

LARKS HILL JUNIOR & INFANT SCHOOL



Child Protection Policy

Reviewed: Autumn Term 2016

Larks Hill J & I School Child Protection Policy

THIS POLICY COMPLEMENTS THE WAKEFIELD DISTRICT SAFEGUARDING CHILDREN BOARD (WDSCB) PROCEDURES AND DOES NOT REPLACE THEM

WEST YORKSHIRE INTERAGENCY SAFEGUARDING CHILDREN PROCEDURES CAN BE ACCESSED ON
www.wakefield.gov.uk

THIS POLICY AIMS TO INFORM AND ENSURE GOOD AND SAFE PRACTICE AND RELATES TO ALL THE CHILDCARE SERVICES AND ACTIVITIES WITHIN THE SCHOOL

1. Introduction

- 1.1. This Policy represents a commitment by the Governing Body and Staff team to the safeguarding and protection of children, throughout the School. The policy also extends to outside agencies that use the School and it is expected that they have their own Child Protection policy or they adopt that of the school.
- 1.2. Larks Hill J & I School fully recognises the contribution it can make in protecting, supporting and promoting the welfare of children in the School. The Governing Body and staff team is committed to ensuring that children are safe, that child protection practice is effective and that procedures are followed. The School Staff will make every attempt possible to ensure that children are safe from abuse or harm during their time at the School and will be vigilant in their observations of children who may be exhibiting signs or symptoms of harm.
- 1.3. It is recognised that children can be at risk from abuse in their own home by people they know well, in institutions and from strangers.
- 1.4. Protecting children from the risk of radicalisation is part of the school's wider safeguarding duties. We will actively assess and monitor the risk of children being radicalised and drawn into extremism. Staff will be alert to changes in children's behaviour which could indicate that they may be in need of help or protection. Staff will use their professional judgement to identify children who may be at risk of radicalisation and act appropriately – which may include making a referral to the Channel programme. The school will work with the Local Children's Safeguarding Board as appropriate.

1.5. The principles contained in this Policy reflect the understanding that children are less likely to positive outcomes at school if they are experiencing abuse.

1.6. There are three main elements to the School's Child Protection Policy:

1. Prevention

This applies to a positive atmosphere in the school, the curriculum and support and awareness raising for children and parents through amongst other things, lessons and assemblies.

2. Protection

By following agreed procedures, ensuring that the recruitment and selection of staff is thorough and appropriate and staff are trained and supported to respond appropriately and sensitively to child protection concerns.

3. Support

This applies to the effective supervision and management of staff and the support given to staff, children and parents in situations of abuse.

2. School Commitment

Statement of Intent

Protecting children from the risk of radicalisation is part of the school's wider safeguarding duties. We will actively assess the risk of children being drawn into terrorism. Staff will be alert to changes in children's behaviour which could indicate that they may be in need of help or protection. Staff will use their professional judgement to identify children who may be at risk of radicalisation and act appropriately – which may include making a referral to the Channel programme. The school will work with the Local Children's Safeguarding Board as appropriate.

2.1. The School staff recognises that for young children, high self-esteem, confidence, trusted adults and positive behaviour approaches, aids prevention.

2.2. The School will therefore:

- Establish and maintain an ethos where children feel secure and are encouraged to talk and are listened to;
- Provide a curriculum, which is appropriate to the children's understanding and addresses issues of assertiveness, self-esteem and positive behaviour.
- Ensure that the environment welcomes the contributions of parents and carers establishes open and effective working relationships and partnerships.
- Ensure that every effort will be made to establish effective working relationships with other agencies/professionals in line with DFE Working Together to Safeguard Children 2013.

3. Framework

- 3.1. The School does not operate in isolation; child protection is the responsibility of all adults and especially those working with children.
- 3.2. The development of appropriate procedures and the monitoring of good practice are the responsibilities of the **Wakefield & District Safeguarding Children Board (WDSCB)** *See flowchart at the end of policy.*
- 3.3. The **WDSCB** has a membership of multi-agency representatives whose task is to develop policy and procedure for all the agencies involved in the protection of children, i.e. Health, Family Services (Social Care), Education, Police, Probation, NSPCC, and Legal services.
- 3.4. The policy and procedure, which relates to each Department, can be found in the online: **West Yorkshire Interagency Safeguarding Procedures**. The School's policy has been written in accordance with the local and national framework
- 3.5. Children may attend the School who are subject to a formal **Child Protection Plan** because they are at risk of significant harm; that is where the child can be shown to have suffered ill-treatment or impairment of health or development as a result of physical, emotional or sexual abuse or neglect. Professional judgement is that further ill-treatment or impairment are likely; or Professional judgement, substantiated by the findings of enquiries in this individual case or by research evidence, is that the child is likely to suffer ill-treatment or the impairment of health or development as a result of physical, emotional or sexual abuse or neglect.

