

## Safeguarding Policy for Abbey Green Nursery School and Children's Centre

Reviewed December 2016

Named Persons      Margot Dixon - Headteacher (Designated Safeguarding Lead)  
                                 Ruth Trattles - Deputy Headteacher  
Nominated Governor   Mahfooz Ahmed

"Safeguarding and promoting the welfare of children is **everyone's** responsibility. **Everyone** who comes into contact with children and their families and carers has a role to play in safeguarding children." Keeping Children Safe in Education September 2016

Abbey Green fully recognises its responsibilities for safeguarding children. This policy is reviewed and updated regularly in response to Government guidance.

Safeguarding children in school includes the focus on protecting children from harm by adults, but also includes;

- o Promoting good attendance
- o Ensuring positive and safe behaviour and eliminating bullying and other forms of harassment
- o Providing support for children with emotional and social difficulties
- o Minimising exclusion from school
- o Improving security on the school site
- o Health and safety

There are three main elements to our policy:

- Prevention;  
By creating a positive school atmosphere, support to children and families, through practising safe recruitment of staff and volunteers and having a safe environment in which children learn and develop.
- Protection;  
By following agreed procedures, ensuring all staff are trained and supported to respond appropriately and sensitively to Child Protection concerns, equipping children with skills needed to keep them safe.
- Support;  
For children, parents and staff.

We recognise there are four main areas of responsibility

- o Physical abuse
- o Sexual abuse
- o Emotional abuse
- o Neglect

Since June 2015 all schools, registered early years childcare providers and registered later years childcare providers are subject to a duty under section 26 of the Counter-Terrorism and Security Act 2015, in the exercise of their functions, to have "due regard to the need to prevent people from being drawn into terrorism". This duty is known as the Prevent duty.

The Prevent Duty outlines how schools can build pupils' resilience to radicalisation by promoting fundamental British values. We believe British values are embedded in our practice through our curriculum for 'Personal, Social and Emotional development and supporting children's 'Knowledge and Understanding. Our Safeguarding policy and guidelines is also crucial to our work in promoting the Prevent Duty.

## Ethos

Abbey Green recognises the importance of creating an ethos that will make children feel safe. We recognise that children who are abused or witness violence are likely to have low self-esteem and may find it difficult to develop a sense of self-worth. They may feel helplessness, humiliation and some sense of blame. Abbey Green may be the only stable, secure and predictable element in their lives.

Abbey Green will endeavour to support all children through:

- establishing and maintaining an ethos where children feel secure and are encouraged to talk and are listened to
- Ensuring the content of the curriculum includes social and emotional aspects of learning and activities and opportunities which equip children with the skills they need to stay safe from harm;
- Ensuring that children know that there are adults in the school & centre who they can approach if they are worried or are in difficulty;
- Promoting a positive, supportive and secure environment where pupils can develop a sense of being valued;
- Ensuring that children know that some behaviour is unacceptable but they are valued and not to be blamed for any abuse which has occurred;
- Ensure that wherever possible every effort will be made to establish an effective working relationships with parents and colleagues from other agencies.

## Roles and Responsibilities

All adults working with or on behalf of children have a responsibility to protect children. There are, however, key people within schools and the LEA who have specific responsibilities under Child Protection procedures. It is the role of the Governing Body and the leadership team to ensure that Named Persons for Child Protection are properly supported to carry out this task and that they are given time to fulfil the duties that their role demands.

The names of those carrying these responsibilities for the current year are listed on the Child Protection Procedures flow chart. (attached)

### Responsibilities of the Designated and Named Persons:

The designated person takes responsibility for Child Protection, if this person is not available then one or other of the named persons will take lead responsibility for dealing with Child Protection issues, providing advice and support to other staff, volunteers and governors, liaising with the LEA and other agencies. The designated person need not be a teacher but must have the status and authority within the school management structure to carry out the duties of the post including committing resources to child protection matters, and where appropriate, directing other staff. They will ensure that all staff know the name of the named person(s) and know procedures and policies. Named Persons will obtain access to resources and attend any relevant or refresher training courses at least every two years.

