

Designated Persons Workbook

Child Protection and Safeguarding in Educational
Settings

Updated April 2013

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Context

“Section 11 of the Children Act and section 175 of the Education Act 2002 places duties on organisations to ensure that their functions are discharged with regard to the need to safeguard and promote the welfare of children” taken from HM Government “Working Together to Safeguard Children” (*revised 2013*)

The purpose of this workbook is to set out the duties of the School, Governing Body and the Designated Person in a useful single document and to provide some useful proforma's that will assist the work of the DSP by having all these in one place.

Inside this workbook you will find useful flowcharts that guide you through the process of what to do if you have concerns about a child, what happens once you have made a referral to social care and guidance around information sharing to name a few. There are also some forms that you can either use or use as a template to develop your own.

The Designated Person

The Designated Person for child protection is:

Name: _____

School: _____

Date Appointed: _____

Personal Training Records (Please list and date):

Course title	Date completed	Date for renewal

Single Central Record

School/Establishment:

Name	Address	Tel no	DOB	Job title	Evidence seen by	Date of evidence seen	Date of apt	Qualified Y/N	Qualified evidence date	List 99 date	Disclosure Number	Disclosure date	Right to work in UK evidence seen Y/N	Overseas check Yes/No Evidence date

Designated Senior Person (DSP) checklist

The role of the Designated Senior Person for Child Protection is to take lead Responsibility for managing child protection issues, providing advice and support to other staff, liaising with the local authority and working with other agencies.

Name of the DSP for Child Protection:
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Roles and Responsibilities Checklist

	Yes	No	Action
Is the DSP a member of the school's leadership team?			
Is there a deputy DSP?			
If not, what safeguarding arrangements are in place for when the DSP is not available?			
Is the DSP given sufficient time and resources to undertake their safeguarding responsibilities?			
Does the DSP keep the head teacher informed of on-going child protection issues, including the welfare of pupils who are subject to a child protection plan?			

Referrals

	Yes	No	Action
Does the DSP know how to recognise the signs of abuse and know when it is appropriate to make a referral?			
Does the DSP act as a source of advice, support and expertise when deciding when to make a referral, through liaison with relevant agencies?			
Does the DSP keep the head teacher informed on ongoing investigations?			

Child Protection Policy

	Yes	No	Action
Does the DSP ensure that the child protection policy is updated and reviewed annually?			
Does the DSP work with the governing body in updating and reviewing the policy?			
Does the DSP ensure that the child protection policy is available and accessible to all staff?			
Does the DSP ensure that the child protection policy is available and accessible to parents and carers?			

Training	Yes	No	Action
Has the DSP attended relevant child protection training? <ul style="list-style-type: none"> • Basic child protection training • Training in inter-agency working • Refresher training every 2 years 			
Give dates of the most recent refresher course for the DSP:			
Does the DSP ensure that all staff have induction training covering child protection and that all staff know how to report concerns?			
Does the DSP provide/arrange refresher training on child protection for staff every 3 years?			
Give dates of the most recent refresher training for staff :			

Local Procedures	Yes	No	Action
Does the DSP have access to the local authority safeguarding procedures, guidance, training and support?			
Has the DSP established positive links with other relevant agencies such as the LSCB and Children's Social Care?			
Does the DSP have a working knowledge of local procedures, including the LSCB and child protection conferences?			
Does the DSP contribute effectively to these procedures and ensure that the school is represented at child protection conferences, reviews; core groups and other inter agency professional meetings?			

