

# **Offwell Under Fives**

## **Safeguarding Policy**

**Offwell Under Fives is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and committee members to share this commitment.**

**This Safeguarding policy was developed 26<sup>th</sup> March 2010.**

**The Safeguarding policy is due to be reviewed on 26<sup>th</sup> March 2010.**

# 1 Introduction

- 1.1 This policy has been developed in accordance with the principles established by the Children Acts 1989 and 2004 and in line with government publications: “Working Together to Safeguard Children” 2006, “Framework for the assessment of Children in Need and their families” 2000, “What to do if You are worried a Child is being Abused” 2003. The guidance reflects “Safeguarding Children and Safer Recruitment”.
- 1.2 Offwell Under Fives takes seriously its responsibility to safeguard and promote the welfare of children; and to work together with other agencies to ensure adequate arrangements within the setting to identify, assess, and support those children who are suffering harm.
- 1.3 Offwell Under Fives recognises that all adults, including temporary staff and volunteers have a full and active part to play in protecting children from harm, and that the child’s welfare is the paramount concern.
- 1.4 All staff believe that the setting should provide a caring, positive, safe and stimulating environment that promotes the social, physical and moral development of the individual child.
- 1.5 The aims of this policy are to:
  - 1.5.1 Support the child’s development in ways that will foster security, confidence and independence.
  - 1.5.2 Provide an environment in which children and young people feel safe, secure, valued and respected and feel confident and know how to, approach adults if they are in difficulties, believing they will be effectively listened to.
  - 1.5.3 Raise the awareness of all staff of the need to safeguard children and of their responsibilities in identifying and reporting possible cases of abuse.
  - 1.5.4 Provide a systematic means of monitoring children known or thought to be at risk of harm, and ensure the provider contributes to assessments of need and support packages for those children.
  - 1.5.5 Emphasise the need for good levels of communication between all members of staff.
  - 1.5.6 Develop a structured procedure within the setting to be followed by all members of the setting in cases of suspected abuse.
  - 1.5.7 Develop and promote effective working relationships with other agencies, especially the Police and Social Care.
  - 1.5.8 Ensure that all staff working within the setting who have access to children have been checked as to their suitability, including verification of their identity, qualifications, and a satisfactory CRB check (according to guidance).

## 2 Safe Staff

### 2.1 Offwell Under Fives will ensure that:

- 2.1.1 All members of staff understand and fulfil their responsibilities.
- 2.1.2 The setting has a designated officer for safeguarding who will undertake the Devon Safeguarding Children Board (DSCB) Two day Level 3 Multi-Agency Safeguarding Children Training and who undertakes to update their training at least every 3 years.
- 2.1.3 All members of staff are provided with child protection awareness at induction, including relevant safeguarding policy, so that they know who to discuss a concern with.
- 2.1.4 All members of staff, volunteers and management know how to respond to a child who discloses abuse through delivery of the awareness raising booklet "What to do if you are worried a child is being abused".
- 2.1.5 All parents and or carers are made aware of the responsibility of staff members with regard to child protection procedures through publication of the Safeguarding Policy.
- 2.1.6 Allegations against adults working in the setting of a child protection type are referred to the Local Authority Designated Officer (LADO)<sup>1</sup> for advice and that any member of staff found not suitable to work with children will be notified to the Independent Safeguarding Authority (ISA)<sup>2</sup> for consideration for barring, following resignation, dismissal or when they cease to be used as a volunteer.

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<sup>1</sup>LADO can be approached by contacting the Referral Co-ordinator on 01392 386013  
For advice for from the Early Years and Childcare Service contact the following individuals:  
Senior District Co-ordinator Exeter, East and Mid Devon - 01392 385394  
Senior District Co-ordinator Teignbridge, South Hams and West Devon – 01392 384926  
Senior District Co-ordinator Torridge and North Devon – 01271 388901  
Registration and Inspection Support Team Manager – 01392 385533

<sup>2</sup> Contact the Local Authority Designated Officer ( LADO) for guidance in any case  
Offwell Under Fives Pre-School Policies: Safeguarding.

- 2.2 Procedures will be regularly reviewed and updated.
- 2.3 The name of the Designated Officer for Safeguarding will be clearly advertised in the setting, with a statement explaining the setting's role in referring and monitoring cases of suspected abuse.
- 2.4 All new members of staff will be given a copy of the Safeguarding Policy with the Designated Officer's name clearly displayed, as part of their induction.

