

**CHILD PROTECTION Procedures and Advice for
King Henry VIII Preparatory School, including the
EYFS.**

Jan 2010

Please note that this Document operates within the more detailed Coventry School Foundation Child Protection Policy 2009 (Copies to be found on the School's website and in Staff Rooms)

It is the aim of King Henry VIII Preparatory School to promote the welfare of children who are pupils at the school in compliance with the DCFS guidance in Safe guarding Children and Safer Recruitment.

We aim to provide a safe environment for children and young people to learn in education settings and identify children and young people who are suffering or likely to suffer significant harm. We aim to take appropriate action to ensure they are kept safe at home and at school.

In agreement with the Legal Framework and References referred to in The Coventry School Foundation Child Protection Policy (CSF CPP), P1, we fully acknowledge the need to report all incidents of abuse, whether actual or suspected, to the social services or police or both and to understand the school's role and responsibilities in any subsequent inter-agency activity.

Policy Statement

King Henry VIII Preparatory School (KHPS) has a vital role to play within the framework of children's services and an aspect of 'stay safe' may lead to a child making a disclosure within school, which has Child Protection implications. All members of the school staff teaching, Governors and non teaching staff should be aware and informed of the policy and procedures in dealing with such issues. This Policy functions with and under the 'umbrella' of the Coventry School Foundation Child Protection Policy. **It is in accordance with the Coventry Inter Agency Procedures and is available to parents on the School website.**

KHPS believes that it is important to ensure that pupils feel able to approach members of staff with concerns and that their concerns will be taken seriously. Furthermore the school understands the difficulties which may arise in terms of parental support and actively seeks to foster good home-school liaison.

The Policy is a working document to be used by the Whole School, it embraces the Early Years Confidentiality Policy which states that 'all staff working within Early Years must treat everything they say and hear confidentially, unless they believe a child to be in danger. In this case they should refer to the Child Protection Policy and follow the procedures set out'.

Aims: KHPS's first priority is the welfare of our children. We are committed to the highest standards of protecting and safeguarding the pupils entrusted to our care.

We will ensure;

- That arrangements are in place to reduce the risk of harm to children to a minimum.
- That all appropriate actions to address concerns about the welfare of a pupil or pupils are taken, working to agreed local policies and procedures in full partnership with other agencies.
- That all persons working at this school are aware of this policy.

We recognise that some pupils may be the victims of neglect, physical, sexual or emotional abuse (Annex A) and that the staff are well placed to identify such abuse and offer support.

We recognise that children who are abused or witness violence may find it difficult to develop a sense of self worth and to view the world as benevolent and meaningful. They may feel helplessness, humiliation and some sense of self blame.

This school may be the only stable, secure and predictable element in the lives of children at risk. Nevertheless, when at school their behaviour may be challenging and defiant or they may be withdrawn.

In order to protect our pupils, we aim to;

- Create an environment where children feel secure, valued, respected and are listened to.
- Recognise the symptoms of abuse (See Annex A1)
- Respond quickly and effectively to cases of suspected abuse
- Monitor and support children at risk
- Work closely with parents/carers and support agencies

At KHPS support will be given to children through

- The content of the curriculum to encourage self esteem, self motivation and assertiveness
- The School Ethos which promotes a positive, supportive, caring and secure environment and gives pupils a sense of being valued.
- Liaison with other Agencies who support the pupil such as the Children's Registration and Reviewing Service, (CRRS), Social Services, Child and Adolescent Mental Health Services, the Educational Psychology Service, Behavioural Support Service Educational Welfare Service. (A full list of Contact names, addresses and numbers can be found in Annex D)
- The School's Rewards and Discipline policy is aimed at supporting vulnerable pupils in the school. All staff will agree on a consistent approach which focuses on the behaviour of, or the offence committed by the child but does not damage the pupil's sense of self worth. The School will endeavour to ensure that the pupil knows that some behaviour is unacceptable but she/he is valued and not to be blamed for any abuse which has occurred.
- Keeping records and notifying the CRRS as soon as there is a recurrence of a concern.

We recognise that self esteem, confidence, supportive friends and good lines of communication with a trusted adult offer protection to a child.

We work within the Child Protection Procedures as stipulated by Coventry Safeguarding Children Board and we make every effort to safeguard and avert preventable emotional and physical harm to the children.

