



POLICY/PROCEDURE/GUIDANCE SAFEGUARDING AND THE PROTECTION OF CHILDREN & YOUNG PEOPLE

This Policy has been validated by Robin Young, approved and registered by The Kent Local Safeguarding Children's Board

*All staff will have access to an electronic copy of this document so that the links may be accessed.
A paper copy will also be available in the staff policy file and on the staff notice board.*

The following policy and procedures are to be adhered to at all times in Ferndearle's Children's Homes and Schools. It is essential that all staff have a complete understanding of this policy and ensure it is followed on any child protection or safeguarding incident. This policy is used alongside the electronic Procedures Manual for the Kent Safeguarding Children's Boards. Please note, the online Manual will be updated regularly so staff should avoid retaining printed versions as hard copies are only valid for 72 hours. Staff should therefore use the following link: <http://www.kscb.org.uk>

This Policy is in line with the following legislation/guidance:

The DfE guidance Keeping Children Safe in Education (September 2016)

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/550511/Keeping_children_safe_in_education.pdf

Keeping children safe in education Part 1: Information for all school and college staff (DfE September 2016) – **all school staff must read this document**

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/550499/Keeping_children_safe_in_education_Part_1.pdf

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/550197/Regulated_activity_in_relation_to_children.pdf

Regulated activity in relation to children: scope Factual note by HM Government

Working Together to Safeguard Children (DfE, March, 2015)

<https://www.gov.uk/government/publications/working-together-to-safeguard-children--2>
Last updated Feb 2017

Staffing & Employment Advice for Schools (DfE, February 2017)

<https://www.gov.uk/government/publications/staffing-and-employment-advice-for-schools>

The Protection of Children Standard of the Quality Standards (April 2015) and Regulation 12, 34 and 40 of the Children's Homes (England) Regulations 2015.

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/410021/Guide_to_the_Children's_Homes_Regulations_including_the_quality_standards.pdf

Children Act 1989 and 2004

<http://www.legislation.gov.uk/ukpga/2004/31/section/1>

Safeguarding and the Protection of Children and Young People

Safeguarding and the protection of children and young people at Ferndearle means encompassing the main criteria outlined by the above legislation & guidance which includes:

- “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” (Working Together to Safeguard Children (DfE, March, 2015).

Staff should pay particular attention to The Protection of Children Standard of The Quality Standards which corresponds to Regulation 12 of The Children’s Homes (England) Regulations 2015. The text of Regulation 12 is outlined below:

“12. (1) The protection of children standard is that children are protected from harm and enabled to keep themselves safe.

**(2) In particular, the standard in paragraph (1) requires the registered person to ensure—
(a) that staff—**

(i) assess whether each child is at risk of harm, taking into account information in the child’s relevant plans, and, if necessary, make arrangements to reduce the risk of any harm to the child;

(ii) help each child to understand how to keep safe;

(iii) have the skills to identify and act upon signs that a child is at risk of harm;

(iv) manage relationships between children to prevent them from harming each other;

(v) understand the roles and responsibilities in relation to protecting children that are assigned to them by the registered person;

(vi) take effective action whenever there is a serious concern about a child’s welfare; and

(vii) are familiar with, and act in accordance with, the home’s child protection policies;

(b) that the home’s day-to-day care is arranged and delivered so as to keep each child safe and to protect each child effectively from harm;

(c) that the premises used for the purposes of the home are located so that children are effectively safeguarded;

(d) that the premises used for the purposes of the home are designed, furnished and maintained so as to protect each child from avoidable hazards to the child’s health; and

(e) that the effectiveness of the home’s child protection policies is monitored regularly”

(The Protection of Children Standard of the Quality Standards (April 2015) and Regulation 12 of the Children’s Homes (England) Regulations 2015).

Ferndearle endeavours to meet these fundamental objectives primarily through the promotion and implementation of the following:

- Safeguarding and Child protection policy which adheres to local Kent guidelines; safe recruitment policies which follow DfE guidelines, The Quality Standards & Children's Homes (England) Regulations 2015; positive behaviour management policies which emphasise positive reward; training in safe physical handling of young people; confidentiality policy; a clear and understood whistle-blowing policy; e-safety policy; home/school security and vetting/'chaperoning' of visitors; clear policy to deal with children missing from care with procedures that are compatible with local Runaway and Missing from Home and Care protocols, procedures held by the police and with regard to the Protocols of the Local Authorities of the young people placed; and a comprehensive bullying policy.
- All staff to undertake Child Protection training within their first six months of employment, to be updated annually. The induction prior to commencing employment provides an introduction to child protection and safeguarding. Registered Care Managers as the responsible CPM receive additional training in Child Protection and Safeguarding accredited by The Kent Safeguarding Children Board.
- Comprehensive Health Care Plans, which have regard to the medical needs of young people, sex education needs, education on alcohol, smoking and substance misuse.
- Raising awareness of sexual exploitation and gang activity.
- Risk assessments to promote safe activities and young people's participation.
- Providing a culture which is consistent with boundaries which are geared to providing positive healthy emotional and physical development.
- Providing a care and education culture which is consistent with helping young people to learn how to keep themselves safe.
- Working to support the young people's Education, Health and Care Plans geared to helping young people to reach their full potential educationally, emotionally and socially, fundamentally leading to developing the skills to participate fully in society.
- Working closely and sharing information with partners in regard to young people missing from care, including any concerns of sexual or other forms of exploitation.

Shared Beliefs

The needs of the child are paramount and should underpin all child protection work and resolve any conflicts of interests. All children deserve the opportunity to achieve their full potential. All children have the right to be safeguarded from harm and exploitation whatever their:

- Race, religion, first language or ethnicity
- Gender or sexuality
- Age
- Health or disability
- Location or placement
- Criminal behaviour
- Political or immigration status

Responsibility for the protection of children must be shared because children are safeguarded only when all relevant agencies and individuals accept responsibility and co-operate with one another.

Statements about, or allegations of abuse, or neglect made by children, must always be taken seriously. The wishes and feelings of children are vital elements in assessing risk and formulating protection plans and must always be sought and given weight according to the level of understanding of the child.

Definitions of Abuse

In dealing with any form of abuse, those working with them need to understand what it is that constitutes abuse and the category used to define it. The signs and symptoms of abuse are discussed within Child Protection Training, organised and facilitated by Ferndearle Childcare.

Child abuse and neglect is a generic term encompassing all ill treatment of children including serious physical and sexual assaults as well as cases where the standard of care does not adequately support the child's health or development.

Abuse and neglect are forms of maltreatment of a child. Somebody may cause or neglect a child by inflicting harm, or failing to act to prevent harm. Children may be abused in a family, or in an institutional or community setting; by those known to them or, more rarely by a stranger. They may be abused by an adult or adults or another child or children.

The DfE sets out definitions and examples of the four broad categories of abuse which are used for the purpose of recognition:

- Physical abuse
- Emotional abuse
- Sexual abuse and
- Neglect

“Physical abuse: a form of abuse which may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.

Important staff link for educational purposes on fabrication of illness of child by parental figure

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/277314/Safeguarding_Children_in_whom_illness_is_fabricated_or_induced.pdf

Emotional abuse: the persistent emotional maltreatment of a child such as to cause severe and adverse effects on the child's emotional development. It may involve conveying to a child that they are worthless or unloved, inadequate, or valued only insofar as they meet

the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond a child's developmental capability as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyberbullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, although it may occur alone.

Sexual abuse: involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

Neglect: the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to: provide adequate food, clothing and shelter (including exclusion from home or abandonment); protect a child from physical and emotional harm or danger; ensure adequate supervision (including the use of inadequate care-givers); or ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs" (Keeping Children Safe in Education, September 2016).

These categories overlap and an abused child does frequently suffer more than one type of abuse.

FGM, Forced Marriage & Honour Killings

Staff should also be aware that abuse can take other forms and may be considered to be cultural in origin; this includes FGM, belief in spirit possession of children, forced marriage and honour killings. Staff should pay attention to the links below for detailed information:

National action plan to tackle child abuse linked to faith or belief such as belief in concepts of witchcraft and spirit possession, demons or the devil acting through children etc

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/175437/Action_Plan_-_Abuse_linked_to_Faith_or_Belief.pdf

Multi Agency Statutory Guidance on FGM

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/512906/Multi_Agency_Statutory_Guidance_on_FGM_-_FINAL.pdf

Multi Agency Guidelines on Forced Marriage

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/322307/HMG_MULTI_AGENCY_PRACTICE_GUIDELINES_v1_180614_FINAL.pdf

Social Networking Sites and the links to Absent without Consent & Children Missing and the associated Safeguarding risks of Sexual Exploitation; Gang Activity; Alcohol and Substance Misuse; Radicalisation; Drug Running and other forms of Criminal Activity.

Staff should be aware and alert to the close links between social networking, children missing from care or absent without permission and the sexual or other exploitation of children as well as their vulnerability to gang activity. In addition, staff must remain very vigilant around the link between missing from care and absent without permission and alcohol and substance misuse. Alongside this, staff must remain vigilant about the vulnerability of our young people and how much they may be persuaded to become involved in criminal activity including carrying and selling drugs for others. The use of the internet to radicalise young people must be kept to the forefront of staff awareness.

The CPM for safeguarding children in each home should monitor information to identify when any child in the home may be being targeted for sexual or other exploitation.