### **3 Responsibilities**

- 3.1 The Designated Officer is responsible for:
  - 3.1.1 Referring a child if there are concerns about possible abuse, to the Children and Young People Services (CYPS) Social Care and acting as a focal point for staff to discuss concerns. Referrals should be made in writing, following a telephone call.
  - 3.1.2 Keeping written records of concerns about a child even if there is no need to make an immediate referral.
  - 3.1.3 Ensuring that all such records are kept confidential and securely, separate from a child's records.
  - 3.1.4 Liaising with other agencies and professionals.
  - 3.1.5 Ensuring that they or a nominated member of staff, for example the child's Key Worker, attends case conferences, or other multi-agency planning meetings, contributes to assessments and provides a report which has been shared with the parents.
  - 3.1.6 Ensuring that any child currently with a child protection plan who is absent without explanation is referred to their Social Worker, Social Care Team.
  - 3.1.7 Organising Safeguarding Awareness Training and update training every 3 years, for all staff.
  - 3.1.8 Providing with the management an annual report for the setting detailing any changes to the policy and procedures; training undertaken by the Designated Officer, and by all staff and number and type of incidents/cases.

### **4 Supporting Children**

- 4.1 Staff recognise that a child who is abused or witnesses violence may feel helpless and humiliated, may blame themselves, and find it difficult to develop and maintain a sense of self worth.
- 4.2 Staff recognise that the setting may provide the only stability in the lives of children who have been abused or who are at risk of harm.
- 4.3 Staff accept that research shows that the behaviour of a child in these circumstances may range from that which is perceived to be normal to aggressive or withdrawn.

#### 4.4 The setting will support all children by:

- 4.4.1 Encouraging self-esteem and self-assertiveness, through the daily activities as well as relationships, whilst not condoning aggression or bullying.
- 4.4.2 Promoting a caring, safe and positive environment within the setting.
- 4.4.3 Liaising and working together with all other support services and those agencies involved in the safeguarding of children.
- 4.4.4 Notifying Social Care as soon as there is significant concern.
- 4.4.5 Providing continuing support to a child about whom there have been concerns; who leaves the setting; by ensuring that appropriate information is copied under confidential cover to Children and Young People's Services-Social Care.

## 5 Confidentiality

- 5.1 Staff recognise that all matters relating to safeguarding are confidential.
- 5.2 Offwell Under Fives or Designated Officer will disclose any information about a child to other members of staff on a need to know basis only.<sup>3</sup>
- 5.3 All staff must be aware that they have a professional responsibility to share information with other agencies in order to safeguard children.
- 5.4 All staff must be aware that they cannot promise a child to keep secrets which might compromise the child's safety and wellbeing.
- 5.5 The setting undertakes to share an intention to refer a child to Social Care with their parents/carers unless to do so could put the child at greater risk of harm, or impede a criminal investigation. If in doubt, the provider or Designated Officer will consult with Social Care at Children and Young People's Services.

## 6 Supporting Staff

- 6.1 The setting recognises that staff working in the setting who have become involved with a child who has suffered harm, or appears to be likely to suffer harm may find the situation stressful and upsetting.
- 6.2 The setting will support such staff by providing an opportunity to talk through their anxieties with the Designated Officer and seek further support as appropriate.

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<sup>3</sup> Guidance about sharing information can be found in the booklet "What to do if You are Worried a Child is being Abused" DoH 2003. [www.doh.gov.uk](http://www.doh.gov.uk) and *Information Sharing: Guidance for practitioners and managers* and in the handy *Information Sharing: Pocket guide*, available on the [Every Child Matters website](#).

## 7 Allegations against staff

- 7.1 All staff should take care not to place themselves in a vulnerable position with a child. It is always advisable for interviews or work with individual children or parents to be conducted in view of other adults.
- 7.2 All staff should be aware of the setting's own Behaviour Management policy.
- 7.3 Guidance about conduct and safe practice will be given at induction. Useful guidance can be found at [www.devon.gov.uk/docbank](http://www.devon.gov.uk/docbank).
- 7.4 The setting understands that a child and or parent may make an allegation against a member of staff.
- 7.5 If such an allegation is made, or information is received which suggests that a person may be unsuitable to work with children, the member of staff receiving the allegation or being made aware of the information, will immediately inform the Designated Officer or management.
- 7.6 The management on all such occasions will discuss the content of the allegation with the duty Local Authority Designated Officer (LADO). This will be followed up by notification to Ofsted the same day.
- 7.7 If the allegation made to a member of staff concerns the manager/owner/committee, the person receiving the allegation will immediately inform another senior member of the committee/management or the Local Authority Designated Officer (LADO) directly.
- 7.8 The setting will follow the procedures set out in its policy for managing allegations against its staff.
- 7.9 Suspension of the member of staff against whom an allegation has been made needs careful consideration and the management will seek the advice of the LADO. The member of staff against whom an allegation has been made will not be informed about the allegation until advice has been sort from the LADO so as not to impede a criminal investigation.