4. Roles and Responsibilities

- 4.1. All adults working with, or on behalf of children have a responsibility to protect them. There are however key people within the School and the Local Authority Family Services who have specific responsibilities under Safeguarding Children procedures.
- 4.2. Where possible the School works in a preventive way to assist families to protect children. Where children are subject to a 'Child Protection Plan, the School staff will be pro-active in their efforts to work alongside families in order to ensure a safe environment for those children.
- 4.3. At Larks Hill J & I School we have **three Designated Safeguarding Leads (DSLs)** responsible for Child Protection [CP]. The person responsible overall is the **Headteacher (Designated Safeguarding Lead DSL)** with the **Deputy Headteacher** and **SENCO** as **Deputy Designated Safeguarding Lead**. The headteacher's role is to liaise with parents/carers and Family Services (Social Care) on matters of abuse, develop in-house policies and support staff in their development relating to child protection issues.
- 4.4. The DSL for CP has a responsibility for attending or selecting someone to

attend Child Protection Conferences. The Governing Body will also appoint a designated Child Protection Governor who will have an overview of policy & procedure, although this person will not be involved with individual cases.

- 4.5. **The School is not an investigating agency** and anyone who has a suspicion or knowledge that a child is suffering significant harm or is at risk of significant harm should refer his or her concerns to the **DSL** who will then refer to an investigating agency. (Social Care Direct or Police) The **WDSCB** procedures set out the appropriate action and procedures to be followed by any agency or individual who has concerns about the welfare of a child. All staff must be aware of these procedures and understand their role.
- 4.6. For reasons of confidentiality, details of individual child protection issues will not be shared with the Governing Body or parent representatives, or discussed in any forum at which parent representatives are in attendance.

5. Procedures

- 5.1. Everyone in school who comes into contact with children and their families has a role to play in safeguarding children as they are in a position to identify concerns early and provide help for children. As such they form part of the wider safeguarding system for children. This system is described in statutory guidance **Working Together to Safeguard Children - A guide to inter-agency working to safeguard and promote the welfare of children.** March 2015.
- 5.2. All The School staff will follow the procedures set out in the '**Keeping Children Safe in Education – statutory guidance for schools and colleges**' *September 2016 (Part 1)*
- 5.3. Staff will be made aware of these procedures from the time that they commence employment at the School, They will also be required to familiarise themselves with the **School's CP policy, Code of Conduct and Whistleblowing Policy.**
- 5.4. Any students or other adults who are in a position to identify concerns will be required to refer to the School's and online procedures; child protection will also be on the agenda for discussion as part of their training and supervision.
- 5.5. Parents will be informed of Staff responsibilities in relation to child protection and promoting the welfare of children through access to this policy, information contained in the School and school booklets and at new parents meetings.

6. Safer Recruitment

- 6.1. It must be recognised that the abuse of children does occur in environments such as nurseries, schools and residential children's establishments. It is essential that everyone who works with children must be aware of this and

ensure that procedures and policies are followed and good practice established, in order to protect children.

- 6.2. For children to be safe from abuse of any kind during their time at the School, it will be necessary to develop and maintain a culture of openness. This will involve leadership, which places an emphasis on the importance of staff supervision, training, self-development and awareness along with effective communication, clarity and approachability. Staff and parents should be aware of what is and is not acceptable behaviour and therefore aware of negative practice. (see 11 – Safe School, Safe Staff).
- 6.3.** The framework for managing cases of allegations of abuse against people who work with children is set out in **Keeping Children Safe in Education (September 2016)**
- 6.4. The School operates safe recruitment procedures in line with these and LA guidelines and will ensure that all appropriate checks are carried out on new staff and volunteers who work with children. This includes **Disclosure and Barring Service (DBS)** checks, anyone who is not prepared to co-operate with these procedures will not be considered for employment.
- 6.5. The Headteacher and Governors undertake Safer Recruitment Training on a routine basis.

