

Lambeth Education
**Holmewood Nursery & Triangle Nursery Schools
Federation
& Treehouse Children's Centre**

POLICY TITLE CHILD PROTECTION POLICY
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Ratification Date	Next Review Date	Governors to Ratify
March 2016	March 2017	Summer 2017

Approved by Governors at a meeting on: 1st March 2016

Signed on behalf of the Governing Body:

Chair of Governors: D Brown

Date: 01/03/2016

Headteacher: S Donovan

Date: 01/03/2016

Key Legislation & Documents for Reference:

- Safeguarding Vulnerable Groups Act 2006
- Keeping Children Safe in Education 2015
- Statutory guidance: Keeping children safe in education
- Statutory framework for the Early Years Foundation Stage.
- The Education Act 2002: Section 29.
- The School Staffing (England) Regulations 2009
- London Child Protection (Safeguarding) Procedures – 5th Edition 2015-download
- Data Protection Act 1998
- Working Together to Safeguard Children – LCSB
<http://www.workingtogetheronline.co.uk/index.html>
- Children Missing From Care, Home & Education: LCSB rev11/2014
<http://www.londoncp.co.uk/index.html>
- Lambeth Safeguarding Children Board (LSCB)

Senior Designated Persons with Responsibility for Child Protection at Holmewood and Triangle Nursery Schools Federation and Tree House Children's Centre:

Head Teacher

Deputy Senior Designated Person:

Deputy Head Teachers

Chair of Governors

Key School & Lambeth Documents to support Child Protection and to be read in conjunction with this policy and Safeguarding procedures- Copies of these documents are filed in the main policy file for the Federation located in each school office:

- Single Central Record (SCR) – retained in the school office
- Lambeth Annual Safeguarding Proforma (Procedures Annual Review Checklist) – retained in safeguarding file
- LEA Code of Conduct
- Visitors Guidelines
- Health & Safety Policy
- Critical Incident Policy
- Uncollected Child Policy
- Internet Access & Acceptable Internet Use Policy
- Lambeth Staff Code of Conduct
- Lambeth Whistleblowing Policy
- Extremism – Lambeth Policy 9/2014
- Female Genital Mutilation - Lambeth Guidance adopted 9/14
- Children Missing From Care, Home & Education LCSB revised guidance 11/2014
- Physical Intervention Policy

Holmewood & Triangle Nursery Schools and Tree House Children's Centre are committed to providing a secure environment for pupils, where children feel safe and are kept safe. All adults recognise that safeguarding is everyone's responsibility irrespective of the role they undertake or whether their role has direct contact or responsibility for children or not. In adhering to this policy, and the procedures therein, staff and visitors will promote a climate where children and adults will feel confident about sharing any concerns that they may have about their own safety or the well-being of others and will contribute to the delivery of the best outcomes to all children, as set out in s10 (2) of the Children Act 2004¹. This Child Protection Policy is one element within the arrangements to Safeguard and Promote the Welfare of Children in line with our statutory duties set out at s175 of the Education Act 2002 (s157 of the Education Act 2002 and s11 of Children Act 2004).

Our school's Child Protection Policy also draws upon the guidance contained in "Working Together, 2015", the "London Child Protection Procedures" and especially DfE Guidance "Keeping Children Safe in Education, 2015". These documents are kept in the main office.

We recognise that safeguarding is more than contributions to Child Protection matters and we will use the curriculum generally, and PSE in particular, to ensure our pupils recognise risk and build resilience to manage any such risk themselves where appropriate to their age and ability.

In liaising with parents and carers we will ensure that they are reminded that Holmewood & Triangle Nursery Schools and Tree House Children's Centre have a duty to report concerns that we may have over the safety or wellbeing of a pupil as part of our statutory duties to protect children from significant harm and/or neglect. Parents and carers will also be reminded that, where appropriate, any referral will be discussed with parents and carers before the referral is made, however parents and carers will not be contacted nor will the referral be discussed where it is felt that to do so will place the child at an increased risk of harm.

In any event parents and carers will be reminded that all referrals are made in the best interest of the child.

Where a pupil is subject to a Child Protection Plan the Designated Safeguarding Lead (DSL) will monitor the pupil and the plan and ensure that the recommendations for Holmewood & Triangle Nursery Schools and Tree House Children's Centre, as part of that CP Plan are delivered upon and the outcomes fed back as part of the child protection review process.

¹ *the physical, mental health and emotional well-being of children; the protection of children from harm and neglect; the education, training and recreation of children; the contribution made by them to society; and their social and economic well-being.*

The Head teacher will also ensure that a member of teaching staff is appointed as a Designated Teacher for Children Looked After (DTCLA). This person will promote the educational achievement of our CLA Children and will also contribute to the 'in care reviews' and/or meetings regarding CLA children and to the child's Personal Education Plan (PEP).

In delivering our responsibilities as set out in this policy Holmewood & Triangle Nursery Schools and Tree House Children's Centre will develop effective links with relevant agencies and co-operate with their child protection enquiries as appropriate, this will include providing reports and attending Child Protection Conferences and Reviews, Core Group Meetings, and CLA Reviews as requested. We will understand our role in these forums and will make the appropriate challenges to ensure decisions are made in the best interest of our pupil (and their siblings) to ensure the best possible outcomes. Where staff other than the DSL attends any of the aforementioned meetings, they will be properly trained to do so and by attending such meetings they will have been given the appropriate authority to make decisions and commit resources on behalf of Holmewood & Triangle Nursery Schools and Tree House Children's Centre.

Following such meetings we will ensure that all relevant information is shared with pertinent staff. All necessary actions are implemented and progress of the plan is monitored.

Child Protection

All staff at Holmewood & Triangle Nursery Schools and Tree House Children's Centre must recognise and accept that children have a fundamental right to be protected from harm. In upholding this fundamental right we recognise that there are four definitions of child abuse, including neglect, as defined in Chapter 1 of the 5th edition of the London Child Protection Procedures and as précised in this policy, which should be consulted as a reference document for full details of the definitions and recognition & response.