## 8 Whistle-blowing

- 8.1 Staff recognise that children cannot be expected to raise concerns in an environment where staff fail to do so.
- 8.2 All staff should be aware of their duty to raise concerns, where they exist, about the management of child protection, which may include the attitude or actions of colleagues. If it becomes necessary to consult outside the setting, they should speak in the first instance, to the LADO following the whistle-blowing policy.<sup>4</sup>

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<sup>4</sup> [Safeguarding children: Ofsted's whistleblower hotline](#)

## **9 Physical Intervention**

- 9.1 The setting's approach on physical intervention by staff follows the guidance set out in the Statutory Framework for the Early Years Foundation Stage (page 28). This acknowledges that staff must only ever use physical intervention as a last resort, when a child is endangering himself / herself or others, and that at all times it must be the minimal force necessary to prevent injury to another person.
- 9.2 Such events should be recorded as an incident and signed by a witness.
- 9.3 Staff should receive appropriate behaviour management training.
- 9.4 The setting understands that physical intervention of a nature which causes injury or distress to a child may be considered under child protection or disciplinary procedures.

## **10 Bullying**

- 10.1 Offwell Under Fives has clear procedures to follow in incidences of bullying.

## **11 Racist Incidents**

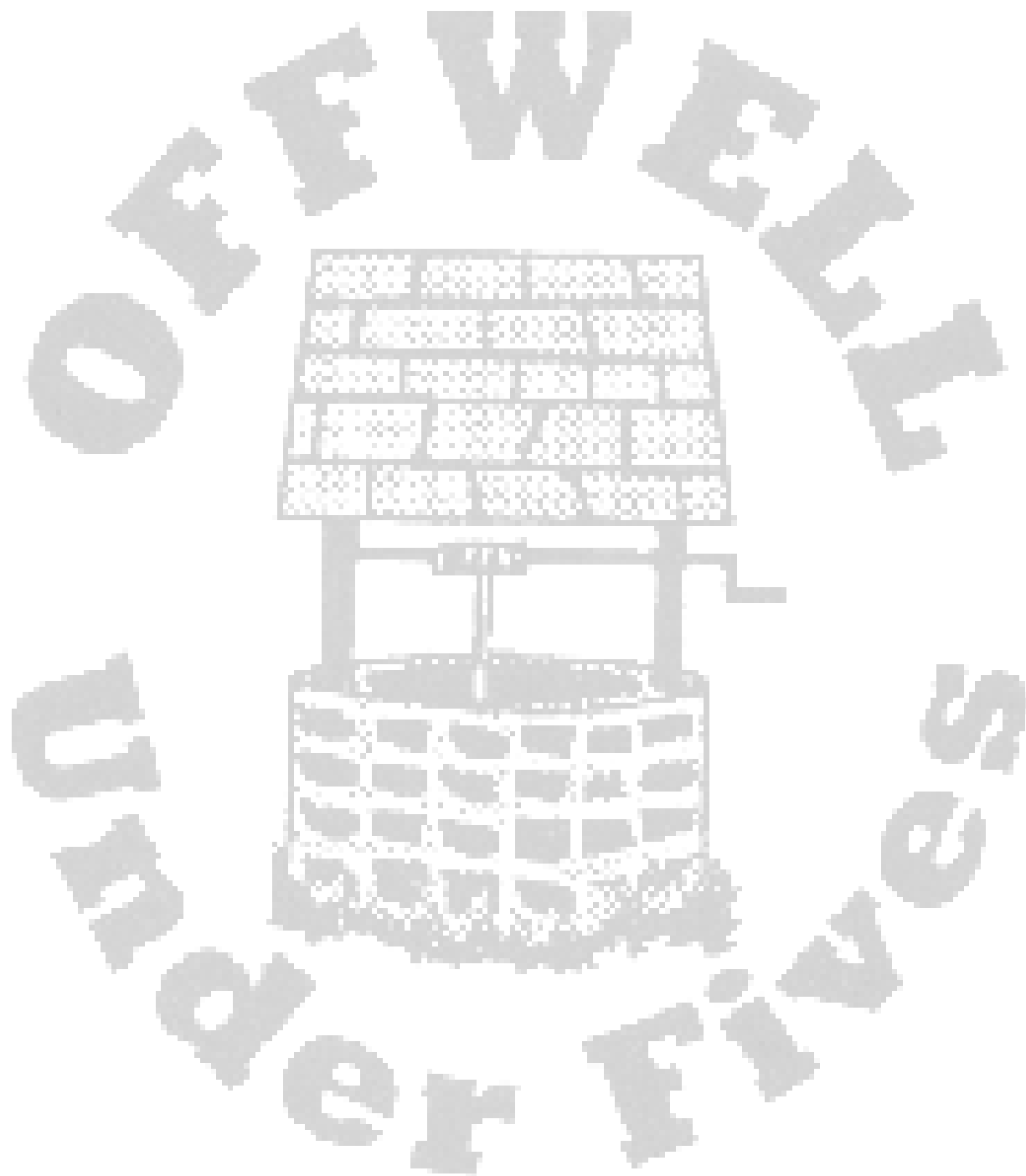
- 11.1 The setting's approach to dealing with racist incidents follows the guidance set out for Equal Opportunities in the Statutory Framework for the Early Years Foundation Stage (page 37).

