

Fullerton House School Safeguarding and Child Protection Policy

1 Introduction

Abuse is defined as "A form 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 others. Abuse can take place wholly online, or technology may be used to facilitate offline abuse. Children may be abused by an adult or adults, or another child or children". (Working Together to Safeguard Children, DfE July 2018 and Keeping Children Safe in Education, 3 September 2018).

Fullerton House School aims for an environment that provides children with warmth, security, consistency, understanding and trust. Our safeguarding children and child protection arrangements sit within this context. We treat every child as an individual, and we work hard to ensure each one receives safe, effective, child centred care and education.

Fullerton House School aims to support children to be safe and happy, teach children how they may help to keep themselves safe, work to identify risk, prevent abuse and ensure our child protection procedures are engaged at an early stage where needed. Child-centred approaches to planning and delivery of care and education, keeping children healthy, positive behaviour support balanced with sound safeguarding and child protection arrangements provide a framework for achieving this. Our safeguarding children and child protection procedures include listening to children, ensuring that children, our staff and others are able to speak up in the knowledge that their concerns will be acted upon.

We know that children in our care are particularly vulnerable to abuse because of their disabilities. This is why we make safeguarding and child protection a priority and will always aim for an open and transparent approach to reporting, learning and evolving our practice. Our policy and procedures fit with national and local guidance and procedures. Their purpose is to help our staff provide safe standards of care, recognise the signs and symptoms of abuse and understand the correct procedures they must follow if they are concerned about the safety and wellbeing of a child.

Chris McSharry
Chief Executive Officer, Hesley Group

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2 Scope of Policy

- 2.1 This policy applies to all staff, children we support, visitors, volunteers and contractors at Fullerton House School.
- 2.2 In this policy "Fullerton House School" refers to the whole service and includes both the education and care home facilities.
- 2.3 In this policy the reference to "children" means children and young people we support in our children's services and on occasion elsewhere. To avoid confusion, for the purposes of this policy, the reference also refers to young adults in the school/children's home who are aged 18 and above, for whom there are local safeguarding adult procedures in place under the management of the school.
- 2.4 There are separate Safeguarding and Child Protection Procedures for staff at Fullerton House School to follow. These are situated in this policy folder at [ReS 2.1A.1](#). These procedures include instruction for referring young adults who are in children's services to the local safeguarding adults team.
- 2.5 Hesley Group undertakes to ensure this policy, guidance and training on it is provided to all Fullerton House School staff at Induction on commencement of their employment and at intervals throughout their career with us together with any further training or learning that is identified for the individual or role.
- 2.6 All staff at Fullerton House School have responsibility for ensuring they work within the remit of this policy and in the manner in which they have been trained.
- 2.7 All staff at Fullerton House School have a duty to provide the children we support with the best possible care and education at all times, never to engage in any action or activity that could be construed as abusive and to immediately report any suspicions they have that abuse has occurred/is occurring.
- 2.8 All actions taken in relation to this policy must be demonstrably child-centred, in the child's best interests. This includes relevant aspects of the Mental Capacity Act 2005 for those children aged 16 and 17.
- 2.9 Every staff member has personal responsibility to fulfil these duties and failure to do so may in some circumstances result in disciplinary proceedings and possible dismissal.
- 2.10 This policy links to a number of other Fullerton House School and Hesley Group policies, see Section 14, including the Hesley Group Code of Conduct for Employees, [Per 4.9.1](#).

3 Purpose

- 3.1 At Fullerton House School we support and care for children who are at a significantly higher risk of abuse than most. Many children in our care have

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difficulty in expressing, or are unable to express their concerns and fears verbally, or tell us about things that have had a negative impact on their lives. As a children's social care and special need schools provider we have an important role in the safeguarding and protection of children from harm and are responsible for ensuring that services and support are delivered in ways that are of high quality and safe.