The four categories of child abuse are as follows:

1. Physical Abuse
2. Emotional Abuse
3. Sexual Abuse, and
4. Neglect

Physical Abuse

May include: Hitting, shaking, throwing, poisoning, burning, scalding, drowning, suffocating or otherwise causing physical harm to a child including the deliberate fabrication or causation of illness in a child (now known as Fabrication or Induced Illness FII).

May be recognised by: Physical injury such as bruising, bite marks, burns and scalds, fractures but also by aggressive behaviour or learning difficulties due to neurological damage. It may also be an indicator of concern where a parent gives an explanation inconsistent with the injury or gives several different explanations for the injury. Other indicators of physical abuse may include flinching or cowering and accounts of how injuries have happened may be vague to inconsistent or are unexplained. Children may wear inappropriate clothing to cover marks or injuries and/or may be reluctant to go home.

It is not uncommon for children to have accidental bruises but bruising on the face, around the eyes, around the mouth, behind the ears or consistent with a grab or have the shape of an object (E.G brush, slipper, belt, hand etc.) must be considered as possible indicators of harm

as should multiple or repeated bruising to an area such as the head or an area unlikely to be bruised accidentally.

Any bruising on a pre-crawling or pre-walking baby must also be considered as possible indicators of harm.

It is not appropriate for any member of staff to undress, photograph or body map any child in an attempt to see physical injury, this is the role of child protection and investigating agencies.

Emotional Abuse

May Include: the persistent emotional maltreatment of a child such as to cause severe and adverse effects on the child's emotional development. It may involve conveying to a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond a child's developmental capability as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyberbullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children.

Some level of emotional abuse is involved in all types of maltreatment of a child, although it may occur alone.

Emotional abuse may be difficult to recognise as signs are usually behavioural rather than physical. Signs of emotional abuse may be associated or similar to other forms of abuse so presence of emotional abuse may indicate other abuse is prevalent as well.

Sexual Abuse

May Include: Involving or forcing or enticing a child to take part in sexual activities, whether or not the child is aware of what is happening. Such activities may involve sexual acts (penetrative or non-penetrative) or may include involving children in watching or taking part in pornographic material or to encourage children to behave in sexually inappropriate ways.

May be recognised by: Inappropriate sexualised conduct, age inappropriate sexualised play or conversation, sexually harmful behaviour – contact or non-contact, self-harm, eating disorders, continual, inappropriate or excessive masturbation, anxiousness or unwillingness to remove clothes – sports / PE etc, pain or itching in genital area, blood on underclothes, bruising in genital region and / or inner thighs etc.

A sexually abused child may also be recognised by disturbed behaviour such as sadness, depression or loss of self-esteem. Disclosure of sexual abuse must be taken seriously as it is recognised that children are frequently scared to disclose due to guilt or fear and often children

have taken great courage to disclose – therefore it is important not to minimise or give your own view or interpretation of their account.

All staff must be aware that a child under the age of 13 years is not legally capable of consenting to sexual activity and so sexual activity with a child under 13 is an offence under the Sexual Offences Act. Such activity will be taken to indicate that that child/ren are at risk of significant harm and must be referred accordingly in line with the agreed procedures as set out in the London Child Protection Procedures. Sexual activity with a child under 16 is also an offence but may possibly be less serious than that of a child under 13, especially where children are of a similar age and there is no power imbalance, coercion, or disinhibiter such as alcohol or drugs involved. However serious consideration will always need be given as to whether to refer where cases of sexually active children become known or are disclosed; as per the London Child Protection Procedures. In all cases you must discuss your concerns or share your knowledge with our Designated Safeguarding Lead for consideration of a referral to Social Care.

In light of the above all staff must recognise that sexual abuse of children is not an exclusively male practice and may be perpetrated by females but also other children; such abuse must not be treated with any less rigour in such cases.

See also the section on Child Sexual Exploitation (CSE).

Neglect

May include: 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 (growth and intellect) such as failing to provide adequate food, shelter (including keeping children safe), clothing, or neglect of or unresponsiveness to a child's basic emotional needs.

May be recognised by: Being constantly hungry; constantly tired; have a poor state of clothing; be emaciated; have untreated medical problems; be frequently late or have poor or non-attendance at school; have low self-esteem; display neurotic behaviour and/or have poor social relationships, have poor personal hygiene. A neglected child may also be apathetic, fail to thrive, be left with or in the care of adult's under the influence of alcohol or drug misuse, or be left home alone².

Whilst we understand that children are resilient we will be alert to the negative cumulative effects of multiple instances of neglect. We also understand that such cumulative effects may overwhelm our pupil(s) and lead to poor outcomes. Therefore we will not view single instances of neglect in isolation from any previous instances of neglect and will make a referral to children's social care accordingly.

² Whilst there is no set age in law for a child to be legally left home alone the responsibility rests with the parents to make satisfactory arrangements for the care of their children and must not leave their children unsupervised "in a manner likely to cause un-necessary suffering or injury to health of the child". A referral will be made to Social Care where our school has concerns that the arrangements that a parent makes is unsafe and thus renders the child/ren at risk of significant harm; this may also include independent travel arrangement and collection / escorting arrangements by others, including siblings, that the school considers unsafe.

Child on Child Abuse

We often consider that most abuse is perpetrated by adults on children and we have a legal duty to uphold a child's fundamental right to be protected from harm, however we must also be aware that children can and do abuse other children in the ways outlined in this policy and the child's right to be protected from harm equally apply in such cases, even in situations where the child may be unaware that they are being abused. To this end we must be alert to this possibility and respond as we would if the abuser was an adult; following the procedures laid down in at Chapter 16 of the London Child Protection Procedures (5th Edition).