## **12 Prevention**

- 12.1 Staff recognise that the setting plays a significant part in the prevention of harm to the children by providing children with good lines of communication with trusted adults, supportive friends and an ethos of protection.
- 12.2 The setting will therefore:
  - 12.2.1 Work to establish and maintain an ethos where children feel secure and are encouraged to talk and are always listened to.
  - 12.2.2 Ensure that all children know there is an adult in the setting whom they can approach if they are worried or in difficulty; for example; a key worker.

## 13 Health and Safety

13.1 The setting's Health and Safety policy, set out in a separate document, reflects the consideration given to the protection of the children who attend this provision, both physically within the setting environment and for example in relation to internet use, and when away from the setting when undertaking trips and visits.



# Safeguarding Record Log

<b>Name of Setting:</b>
To be completed by a member of staff
<b>Child Name:</b>
<b>Child's date of birth:</b>
<b>Child's address:</b>
<b>Nature of concern:</b>
<b>Recorded by (name and position):</b>
<b>Date recorded:</b>
<b>Signature of person recording:</b>
To be completed by the Designated Officer:
<b>Shared with others? Yes / No</b>
<b>If Yes with whom:</b>
<b>Action Taken:</b>
<b>Concern logged with Social Care? Yes / No</b>

# Guidelines for settings on record keeping and management of child welfare and child protection information on individual children

## These guidelines cover:

- General principles of keeping child welfare and child protection records
- What records should be kept
- How records should be made and kept
- How long should settings retain child protection records
- Access to child protection records / information sharing
- Transfer of child protection records

The guidelines reflect and should be read in conjunction with the following:

- The Early Years Foundation Stage, made up of the, Statutory Framework for the Early Years Foundation Stage and the Practice Guidance for the Early Years Foundation Stage.
- Staffing Matters- [www.devon.gov.uk/docbank](http://www.devon.gov.uk/docbank)
- Safer Recruitment- [www.cwdcouncil.org.uk/safeguarding/safer-recruitment](http://www.cwdcouncil.org.uk/safeguarding/safer-recruitment)
- Information sharing guidance- [www.dcsf.gov.uk/everychildmatters/informationsharing](http://www.dcsf.gov.uk/everychildmatters/informationsharing)

## General principles

1. Good up to date record keeping of concerns and action taken is essential for two main reasons:
  - It helps the setting identify causes for concern at an early stage. Often it is only when a number of seemingly minor issues are taken as a whole that a safeguarding or child protection concern becomes clear.
  - It helps the setting to monitor and manage their safeguarding practices. Furthermore, in any inspection it will be important to provide evidence of robust and effective safeguarding policy and practice.
2. A record of a concern, suspicion or allegation should be made at the time or as soon as possible after the event. (It is not advisable to make a written record whilst a child is disclosing abuse, as this may deter the child from speaking).
3. Records should be factual, using the child's own words where a disclosure is made. Professional opinion can be given, but should be supported by stating the facts and observations upon which the opinion are based. (Expressing an opinion as to whether the child is telling the truth is not helpful and can prejudice how a case proceeds).
4. All records should be dated and signed, with the name of the signatory clearly printed, and filed.
5. It is important to have a pro forma for recording information / concerns. This can ensure that essential information is not overlooked. A sample is included in this document.<sup>5</sup>

