

Randolph Beresford

  
Early Excellence Centre  
integrated services for children and families

# **SAFEGUARDING AND CHILD PROTECTION POLICY & Practice Notes**

## **RANDOLPH BERESFORD EARLY YEARS CENTRE**

**Produced: Summer 2010**

**Reviewed & Updated: October 2016**

**Date: 8<sup>th</sup> September 2017**

**Ratified by the Governing Body**

# CONTENTS

1. Introduction and Rationale
2. Aims of policy
3. Guiding principles for intervention to protect children
4. Responsibilities of the Head/Designated person
5. Responsibilities of all staff
6. Appointment of staff
7. Allegations against staff
8. Staff contact with children
9. Staff training and support
10. Curriculum
11. E-safety
12. Children with Special Educational Needs
13. Extremism
14. Female Genital Mutilation Duty
15. Confidentiality
16. Record keeping and reports
17. Monitoring children on the Child Protection Register
18. Communicating policy to parents and children
19. Monitoring and evaluating effectiveness of this policy
20. Child Protection to other policies

## 1. INTRODUCTION AND RATIONALE FOR POLICY

In line with the Government's vision for all services for children and young people, 'Every Child Matters', 'Keeping Children Safe in Education 2016' and 'Working Together to Safeguard Children DFE 2015' the governors and all centre staff recognise that children have a fundamental right to learn in a safe environment and to be protected from harm. Young people are less likely to learn effectively and go on to lead positive and independent lives if they are not kept healthy and safe. This centre is therefore committed to providing an environment which is safe and where the welfare of each child is of paramount importance. This will include a commitment to ensuring that all children feel confident that any concerns they may have will be listened to and acted upon. We recognise the need for Early Help in families' lives.

To this end, governors and centre staff are committed to ensuring that all members of the Randolph Beresford community are aware of centre responsibilities and procedures in this area. This will include communicating policies and procedures effectively with parents/carers, ensuring all staff and relevant governors attend appropriate training and working effectively with other professionals on behalf of children in need or enquiring into allegations of child abuse.

## 2. AIMS OF POLICY

- To raise awareness of all centre staff of the importance of safeguarding and child protection, and in particular to make clear responsibilities for identifying and reporting actual or suspected abuse
- To ensure children and parents are aware that the school takes safeguarding seriously and will follow the appropriate procedures for identifying and reporting abuse and for dealing with allegations against staff
- To promote effective liaison with other agencies in order to work together for the protection and welfare of all children
- To support children's development in ways which will foster security, confidence and independence
- To integrate a child protection curriculum within the existing curriculum, allowing for continuity and progress through the Early Years Foundation Stage, Key Stage 1 & Key Stage 2 (afterschool services)
- To make appropriate links and reference to policies in related areas such as behaviour and bullying

NB All centre staff will have access to 'Children's Services Child Protection Family Services Front Door' and The Early Help Services.

This covers the following areas

- Legislative framework
- Definitions and categories of abuse and neglect
- Possible indicators of abuse and neglect
- Action by person receiving or identifying a concern
- Action by designated person
- Consent – child and parent/carer
- Recording and the referral process

- Guidelines for safe practice – professional conduct
- Reports for case conferences

### **3. GUIDING PRINCIPLES FOR INTERVENTION TO PROTECT CHILDREN**

The governors will ensure that the principles identified below, many of which derive from the Children Act 1989, are followed by all staff.

- All children have a right to be kept safe and protected from abuse
- Child abuse can occur in all cultures, religions and social classes
- Staff must be sensitive to the family's cultural and social background
- Children must have the opportunity to express their views and be heard
- If there is a conflict of interests between the child and parent, the interests of the child must be paramount
- All staff are responsible for following centre procedures once they have identified a child protection concern
- All staff must endeavour to work in partnership with those who hold parental responsibility for a child
- Information in the context of a child protection enquiry must be treated as CONFIDENTIAL and only shared with those who need to know
- All staff should have access to appropriate and regular training
- Centre management must allow staff sufficient time to carry out their duties in relation to child protection and safeguarding
- Staff to recognise the difference between a 'concern' and 'immediate danger or at risk of harm'

### **4. RESPONSIBILITIES OF HEAD/DESIGNATED TEACHER**

The Head Teacher and Governors will ensure that the Centre has identified a Designated Person for safeguarding and child protection and that the Head/Designated Person undertakes the following responsibilities: Currently this designated person is the Deputy Head of Centre.