It must be remembered that staff responding to such instances should be alert to the risk the child poses to other children in addition to the risk to the victim(s). It must also be remembered that children who harm others are likely to have considerable needs themselves and may have witnessed violence in the family or have been exposed to physical or sexual harm themselves, or may have committed other offences.

Bullying

Bullying is a specific form of abuse which may be prevalent in schools and is defined as deliberately hurtful behaviour, usually repeated over a period of time where it is difficult for the victims to defend themselves; this may also be seen as child on child abuse as noted above.

The extent of bullying can include emotional and / or physical harm to such a degree that it constitutes significant harm, as set out in the definitions above, due to the extent to which it affects the health or development of the child subject to the bullying behaviour. Bullying may also be perpetrated within digital or ICT based environments, sometimes known as Cyber-Bullying, and may include 'Sexting'; which must be treated as seriously as any other form of bullying and dealt with accordingly.

It must be noted that bullying may also constitute criminal behaviour and therefore certain instances of bullying may need to be reported to the police.

Please refer to our separate Anti-Bullying Policy and Acceptable Use of Digital Technologies Policy for further information.

Child Sexual Exploitation

We recognise that the sexual exploitation of children is a particular form of child sexual abuse and involves exploitative contexts and relationships where the child receives 'something' such as food, accommodation, drugs, alcohol, cigarettes, affection, gifts or money etc. as a result of performing, and/or others performing on them, sexual acts or activities.

We also recognise that Child Sexual Exploitation can occur through use of technology without the child's immediate recognition, for example the persuasion to post sexual images on the Internet/mobile phones without immediate payment or gain. In all cases those exploiting the child have power over them by virtue of their age, gender, intellect, physical strength and/or economic or other resources. Violence, coercion and intimidation are common, involvement in exploitative relationships being characterised in the main by the child or young people's limited availability of choice resulting from their social/economic and/or emotional vulnerability.

Criminality and associations with local gangs can increase the risks of young people being sexually exploited.

We are aware that in many cases the child may not understand or even believe that they are part of an sexually exploitative arrangement and to that end may encourage other peers to become sexually exploited, knowingly or otherwise.

We will attend and cascade as appropriate relevant training on CSE so that we understand CSE as a staff group and will use the CSE Risk Matrix when assessing whether a child is at risk of CSE.

The following member of staff has lead responsibility for CSE; The Headteacher.

Domestic Violence

We recognise that Domestic Violence (DV) usually impacts on all aspects of a child's life only varying according to the child's resilience or otherwise to his or her particular circumstances. We also recognise that even where the child is not the direct target of the DV the harm caused to the child/ren can be significant through emotional and physical abuse and often neglect as the victim's capacity to parent effectively and protect their child/ren is diminished through a preoccupation with their own survival at the expense of an awareness of the effect that the abusive relationship is having on their child/ren

At Holmewood & Triangle Nursery Schools and Tree House Children's Centre, we will be alert to the possibility of Domestic Violence and allow an opportunity for the abused partner (predominantly the woman but not exclusively so) to disclose. We will treat that disclosure sensitively and refer the matter to Social Care where there is a child or children at risk of significant harm and/or neglect or signpost the abused person to the appropriate protective or supportive services.

We also recognise that other practices are defined as Domestic Violence, such as so called Honour Based Violence, Forced Marriage and Female Genital Mutilation. The definition of Domestic Violence, revised in 2013, also includes, any pattern of controlling or coercive or threatening behaviour, (psychological, physical, sexual, financial or emotional) between those aged 16 or over who are or who have been intimate partners or family members regardless of gender or sexuality.

Forced Marriage

In Holmewood & Triangle Nursery Schools and Tree House Children's Centre we recognise that forced marriage as an abuse of human rights and a form of domestic abuse and, where it affects children and young people, child abuse.

Forced marriage, as distinct from arranged marriage, is conducted without consent and under duress. We therefore accept that coercion and duress may be perpetrated by partners but also by extended family members and that this constitutes Domestic Violence, in line with the Government's definition of domestic violence and is closely linked to so called Honour Based Violence.

In cases of forced marriage we will follow the guidance as set out in the London Child Protection Procedures as a child who is being forced into marriage is at risk of significant harm through physical, sexual and emotional abuse. If any member of staff receives a disclosure or is aware that a Forced Marriage is about to happen this must be disclosed to the Designated Senior Lead Person for Child Protection without delay so that the appropriate referrals may be made and/or protective measures may be put in place, especially as the child/ren may be taken out of the country.

Female Genital Mutilation (FGM)

It is accepted that some female pupils in our school may be at risk of being subject to Female Genital Mutilation (FGM). FGM is defined by the World Health Organisation as: all procedures, but not therapeutic or essential surgical operations, which involve partial or total removal of the external female genitalia or injury to female genital organs for non-therapeutic reasons. FGM is considered as a cultural norm by some communities and some also consider FGM necessary for religious reasons.

We will always challenge such abusive cultural norms as the welfare and safety of the child is always paramount, equally we also recognise that FGM is not endorsed as a religious practice.

In any event it is illegal in the UK to subject any child to FGM. It is also illegal take a child abroad to undergo FGM. This applies equally to one of our pupils who is a UK national or is habitually resident in the UK. Holmewood & Triangle Nursery Schools and Tree House Children's Centre will follow the procedures for dealing with cases of FGM as set out in the London Child Protection Procedures, the Serious Crime Act 2015 and any procedures on tackling FGM as set out by the Lambeth Children's Safeguarding Board. We will always seek advice before making a referral to Children's Social Care, however in cases where the removal of a child from this country for FGM is imminent we will contact the Police directly.

From a Child Protection perspective a child for whom FGM is planned is at risk of significant harm through physical and emotional abuse, it may also be considered as sexual abuse.