- 3.2 In addition to the moral responsibility for safeguarding and protecting children, we are also required by law to do our utmost to protect children from abuse.
- 3.3 Abuse may include episodes of physical abuse (including inappropriate use of restraint, medication or restriction/deprivation of a child's liberty), sexual or emotional abuse (including discriminatory and psychological abuse) by individuals. Any of the above may also be connected with child sexual exploitation, female genital mutilation, becoming involved with drugs and gangs (County Lines) or being drawn into extremism. It may also be a result of peer on peer abuse or bullying.
- 3.4 Abuse may also include staff or other carers neglecting to support a child in the way they should be supported, for example not giving people the agreed support with their behaviour, personal care, food and drink, health or personal care needs, failing to give a child their medication, ignoring a child or bullying them.
- 3.5 The regulatory requirement (the law) for Fullerton House School to have an effective safeguarding and child protection policy and procedures is set out in the Children's Home's Regulations and Quality Standards 2015, and the Education (Independent Schools) Regulations 2014. The detail of this requirement is further set out by the Department of Education in Keeping Children Safe in Education, 3 September 2018, and Working Together to Safeguard Children, 2018. These documents are appended to this policy, please see Section 12.

4 Working Together to Safeguard Children

- 4.1 Fullerton House School is required to work closely with other agencies as required in order to safeguard and protect the children in our care. We expect all our staff to work closely with other agencies as and when required. This includes local multi agency teams, social care, police, health care providers such as hospitals and clinics, healthcare professionals such as GPs and nurses, families. The Local Authority in the area which our services are situated has the lead responsibility for safeguarding children that live in their area.
- 4.2 The Local Authority must decide when considering a referral if there is reasonable cause to suspect that the child is suffering, or likely to suffer, significant harm, and whether enquires must be made and the child assessed under section 47 of the Children Act 1989. This is known as a Section 47 Enquiry. The Section 47 Enquiry will be carried out by a social worker but they may ask our staff to support this process. We are required to cooperate fully with enquiries. Please see Doncaster Safeguarding Children Procedures and

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Working Together to Safeguard Children (DfE 2018) and Keeping Children Safe in Education (DfE September 2018).

5 Responsibilities for All Staff

- 5.1 All our staff have a responsibility to safeguard and protect the children in our care and cooperate fully in any investigation. The senior leadership team together with the school improvement partner and the quality governance team will work to ensure that Fullerton House School is fully compliant with the law and guidance in relation to safeguarding and protecting the children in our care.
- 5.2 All staff will follow the Fullerton House School and local Safeguarding Children procedures (or Safeguarding Adults procedures if the young person is aged 18 and over, see [ReS 2.1.1](#)).
- 5.3 All staff will work to ensure every child using our services is supported to express their concerns and will have access to an advocate or other skilled professional. Each child will have access to appropriate communication tools and assistance with these, in order to identify and alert people to distress, or to assist in describing what happened within a safe and supportive environment.
- 5.4 All staff will understand the procedures for reporting suspicions or allegations to management, senior people external to the service and if necessary to external bodies.
- 5.5 Please also see [ReS 2.1A.1](#) and [ReS 2.1A.2](#) for the procedures and responsibilities at Fullerton House School.
- 5.6 Fullerton House School aims for a culture of openness, honesty and awareness that enables children, our staff and others to raise concerns about behaviour that they suspect may be abusive. People raising concerns must be reassured they will not be victimised for speaking out. Please see Speaking Up Policy, [Corp 5.1](#), and Being Open – Hesley Group Duty of Candour Policy, [Corp 8.1](#).
- 5.7 All safeguarding alerts that refer to children who are resident in the children's home will be notified by the Registered Manager to Ofsted as required by law, and as set out in Statutory Notifications to CQC and Ofsted of Significant Events (all services), [ReS 2.6](#).
- 5.8 Managers will maintain an open and transparent approach when reporting and sharing appropriate information with others within the information sharing guidance as set out below in Section 11.
- 5.9 All visitors to the school will have their identity verified and be provided with a summary of the safeguarding and child protection procedures for the site.
- 5.10 All children will be provided with an accessible Keeping Safe guide.