All Childcare organisations have a statutory duty under the Protection of Children Act 1999 for the following:

- **To refer names to the Secretary of State in certain specified circumstances for possible inclusion on the PoCA List.**
- **When recruiting, checks must be made through the Disclosure and Barring Service to check whether an individual is included on the PoCA List or Children’s Barred List.**
- **Not to employ a person in a childcare position if that person is included on either of the above lists.**
- **To cease to employ someone in a child care position if it is discovered that the individual is included in either of the above lists**

7. Allegations against staff or other adults working in the school in relation to a child

- 7.1. These procedures apply where an allegation is made against any person working in or on behalf of the school (including volunteers) has:
- Behaved in a way that has harmed a child;
 - Possibly committed a criminal offence against or related to a child; or

- Has behaved towards a child or children in a way that indicates s/he is unsuitable to work with children.

We will apply the same principles as in the rest of this document and we will always follow the **WDSCB** procedures.

Detailed records will be made to include decisions, actions taken and reasons for these. All records will be retained securely in a locked cabinet within Headteacher's Office.

Whilst we acknowledge such allegations may be false, malicious or misplaced, we also acknowledge they may be founded. It is therefore essential that all allegations are investigated properly and in line with agreed procedures.

7.2. There may be up to three strands in the consideration of an allegation:

- A police investigation of a possible criminal offence;
- Enquiries and assessment by children's social care about whether a child is in need of protection or in need of services;
- Consideration by the School of disciplinary action in respect of the individual

It may be necessary in some cases to report to the DfE for consideration of including the person on the Children's Barred List.

7.3. It is recognised that anyone who has a complaint made against them will have a range of difficult feelings and anxieties; however, staff members understand that the child's welfare must come first.

7.4. It is crucial that any person working at the School feels confident that any concerns that they may report about another member of staff's conduct towards a child, will be dealt with fairly, consistently and robustly and that they will be taken seriously.

7.5. PROCEDURES – INITIAL ACTION

- The person who has received an allegation or witnessed an event will immediately inform the Headteacher (DSL) or other Deputy DSL's and a record will be made.
- IN the event that an allegation is made against the Headteacher, the matter will be reported to the Chair of Governors who will proceed as the 'Headteacher'
- The Headteacher will take steps, where necessary, to secure the immediate safety of children and any urgent medical needs.
- The member of staff will not be approached at this stage unless it is necessary to address the immediate safety of the children.
- The Headteacher may need to clarify any information regarding the allegation, however no person will be interviewed at this stage.
- The Headteacher will consult with the **Local Authority's Designated Senior Office[DSO]** to determine if it is appropriate for the allegation to be dealt with by the school or if there is a need for a referral to Social Care and/or the

police for investigation.

7.6. Supporting those involved

Depending on the nature of the allegation and discussion/ preliminary investigation, with the **DSO** to establish whether it is not demonstrably false or unfounded, the parents of the child/ren) should be informed. However in some instances the parents must be informed straight away, for example if the child has been injured and requires medical attention. Parents/carers should be kept informed about the progress of the case and told of any outcomes, e.g. court proceedings or outcome of disciplinary hearings. If the parents are happy for the child to remain in school during any investigation, the School staff must not discuss the case with parents, only the best way to support the child. In cases where a child may have suffered significant harm, or there is a criminal prosecution, the Social Care or Police as appropriate should consider what support may be needed.

7.7. Record Keeping

A clear and comprehensive summary of any allegations must be made, including details of how it was followed up and resolved, who was involved and any decisions made. This should be kept on the person's confidential personnel file, with a copy to the person concerned. The record should be retained on file until normal retirement age or for a period of 10 years from the date of allegation if that is longer.

7.8. Information Sharing

Where there is an allegation that an offence has been committed - in the initial consideration, a strategy discussion should take place, with the agencies involved and the employer, all relevant information about the person who is the subject of the allegation and the alleged victim, should be shared.

Wherever possible, the police should obtain consent from the individuals concerned to share statements and evidence they obtain with the employer and, or regulatory bodies, for disciplinary purposes. This should be done as the investigation proceeds rather than after it is concluded, to enable the police and CPS to share relevant information without delay at the conclusion of their investigation, or any court case.