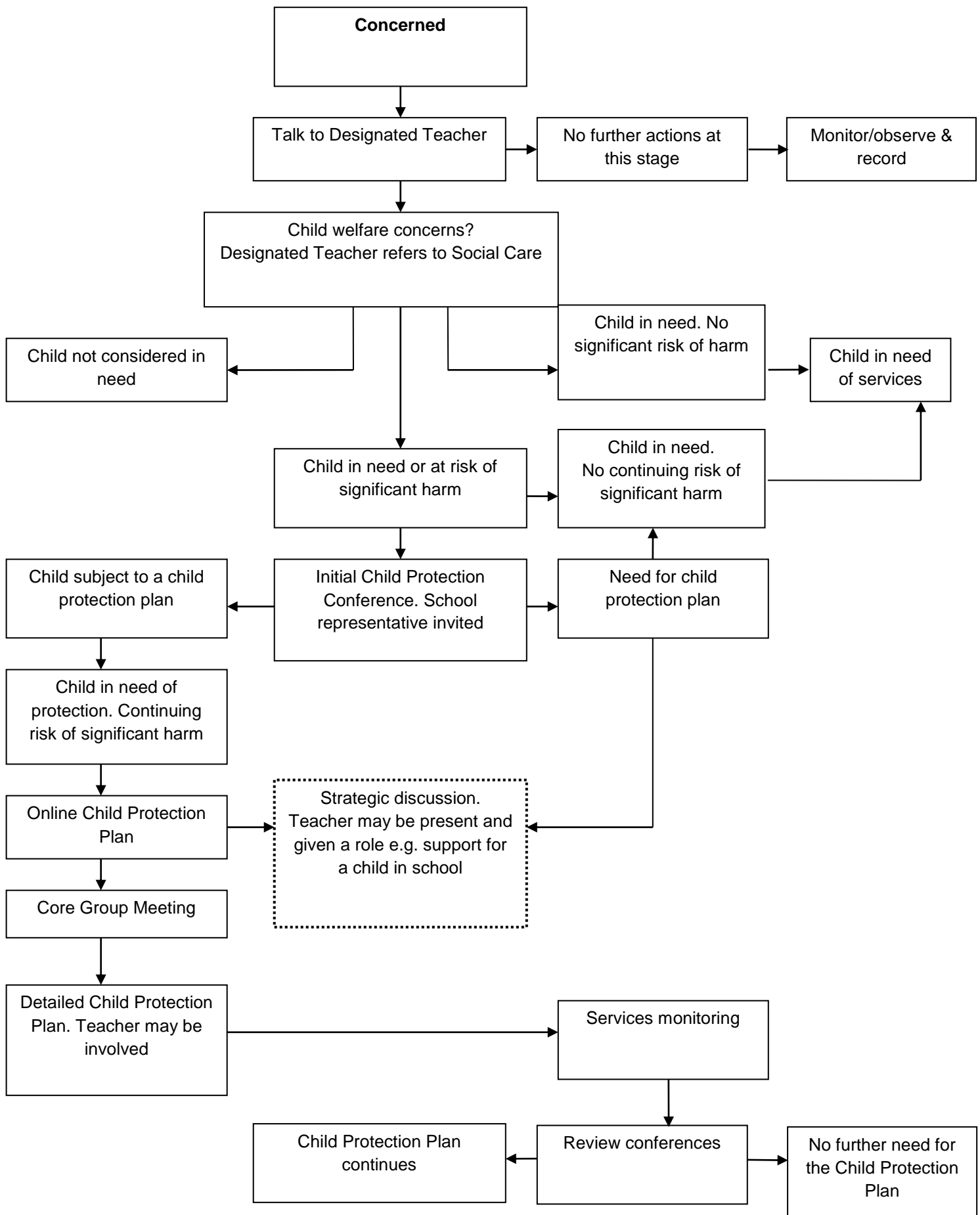
Record keeping	Yes	No	Action
Is there a system in place for the DSP to identify vulnerable pupils in school?			
Does the DSP keep detailed, accurate and secure records of referrals and concerns?			
Do the records contain a chronology of concerns, referrals, meetings, phone calls and emails?			
Are there procedures in place for ensuring the effective transfer of confidential information relating to safeguarding at points of transition?			
Are child protection files copied and transferred separately from other records when a child moves school?			

Monitoring and Evaluation	Yes	No	Action
Does the DSP monitor the effectiveness of the school's safeguarding procedures?			
Is the monitoring of the safeguarding policy linked to other relevant policies such as behaviour, attendance, anti-bullying, physical intervention, intimate care, recruitment and selection?			

