

York Schools and Youth Trust

Child Protection & Safeguarding Policy

November 2018

Agreed on: November 2018

To be reviewed on: November 2019

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Important contacts:

Safeguarding Co-ordinator – Ian Richardson	01904 764872 07825 288237
Deputy Safeguarding Co-ordinator – Tony Bower	01904 798941 (office) 07570 065599
York Customer Advice Centre	01904 551550
Children’s Services Team (Monday to Friday, 8.30am to 5.00pm)	01904 551900 childrensfrontdoor@york.gov.uk
Emergency duty team (out of office hours, weekends & bank holidays)	01609 780780
Local Police	101
Local Authority Designated Officer (LADO)	01904 551783 lado@york.gcsx.gov.uk
LA Safeguarding Section (office hours)	01904 551900
Thirtyone:eight (Formerly CCPAS) PO Box 133, Swanley, Kent, BR8 7UQ	0303 003 1111

Child Protection & Safeguarding Policy

York Schools & Youth Trust

Holgate Methodist Church

Acomb Road York YO24 4AE

Phone: 01904 798941

Email: office@yoyotrust.org.uk

Charity Number: 1057991

Regulating Body: Scripture Union

Insurance Company: Employers liability insurance with Ansvar Insurance Company Ltd

The York Schools and Youth Trust (YoYo)

Working with York schools and churches to bring the Christian faith alive

Founded in 1996, the York Schools and Youth Trust (YoYo) seeks to support and serve the schools of York in the communication of the Christian faith. YoYo is a non-denominational charity managed by a Board of Trustees and currently has 8 members on the paid staff team.

Aims of the Trust

YoYo exists to:

- Effectively communicate the Christian faith to the children and young people of York, particularly through work in schools.
- Serve the primary and secondary schools of York by supporting them in their teaching of the Christian faith.
- Encourage, equip and support churches to work with children and young people from their local schools.
- Encourage and help Christians in school as they live out their faith.

Mission Statement

The Organisation Leadership (executive officer and YoYo trustees, hereafter referred to as OL) recognises the importance of its ministry to children and young people and its responsibility to protect and safeguard the welfare of children and young people entrusted to the church's care. As part of its mission, the organisation is committed to:

- Valuing, listening to and respecting children and young people as well as promoting their welfare and protection.
- Safe recruitment, supervision and training for all the children's/youth workers within the organisation.
- Adopting a procedure for dealing with concerns about possible abuse.
- Encouraging and supporting parents/carers.
- Supporting anyone affected by abuse in the organisation.
- Maintaining good links with the statutory childcare authorities and other organisations.

OUR COMMITMENT

The Organisation Leadership (OL) recognise the need to provide a safe and caring environment for children and young people. We acknowledge that children and young people can be the victims of physical, sexual and emotional abuse and neglect. We accept the UN Universal Declaration of Human Rights and the International Covenant of Human Rights, which states that everyone is entitled to *“all the rights and freedoms set forth therein, without distinction of any kind, such as race, colour, sex, language, religion, political or other opinion, national or social origin, property, birth or other status”*. We also agree with the Convention on the Rights of the Child which states that children should be able to develop their full potential, free from hunger and want, neglect and abuse. They have a right to be protected from *“all forms of physical or mental violence, injury or abuse, neglect or negligent treatment or exploitation, including sexual abuse, while in the care of parent(s), legal guardian(s), or any other person who has care of the child.”* As the OL, we have therefore adopted the procedures set out in this safeguarding policy in accordance with statutory guidance. We are committed to build constructive links with statutory and voluntary agencies involved in safeguarding.

(The policy and attached practice guidelines are based on the ten ‘Safe and Secure’ safeguarding standards published by Thirtyone:eight (formerly CCPAS, hereafter referred to as Thirtyone:eight).)

The Organisation Leadership undertakes to:

- Endorse and follow all national and local safeguarding legislation and procedures, in addition to the international conventions outlined above.
- Provide on-going safeguarding training for all its workers and will regularly review the operational guidelines attached.
- Ensure that the premises meet the requirements of the Disability Discrimination Act 1995 and all other relevant legislation, and that it is welcoming and inclusive.
- Support the Safeguarding Co-ordinator in their work and in any action they may need to take in order to protect children and vulnerable adults.
- File a copy of the policy and practice guidelines with the Local Safeguarding Children Board, and any amendments subsequently published. The Leadership agrees not to allow the document to be copied by other organisations.