- To ensure all staff are familiar with centre and Borough procedures and guidelines for identifying and reporting abuse, including allegations of abuse against staff
- To ensure all staff receive training in the above, including staff who are temporary or start mid year
- To be responsible for co-ordinating action and liaising with centre staff and support services over child protection issues
- To be aware of all children within the centre who are subject of a Child Protection Plan, Child In Need Plan or who are Looked After Children (LAC Lead – Deputy SENCO).
- To ensure the centre is represented at child protection case conferences and that written reports are provided as required
- To follow as appropriate recommendations made by Local Safeguarding Children Board (LSCB)
- To be aware of new legislation, guidance, policy and procedures in the area of Safeguarding and Child protection
- To support and advise staff on child protection issues generally
- To disseminate relevant information between agencies to the appropriate staff
- To maintain accurate and secure child protection records and send on to new centres or schools (where relevant)

## 5. RESPONSIBILITIES OF CENTRE STAFF

- a) All centre staff have a responsibility to identify and report suspected abuse and to ensure the safety and well-being of the pupils in the centre. In doing so they should seek advice and support as necessary from the Head/Designated Person and other senior staff members.
- b) Staff are expected to provide a safe and caring environment in which children can develop the confidence to voice ideas, feelings and opinions. Children should be treated with respect within a framework of agreed and understood behaviour policy.

c)

Staff will question adults who they do not recognise and check the validity of their presence in the Centre

d) All centre staff are expected to:

- Be able to identify signs and symptoms of abuse
- Report concerns (including concerns about other staff/professionals) to the Designated Person or other senior staff members as appropriate
- Be aware of the relevant local procedures and guidelines
- Monitor and report as required on the welfare, attendance and progress of all children
- Keep clear, dated, factual and confidential records of child protection concerns
- Respond appropriately to disclosures from children and young people (stay calm, reassure without making unrealistic promises, listen, avoid leading questions, avoid being judgemental and keep records)
- Carry a responsibility to ensure that their Disclosure Barring Checks are up to date and the school / Centre has details of their DBS registration
- Inform the Head / Deputy of any incidents or relationships that may impact on their suitability to work with children (E.g. Barring by Association)
- Staff to raise concerns through Child of Concern Meetings and contribute to plans put in place to support the child and family

Failure to adhere to the Centre's Safeguarding Policy and Code of Conduct could result in disciplinary action.

## 6. APPOINTMENT OF STAFF

When appointing staff, the Senior Management Team will take account of the Safer Recruitment guidance issued by the Local Authority's Human Resources Section and observe the following safeguards:

- That documentation sent out to potential candidates will make it clear that child protection is a high priority of the centre and that rigorous checks will be made of any candidate before appointments are confirmed
- That all references will be taken up and verified by writing to and telephoning referees
- That a reference will always be obtained from the last employer
- That at interview candidates will be asked to account for any gaps in their career/employment history
- That candidates will be made aware that all staff are subject to a full Disclosure and Baring check and will sign to say they understand the new Baring by Association
- That evidence of relevant checks are recorded and stored in individual staff files

- That staff for whom the Centre has not received an updated DBS check before they start work are not in a position where they have unsupervised access to children

## Supply Staff, Volunteers and Students

The Senior Management Team will take responsibility for informing all supply, students and volunteers in the school and children's centre of the child protection procedures. Parents will at all times be shadowing a member of staff and will not work alone with children. Only long term students and supply staff will be asked to change children's clothing or support them in the bathroom (this is normally something carried out by the child's Key Person or teacher)

## 7. ALLEGATIONS AGAINST STAFF

The Head Teacher and Governors recognise that because of their daily contact with children in a variety of situations, including the caring role, staff are vulnerable to accusations of abuse.