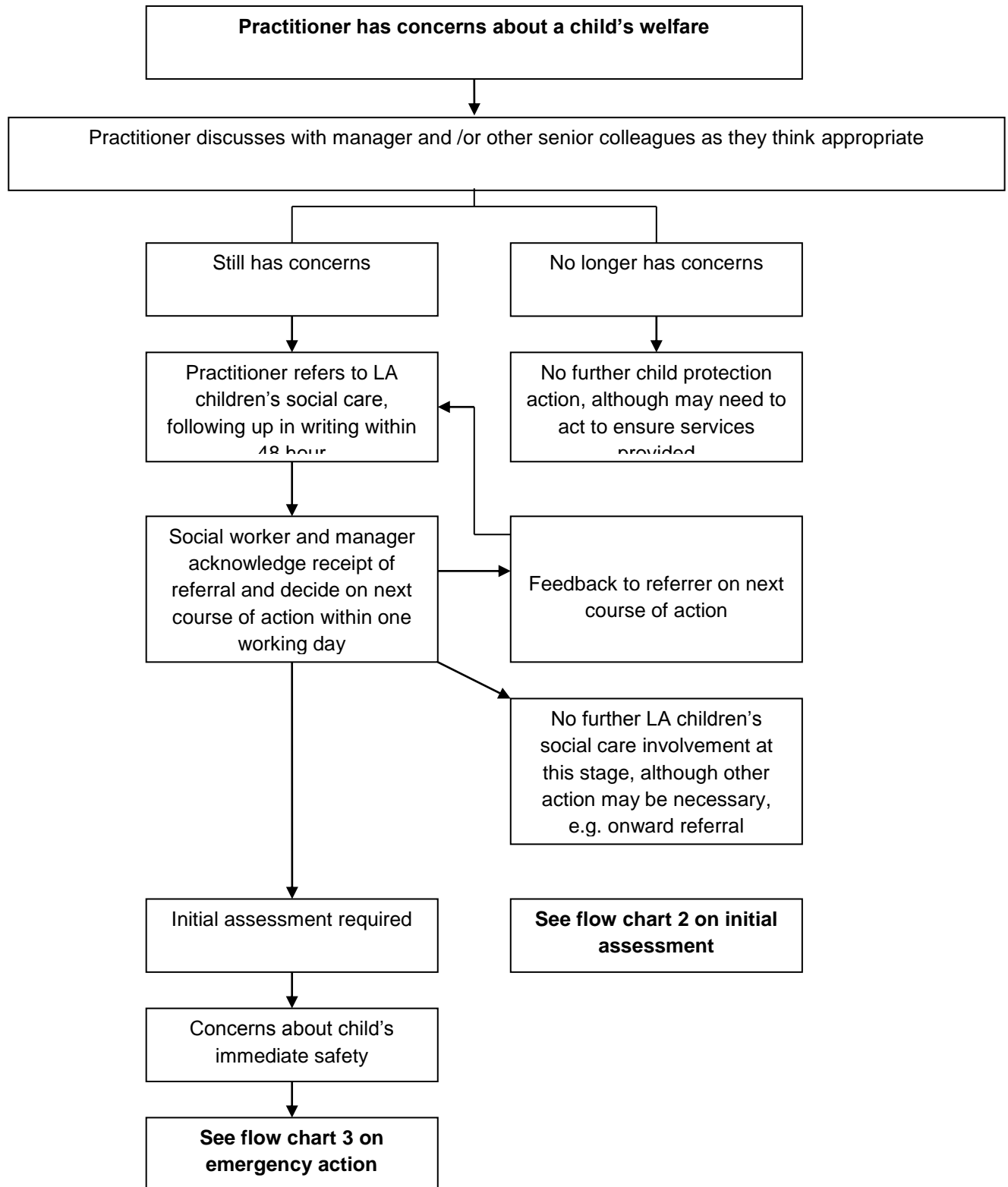
Policy Reviews

Policy	Date of production	Date of review	Review completed date	Sign off date
Child Protection and Safeguarding				
Anti-bullying policy				
Behaviour policy				
Health and Safety Policy				
E-Safety policy				
School trips, work experience and off site activities policy				
Administer of medicines policy				
School security				
Attendance policy				
Managing allegations against staff				
Special Educational Needs policy				
Central record of recruitment and vetting checks				