Important Links for Staff:

E-Safety – Recommended Resources to use to help young people stay safe on line

<https://www.thinkuknow.co.uk/>

<https://www.disrespectnobody.co.uk/relationship-abuse/what-is-relationship-abuse/>

<https://www.saferinternet.org.uk/>

<http://www.childnet.com/resources/cyberbullying-guidance-for-schools>

Sexting

<https://www.gov.uk/government/groups/uk-council-for-child-internet-safety-ukccis>

Gangs and Youth Violence

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/418131/Preventing_youth_violence_and_gang_involvement_v3_March2015.pdf

Sexual Abuse/Exploitation/Grooming

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/591903/CSE_Guidance_Core_Document_13.02.2017.pdf

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/591905/CSE_Guidance_Annexes_13.02.2017.pdf

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/419604/What_to_do_if_you_re_worried_a_child_is_being_abused.pdf

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/591905/CSE_Guidance_Annexes_13.02.2017.pdf

Trafficking and Safeguarding

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/177033/DFE-00084-2011.pdf

Missing from Care

www.gov.uk/government/uploads/system/uploads/attachment_data/file/307867/Statutory_Guidance_-_Missing_from_care_3_.pdf

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/591905/CSE_Guidance_Annexes_13.02.2017.pdf

Alcohol and Substance Misuse & link to Sexual Exploitation

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/270169/drug_advice_for_schools.pdf

<http://www.safeguardingchildren.co.uk/resources/party-lifestyle-model-new-face-grooming-uk/>

Radicalisation

www.gov.uk/government/uploads/system/uploads/attachment_data/file/425189/Channel_Duty_Guidance_April_2015.pdf

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/440450/How_social_media_is_used_to_encourage_travel_to_Syria_and_Iraq.pdf

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/263181/ETF_FINAL.pdf

www.gov.uk/government/uploads/system/uploads/attachment_data/file/97976/prevent-strategy-review.pdf

<https://educateagainsthate.com/>

Associated Ferndearle Policy

- Child Exploitation Policy and Procedure
- Missing Child Policy and Procedure
- E-Safety Policy
- Radicalisation
- Bullying

CHILD PROTECTION PROCEDURE

Policy/Procedure/Guidance - as issued to the staff at Ferndearle both school and residential staff

Staff should remember that Child Protection constitutes only one area of Safeguarding which is of course a very important part of keeping young people safe.

Sometimes happenings occur which need to be dealt with as a child protection issue and, hence, through the appropriate procedures. These will tend to include disclosures from children of any past or present abuse, which may have taken place prior to, or after, admission to Ferndearle. They may also include unacceptable practices witnessed by staff. Staff need to remember that abuse can take place in many different places. These may include: in the residential home by another child, a visitor or by a member of staff; in Ferndearle school by another pupil or member of staff, during visits home or to the home of a friend, while attending a school in the community or while attending a social club in the community.

In the case of Child Protection issues, Ferndearle (both the School and the Home) strictly follows the Kent Safeguarding Children Board Procedures and guidance laid out in the Children Act 1989 and Children Act 2004 and 'What to do if you're worried a child is being abused: advice for practitioners' (see link below).

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/419604/What_to_do_if_you_re_worried_a_child_is_being_abused.pdf

STAFF RESPONSIBLE FOR TAKING THE LEAD ROLE IN DEALING WITH CHILD PROTECTION MATTERS AT FERNDEARLE

All child protection matters are dealt with by the **Designated Child Protection Manager (CPM)**. At The School this is **ZARA MALYON**; at The Birches this is **RACHEL TURNER** and at Heather Lodge this is **SONATA BRISLEY** or **BRIAN SINNOTT**. The CPMs are responsible for coordinating Child Protection Referrals and Allegations and ensuring that any allegations are reported to the Local Authority Designated Officer (LADO – if the allegation is against an adult who works with children in any sector) or to The Local Central Referral Unit (CRU) (if the allegation is against a child in the home or school towards another child or for matters that come to our attention about young people being at risk from any person outside of Ferndearle who would not fit into the category of being reported to LADO).

Sonata Brisley, who is also the Operational Director, takes overall responsibility for monitoring all child protection and safeguarding issues. Sonata Brisley and Zara Malyon (Head Teacher) are trained by Kent County Council (KCC) as **Child Exploitation Champions and are thus part of the KCC Network for the Prevention of Child Sexual Exploitation.**

For a list of contact details for reporting CP issues, staff and CPMs should go to the Key Contacts flow chart or list at the end of this document. There is also a flow chart of contacts and action to be taken on staff notice boards (ANNEX A).

For further information for staff to become more informed about safeguarding issues, there is a list of Web links that are provided by Government or other Professional Sources. These links are extremely informative and will enable all staff to become highly aware and knowledgeable of the ever increasing safeguarding issues that are currently facing all professionals working with young people, as well as enable staff to become aware of the signs, symptoms and effects of many types of abuse with advice on preventative strategies and how to help those effected (ANNEX B)

In addition, there is a list of Safeguarding Key Contacts provided by Kent Social Services (ANNEX C)

Associated Ferndearle Policy

Whistleblowing Policy (staff sign for agreement to undertake their duties under this policy which is kept on personnel files). Staff may find the Policy in the Staff Policy File.

Responsibilities of Staff

ACTION TO BE TAKEN

In the event of a child protection issue arising staff members must follow the following procedure:

1. Where there is still a threat to the child, the first priority must be to protecting the child in securing their safety. In the event for instance, of the child being abused while in the school or Ferndearle residential sector by another child or by a member of staff or other, those on duty must separate the child from the perpetrator ensuring no further access. The child should not be 'got at' by the possibility of threats; nothing should interfere with the investigation. In the event of there being difficulties in protecting the child, the authority of the police may be used.
2. Where an allegation has been made which is alleged against any of Ferndearle staff or young people and there is no immediate threat to the child, staff must still take immediate action to ensure that the alleged perpetrator is separated from the alleged victim in order to protect both parties. This may mean simply ensuring that the alleged perpetrator remains in another part of the premises away from the alleged victim but supervised. Your CPM will subsequently give you instructions on what you need to do next.

3. The staff should then, **immediately** contact Ferndearle's designated Child Protection Manager (CPM), Sonata Brisley or Brian Sinnott (Heather Lodge); Rachel Turner (The Birches) and Zara Malyon (Ferndearle School) unless the allegation implicates the CPM; in which case the staff member should report **immediately to either one of the other CPMs or to the Registered Responsible Individual (RI), Ms Jayne Redfern**, either of which will take the necessary steps to remove the threat. Staff should note that even if there is not an immediate threat to the child, all CP matters must be reported **immediately** to the appropriate CPM; you cannot wait until the end of your shift; you cannot leave the allegation or anything that you have seen or heard in a log for the CPM to find; you cannot pass it to another person who may or may not immediately report the issue; you cannot assume that a disclosure of past abuse is already known about; and you cannot assume that comments made by young people are simply boasting or not a CP issue such as a teenager saying: "I had sex with a girl at a party yesterday", as we do not know whether it is true or false; whether it was consensual or the respective age gap between them and the person they have allegedly had sex with. The **only course of action** is that you personally speak or personally hear or know that your senior on duty has SPOKEN IMMEDIATELY TO THE CPM either over the phone or directly. **YOU OR YOUR SENIOR CANNOT LEAVE A MESSAGE ON THE PHONE OR A TEXT.** If you cannot immediately speak to the appropriate CPM then go to another CPM or the RI and failing any of these go to another Director.
4. If a staff member receives a disclosure from a child (follow the guidance below on how to take and write down a disclosure). If a staff member witnesses a CP incident or hears about one, write it down immediately following the call to the CPM so that details remain clear and are not forgotten.
5. In all events, the CPM dealing with the matter must immediately inform the Registered Responsible Individual unless the allegation is against that person in which case the CPM must inform Robin Dearle or Christine Dearle. The CPM must also immediately inform the Operations Director (OD), Sonata Brisley, unless of course the allegation is against the OD.
6. If a child needs urgent medical attention then they should be taken immediately to the local Accident and Emergency Department at the hospital. On arrival the A&E staff must be informed that the incident may be a child protection and safeguarding one so that they can make notes or take photographs as dictated by their own protocols. The CPM must ensure that this takes place.
7. For other medical support, for example if there is bruising or more seriously if sexual abuse is suspected, the medical **must be** arranged by the investigating Social Services Department. Staff can however accompany young people to the medical to offer support. The CPM must ensure that this takes place. Consent will be required from the child and those with PA.
8. If an emergency situation and significant harm or risk of significant harm is assessed to be present, the CPM will refer the matter at once to LADO or CRU by telephone.

The CPM will give them the facts clearly and follow the instructions they may give including attending any medicals as outlined in points 5&6 above.

9. The CPM will inform by telephone the child's Social Worker, if the social worker is not available they will ask for their Manager, failing that ask for a Duty Social Worker. After office hours the young person's LA's out of hours duty service must be called.
10. Consideration has to be given as to whether or not it is appropriate to notify parents. This will depend on the circumstances (i.e. if they are the alleged abuser or the alleged abuse happened in their area whilst on a home visit). The social worker may wish to inform parents; this will need to be clarified by the Social Worker.
11. When it is not an emergency situation and significant harm or risk of significant harm is not present, when all of the facts are available, the CPM will inform the same day or if not possible, within twenty four hours, either LADO or the CRU; the child's Local Authority, the family (in consultation with Social Worker) and Ofsted. Where there is evidence that a crime may have been committed, the police will be informed immediately. If the abuse has taken place in Ferndearle School or the residential home, Ferndearle has a duty to inform the Local Authorities and the families (in consultation with Social Workers) of all the children living/learning in the home/school as they may also have been affected. In this case, Ferndearle will co-operate fully to uncover the extent of the problem and to ascertain what action or help including counselling might be required for each child.
12. Ofsted will be informed by the CPM or Responsible Individual if there is an instigation and outcome of a child protection enquiry involving a child accommodated at the home. Ofsted will need to be informed of any outcome of an internal investigation, should they not be taken any further or result in a section 47 enquiry. In the event of an internal investigation, the CPM will also fill in the 'outcome form' provided by LADO or CRU and send back as soon as the internal investigation is completed.
13. The CPM must record the events which means a full and detailed chronology of all action taken. This includes a log of all phone calls and a log of all actions taken; each event or entry to the chronology must have the time and date and each entry must be signed. This information will then be recorded on the Child Protection and Safeguarding System. The CPM must fill in all notification forms to all relevant parties including: Ofsted, LADO or CRU.
14. The CPM should ensure that all staff, including those on the next shift are fully aware of the situation (as far as is possible having due regard to the confidentiality requirements) and are clear on any actions to be taken.
15. In the case of the alleged perpetrator being a member of staff, the action may be suspension (without prejudice) pending an enquiry. A person, however, is not suspended automatically, or without careful thought. Ferndearle will liaise with

relevant professionals and consider carefully whether the circumstances of a case warrant a person being suspended. Where it is another child, Ferndearle will work with both Local Authorities to find the best possible solution.

