

Oxclose Community Nursery School Child Protection Policy

School Vision Statement

At Oxclose Community Nursery School we are passionate about learning and as a team we are committed to providing the best for the children in our care, their families and the wider community. We aim to provide a learning environment where children can experience a sense of awe and wonder, enabling them to develop a love for learning. Our stimulating curriculum enables children to become independent, confident, enthusiastic and caring individuals inspired for life.

Policy Statement

Oxclose Community Nursery School's Child Protection Policy aims to provide clear direction to staff, students, parents, carers and governors about expected codes of behaviour in dealing with child welfare issues. We will work with children, parents and the community to ensure the rights and safety of children. We recognise child protection is the responsibility of all adults and aim to help protect children by working consistently and appropriately with child protection agencies to support early identification to prevent escalation.

Governors and staff are committed within Oxclose community Nursery School to safeguarding and promoting the welfare of children in our care through all our policies, procedures and practices. We expect all our pupils', parents and visitors to share this commitment.

Introduction

Oxclose Community Nursery School fully recognises the contribution it can make to keeping children safe and supporting the pupils in its care. There are four main elements to Oxclose Community Nursery school's child protection policy:

1. **prevention** (positive school atmosphere, careful and vigilant teaching, pastoral care, support to pupils, providing good adult role models and the identification of early and additional support/services to children and families and recognising and reducing risks to children including harassment, bullying, victimisation, exploitation, and radicalisation.
2. **protection** (following agreed procedures, ensuring all staff respond appropriately and sensitively to child protection concerns and that every member of staff has regular training and is supported to refer their concerns to the Designated Safeguarding Lead **Julie Heron** or Deputy Designated Safeguarding Leads **Nicola Knight / Lorraine Brown** or the MASH directly IF NECESSARY **0191 520 5560**)
3. **reconsideration** (following and challenging the progress of new referrals and existing cases to ensure that individual cases are reconsidered if there remains no change to a child's circumstances)
4. **support** (to pupils and school staff and to children who maybe vulnerable due to their individual circumstances)

All staff have a responsibility to recognise child abuse, neglect and peer on peer abuse in its many forms. Additional guidance on how our school supports children's needs can be found in Keeping Children Safe in Education 2016 or a named policy.

Framework and Legislation

Schools do not operate in isolation. Keeping Children Safe from Significant Harm is the responsibility of all adults especially those working with children. The development of appropriate procedures and the

monitoring of good practice are the responsibilities of Sunderland Safeguarding Children Board which includes the partnership of several agencies who work with Children and families across the City.

Oxclose Community Nursery School is committed to respond in accordance with Sunderland Safeguarding Children Board and partner agencies in all cases where there is a concern about significant harm.

Significant Harm is defined in The Children's Act 1989 as the ill-treatment (including sexual abuse and physical abuse) or the Impairment of health (physical or mental) or development (physical, intellectual, emotional, social or behavioural) as compared to a similar child.

Note: harm now includes the impairment of a child's health or development as a result of witnessing the ill treatment of another person
(*Adoption and Children Act 2002*)

Local Authorities have a duty to investigate (under S47 of the Children Act 1989). Where a Local Authority is informed that there is a child who is living, or is found, in their area and they have reasonable cause to suspect that child is suffering or is likely to suffer significant harm they must make such enquiries as necessary to promote or safeguard the child's welfare. The MASH undertakes this responsibility on behalf of the Local Authority once a referral has been made.

Keeping Children Safe in Education April 2014 contains information on what schools and colleges **should** do and sets out the legal duties with which schools and colleges **must** comply. It should be read alongside Working Together to Safeguard Children 2013 which applies to all the schools, including maintained nursery schools. The Children Act 1989 sets out the Legal Framework.

Definition

Safeguarding and promoting the welfare of children is defined for the purposes of this policy as: protecting ALL children from maltreatment and abuse; including the addition to the four categories of harm child sexual exploitation (CSE), honour based violence (HBV), female genital mutilation (FGM), and forced marriage, preventing radicalization & extremism, harassment, bullying and victimisation, preventing impairment of children's health or development; ensuring that children grow up in circumstances consistent with the provision of safe and effective care; and taking action to enable all children to have the best outcomes. This includes everyone under the age of 18.