Roles and Responsibilities

The School will:

- a) Appoint a member of staff to act as the Designated Teacher (DT), for child protection matters throughout the School including the EYFS. The DT will provide a link to the Social Services, Police, and inter agency organisations in child protection issues and act as a focus for further training and awareness in school. The DT will report all cases to the Head. In the absence of the Head, responsibility for the adherence to correct procedures will lie with the Deputy Head, but as she is also the DT for Child Protection liaison will be made with the Assistant Head and designated practitioner in the EYFS.
The Designated Child Protection Teacher (DT) at KHPS is Anne Wilson (see Annex B for full details of the role of the DT)
- b) designate a practitioner to take lead responsibility for safeguarding children within the EYFS setting. This person is Ruth Morris (Head of Early Years). She is to liaise with the DT and keep her informed of any incidents relating to child protection within Early Years.
- c) establish and maintain an ethos where children feel secure and are encouraged to talk and are listened to:

- d) ensure that the Pastoral Care arrangements provide a framework within which a child would have the confidence to raise issues of a deeply personal nature knowing that his or her concerns would be treated with respect and confidence:
- e) include in the curriculum, activities and opportunities for PSHCE which equip children with the skills they need to stay safe from abuse and to know to whom to turn for help:
- f) ensure that if matters of a serious concern are brought to light, that the issues are dealt with as described in this policy:

Staff Training

The DT and the practitioner with lead responsibility in the EYFS will receive training in Child Protection and Inter-agency working every two years and act as a source of advice and support to other staff.

All staff, including part-time and voluntary staff, will receive Children Protection briefing/updating every year and Professional Training every three years. This will include Before and After Care Staff. Special arrangements are implemented during the holiday periods to ensure full support from Senior Management.

All staff should take care not to place themselves in a vulnerable position with relation to Child Protection, where ever possible interviews or work with individual children or parents should be conducted in view of other adults.

Physical contact should be kept to a minimum (see Physical Intervention Policy)

Training will include guidance to ensure that staff behaviour and actions do not place pupils or themselves at risk of harm to a pupil(for example in one to one tuition, sports coaching, conveying a pupil by car, engaging in inappropriate electronic communication with a pupil etc)

All school outings should be staffed appropriately.

Mentors are provided for New Staff.

The last Full School Child Protection Training took place on **Tues 5th January 2010**; it was delivered by Anne Pluska from Coventry Safeguarding Children Inter Agency Training Dept.

Anne Wilson and Ruth Morris attended an Advanced Level 2 Child Protection Course on Thurs 28th Jan 2010

An adherence to the PSHCE programme and the Behavioural and Pastoral Care Policies help the children to develop their knowledge of safety and safety procedures.

There is a general responsibility to be observant and to report disturbing changes in the pattern of a child's behaviour. Depending on the behaviour the DT will be the focus for further action. It must **not** be assumed that a child protection issue is

involved. A guide to the procedure to be followed when dealing with such cases can be found in Annex C

The School will:

- a) recognise the role of the designated teacher and arrange support and training;
- b) ensure every member of staff knows:
 - the name of the designated person and her/his role;
 - that they have an individual responsibility for referring child protection concerns using the proper channels and within the timescales set out in Annex C
- c) ensure that members of staff are aware of the need to be alert to signs of abuse and know how to respond to a pupil who may tell of abuse;
- d) notify the local Social Services team if:
 - it should have to exclude a pupil on the child protection register either for a fixed term or permanently;
 - if there is an unexplained absence of a pupil on the child protection register of more than two days duration from school;
- e) work to develop links with relevant agencies and co-operate as required with their enquiries regarding child protection matters including attendance at initial case conferences, core groups and child protection review conferences;
- f) keep secure, written records of concerns about children (noting the date, event and action taken).
- g) ensure all records are kept secure and in locked locations;
- h) The Chairman of Governors is ultimately responsible for child protection and will oversee the Schools' procedures.
- i) ensure that parents have an understanding of the responsibility placed on the school and staff for child protection by setting out its obligations in the Parents Handbook.

When a pupil on the child protection register leaves the School, we will transfer information to the new school immediately and inform the Children's Registration and Reviewing Service

Bullying

Our policy on bullying is set out in the School's Behaviour Policy and is reviewed annually. The procedure to follow when one of more pupils are suspected of abusing another are set out in C1.

Children with Statements of Special Educational Needs

We recognise statistically that children with behavioural difficulties and disabilities are most vulnerable to abuse. School staff who deal with children with profound and multiple disabilities, cerebral palsy, sensory impairment and or emotional and behaviour problems will be particularly sensitive to signs of abuse.