16. All incidents or disclosures must be recorded in writing. These should be written in the style of a **discussion** and not that of a statement.

Staff Guidance

1. It is important that staff do not feel afraid to fully co-operate with any investigation whether it be internal or external. Ferndearle is committed to the principle that children can be best protected through positive inter-agency working. Staff are requested as part of their induction to become familiar with “Working Together” (DfES March 2015 – see link on page 1 above).
2. It is crucial that all members of staff continually exercise their training and skills to recognise the signs and symptoms of abuse. All staff will have training in child protection. Some useful pointers to remember however, include:
 - a sudden change in a child’s behaviour,
 - sexualized behaviour and/or language inappropriate to the age and / or developmental level of the child,
 - communication through drawings and /or play,
 - sudden outbreak of acting out in the home or in the school,
 - wariness around certain people or at certain times,
 - suddenly not wanting to attend school or a social club or to visit home or have contact with a certain person,
 - going absent without permission,
 - episodes of missing from care,
 - being in the possession of new items of clothing or other goods that cannot be accounted for and
 - being in the possession of sums of money that cannot be accounted for.

Staff should click into the link below as it contains VERY important information on how to recognise the SIGNS SYMPTOMS and EFFECTS of many forms of abuse.

<http://www.nspcc.org.uk/search/?query=recognising%20signs%20of%20abuse>

3. Staff need to remember never to promise a child that they can tell them something in confidence. It would be very damaging for the child and the relationship if the confidence had to be broken.
4. Staff will need to make a distinction between behaviour that can be regarded as normal sexual exploration and that which is abusive. In this respect, staff need to consider the difference in the ages of the children as well as looking for signs of threats, coercion, intimidation or grooming by means of gifts. This consideration

cannot be decided alone but must be discussed with the appropriate CPM who will obtain advice from the relevant Local Authority Designated Worker.

5. Ferndearle recognises the extreme stress and anxiety placed upon staff that are put in the position of having to share concerns about a colleague, particularly if that colleague is more senior and possibly even a close friend. Whatever the difficulties, it has to be stressed that the priority must be the protection of the child whose vulnerability is all too obvious. In the event of any staff disclosures, every effort will be made to provide the support and protection that he/she requires and to ensure that the colleague subject to the disclosure is treated fairly.

The Operations Director is responsible for ensuring that Ferndearle's Child Protection services are well developed and that awareness and training around detecting, avoiding and reporting abuse in and outside the home are adequate and kept to the forefront of the ethos of the school/home for both staff and children.

Dealing with Allegations of Abuse against Teachers, Staff or any other Person

Ferndearle follows guidance as detailed in:

The DfE guidance Keeping Children Safe 2016; Working Together to Safeguard Children (DfE, March, 2015); The Protection of Children Standard of the Quality Standards (April 2015) and Regulation 12, 34 and 40 of the Children's Homes (England) Regulations 2015 and the Procedures Manual for the Kent Safeguarding Children's Boards.

Once the relevant CPM has received a possible child protection issue they must take the steps below:

1. If the allegation meets any of the criteria outlined below by Government guidance, the allegation will be reported the same day if possible, or within 24 hours, to the Local Authority Designated Officer (LADO) or to The Local Central Referral Unit (CRU), Social Workers and parents of all children living or being educated at Ferndearle and OFSTED. The criteria includes:

An allegation that a person has:

- behaved in a way that has harmed a child, or may have harmed a child;
 - possibly committed a criminal offence against or related to a child; or
 - behaved towards a child or children in a way that indicates he or she would pose a risk of harm to children.
2. The CPM is not responsible for carrying out the investigation, they must only ask enough questions of staff or young people to seek clarity and only the minimum amount of questions required to be able to ascertain exactly what it is they are reporting to LADO or to the CRU.

3. The allegation must be reported immediately or at least within 24 hours and this is irrespective of whether the allegation is believed to be patently false and inclusive of allegations that on the face of it may appear relatively insignificant.
4. An Officer from the child protection team will discuss the case with Ferndearle's CPM. If the allegation is not patently false and there is reason to believe that a child is suffering or is likely to suffer significant harm, the child protection officer will arrange for a strategy meeting.
5. At the same time, Ferndearle must take into careful consideration whether suspension is required of the alleged perpetrator. Any suspension is without prejudice and the decision is made for the protection of the staff member as well as the child. The CPM must arrange for support for the staff member if they are suspended. The DfE guidance Keeping Children Safe in Education September 2016 stipulates:

“Employers have a duty of care to their employees. They should ensure they provide effective support for anyone facing an allegation and provide the employee with a named contact if they are suspended. It is essential that any allegation of abuse made against a teacher or other member of staff is dealt with very quickly, in a fair and consistent way that provides effective protection for the child and at the same time supports the person who is the subject of the allegation” (para. 147).

“Employers must consider carefully whether the circumstances of a case warrant a person being suspended from contact with children or whether alternative arrangements can be put in place until the allegation or concern is resolved. All options to avoid suspension should be considered prior to taking that” (para. 153). The guidance stipulates that “an individual should be suspended only if there is no reasonable alternative”. Alternatives may mean considering whether it is appropriate to reassign staff to a different home or school site; working under supervision; or withdrawing the staff member from certain duties. These are only examples; there may be many more provisions that can be put into place depending upon the circumstances. It is for the appropriate CPM to carefully consider what measures are required in consultation with the Operations Director who may seek advice from other senior colleagues and the local Child Protection Team.

6. If there is not cause to suspect that “significant harm” is an issue, but a criminal offence might have been committed, the child protection officer from the local child protection team will contact the police to ascertain whether a police investigation is required.
7. If the decision is that the allegation does not entail a possible criminal offence, the matter will be dealt with by the employer, Ferndearle. The DfE guidance Keeping Children Safe in Education September 2016 stipulates:

“The procedures for dealing with allegations need to be applied with common sense and judgement. Many cases may well either not meet the criteria set out above, or may do so without warranting consideration of either a police investigation or

enquiries by local authority children’s social care services. In these cases, local arrangements should be followed to resolve cases without delay” (para. 148).

8. Where formal disciplinary action is not warranted, appropriate action will be instigated within three working days or within fifteen working days if a disciplinary hearing is required and can be held without further investigation.
9. Where further investigation is required, this will be undertaken by a senior staff member or, if deemed appropriate, a person who is independent of Ferndearle in liaison with the CPM. The investigating person should aim to provide a report to Ferndearle within 10 working days.
10. On receipt of the report, Ferndearle will liaise with LADO concerning whether a disciplinary hearing is required. This will be undertaken within two working days and the hearing will be held within fifteen working days.
11. Following the outcome of the hearing, a decision will be made as to whether a referral to the DBS is required. This will be undertaken in consultation with LADO. If a decision is made to make a referral this will be undertaken as soon as possible. Ferndearle will also liaise very closely with the Police and LADO to ascertain whether any other bodies (such as voluntary organisations that have a vulnerable client group) that the person may be working for needs to be informed and discuss who will be informing them. In such cases Ferndearle may also need to seek advice from the Company Solicitor.
12. A referral to the DBS must be made, if the criteria are met. Paragraph 120 of The DfE guidance Keeping Children Safe in Education September 2016 outlines the criteria below:

Ferndearle has “a legal duty to refer to the DBS anyone who has harmed, or poses a risk of harm, to a child or vulnerable adult; where the harm test is satisfied in respect of that individual; where the individual has received a caution or conviction for a relevant offence, or if there is reason to believe that individual has committed a listed relevant offence; and that individual has been removed from working (paid or unpaid) in regulated activity, or would have been removed had they not left. The DBS will consider whether to bar the person. Referrals should be made as soon as possible after the resignation or removal of the individual. Guidance on referrals can be found on GOV.UK”.

The DfE guidance Keeping Children Safe in Education September 2016 stipulates:

“The following definitions should be used when determining the outcome of allegation investigations:

- Substantiated: there is sufficient evidence to prove the allegation;
- Malicious: there is sufficient evidence to disprove the allegation and there has been a deliberate act to deceive;

- False: there is sufficient evidence to disprove the allegation;
- Unsubstantiated: there is insufficient evidence to either prove or disprove the allegation. The term, therefore, does not imply guilt or innocence” (para. 150).

Timescales - The DfE guidance Keeping Children Safe in Education September 2016 stipulates:

“It is in everyone’s interest to resolve cases as quickly as possible consistent with a fair and thorough investigation. All allegations should be investigated as a priority to avoid any delay. Target timescales are shown below: the time taken to investigate and resolve individual cases depends on a variety of factors including the nature, seriousness and complexity of the allegation, but these targets should be achieved in all but truly exceptional cases. It is expected that 80 per cent of cases should be resolved within one month, 90 per cent within three months, and all but the most exceptional cases should be completed within 12 months” (para. 174).

“For those cases where it is clear immediately that the allegation is unsubstantiated or malicious, they should be resolved within one week. Where the initial consideration decides that the allegation does not involve a possible criminal offence it will be for the employer to deal with it, although if there are concerns about child protection, the employer should discuss them with the designated officer(s). In such cases, if the nature of the allegation does not require formal disciplinary action, the employer should institute appropriate action within three working days. If a disciplinary hearing is required and can be held without further investigation, the hearing should be held within 15 working days” (para. 175).

Record Keeping

It is the policy and procedure at Ferndearle that:

1. A clear and comprehensive summary of all allegations made, a comprehensive chronology of the subsequent action taken, the outcome and a note of any action taken and decisions reached, is kept on a secure confidential file. A copy will be provided for the employee once the investigation is concluded.
2. The record will also be placed on the personnel file of the staff member concerned. This will be kept until the person reaches retirement, or, for ten years from the date of the allegation if that is longer.
3. Details of allegations that are found to have been malicious will not be placed on personnel records. “However, for all other allegations, it is important that a clear and comprehensive summary of the allegation, details of how the allegation was followed up and resolved, and a note of any action taken and decisions reached, is kept on the confidential personnel file of the accused” (para. 170)
4. Where appropriate the information will be provided to in response to any future request for a reference, where appropriate. The record may also be used to provide clarification in cases where future DBS checks show information provided by the police about an allegation that did not result in a criminal conviction.
5. The record will also be used to prevent unnecessary re-investigation if, as sometimes happens, an allegation re-surfaces after a period of time.