- a) The Head Teacher recognises that, regrettably, in some cases such accusations may be true. Therefore, staff are expected to follow the agreed procedures for dealing with allegations against staff. This will initially mean a discussion with the designated person/head.
- b) In the case of an accusation against the designated person/head, the Chair of Governors and LADO must be notified-

Allegations against professionals LA Designated Officer-H&F 020 8753 5124 Duty Officer  
LADO@lbhf.gov.uk

OR

Allegations against professionals LA Designated Officer Tri-Borough  
020 7641 6108  
Jane Foster-Tri-Borough LADO  
[Jfoster1@westminster.gov.uk](mailto:Jfoster1@westminster.gov.uk)

OR

The NSPCC whistleblowing helpline- available for staff who do not feel able to raise concerns regarding child protection failures internally  
0800 0280285 [help@nspcc.org.uk](mailto:help@nspcc.org.uk)

The Chair of Governors can be contacted through the Clerk to the Governor's whose number is on the staff notice board in the staffroom

## 8. STAFF CONTACT WITH PUPILS

In order to minimise the risk of accusations being made against staff as a result of their daily contact with children, all centre staff should familiarise themselves with the guidance for self protection and complete the self-protection form where appropriate (**see appendix 5 & 6**).

## **9. STAFF TRAINING AND SUPPORT**

- a) Governors recognise the importance of child protection training for Designated Staff and for all other centre staff who have contact with children. The designated Governor for Child Protection will have specific training in their role, available from the Local Authority. The DSL will attend training every two years with a yearly update.
- b) Governors expect the Head/Designated Person to ensure that all centre staff, including support and ancillary staff, receive training in child protection and that new staff are made aware of centre policy, procedures and guidelines when they join the centre and receive annual training thereafter.
- c) The Head is also expected to ensure that all staff receive regular support in respect of child protection work and know which senior member of staff to refer to for advice in the absence of the Designated Person.

## **10. CURRICULUM**

The governors believe that the centre curriculum is important in the protection of children. They will aim to ensure that curriculum development meets the following objectives (these are often met through the PSED curriculum):

- Developing children's self-esteem
- Developing communication skills
- Informing about all aspects of risk
- Children will be given the words and gestures as strategies to protect themselves through the centre's behaviour policy
- Developing a sense of the boundaries between appropriate and inappropriate behaviour in adults
- Developing non-abusive behaviour between children

We recognise whenever groups of children spend time together there is the potential for peer on peer abuse however, through the curriculum, behaviour policy and centre systems, the risk is minimised.

## **11. E-SAFETY**

We recognise that children's use of the Internet is an important part of their education but that there are risks of harm associated with its use. We have an e-safety policy that addresses how we minimise those risks. We also recognise that all members of staff and volunteers must always be mindful of the need to follow our policy of acceptable use of our IT equipment. All staff and parents are aware that the Centre has a no mobile phone policy (within areas where children are present). All photos taken of children for their learning journals and profiles will only be taken on Centre cameras.

## **12. CHILDREN WITH SPECIAL EDUCATIONAL NEEDS**

The Head Teacher and Governors recognise very young children and those with special educational needs may be especially vulnerable to abuse and expect staff to take extra care to interpret correctly apparent signs of abuse or neglect. Indications of abuse will be reported as for other children. The Designated Person will work with the Special Educational Needs Co-ordinator to identify pupils with particular communication needs and to ensure clear guidance is available for staff in relation to their

responsibilities when working with children one to one or meeting their intimate care needs (see accessibility plan).

### **13. EXTREMISM**

By extremism we mean: views and actions that promote

- 1) Violence against others,
- 2) Hatred towards others and
- 3) Undermining the rights of others.