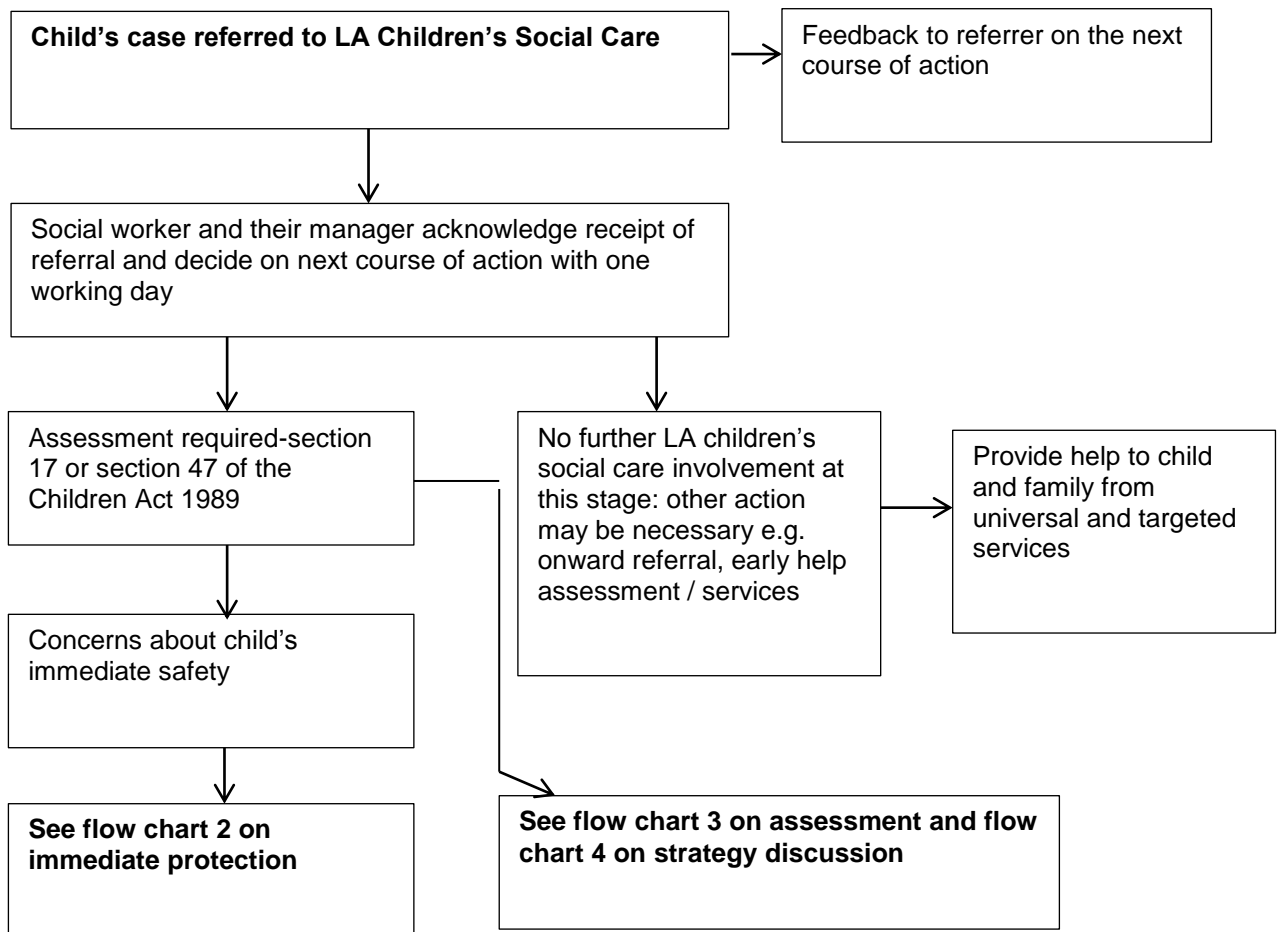
Child protection process



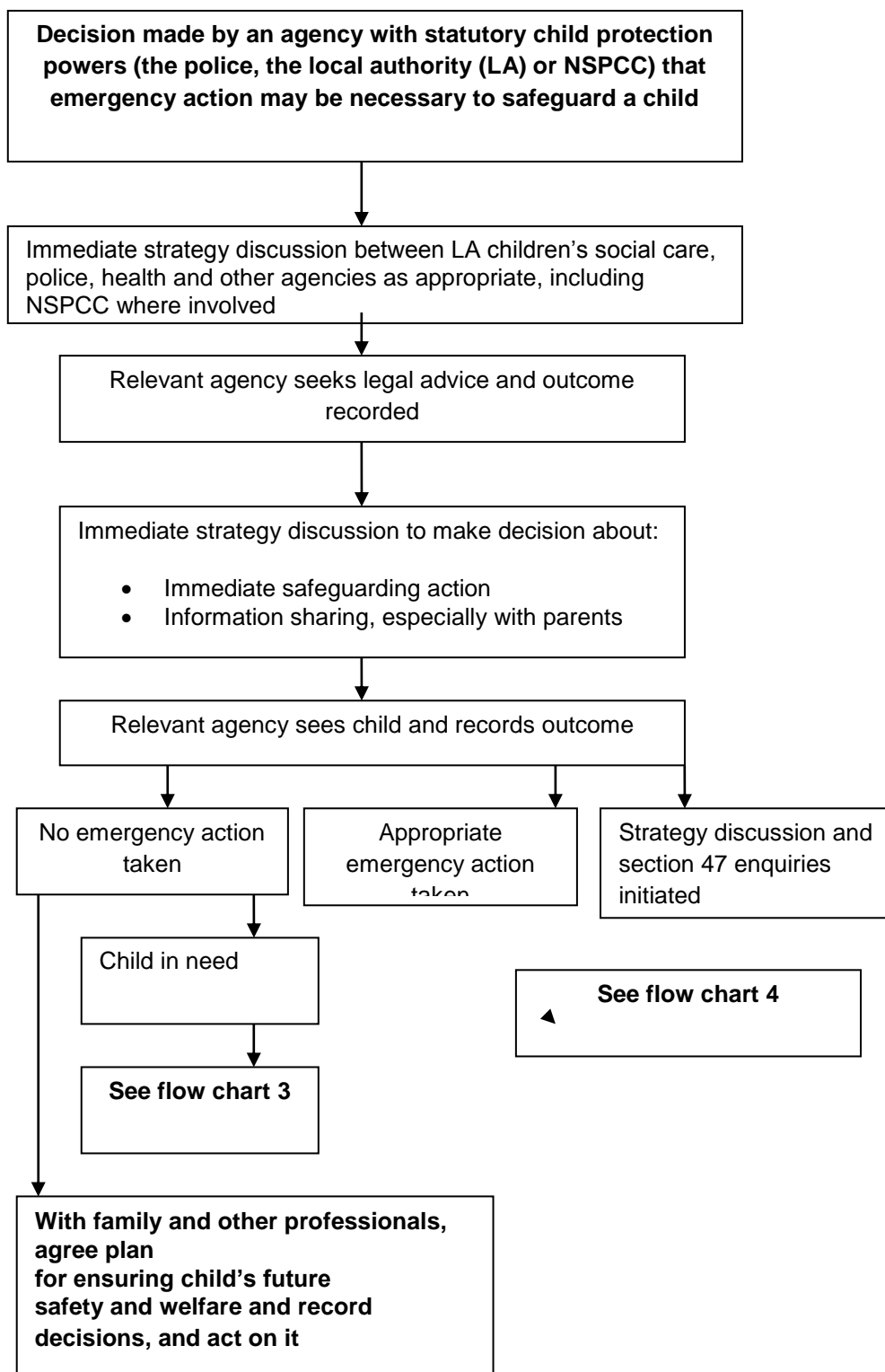
Referral