RECOGNISING AND RESPONDING APPROPRIATELY TO AN ALLEGATION OR SUSPICION OF ABUSE

Understanding abuse and neglect

Defining child abuse is a difficult and complex issue. A person may abuse by inflicting harm, or failing to prevent harm. Children and young people in need of protection may be abused within a family, an institution or a community setting. Very often the abuser is known or in a trusted relationship with the child or vulnerable adult.

In order to safeguard those in our care we adhere to the UN Convention on the Rights of the Child and have as our starting point as a definition of abuse, Article 19 which states:

- 1. Parties shall take all appropriate legislative, administrative, social and educational measures to protect the child from all forms of physical or mental violence, injury or abuse, neglect or negligent treatment, maltreatment or exploitation, including sexual abuse, while in the care of parent(s), legal guardian(s) or any other person who has the care of the child.*
- 2. Such protective measures should, as appropriate, include effective procedures for the establishment of social programmes to provide necessary support for the child and for those who have the care of the child, as well as for other forms of prevention and for identification, reporting, referral, investigation, treatment and follow-up of instances of child maltreatment described heretofore, and, as appropriate, for judicial involvement.*

Detailed definitions, and signs and symptoms of abuse, as well as how to respond to a disclosure of abuse, are included in APPENDIX 1 and APPENDIX 2 to this policy.

- Definitions of abuse – APPENDIX 1
- Signs and symptoms of abuse – APPENDIX 1
- How to respond to a child wishing to disclose abuse – APPENDIX 2

Safeguarding awareness

The OL is committed to on-going safeguarding training and development opportunities for all workers and volunteers, developing a culture of awareness of safeguarding issues to help protect everyone. All our workers will receive induction training and undertake recognised safeguarding training on a regular basis. All volunteers will also receive basic safeguarding training.

The online child protection training that all paid staff undertake is from the North Yorkshire Safeguarding Children Board. Website address is:

<http://www.safeguardingchildren.co.uk/course-signup.html> (sign in page for the training)

The City of York Safeguarding Children Board website address is:

<http://www.saferchildrenyork.org.uk/>

All paid staff and volunteers will receive in-house safeguarding training from Safeguarding Co-ordinator & Deputy Safeguarding Co-ordinator based on the Safeguarding Co-ordinator & Deputy Safeguarding Co-ordinator's attendance at the Foundation Safeguarding Children and Young People Seminar, an annual training event.

Within all school projects, the individual school policies and procedures will be adhered to but when YoYo co-ordinate an event outside of school, the OL will also ensure that children and young people are provided with information on where to get help and advice in relation to abuse, discrimination, bullying or any other matter where they have a concern.

RESPONDING TO ALLEGATIONS OF ABUSE

Under no circumstances should a worker carry out their own investigation into an allegation or suspicion of abuse. Following procedures as below:

- When working within schools, the person in receipt of allegations or suspicions of abuse should report concerns as soon as possible to the school child protection co-ordinator or deputy school child protection co-ordinator if appropriate. (see APPENDIX 3)
- When working outside of school projects, the person in receipt of allegations or suspicions of abuse, should report concerns as soon as possible to **Ian Richardson** (hereafter the 'Safeguarding Co-ordinator') Tel no: 07825 288237 or 01904 764872 who is nominated by the OL to act on their behalf in dealing with the allegation or suspicion of neglect or abuse, including referring the matter on to the statutory authorities.
- In the absence of the Safeguarding Co-ordinator or, if the suspicions in any way involve the Safeguarding Co-ordinator, then the report should be made to **Tony Bower** (hereafter the 'Deputy Safeguarding Co-ordinator') Tel no: 01904 798941 (office) or 07570 065599 (mobile). If the suspicions implicate both the Safeguarding Co-ordinator and the Deputy Safeguarding Co-ordinator, then the report should be made in the first instance to Thirtyone:eight PO Box 133, Swanley, Kent, BR8 7UQ. Telephone 0303 003 1111 who will give advice about whether to contact Social Services or the police.

