

Hartcliffe Nursery School and Children's Centre Child Protection Policy

Compliance

This policy complies with the statutory requirements laid out in the Keeping children safe in education –statutory guidance for all school and college staff (July 2015) and The Early Years Foundation Stage Statutory Framework (2014). It has been written with reference to the following legislation, guidance and documents:

- What to do if you are worried a child is being abused: advice for practitioners (2015)
- South West Child Protection Procedures and information available on the Bristol Safeguarding Children Board page of the Local Authority website: www.bristol.gov.uk/page/children-and-young-people/bristol-safeguarding-children-board
- Working together to safeguard children (2015)
- Prevent Duty
- Part 5 of the Serious Crime Act 2015

Rationale

At Hartcliffe Nursery School and Children's Centre we work with children, parents and the community to ensure the safety of children and to give them the very best possible start in life. The safety of children is paramount and needs to be central in the thinking of all practitioners at all times.

Policy Development

This policy was updated by the Centre's Designated Safeguarding Lead (DSL)

Aims

Our overall aim is to ensure children in our care are kept safe from harm through implementing this policy. We promote children's right to be strong, resilient and listened to by:

- Creating an environment that encourages children to develop a positive self-image, inclusive of ethnicity, language, beliefs, cultural traditions and home background.
- Encouraging children to develop a sense of autonomy and independence.
- Enabling children to have the self-confidence and the age appropriate vocabulary to keep themselves safe
- Helping children to establish and sustain satisfying relationships within their families, with peers, and with other adults.
- Helping parents to establish and sustain satisfying relationships with their children.

- Working with parents to build their understanding of and commitment to the principles of safeguarding for all our children
- Being alert to any issues for concern in the child's life at home or elsewhere.

This policy will be available for parents and highlighted to them when they register their children with the Head teacher. All parents will be asked to sign an agreement on registering their child.

Scope

This policy applies to all staff and volunteers.

'Staff' includes both those employed by the centre as well as those from other agencies (e.g. the Health Service) who provide services for the centre as part of the multiagency framework.

Confidentiality and Appropriate Disclosure of Information

Confidentiality is crucial to all our relationships, but the welfare of the child is paramount. The law does not allow anyone to keep concerns relating to abuse to themselves. Therefore, confidentiality may not be maintained if the withholding of information will prejudice the welfare of the child.

- All information that has been collected on any child will be kept locked and secure and access will be limited to the appropriate staff, management and relevant agencies.
- In the event of an investigation it is essential that no information on child protection concerns relating to a child are disclosed inappropriately. Any such leaks could have serious consequences for both the child concerned and any investigation.
- It is very important that information is shared with staff on a 'need to know' basis. If uncertain about what information may be shared, take advice or refer to Bristol's Information Sharing protocol. (Please see Further Information section for a link.)
- Whilst parents / carers have the right to see any records kept on their child, this might not always be appropriate and should not put the child or yourself at risk.
- If another professional rings the centre requesting information from the admin team, they will explain that they will pass on the message to the Designated Safeguarding Lead/Deputy DSL who will then gather information including liaising with the appropriate team leader/teacher. They will then ring the professional back to discuss the request. No information should be given out without following this process.
- Every member of staff signs the Code of Conduct for employees. This will give clear guidance relating to confidentiality.

Definitions of Abuse

Children are protected from Abuse under the Children Act 1989 and the Children Act 2004.

Working together to safeguard children (2015) defines abuse as:

‘A form of maltreatment of a child’, ‘somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm.’

The 4 areas of abuse are:

- **Physical Abuse** – A form of abuse which may involve hitting, shaking throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of or deliberately induces illness in a child.
- **Sexual Abuse** – involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The child may be dependent or developmentally immature. Sexual abuse can also include non-contact activities, such as involving children in looking at or in the production of sexual images.
- **Emotional Abuse** – The persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on a child’s emotional development, or rejection likely to cause adverse effect on the emotional and behavioural development of a child. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.
- **Neglect** - The persistent failure to meet a child’s basic physical and/or psychological needs, likely to result in the serious impairment of the child’s health or development.

Historical Abuse

There may be occasions when a child will disclose abuse (either sexual, physical, emotional or neglect) which occurred in the past. This information needs to be treated in exactly the same way as a disclosure of current child abuse. The reason for this is that the abuser may still represent a risk to children now.

Domestic Abuse

The Serious Crime Act (2015) tackles domestic violence by criminalising patterns of repeated or continuous coercive or controlling behaviour against an intimate partner or family member, causing victims to feel fear, alarm or distress.

Staff may be working with children experiencing violence at home. Children may demonstrate symptoms. See Child Protection procedures for information.

Female Genital Mutilation

Female circumcision is illegal in the UK and it is an offence to take UK nationals abroad to aid, abet or carry out FGM. All agencies have a statutory responsibility to safeguard children from being abused through FGM. If you are concerned that a girl is at risk of FGM this is a child protection issue and must be documented and reported to Social Care and or the police.