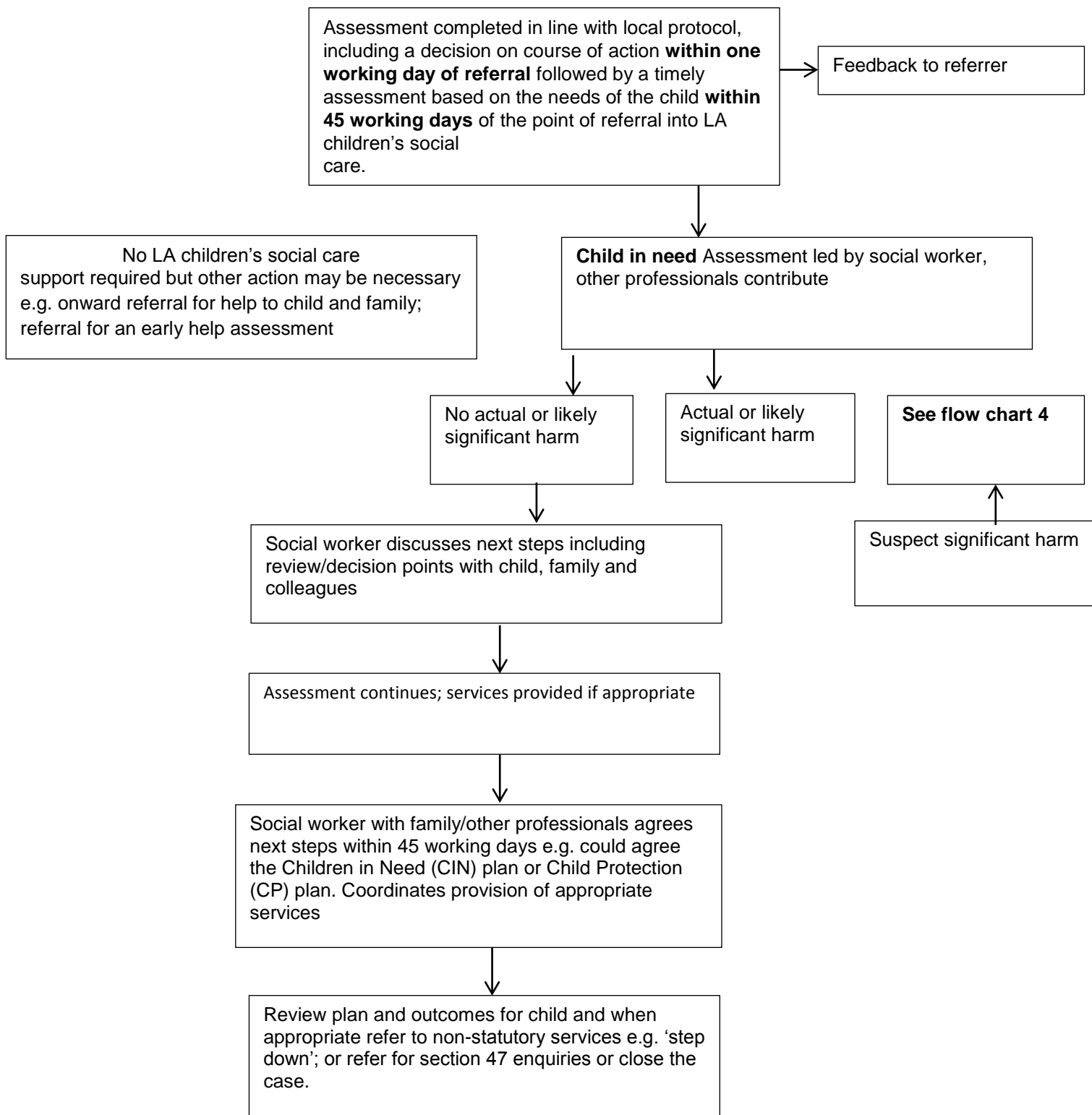
Flowchart 1 -Action taken when a child is referred to local authority children’s social