Typical identifiers / triggers are:

- Family comes from a community known to practice FGM
- Family / child talks about a long holiday
- Family / child may be asked to be excused PE / swimming on return
- Family / child may confide that she is going to a 'special ceremony' when on holiday
- Female child is known to have a mother that has been subject to FGM
- Female child is known to have a sister that has already undergone FGM
- Family are socially isolated or less well integrated into UK society
- Family withdraws female child from PSHE / SRE – to keep child less informed about their body

We will identify and monitor any pupil who may be at risk of FGM.

Equally the pupil may be aware of what is going to happen and make a disclosure / seek help.

If any member of staff receives a disclosure or is aware that a FGM is about to happen this must be disclosed to the Designated Senior Lead Person for Child Protection without delay so that the appropriate referrals may be made and/or protective measures may be put in place, especially as the child/ren may be taken out of the country.

Where a child has disclosed that they have undergone FGM we will notify the Police immediately as per our duty under s74 of the Serious Crime Act.

When discussing FGM with the family we will NOT use other family members, friends, neighbours or persons of respect or high standing within that community as an interpreter.

Extremism and Radicalisation

Please refer to our Extremism and Radicalisation Safeguarding Policy for the full procedural framework on our safeguarding duties in protecting our pupils from extremism and radicalisation.

We will carry out a self-evaluation and risk assessment of our school, as per statutory guidance, to assess the potential risk of radicalisation to our pupils and staff. We will help support pupils who may be vulnerable to such influences as part of our wider safeguarding responsibilities and where we believe a pupil is being directly influenced by extremist materials or influences we will make the appropriate referrals. In such instances our school will ensure that pupil is offered mentoring and seek external support from the Local Authority and/or local partnership structures working to prevent extremism through the PREVENT and CHANNEL programmes.

However, staff at Holmewood & Triangle Nursery Schools and Tree House Children's Centre will be alert to the fact that whilst Extremism and Radicalisation is broadly a safeguarding issue there may be some instances where a child or children may be at direct risk of harm or neglect. For example; this could be due to a child displaying risky behaviours in terms of the activities they are involved in or the groups they are associated with. Equally staff may become aware of information about a child's family that may equally place a child at risk of harm or a pupil may disclose that they are being exposed to extremist views or practices at home or in their community. (These examples are for illustration and are not definitive or exhaustive)

Therefore all adults working in Holmewood & Triangle Nursery Schools and Tree House Children's Centre (including visiting staff, volunteers' contractors, and students on placement) are required to report instances where they believe a child may be at risk of harm or neglect to the Designated Safeguarding Lead or Headteacher, including any harm believed to be through extremism or radicalisation.

Responsibility and Immediate Action

Photographs and Mobile phones

As part of our safeguarding procedures, personal mobile phones and personal cameras may not be used on our school and children's centre premises, or when accompanying school trips. Staff must use school cameras to record children's work. School mobile phones are available

for emergency use on school trips. Staff must store photographs of children on the “Shared My Pictures” drive. Keypersons are responsible for deleting photographs once children have left.

Parents will be informed through notice boards, digital signage, letters in starter packs/school brochure, school newsletter. Parents’/Carers’ permission will be sought by the school, for staff to take photographs and videos to record children’s work and progress.

For social events held in the school a reminder will be issued to parents and carers and also displayed on the gates and digital sign advising of our ‘No Mobile Phones/Photographs’ policy.

All adults working in Holmewood & Triangle Nursery Schools and Tree House Children’s Centre (including visiting staff, volunteers contractors, and students on placement) are required to report instances of actual or suspected child abuse or neglect as outlined above to the Designated Safeguarding Lead or Headteacher. In Holmewood & Triangle Nursery Schools and Tree House Children’s Centre, our reporting arrangements are as follows;

Dated, detailed records of all incidents or CP concerns relating to individual children will be maintained. Staff should write down full details of any concern, however trivial, and give the report to the designated safeguarding lead, who will decide on the next course of action. All records will be kept in a restricted, locked cabinet that can only be accessed by the designated lead and senior management.

We are committed to ensuring that every child has the right to be heard, all children may disclose to an adult member of staff any abuse or neglect they may be subject to, whether it is inflicted by an adult or another child.

The Designated Safeguarding Lead is: Headteacher

The Deputy Designated Safeguarding Lead is: Deputy Headteacher

The Designated Teacher for Children Looked After is: Deputy Headteacher

Where a disclosure is made by a child or where there are signs that a child is suffering significant harm or is likely to suffer significant harm or is being neglected the Designated Safeguarding Lead may take advice before making a referral to Lambeth’s Referral and Assessment (R&A) Duty Intake Team / Multi Agency Service Hub (MASH).

Where there are any doubts as to the seriousness of this concern or disagreement between the Designated Safeguarding Lead and the member of staff reporting the concern, advice will also be sought from Lambeth Children’s Social Care Duty Intake Team and/or the Local Authority Lead Officer for Education Safeguarding or their deputy.

In circumstances where a child has a suspicious injury that requires urgent medical attention, the CP referral process should not delay the administration of first aid or emergency assistance. If a pupil is thought to be at immediate risk (because of parental violence or intoxication, for example) urgent police intervention may be requested. Particular vigilance will be exercised in respect of children who are known to be subject to a Child Protection Plan and any incidents or concerns involving these children will be reported immediately to Lambeth Children’s Social Care (and confirmed in writing). This will also be the case for other children who may be considered vulnerable such as disabled children, SEN children or Children

Looked After for example. In all cases of injury to a child consideration will always be given as to whether an urgent paediatric medical assessment is required to document injuries or to protect any forensic evidence.

Where it is suspected that a child may be at further risk of significant harm if the parent is spoken to, nothing will be said to the child's parent/carer without first discussing the matter with Lambeth Children's Social Care R&A Duty Intake Team.

All staff must understand that there are no circumstances under which a member of staff may promise a child that they will keep any disclosure a secret or confidential – they must always pass this information on in the best interest of the child.