References

The guidance stipulated by the DfE “Keeping Children Safe in Education” September 2016, stipulates:

“Cases in which an allegation was proven to be false, unsubstantiated or malicious should not be included in employer references. A history of repeated concerns or allegations which have all been found to be false, unsubstantiated or malicious should also not be included in any reference” (para. 173).

Recording Allegations - guidance to staff on how to record information concerning an allegation from a child or young person.

1. The child should not in any way be formally interviewed or ‘cross examined’. The staff member must avoid questions, particularly leading ones, and do not ask the child to repeat their account.
2. The staff member must aim to listen carefully and write as near verbatim as is possible. The child should not be interrupted.
3. Pay careful detail to recording significant information such as the time of day, the place, witnesses or other people around.
4. Do not make an interpretation of what the child is saying. Do not assume anything about the information being provided. Simply write in the child’s own words recording what they perceive to be fact; do not replace words used or summarise in your own words what the young person has reported.
5. Do not provide any suggestions to the child as an alternative of what might have happened.
6. The person taking the allegation should sign the record and where appropriate, obtain the signature of the child.
7. No other staff member should question the child again.
8. Staff must never promise to keep any material a secret.
9. The child must be reassured that they will not be punished for their disclosure and that only those who need to know to keep them and other children safe will be told.

Allegations/Comments Made During Physical Interventions

Staff need to be careful about how they record and deal with comments/allegations made by children during restraint. For instance, a child during restraint may say “you are hurting me”. This MUST be recorded and equally important is that staff MUST record what they say and do next. The following should be adhered to:

1. The staff member who the comment is being directed to should check their position and ensure that it is in line with a recognised technique and not too tight (this means no more strength than is necessary to keep the child safe). The witness should do the same.
2. Staff should reassure the child that there is no intent to harm them and explain that physical intervention may feel uncomfortable, particularly so if the child is resisting. Staff should encourage the child to stop resisting if they are doing so.

3. Staff should explain that restraint is being used for safety reasons and any discomfort that is being felt is deemed to be very regrettable by all but staff are concerned about what may be a significant risk of harm should the intervention not have taken place.
4. Staff MUST record in the restraint report all of the above actions.
5. Staff MUST ensure that the manager is alerted to the fact that the child is saying that they have been hurt. It is for the CPM to make a decision as to whether the comment needs to be dealt with via the safeguarding procedures and not the staff involved. The manager will undertake post incident reflection with the child.
6. Staff must be very clear in their recording of children's comments during restraint. Sometimes a child may actually make a direct allegation and say, for instance, "you have bent my arm back". Staff must follow the above procedures and explain clearly in the report where the child's arm actually is. The witness must do the same and check the positioning. Do not assume that it is self-explanatory to the reader. The child may actually make the same comment after the restraint in which case it is not possible to explain in the report the positioning of the arm. In such circumstances it is vital that this is dealt with immediately as a safeguarding issue with the safeguarding procedures immediately activated. In this case this would entail ensuring the CPM is immediately informed and the child and staff member safeguarded (see outline of procedures above).

Investigation under Ferndearle's disciplinary procedures.

Where allegations made do not require referral under local child protection procedures, or where appropriate disciplinary action is required to be considered following the police investigation, Ferndearle will proceed with the internal disciplinary proceedings. An internal investigation will not run alongside a criminal investigation or child protection enquiry but will be held once the external proceedings have been completed.

1. Person(s) making accusations will be interviewed and a record will be made, signed and dated in the form of a statement. Any witnesses cited will also be interviewed with a record taken, signed and dated in the form of a statement.
2. The staff member who is the alleged perpetrator will be interviewed along with any witnesses cited by them. Records will be made, signed and dated in the form of a statement.
3. All persons interviewed will be informed that their statements may have to be passed to the police if the matter subsequently becomes subject to a police investigation.
4. If at any time further information is obtained which requires a referral to child protection, the internal investigation will cease pending the investigation.
5. During the interview of the member of staff who is subject of an allegation, the staff member will be informed of:
 - his/her rights under Ferndearle's disciplinary procedure,
 - the nature of the allegation and allowed to respond and make a signed and dated statement,
 - the right either to respond or to decline to respond.

6. Once all information has been gathered, this will be compiled into a report, which will be made available to panel members at the hearing.

If the allegation is substantiated and the person is dismissed or the employer ceases to use the person's services, or the person resigns or otherwise ceases to provide his or her services, the CPM and personnel should discuss with the Local Child Protection relevant officer and the employer's legal adviser (if deemed necessary) whether a referral to the (DBS) Disclosure and Barring Service for consideration of inclusion on the barred lists, and / or to a Professional Regulatory Body is required. As stated above, liaison will also take place with the aforementioned bodies regarding the consideration of whether any other relevant parties need to be informed with respect to safeguarding vulnerable client groups.

Support and Rights of Staff who is Subject of an Allegation

All support, rights and procedures are fully documented under Ferndearle's Disciplinary Procedure. A copy may be found in the staff office or on request from the HR Department.

Employers have a duty of care to their employees. They should act to manage and minimise the stress inherent in the allegations and disciplinary process. Individuals should be informed of allegations as soon as possible. The LADO and or police should be consulted before any information is shared.

Ferndearle will consider what other support is appropriate for the individual. They will be given a named point of contact in the organisation, identified as a support Manager. Consideration will be given as to the offer of a counselling service.

Where it is decided, on the conclusion of the case, that the person who has been suspended or who has been put on alternative measures can return to work or their normal duties, the CPM will consider how best to facilitate that. Most people will benefit from some help and support to return to work after a very stressful experience. Depending on the individual's circumstances, a phased return and/or the provision of a mentor to provide assistance and support in the short term may be appropriate. The CPM in liaison with the Operations Director should also consider how the person's contact with the child or person who made the allegation can best be managed if s/he is to continue working with them.

Physical Contact

There will be occasions when it is appropriate for staff to have physical contact with young people. This must be in a professional capacity and must follow the guidance below:

1. Physical contact must never be secretive and must be in response to the needs of the young person and not for the gratification of the adult. This will usually mean when a child is distressed or when the child initiates an appropriate hug. Physical contact must not be in a form which constitutes a misuse of authority or trust.
2. If physical contact is made with a child, the staff member must take into account the age, gender, stage of development, ethnicity and background of the child. It is

particularly important to remain aware of children who have a history of sexual abuse and ensure that the contact cannot be associated with these previous experiences. When initiating physical contact with any young person, permission should be sought first, unless the contact is to safeguard health and welfare as outlined in the section on restraint below. If a staff member has reason to believe that an act of physical contact could be misinterpreted, the incident should be reported immediately to the appropriate CPM.

3. Staff need to remain aware of the different needs of young people in each given circumstance. That is, what may be appropriate for a young person in one given situation may not be appropriate for another young person, or indeed, for the same young person under different circumstances.
4. Physical contact should be of limited duration and staff must be receptive to the response of the young person, ensuring that they are comfortable with the contact. With the exception of incidents where physical contact is necessary to safeguard health and welfare, if the young person gives signs that they feel uncomfortable with the contact, the staff member should withdraw immediately and ensure that they reassure the young person. Such incidents should be recorded and passed to the appropriate CPM.
5. No staff should undertake intimate care of young people.
6. With respect to school staff, in some aspects of the national curriculum, physical contact may be necessary such as assisting a pupil with a physical exercise in PE. The staff member must first ask permission for this support to take place and remain sensitive to any verbal or non-verbal signs of discomfort. If this does occur, the incident should be recorded and passed to the CPM.
7. Under no circumstances should staff engage in play fighting with young people. Similarly, under no circumstances should young people be allowed to play fight with other young people. If young people attempt to play fight with each other or with a staff member, staff must **intervene immediately** to stop this.

Physical Intervention in the Management of Behaviour

1. On occasions it may be necessary to physically intervene and hold young people. On such matters Ferndearle follows the appropriate legislative guidance, under no circumstances must staff act outside of this guidance.

Physical intervention may only be used on a child to prevent injury to the child being held, or to any other person and to prevent serious damage to the property of any person including that of the child being held.

Staff must not physically intervene and hold a child unless they have undertaken Ferndearle's PRICE training and must not use techniques other than those obtained from this training.

Staff must follow all procedures as outlined in the young person's Positive Management Plan (including physical intervention) which incorporates, preventative measures and risk assessments.

One to One Work with Young People

1. Sometimes it may be necessary to work with a young person away from the classroom or away from the rest of the children in the home. If this is deemed necessary, the staff member must ensure that the door to the room being used is always kept open and that another staff member is aware that this is taking place. That staff member should make frequent non-intrusive checks. All children must be subject to a risk assessment in relation to staff working alone with them. Staff need to be mindful of the fact that when working alone with children they are more vulnerable to allegations.
2. There are occasions when young people that are placed within Ferndearle require a ratio of 1:1 support. That is, a staff member is allocated to that young person at all times during waking hours. This intense support is sometimes necessary for young people that could place themselves or others at risk if they are on lesser levels of supervision. Staff are to be aware that when such an allocation takes place that they must be mindful of the young person's whereabouts and actions at all times. When the young person visits the bathroom or other private room, such as their bedroom, the staff member must ensure that they have the door way to such in sight so that they are able to observe the young person entering and leaving the room. This eliminates the potential for the young person to abscond or come to any harm. When a young person is felt to be at risk and chooses to spend time alone in their room, the staff must undertake random checks of the young person to ensure that they are not coming to any harm. The length of time between these checks will be dependent on the need for such and will be agreed in consultation with the Social Worker and, where the parent continues to hold parental responsibility, the parent.
3. When staff are taking young people out into the community alone or driving them to a destination alone; it is important that the young person's one to one risk assessment and any other relevant risk assessments are always adhered to including the backup measures to call for assistance if required.