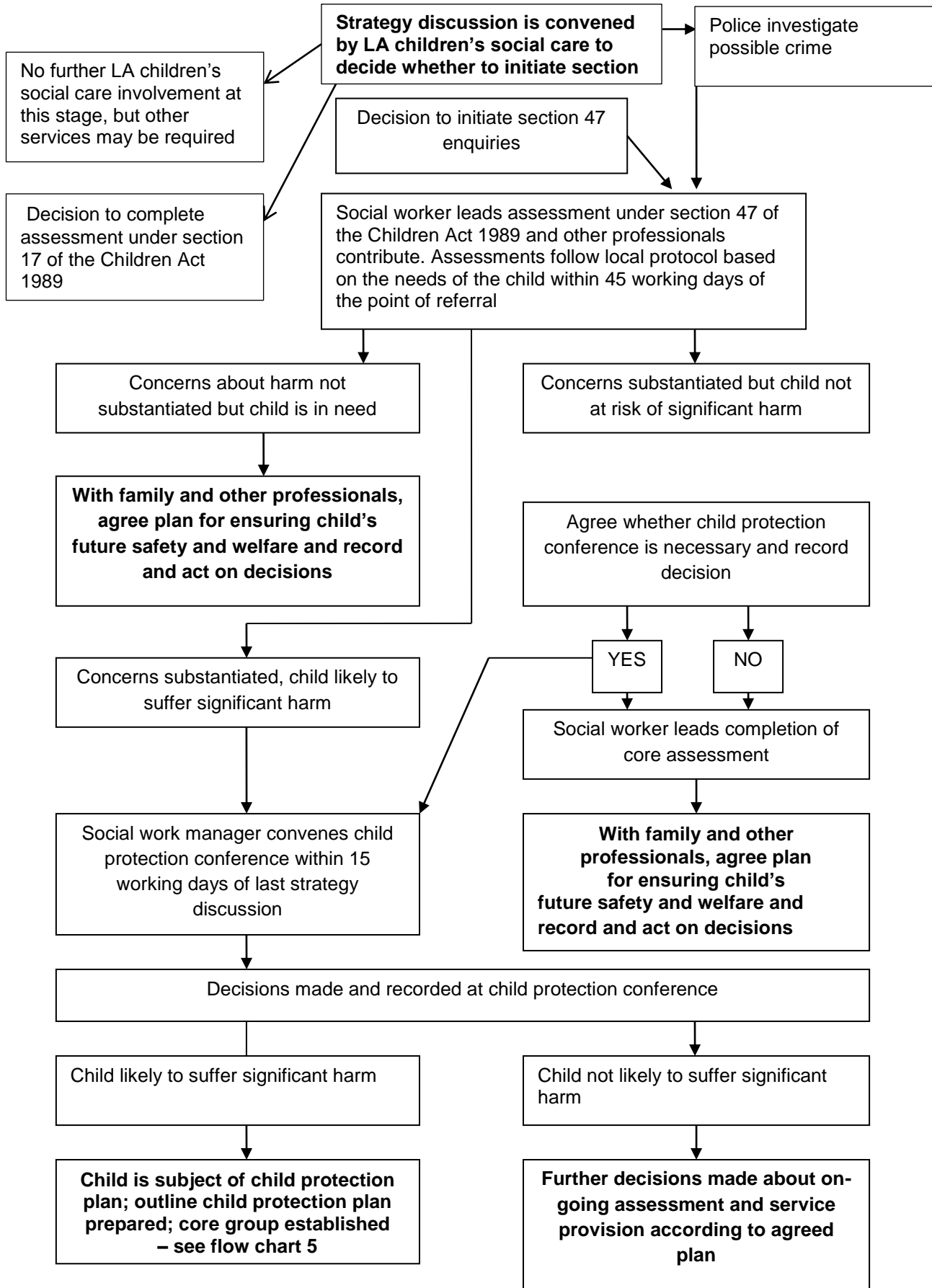
Flow chart 2 – Immediate protection



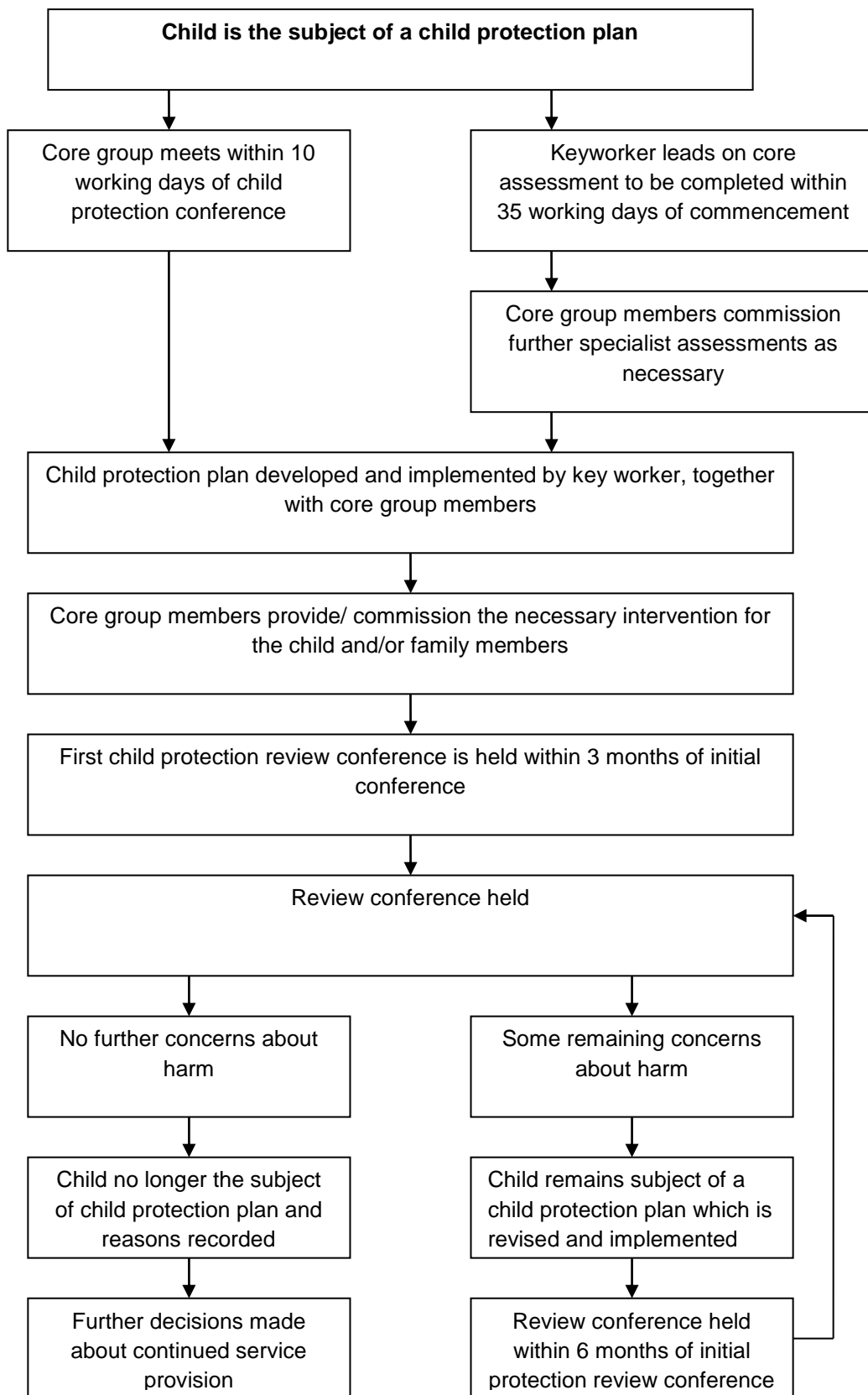
Flow chart 3 – Action taken for an assessment of a child under the Children Act 1989