6 Skills and Knowledge

- 6.1 All staff at Fullerton House School will be made aware of the systems that support safeguarding and these will be explained to them at their staff induction.
- 6.2 Our staff will also receive appropriate in-service safeguarding and child protection training at induction, including online training as recommended by the Local Safeguarding Children's Board and which is updated regularly as required, and at least annually to provide them with the relevant skills and knowledge to safeguard children effectively. This learning may be disseminated by e-mail, bulletins and staff meetings as well as in-house training sessions.
- 6.3 All staff working with children should be able to demonstrate their knowledge of the following:
- Fullerton House School Safeguarding Children and Child Protection Policy (this document) and the Fullerton House School Safeguarding Children and Child Protection Procedures – including the role, names and contact details of designated safeguarding leads and their deputies ([ReS 2.1A.1](#)).
 - The Positive Behaviour Support Policy – Children's Services, [ReS 5.1B](#), and Restrictive Interventions Reduction Guidance, [ReS 5.2](#), – through HELP Training at Induction and refreshers.
 - Hesley Group Code of Conduct for Staff applies to all staff at Fullerton House School ([Per 4.9.1](#)). Each member of staff will receive their own copy in booklet form.
 - The safeguarding response required for children who (i) go missing from care and (ii) are missing education.
 - Although children within Hesley Group schools are generally "Looked After" by the local authority and have some level of social care input, whether accommodated under Section 20 or subject to a Section 41 care order, Hesley Group staff should be advised of the Early Help programme and how they may need to refer/be involved. Early Help may particularly refer to concerns relating to day pupils in school if there is no existing social care input for the child.
 - All staff will understand the process for making referrals to children's social care and for statutory assessments under the Children Act 1989 including section 47 safeguarding enquiries for children who are, or who may be at risk of suffering abuse or harm and Section 17 (children in need) and the role they may be expected to play in any such assessment.
 - All Hesley Group staff will understand what they need to do if a child tells them he/she is being abused or neglected, how to maintain appropriate levels of confidentiality. This means only involving those who need to be involved such as the designated safeguarding lead or a deputy, and children's social care. Staff should never promise a child they will not tell

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anyone about a report of abuse as this may not be in the best interests of the child ultimately.

- All Hesley Group staff will be aware of the indicators of abuse and neglect so they are able to identify situations where children may be in need of help or protection.
- All Hesley Group staff will be trained to maintain an attitude of, "It could happen here" where safeguarding is concerned and to always act in the best interests of the child.
- Knowing what to look for is vital to the early identification of abuse. If Hesley Group staff are unsure of anything they must speak to a designated safeguarding lead or their deputy.
- Hesley Group staff will be made aware of what they should look out for in relation to radicalisation and the PREVENT agenda, potential involvement in drugs and gangs (County Lines), the risk of Child Sexual Exploitation (CSE), Female Genital Mutilation and the associated need to report to the designated safeguarding lead/children's social care as safeguarding concerns.
- Registered professionals working for Hesley Group will be made aware of their statutory duty to report FGM as set out in Fullerton House School Safeguarding and Child Protection Procedures, [ReS 2.1A.1](#), and Mandatory Reporting of Female Genital Mutilation – procedural information, for registered professionals, [ReS 2.1A.17a](#).

6.4 Procedures and Further Advice

- If Hesley Group staff have concerns about a child they must follow the procedures set out in [ReS 2.1A.1](#) (Fullerton House School).
- Each member of staff will receive their own aide memoire to the above, containing reference to indicators of abuse and a summary of what they should do if they know or suspect a child is being abused or is at risk of abuse.
- Hesley Group staff should always report their concerns directly to the designated safeguarding lead or one of their deputies. If for any reason neither is available this should not delay action being taken and staff should speak with another member of the senior leadership team or take advice from children's social care.
- Hesley Group staff must never assume another member of staff/professional will take action and share information that is critical to keeping children safe. Better to report twice.
- "What to do if You are Worried a Child is Being Abused – Advice for Practitioners" provides further information for practitioners, [ReS 2.1A.14](#).

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- Hesley Group children's services will display posters around each school and children's homes with details of the designated safeguarding leads and duty arrangements.
- Speaking Up (Whistleblowing) posters will contain details of the NSPCC advice line.

7 Safer Recruitment

- 7.1 As a minimum, the Chair of any recruitment panel must have undergone Safer Recruitment Training.
- 7.2 All recruitment must be managed using the Hesley Group Recruitment Procedures, [Per 2.1](#), and [Per 2.1A](#), Obtaining and Providing References for Employees and Prospective Employees, [Per 2.3](#), and Disclosure and Barring Policy, [Per 2.5](#). This includes the requirement for all potential employees to provide a comprehensive work history with a full explanation of any gaps in employment, verification of references, checking qualifications and professional registration status, and vetting and barring checks.
- 7.3 Fullerton House School must assure themselves of the checks undertaken by agencies on staff before they are allowed to work in school.
- 7.4 All appointees will be subject to a six-month probationary period.

