

# Downham Preparatory School & Montessori Nursery

## Safeguarding children

### General Welfare Requirement: Safeguarding and Promoting Children's Welfare

The provider must take necessary steps to safeguard and promote the welfare of children.

## 1.2 Child Protection

(Including managing allegations of abuse against a member of staff)

### Policy statement

Our setting will work with children, parents and the community to ensure the rights and safety of children and to give them the very best start in life. Downham Preparatory School and Montessori Nursery are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

### Procedures

We carry out the following procedures to ensure we promote safeguarding and the children's welfare.

### Staff and volunteers

- Our safeguarding Lead Practitioner person (member of staff) who co-ordinates child protection issues is: Mr Cochrane, Designated Safeguarding Lead of Downham Preparatory School & Montessori Nursery,

- In his absence Mrs Lillie Deputy safeguarding Lead- Deputy Head Teacher at Downham Preparatory School & Montessori Nursery.

- They will work with Miss Feltwell, Nursery Supervisor.

- We ensure all staff and parents are made aware of our safeguarding policies and procedures.
- We provide adequate and appropriate staffing resources to meet the needs of children.
- Applicants for posts within the setting are clearly informed that the positions are exempt from the Rehabilitation of Offenders Act 1974.
- Candidates are informed of the need to carry out 'enhanced disclosure' checks with the Disclosure and Barring Service before posts can be confirmed.
- Where applications are rejected because of information that has been disclosed, applicants have the right to know and to challenge incorrect information.
- We abide by Ofsted and Norfolk Safeguarding Children's Board (NSCB) and the Norfolk Safer Recruitment toolkit requirements in respect of references and Disclosure and Barring Service checks for staff and volunteers, to ensure that no disqualified person or unsuitable person works at the setting or has access to the children.
- Volunteers do not work unsupervised.
- We abide by the Protection of Vulnerable Groups Act requirements in respect of any person who is dismissed from our employment, or resigns in circumstances that would otherwise have lead to dismissal for reasons of child protection concern.
- We have procedures for recording the details of visitors to the setting.
- We take security steps to ensure that we have control over who comes into the setting so that no unauthorised person has unsupervised access to the children.
- We take steps to ensure children are not photographed or filmed on video for any other purpose than to record their development or their participation in events organised by us. Parents sign a consent form and have access to records holding visual images of their child.