Flow chart 4 – Action following a strategy discussion



Flow chart 5 – What happens after the child protection conference, including the review?



Sample form for recording and reporting concerns about a child

Details of child and parents/carers

Name of child:		
Gender:	Age:	Date of birth:
Ethnicity:	Language:	Additional needs:
Name(s) of parent(s)/carer(s)		
Child's home address and address(es) of parents (if different from child's)		

Your details

Your name:	Your position:	Date and time of incident (if applicable):
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Are you reporting your own concerns or responding to concerns raised by someone else? (delete as appropriate)

Reporting own concerns

Responding to concerns raised by someone else

If you are responding to concerns raised by someone else, please provide their name and position within the organisation:

Please provide details of the incident or concerns you have, including times, dates, description of any injuries, whether information in first hand or the account of others, including any other relevant details:

The child's account/ perspective:

Please provide details of anyone alleged to have caused the incident or to be the source of any concerns:

Provide details of anyone who witnessed the incident or who shares the concerns:

Please note: concerns should be discussed with the family **unless**:

- The view is that a family member might be responsible for abusing the child

- Someone may be put in danger by the parents being informed
- Informing the family might interfere with a criminal investigation.

If any of these circumstances apply, consult with the local authority children's social care department to decide whether or not discussions with the family should take place.

Have you spoken to the child's parents/carers? If so, please provide details of what was said. If not, please state the reason for this:

Are you aware of any previous incidents or concerns relating to this child and of any current risk management plan/ support plan? If so, please give details:

Summary of discussion with supervisor/ manager:

Has the situation been discussed with the named person for child protection?

Yes/ No (delete as appropriate)

If so, please summarise the discussion:

Have you informed the statutory child protection authorities?

Police: Yes/No (delete as appropriate)

Date and time:

Name and phone number of the person you spoke you spoke to:

Local authority children's social care: Yes/No (delete as appropriate)

Date and time:

Name and phone number of the person you spoke you spoke to:

Action agreed with child's protection authorities:

What has happened since referring to statutory agency(ies)? Include the date and nature of feedback from referral, outcome and relevant dates:

If the concerns are not about child protection, details of any further steps taken to provide support to child and family and any other agencies involved:

Name..... Position.....

Date..... Signed.....

Managers name..... Position.....

Date..... Signed.....

Your school Community:

Part of the role of the Designated Senior Person it is to have a full understanding of the pupils within the school and the support that they need. For lots of reasons, including for Ofsted, it would be useful to keep an updated record of numbers of pupils with additional needs, incidents, meetings and statistics throughout the school year so that you can ensure that resources are being put in the right place for the pupils that need it most.

Pupils:

Number of children subject to a Child Protection Plan	
Number of Looked after Children	
Number of children subject to a CAF	
Number of children with a Special Educational Needs statement?	

Meetings

Number of CAF's completed	
Number of strategy meetings attended	
Number of case conferences attended	
Number of Team Around the Child (TAC) meetings	
Number of contacts to Social Care Helpdesk for advice	
Number of contacts to HR/LADO for advice	
Number of reported bullying incidents	

Useful Contacts

- Local Social Care Team.....
- Local Safeguarding Children’s Board.....
- Local Authority Designated Officer.....
- School Nurse.....
- Education Welfare Officer.....
- Education Psychologist.....
- Ofsted Helpline 08456 40445
- NSPCC -0808 800 5000
- ChildLine -0800 1111