8 Designated Safeguarding Leads

- 8.1 The Designated Safeguarding Lead (DSL) must provide advice and support to other staff on child welfare and child protection matters, take part in strategy discussions and inter-agency meetings and support other staff to do so. The DSL may delegate activities to one of their trained Deputies. However, the DSL will remain ultimately responsible for safeguarding and child protection in the school. There is a DSL for the School and one for the Children's Home. The role of the DSLs is to:
- Refer cases of suspected abuse to the local authority children's social care team as required and provide support to any other staff who make referrals to social care.
 - Refer cases to Channel and provide support to any other staff who make referrals to Channel where there is a radicalisation concern.
 - Refer cases where a member of staff is dismissed or has otherwise left/resigned where there has been a risk/harm to a child to the Disclosure and Barring Service. This includes referring cases where the Police inform us that a member of staff is charged with/found guilty of a crime that may affect their suitability to work with children - whether or not it occurred in the workplace.
 - Refer cases where a crime may have been committed to the Police as required.

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- Fulfil other expectations as set out in Annexe B of Keeping Children Safe in Education 2018.

- 8.2 The DSL must be the appropriate senior staff of the organisation who have the status and authority within the school to carry out the duties of the post including committing resources and, where appropriate, supporting and directing other staff.
- 8.3 All DSLs and Deputy DSLs will receive training to provide them with the required skills and knowledge and this will be repeated two-yearly.
- 8.4 The DSL and their deputies at Fullerton House School are listed in the school's own procedure and guidance document, [ReS 2.1A.1](#), and displayed on posters around the service.
- 8.5 Sue McLean, Operations Director, is the Hesley Group Designated Safeguarding Lead and sits on the Board of Governors, the Quality Governance Board and the Hesley Group Board of Directors.

9 Referrals to DBS Barring, Registration Authorities Fitness to Practice and Teaching Regulation Agency

- 9.1 A referral to the Disclosure and Barring Service (DBS) for possible inclusion on the Barring List must be undertaken by the Registered Manager or their Deputy (or the Operations Director if necessary) when someone is dismissed or leaves before they could be dismissed when an allegation of abuse is considered to be substantiated. Managers must follow the instructions set out in Hesley Group DBS Policy, [Per 2.5](#).
- 9.2 In the circumstances set out in paragraph 8.1 above, a referral to a relevant registration authority reference Fitness to Practice would apply. This is in addition to referral to DBS for registered healthcare professionals, e.g. social workers, speech and language therapists, occupational therapists, clinical psychologists, nurses, etc. Registration authorities include the Health Care Professions Council (HCPC), the British Psychology Society (BPS), the Nursing and Midwifery Council (NMC). Referral must be undertaken by a senior clinician or therapist as appropriate to the role.
- 9.3 In the circumstances set out in paragraph 8.1 above, a referral to the Teaching Regulation Agency (TRA) for possible inclusion on the Teaching Prohibition List must be made by the Head or General Manager together with the Operations Director. If a safeguarding issue also involves misconduct by a teacher, a referral should be made to both the DBS and TRA. TRA and the DBS will consider the misconduct and safeguarding aspects of the case respectively and in parallel. Hesley Group's policy for DBS referrals should be followed. Please see Hesley Group DBS Policy, [Per 2.5](#).

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- 10.1 Safeguarding Alerts and Child Protection referrals are monitored by the Quality Team and the Operations Director through a central Hesley Group reporting system and series of scheduled arms-length audits.
- 10.2 The school contracts with an independent School Improvement Partner for education provision and a Regulation 44 Visitor for the social care provision to externally monitor the safety and wellbeing of children in our care.
- 10.3 The school (the Education provision) jointly operates a governing body with its nearby partner school at Wilsic Hall School. This is independently chaired and meets termly. The Governing Body considers the effective management of the schools, standards of teaching and learning, key improvements and achievements, staffing and resources. The safety and welfare of pupils at school is a key function.
- 10.4 The Quality Governance Board is Hesley Group-wide and monitors the frequency, patterns and responses to safeguarding, incidents, accident and injuries, complaints, medication errors.
- 10.5 The Governing Body and Quality Governance Board both report to the Board of Directors.
- 10.6 Hesley Group Board of Directors is ultimately responsible for the safety and wellbeing of the children in our care. The Board maintains an overview of safeguarding and child protection activity, incidents, accidents and injuries, complaints, resource matters and the effectiveness of the Senior Leadership Team. Major concerns and risks are escalated to the Board.