- Where the concern is about a child, the Safeguarding Co-ordinator should contact Children's Social Services.
 - The local Children's Social Services office telephone number (office hours) is 01904 551900. The out-of-hours emergency number is The Emergency Duty Team: (0845) 0349417.
 - The Police Child Protection Team telephone number is Family Protection Unit at York Police tel.: 01904 631321.
 - Where required, the Safeguarding Co-ordinator should seek advice from Thirtyone:eight and if it was felt that the incident was likely to result in a claim then the organisation's insurance company should be notified.
 - Suspicions must not be discussed with anyone other than those nominated above. A written record of the concerns should be made in accordance with these procedures and kept in a secure place.
 - Whilst allegations or suspicions of abuse will normally be reported to the Safeguarding Co-ordinator, the absence of the Safeguarding Co-ordinator or Deputy Safeguarding Co-ordinator the individual with concerns should not delay referral to Social Services, the Police or taking advice from Thirtyone:eight.
 - The OL will support the Safeguarding Co-ordinator/Deputy in their roles, and accept that any information they may have in their possession will be shared in a strictly limited way on a need to know basis.
 - It is, of course, the right of any individual as a citizen to make a direct referral to the safeguarding agencies or seek advice from Thirtyone:eight, although the OL hope that members of the organisation will use this procedure. If, however, the individual with the concern feels that the Safeguarding Co-ordinator/Deputy has not responded appropriately, or where they have a disagreement with the Safeguarding Co-ordinator/ Deputy, as to the appropriateness of a referral, they are free to contact an outside agency directly. We hope by making this statement that the OL demonstrate its commitment to effective safeguarding and the protection of all those who are vulnerable.
 - The role of the Safeguarding Co-ordinator/Deputy is to collate and clarify the precise details of the allegation or suspicion and pass this information on to statutory agencies who have a legal duty to investigate.

Detailed procedures where there is a concern about a child:

ALLEGATIONS OF PHYSICAL INJURY, NEGLECT OR EMOTIONAL ABUSE

When working within school, if a child has a physical injury, a symptom of neglect or where there are concerns about emotional abuse, the YoYo staff member/volunteer should make contact with the School Child Protection Co-ordinator or Deputy and follow school policies and procedures.

When working outside of school, if a child has a physical injury, a symptom of neglect or where there are concerns about emotional abuse, the Safeguarding Co-ordinator/Deputy Safeguarding Co-ordinator will:

- Contact Children's Social Services (or Thirtyone:eight) for advice in cases of deliberate injury, if concerned about a child's safety or if a child is afraid to return home.
- Not tell the parents or carers unless advised to do so, having contacted Children's Social Services.
- Seek medical help if needed urgently, informing the doctor of any suspicions.
- For lesser concerns, (e.g. poor parenting), encourage parent/carer to seek help, but not if this places the child at risk of significant harm.
- Where the parent/carer is unwilling to seek help, offer to accompany them. In cases of real concern, if they still fail to act, contact Children's Social Services directly for advice.
- Seek and follow advice given by Thirtyone:eight (who will confirm their advice in writing) if unsure whether or not to refer a case to Children's Social Services.

ALLEGATIONS OF SEXUAL ABUSE

When working within school, in the event of allegations or suspicions of sexual abuse, the YoYo staff member/volunteer should make contact with the School Child Protection Co-ordinator or Deputy and follow school policies and procedures.

When working outside of school, in the event of allegations or suspicions of sexual abuse, the Safeguarding Co-ordinator /Deputy Safeguarding Co-ordinator will:

- Contact the Children's Social Services Department Duty Social Worker for children and families or Police Child Protection Team directly. They will NOT speak to the parent/carer or anyone else.
- Seek and follow the advice given by Thirtyone:eight if, for any reason, they are unsure whether or not to contact Children's Social Services/Police. Thirtyone:eight will confirm its advice in writing for future reference.

(See APPENDIX 3 for flow chart of action/more detailed action steps.)

ALLEGATIONS OF ABUSE AGAINST A PERSON WHO WORKS WITH CHILDREN

If an accusation is made against a worker (whether a volunteer or paid member of staff) whilst following the procedure outlined above, the Safeguarding Co-ordinator, in accordance with Local Safeguarding Children Board (LSCB) procedures will need to liaise with Children's Social Services in regards to the suspension of the worker, also making a referral to a Safeguarding Adviser (SA)/Local Authority Designated Officer (LADO).