Some warning signs that MAY indicate a girl is at risk of FGM include:

- **Parents requesting an extended leave from school on top of school holidays**
- **If a girl comes from a country that has high prevalence of FGM**
- **Mother and other siblings have already undergone FGM**
- **Child may indicate that they are going for a special event**

For more information on this topic, see the online South West Child Protection Procedures or the contact the NSPCC. Contact details in the appendix

Safer Recruitment Practice

- Checks will be made on the suitability of successful applicants through the Disclosure and Barring Update Service where appropriate and with the individual's permission to ensure that their current certificate is current and valid.
- Staff and volunteers will be encouraged to subscribe to the Update Service when they are due for a new DBS check
- The Head and Governors will aim to use the update service to carry out status checks.
- At least one person on each recruitment panel will be trained in safer recruitment practices.
- New and inexperienced staff will be supported by more experienced staff (mentors) and will be supported to understand the centre's child protection policy and procedures.
- Supply staff will be provided with a handbook with a summary of the centre's policy and procedures.

Allegations against a Member of Staff or Volunteer of Abuse or Inappropriate Behaviour

Appropriate use of signage and written guidelines will be made available for all families using the Nursery School and Children's Centre so that they know how to make a complaint or an allegation. All staff and volunteers are made aware of the role of the Bristol LADO (Local Authority Designated Officer) and know how to raise a concern if it appears that a staff member or volunteer has:

- behaved in a way that has harmed a child, or may have harmed a child, or,
- possibly committed a criminal offence against or related to a child, or,
- behaved in an inappropriate way towards a child which may indicate that he or she is unsuitable to work with children

See CP procedures

Use of mobile phones and cameras

Staff, other professionals /parents/visitors are not allowed to use their mobile phones on the ground floor of the centre unless they are in a meeting with a Middle or Senior Leader and/ need to take an urgent call in which case they will be directed to the office/outside.

Anyone using a mobile phone upstairs will be expected to use the phone away from the windows looking down into the classrooms.

Parents/staff/visitors/other professionals will not be allowed to use non-mobile cameras in the centre unless it has been explicitly agreed with the Designated or a Deputy Safeguarding Lead.

Training and Resources

The Head teacher/DSL will ensure that all staff understand and implement the Child Protection policy and procedures.

Mandatory training will be provided every 3 years for all staff and volunteers on

- Identifying signs of possible abuse and neglect at the earliest opportunity and responding in a timely and appropriate way
- The Local Authority guidelines for making a referral
- The procedures for recording and reporting their concerns in the centre, including those about other members of staff or any other person working with children
- Their responsibility to contribute, as necessary, to multiagency assessments, planning and provision for vulnerable children and families.

The Designated Safeguarding Lead and other staff with a particular responsibility regarding child protection will attend Level 3 advanced training every 2 years.

Resources will be made available in the staffroom and policy and procedures files.

Escalation Policy

Bristol Safeguarding Children Board has an escalation policy which advises on how to manage disagreements with other professionals:

Support to staff and volunteers

As a result of reporting concerns, you may find the person who disclosed the information is upset or angry. The line manager will support you. If Social Care or the Police need further information or involvement from a member of staff, their Line Manager will talk with them about how this will happen.

If a member of staff is not happy with the response of the Designated Safeguarding Lead, they can still make a referral to First Response. It needs to be clearly recorded that the staff member had discussed it with the DSL.

Roles and Responsibilities

The Education Act 2002 requires governing bodies to ensure that they comply with their duties under legislation. They must also have regard to the statutory guidance: Keeping Children Safe in Education (2015) to ensure that the policies, procedures and training are effective and comply with the law at all times.

There is a named safeguarding governor, Terri Jones.

The Designated Safeguarding Lead for the Centre is Marie Thomas, Headteacher

This role is to provide advice and support to other staff on child welfare and child protection matters, to take part in strategy discussions and inter-agency-and/to support other staff to do so – and to contribute to the assessment of children.

Storing and Managing Information

We have a specific policy relating to Confidentiality and Data Protection which is applicable to data and information stored on children where there have been safeguarding/Child Protection concerns.

Copies of all safeguarding concerns will be kept at the centre until the person affected is 25.

Reviewing the Policy

The Child Protection Policy and procedures will be reviewed annually and updated as necessary. Responsibility for reviewing it will be held collectively by the Headteacher and the Safeguarding Governor

Further Information

South West Child Protection Procedures – provide detailed online information on all aspects of child protection – www.swcpp.org.uk

Multiagency guidance on non-mobile babies (2015)
Bristol and South Gloucs Safeguarding Children Board

Guidance for safer working practice for adults who work with children and young people (2015)

Sharing information on children. A guide for people working with children, young people and their families (2007)

Appendix A – Useful contacts

First Response for all concerns about a family, who are not currently involved with social care: 0117 903 6444

Early Help for advice on whether to make a referral (social worker on duty): 0117 903770

Social care

- Symes House, Hartcliffe (South) - Tel: 0117 353 2200
- Broadwalk, Knowle (South) – Tel: 0117 903 1414
- Disabled Children Team (all Bristol) - Tel: 0117 9038250
- Out of Office Hours Tel: 01454 615 165 (Emergency Duty Team)

In the case of Staff Allegations Contact:

- Local Area Designated Officer – Nicola Laird- Telephone 0117 903 7795.
- Registered providers must inform Ofsted of any allegations of serious harm or abuse as soon as reasonably practicable, but at the latest within 14 days of the allegations being made.
- Ofsted Compliance and Investigation Team (For reporting any Child Protection concerns).-Tel: 0300 123 1231

Support and advice

- Bristol Schools Safeguarding team: Esther Lambert, Advisor (South)
Tel: 0117 922 2832
- Childline -Tel: 0800 1111 (open 24 hours)
- National Association for the Prevention of Cruelty to Children (NSPCC) -Tel: 0800 800 500
- Bristol Safeguarding Children Board (training) -Tel: 0117 3532505