Internet Use and E-Safety

Responsibility for Internet Use and E-Safety is that of the Child Protection Managers which is: Ferndearle School, Zara Malyon; The Birches, Rachel Turner and Heather Lodge, Sonata Brisley & Brian Sinnott. However, as the Operational Director, Sonata Brisley holds an overall monitoring role and responsibility.

It is essential that all staff safeguarding children and young people online support them by promoting safe and responsible online behaviours from the earliest point and work to empower children to manage online risks.

1. Young people must be safeguarded from accessing inappropriate sights and from the intrusion of bullying or any other form of inappropriate contact for example, through social networking sites. To this end, staff must follow Ferndearle's policy which is to ensure that all children are appropriately supervised when using the computers.
2. Ferndearle's computers are protected by security devices which are imposed and monitored by an external expert provider.
3. Ferndearle are able to identify inappropriate use of the internet through the daily delivery of reports which state; who uses the internet and the length of time; the sites that are searched for; the sites that are accessed; whether these sites are blocked or passed by the security devices. These reports should be checked daily by the CPMs.
4. It is important to remember that although young people may use anonymity websites and apps for harmless reasons they can also pose risks, including:
 - **Cyber bullying** - users can post anonymously using these apps. and children may feel particularly scared if they do not know who is bullying them.
 - **Inappropriate content** - because they are anonymous, it is very difficult to hold users to account. This means that it can be easier for children to access content that may be upsetting or unsuitable for their age. An example would be content that promotes self-harm.
 - **Inappropriate behaviour** - children may be drawn into saying and doing things they would never do offline, because the behaviour of other users and the anonymity makes it seem alright. For example, things can get out of hand when children are using the site in groups and giving each other dares. (www.nspcc.org.uk)

Policy and other Links:

- Ferndearle E- Safety Policy and Procedures
- Ferndearle Bullying Policy and Procedures
- Kent Procedures and Practice Guidance for Working with Young People who are Sexually Active
- Kent Child Trafficking and Child Sexual Exploitation Tool Kits and Procedures
- Kent Safeguarding Children Procedures: Children who display harmful behaviour
- CEOP <https://www.thinkuknow.co.uk>
- <http://www.nspcc.org.uk/preventing-abuse/keeping-children-safe/online-safety/>

Transporting Children

1. Staff transporting children should use company vehicles. In the event that staff need to use their own vehicles, this must not take place unless agreed by Ferndearle and unless Ferndearle has received verification of the appropriate insurance.
2. If personal cars are used, these must be roadworthy and meet all legal requirements.

3. Staff must ensure that their driving is safe. This entails not exceeding speed limits, ensuring that all persons being transported are wearing seat belts and where appropriate, using child car seats. The type of car seat required depends on the weight of the child. All young people need to use the right car seat until they reach 135 centimetres tall or age 12 (see guidance in health & safety file to check which seat is required according to weight). All children under the age of 13 should be seated in the back seat of vehicles. If for any reason, the necessary concentration required to drive safely cannot be maintained, the staff member must pull over in a safe place until it is safe to continue. Child locks during transport and when stationary, should be used. Staff should check the safety of the immediate area prior to allowing children to leave vehicles.

Personal Social and Health Education (PSHE)

Ferndearle School has a separate policy on PSHE, which incorporates raising awareness in children of how to keep safe. A copy of this policy may be requested from the Head Teacher via email: Zara@ferndearle.co.uk

Ferndearle residential staff also provide keep safe work in relation to any unsafe behaviour any young person has been admitted with or is presenting. In addition, the residential staff provide advice on keeping safe as in line with any 'normal' good parenting. In addition, the residential homes have a comprehensive Health Care Plan on each young person which includes sections on keep safe in relation to several areas such as alcohol and substance misuse, sexual and safe relationships. Individual care plans also address any risk taking behaviours.

Self-Harm and Suicide

Staff must always remain vigilant with respect to looking out for any signs of self-harm on young people; signs of a low or depressive mood; and any threats or feelings of wanting to kill themselves must always be taken seriously and reported immediately to the appropriate CPM and to the Operations Director. Ferndearle's procedure is to ensure that an appropriate risk assessment is put together following any self-harm incidents and appropriately revised and updated. The Manager and the Operations Director will also report and seek advice from the relevant therapist of the young person. Where necessary, extra clinical support may be accessed using any of the person's listed in Ferndearle's Consultant Clinical Team. Where deemed necessary staff should also use the young person's GP to seek help and advice and/or speak to the local LAC Nurse. In any event, the oversight of the management of risk assessments and the strategies to prevent self-harm from being repeated or escalating must remain with the Manager and the Operations Director. There must be a continued and robust review of the management of these young people by the aforementioned personnel with frequent consultation with therapists or other medical professionals involved in the young person's care. All staff at Ferndearle will receive training in self-harm which looks at types of self-harm and strategies to work with it.

Below are some useful links for staff for further education purposes which are useful when working with self-harm:

http://www.proceduresonline.com/kentandmedway/pdfs/manage_self_harm_yp.pdf

<http://www.cpft.nhs.uk/U%20R%20CYP%20at%20risk%20of%20selfharm%20and%20suicide%202014%20v1%20electronic.pdf>

<https://youngminds.org.uk/find-help/feelings-and-symptoms/self-harm/>

<http://www.rcpsych.ac.uk/healthadvice/parentsandyoungpeople/parentscarers/self-harm.aspx>

<https://www.nspcc.org.uk/preventing-abuse/keeping-children-safe/self-harm/>

RECRUITMENT AND SELECTION OF STAFF

Policy Statement: Ferndearle holds, as a primary objective, a firm commitment to promoting the welfare and development of all young people and to safeguarding young people from harmful experiences. All staff are expected to share this commitment and thus to work in ways which ensure that this commitment remains a top priority.

The staff recruitment and selection policy at Ferndearle is based on the guidance of:

The DfE guidance Keeping Children Safe in Education (September 2016)

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/550511/Keeping_children_safe_in_education.pdf

Keeping children safe in education Part 1: Information for all school and college staff (DfE September 2016) – all school staff must read this document

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/550499/Keeping_children_safe_in_education_Part_1.pdf

Regulated activity in relation to children: scope Factual note by HM Government

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/550197/Regulated_activity_in_relation_to_children.pdf

Working Together to Safeguard Children (DfE, March, 2015)

<https://www.gov.uk/government/publications/working-together-to-safeguard-children--2>

Last updated Feb 2017

Staffing & Employment Advice for Schools (DfE, February 2017)

<https://www.gov.uk/government/publications/staffing-and-employment-advice-for-schools>

Quality Standards (April 2015); Part 4 and Schedule 2 of the Children's Homes (England) Regulations 2015.

<http://www.legislation.gov.uk/uksi/2015/541/contents/made>

Disqualification Under the Child Care Act 2006

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/414345/disqual_stat-guidance_Feb_15_3_.pdf

The recruitment and selection procedures are designed to be rigorous so as to protect children from unsuitable applicants and to allow the employment of the most suitable people. The whole recruitment procedure is therefore considerably thorough and consists of several stages. To this end, applicants are required to co-operate fully and to provide as much information as is requested. Periods not accounted for by employment or full-time education must be explained fully so as to deter candidates who have something to hide. For the same reasons, applicants will be subject to various background checks (see below) one of which includes approaches to any of the employees listed on the application form if it is considered necessary.

Stage 1

Ferndearle to provide applicants with job description, person specification, application form and information about Ferndearle.

Stage 2

Applicants to complete application forms specifically designed for posts in Ferndearle and related to the job description and person specification. Job descriptions are designed to accord with Ferndearle's objectives and in particular to ensure that candidates are able to share the commitment to safeguarding the welfare and development of all young people. Person specifications are designed to indicate clearly the competencies (i.e., skills and personal attributes) and experience required to satisfactorily carry out the responsibilities in the job description. Application forms are similarly designed to allow for the collection of the core information required to assess the suitability of the candidate in relation to the job description and person specification.

Stage 3

Ferndearle, amongst other techniques, uses written exercises in the selection process. This is to assess the ability of candidates to think clearly and to express themselves as well as exploring specific attitudes and knowledge. These tests form part of the application form and will be used in short listing.

Stage 4

References will be taken up prior to a candidate obtaining a job at Ferndearle. Candidates are required to name all previous employers and account for any gaps not covered by employment or full-time education. Ferndearle will reserve the right to approach any previous employer and will specifically ask about any past disciplinary offences and the suitability of the applicant in safeguarding the welfare and development of children. All referees will be asked specific categories of information which will be related to the needs of the post. To aid this, referees will receive a copy of the job description and person

specification. Any potential weaknesses or gaps in references from previous employers will be followed through with telephone calls to obtain a more detailed picture. Conversations with referees will be recorded.

Under no circumstances will Ferndearle accept open references, i.e., references provided to the candidate to be used generally. All references will be sought direct by Ferndearle.

Stage 5

Successful short-listed applicants will have a formal interview. The purpose of the interview will be to clarify and explore any points, issues or concerns arising from earlier stages of the process and secondly, to ascertain information to assess the candidate's performance against the requirements of the job using the person specification. Particular emphasis will be given to an assessment of the candidate's ability to safeguard the well-being of children and young people. It is envisaged that the interview panel will (where possible), reflect the correct gender and ethnic balance. On the day of the final interview, the panel will endeavour to ensure the availability of all the relevant information needed from the previous stages to help them to make a decision to appoint on that day. Further to this, children have been encouraged to write interview questions and that, in the event of the candidate being deemed successful in their application, the responses from these questions will be shared with the children and their views sought prior to the applicant being offered a position. If the children feel that this person is unsuitable for the post then justification of this view will be sought and the applicant may not be appointed. Young people will be allowed to ask their questions directly if they so wish.

Stage 6

Where young people feel comfortable about asking candidates questions, Ferndearle staff will take every opportunity to observe the interactions with the children.

Appointment of Staff - vetting checks

For staff working at Ferndearle, there are several vetting checks which must be completed. Ferndearle will only offer appointments subject to the satisfactory completion of the checks listed below.