PREVENTION

1. Safe recruitment

Paid Staff

The OL will ensure all paid staff will be appointed, trained, supported and supervised in accordance with government guidance on safe recruitment. This includes ensuring that:

- There is a written job description/person specification for the post.
- Those applying have completed an application form and a self-declaration form.
- Those short-listed have been interviewed.
- Safeguarding has been discussed at interview.
- Written references have been obtained, and followed up where appropriate.
- A Disclosure and Barring Service check has been completed (we will comply with Code of Practice requirements concerning the fair treatment of applicants and the handling of information).
- Qualifications where relevant have been verified.
- A suitable training programme is provided for the successful applicant (on-line training and also in-house safe guarding training from Child Protection Co-ordinator & Deputy Child Protection Co-ordinator based on their attendance at the Foundation Safeguarding Children and Young People).
- The applicant has completed a probationary period.
- The applicant has been given a copy of the organisation's safeguarding policy and knows how to report concerns.

Volunteers

For volunteers the following are applicable:

- Those applying have completed an application form and a self-declaration form.
- Written references have been obtained and followed up where appropriate.
- A Disclosure and Barring Service check will be completed (complying with Code of Practice requirements concerning the fair treatment of applicants and the handling of information).
- A suitable training programme is provided for the successful applicant (in-house safeguarding training from Child Protection Co-ordinator & Deputy Child Protection Co-ordinator based on their attendance at the Foundation Safeguarding Children and Young People).
- The applicant has completed a probationary period.

- The applicant has been given a copy of the organisation's safeguarding policy and knows how to report concerns.
- For overseas volunteers/workers the process is the same except when a UK DBS check cannot be undertaken immediately, advice will be sought from the Disclosure Service at Thirtyone:eight on 0303 003 1111.

2. Management of Workers – Codes of Conduct

The OL are committed to supporting all workers and ensuring they receive support and supervision. All workers are issued with a staff handbook which includes a code of conduct towards children and young people. The OL undertakes to follow the principles found within the 'Abuse of Trust' guidance issued by the Home Office and it is therefore unacceptable for those in a position of trust to engage in any behaviour which might allow a sexual relationship to develop for as long as the relationship of trust continues.

PASTORAL CARE

Supporting those affected by abuse

The OL is committed to pastoral care, working with statutory agencies as appropriate, and support to all those who have been affected by abuse who have contact with or are part of the organisation.

Pastoral support will be offered through YoYo chaplaincy services for staff and volunteers, and where appropriate counselling agency support will be sought.

Working with offenders

No person who is known to have abused children or young people would be permitted to be a YoYo volunteer or staff member.

For those individuals who have blemished DBS disclosures, in matters unrelated to safeguarding of children and vulnerable adults, each case will be individually reviewed and a risk assessment will be completed by the OL.

PRACTICE GUIDELINES

As an organisation working with children and young people, we wish to operate and promote good working practice. This will enable workers and volunteers to run activities safely, develop good relationships and minimise the risk of false accusation.

As well as a general code of conduct for workers and volunteers, we are working towards specific good practice guidelines for each activity we are involved in.

Consent forms are issued to parents for out of school clubs and risk assessments take place as appropriate and necessary.

Working in Partnership

The diversity of organisations and settings means there can be variation in practice when it comes to safeguarding children and young people. This can be because of cultural tradition, belief and religious practice or understanding, for example, of what constitutes abuse.

We therefore have clear guidelines in regards to our expectations of those with whom we work in partnership. We will discuss with all partners our safeguarding expectations and will provide a copy of our safeguarding policy to any school that wishes to see it.

When working with schools, we will work within their safeguarding policy when on site and adhere to school signing in and out procedures. All staff have YoYo ID badges, and volunteers involved with programmes will also be issued with ID badges.

Good communication is essential in promoting safeguarding, both to those we wish to protect, to everyone involved in working with children and young people and to all those with whom we work in partnership. This safeguarding policy is just one means of promoting safeguarding.

Leadership Safeguarding Statement

The Organisational Leadership recognises the importance of its ministry and work with children and young people in need of protection and its responsibility to protect everyone entrusted to our care.

The following statement was agreed by the organisational leadership on 22nd January 2011:

This organisation is committed to the safeguarding of children and young people and ensuring their well-being.