### Raising Awareness:

The designated person will:

- Ensure the establishments Safeguarding policy is updated and reviewed annually and work with the governing body regarding this.
- Ensure parents are aware of the statement displayed in the school that informs parents and carers about our schools' duties and responsibilities under child protection procedures.

- Parents can obtain a copy of our Safeguarding Policy on request.
- Where children leave the school ensure their child protection file is copied for new establishment as soon as possible but transferred separately from main pupil file.
- It is not the responsibility of staff in school to investigate suspected abuse. They should not take action beyond that agreed in the procedures established by their local Safeguarding Board.

The roles and responsibilities of the Named Governor responsible for Child Protection are to ensure the following:

- ensure all staff employed including temporary staff, students and volunteers within the school are aware of the internal procedures, to advise staff and to offer support to those requiring this;
- to liaise with the LEA and/ or partner agencies, as appropriate, in the event of the of allegations of abuse being made against the head teacher;
- the role of the Nominated Governor for Child Protection is to ensure that the school has an effective policy that locally agreed procedures are in place, and that the policy and structures supporting Safeguarding children are reviewed annually. Governors must not be given details relating to individual child protection cases or situations to ensure confidentiality is not breached
- to ensure that all staff safeguarding training will be updated at least every 2 years but also be a continual process of support and development.

The Governing Body and Leadership team are responsible for ensuring safe recruitment processes, including:

- Ensuring the Headteacher, other staff responsible for recruitment and one member of the Governing Body completes safer recruitment training as required.
- Ensuring the upkeep of a Single Central Record of all staff and regular volunteers in accordance with government guidance.

### Safe Working Practice

Abbey Green has developed a clear code of practice which staff understand and agree to. The code of practice offers guidance to staff on the way they should behave when working with children. (see Professional Code of Conduct)

All staff will ensure that they follow the Prevent strategy (see policy and guidelines) so staff can help to protect children from extremist and violent views by:

- having awareness of 'Prevent' and "the risks it is intended to address";
- ensuring that children are taught "in a way that is consistent with the law and our values";
- and helping to identify and refer to the relevant agencies "children whose behaviour suggests that they are being drawn into terrorism or extremism".

### Child Protection Procedures

Abbey Green adheres to child protection procedures that have been agreed locally through the Local Children's Safeguarding Board.

- Staff and students are made aware of the procedures during their induction and procedures are displayed in every room, staff also have mini prompt sheets.
- Parents & carers are informed of the school's duties and responsibilities under the Child Protection procedures through a statement in the entrance.
- Parents & carers are advised that school may need to pass on information to other professionals in order to help keep the child or other children safe.

### **Training**

Abbey Green will ensure that the Named Persons and the nominated governor for Child Protection attend training relevant to their role.

The Leadership team will ensure that Named Persons for Child Protection attend the required training and that they refresh their training every two years.

All other staff and the nominated governors must be offered an appropriate level of training and must undergo refresher training every two years.

### **Confidentiality**

Confidentiality is an issue which needs to be discussed and fully understood by all those working with children, particularly in the context of child protection. The only purpose of confidentiality in this respect is to benefit the child.

All staff are aware that they must not promise to keep 'secrets' with children and that if children disclose abuse this must be passed on to the Named Persons for Child Protection as soon as possible and the child should be told who their disclosure will be shared with.

Staff will be informed of relevant information in respect of individual cases regarding child protection on a "need to know basis" only.

### **Records and Monitoring**

Well-kept records are essential to good child protection practice. Abbey Green is clear about the need to record any concerns held about a child or children within our school or centre, the status of such records and when these records should be passed over to other agencies.

Child Protection records are kept centrally and securely by the Named Persons for Child Protection. All staff must make a record of child protection issues and events as soon as possible and that these records must be signed and dated.

All (CP) records are kept separate from other school records in a secure place. Child protection concerns / records must not be kept in the child's curriculum file. Relevant details may however be kept in Family Support Files, however these will be kept in a locked filing cabinet / in secure online records.