Information for Parents

Parents/carers should be aware that the school will take any reasonable action to safeguard the welfare of its pupils. In cases where the school has reason to be concerned that a child may be subject to significant harm, ill-treatment, neglect or other forms of abuse, staff have no alternative but to follow the Sunderland Safeguarding Children Board Procedures and inform MASH (Multi Agency Safeguarding Hub) or Police of their concern.

Roles and Responsibilities for All Staff

Everyone who comes into contact with children and their families has a role to play in safeguarding children. Due to the regular contact with children all staff have a particularly important role as they are in a position to identify concerns early and provide help for children and to prevent concerns from escalating. Children can make disclosures or show signs of abuse at any time and to any individual and safeguarding incidents can occur within schools. Therefore it is important that ALL staff:

- Ensure that they listen to and reflect on the voice of the child at ALL times and take seriously any concerns raised to them by a child.

- Ensure that they report any concerns of harm to any child to the Designated Safeguarding Lead immediately. (However, ALL staff can refer their concerns directly to MASH if necessary).
- Ensure that they record any information shared directly with them by a child or observed/witnessed with the Designated Safeguarding Lead immediately. This could include sharing information on behalf of the Designated Safeguarding Lead with other agencies.
- Ensure that they maintain an attitude of **'it could happen here'** and report any concerns regarding the behaviour of an adult/staff member in school directly to the Designated Safeguarding Lead/Headteacher.
- Ensure they feel able to raise concerns about poor or unsafe practices of staff and potential failures in the school's safeguarding regime through whistleblowing procedures and the staff behaviour/ code of conduct policy
- Ensure that they attend regular training/updates to support them in recognising the signs and symptoms of abuse, particularly in support of early identification of needs of children to prevent an escalation of risk to the child.
- Ensure that staff understand through online safety training the additional risks online and continue to promote the School's online safety procedures in the protection of all pupils.

Oxclose Community Nursery School will work with social care, the police, health services and other services to promote the welfare of children and protect them from harm.

The Role of the Governing Body

In order to carry out their statutory duty the Governing Body of Oxclose Community Nursery School will:

- Receive training to clarify their statutory role in keeping children safe to support their quality assurance of those statutory arrangements.
- Ensure a member of the Governing Body, usually the Chair, is nominated to liaise with the local authority and/or partner agencies on issues of child protection and in the event of allegations of abuse made against the Headteacher, or a member of Governing Body.
- Ensure that the nominated governor for safeguarding is able to support the Designated Safeguarding Lead from the perspective of ensuring the allocation of funding and resource is sufficient to meet the safeguarding needs of the school.

Role of the Designated Safeguarding Lead

The Governing Body has appointed **Mrs. Heron** as the Designated Safeguarding Lead with responsibility for child protection in the school. **Mrs. Heron** has the appropriate authority and training to undertake such a role and is able to provide advice and support to other staff on child welfare and child protection matters.

At Oxclose Community Nursery School we have appointed the following Deputy Designated Leads **Nicola Knight** and **Lorraine Brown** who are part of the safeguarding team. These individuals are trained to the same standard as the designated safeguarding lead. Whilst the activities of the designated lead can be delegated to appropriately trained deputies the ultimate **lead responsibility** for child protection remains with the designated lead **Mrs. Heron**.

The designated safeguarding lead will ensure the school policies are known and used appropriately:

1. Raising Awareness

- Ensure the school's child protection policy is reviewed annually and the procedures and implementation are updated and reviewed regularly, and work with governing bodies or proprietors regarding this.
- Ensure the child protection policy is available publicly and parents are aware of the fact that referrals about suspected abuse or neglect may be made and the role of the school college in this.
- Link with the local LSCB to make sure staff are aware of training opportunities and the latest local policies on safeguarding.
- Where children leave the school ensure their child protection file is copied for any new school or college as soon as possible but transferred separately from the main pupil file.