Specifically:

- We recognise that we all have a responsibility to help prevent the physical, sexual, emotional abuse and neglect of children and young people (those under 18 years of age) and to report any such abuse that we discover or suspect.
- We believe every child should be valued, safe and happy. We want to make sure that children we have contact with know this and are empowered to tell us if they are suffering harm.
- All children and young people have the right to be treated with respect, to be listened to and to be protected from all forms of abuse.
- We recognise the personal dignity and rights of children and young people and will ensure all our policies and procedures reflect this.
- We undertake to exercise proper care in the appointment and selection of all those who will work with children and young people.

We are committed to:

- Following the requirements for UK legislation in relation to safeguarding children and young people and good practice recommendations.
- Respecting the rights of children as described in the UN Convention on the Rights of the Child.
- Implementing the requirements of legislation in regard to people with disabilities.
- Ensuring that workers adhere to the agreed procedures of our safeguarding policy.
- Keeping up to date with national and local developments relating to safeguarding.
- Following any organisational guidelines in relation to safeguarding children and young people in need of protection.
- Supporting the safeguarding co-ordinators in their work and in any action they may need to take in order to protect children and young people.

- Ensuring that everyone agrees to abide by these recommendations and the guidelines established by this organisation.
- Supporting parents and families.
- Nurturing, protecting and safeguarding of children and young people.
- Supporting, resourcing, training, monitoring and providing supervision to all those who undertake this work.
- Supporting all in the organisation affected by abuse.
- Adopting and following the Online safeguarding Manual 10 standards developed by Thirtyone:eight.

We recognise:

- Children's Social Services has lead responsibility for investigating all allegations or suspicions of abuse where there are concerns about a child.
- Where an allegation suggests that a criminal offence may have been committed then the police should be contacted as a matter of urgency.
- Safeguarding is everyone's responsibility.

We will review this statement and our policy and procedures annually.

If you have any concerns for a child or young person then speak to one of the following who have been approved as safeguarding co-ordinators for this organisation.

Ian Richardson - Child Safeguarding Co-ordinator

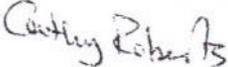
Tony Bower- Deputy Child Safeguarding Co-ordinator

A copy of policy and procedures is available from the administration office.

A copy of our safeguarding policy has been checked by Thirtyone:eight and lodged with Local Government Agency with Safeguarding responsibility and will be made available, on request, to all schools with whom we work.

Signatory Sheet

Signed by organisation leadership

Signed: 

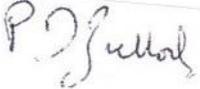
Date: 29/11/2018

Print Name: Cathy Roberts

Signed: 

Date: 29/11/2018

Print Name: Ruth Somerville

Signed: 

Date: 29/11/2018

Print Name: Peter Bullock

Signed: 

Date: 29/11/2018

Print Name: Dot Bevington

Signed: 

Date: 29/11/2018

Print Name: Peter Horsley

Signed: 

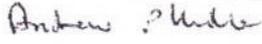
Date: 29/11/2018

Print Name: Paul Millard

Signed: 

Date: 29/11/2018

Print Name: John Billingham

Signed: 

Date: 29/11/2018

Print Name: Andrew Hindle

Elizabeth Hunt

Signed:

Date: 29/11/2018

Print Name: Elizabeth Hunt

APPENDIX 1

Statutory Definitions of Abuse (Children)

Abuse and neglect are forms of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by 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.

Child protection legislation throughout the UK is based on the United Nations Convention on the Rights of the Child. Each nation within the UK has incorporated the convention within its legislation and guidance.

ENGLAND

The four definitions of abuse below operate in England based on the government guidance 'Working Together to Safeguard Children (2018)'.

Physical Abuse

Physical abuse 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.

Emotional Abuse

Emotional abuse is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the 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 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, though it may occur alone.

Sexual Abuse

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, including prostitution, whether or not the child is aware of what is happening. The activities may involve physical contact, including penetrative (e.g. rape, buggery or oral sex) or non-penetrative acts. They may include non-contact activities, such as involving children in looking at, or in the production of, pornographic material or watching sexual activities, or encouraging children to behave in sexually inappropriate ways.

Neglect

Neglect is 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 and clothing, shelter including exclusion from home or abandonment, failing to protect a child from physical and emotional harm or danger, failure to ensure adequate supervision including the use of inadequate care-takers, or the failure to ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

Signs of Possible Abuse (Children & Young people)

The following signs could be indicators that abuse may have taken place but should be considered in context of the child's whole life.

Physical

Injuries not consistent with the explanation given for them.