7.9. Timescales

Every effort will be made to resolve cases as quickly as possible, consistent with a fair and thorough investigation. Guidelines suggest that 'it is reasonable to expect that 80% of cases should be resolved within one month, 90% within three months, and all but the most exceptional cases should be completed within 12 months.

7.10. Suspension

The possible risk of harm to children posed by an accused person will be evaluated by the Headteacher/Governing Body and the advisors mentioned above, in some cases consideration will be given to an immediate suspension until the case is resolved. However, alternative arrangements may also be considered.

7.11. Monitoring progress

The DSO will regularly monitor the progress of the case, in liaison with the headteacher/Governing Body and other social care colleagues / Police as appropriate.

Action on conclusion of a case

At the conclusion of a case in which the allegation is substantiated the school will co-operate with any Local Authority review of the case and the circumstances surrounding it, to determine whether any improvements could be made to procedures or practice. If the allegation is determined to be false the School will need to consider its actions against the person making the allegation. If the allegation is made by a child, consideration will be given to the child's well being and the reasons why they may have made the allegation and what support they may need, as it could be that they are being abused by someone else.

In cases where it is decided that the person who has been suspended can return to work, the Headteacher will discuss with the local Authority the best way to facilitate this. In all cases consideration will be given to the possibility of a phased return to work and mentoring support. Discussions with the suspended person and a senior personnel officer will take place about the next steps.

8. Training and Support

8.1. DSL for Child Protection to attend training relevant to their role (every 2 years)

8.2. All Staff will be required to attend basic child protection training (every 3 years). A record of Child Protection, Staff development and training will be used to ensure that this has been, or is being undertaken. Professional supervision will identify where further relevant training needs to be undertaken.

8.3. Safer Recruitment Training (every 5 years).

9. Confidentiality and Recording

9.1. Staff and other adults who work with the children in the School need to fully understand and respect issues of confidentiality, particularly in the context of child protection. The only purpose of confidentiality in this respect is to protect the child.

9.2. Children must not be given a guarantee that disclosures will be kept confidential – this is misleading and dishonest, as any disclosure or suspicion of harm must be referred to the relevant people. Similarly parents should be made aware of the issues, which cannot be kept confidential, e.g. which have implications of harm to a child.

9.3. Child protection information will be kept in a locked filing cabinet and if information is held on a computer it will be password protected. (see

Confidentiality/ Data Protection policy)

- 9.4. Where a child is subject of a Child Protection Plan, daily recording will be kept about relevant facts. These recording notes will be kept in a locked filing cabinet and the child's parents will be informed about it. The Social Workers will complete an initial front sheet advising Staff of the reasons for the CP Plan and what kind of information should be recorded. This information will not be shared with **any other parent**. Information must only be shared with others on a 'need to know basis', however the overriding principle is the safety of children. **Where there are concerns about a child's safety it is better to share the information than not'**
- 9.5. When a child leaves The School, his/her records are transferred to the High School. The School also keeps copies of the records in a secure place. Guidelines regarding the length of time that these records should be kept currently stands at 25 years
- 9.6. Where identical child protection records are kept by two agencies, e.g. Social Care and the School, the School will destroy their copies.
- 9.7. Students who are on placement at the School for very short periods or who are work experience students, will not be directly involved in the daily recording. However they will be encouraged to share comments about any relevant observations they have made.
- 9.8. Any reports compiled in relation to a child or family will be shared only on a 'need to know basis'.
- 9.9. Parent representatives will be given information about the importance of confidentiality when they are appointed to the role. Parents in general are made aware of issues around confidentiality and child protection at new parents meetings.
- 9.10. Staff will be made aware that any breaches of confidentiality would be viewed very seriously and dealt with through the PAT disciplinary procedures, (apart from cases where any breaches represent a legitimate attempt to safeguard a child).

