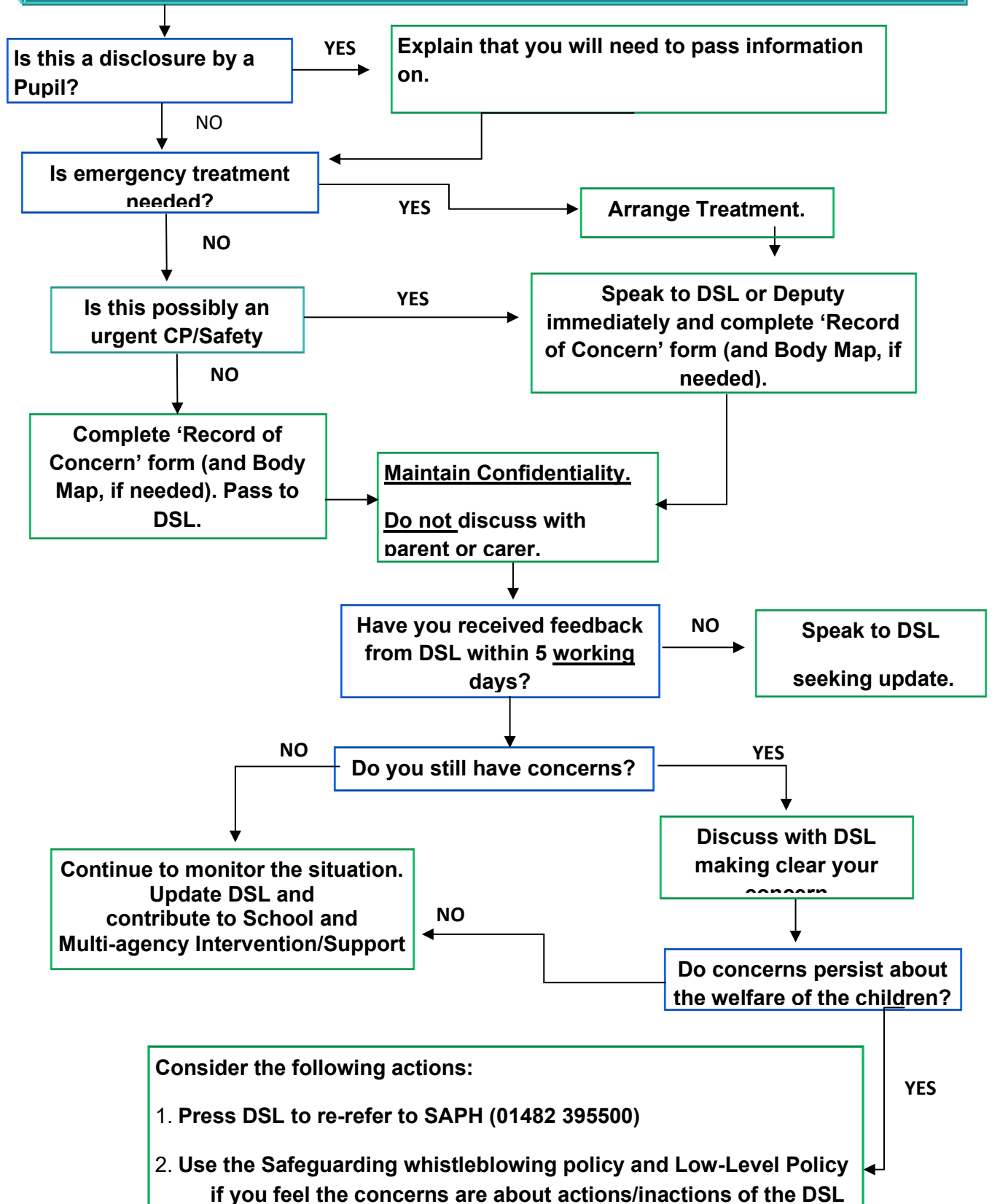
Left Foot

Right Foot

Child Protection Flowchart

Suspicion or disclosure that pupil has suffered or is at risk of suffering harm.

What you must do:



Allegation Flowchart

Allegation Flowchart

When you have a concern, disclosure or allegation about inappropriate or abusive behaviour towards children by a member of staff or volunteer.

What you must do:

Is there a suspicion or disclosure that a child has suffered or is at risk of suffering harm? If so also follow procedure on Flowchart 1

YES

NO

Contact:

SLT, COG or Local
Authority Designated Officer (LADO).
Maintain strict confidentiality.

Contact:

Head Teacher or other SLT available.
Maintain strict confidentiality.

Have you received appropriate
feedback? (from Head, SLT, LADO ?)

YES

NO

Seek meeting or request feedback

Do you still have concerns?

NO

YES

No further action
required

Refer back to Head, CMC or SLT (or
LADO) confidentially in writing if
appropriate.

If concerns persist:

♦ Use the Safeguarding Whistleblowing policy and Low-
Level policy to report your concerns.

Or

♦ Contact ERSCP LADO LADO@eastriding.gov.uk

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