Injuries that occur in places not normally exposed to falls, rough games, etc.

Injuries that have not received medical attention.

Injury inconsistent with developmental stage.

Current bruising, with a long history of bruises or accidents.

Injuries getting progressively worse, or occurring in a time pattern.

Reluctance to change for, or participate in, games or swimming.

Repeated urinary infections or unexplained tummy pains.

Bruises on babies, bites, burns, fractures etc which do not have an accidental explanation*.

Cuts/scratches/substance abuse*.

Frozen watchfulness.

Sexual

Any allegations made concerning sexual abuse - what the child tells you.

Excessive preoccupation with sexual matters and detailed knowledge of adult sexual behaviour.

Age-inappropriate sexual activity through words, play or drawing.

Child who is sexually provocative or seductive with adults.

Inappropriate bed-sharing arrangements at home.

Severe sleep disturbances with fears, phobias, vivid dreams or nightmares, sometimes with overt or veiled sexual connotations.

Presence of sexually transmitted disease.

Eating disorders - anorexia, bulimia*.

Emotional

Changes or regression in mood or behaviour, particularly where a child withdraws or becomes clinging.

Depression, aggression, extreme anxiety, withdrawn, sad.

Neurotic behaviours e.g. rocking, head banging, hair twisting, thumb sucking.

Self-mutilation.

Over-reaction to mistakes.

Continual self-deprecation.

Nervousness, frozen watchfulness.

Obsessions or phobias.

Sudden under-achievement or lack of concentration.

Inappropriate relationships with peers and/or adults.

Attention-seeking behaviour.

Persistent tiredness.

Running away/stealing/lying.

Neglect

Under nourishment, failure to grow, constant hunger, stealing or gorging food.

Untreated illnesses including dental decay.

Looks extra thin or poorly.

Well below average weight and height.

Failure to Thrive.

Complains of hunger; lacks energy.

Untreated conditions/injuries.

Repeated accidents, especially burns.

Left home alone inappropriately.

Repeatedly unwashed, smelly.

Supervision/carers inappropriate (e.g. 8 year old carer).

Lack of stimulus.

Poor levels of concentration.

*These could indicate the possibility that a child or young person may be self-harming. Approximately 20,000 are treated in accident and emergency departments in the UK each year.

APPENDIX 2

Responding to abuse

Make notes as soon as possible, preferably within one hour of the child talking to you. Write down exactly what the child said (use his/her words, even the 'slang' words), and when s/he said it, what you said in reply and what was happening immediately beforehand (e.g. a description of the activity). Record dates and times of these events and when you made the record.

Keep all hand-written notes, even if subsequently typed. Such records should be kept for an indefinite period in a secure place. Seek advice if necessary – Safeguarding Co-ordinator should be your first port of call, unless the allegation relates to the Safeguarding Co-ordinator. Record what advice you've been given.

Act on that advice & record all actions, who you spoke to etc – e.g. referral to Children's Social Care.

Effective Listening

Ensure the physical environment is welcoming, giving opportunity for the child or vulnerable adult to talk in private but making sure others are aware the conversation is taking place.

- It is especially important to allow time and space for the person to talk.
- Above everything else listen without interrupting; let the child talk at his/her own pace; don't ask questions, don't jump in to fill pauses, just listen.
- Be attentive and look at them whilst they are speaking.
- Show acceptance of what they say (however unlikely you may think the story sounds) by reflecting back words or short phrases they have used.
- Try to remain calm, even if on the inside you are feeling something different.
- Be honest and don't make promises you can't keep regarding confidentiality.
- If they decide not to tell you after all, accept their decision but let them know that you are always ready to listen.
- Use language that is age appropriate and, for those with disabilities, ensure there is someone available who understands sign language, Braille etc.