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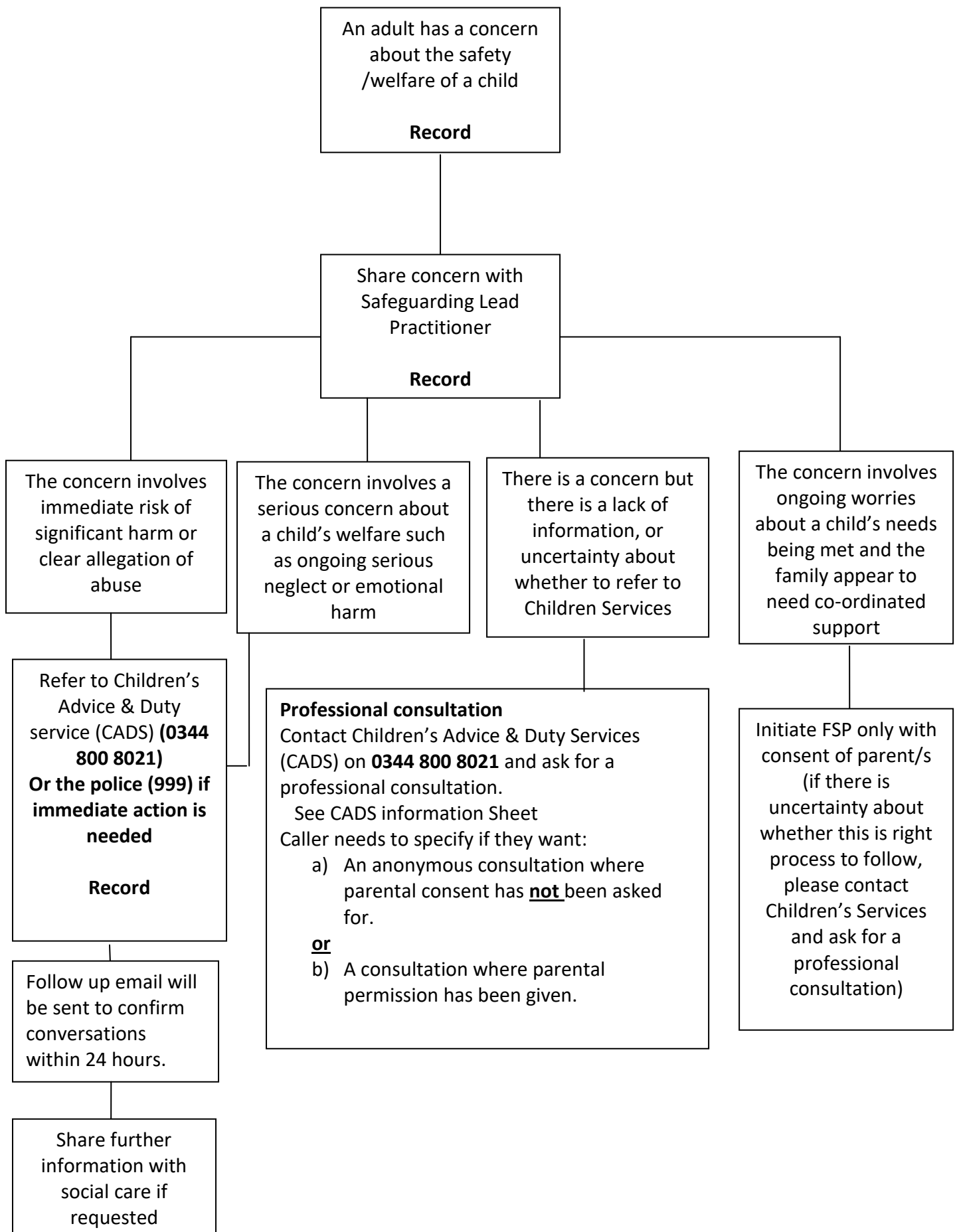
### Responding to suspicions of abuse

- We acknowledge that abuse of children can take different forms - physical, emotional, and sexual, as well as neglect. [see appendix 1]
- When children are suffering from physical, sexual or emotional abuse, or may be experiencing neglect, this may be demonstrated through the things they say (direct or indirect disclosure) or through changes in their appearance, their behaviour, or their play.
- We take into account factors affecting parental capacity, such as social exclusion, domestic violence, parent's drug or alcohol abuse, mental or physical illness or parent's learning disability.
- We are aware of other factors that affect children's vulnerability such as abuse of disabled children, fabricated or induced illness, child abuse linked to beliefs in spirit possession, sexual exploitation of children such as through internet abuse and Female Genital Mutilation that may affect or may have affected children and young people using our provision.
- We also make ourselves aware that some children and young people are affected by gang activity, by complex, multiple or organised abuse, through forced marriage or honour based violence or maybe victims of child trafficking. While this may be less likely to affect young children in our care we may become aware of any of these factors affecting older children and young people who we may come into contact with.
- Where we believe a child in our care or known to us may be affected by any of these factors we follow the procedure for reporting child protection concerns.
- Where such evidence is apparent, the child's key person makes a dated record of the details of the concern and discusses what to do with the setting leader or manager who is acting as the 'designated person'. The information is stored on the child's personal file.
- We refer concerns to the local authority children's social care department and co-operate fully in any subsequent investigation.  
NB In some cases this may mean the police or another agency identified by Norfolk Safeguarding Children's Board.
- We take care not to influence the outcome either through the way we speak to children or by asking questions of children.
- We take account of the need to protect young people aged 16-19 as defined by the Children Act 1989. This may include students or school children on work placement, young employees or young parents.
- Where abuse is suspected we follow the procedure for reporting any other child protection concerns. The views of the young person will always be taken into account, but the setting may override the young person's refusal to consent to share information if it feels that it is necessary to prevent a crime from being committed or intervene where one may have been or to prevent harm to a child or adult. Sharing confidential information without consent is done only where not sharing it could be worse than the outcome of having shared it.