Role of the Designated Safeguarding Lead

The Designated Safeguarding Lead works in line with the responsibilities as set out at Annex B of the DfE Guidance; Keeping Children safe in Education 2015 in respect of referrals, training and awareness raising. The Designated Safeguarding Lead is the focus person and local 'expert' for school staff, and others, who may have concerns about an individual child's safety or well-being and is the first point of contact for external agencies that are pursuing C.P. investigations.

The Designated Safeguarding Lead also co-ordinates the school's representation at C.P conferences/core groups and the submission of written reports for such CP meetings. The Designated Safeguarding Lead will ensure that if staff members other than the Headteacher or a Deputy are to attend a child protection meeting that they are appropriately trained to do so and have been given the authority to make decisions and commit resources on behalf of the school.

When an individual concern/incident is brought to the attention of the Designated Safeguarding Lead they will be responsible, if appropriate, for obtaining advice from Local Authority Lead Officer for Education Safeguarding or their deputy and/or consulting with Lambeth Children's Social Care as appropriate to decide whether or not this should be formally referred as a child protection case.

The Designated Safeguarding Lead will ensure that all child protection records are kept separately from pupil records are stored securely, in a locked cabinet with restricted access.

The Designated Safeguarding Lead will have oversight of the delivery of school recommendations within Child Protection Plans and will disseminate information to relevant staff members as appropriate. The Designated Safeguarding Lead will keep the Headteacher, and Governing Body advised of all such matters including where Child Protection Plan recommendations are met or otherwise.

Role of Governing Body

In Holmewood & Triangle Nursery Schools and Tree House Children's Centre we also have a governor responsible for championing child protection and safeguarding issues within the school and on the governing body. This governor will liaise with the Headteacher on child protection and safeguarding matters and may submit reports to the governing body.

In line with the provisions set out in the DfE guidance 'Keeping Children Safe in Education, 2015' the governing body will challenge the school's senior management team on the delivery of this policy and monitor its effectiveness. Governors will review this policy every year and may amend and adopt it in accordance with any new legislation or guidance or in light of their quality assurance of the delivery of this policy and the overall safeguarding arrangements made.

In doing so neither the governing body as a whole nor individual governors have any role in dealing with individual child protection cases, except in the discharge of their functions in dealing with an allegation of abuse against the Headteacher. In cases of allegations against the Headteacher it will be the Chair of Governors, as the 'Child Protection' governor, who will carry out this statutory function.

Referral Procedure for allegations of abuse being made against a staff member or volunteer in Holmewood and Triangle Nursery Schools Federation and Tree House Children's Centre

- Immediate action MUST be taken
- Refer the concern to the Head Teacher, or if the allegation concerns the Head Teacher, Do NOT inform the Head Teacher but refer direct to the Chair of Governors.
- The person is suspended (CYPS Safeguarding Officer and Human Resources guide this process)
- The Head Teacher/Chair of Governors will make a referral to the assessment team in social care, and Ofsted is also notified.
- An investigation is carried out by the team in social care and Ofsted independently.
- They will make the decision regarding the alleged abuse.
- The chair of governors and human resources are kept informed.

Emergencies

In emergency situations, where an ambulance (or other emergency service) is called, we will ensure that the correct address and post code is given so that navigation to the site is not hampered.

Additionally we will always station a member of staff at the roadside entrance or gate to direct the emergency service personnel to the site of the emergency. We will ensure that the gate or access control system is open so as not to hinder access by the emergency services.

Training

Whole school in-service training will be organised for staff and governors at least every three years and will comply with the prevailing arrangements agreed by the Local Authority and Lambeth's Safeguarding Children Board and will be in line with the training groups outlined in 'Working Together to Safeguard Children 2010'. The Designated Safeguarding Lead will attend Lambeth training courses as necessary and the appropriate inter-agency training organised by organisations such as the Lambeth Safeguarding Children Board at least every two years. The Deputy Designated Safeguarding Lead will also be given the opportunity to attend these courses.

All staff will receive mandatory induction, as specified in Working Together 2015 Chapter 2 Section 4 Page 48, which will include familiarisation with our Child Protection and Safeguarding arrangements, the procedures to be followed in cases of concern as set out in this policy document and the name of our Designated Safeguarding Lead. As set out in Keeping Children Safe in Education staff will also receive a copy of the Staff Code of Conduct according to the name of your school's document.

All staff will also be issued with a copy of the 12-page summary of Part One the Government guidance 'Keeping Children Safe in Education' and will sign to indicate that they have received it and have read the document.

Long term supply staff will also be given the documents outlined in the preceding paragraphs, and other relevant policies. Daily supply staff will be given visitors guidelines, which contain procedures for child protection.

Recruitment

The arrangements for recruiting all staff to our school will follow the DfE guidance for safer recruitment best practice in education settings, the prevailing staffing regulations, and guidance from the Disclosure & Barring Service (DBS). Holmewood & Triangle Nursery Schools and Tree House Children's Centre is a 'specified place' under the definition of Regulated Activity and therefore all those that work in our schools carry out work that is considered to be Regulated Activity. This means that all staff will be subject to stringent Safer Recruitment best practice including a range of conditions such as satisfactory references and an Enhanced Disclosure and Barring Service (DBS) check to include a Children's Barred List check. Volunteers will be subject an Enhanced DBS Check but without a Barred List Check as they will not work alone with children and be suitably supervised at all times; in line with current Government guidance.

A single central record (SCR) will be kept of all vetting checks, which will also include verification of the member of staff's identity, which will be via photographic means (Driving Licence, Passport ID card etc.). Also any relevant qualifications and permission to work in the UK for non-EU nationals. Holmewood & Triangle Nursery Schools and Tree House Children's Centre will ensure that DBS checks are renewed every three years for all staff, and will be a condition of service. This full renewal may be waived where the member of staff subscribes to the DBS Update Service and the status check is satisfactory and repeated three yearly.