HELPFUL RESPONSES

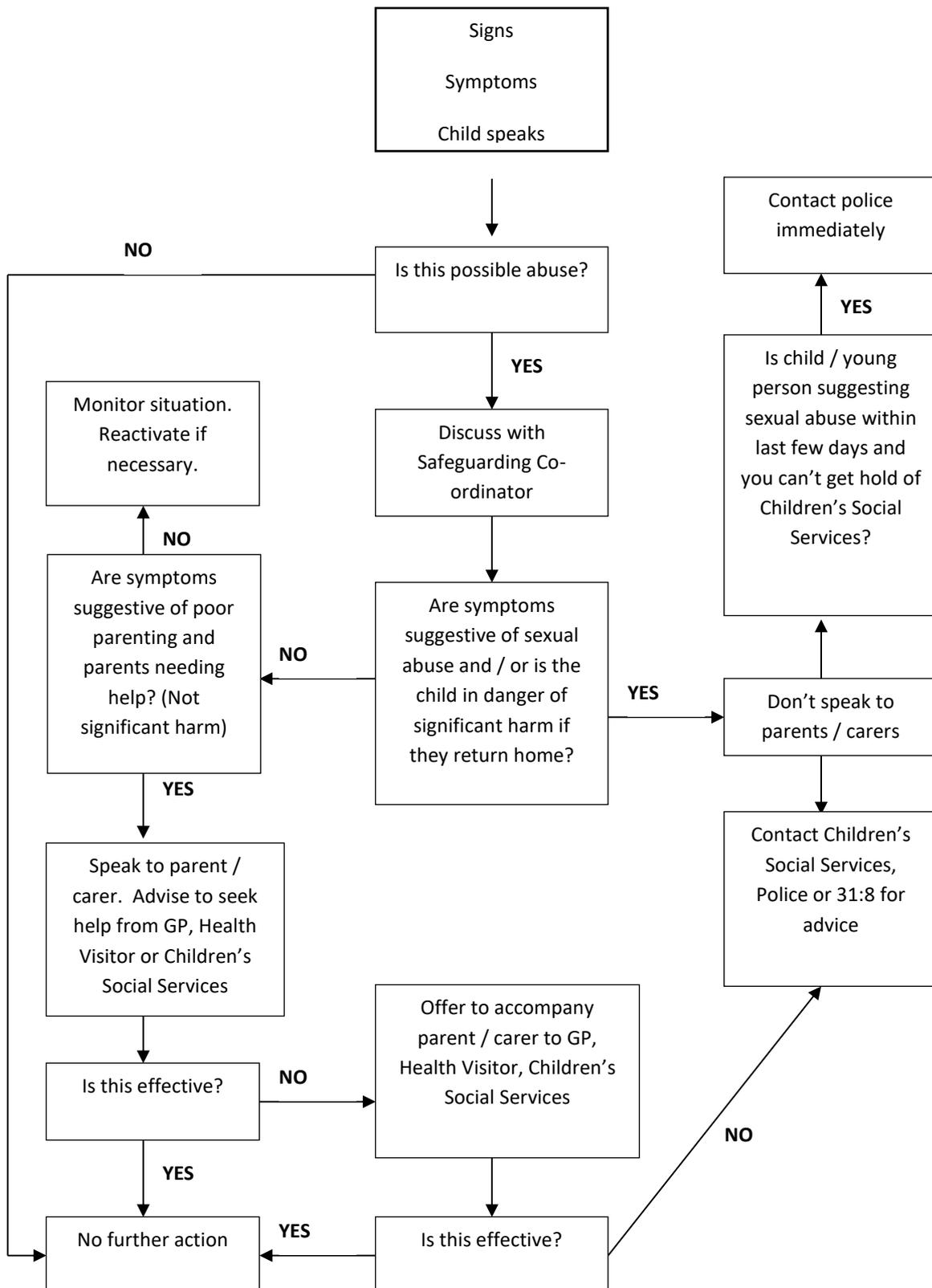
- You have done the right thing in telling me.
- I am glad you have told me.
- I will try to help you.

DON'T SAY

- Why didn't you tell anyone before?
- I can't believe it!
- Are you sure this is true?
- Why? How? When? Who? Where?
- I am shocked, don't tell anyone else!