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### Recording suspicions of abuse and disclosures

The setting follows the flow chart set out by NSCB [Norfolk Safeguarding Children Board]



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### Recording suspicions of abuse and disclosures

- Where a child makes comments to a member of staff that gives cause for concern (disclosure), observes signs or signals that gives cause for concern, such as significant changes in behaviour; deterioration in general well-being; unexplained bruising, marks or signs of possible abuse or neglect that member of staff:
  - listens to the child, offers reassurance and gives assurance that she or he will take action;
  - does not question the child;
  - makes a written record that forms an objective record of the observation or disclosure that includes:
    - the date and time of the observation or the disclosure;
    - the exact words spoken by the child as far as possible;
    - the name of the person to whom the concern was reported, with date and time; and
    - the names of any other person present at the time.
  - these records are signed and dated and kept in the child's personal file which is kept securely and confidentially.
  - Where the Norfolk Safeguarding Children's Board stipulates the process for recording and sharing concerns, we include those procedures alongside this procedure and follow the steps set down by Norfolk Safeguarding Children Board.

### Making a referral to Norfolk Safeguarding Children's Board (NSCB)

- The Early Years Alliance's publication 'Safeguarding Children Child Protection Record' and the Norfolk Safeguarding toolkit document contains detailed procedures for making a referral to the Norfolk Safeguarding Children Board (NSCB) team, as well as template form for recording concerns and making a referral. This is based on 'What to do if you're worried a child is being abused' (HMG 2015)
- We keep a copy of this document and follow the detailed guidelines given.
- All members of staff are familiar with the Alliance's Child Protection Record and follow the procedures for recording and reporting.

### Informing parents

- Parents are normally the first point of contact.
- If a suspicion of abuse is recorded, parents are informed at the same time as the report is made, except where the guidance of the Norfolk Safeguarding Children Board does not allow this.
- This will usually be the case where the parent is the likely abuser. In these cases the investigating officers will inform parents.

### Liaison with other agencies

- We work within the Norfolk Safeguarding Children Board guidelines.
- We have a copy of 'What to do if you're worried a child is being abused' for parents and staff and all staff are familiar with what to do if they have concerns.
- We notify the registration authority (Ofsted) of any incident or accident and any changes in our arrangements which may affect the wellbeing of children or where an allegation of abuse is made against a member of staff. [See appendix two for contact number].