- 1. Identity Checks:** Ferndearle will require specific documents as proof of identification. These documents must be provided prior to starting employment and include: at least one of the following from Group 1: Passport, UK Birth Certificate, UK issued Driving License or EU Identity Card. If one of the documents from Group 1 can be provided the applicant can provide either another one or two from this same group or one or two further documents from Group 2: utility bill, bank statement, Court document, pay slip, National Insurance Card, UK NHS Card, Benefit Book, Certificate of British Nationality, Work Permit/Visa (at least two of these documents must have the applicant's current address on). If a document cannot be provided from Group 1, five documents must be provided from Group 2. Some form of photographic identity should be provided. In

summary, the proof of identity must include name, date of birth, address and photographic identity.

Rules of Identification Documents: documents used for identification purposes must adhere to the following:

- All documents must be original, no photocopies will be accepted;
 - As outlined above, Ferndearle will require photographic identity e.g., passport, new style driving license;
 - All documents must be in the applicant's current name;
 - At least two documents must confirm the applicant's current address;
 - At least one document must confirm the applicant's date of birth.
2. **List 99 checks (from December 2012 called the Disclosure and Barring Service (DBS):** a List 99 check will be completed by Ferndearle as part of the DBS Enhanced Disclosure. When completing the enhanced DBSs Ferndearle will request the appropriate barred list check.
 3. **Protection of Children Act (PoCA) List check (from December 2012 called the Disclosure and Barring Service (DBS):** will be completed by Ferndearle as part of the DBS Enhanced Disclosure. When completing the enhanced DBSs Ferndearle will request the appropriate barred list check.
 4. **Enhanced Criminal Record Certificate** - Enhanced Disclosures (Eds) will be completed on all newly appointed staff. Eds will contain details of any spent and unspent convictions, as well as cautions, reprimands and warnings, recorded by the police centrally. It will also indicate if there are no such matters on record. As outlined above, the Eds will also reveal whether the individual is barred from working with children by virtue of his/her inclusion on lists of those considered unsuitable to work with children. An Ed may also contain non-conviction information from local police records which a chief police officer thinks may be relevant in connection with the matter in question.
 5. **“Enhanced checks with children’s and/or adults’ barred list check(s) –** To be eligible to request a check of the children’s or adults’ barred lists, the position **must** be eligible for an enhanced level DBS certificate as above **and** be specifically listed in the Police Act 1997 (Criminal Records) regulations as able to check the appropriate barred list(s)” (DBS a guide to eligibility for DBS checks v7 – March 2015).
 6. **From September 2012 the police have been required to apply a more rigorous test before deciding whether to disclose information and the criteria will be if they ‘reasonably believe it to be relevant’ and consider that it ought to be disclosed. More information is available on the DBS website.**
https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/409805/DBS_guide_eligibility_v7.pdf
 7. **Qualification/Health Checks:** Ferndearle will require copies of relevant qualifications to be kept on file. Ferndearle, must, however, see the originals first. Teachers will require

Qualified Teacher Status unless they fall into one of the special categories specified in the Education (Specified Work and Registration (England) Regulations 2003 (S.I. No. 1663) as amended.

Any person appointed to a post working with children must be medically fit. Ferndearle will make enquiries regarding medical fitness from the candidate and from previous employers and may require a medical check from the candidate's GP. Ferndearle will also refer to the '**Fitness to Teach**' Guidance.

8. **Right to Work in the UK:** candidates who are nationals of countries who do not fall within the EEA will need to show documentary evidence of a legal right to work in the UK.
9. **Where the candidate has lived outside the UK:** additional checks as are considered appropriate will be made. This will include a DBS check and additional checks such as obtaining certificates of good conduct from relevant embassies or police forces as necessary. This may include obtaining certificates of good conduct from relevant embassies.
10. **Professional and Character References:** as outlined above under stage 4 Ferndearle will require professional and character references. At least two will be required but preferably three where possible. At least one of these must be from the candidate's most recent employer. All references will be sought and obtained directly from the referee. A candidate will not be employed without satisfactory references. All references will seek information on specific areas which together should indicate the candidate's suitability for working with children and level of competence and the referee's suitability for acting as an objective referee on behalf of the candidate.
11. **Previous Employment History:** all candidates will be expected to provide satisfactory explanations for any gaps in employment. Where possible, Ferndearle will carry out checks to verify the explanation. If a candidate for a teaching post is not currently employed as a teacher, the school will carry out a check with the establishment they were most recently employed as a teacher to confirm details of employment and their reason for leaving.
12. Candidates for teaching posts will be checked for registration with Teaching Agency Registration: 'The Teaching Agency maintains a record of teachers who have gained QTS and passed Induction as well as a list of those who are prohibited from teaching.'
13. Schools and sixth form colleges should ensure that a candidate to be employed as a teacher is not subject to a prohibition order issued by the Secretary of State, using the Employer Access Online service: <https://www.gov.uk/teacher-status-checks-information-for-employers>
14. Keeping Children Safe in Education (March 2015 para. 59) stipulates "for staff who work in childcare provision or who are directly concerned with the management of such provision, the school needs to ensure that appropriate checks are carried out to ensure

that individuals are not disqualified under the Childcare (Disqualification) Regulations 2009. Further information on the staff to whom these regulations apply, the checks that should be carried out, and the recording of those checks can be found in Disqualification under the Childcare Act 2006 statutory guidance".

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/414345/disqualification_stat-guidance_Feb_15_3_.pdf

ANNEX A – YELLOW HIGHLIGHT = RESPONSIBILITIES OF STAFF – WHITE = RESPONSIBILITIES OF THE CPM
Child Protection Procedures Flow Chart

In the event of a child protection issue including: past and present allegations/observations regarding an adult against a child or a child against a child or matters that come to our attention about young people being at risk from any person outside of

Ferndearle

Ensure the safety of the child

If the alleged perpetrator is in the building separate them from the child.

Contact the Child Protection Manager

Heather Lodge – Sonata Brisley & Brian Sinnott 01303 850182 mobile 07809 351921 or 07809 351918

The Birches – Rachel Turner- 01303 250699 mobile 07809 351934

Ferndearle School – Zara Malyon -07809 351933

In the event of the Child Protection Manager being named as the alleged perpetrator or
In the event of the relevant person not being available at the time of the allegation contact

Operations Director(OD), Sonata Brisley – 01303 850182 or 07809 351921 or,

Responsible Individual (RI) Jayne Redfern – 01303 850182 or 07852362220

DO NOT QUESTION OR INTERVIEW THE CHILD

Record the Disclosure in writing in the style of a discussion NOT a statement

This record should be verbatim (refer to Pages 17&18 of the Safeguarding Policy and procedure)

Immediately where necessary or within 24 hours of the disclosure
CPM MUST TAKE ONE OF THE FOLLOWING COURSES OF ACTION:

- 1. contact LADO for a consultation using the appropriate form**
LADO Central Number - 03000 410888

(For the avoidance of doubt LADO is contacted only if the allegation is with regards to a minor and is against an adult who works with children in any sector)

School Education contact numbers: Local 03000 415057 or Head Office 03000 415788

- 2. If the allegation is against a child in the home or school towards another child or for matters that come to our attention about young people being at risk from any person outside of Ferndearle who would not fit into the category of being reported to LADO**

Contact The Local Central Referral Unit (CRU)

CRU contact: 03000 41 11 11 out of hours: 03000 419191

CPMs must remember that the OD and the RI must be informed of all safeguarding issues

Immediately where possible or within 24 hours

CPM to collate and send off information for referrals and notifications; CPM to contact all other relevant persons which include: the young person's Social Worker; the parents of the child (in consultation with Social Worker(s); if the allegation concerns a staff member or child residing or learning at Ferndearle, inform the Social Workers & the parents (in consultation with Social Workers) of all children living or being educated at Ferndearle; inform OFSTED. These bodies must be informed that a referral or notification has taken place; the type of any subsequent investigation; the outcomes of any investigation and the actions taken.

CPM must immediately start a Chronology; recording all tel. and email notifications and actions taken; CPM must ensure that all ITEMS are dated with the time that these took place. This will include any details of referrals or notifications on line, the type of any investigation; the outcomes of any investigation and the actions taken.

ANNEX B

Supplementary guidance on particular safeguarding issues Department for Education guidance

Safeguarding children who may have been trafficked

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/177033/DFE-00084-2011.pdf

Safeguarding children from female genital mutilation

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/380125/MultiAgencyPracticeGuidelinesNov14.pdf

Forced marriage

<https://www.gov.uk/forced-marriage>

Safeguarding children from abuse linked to faith or belief

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/175437/Action_Plan_-_Abuse_linked_to_Faith_or_Belief.pdf

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/200099/DFE-00095-2012_Action_Plan_-_Abuse_linked_to_Faith_or_Belief_-_Summary.pdf

Radicalisation - Channel guidance

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/423550/Channel_Guidance_V.6.pdf

Use of reasonable force in schools

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/355362/use_of_reasonable_force.pdf

Safeguarding Disabled Children: Practice guidance

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/190544/00374-2009DOM-EN.pdf

Safeguarding children and young people from sexual exploitation

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/278849/Safeguarding_Children_and_Young_People_from_Sexual_Exploitation.pdf

Safeguarding Children in whom illness is fabricated or induced

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/277314/Safeguarding_Children_in_whom_illness_is_fabricated_or_induced.pdf

Preventing and tackling bullying

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/409061/preventing_and_tackling_bullying_october2014.pdf

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/374850/Cyberbullying_Advice_for_Headteachers_and_School_Staff_121114.pdf

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/375420/Advice_for_Parents_on_Cyberbullying_131114.pdf - this is particularly useful for the residential staff

ANNEX C**Safeguarding Key Contacts**

Kent Social Services - Central Duty Team

03000 41 11 11

Urgent child protection issue outside of office hours,

Call the Central Duty Out of Hours Number:

03000 41 91 91Multi-agency child protection referral forms are available through the [KSCB website](#)