APPENDIX 3

Flow chart for action



APPENDIX 4

York Primary Schools child protection coordinators

Name of school	Child Protection coordinator
Acomb Primary	Mr Lee Haynes (Headteacher) or Mr Simon White (Deputy Headteacher)
Archbishop of York's CE Junior	Mr Jonathan Green (Headteacher)
Badger Hill Primary	Miss Andrea Hall (Headteacher)
Bishopthorpe Infants	Ms Jenny Langley (Headteacher) or Helen Whillis (Deputy Headteacher)
Burton Green Primary	Ms Karen Tatham
Carr Infant	Mrs Angie Hartley (Welfare Officer)
Carr Junior	Ms Caroline Ryder
Clifton Green Primary	Mr Dave Brown
Clifton with Rawcliffe Primary	Beverley Wright
Copmanthorpe Primary	Jenny Rogers (Headteacher) or Mrs Claire Jackson
Dringhouses Primary	Sara Storey or Gill Williams (Headteacher)
Dunnington CE Primary	Mrs Caroline Hancy (Headteacher) or Mr Phil Martinez
Elvington CE primary	Ms Linda Collier (Headteacher)
Fishergate Primary	Lisa Solanki
Haxby Road Primary Academy	Karen Doyle (Family & Pupil Support)
Headlands Primary	Ms Ruth Ellis (Headteacher)
Hemland Primary	Mr Stuart Outram (Headteacher)
Heworth CE Primary	Mr Michael Carr (Headteacher)
Hob Moor Community Primary	Mrs Alex Winter (Headteacher)
Hob Moor Oaks	Mrs Vicki Ward (Headteacher)
Huntington Primary Academy	Mrs Kim Bailey (Acting Headteacher)
Knavesmire Primary	Mr Adam Cooper (Headteacher)
Lakeside Primary	Ms Ros Latham and Kathryn Pullan
Lord Deramore's Primary	Ms Sheena Powley (Headteacher)
Naburn CE Primary	Mrs Brenda Christison (Headteacher)
New Earswick Primary	Mrs Jo Slack (Acting Headteacher)

Osballdwick Primary	Nicky Bryan-Smith (Pastoral Manager) or Helen Humprys (Assistant Head)
Our Lady Queen of Martyrs RC Primary	Mr Derek Sutherland (Headteacher)
Park Grove Primary Academy	Ms Jo Sawyer (Headteacher)
Poppleton Ousebank Primary	Mrs Estelle O'Hara (Headteacher)
Poppleton Road Primary	Mrs Debbie Glover (Headteacher)
Ralph Butterfield Primary	Mrs Angela Mitchell (Headteacher)
Robert Wilkinson Primary Academy	Caroline Towler (Vice-principal)
Rufforth Primary	Mr James Rourke (Headteacher)
Scarcroft Primary	Ms Anna Cornhil (Headteacher)
Skelton Primary	Ms Alison Halley (Headteacher)
St Aelred's RC Primary	Mr Derek Sutherland (Headteacher)
St Barnabas' CE Primary	Miss Karen Boardman (Headteacher) or Mrs Lorraine Blows (Pastoral)
St George's RC Primary	Christine Riley
St Lawrence's CE Primary	Mr Nick Long (Headteacher)
St Olave's	Mrs Sarah Bennett
St Mary's CE Primary	Mr Steve Jones (Acting Headteacher)
St Oswald's CE Primary	Mr Rupert Griffiths (Headteacher) or Mrs D Nott
St Paul's CE Primary	Mr Richard Knowles (Headteacher)
St Wilfrid's RC Primary	Ms Jane Conway (Headteacher)
Stockton on the Forest Primary	Ms Sarah Mills (Headteacher) or Rachel Rooney
Tang Hall Primary	Ms Cath Precious (Headteacher)
Westfield Primary	Ms Tracey Ralph (Headteacher)
Wheldrake with Thorganby CE Primary	Ms Alison Shaw (Headteacher)
Wigginton Primary	Mrs Pat Boyle (Headteacher)
Woodthorpe Primary	Mr James McGann (Headteacher)
Yearsley Grove Primary	Ms Liz Tomlinson (Inclusion Manager)

York Secondary Schools/colleges child protection coordinators

Name of school	Child Protection coordinator
All Saints RC	Ms Helen Bickley (Deputy Headteacher) or Mrs Michelle Smart
Applefields School	Adam Booker (Headteacher)
Archbishop Holgate's CE	Gaynor Stainsby (Pastoral Care)
Bootham	Rob Tribe
Fulford	Mr Dan Bodey (Deputy Headteacher)
Huntington	Terry Cartmail and Susan Warren
Joseph Rowntree	Andrew Haigh (Deputy Headteacher)
Manor CE Academy	Mr M Thunder (Vice-principal)
Millthorpe	Mr Scott Butterworth (Deputy Headteacher)
Vale of York Academy	Mr G Kumar (Designated Safeguarding Lead)
York College	Designated Safeguarding Officer
York High	Jill Womack