### **Supporting children at risk**

We recognise that children who are abused or who witness violence may find it difficult to develop a sense of self-worth and to view the world in a positive way. School may be the only stable, secure and predictable element in the lives of children at risk. Whilst at school, their behaviour may be challenging and defiant. It is also recognised that some children who have experienced abuse may in turn abuse others. This requires a considered, sensitive approach in order that the child can receive appropriate help and support.

Abbey Green will endeavour to support pupils through:

- The curriculum to encourage self-esteem and self-motivation.
- Ensuring that child protection is included in the curriculum to help children recognise when they don't feel safe and to identify who they should tell.

- The school & centre ethos which promotes a positive, supportive and secure environment and which gives all children and adults a sense of being respected and valued.
- The implementation of school behaviour management policies (required under the Code of Practice, 1993 Education Act)
- A consistent approach, which recognises and separates the cause of behaviour from that which the child displays. This is vital to ensure that all children are supported within the school setting.
- Regular liaison with other professionals and agencies that support the pupils and their families.
- A commitment to develop productive, supportive relationships with parents & carers.
- The development and support of a responsive and knowledgeable staff group, trained to respond appropriately in child protection situations.

Abbey Green Nursery School and Children's Centre recognises that a number of other policies and procedures developed and operated by school form part of the wider agenda of Safeguarding and Promoting Children's Welfare and this policy should be read and understood in conjunction with the policies listed below:

These are

- Child protection referral flow chart
- Concerns sheet/common referral form
- Missing and Uncollected children
- Whistle Blowing Policy
- Guidelines on recognising abuse
- Health and safety policy
- Bradford Threshold of Need
- Safer recruitment policies and practice
- Induction and Code of conduct for staff
- Equality Policy
- Behaviour Policy
- Inclusion, Equality and Diversity Policy

### **Safe School, Safe Staff**

#### **Recruitment**

- We practice safe recruitment by ensuring adverts carry messages advising potential recruits that posts involve enhanced DBS checks and checking the suitability of staff and volunteers to work with children through undertaking DBS checks of new staff and other pre appointment checks.
- Induction

#### **Post Appointment Induction**

There is an induction programme for all staff / Governors and volunteers newly appointed to the school and regardless of previous experience.

The purpose of induction is to:

- a) Provide training and information about the establishment's policies and procedures;
- b) Support individuals in a way that is appropriate for the role for which they have been engaged;
- c) Confirm the conduct expected of staff within the school

d) Provide opportunities for a new member of staff or volunteer to discuss any issues or concerns about their role or responsibilities

e) Enable the person's line manager or mentor to recognise any concerns or issues about the person's ability or suitability at the outset and address them immediately.

The content and nature of the induction process will vary according to the role and previous experience of the new member of staff or volunteer, but as far as safeguarding and promoting the welfare of children is concerned the induction programme will include information about, and written statements of:

a) Policies and procedures in relation to safeguarding and promoting welfare e.g.

Safeguarding

Staff Behaviour policy

Whistleblowing

Being Healthy

E-safety

Professional Code of Conduct

Health and Safety

Restraint

Intimate Care guidelines

b) Safe practice and the standards of conduct and behaviour expected of staff and pupils in the school;

c) How and with whom any concerns about those issues should be raised; and,

d) Other relevant personnel procedures e.g. disciplinary, capability and whistle-blowing.

The programme should also include attendance at child protection training appropriate to the person's role.

#### **Allegations against Staff, Carers and Volunteers**

##### **Scope**

The following procedures apply to situations:

- Where there are suspicions or allegations of abuse by a person who works with children in either a paid or unpaid capacity i.e. any employee, foster carer, child minder or volunteer.
- When it is discovered that an individual known to have been involved previously in child abuse, is or has been working with children, and
- When the allegation or suspicion arises in connection with the individual's work, her/his own children or in relation to other children.

Compliance with these procedures should ensure that where allegations of abuse are made or where there is reasonable suspicion, organisational responses are prompt, thorough, independent and proportionate to the issue of concern.