Kent Safeguarding Children Board – Sessions House Room 2.60, Sessions House, County Hall, Maidstone, Kent, ME14 1XQ Phone: 03000 421126 Email: kscb@kent.gov.uk Secure email: KSCB@kent.gcsx.gov.uk Fax: 01622 694114		
Room 2.60	Gill Rigg KSCB Independent Chair <i>Admin Support: Lorraine Horgan</i>	Email: Gill.Rigg@Kent.gov.uk
	Mark Janaway Programme and Performance Manager <i>Admin Support: Lorraine Horgan</i>	Office: 03000 417103 Email: Mark.Janaway@kent.gov.uk
	Sue Gower Programme Development Officer	Office: 03000 417079 Email: Sue.Gower@kent.gov.uk
	Rachel Atkinson Evaluation & Analysis Officer	Office: 03000 417014 Email: Rachel.Atkinson@kent.gov.uk
	Lesley Burnand Partnership Safeguarding Development Officer (North / West Kent)	Office: 03000 417035 Email: Lesley.Burnand@kent.gov.uk
	Emily Jones Partnership Safeguarding Development Officer (South / East Kent)	Office: 03000 415152 Email: Emily.Jones2@Kent.gov.uk
	Joelle Ndjov Project Officer Groups: <i>Missing Children Working Group</i> <i>Trafficking Children & CSE Group</i>	Office: 03000 417142 Email: joelle.ndjov@kent.gov.uk
	Lorraine Horgan Board Support Assistant (Admin support to Independent Chair and Programme and Performance Manager) Groups: <i>Board</i> <i>Business Group</i> <i>Case Review Group</i>	Office: 03000 417407 Email: Lorraine.Horgan@kent.gov.uk
	Catherine Hampson Admin Support Assistant Groups: <i>KSCB Training</i> <i>Education Safeguarding Group</i>	Office: 03000 417086 Email: catherine.hampson@kent.gov.uk Training email: KSCBTraining@kent.gov.uk

	<i>Policy and Procedures Group</i>	
	Liz Luck Admin Support Assistant Groups: <i>Child Death Overview Panel</i> <i>Learning & Development Group</i> <i>KSCB Finance</i>	Office: 03000 417125 Email: liz.luck@kent.gov.uk Secure email: liz.luck@kent.gcsx.gov.uk

Safeguarding Unit –Sessions House

Room 2.67, Sessions House, County Hall, Maidstone ME14 1XQ

Room 2.66	Patricia Denney Assistant Director of Safeguarding and Quality Assurance Admin Support: <i>Lynsey McCabe</i>	Office: 03000 416927 Email: patricia.denney@kent.gov.uk
Room 2.67	Lynsey McCabe Admin Support to Assistant Director	Office: 03000 416451 Email: Lynsey.McCabe@kent.gov.uk
Room 2.67	Vicki Lambourn Business Support - Safeguarding	Office: 03000 416367 Email: vicki.lambourn@kent.gov.uk
Room 2.67	Margaret Pike Admin Support to Head of Quality Assurance	Office: 03000 416578 Email: margaret.pike@kent.gov.uk
Room 2.63	Lee-Anne Farach Head of Practice Improvement	Office: 03000 411691 Email: lee-anne.farach@kent.gov.uk
Room 2.67	Clodagh Murphy Admin Support to Head of Practice Improvement	Office: 03000 416507 Email: clodagh.murphy@kent.gov.uk

Generic email: safeguardingadmin@kent.gov.uk
Secure email: gcsxsafeguardingunit@kent.gcsx.gov.uk

Local Authority Designated Officer Contacts (LADO)

	LADO Contact Number- Central Number	03000 410 888
Room 2.64	Kate Davis LADO Manager (acting)	Office: 03000 416014 Email: kate.davis@kent.gov.uk
Room 2.67	Thabi Hollingsworth Admin Support to Kate Davis	Office: 03000 415357 Email: Thabisile.Hollingsworth@kent.gov.uk

Education

Head Office – Sessions House

Sessions House, County Hall, Maidstone ME14 1XQ

Room 2.04	Kel Arthur Principal Officer (Safeguarding)	Office: 03000 415788 kel.arthur@kent.gov.uk
	Rebecca Avery - e-Safety Officer	Office: 03000 415797 rebecca.avery@kent.gov.uk or for general enquiries: esafetyofficer@kent.gov.uk
	Kay Ashman Safeguarding Admin Assistant (part-time)	Office: 03000 415792 kay.ashman@kent.gov.uk

North Kent – Gibson Drive (Dartford, Gravesham, Sevenoaks)

Commercial Services Building, 30 Gibson Drive, Kings Hill, West Malling ME19 4QG

Helen Windiate Area Safeguarding Adviser (Education)	Office: 03000 412445 helen.windiate@kent.gov.uk
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Linda Funnell Safeguarding Admin Support (part-time)	Office: 03000 411995 linda.funnell@kent.gov.uk
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West Kent – Gibson Drive (Tonbridge & Malling, Tunbridge Wells, Maidstone). Commercial Services Building, 30 Gibson Drive, Kings Hill, West Malling ME19 4QG	
Claire Ray Area Safeguarding Adviser (Education)	Office: 03000 412284 claire.ray@kent.gov.uk
Linda Funnell Safeguarding Admin Support (part-time)	Office: 03000 411995 linda.funnell@kent.gov.uk

East Kent – Brook House (Swale, Canterbury, Thanet) Brook House, Reeves Way, Whitstable CT5 3SS	
Mike O’Connell Area Safeguarding Adviser (Education)	Office: 03000 418707 mike.oconnell@kent.gov.uk
Katie Agnew Safeguarding Admin Support (P/T)	Office: 03000 418503 katie.agnew@kent.gov.uk

South Kent – Kroner House (Ashford, Shepway, Dover) Kroner House, Eurogate Business Park, Ashford TN24 8XU	
Peter Lewer Area Safeguarding Adviser (Education)	Office: 03000 415057 peter.lewer@kent.gov.uk
Linda Storton Safeguarding Admin Support	Office: 03000 415648 Linda.storton@kent.gov.uk

NHS Contacts

CCG	Designated Nurse and contact details	Administrative support	Telephone number	email
Medway	Cathy Ross - children Kate Bushell - adults	Sue Jackman	01634 335043	Sue.jackman@nhs.net
Dartford Gravesend and Swanley (DGS)	Pauline Grieve - Children Kate Bushell – adults	Sue Jackman	01634 335043	Sue.jackman@nhs.net
Swale	Pauline Grieve – Children Kate Bushell – adults	Sue Jackman	01634 335043	Sue.jackman@nhs.net
West Kent	Trish Stewart - children Tracey Sharpe – adults	Hannah Owen	01732 375273	Hannahowen@nhs.net
Thanet and South Kent	Domenica Dixon – children	Sophie Rayner	03000 424712	Sophie.rayner@nhs.net

Coast	Tina Draper – Adults			
Ashford and Canterbury	Wendy Everett- Interim for Children Rosetta Lancaster	Jane Donaldson	03000 424823	Jane.donaldson@nhs.net
All Kent and Medway CCGs	Looked After Children - Nancy Sayer	Jane Legg	01634 335043	janelegg@nhs.net
All Kent CCGs (Apart from Medway)	Child Deaths Sue Gibbons	Paul Menkenzi	01304 865452	kent.cdr@nhs.net

Kent County Council Early Help and Preventative Services

Early Help Contact Number - 03000 419 222.

For partners who wish to access EHPS services, a notification form can be sent to earlyhelp@kent.gov.uk The notification form can be accessed on Kelsi by following this link: www.kelsi.org.uk/earlyhelp

Area and District Lead Managers for Early Help

<p style="text-align: center;">North Kent - Stuart Collins County Role: Health & Safeguarding stuart.collins@kent.gov.uk 03000410519</p>	<p style="text-align: center;">Dartford – Tim O'Brien tim.o'brien@kent.gov.uk 03000413099</p>
	<p style="text-align: center;">Gravesham – Mark Walsh mark.walsh@kent.gov.uk 03000419385</p>
	<p style="text-align: center;">Sevenoaks – Christine Kiely christine.kiely@kent.gov.uk 03000414270</p>
<p style="text-align: center;">East Kent - Nigel Baker County Role: Youth Offer (Duke of Edinburgh, Youth Participation and Outdoor Education) nigel.baker@kent.gov.uk 03000415803</p>	<p style="text-align: center;">Canterbury – Rob Jobe rob.jobe@kent.gov.uk 03000414624</p>
	<p style="text-align: center;">Swale – Dan Bride dan.bride@kent.gov.uk 03000411732</p>
	<p style="text-align: center;">Thanet – Sharon McLaughlin sharon.mclaughlin@kent.gov.uk 07824707374</p>

South Kent - Louise Fisher County Role: 5 – 11 years louise.fisher@kent.gov.uk 03000414791	Ashford – Helen Anderson helen.anderson@kent.gov.uk 03000410657
	Shepway – Julia Easton julia.easton@kent.gov.uk 03000419073
	Dover – Bryony Khadaroo bryony.khadaroo@kent.gov.uk 01303256857
West Kent - Nick Fenton County Role: 0 – 5 years nick.fenton@kent.gov.uk 03000416084	Maidstone – Hema Birdi hema.birdi@kent.gov.uk 03000411407
	Tonbridge & Malling – Karen Coffey karen.coffey@kent.gov.uk 03000412523
	Tunbridge Wells – Sarah Gow sarah.gow@kent.gov.uk 03000418162

MARAC Coordinators

Districts	MARAC Coordinator
MAPPA and MARAC Co-ordinator Kent	Sophie Scott sophie.scott@kent.pnn.police.uk 01622 650469
Medway	Sarah Baker Marac.medway@kent.pnn.police.uk 01634 792387
Maidstone & Swale (Mid Kent)	David Philpot Marac.midkent@kent.pnn.police.uk 07772 474441
West Kent	Jo Cordery Marac.west.kent@kent.pnn.police.uk 01892 502023
North Kent	Chris Cochrane Marac.north.kent@kent.pnn.police.uk 01474 366335
South Kent	Claire Frost Marac.south.kent@kent.pnn.police.uk 01303 289402
East Kent	Nick Symons Marac.east.kent@kent.pnn.police.uk 01227 868114