All staff in Regulated Activity, including teaching and childcare/support staff, must by law be checked against the DBS's Children's Barred List prior to their appointment as part of the vetting process, and a separate DBS Children's List check will be made where a DBS Check has been applied for but not returned by the start date for all staff working unsupervised in regulated activity. Our school will only use employment agencies that positively vet their supply staff and confirm in writing that DfE / DBS compliant checks have been carried out. Staff joining our school on a permanent or temporary basis will be informed of the CP policy and the school's Child Protection and Safeguarding arrangements as part of induction, as set out above.

We will also conduct a check of the DfE Prohibitions Order List for all teachers to verify they are not subject to a prohibition order or interim prohibition order or whether they have not attained qualified teacher status (QTS) or that they have had QTS status removed. Prohibition Orders relates to teacher misconduct cases which may or may not be related to safeguarding matters. Therefore the check of the DfE Prohibitions Order List is in addition to the check of the DBS Barred List.

Additionally we will make arrangements to ensure that we do not knowingly employ any person in our Early Years Foundation Stage (0-5 year) or our After School activities (0-8) who have been disqualified from such work under the Childcare Act 2006 as set out in the Childcare (Disqualification) Regulations 2009. Only staff within our early year's teams, after school clubs and their direct line managers will be asked to make the relevant declarations.

The single central record (SCR) will include the status of these checks and date these checks were made and by whom.

Our school has a legal duty to refer to the Disclosure and Barring Service (DBS) anyone who has harmed, or poses a risk of harm, to a child or if we have a reason to believe the member of staff has committed one of a number of listed offences and as a result we have removed them from working in Regulated Activity. Such referrals to the DBS equally apply to paid or unpaid staff where we are the employer and also applies where we would have removed that person from Regulated Activity had that person not resigned from our employment. For further information please refer to the staff code of conduct policy.

Volunteers

In line with the guidance on safer recruitment from the DfE and the Disclosure & Barring Service (DBS), it is expected that all volunteers will be suitably supervised. Thus volunteers will be subject to an Enhanced DBS Check but without a check of the Children's Barred list, as supervised activity does not fall under the definition of Regulated Activity.

Therefore all volunteers will work under the direct management of an established staff member, who is in Regulated Activity and vetted accordingly, and all volunteers will be subject to the same code of conduct as paid employees of our school. Holmewood & Triangle Nursery Schools and Tree House Children's Centre will provide volunteers with appropriate induction and guidelines.

As noted above; all staff, including volunteers, will be inducted which will include information about schools policies and procedures, this will include any temporary volunteering staff.

³ *Regulated Activity is work that a barred person must not do. Work is only considered to be Regulated Activity where it is carried out unsupervised at least once per week or more often, or on four or more days in a thirty day period, or overnight.*

Physical Intervention and Safe Working Practice

All staff (paid and voluntary) are expected to adhere to a code of conduct in respect of their contact with pupils and their families. Children will be treated with respect and any rewards and sanctions should follow those detailed in our school's Behaviour Management Policy. Whilst it would be unrealistic and undesirable to preclude all physical contact between adults

and children, staff should avoid placing themselves in a position where their actions might be open to criticism or misinterpretation. As noted in our Use of Reasonable Force Policy, force may be used to control or restrain children. Restraint or positive handling should only be used as a last resort. Where incidents occur that might otherwise be misconstrued or where it becomes necessary to physically restrain or use force to control a child this may be done so for the following reasons;

1. for their own safety,
2. the safety of others, and/or
3. to prevent a criminal act or to maintain good order and discipline.

As per best practice advice such incidents will be recorded and reported to the Head Teacher and may be reported to parents as appropriate as per best practice advice. Our Use of Reasonable Force procedures are in line with prevailing DfE Guidance on the Use of Reasonable Force. Refer to our separate physical intervention policy.

For their own safety and protection, staff should exercise caution in situations where they are alone with pupils.

School staff should also be alert to the possible risks that might arise from contact with pupils outside of school, including contact when using digital technologies which should be for school purposes only and through school equipment/numbers/digital addresses, not personal equipment / devices or personal numbers, email addresses or other such sites. It is expected that staff will always decline requests from pupil to be 'friends' on social networking sites. The Head Teacher must always be made aware of any such contact or approach from pupils.

First Aid should only be administered by qualified first aiders including Paediatric First Aid trained staff in our schools. If it is necessary for the child to remove clothing for this treatment, there should be, wherever possible, another adult present. If a child needs help with toileting or washing after soiling themselves another adult may be present or within earshot whilst always recognising the child's right to privacy and dignity. When children are admitted to our school, parents/carers will be asked to give permission for changing their wet or soiled clothes in school.

Where a child may require regular, intimate care e.g. nappy or incontinence pad changing parents/carers will be asked to sign a form giving their permission. If a member of staff is providing any form of intimate care, another member of staff will, as far as possible, be nearby taking into account the child's right to privacy and dignity.

Handling Complaints and/ Dealing with Allegations Against Staff

Complaints and Allegations are different, and are dealt with differently. Parents have the right to make a formal complaint against the action of the school and/or its employees and such complaints will be dealt with in line with Holmewood & Triangle Nursery Schools and Tree House Children's Centre Complaints Procedures. However where it is clear that the complaint fulfils the 'allegations test' the matter will be dealt with in line with the agreed Allegations Procedures and our complaints process will be suspended or even wholly replaced by the procedures for dealing with allegations against staff. These are set out in Part 4 of 'Keeping Children Safe in Education – 2015' and in the section of this policy, headed **Referral**

Procedure for allegations of abuse being made against a staff member or volunteer in Holmewood and Triangle Nursery Schools Federation and Tree House Children's Centre.

We take all allegations made against members of staff seriously. Mechanisms are in place for pupils, parents/carers and staff to share any concerns that they might have about the actions of any member of our school staff. All such allegations will be dealt with in line with agreed procedures for managing allegations against staff and in our school must be brought immediately to the attention of the Head Teacher, **not** the Designated Safeguarding Lead (unless that is the same person) in order that the appropriate procedures may be followed.

