SAFEGUARDING CHILDREN

MEDWAY SPECIAL EDUCATIONAL NEEDS TEAM

Policy and Procedures

Original April 2011
Updated April 2016
**Policy Aim**

It is the aim of this policy to outline procedures and provide practical guidance for all Special Educational Needs (SEN) Officers to safeguard children and young people.

The policy highlights the process on how to safeguard children and young people. The process includes guidance on safeguarding training for team members, how to respond to disclosures, how to make a referral, suspicions or allegations of abuse and the effective communication of this policy and its aims.

**Mission EHCP**

The aim of the Special Educational Needs Team is to co-ordinate the education, health and care (EHC) assessment of pupils with special educational needs where this has been deemed appropriate by the Medway Decision-Making Group (DMG) and following a request for EHC assessment, and produce a draft Education, Health and Care Plan (EHCP) following agreement by the Medway DMG to issue.

If a EHCP is issued following assessment, SEN officers are responsible for the administration of the EHCP (as part of an identified caseload) until such time as the EHCP is formally ‘ceased’ or lapses. The EHCP identifies and ensures that the SEN provision is in place to meet the needs of the child.

There may often be involvement from other agencies with children who have EHCPs such as Social Services, Youth Offending Team (YOT).

Many children with EHCPs are Looked After Children to both Medway Council and other authorities.

**Safeguarding Children**

In England the main laws to safeguard children are found in the Children and Families Act (2014) and the Children Act (2004).

The foremost Government guidance to protect children is Working Together to Safeguard Children (2010). This latest revised follows the publication of Lord Laming’s report, *The Protection of Children in England: A Progress Report*, in March 2009, the acceptance by the Government of all of his recommendations and the Government’s detailed response and action plan published in May 2009. Many of Lord Laming’s recommendations are reflected in or given effect by this revised guidance. It has also been updated to reflect developments in legislation, policy and practice relating to safeguarding children. Protecting children from harm and promoting their welfare depends on a shared responsibility and effective joint working between different agencies. This sets out how all organisations and practitioners should work together to promote children’s welfare and protect them from abuse and neglect.

Concerns identified follow a clear protocol for referral to the relevant agency.

Taking on board the duties of Local Authority Teams to work in collaboration to secure the best outcomes for children and young people with SEND, team members exchange appropriate information to aid assessment and identify risk to children and young people (strategy discussions).
SEN Officers attend Person Centred Annual Reviews/Transition Review meetings and parental/schools meetings relating to children with EHCPs. They may also attend Child in Need meetings and Looked After Child meetings and contribute to the Care Plan when it is appropriate.

SEN Officers have an up-to-date CRB check.

Safeguarding procedures such as the Working Together to Safeguard Children 2010 Guidance are accessible online and as hard copies, together with relevant referral documentation.

**Referral to Social Services**
- One point of entry – Customer Relations: Tel 01634 334466; Fax 01634 333188
- Email forms direct to customer.relations&info@medway.gov.uk
- Complete forms to register referral
- Referral form as appropriate and CAF if appropriate

**Support/Supervision**
- Staff are aware that Medway Social Services offer a consultation service where staff can informally discuss issues or concerns regarding safeguarding concerns/child in need to help clarify concerns and discuss appropriate action.

  Where there is concern, staff can raise the issue with the SEN Manager or Assistant SEN Manager who will seek advice from Medway Social Services (as above).

- Staff can access clinical supervision or issues of child protection/child in need by requesting this via the SEN manager.

**Additional Information on Referral Process**
The referral process for SEN Officers to use when reporting child protection concerns is attached.