10. Supporting Children at Risk

- 10.1. The School Staff recognise that children who have been abused or have witnessed violence may find it difficult to develop a sense of self worth or to view the world in a positive way. Whilst in school their behaviour may be challenging and difficult to handle or they may exhibit other behaviours, such as sexualised behaviour, which the adults around them may feel uncomfortable with and struggle to understand.
- 10.2. It is recognised that all children need to experience a sensitive and consistent approach; this is even more crucial in cases where children are having difficulties and struggling to understand traumatic events.
- 10.3. The School Staff will support these children through:
 - A curriculum which encourages self-esteem and confidence;

- Promoting a positive, supportive and secure environment, which demonstrates a respect and value for children and their rights;
 - A consistent approach, which recognises and separates the cause of behaviour from that which the child displays;
 - A commitment to develop productive, supportive relationships with parents, whenever it is in the child's interests to do so.
- 10.4. It is recognised that, statistically, children with behavioural difficulties and disabilities are most vulnerable to abuse. Staff who work in any capacity, with children with profound and multiple disabilities, sensory impairment and / or emotional and behaviour problems will need to be particularly sensitive to signs of abuse.
- 10.5. It must also be recognised that in a home environment where there is domestic violence, drug or alcohol abuse, children may also be vulnerable and in need of support or protection.
- 10.6. This policy should be considered alongside the other related School policies for example:
- Behaviour & Discipline
 - Anti Bullying
 - E Safety
 - SEN
 - Inclusion
 - Confidentiality & Data Protection
 - Positive Handling
 - Intimate Care
 - Anti-Racism
 - Prevent

11. Safe School, Safe Staff

- 11.1. The abuse of children can arouse many difficult feelings for staff and it should be recognised that staff can be at different stages in their understanding and awareness. The Management of the School will ensure that members of staff are supported through any difficulties they may have, by providing both regular formal supervision and informal support if required, and training and development opportunities.
- 11.2. The staff team is aware that young children will need physical comfort at times. It would be inappropriate to deny young children this if they require it. However any physical contact should be 'child led' and appropriate to the child's needs, e.g. a child seeking comfort after a fall, distressed on separation from parent, ill or distressed over some other incident. No member of staff should ever seek comfort from a child to meet their own needs. Comfort should be in the form of hugs, holding hands, sitting a child

on the knee. For a variety of reasons, some children may find being touched uncomfortable or distressing. It is important for staff to be sensitive to a child's physical reaction and to act appropriately.

11.3. Staff members need to be aware that where children have been sexually abused, they may exhibit sexualised forms of behaviour, e.g. seeking overly familiar physical contact with children and adults, excessive masturbation. Staff will need to be very sensitive to the needs of all the children in this situation and will receive training and support in order to handle any incident appropriately.

11.4. In relation to the above, staff need to ensure that they do not place themselves in vulnerable situations. It must also be recognised that children are abused in Institutions, e.g. schools, nurseries, residential establishments etc. To address both the vulnerability of staff and children, the School will operate the following procedures:

- Staff have access to Guidance for Safer Working Practice for Adults who Work with Children & Young People [AMA];
- Wherever possible staff should never be left alone in a room with a closed door with just one child;
- When children need their clothes changing due to them soiling, wetting or becoming wet or dirty through falling or being involved in messy play, the staff will ensure that another member of staff knows that they are about to undertake the task, and if possible the other member of staff will also be present during the changing;
- The door to the bathroom/ toilet will not be locked and should be kept slightly ajar, whilst preserving the child's privacy;
- Parents/carers will be informed when a child has had to be changed;
 - Where staff are involved with a child who needs regular changing they will sign a copy of the 'Intimate Care Policy';
- Occasionally children complain of soreness or pain in genital areas, which requires immediate attention, if this occurs it must be recorded in the accident book, the child's parent must be informed and at least two members of staff must be present. No cream should be applied without first seeking the Parent/carer's permission;
- If Staff discovers marks or bruising on a child, they should refer this to the DSL or Deputy DSL, so that appropriate action can be taken;
- Both Governors and regular volunteers in the school will be police checked. They will also be made aware of their role and responsibilities in relation to the children,
 - i.e. they will not take sole charge of individual children, and this includes taking the children out of the School or into rooms on their own;
 - Volunteers will not change children's clothes or nappies. Volunteers will not have access to children's personal information or files;
- In line with departmental policy, all staff will be DBS checked. The recruitment

process will also include the checking of the Children’s Barred List, references, qualifications, right to work in the UK and Overseas checks.

Signed..... Chair of Governors

Signed..... Head of School

Signed..... CP Governor

This policy will be reviewed annually

All staff members will be expected to read this policy and discuss with Senior Management if they do not fully understand any part of it.