Parents should also be advised of their independent right to make a formal complaint to the Police.

If the allegation concerns alleged abuse by the Head Teacher, this again should **not** be brought to the attention of the Designated Safeguarding Lead. Any allegation pertaining to the Headteacher **must only** be brought to the attention of the Chair of Governors who will consult with Lambeth's Education Services Lead Officer and/or Lambeth Children's Social Care via the Local Authority Designated Officer (LADO).

Staff who are formally disciplined for any abuse of pupils (or who resign before disciplinary action can be instigated) will be notified to the Local Authority, if they are not already part of this process, and must be referred to the Disclosure and Barring Service, for their consideration of possible inclusion on their list of persons barred from working with children and young people.

Records

Dated, detailed records of all incidents or CP concerns relating to individual children will be maintained. Staff should write down full details of any concern, however trivial, and give the report to the designated safeguarding lead, who will decide on the next course of action.

Child Protection records are not available to pupils or parents due to the confidential nature of the content. Child Protection records are kept by the Designated Safeguarding Lead separately from educational/pupil records, and can only be accessed by the Designated Safeguarding Lead. All records will be kept in a restricted, locked cabinet that can only be accessed by the designated lead and senior management as appropriate.

Where a child moves from Holmewood & Triangle Nursery Schools & Tree House Children's Centre, any Child Protection records or files will be forwarded to any receiving school within five days of that new provision being confirmed. The CP file will be sent separately to the pupil file.

Policy Adoption, Monitoring and Review

This policy was considered and adopted by the Governing body in line with their overall duty to safeguard and promote the welfare of children as set out in the DfE guidance 'Keeping Children Safe in Education'

Parents will be issued with a hard copy of this policy on request. This policy is also available for download, from our website, www.holmewoodnurseryschool.org.uk

The Headteacher will actively evaluate the effectiveness of this policy by monitoring the staff group's understanding and application of the procedures within this policy as their overall duty to safeguard children. This may include monitoring the appropriateness of cases referred internally to the Designated Senior Lead Person for Child Protection and whether those cases referred to Lambeth Social Care met their threshold and were taken forward.

Guidelines to be followed

Safeguarding and promoting the welfare of children is defined as:

- protecting children from maltreatment
- preventing impairment of children's health or development
- ensuring that children are growing up in circumstances consistent with the provision of safe and effective care

These aspects of safeguarding and promoting welfare are cumulative and all contribute to the five outcomes that are key to children's well-being:

- stay safe
- be healthy
- enjoy and achieve
- make a positive contribution
- achieve economic well being

Child Protection is a part of safeguarding and promoting welfare and refers to actions undertaken to protect specific children who are suffering, or are at risk of suffering, significant harm. It is an essential part of wider work to safeguard and promote the welfare of children but all agencies and individuals should aim proactively to safeguard and promote the welfare of children so that the need for action to protect children from harm is reduced.

Good attendance is paramount to achieve the '5 outcomes' above and parents/carers are informed of the importance of regular attendance and punctuality. Attendance is monitored and procedures are in place to track absences (please refer to attendance guidance)

Children in Need

The criteria for the definition "a child in need" is set out in **Section 17 (10) of the Children Act 1989**:

Children who are defined as being 'in need' are those whose vulnerability is such that they are unlikely to reach or maintain a satisfactory level of health or development, or their health and development will be impaired, without the provision of services (of the Children Act 1989), plus those who are disabled .

The critical factors to be taken into account in deciding whether a child is in need under the Children Act 1989 are:

- what will happen to a child's health or development without services being provided and
- the likely effect the services will have on the child's standard of health and development.

Local Authority's (LA) have a duty to safeguard and promote the welfare of children in need.

Key messages arising from research around children in need include:

- Support to families under stress may help prevent problems developing into abuse.
- Child Protection processes should always consider the wider needs of the child and family, whether or not significant harm concerns are substantiated.

- All work with children and families should maintain a paramount focus on the welfare and safety of the child.

Significant Harm

Some children are in need because they are suffering, or likely to suffer, significant harm. The Children Act 1989 introduced the concept of significant harm as the threshold that justifies compulsory intervention in family life in the best interest of children, and gives LA's a duty to make enquiries to decide whether they should take action to safeguard or promote the welfare of a child who is suffering, or likely to suffer, significant harm.

A court may make a care order (committing the child to the care of the LA) or supervision order (putting the child under the supervision of a social worker or probation officer) if it is satisfied that:

- the child is suffering, or is likely to suffer, significant harm; and
- the harm, or likelihood of harm is attributable to a lack of adequate parental care or control.

Significant Harm Criteria

There are no absolute criteria when judging what constitutes for significant harm. Consideration of the severity of ill treatment may include the degree and severity of physical harm, the duration and frequency of abuse and neglect, the extent of premeditation, and the presence or degree of threat, coercion, sadism and bizarre and unusual elements. Sometimes a single or traumatic event may constitute significant harm e.g. a violent assault, suffocation or poisoning. More often it is a compilation of significant events, both acute and long standing, which interrupt, change or damage the child's physical and psychological development. Some children live in family and social circumstances where their health and development are neglected. For them the long-term emotional, physical or sexual abuse causes impairment which constitutes significant harm. It is necessary to consider any maltreatment alongside family's strengths and supports.

Under the Children Act 1989 as amended by the Adoption and Children Act 2002:

- **'harm'** means ill-treatment or the impairment of health or development, including, for example seeing or hearing the ill-treatment of another;
- **'development'** means physical, intellectual, emotional, social or behavioural development;
- **'health'** means physical or mental health
- **'ill-treatment'** includes sexual abuse and forms of ill-treatment which are not physical.

To determine whether harm suffered by a child is significant, his health or development shall be compared with that which could reasonably be expected of a similar child.