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<sup>5</sup> See page 9

6. Any handwritten notes made immediately after the event, for example a disclosure, can act as evidence of them having been written at the time in any future court case. Therefore, these should not be destroyed if the details are recorded more formally at a later time, but instead kept securely attached to the safeguarding log.
7. All recorded child protection concerns must be passed to the Designated Officer as soon as possible. The Designated Officer will need to make a professional judgement, about what action needs to be taken, in accordance with local child protection procedures.
8. The common law of confidentiality, Data Protection and Human Rights principles must be adhered to when obtaining, processing or sharing personal or sensitive information or records. (Refer to Information Sharing Protocols and Guidance).<sup>6</sup> In summary, the Data Protection Act requires that records should be accurate, relevant, kept up to date and securely and kept for no longer than is necessary for the purpose for which they were made.
9. It is important to make it clear to the child that any disclosure they make will be treated with sensitivity but may need to be shared with other professionals if it is considered necessary to protect the child or someone else from harm.

#### **How should setting keep child welfare and child protection records?**

1. All records of child protection or child welfare concerns, disclosure or allegations are to be treated as sensitive information and should be kept together, securely and separate from the child's general setting records. The information should be shared with all those who need to have it, whether to enable them to take appropriate steps to safeguard the child or to enable them to carry out their own duties, but it should not be shared wider than that.
2. These records must be stored in a secure (locked) filing cabinet, accessible through the Designated Officer.
3. A child protection file will be started for an individual child as soon as the setting is aware of any child protection concerns about that child. This may arise in a number of ways. For example:
  - 3.1. If a member of staff raises a concern about the welfare or well-being of a child, this should be recorded in writing.<sup>7</sup>
  - 3.2. If information is forwarded to the setting by a previous setting attended by the child.
  - 3.3. If the setting is alerted by another agency (e.g. health, social care) of child protection concerns about the child.
4. Members of staff should make a written account of any concern they have regarding the welfare or well-being of a child, using the pro forma for this. This record should be passed as soon as possible to the Designated Officer. Concerns which may initially seem trivial may turn out to be vital pieces of information later, so it is important to give as much detail as possible. A concern raised may not progress further than a conversation with the Designated Officer, or could lead to matters being heard in court. If there has not been a

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<sup>6</sup> See footnote 4 on page 5

<sup>7</sup> See guidance

specific incident that causes concern, try to be specific about what it is that is making you feel worried.

5. The record pro forma should include:
  - a record of the child's name; date of birth; address
  - date (including year) and time of the concern/event
  - the nature of the concern raised
  - the action taken and by whom
  - name and position of the person making the record
  - signature of person making the record
6. In the case of disclosure, the record should also include:
  - as full an account as possible of what the child said
  - an account of questions put to the child
  - time and place of disclosure
  - who was present at the time of disclosure
  - the demeanour of the child; where the child was taken and where returned to at the end of the disclosure
7. If the Designated Officer makes a referral to Social Care, this should be confirmed in writing in accordance with Devon Safeguarding Children Board (DSCB) Protection Procedures<sup>8</sup> and to Ofsted within 48 hours.
8. The child's child protection file should contain:
  - any concerns recorded by staff
  - any child protection information received from other settings or other agencies
  - copy of any referral by the Designated Officer to Social Care
  - in the case of a child is the subject of a Child Protection Plan, notes of any Child Protection case conferences or Core Group Meetings etc
  - if any information is removed from a file for any reason, a dated note must be placed in the file indicating who has taken it, why and when.

### **How long should the child protection record be kept?**

It is recommended that child protection records are kept until the child's 25<sup>th</sup> birthday. They should then be destroyed (shredded).

### **Who should have access to child protection records or information?**

#### **Staff**

- The secure filing system should be easily accessible to the Designated Officer and reasonably accessible to the designated committee member for child protection and safeguarding.
- It is highly unlikely that all members of staff need to know the details of a case, or that there should be widespread access to the records. Access to, and sharing of, information should be on a need to know basis, decided on a case-by case basis. Consideration must also be given to what needs to be shared. Generally speaking, the closer the day-to-day contact with the child, the more likely the need to know an outline of the case. Essentially, if someone receives information in her or his professional capacity and the person giving that information believes it will be treated

<sup>8</sup> <http://www.devon.gov.uk/index/childrenfamilies/child-protection/child-protection-procedures.htm>

securely, and that belief is reasonable, then the recipient of the information will be under a duty to treat it securely.