11 Information Sharing and Data Protection

Please be aware that information relating to safeguarding children must be kept safely and securely as outlined in our Data Protection Policy, [Corp 14.1](#), IT Policy, [Fac 5.1](#), and Information Sharing and Confidentiality Policy, [ReS 2.4](#). The Data Protection Act 2018 and General Data Protection Regulations do not preclude us from sharing information relating to the safety and wellbeing of children and young people in our care. The lawful basis for sharing such information with relevant parties is in order to fulfil our legal obligations and should be undertaken in a timely manner, on a need to know basis, share personal data securely as previously (e.g. signed for post or encryption) pseudonymised. All such information must be safely and securely stored with access limited to authorised persons such as the Registered Manager (Care Services Manager) and General Manager for the service plus relevant Care Manager, as necessary, Operations Director, Regulation 44 Visitor and internal Quality Governance/Compliance personnel. A copy of notifications to Ofsted and internal notification form is kept centrally for monitoring purposes within a limited access folder. Please see Hesley Group Information Sharing and Confidentiality Policy, [ReS 2.4](#), also "Information sharing - Advice for practitioners providing safeguarding services to children, young people, parents and carers, HM Government" – July 2018 , [ReS 2.1A.19](#).

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Date of this Policy	Next planned review date
29/10/2018	27/09/2019

12 Guidance Referred to in this Policy

- 12.1 [Guide to the Children’s Homes Regulations including the quality standards April 2015, ReS 2.1A.12](#)
- 12.2 [Working Together to Safeguard Children; DfE, July 2018, ReS 2.1A.13](#)
- 12.3 [What to do if you’re worried a child is being abused – Advice for practitioners, DfE, March 2015, ReS 2.1A.14](#)
- 12.4 [Statutory Guidance on children who run away or go missing from home or care, DfE, January 2014, ReS 2.1A.15](#)
- 12.5 [Multi-Agency Practice Guidance for Children and Young People at Risk of Female Genital Mutilation, HM Government, ReS 2.1A.17](#)
- 12.6 [Mandatory Reporting of Female Genital Mutilation – procedural information, for registered professionals - ReS 2.1A.17a](#)
- 12.7 [Keeping children safe in education – Statutory guidance for schools and colleges, DfE, September 2018, ReS 2.1A.18](#)
- 12.8 Doncaster Safeguarding Children Board Website
<http://www.doncastersafeguardingchildren.co.uk/>
- 12.9 [Information sharing - Advice for practitioners providing safeguarding services to children, young people, parents and carers, HM Government - July 2018, ReS 2.1A.19](#)
- 12.10 [The Prevent Duty, Departmental advice for schools and childcare providers, DfE, June 2015, ReS 2.1A.20a](#)
- 12.11 [The Children’s Homes \(England\) Regulations 2015, ReS 2.1A.22](#)
- 12.12 Forced Marriage Guidance - <https://www.gov.uk/guidance/forced-marriage>
- 12.13 It’s Not Okay www.itsnotokay.co.uk (Website reference for CSE)
- 12.14 [DBS Referrals: Form and Guidance, ReS 2.1A.23](#)
<https://www.gov.uk/government/publications/dbs-referrals-form-and-guidance>
- 12.15 Guidance for safer working practice for those working with children and young people in education settings October 2015 (Safer Recruitment Consortium and DfE advisory - non-statutory guidance)
<http://www.saferrecruitmentconsortium.org/GSWP%20Oct%202015.pdf>