These procedures are based on guidance contained within Keeping Children Safe in Education 2016. It should be used in respect of all cases in which it is alleged that a person who works with children has:

a) Behaved in a way that has harmed a child, or may have harmed a child

b) Possibly committed a criminal offence against or related to a child or

c) Behaved toward a child or children in a way that indicates she or he is unsuitable to work with children

Required Response within Educational Establishments or against other education staff ;

All concerns/ allegations of abuse by a member school staff, including temporary staff, should be reported to the headteacher.

If the allegation is against a Head Teacher the staff member receiving it must alert the named Governor for Child Protection who in turn must inform and consult with the Bradford Education lead officer for child protection.

If the allegation is against any staff working with children under 3 then Ofsted should be informed.

#### **Allegations against Agency Staff**

Allegations against agency staff should be dealt with by compliance with the procedures in this section. Following receipt of legal advice with respect to confidentiality and preservation of integrity of the enquiry, the employment agency must be informed of the allegation and the outcome of the enquiry.

#### **Allegations against Children**

Allegations against children should also be reported, in the Early Years this might include unsafe behaviour and bullying or harassment.

#### **Outcomes**

These should be reported and judged under the following headings

- substantiated
- malicious
- false and
- unsubstantiated

A further outcome may be 'unfounded' where there is no proper evidence or basis to support allegation.

#### **Reporting Arrangements**

City Of Bradford Metropolitan District Council Margaret McMillan Tower Princes Way BRADFORD BD1 1NN Tel 01274 - 439330

#### **Policy Review**

The Governing Body is responsible for ensuring the annual review of this policy and that the list of key contacts on the procedures sheet is kept up to date.

## Child Protection Procedures Flow Chart

On discovery or suspicion of child abuse  
If in doubt - ACT



Inform your Designated Named Person for Child Protection  
Margot Dixon  
Deputy Named Person  
Ruth Trattles  
Who should then take following steps



Where it is clear that a Child Protection Referral is needed contact Children's Initial Contact Point without delay  
Tel No: 01274 437500  
Out of hrs Emergency Duty Team  
Tel No: 01274 431010  
Where the Named Person is not sure whether it is a child protection issue they may seek advice from the Children's Safeguarding and Reviewing Unit Consultation Service  
Tel No: 01274 434343  
Named Persons may also seek advice from the Educational Social Work Service  
Tel No: 01274 385761



If you are asked to monitor the situation, make sure you are clear what you are expected to monitor, for how long and how and to whom you should feedback information to.



Remember always make and keep a written record of all events and action taken, date and sign each entry to this record. Keep records confidential and secure and separate from the child's curriculum file.



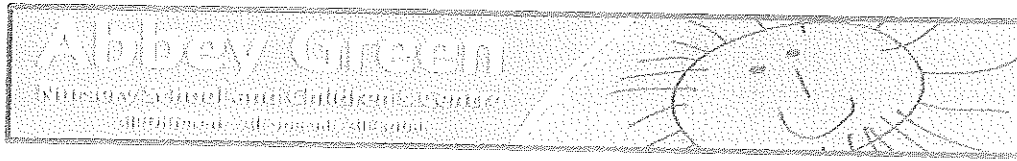
Ensure immediate completion and dispatch of the Common Child Protection Referral form. This form can be accessed via Bradford Schools On-Line 'Useful Links' Tab. Retain a copy on file and send copies to:

- Children's Social Care to the Area Office you made your referral to
- Lead Officer Child Protection Future House, Bolling Road, Bradford BD4 7EB

### USEFUL TELEPHONE NUMBERS

Child Protection Unit: 01274 434343  
Emergency Duty Team: 01274 431010  
Children's Social Care Initial contact point: 01274 437500  
Education Social Work Service: 01274 385761  
Lead Officer Child Protection: 01274 385726  
Police: Javelin House, Child Protection Unit: 01274 376061  
Springfield 01274 435800





## Statement for Parents

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