2. Manage Referrals

- Refer all cases of suspected abuse to MASH (Multi Agency Safeguarding Hub).
- Involve the Local Authority Designated Officer (LADO) for child protection concerns (all cases which concern a staff member).
- Inform the Disclosure and Barring Service (cases where a person is dismissed or left due to risk/harm to a child);
- Inform the police (cases where a crime may have been committed).
- Liaise with the appropriate agencies involved with the child to inform of issues especially ongoing enquiries under Section 47 of the Children Act 1989 and police investigations.
- Act as a source of support, advice and expertise to staff on matters of safety and safeguarding and when deciding whether to make a referral by liaising with relevant agencies.
- Support staff who make referrals to the MASH, Children's safeguarding, Channel Panel or Police as appropriate

3. Training

The Designated Safeguarding Lead and deputies should receive appropriate training carried out every two years. They should undertake prevent awareness raising in order to:

- Understand and keep up with any developments to their role
- Understand the assessment process for providing early help and intervention, for example through locally agreed common and shared assessment processes such as early help assessments.
- Have a working knowledge of how local authorities conduct a child protection case conference and a child protection review conference and be able to attend and contribute to these effectively when required to do so.

- Ensure each member of staff has access to and understands the school's child protection policy and procedures, especially new and part time staff.
- Be able to keep detailed, accurate and secure written records of concerns and referrals.
- Be alert to the specific needs of children in need, those with special educational needs and young carers.
- Ensure that staff are aware of peer on peer abuse and the different forms of abusive behaviour that may occur between children. That staff know, understand and use positive behaviour strategies as detailed in the school behaviour and discipline policy.
- Encourage a culture of listening to children and taking account of their wishes and feelings, among all staff, in any measures the school may put in place to protect them.
- Understand and support the school with regards to the requirement of the Prevent duty and be able to provide advice and support to staff on protecting children from the risk of radicalization.
- Obtain access to resources and attend any relevant or refresher training courses.

4. Availability

- During term time the designated safeguarding lead or deputy should always be available during school hours for staff to discuss any safeguarding concerns.
- Out of term time and in exceptional circumstances the designated lead will consider their availability via a phone call or Skype or other available mediums.

