

**Responding to Child Protection concerns during Offsite Visits
- including allegations involving staff, volunteers or peers.**

Important contact details:

Child Protection – Initial Referral	Tel ; 01482- 395500 Fax; 01482- 395530 E; childrens.socialcare@eastriding.gcsx.gov.uk
Emergency Duty Team – Out of Hours Initial Referral	Tel; 01377 -241273 Fax; 01377 -241639
Child Protection Officer (Schools) – Advice & Support	Tel; 01482 – 392139 Fax; 01482- 392104 E tony.marsh@eastriding.gov.uk
Local Authority Designated Officer – Allegations	Tel; 01482 – 396999 Fax; 01482-392104 E tony.marsh@eastriding.gov.uk dave.finan@eastriding.gov.uk
East Riding Safeguarding Children Board Safeguarding Unit Advice Line	01482-396999

This section should be read in conjunction with the school/establishment’s Child Protection Policy, which will include guidance for dealing with;

- Signs & Symptoms of abuse
- Responding to concerns & disclosures
- Child Protection records & referrals
- Managing allegations against staff & volunteers
- Whistle blowing procedures

A. CHILD PROTECTION DISCLOSURE or SERIOUS CONCERN (not involving incident on visit)

1. Respond as outlined in Child Protection Policy.

- ✓ Record conversation or concerns but ensure that you do not investigate or ask leading questions etc.
- ✓ If injuries or marks record in detail ideally on an outline body map.
- ✓ Report to Visit Leader or Designated Colleague immediately possible.

2. Visit Leader

- ✓ Contact school Child Protection Coordinator. If not contactable contact base link

3. School/Establishment Child Protection Coordinator or Link

- ✓ Refer information and seek advice.
- ✓ If out of hours refer via Emergency Duty Team
- ✓ Submit written ‘ Confirmation of referral’ form
- ✓ If unsure CPC to seek advice from Family Support Team or LA Child Protection Officer (as policy) or ERSCB Advice Line
- ✓ Liaise with Family Support Team and Visit Leader
- ✓ Establish if parents / carers are to be informed, by who and when

4. In an emergency the Visit Leader should Refer as in point 3 above, and inform school/establishment as soon as possible. The Visit Leader may decide to contact police directly if there is clear evidence of a criminal act or behaviour.

5. Visit Leader or appropriate designated adult

- ✓ Explain to Child what is happening
- ✓ Reassure, support & monitor
- ✓ Liaise with appropriate professionals

B. ALLEGATION OF ABUSE against a leader or volunteer**1. If disclosed by child**

- ✓ Respond as outlined in CP policy
- ✓ Record conversation or concerns but ensure that you do not investigate or ask leading questions etc
- ✓ Report to Visit Leader
- ✓ If allegation concerns Visit Leader report to Deputy Leader or Headteacher/Senior Manager immediately

2. Visit Leader

- ✓ Contact Headteacher/Senior Manager or appropriate Senior staff
- ✓ Arrange no contact between child and adult.
- ✓ Do not carry out investigation or inform adult at this stage.

3. Headteacher

- ✓ Contact LA Designated Officer immediately
- ✓ If not available or out of hours refer as A3 above.

4. LA Designated Officer

- ✓ Advise Headteacher/Senior Manager on initial strategy if visit still in progress.
e.g. Notification of parents, Police, Family Support etc, suspension or supervision of adult, informing and advising adult

5. Headteacher/Senior Manager

- ✓ Advise and update Visit Leader on initial arrangements pending investigation

6. Visit Leader or appropriate designated adult

- ✓ Explain to Child what is happening
- ✓ Reassure, support & monitor
- ✓ Liaise with appropriate professionals

C. ALLEGATION OF ABUSE AGAINST MEMBER OF STAFF or VOLUNTEER NOT ON VISIT**1. Follow B 1-6 above****D. ALLEGATION OF ABUSE BY CHILD AGAINST CHILD DURING VISIT****1. Leader / Volunteer Respond as outlined in CP policy & training**

- ✓ Record conversation or concerns but ensure that you do not investigate or ask leading questions etc
- ✓ If injuries or marks record in detail ideally on an outline body map.
- ✓ Report to Visit Leader or Designated Colleague immediately possible.

2. Visit Leader.

- ✓ Arrange to separate both and ensure no contact between them and witnesses if possible.

3. Visit Leader

- ✓ Contact school CPC or Headteacher/Senior Manager and refer information and seek advice.
- ✓ If not contactable contact base link – to pass information of concern and information on children to ER CP Referral number or Emergency Duty Team

4. In emergency

- ✓ Visit Leader to Refer as in 3

5. CPC / Headteacher/Senior Manager

- ✓ Contact LA Designated Officer or Family Support Team if not contactable

6. LA Designated Officer

- ✓ Advise Headteacher/Senior Manager on initial strategy if visit still in progress.
- ✓ Ensure Family Support are aware and taking action.
- ✓ Liaise with Family Support & Police as appropriate
- ✓ Advise Headteacher/Senior Manager re supervision or exclusion from visit, informing parents etc.

7. Headteacher

- ✓ Advise visit Leader on initial arrangements pending investigation

8. Visit Leader or appropriate designated adult

- ✓ Explain to Child what is happening
- ✓ Reassure, support & monitor
- ✓ Liaise with appropriate professionals