Monitoring of Procedures and Reviews

The Governing Body and School will undertake an annual review of the school's CP Procedures and the efficiency with which the related duties have been discharged.

Any deficiencies or weaknesses in CP arrangements are remedied without delay.

This procedure was updated in Jan 2010 and will be reviewed and updated regularly as new legislation is occurs. As a minimum it must be reviewed within 1 year, which is by Jan 2011.

SAFER RECRUITMENT

King Henry VIII Preparatory School seeks to be vigilant in its recruitment of staff as most offenders do not have previous criminal records. We operate safe recruitment procedures including CRB checks and compliance with Independent Schools Standards Regulations and Early Years Statutory Requirements. Pre-employment checks are important, and will be supported by a range of other measures, including:

- Effective induction of new staff training in child protection for all staff
- Clear expectations of appropriate behaviour from all staff and volunteers
- Appropriate monitoring of staff behaviour, particularly during probation
- Effective supervision on an on-going basis
- Encouragement to all staff to report concerns in the knowledge these will be followed up
- Effective action when concerns are raised

The best approach to ensure that the risk of abuse is minimised, is by preventing abusers gaining access to employment, whether on a paid or voluntary basis. Following sound recruitment and selection practices is an important element in minimising risk. King Henry VIII Preparatory School's system for recruiting staff includes the following features:

- b) During the interview process candidates are asked to list employment history and to explain any gaps.
- c) A structured interview, as part of the selection process, which checks the candidate's career history and gains an explanation for any gaps. If considered satisfactory, the reasons for the gaps should be recorded and kept on the personal file for future reference.
- d) A selection process that probes the candidate's awareness of child protection issues. The interview questions and responses should be recorded and retained on file.
- e) Proof of identity should always be obtained, such as a birth certificate, photo, driving licence, or a passport. Always ask to see the original document and keep a photocopy for your records. Do not accept copies provided by the applicant without seeing the original.
- f) Verify the academic qualifications the applicant claims to have by asking for the original certificates and keep a copy on file.

- g) Undertake a Criminal Record Bureau (CRB) check.
- h) Maintain a written record that the CRB check has been undertaken. If a member of staff leaves, then returns over 3 months later, always undertake a new check.
- i) Do not allow a new employee to take up post until the CRB check has been cleared.
- j) Obtain medical clearance prior to offering appointment and maintain a record of the outcome.
- k) Obtain written references, including from the most recent employer, even where the candidate has previously been known to the school. Telephone references are acceptable if properly recorded, where time is a key factor, but should be confirmed in writing. Send the reference request letter with a copy of the job description and person specification and specifically ask the referee to declare any reason why the person should not be employed to work with children. The reference request should also ask the referee to comment on the applicant's weaknesses/strengths in relation to the needs of the post.
- l) Ensure applicants know that you will reserve the right to approach current and previous employers. Do not accept 'bearer' references that candidates supply as these are very easily forged, so always check with the originator. Avoid dependence on character references from friends or family members.
- m) Always obtain references for internal candidates, supply or agency staff, or those moving from volunteer to paid status.
- n) Where possible, obtain references prior to interview. It is contrary to good equality practices to disclose references to panels prior to interview, but in the interests of child protection, one member of the panel should be authorised to view all references before the interview. This will allow the opportunity for careful questions to be raised in the interview where appropriate.
- o) Apply the same standards to every appointment, whether temporary, permanent, paid or unpaid.

Employing Overseas Staff

King Henry VIII Preparatory School seeks similar appointment checks on staff from overseas. The school will run a CRB check on such staff to ensure that they have not been resident in the UK in the past. However, if an applicant has never lived in the UK previously, it will not be possible to obtain a CRB check as there will be no record of criminal behaviour on file. The school will obtain whatever evidence of checking is available from the person's country of origin. People from other countries should apply to their home police force for a certificate of good conduct. Extra references will be requested for applicants from countries which do not provide criminal record checks.

Employing Supply or Agency Staff

King Henry VIII Preparatory School has systems in place to ensure that the staff contractors who have regular contact with children have been subject to full CRB checks. The school will ask for written confirmation that a CRB check and references have been obtained by the agency that indicates there are no reasons the person should not be employed to work with children. Supply and employment agencies normally have CRB registration, but it will be checked that this is the case.

Visits to other Sites or Institutions

The school ensure that CRB checks and procedures are in place when visiting other sites or separate institutions, including residential trips.