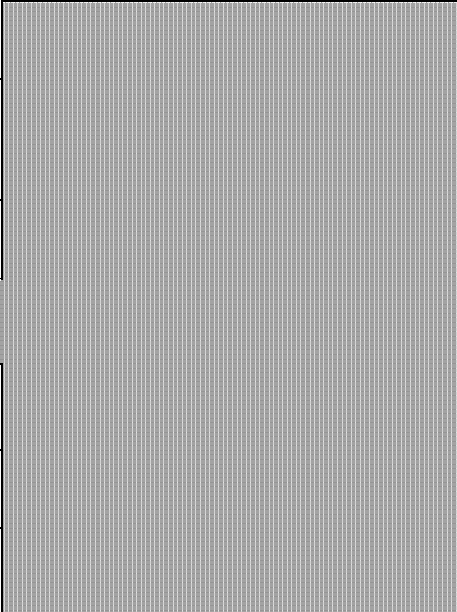
Kent Fire and Rescue Service Safeguarding Leads (County Champions)	
Name	Contact details
Alexa Kerstin- Woods	Alexa.kerstin-woods@kent.fire-uk.org 01622 692121

Andrew Bigginton	Andrew.bigginton@kent.fire-uk.org
Robert Groombridge	Robert.groombridge@kent.fire-uk.org
Andrew Danton	Andrew.danton@kent.fire-uk.org 01622 692121
Neil Parr	Neil.parr@kent.fire-uk.org
Michael Smith	Michael.Smith@kent.fire-uk.org 01622 692121

Kent Social Care Assistant Directors and Service Managers

AREA DIRECTOR	PA	DISTRICT/SERVICE	INTEGRATED FAMILY SERVICE MANAGER	PA	Children & Young People Service Managers	PA		
Michelle Woodward (acting arrangement) (lead for Disability)	Angela Freere (7200 413028)	Dartford	Sue Staley 01322 343 896	Pauline Mortimer 01322 343 896	Sarah Whittaker (NK) 413154 (Also County lead for CAMHS)	Janet Hemsley 413043		
		Gravesham	Rodica Cobarzan 7350 4525	Angela Freere 7200 413028				
		Sevenoaks & Swanley	Peter Tree 7353 1060	Linda Stock 7353 1060				
		Team Managers						
		Children with Disabilities	County Manager Rosemary Henn-Macrae 7354 5050	Jeanette Evans 7354 5132	Roger Smith 01795 514 407	Debbie Carey 417529		
		Residential and Respite	County Manager John Meehan 01233 621803	Mary Astins 01233 621803				
Stephen Fitzgerald (lead on CRU/CDT, ICS/Liberi and Early Help)	Susan Murray (03000 410623) Laura Childs (03000 410 527)	Ashford	Esme Risner 7011 5832	Tania Capstick 7011 5849	Rebecca Ransley (SK) Ext: 410631	Jane Richens 03000 410 562		
		Shepway	Rebekah Button (Interim) 7002 4259	Adrienne Godfrey 7002 4335				
		Dover	Jontae Pratt 7015 5605	Jane Richens 03000 410 562				
		CRU/OOH	County Manager Stephen Fitzgerald 7001 - 2382					

Karen Graham (lead on Fostering)	Kellie Fasham- Hughes (7200 410807)	Canterbury	Debbie Simmons (Interim) 414221	Louise Dickson 7015 8682	Paul Brightwell (Canterbury & Swale) 416921	Lindsey Baker (Green Porch) 01795 426373 (Brook House) 01227 598500	Joy Porter
		Swale	Tracey Scott 414677	Lyn Rood 410337			
		Thanet (FST)	Heather Flynn 7200 410761	Jo Beer 03000 410680	Anne Nerva (Thanet) 410865	Karen Carty 03000 410711	
		Thanet (IAT) (Early Intervention)	Jacqui Everingham 7200 410751	Linda Basson 03000 410675			
		Fostering	County Manager Teresa Vickers 415105	Mary Hilden 415044			
Sarah Hammond (lead on CIC, UASC, Care leavers)	Jill Fennell (411470)	Maidstone	Penny Ademuyiwa 03000 - 410060	Sally Heyes wef 05/01/15 7000 2193	Joanne Rabbitte 417324	Debra Baldock 410 015	03000
		Tonbridge & Tunbridge Wells	Brigid Sharp 411202	Anne-Louise Marsh			
		County lead on Catch 22/16 Plus & UASC	Sue Clifton 01233 504960 Mobile: 07775 998177	TBC	Team Managers		
					EK Diat	Jannette Narramore 412614	
					EK Transition	Claire Pascoe 411359 Claire.Pascoe@kent.gov.uk	
					WK Transition	Moji Adeagbo-Sheikh 416877 Moji.Adeagbo-Sheikh@kent.gov.uk	

Tricia Denney (lead for Young Carers)	Lynsey McCabe (416451)	Quality Assurance	Lee-Anne Farach (411691)	Margaret Pike 416578	
		Practice Improvement & Customer Experience		Clodagh Murphy 416507	
		KSCB	Mark Janaway 417103	Helen Crook 7000 4859	
		Management Information (MIU)	Maureen Robinson 417164		
		LADO	Kate Davis 416014	Helen Elliott/ Thabi Hollingsworth 415188/415357	
		VSK	Tony Doran 07921 038094	Judy Molyneux 7001 8714	
		FGC	Dawn Walsh 0771 7852865	kent.fgcservice-generalenquiries@kent.gov.uk	

District Council Safeguarding Leads

Ben Turner
Gravesham District Council
Safeguarding Lead
Direct Dial: 01474 337378
Ben.turner@gravesham.gov.uk

Natalie Brown
Local Project Delivery Manager
Natalie.Brown@kent.gov.uk
07753302894

John Littlemore
Head of Housing and Community Services (Maidstone)
Tel: 01622 602207
johnlittlemore@maidstone.gov.uk

Katharine Davis
Designated Safeguarding Officer (Swale)
Tel: 01795 417457
katharinedavis@swale.gov.uk

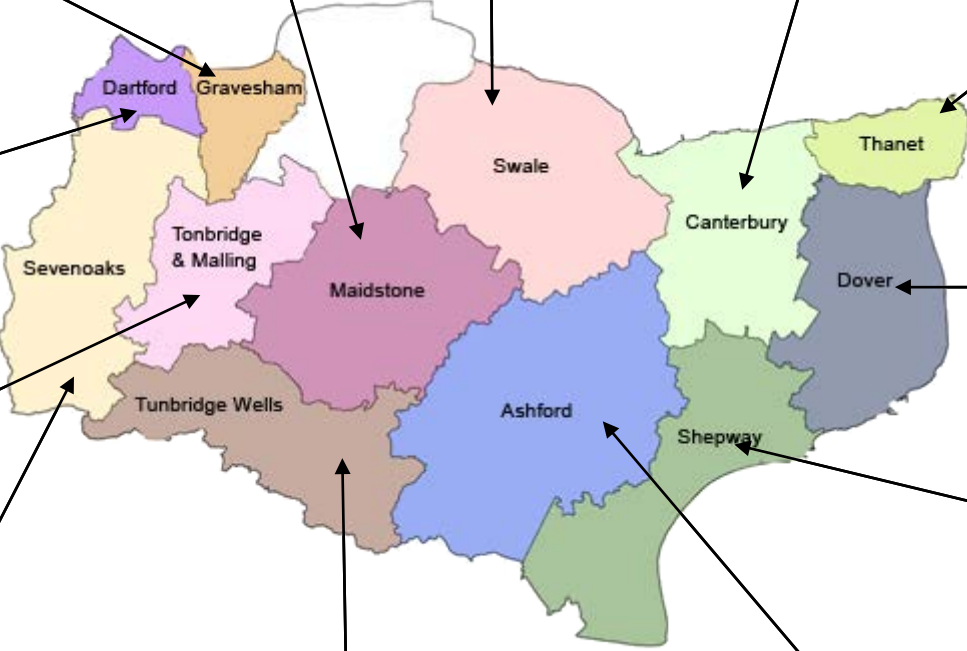
Charlotte Hudson
Economy and Community Services
charlottehudson@swale.gov.uk

Alison Small
Children and Youth Manager (Canterbury)
Tel: 01227 862520
Alison.small@canterbury.gov.uk

Penny Button
Head of Safer Neighbourhoods (Thanet)
Tel: 01842 577425
Penny.Button@thanet.gov.uk

Sheri Green
Strategic Director & Monitoring Officer (Dartford)
Tel: 01322 343434
sheri.green@dartford.gov.uk

James Murdoch
Policy & Performance Officer
James.Murdoch@dartford.gov.uk



Christopher Allen
Head of Community Safety, CCTV and Parking (Dover)
Christopher.Allen@dover.gov.uk

Margaret Sharp
Community Safety Unit & CCTV Team Leader
Tel: 01304 821199
Margaret.Sharp@dover.gov.uk

Stephen Gregg
Stephen.Gregg@tmbc.gov.uk

Robert Styles
Director of Street Scene & Leisure
Robert.Styles@tmbc.gov.uk

Jyotsna Leney
Community Safety Manager (Shepway)
Tel: 01303 853460
jyotsna.leney@shepway.gov.uk

Lesley Bowles
Chief Officer, Communities and Business (Sevenoaks)
Tel: 01732 227530
Lesley.Bowles@sevenoaks.gov.uk

Kelly Webb
Kelly.webb@sevenoaks.gov.uk

Alan Whiting
alan.whiting@sevenoaks.gov.uk

Kevin Hetherington
Head of Housing and Wellbeing (Tunbridge Wells)
Kevin.Hetherington@Tunbridgewells.gov.uk

Jane Rogers
Housing Options Manager
Jane.Rogers@Tunbridgewells.gov.uk
Tel: 01892 526121

Christina Fuller
Cultural Services Manager (Ashford)
Tel: 01233 330228
christina.fuller@ashford.gov.uk

Ferndearle
Safeguarding

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The areas that come under safeguarding are wide ranging. Some of the main areas may be found in the diagram below. These areas should by no means be regarded as exclusive. There are dark lines that show possible links between specific safeguarding areas but, again, these links are not exhaustive.