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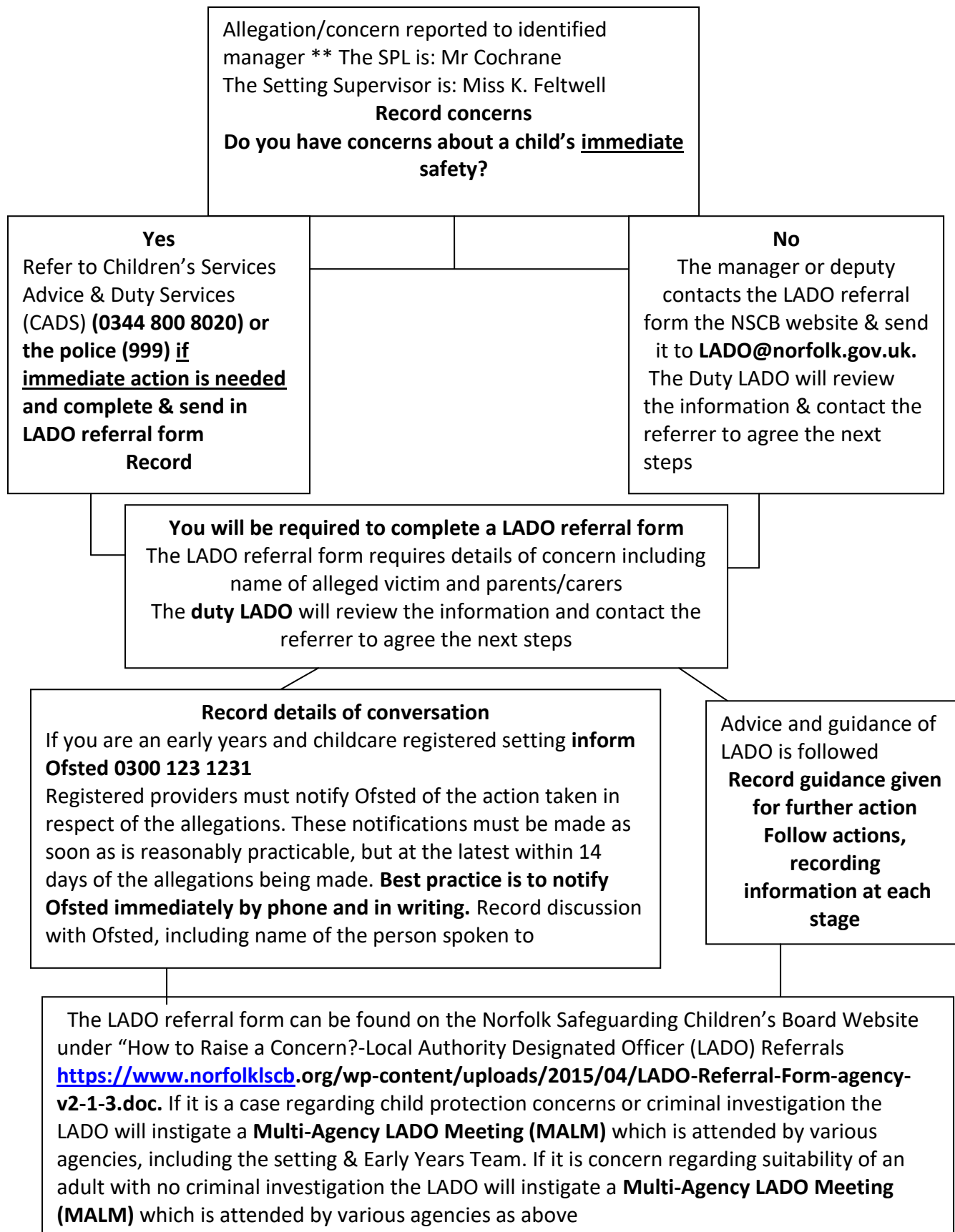
- Contact details for the local National Society for the Prevention of Cruelty to Children (NSPCC) are also kept. [See appendix two for contact number]
- If a referral is to be made to the local authority social care department, we act within the area's Safeguarding Children and Child Protection guidance in deciding whether we must inform the child's parents at the same time.

### Allegations against staff

- We ensure that all parents know how to complain about the behaviour or actions of staff or volunteers within the setting, or working on the premises occupied by the setting, which may include an allegation of abuse.
- We follow the guidance of the Norfolk Safeguarding Children Board when responding to any complaint that a member of staff, or volunteer within the setting, or working on the premises occupied by the setting, has abused a child.
- We respond to any disclosure by children or staff that abuse by a member of staff or volunteer within the setting, or anyone living or working on the premises occupied by the setting, may have taken, or is taking place, by first recording the details of any such alleged incident.
- We refer any such complaint immediately to the local authority's social care department to investigate. We also report any such alleged incident to Ofsted and what measures we have taken. We are aware that it is an offence not to do this.
- We co-operate entirely with any investigation carried out by children's social care in conjunction with the police.
- Where the management committee and children's social care agree it is appropriate in the circumstances, the Proprietor will suspend the member of staff on full pay, or the volunteer, for the duration of the investigation. This is not an indication of admission that the alleged incident has taken place, but is to protect the staff as well as children and families throughout the process.