Employing Gap Year Students or Children on Work Experience

Work experience students will not be required to be CRB checked, although the school will seek to ensure that it is satisfied of the student's identity before allowing them access to other children. Gap Year Students follow usual procedures including CRB checks.

Appointing Volunteers

King Henry VIII Preparatory School realises the benefit it gains from the use of volunteers. However, if they will have regular contact with children, it is essential to ensure that their suitability for working in schools has been clarified. Volunteers will undergo a standard CRB check as a minimum, two references will be taken up and an informal interview will take place.

Voluntary organisations, such as play groups, who use the school premises, may be requested to ensure that satisfactory checks have been undertaken on volunteers.

School Governors

School Governors do have regular contact with children and must be CRB checked on appointment, election, re-appointment or re-election.

Use of contractors

King Henry VIII Preparatory School will endeavour to ensure that firms providing services that bring their employees in to regular contact with children have undertaken the necessary level of CRB checks at a minimum.

(For further details on Safer Recruiting please refer to CSF CPP Annex E)

ALLEGATIONS AGAINST STAFF, HEAD, SUPPORT STAFF AND VOLUNTEERS.

If any member of staff suspects child abuse or hears of an allegation of abuse relating to another member of staff or a volunteer he or she should report the matter immediately to the Head and DT unless the allegation is against the Head. The Head

must inform the Bursar and Clerk to the Governors and the Chairman of Governors. If the allegation is against the Head, the Bursar and Clerk to the Governors must be informed and he will immediately inform the Chairman of the Governors. Safe Guarding Children and Safer Recruiting in Education 2007, Appendix 5 and Annex D in 'THE FOUNDATION' CHILD PROTECTION POLICY provide clear instructions regarding allegations against staff.

It must be noted that members of staff will be provided immunity from any 'whistle blowing' and should feel confident of support from the School and Foundation if they disclose their suspicions about another member of staff.

Any allegation of abuse against a pupil by a member of staff will be dealt with quickly. Such allegations must be reported to the Head immediately. The Police must be informed about any case in which an individual has behaved in a way that actually or possibly harmed a pupil, where a criminal offence may have been committed or where indications suggest they are unsuitable to work with children. Striking a child comes into this category. Where a member of staff is unaware of an allegation, The Safeguarding Children Team and Police should be consulted before the matter is referred to the individual.

For EYFS, Ofsted must be informed of any allegations of serious harm or abuse by any person living, working or looking after children on the premises(whether that allegation relates to harm or abuse committed on the premises or else where),or any other abuse which is alleged to have taken place on the premises,and of the action taken in respect of these allegations. Ofsted must be informed as soon as possible but at the latest within 14 days.

Dismissal or Resignation

In the event of any person leaving the school (whether employed, contracted, a volunteer or student) whose services are no longer used because he or she is considered unsuitable to work with children a report will be sent to the Independent Safeguarding Authority (ISA) In this context, ceasing to use a person's services includes: dismissal; non-renewal of a fixed term contract; no longer engaging/refusing to engage a supply teacher provided by an employment agency; termination of the placement of a student teacher or other trainee; no longer using staff employed by contractors; no longer using volunteers; resignation, and voluntary withdrawal from supply teaching, contract working, a course of initial teacher training, or volunteering. The report will include as much evidence about the circumstances of the case as possible.

The ISA commenced operation on January 20th 2009. The address for referrals is PO Box 181, Darlington, DL1 9FA. (Tel 0300 123 1111)

Proprietors of Independent schools have a new legal duty to respond to requests from the ISA for information that they hold already, but will not have to find it from another source.

The ISA will decide on

- any new referrals on or after 20th Jan 2009

- existing referrals at 20th Jan 2009 in cases where barring is not automatic, and the Secretary of State has not yet written to the person inviting representations against being included in the barred list

The ISA will not provisionally bar a person while considering a referral. Therefore it is even more important for employers to take up references and look into career history, to ensure that it is known why a job applicant left previous employment. Failure to report to the ISA constitutes an offence and the school may be removed from the DCFS register of independent schools. (Advice can be found in Safe Guarding Children in Education: Dealing with Allegations of Abuse against Teachers and Other Staff)

Annex A

CATEGORIES OF ABUSE

The following definitions of abuse are recognised for the purposes of the Child Protection Register.

Neglect: Neglect is the persistent failure to meet a child's basic physical and or psychological needs, likely to result in the impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse.