IMPORTANT CONTACTS

Larks Hill J & I School, Larks Hill, Pontefract, WF8 4RJ

Tel: 01977 722845

Social Care Direct

Tel: 0345 8503 503

social_care_direct@wakefield.gov.uk

CSE Police Team

Tel: 01924 878397

DA.CSE@westyorkshire.pnn.police.uk

Prevent Police Officer

Tel: 07525918232

richardmarsh1@westyorkshire.pnn.police.uk

Designated Safeguarding Lead for Child Protection

Alison Smith

Headteacher

Deputy Designated Safeguarding Lead (DDSL)

James Parkinson

Deputy Headteacher

Beth Jenkinson

SENCO / Class Teacher

Named CP Governor

Julie Mayhew

Chair of Governors

Local Authority Designated Senior Officer (DSO)

Tel. 01977 722921 or 01977 722826

marklee@wakefield.gov.uk

FRAMEWORK SAFEGUARDING FLOWCHART

HM GOVERNMENT

WORKING TOGETHER TO SAFEGUARD CHILDREN

*A national guide to inter-agency working to safeguard and promote the welfare of children
Provides a clear and detailed procedural guide, which contains statutory guidance for organisations and agencies to adopt*

WEST YORKSHIRE INTER-AGENCY SAFEGUARDING PROCEDURES (WYISP)

Within the Government's framework (above) Procedures developed by this consortium set out the safeguarding procedures as they apply to the West Yorkshire area

WAKEFIELD DISTRICT SAFEGUARDING and CHILD PROTECTION BOARD

WDSCB

Ensures that the WYISP procedures are implemented and monitored

Larks Hill J & I School Policy

Sets out the procedures as they relate specifically to the School

Further Contacts

Service/Name	Telephone Number	Email Address
Behaviour Support Service	01924 307403	
Child & Adolescent Mental Health Service (CAMHS)	01924 465864	lee.bardsley@wdpct.nhs.uk
Children's Speech & Language Therapy Service	01977 465417	speech.therapy@midyorks.nhs.uk
Child & Family Inclusion Team (primary schools)	01924 307403	rkhan@wakefield.gov.uk
Children Missing Education (CME)	01924 307449	fhunter@wakefield.gov.uk
Education Psychology Service	01924 307403	EPS@wakefield.gov.uk
Education Welfare Service (EWS)	01924 307413 01924 307451	ews@wakefield.gov.uk
Virtual Head for LAC	01924 307391	gstuart@wakefield.gov.uk
Safeguarding Advisor for Education	07788743527	vmaybin@wakefield.gov.uk
School Nursing Service	01977 665852 01924 327531	
SENART	01924 302465	senart@wakefield.gov.uk
Targeted Youth Support (TYS)	01977 722815	tmohans@wakefield.gov.uk dtaylor@wakefield.gov.uk sridley@wakefield.gov.uk
Youth Offending Team (YOT)	01924 304155	jседdon@wakefield.gov.uk

Designated Senior Leader/Deputy Designated Senior Leader - Development Record

Course Title	Level	Date Completed	Renewal Date
Safer Recruitment Training A. Smith		25/04/2012	25/04/2017
Safer Recruitment Training A. J Parkinson		2014	2019
CAF Model & Assessment Training – B Jenkinson		3/02/2015	3/02/2018
DSL Training A. Smith	Level 3	30/01/2014 07/12/2015	Refresher December 2017
DSL Training B Jenkinson / J Parkinson		02/03/2015	02/03/2017
Single Central Record Scrutiny (Ofsted)		08/7/2015	
Signs of Safety Training A Smith		21/01/2016	
LAC Designated Teacher B Jenkinson		18/10/2016	

Whole School Training Record

Course Title	Level	Date Completed	Renewal Date
Safer Recruitment Training J Mayhew		TBC	04/09/2018
Positive Handling & Deescalation		04/04/2016	Spring Term 2019
First Aid Basic Emergency Training		04.04.16	Spring term 2018
Awareness of child abuse and neglect - all teaching staff	Core V5	24/02/2014	24/02/2017
Awareness of Child Abuse & Neglect - Teaching Assistants and Lunchtime Supervisors	Core V5	17/02/2014	24/02/2017
CAF Online Training E. Smith		25/03/2014	25/03/2017
Paediatric First Aid S Murgatroyd, J Law		8 & 15 th /9/2015	Autumn 2018