To understand and identify significant harm it is necessary to consider

- the nature of harm
- the impact on the child's health and development
- the child's development within the context of the family and wider environment
- any special needs, such as medical condition, communication impairment or disability, that may affect the child's development and care within the family
- the capacity of parents to meet adequately the child's needs
- the wider and environmental family context.

This depends on effective communication with children including those who find it difficult because of age, impairment or other psychological or social situation. It is essential that accounts of adverse experiences are as accurate and complete as possible.

Key Principles

The following principles and ways of working should underpin the practice of all professionals working to safeguard children and promote their welfare.

Confidentiality

In order to keep children safe from harm we need to share information with other professionals. Normally this is done with the consent of parents/carers but it is not always possible to obtain this consent. Consent is obtained where discussion and agreement-seeking will not place a child at increased risk of significant harm. Under the Data Protection Act information can be passed to a third party without explicit consent when this is **necessary** to achieve the objective of child protection. The reason for passing on information without explicit consent should then be documented in the child's notes.

Partnership

We need to work openly with parents and information and concern will be shared with parents and carers and children according to age and understanding. Family members should know that the children's safety and welfare must be the first priority. This will include reporting for child protection case conferences and other meetings. Children should be given the opportunity to explain what has happened to them but probing and confrontational, disclosure interviews should not be carried out.

Assessment of Children in Need and their Families

Children who are defined as in need under the Children Act 1989 are those whose vulnerability is such that they are unlikely to reach or maintain a satisfactory level of health or development, or their health and development will be significantly impaired without the provision of services. The assessment requires a systematic approach, gathering and analysing information about children and their families and a thorough understanding of:

- The developmental needs of children including health, education, emotional and behavioural development, identity, family and social relationships, social presentation and self-care skills.
- The capacity of the parents/carers to respond appropriately to these needs, providing for the child's basic care, ensuring their safety, providing emotional warmth, stimulation, guidance and boundaries and a stable family environment.
- The impact of the wider family and environmental features on parenting.

If you are concerned that a child is at risk of significant harm or may be a child in need you must inform the senior designated person or the Deputy immediately.

The named persons will assess the circumstances and information known about the child. The assessment must take into account the nature and severity of the abuse and whether the child is in imminent danger. Where there are clear allegations, evidence or strong suspicion of abuse, there must be NO DELAY in making a referral to the referral and assessment team.

- The designated person must then make a decision about sharing the information with parents/guardians to explain the need to make the referral. It will be inappropriate in cases where it would increase the risk of significant harm to the child e.g. sexual abuse cases or where a member of staff would be physically endangered. The same process applies if you are concerned about the welfare of a child.
- Referral to the referral and assessment team must be confirmed in writing within 24 hours by the designated persons. The designated person must consider whether it is safe for a child to return home to a potentially abusive situation. The referral and assessment team may need to put safety measures into effect.

- The sequence of events must be fully documented and outcomes recorded and kept in the locked sensitive data filing cabinet in the front office. The discussion with the referral and assessment team will also be recorded and the referrer will clarify with them who will be taking what action or that no further action will be taken.

If a member of the public contacts any employee of Holmewood and Triangle Nursery Schools Federation and Tree House Children's Centre with information regarding possible abuse of a child the staff member is to inform the designated person immediately. The designated person will contact the duty social worker and make it clear that the information is from a third party, naming the informant, if permitted.

Responding to a child making an allegation of abuse

- If a child discloses something to you do not promise confidentiality, you have a duty to share this information
- Listen carefully to what is being said without displaying shock or disbelief. Stay calm
- Ask questions for clarification only and avoid asking questions that suggest a particular answer e.g. did he/she touch your private parts? Ask open questions e.g. anything else to tell me? Do not interrogate the child; it is not your responsibility to investigate
- Allow the child to continue at his/her own pace
- Reassure the child that they have done the right thing by telling you.
- Tell them what you will do next and who you have to talk to
- Record in writing what was said, using the child's own words, note the date, time and any names mentioned, sign and date the record. Record statements and observable things rather than interpretations or assumptions
- Report your discussion to the designated person. (If any of these people are implicated, report to the others.) If all are implicated, report to Lambeth Safeguarding Children's Board.
- Reassure the child, but only as far as is honest, don't make promises you may not be able to keep e.g. everything will be alright now, you'll never have to see that person again
- Do reassure and alleviate guilt if the child refers to it
- Do not ask the child to repeat the information for another member of staff

After a child has disclosed abuse the designated person will record the concerns and, where appropriate, inform the parents that the concerns have been recorded.

Action to be taken when identifying children are being privately fostered

Inform the Head Teacher, who will inform the parents of their duty to inform the referral and assessment team of their address, share it with the school, and remind them to transfer personal Child Health Record, NHS card to the foster carer. The Head Teacher will also inform the referral and assessment team.

N.B. there is a statutory maximum of three foster children per household unless an exemption has been given for a sibling group.

"No Access Procedure"

The Holmewood and Triangle Nursery Schools Federation and Tree House Children's Centre professional should consider a child to be "unseen" if, after consultation with colleagues, it is found that education, primary health care, or other services are not being delivered to that child. This should be reported to the Head Teacher, who will then refer to the referral and assessment team. The head Teacher or other named persons will then explore all possible local sources to help trace the child and family. She will make a joint decision with the Child

Protection Specialist at the referral and assessment team, agree an action on how the agencies will proceed, confirm in writing within 24 hours, inform the G.P. and any other agency known to be involved with the family.

Where there are concerns about a family which has definitely gone away and **Address not known**, a referral to the referral and assessment team should be made. No action is required for families that move and for whom there are no concerns apart from filing their records as **address not known**.

“Home alone” Procedure

When visiting a home, a member of staff finds a child/ren left unattended or without adult supervision, the member of staff should contact the referral and assessment team’s Duty Children and Family Team Office from the nearest telephone and then inform the head teacher. If it is not possible to contact the referral and assessment team, assistance should be sought from the police. Wait until someone arrives before leaving. Do not enter the house. If the parent/carer arrives, inform them of any action taken.