Physical Injury: Actual or likely physical injury to a child, or failure to prevent physical injury (or suffering) to a child including deliberate poisoning, suffocation, scalding, hitting, shaking, throwing, burning. Physical harm may be caused when a parent or carer fabricates or induces the illness of a child.

Sexual Abuse: Actual or likely sexual exploitation of a child or adolescent. The child may be dependent and/or developmentally immature. It may include sexual acts or 'observing' sexual activities.

Emotional Abuse: Actual or likely severe adverse effect on the emotional and behavioural development of a child caused by persistent or severe emotional ill treatment or rejection. This may include interactions beyond the child's capability, overprotection or preventing the child from participating in normal social interaction. It may include seeing or hearing the ill treatment of another, bullying, corruption or exploitation

For clarity it should also be remembered that accessing or possessing child pornography is a serious offence; the children involved are themselves subject to sexual abuse.

In addition; Domestic Violence, Child Pornography, and details of Female Genital Mutilation may be found in CSF CPP Annex B

Annex A1

Symptoms /symptoms of Abuse

a) Physical abuse/neglect

Burns and scalds in unusual positions
Bite marks
Deep scratches or incisions
Fractures if numerous or unreported
Refusal to discuss injuries, untreated medical problems,
Aggression towards others, tiredness, hunger, unkempt, appearance
Running away/fear of home, unexplained absences

b) Sexual abuse

Child's own verbal allegation
Physical symptoms for which the only explanation is sexual activity, including
genital/anal tearing
Sexually transmitted diseases
Pregnancy in younger children
Child sexually abusing other children
Compulsive masturbation
Vivid detail of sexual activity

c) Emotional abuse

Excessive withdrawal or wariness
Repeated aggressive, disruptive behaviours
Excessive demands for affection or attention
Behaviour that is unusual for that individual child
Significant decline in concentration
Stealing
Running away

d) Other indicators of abuse

Delay in seeking medical attention
No explanation of injuries
Child/parent/witness reports abuse
Changing explanations
Recurrent injuries or Multiple injuries
Inadequate parental concern
Children failing to thrive for no apparent reason
Suicide attempts, eating disorders , lack of trust

e) Neglect

Child's physical appearance – unkempt appearance,
Lack of hygiene, weight loss, changes in behaviour.

Annex B

THE ROLE OF THE DESIGNATED TEACHER (DT)

The DT provides the link to the social services in child protection issues. They need to know:

- How to identify the signs and symptoms of abuse and when to make a referral.
- The Children's Registration and Reviewing Service child protection procedures and the DT's role within them.
- The role and responsibilities of the investigating agencies and how to liaise with them and to be conversant with the Local Authority and School Child Protection Policy and procedure.
- The requirements of record keeping.(Child's name, dob, address and family details, child's change in behaviour/context, incidents, times and dates, verbatim accounts, other relevant details . Action taken.)
- The conduct of a child protection conference and how the DT can make an appropriate contribution to it.

The DT needs to:

- Arrange in-service child protection training for all members of staff
- Be available to all staff of the school for consultation on child protection concerns.
- Ensure that appropriate action is taken in the school and procedures are followed in all cases of actual or suspected child abuse.
- Where necessary, take part in child protection conferences or reviews or ensure that another key member of staff attends. Where this is not possible, provide a report to the conference from the school.
- Inform the Social Services Department Child Protection Co-ordinator in writing when a child on the CPR moves to another school and inform the new school of the child's status on the Register.

The Designated Teacher must maintain records as described:

- Compile a record of pupils in the school on the Child Protection Register (CPR), and keep this updated as notification is received and liaise with other professionals in ensuring that children on the CPR are monitored.
- Child Protection records are strictly confidential and must be retained securely and separate for the pupil's by the DT. This record must include whether or

not further action is taken. A code indicating that a Child Protection record exists must be inserted on the pupil file.

- The DT will keep a file, in which concerns regarding pupils will be kept.

The DT will be central to the provision of training to other staff on child protection issues.

- In consultation with the Head, monitor staff development and training needs and organise training as appropriate; ensure that they receive training to keep updated on developments.
- Ensure that the curriculum offers opportunities for raising students' awareness and development strategies for ensuring their own protection.
- Act as a consultant to staff to discuss concerns.

Annex C

PROCEDURE TO BE FOLLOWED WHEN DEALING WITH CONCERNS/ALLEGATIONS AND SUSPICIONS OF ABUSE

General Responsibility

There is a general responsibility to be observant and to report changes in the pattern of a child's behaviour. Depending on the behaviour the Form Teacher, DT for child protection or the Head Teacher may be the focus for further action. It must not be assumed that a child protection issue is involved.