Randolph Beresford Nursery and Children's Centre is clear that extremism and radicalisation should be viewed as safeguarding concerns. We value freedom of speech and the expression of beliefs and both children and adults have the right to speak freely and voice their opinions. However, we are clear that any manipulation or exploitation of children in our school and users in our centre, through the normalisation of extreme views that could render them vulnerable to radicalisation, will be responded to by the use of our safeguarding procedures and the involvement of our partner agencies.

### **14. HONOUR BASED VIOLENCE**

'We recognise that a child who is at risk of honour based violence is at significant risk of physical harm and/or neglect, and may also suffer significant emotional harm through the threat of violence or witnessing violence directed towards a sibling or other family member'-(LSCB:2007).

### **15. FEMALE GENITAL MUTILATION (FGM)**

As of 31<sup>st</sup> October 2015 the new mandatory reporting of Female Genital Mutilation Duty was introduced by the Serious Crime Act 2015. This is a new legal duty upon all regulated Teacher, Health care staff and social Workers in England and Wales to report known cases of FGM affecting girls under 18 to the police.

### **16. CONFIDENTIALITY**

The Head Teacher accepts that child protection raises issues of confidentiality, which should be clearly understood by all staff. All information relating to child protection will be kept in the Child Protection File or individual child's file in a locked cupboard in the deputies' room. This will ensure that all records are kept in one place and that confidentiality is maintained.

### **17. RECORD KEEPING AND REPORTS**

- a) The Head Teacher expect all staff to maintain high quality signed and dated child protection records, which separate fact, allegation, hearsay and opinion and which clearly indicate decisions and action taken. These records may in some cases be required in court proceedings.
- b) The Head Teacher further expects centre staff to assist the Children's Services Department by providing reports and information for child protection case conferences as required (**see appendix 2**).
- c) A running record is kept on all children where there has been a safeguarding issue or concern; this includes accident and incident forms (**see appendix 4**).

- d) Records of weekly Child of Concern room meetings will be kept in the deputies' office which may contribute to child protection concerns.
- e) Staff will record all child protection concerns on a Safeguarding Concerns Sheet (**see appendix 1**) and give to the designated person/head immediately.
- f) Daily reports of nursery non-attendance or outside nursery accidents are emailed to the allocated social worker of children on a CP or CIN Plan. A phone call to the allocated social worker or duty social worker is made if deemed urgent and an Inter-Agency Referral will be made (**see appendix 3**).

## **18. MONITORING CHILDREN ON THE CHILD PROTECTION REGISTER**

Governors expect the Head Teacher to ensure that SMT, Team Leaders and Early Years Educators monitor closely the welfare, progress and attendance of all children. Relevant and pertinent information relating to children either subject to a Child Protection Plan or deemed Children in Need will be provided in a timely fashion to Children's Services staff. Deputies and Family Support Staff will attend regular CIN, Core Group and Child Protection Conferences.

## **19. COMMUNICATING POLICY TO PARENTS AND CHILDREN**

- a) The governors expect parents and children to be informed that the centre has a child protection policy and is required to follow the Borough Guidelines for reporting suspected abuse of the Children's Services Department. This is discussed with parents at the initial registration meeting with the Head Teacher or Deputy Head and written in the Centre Booklet given to parents at this meeting.
- b) Children and parents should know how the centre's child protection system works and with whom they can discuss any concerns. They should also be made aware of local or national telephone help lines. These are displayed on the staff notice board.

## **20. MONITORING AND EVALUATING EFFECTIVENESS OF THE CENTRE'S POLICY**

The governors require the Head to report to them annually on the effectiveness of the child protection policy and on associated issues in the centre over the preceding year.

## **21. CHILD PROTECTION IN RELATION TO OTHER CENTRE POLICIES**

This child protection policy should be read in conjunction with other relevant centre policies such as behaviour, anti-bullying and equality policies.