## **Parents**

- Parents (those who have parental responsibility in law) are entitled to see their child's child protection file, on behalf of their child, unless to do so would affect the child's health or well-being or that of another person, or would be likely to prejudice an ongoing criminal investigation. The setting should take advice about sharing information with parents if they have particular concerns about doing so. However, it is generally good practice to share all information held, unless there is a valid reason to withhold it. (For example if to do so would place the child at risk of significant harm). If a parent makes a request to access the records on a child's behalf, this should be done in writing.

## **Other professionals**

- Child protection information should not ordinarily be shared with agencies other than Social Services, Health, Police or the Local Authority. Generally, in terms of compliance with the Data Protection Act, obtaining informed consent from the subject would legitimise information sharing, however, this is not always practicable. Information should not be released to solicitors on request, always seek legal advice in such cases.
- References by name to children other than the child who is the subject of the record should be removed when disclosing records, unless consent is obtained from the individual/s concerned (or their parents/carer on their behalf). Care should be taken to ensure all identifying information is removed from the copy of the record to be shared.
- If the record to be disclosed contains information about an adult professional, that information can be disclosed if it relates to the performance by that person of their job or other official duties. However, if the reference refers to that individual's private life, it should be removed (unless this relates to a child protection matter which is relevant to the record to be disclosed).

## **Guidance when making a record of a child protection incident or concern**

- When making child protection notes it is not known who will eventually have access to it, or when. It may be consulted months or even years after it was written. Always bear in mind that someone who is a complete stranger to you and the setting may need to read the record at some stage in the future.
- Ideally, logs of incidents should be typed. Hand written notes should be clearly legible and written in ink. All notes and reports must contain the following:
  - Date of the incident
  - Date and time of the record being made (include the year)
  - Name and date of birth of the child concerned
  - A factual account of what happened, and the location where the incident took place (include the actual words spoken by the child where possible)
  - A note of any other people involved – for example witnesses

- Action taken, and any future plans – for example monitor and review
- Other agencies informed?
- Printed name of the person making the record
- Job title of the person making the record
- Signature

You should identify the source of the information – for example Mrs Smith, a volunteer told me that “.....” or ‘I saw Jane at the table at snack time’.

- Information should be factual or based on fact. Record what you saw, heard etc and try not to be vague. (For example, ‘Jane was crying and rocking’ rather than ‘Jane was upset’).
- Distinguish clearly between fact and professional opinion. When recording professional opinion, make it clear what the opinion is based on. (For example, ‘Harry ran and hid under the table when his mother arrived to take him home and clung to me when I tried to get him out. He appeared to be frightened’).
- Make a note of what you have done with the information. (For example, I consulted the playleader and she said “.....”).
- Try to avoid specialist jargon which someone from another agency would not necessarily understand.

## Referral and Threshold consultation Service

**Do you have concerns about a child?**

**Are you unsure whether to make a social care referral?**

Children and Young People's Services provide a consultation service to all professionals to consider if the concerns they have about a child or young person meet the threshold for a referral to social care.

The service will discuss the concerns you have without sharing identifying information about the child or young person, therefore consent to share information from the parents / carers is not required at this stage.

If the concerns do not meet the threshold for a social care referral, the practitioner will provide advice and signposting. This is not a referral taking facility and actual referrals will still need to be directed to local assessment teams.

The service can be contacted on:

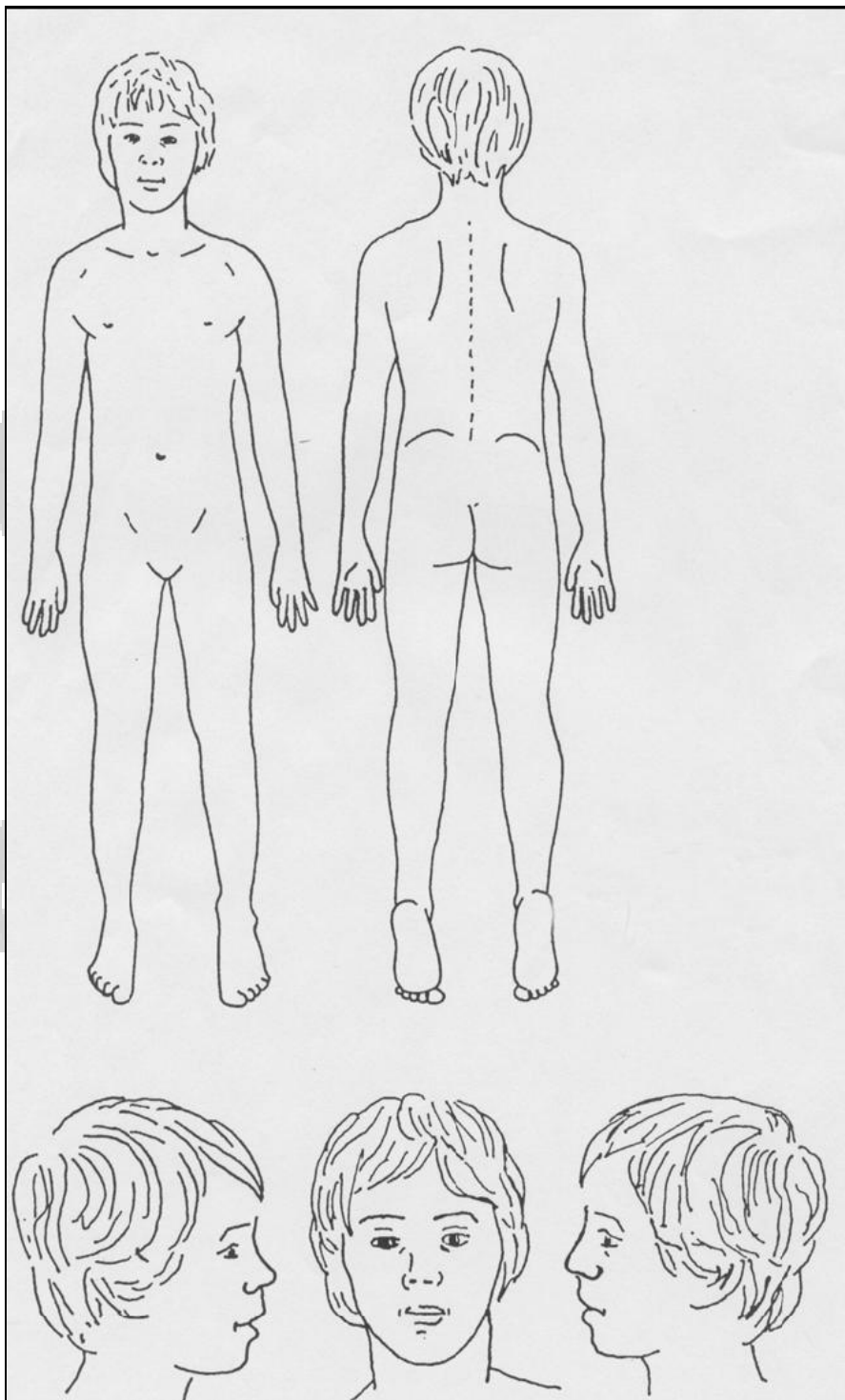
**01392 388725/01392 38054**

Monday-Friday 9am-5pm (Friday 4pm)

# Body map

Child's Name:

Child's Date of birth:



Completed by:

Signature:

Date:





# Responsibilities of the Designated Officer for Child Protection / Safeguarding

## Procedure where abuse is suspected / alleged

Any member of staff who by virtue of a child's behaviour or appearance becomes suspicious of abuse, or is told that abuse has taken place, should immediately inform the designated person within the setting.

If a child begins to talk about an abusive incident he or she should be allowed to speak and be listened to carefully. Time should be taken to gain an understanding of what the child is trying to say. No promise of confidentiality should be made. No leading questions must be asked. The member of staff should be accurately and legibly record the concern and the child's comments in writing. The record should contain:

- Child's name
- Child's date of birth
- The date the record is made
- A note of the child's non-verbal behaviour
- Name and signature of the person making the record

A body map must be used to record any visible injuries or marks if appropriate and attached to the record.

The information must be passed to the Designated Officer immediately, in their absence the management or the committee member with responsibility for safeguarding should be approached. In the event that no senior person is available, the member of staff should contact Children and Young Person's services (CYPS) directly.<sup>9</sup>

The Designated Officer should accurately and legibly record the concern and the child's comments in writing.

The Designated Officer should, if necessary, log a referral with CYPS. Further advice can be sought from the Referral and Threshold Consultation Service on 01392 388725 or 01392 386961.

If there is an injury which requires immediate treatment the Designated Officer should arrange this without delay, in whichever way seems appropriate and then continue to follow the procedure above.