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- 12.16 UKCISS Sexting in Schools Guidance
https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/609874/6_2939_SP_NCA_Sexting_In_Schools_FINAL_Update_Jan17.pdf
- 12.17 DfE Guidance Searching and Confiscation
https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/674416/Searching_screening_and_confiscation.pdf
- 12.18 County Lines Guidance – Home Office 2018
https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/741194/HOCountyLinesGuidanceSept2018.pdf

13 Hesley Group Documents – Links to Procedures, Forms, Posters

- 13.1 [Fullerton House School Safeguarding and Child Protection Procedures 2018-19, ReS 2.1A.1](#)
- 13.2 [Safeguarding and Protection of Children Booklet – Summary for Staff, FHS ReS 2.1A.2](#)
- 13.3 [Easy Read Summary of Policy, ReS 2.1A.3](#)
- 13.4 [How to Report Concerns Poster \(FHS\), ReS 2.1A.4](#)
- 13.5 [Safeguarding Strategy Guidance for Managers in Children’s Services, ReS 2.1A.5](#)
- 13.6 [Action for Managers following receipt of Safeguarding Concerns - Flow Chart, ReS 2.1A.6](#)
- 13.7 [Report of Concern Form, ReS 2.1A.7](#)
- 13.8 [Safeguarding Action Plan, ReS 2.1A.8](#)
- 13.9 [Record of Safeguarding Strategy Discussion/Strategy Meeting or Case Conference, ReS 2.1A.9](#)
- 13.10 [Final Outcome Form, ReS 2.1A.10](#)
- 13.11 [Index Form for Safeguarding File, ReS 2.1A.11](#)
- 13.12 [Practice Guidance and Risk assessment for Children and Young People at Risk of Sexual Exploitation, ReS 2.1A.16](#)
- 13.13 [Hesley Group Guidance on Extremism and Radicalisation – PREVENT, ReS 2.1A.20](#)

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14 Other relevant Hesley Group Policies and Documents

- 14.1 [Hesley Group Speaking Up Policy and Practice Guidance, Corp 5.1](#)
- 14.2 [Speaking Up poster, Corp 5.1.3](#)
- 14.3 [Speaking Up – What procedure? poster, Corp 5.1.4](#)
- 14.4 [NSPCC Whistleblowing Helpline poster, Corp 5.1.5](#)
- 14.5 [Care and Health Support Policy, ReS 5.3](#)
- 14.6 [Compliments, Concerns and Complaints, Policy Corp 10.1](#)
- 14.7 [Recruitment, Selection & Appointment of Support Workers & APS Workers using CARES Values Based Recruitment, Per 2.1](#)
- 14.8 [All Other Staff - Recruitment, Selection and Appointment, Per 2.1A](#)
- 14.9 [Obtaining and Providing References for Employees and Prospective Employees - Policy and Procedures, Per 2.3](#)
- 14.10 [Disclosure and Barring Service \(DBS\) Checks on Potential and Current Staff, Per 2.5](#)
- 14.11 [Positive Behaviour Support Policy - Children's Services, ReS 5.1B](#)
- 14.12 [Hesley Group Restrictive Intervention Reduction Guidance, ReS 5.2](#)
- 14.13 [Individual Risk Assessment and Management, Policy ReS 6.11](#)
- 14.14 [People's Rights and Having a Say, Policy ReS 5.8](#)
- 14.15 [Preventing and Tackling Bullying in Schools/Children's Services, Policy ReS 2.10](#)
- 14.16 [Media and E-Safety Policy for Children, Young People and Adults, Policy ReS 6.17](#)
- 14.17 [Health and Safety, Policy H&S 1.1](#)
- 14.18 [Appointment and Management of Contractors, Policy H&S 1.5](#)
- 14.19 [Information Sharing and Confidentiality Policy, ReS 2.4](#)
- 14.20 [Data Protection Policy, Corp 14.1](#)
- 14.21 [Statutory Notifications to CQC and Ofsted of Significant Events \(all services\), ReS 2.6](#)
- 14.22 [Child/Young Person Missing from Care Policy, ReS 2.11B](#)
- 14.23 [Fullerton House School Children Missing Education Policy, ReS 3.10A](#)

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14.24 [Information Security and Acceptable Use of IT Systems, Fac 5.1](#)

14.25 [Body Map for Recording Injuries other than Safeguarding Concerns, H&S 1.2.4](#)