

<b>Theme</b>	<b>Protocol Domestic Abuse Notifications: Early Reporting onto Schools</b>						
<b>Version</b>	1.0	<b>Status</b>	FINAL	<b>Published</b>	April 2018	<b>Review</b>	6 monthly
<b>Written by</b>	D. Peacock CPM Schools			<b>Approved by</b>	Derbyshire Police & Starting Point		
<b>Helpful supporting information</b>	<ul style="list-style-type: none"> <li>• <a href="#">Derbyshire Domestic Abuse Guidance for Schools April 2018</a> a guide to support Primary, Secondary, Special Schools &amp; other educational settings where a child/adult connected is a victim of domestic abuse in Derbyshire</li> <li>• <a href="#">Derby City &amp; Derbyshire Safeguarding Board Procedures</a> <a href="http://www.derbyshirescb.org.uk/">http://www.derbyshirescb.org.uk/</a></li> <li>• <a href="https://www.actionorg.uk/">Derbyshire Domestic Abuse Service</a> <a href="https://www.actionorg.uk/">https://www.actionorg.uk/</a></li> <li>• <a href="#">Derbyshire Domestic Abuse professional &amp; Service User Helpline</a> 0800 198608</li> <li>• <a href="https://www.saferderbyshire.gov.uk/what-we-do/domestic-abuse/domestic-abuse.aspx">Safer Derbyshire</a> <a href="https://www.saferderbyshire.gov.uk/what-we-do/domestic-abuse/domestic-abuse.aspx">https://www.saferderbyshire.gov.uk/what-we-do/domestic-abuse/domestic-abuse.aspx</a></li> </ul>						
<b>The Notification</b>	<p>All Schools will now receive a notification to every incident of domestic abuse if the police have responded to an incident in a household where there are children (up to 18 years) This is a police driven initiative supported by Derbyshire partners. This notification will concern any <b>statutory school aged child</b>. Currently where there are children under school age the health visiting teams for the north &amp; south of the county are notified and have processes in place to respond.</p> <p>The police will pass on this information to children's services daily (Starting Point) using a secure process and the school will receive this notification by a schools secure process (Perspective Lite) by 11am the next working day. <b>At the point a school receives this information Starting Point are already aware of the incident :</b></p> <ul style="list-style-type: none"> <li>• All cases that are open to local districts are notified of the incident as soon as they are received and screened as open;</li> <li>• Unknown &amp; closed cases are screened by a Senior Practitioner or Social Worker in Starting Point using the current Derby City &amp; Derbyshire threshold document, and an outcome is decided on every DA case:</li> </ul> <p><u>Low level needs</u>- where universal services are involved &amp; other services are deemed as not required. Next steps by Starting Point- a decision of no further action will be taken;</p> <p><u>Emerging needs</u>- where a range of services may be required through early help where there are concerns for a child's wellbeing or a child's needs may be unclear, not known, not met. Next steps by Starting Point- 5 working days to triage, outcomes will depend upon a school who has pooled or not pooled into the early help offer;</p> <p><u>Complex needs</u>-where without intervention the child would become at risk of significant harm or the needs are such that without intervention the child could become significantly impaired. Next steps by Starting Point- 3 working days for triage and decisions are made to next steps;</p> <p><u>Child protection</u>- where there is reasonable cause to suspect a child is suffering or likely to suffer significant harm because of abuse or neglect. Next steps by Starting Point-24 hours from notification to triage, safeguarding processes are applied, next steps &amp; a plan decided for the child/ren.</p> <p><b>There will not be any notification received by a Head teacher/Designated Safeguarding Lead that will not have been screened and a decision made.</b> Additionally, when the police has rated an incident as a standard risk and where there are then two more incidents in any period, the risk is reassessed and escalated.</p> <p>During a triage process Starting Point may contact to undertake further enquiries/checks. If the case is sent into the local district for assessment the district should make contact.</p>						