Immediate Action by Any Member of Staff

Staff should ensure that their behaviour and actions do not place pupils or themselves at risk of harm, or of allegations of harm to a pupil. E.g. do not enter into discussions with a child in an isolated room and ensure another member of staff is aware of the situation.

NB: T = means Timescale for action to be taken

The following action must be taken if a child raises any concern or allegation of abuse: (**T = immediate response**)

Listen and reassure the child

Acknowledge their courage in telling

Remind them they are not to blame, without criticising the alleged abuser and offer continued support

Do not promise confidentiality but explain that only those who need to know will be told

Do not promise "everything will be all right now"

Do not make assumptions

Do not ask leading questions

Find out just enough to be sure of the need to refer and keep questions open

Make accurate records

Do not attempt to investigate

Take full verbatim notes

If in a discussion with a pupil a matter regarding child protection arises, the member of staff, if at all possible, should seek to include another member of staff. All staff should be aware of the dangers of over dependence by a child on one member of staff.

Inform and seek advice from the DT immediately and complete a written report outlining the details and give it to the DT, include accurate account, time, date and sign it. (**T = No longer than 2 hours and immediate response if the child is due to go home in 2 hours**)

The DT will report back to staff if and when appropriate. Initial concerns in school and referrals to agencies may not result in the full processes of Child Protection being necessary.

The DT after considering the information may decide to refer the matter to the CRRS (See Annex D). Referral to the CRRS by the DT will be accompanied with the Referral Form., (See Child Protection File). (**T = immediate response, less than 2 hours**)

At this point a decision will be made as to whether to inform the parent of guardian. This decision will be based upon the safety of the child in question as to whether disclosure could put the child at increased risk of abuse.

In the event of a child protection investigation or referral to another service the DT will complete a school report (See Child Protection File).
Contact with a welfare agency must be made within 24 hours of a disclosure or suspicion of abuse.

(In all but the most exceptional cases the parents/carers will be made aware of the concerns that the School has.)

Children seeking help or advice can be directed to the DT Anne Wilson or designated teacher for EYFS Ruth Morris (or any other member of Staff)

If they prefer to speak to a Governor with responsibility for Child Protection the member of staff should contact The Clerk to the Governors on 300 or 301 where a link will be made.

Contact with another independent listener may be made to Childline 0800 1111 Free post 1111, London N10BR

Annex C1

Procedures to follow when one or more pupils are suspected of abusing another pupil.

Every pupil in King Henry VIII Preparatory School has the right to enjoy learning and leisure free from intimidation within our school community.

Our School community will not tolerate any persistent unkind actions or comments by one or more pupils on another, even if these were not intended to hurt.

Written reports will be taken from all children involved in an incident and from any witnesses.

This will be followed up by interviews by the DT or Head

Written records will be kept

Parents will be asked to attend a meeting to discuss the incident.

We must support each other by reporting all incidents of abuse.

Such incidents will be dealt with seriously. Pupils are asked to report incidents to members of staff if, and when, they occur. Parents are asked to report any incidents of which they are aware. The LCSB (Local Children's Safeguarding Board) will be contacted without delay.

For further information see the School's Anti-Bullying Policy.

Annex D

List of contact names and addresses as provided by **Coventry Safeguarding Children Board, Inter Agency Training, Broadgate, Coventry**
The DT may contact any of the following for advice or discussion

Children's Registration and Reviewing Service
Malcolm Tosh
Broadgate House
Broadgate
Coventry
CV1 2NH
Tel: 024 76833443
Fax: 024 76832490

Referral & Assessment
Sandra Kerr
Tel: 024 76785570

Jivan Senbi 024 768334433
(Manager Safeguarding Children)

Social Services Emergency Duty Team
Woodside Torrington House
Torrington Road
Tile Hill
Coventry
(out of hours) Tel: 024 7683222
Fax: 024 76464547

Children's Permanency Team
57 Ribble Road
Coventry
CV3 1AW
Tel: 024 76442750
Fax: 024 7665 0526

West Midlands Police
Child Protection Team
Little Park Street
Coventry
CV1 2JX
Tel: 024 76539044

NSPCC
Boole House
76 Whitefriars Street
Coventry
CV1 2DS
Tel: 024 76222456
Fax: 024 76551301

Responsible Governors; Richard Atkins and Steve Edmonds and Julia McNaney
(An update to these Procedures must be made by Jan 2011)