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### Managing allegations and concerns about adults who work with children in the setting



Taken from Norfolk County Council flow chart February 2019

\*\* Additional advice/support from the Head teacher who is the safeguarding practitioner at our Primary school

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### Disciplinary action

- Where a member of staff or volunteer has been dismissed due to engaging in activities that caused concern for the safeguarding of children or vulnerable adults, we will notify the Independent Safeguarding Authority (ISA) (see appendix two for contact number) of relevant information so that individuals who pose a threat to children (and vulnerable groups), can be identified and barred from working with these groups.

### Training

- We seek out training opportunities for all adults involved in the setting to ensure that they are able to recognise the signs and signals of possible physical abuse, emotional abuse, sexual abuse and neglect and that they are aware of the local authority guidelines for making referrals.
- We ensure that all staff know the procedures for reporting and recording their concerns in the setting.

### Confidentiality

- All suspicions and investigations are kept confidential and shared only with those who need to know. Any information is shared under the guidance of the Norfolk Safeguarding Children Board.

### Support to families

- We believe in building trusting and supportive relationships with families, staff and volunteers in the group.
- We make clear to parents our role and responsibilities in relation to child protection, such as for the reporting of concerns, providing information, monitoring of the child, and liaising at all times with the local children's social care team.
- We will continue to welcome the child and the family whilst investigations are being made in relation to any alleged abuse.
- We follow the Child Protection Plan as set by the child's social care worker in relation to the setting's designated role and tasks in supporting that child and their family, subsequent to any investigation.
- Confidential records kept on a child are shared with the child's parents or those who have parental responsibility for the child in accordance with the Confidentiality and Client Access to Records procedure and only if appropriate under the guidance of the Local Safeguarding Children Board.

### **Legal framework**

#### *Primary legislation*

- Children Act (1989 s47)
- Education Act (2002 & 2011)
- Female Genital Mutilation Act FGM (2003)
- Protection of Children Act (1999)
- Data Protection Act (1998)
- Education & Inspection Act (2006)
- Children & young person Act (2008)

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- Childcare (Disqualification) Regulations (2009)
- Police Act 1987 (Criminal Records) (N02) Regulations 2009
- Safeguarding Vulnerable Groups Act (2006)

### Secondary legislation

- Sexual Offences Act (2003)
- Criminal Justice and Court Services Act (2000)
- Equalities Act (2010)
- Data Protection Act (1998) Non Statutory Guidance
- General Data Protection Regulation (GDPR 2018)
- Counter Terrorism & Security Act (2015)
- Serious Crime Act (2015)

### Further Guidance

- Working Together to Safeguard Children (revised HMG 2006, March 2013 & March 2015)
- What to do if you're Worried a Child is Being Abused (HMG 2006, March 2015)
- Family Support Process (FSP) (2014) *(Previously Common Assessment Framework)*
- Information Sharing: Practitioners' Guide (HMG 2006 & March 2015)
- Norfolk Safeguarding Children Board- [www.norfolkscb.org](http://www.norfolkscb.org)
- Norfolk Safeguarding Toolkit- updated –Aug 2017
- Disclosure and Barring Service- (DBS) gov.uk
- Guidance for Safer Work Practices for Adults who work with Children & young People- (2015)
- Keeping children safe in Education: Statutory Guidance for schools & colleges (DfE) 2019
- The Prevent Duty: department advice for school & Guidance for schools (DfE) 2016
- Inspecting Safeguarding in Early Years, Education & Skills Settings (Ofsted) 2015
- Mandatory Reporting of Female Genital Mutilation- Procedural information (HM Government)
- Guidance for Safer working practices (safer Recruitment Consortium)

This policy was adopted at a meeting of	<u>DPSMN</u>	name of setting
Held on	<u>September 2020</u>	(date)
Date to be reviewed	<u>Annually</u>	(date)
Signed on behalf of the management committee		
Name of signatory	<u>E.J. Laffeaty-Sharpe</u>	
Role of signatory (e.g. chair/owner)	<u>Principal / Proprietor</u>	