## Procedure covering alleged child abuse by members of staff<sup>10</sup>

If the complaint has been made against a member of staff, the Government's Allegations Management Procedure's from ("Working together" 2006)<sup>11</sup> must be implemented. The Designated Officer should immediately contact the setting manager, who must in turn contact the Local Authority Designated Officer (LADO) on 01392 386013 for an initial discussion.

<sup>9</sup> See footnote 2 on page 3.

<sup>10</sup> See footnote 1 on page 2

<sup>11</sup> [www.dcsf.gov.uk/everychildmatters/safeguardingandsocialcare/safeguardingchildren/workingtogether](http://www.dcsf.gov.uk/everychildmatters/safeguardingandsocialcare/safeguardingchildren/workingtogether)

If necessary, the setting manager, LADO, Social Worker, HR and police, will then convene a strategy meeting urgently to plan any further appropriate action. The setting should not carry out an investigation until this meeting has taken place in case the allegation meets the threshold for a criminal investigation.

To ensure that staff keeps themselves safe and to minimise the risk of allegations of abuse with regards to restraint of children, please refer to the settings policy on the use of physical intervention, which should reflect the guidance set out in the 'Statutory Framework for the Early Year's Foundation.

### **Procedure covering alleged abuse by the Manager**

If the complaint has been made against the Setting Manager, responsibility for following the Allegations Management procedures will depend on the organisation of the setting. In most cases the Designated Officer should contact the committee member/owner/management with responsibility for safeguarding who should in turn immediately contact the Local Authority Designated Officer (LADO) on 01392 386013. Care should be taken to ensure that enough committee members are able to participate in any disciplinary process should this be required. In settings without committees provision should be included for this eventuality in the safeguarding policy.

### **Procedure where the Manager is the Designated Officer**

A member of staff receiving a complaint against the setting manager who is also the Designated Officer should report it immediately to the deputy manager or committee member with responsibility for safeguarding or the chair of committee, who should in turn immediately contact the Local Authority Designated Officer (LADO) on 01392 386013.

### **Maintaining records and logs of safeguarding issues**

The Designated Officer is responsible for collating all appropriate information on individual children, including a confidential record of all children who have a Child Protection Plan (previously known as 'being on the child protection register') and making sure that records are passed on when a child transfers to school or another setting in any circumstances. Since May 2000, when a child transfers to school or a new setting the manager must send to the new school or setting:

- The completed statutory transfer form
- Any information regarding child protection concerns

Where unsure about where a child has moved onto, please contact Social Care if the child is the subject of a Child Protection Plan.

The Designated Officer should monitor attendance patterns, collate the appropriate information for reports to be presented at Child Protection Conferences, maintain records and manage the setting's contribution to the Child Protection Plan recommended at the Child Protection Conference. She or he should also maintain up to date written records of visits from other agencies.

Following recommendations from the Serious Case Review undertaken by the Devon Safeguarding Children's Board (DSCB), all records should be typed, dated and signed and should follow in clear chronological order. Care should be taken when storing records in both

paper and electronic form. Child protection records will contain personal data and their use must comply with the Data Protection Act 1998. This requires information to be accurate, relevant and secure and to ensure that there is a justification for holding the information. Data Protection is not a barrier to information sharing between professionals but ensures that information is shared appropriately. Individuals have a right of access to information held about them but there are exemptions to this. Advice should be sought from CYPS Information and Data Manager on 01392 382034, before providing access to Child Protection (Safeguarding) records.

## Training

All Designated Officers and their deputies (if applicable) must initially undertake the Devon Safeguarding Children's Board (DSCB) Level 3, Multi-Agency Safeguarding training. Every three years they must attend a Multi-Agency Level 3 refresher course. Courses are advertised regularly on the DSCB website and may be booked by filling in the on-line course booking form at [www.devon.gov.uk/onlinebookings](http://www.devon.gov.uk/onlinebookings), or by telephone on 01392 383372.

The Designated Officer is responsible for ensuring that all staff, including volunteers, temporary staff and the committee member with responsibility for safeguarding, undertakes refresher training every 3 years. This training can be booked at:

[www.cpdonline.devonchildrenstrust.org.uk/courses/bookings](http://www.cpdonline.devonchildrenstrust.org.uk/courses/bookings).

The Designated Officers should also undertake the Foundation Course Tackling Domestic Violence and Abuse and Level 3 Domestic Violence and Abuse – The Impact on Children Course.