<p><b>The process</b></p>	<p>The Headteacher/ Designated Lead appointed by the school to the task of receiving and retrieving data and documents from Perspective Lite will get a one alert a day to say that they have had documents delivered to their Secure Area, with a list of the documents. In this list of documents if an incident of domestic abuse has occurred in the previous 24 hours there will be a police notification notifying you of an incident.</p> <p>For those unsure about using Perspective Lite, &amp; how to retrieve documents this link takes you to a user friendly guide <a href="https://schoolsnet.derbyshire.gov.uk/administration-services-and-support/perspective-lite/perspective-lite.aspx">https://schoolsnet.derbyshire.gov.uk/administration-services-and-support/perspective-lite/perspective-lite.aspx</a></p>
<p><b>Response by School</b></p>	<p>If on receipt of the notification and or you are already concerned about the <b>immediate</b> presentation of the child/ren in the school, or the child/ren are currently missing in these circumstances you should contact Starting Point</p> <p><u>When managing the child/ren in school, the HT/DSL must consider:</u></p> <ul style="list-style-type: none"> <li>- the need to contact the allocated worker if known on an open case for further information, updates, advice;</li> <li>-disclosure to relevant teachers &amp; support staff if appropriate;</li> <li>-the safety of the child whilst in school;</li> <li>-the possible impact for siblings/other children;</li> <li>-being mindful of the child's or young person's presentation;</li> <li>-how relevant teachers &amp; support staff respond sensitively;</li> <li>-a strategy of day to day support in the school;</li> <li>-a need to provide time &amp; space for that child/ren and that of the parent/s described as the victim who may have contact with the school;</li> </ul> <p><u>Support for the child/ren in school may mean:</u></p> <ul style="list-style-type: none"> <li>-identifying positive play/nurture/time out of the classroom</li> <li>-the engagement with a named person in school who can support the child/ren</li> <li>-managing any contact with the parent/carer &amp; restrictions on any parent/carer as a result of the incident/s</li> <li>-ensuring where possible a positive transition &amp; continuation of school/home work if the child or young person is moved to a refuge or safe alternative place eg to a family or friend</li> </ul>
<p><b>Further Support &amp; Signposting</b></p>	<p>The updated Domestic Abuse Guidance written by the service and supported by Derbyshire Community Safety provides information, helpful advice, support &amp; signposting services</p> <p>The Derbyshire Domestic Abuse Help Line offers advice to professionals and they can be contacted on 0800 198608</p> <p>Derbyshire works with Safer Derbyshire to offer training</p> <p><a href="https://www.saferderbyshire.gov.uk/what-we-do/domestic-abuse/domestic-abuse.aspx">https://www.saferderbyshire.gov.uk/what-we-do/domestic-abuse/domestic-abuse.aspx</a></p> <p>The Childrens Safeguarding Team offer domestic abuse training 01629 531933</p> <p>Your locality partnership group connects with local projects, training &amp; programmes &amp; you can find out what's happening in your area by contacting your locality head of service in the district office.</p> <p>Additional guidance, signposting services, local support &amp; training on domestic abuse and what to do to support the child and their family can be found at</p> <p><a href="https://schoolsnet.derbyshire.gov.uk/keeping-children-safe-in-education/keeping-children-safe-in-education.aspx">https://schoolsnet.derbyshire.gov.uk/keeping-children-safe-in-education/keeping-children-safe-in-education.aspx</a></p>

**Record Keeping & Retention**

**HT/SDL must:**

- Print the notification
- Create or update the child's record held in the school with the information received & add any new information
- Record the work undertaken by using the recommended welfare/child protection report form
- Share any new information on a need to know basis in school & using the agreed safeguarding protocols
- Treat as a confidential child protection record
- Retain & store safely & securely on the child or young person records as per schools protocol.
- Retain for purposes of transfer for when a child moves onto another school within DCC or when transferring onto another school in another LA
  - Treat as any other child protection record when transferring.

For further advice on record keeping, retention & transfer there is an approved guidance for schools found here

<https://schoolsnet.derbyshire.gov.uk/keeping-children-safe-in-education/safeguarding-policies-guidance-and-protocols/child-protection-record-keeping-guidance.aspx>