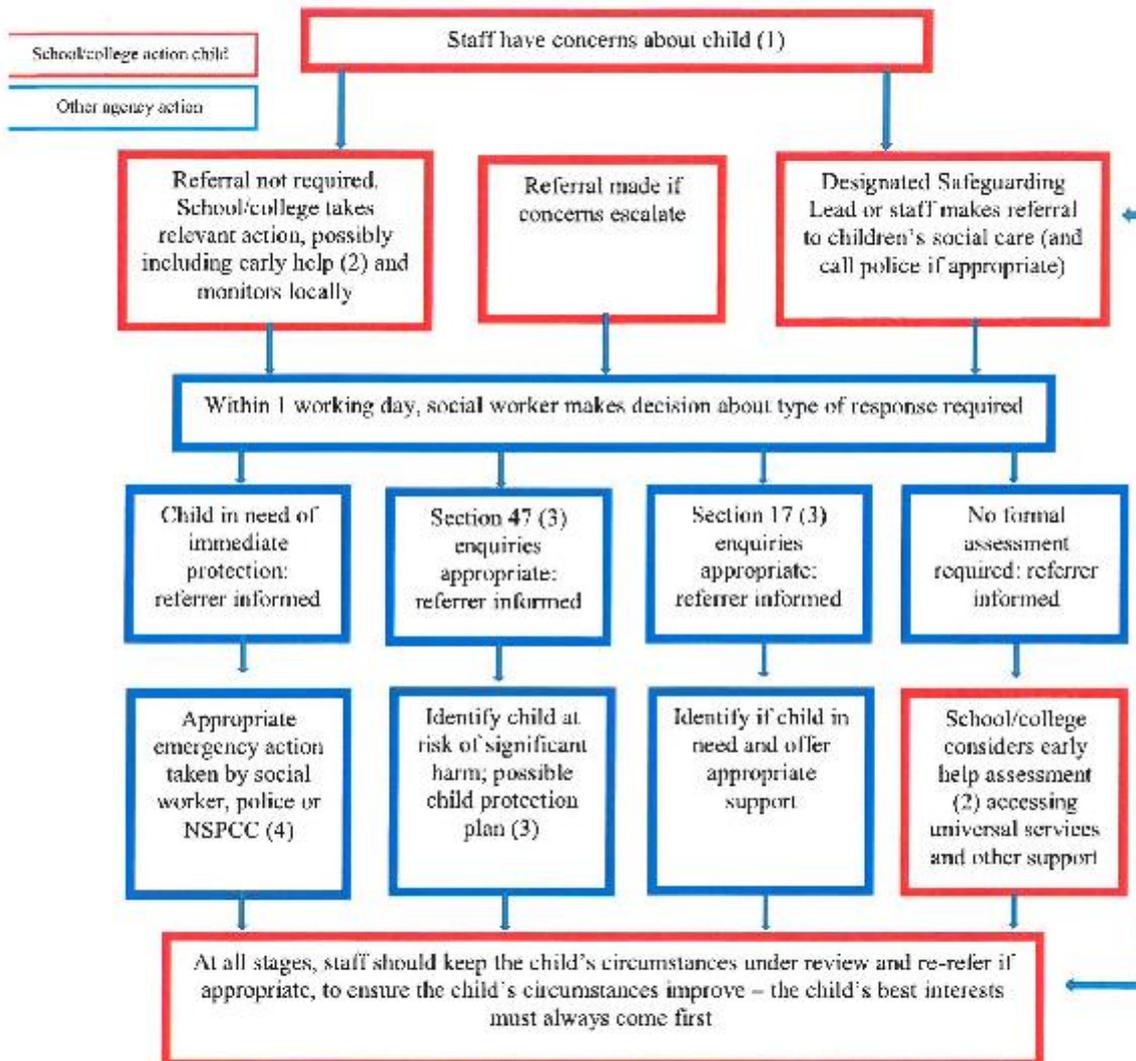
Procedures

We carry out the following procedures to ensure we meet the commitments of the Safeguarding Children Policy.

Allegations of Abuse

- All concerns of abuse (suspicion that a child is being harmed or evidence that a child has been harmed) are reported to the designated safeguarding lead.
- Designated safeguarding lead will make a written note which should include date, time, exact words spoken by the child, description of evidence.
- Designated safeguarding lead will decide to continue to observe, record and monitor the situation or refer to the (MASH) Multi Agency Safeguarding Hub.
- With more detailed information from the (MASH) designated safeguarding lead will make a verbal referral followed by a written referral to Children's Services. (Child protection referral form)
- Designated Safeguarding Lead will represent the school and provide information relevant to child protection at Child Protection Conferences and core group meetings.
- If possible parents will be informed that a referral has been made except where the guidance of the local Safeguarding Children Board does not allow this.
- All child protection issues are strictly confidential.
- Child protection records are kept in accordance to Sunderland Safeguarding Children Board recommendation. This includes keeping children's individual files confidential and secure, recording in detail and dated all observation, concerns and correspondence.

Actions where there are concerns about a child



1. In cases which also involve an allegation of abuse against a staff member, see Part Four of this guidance
2. Early help means providing support as soon as a problem emerges at any point in a child's life. Where a child would benefit from co-ordinated early help, and early help inter-agency assessment should be arranged. Chapter One of [Working Together to Safeguard Children](#) provides details guidance on the early help process
3. Under the Children Act 1989, local authorities are required to provide services for children in need for the purposes of safeguarding and promoting their welfare. This can include s17 assessments of children in need and s47 assessments of children at risk of significant harm. Full details are in Chapter One of [Working Together to Safeguarding Children](#)
4. This could include applying for an Emergency Protection Order (EPO)

Complaints/Allegation Management Towards or with a Child or Adult

A safeguarding complaint involving a member of staff must be reported to the Headteacher immediately. If the complaint involves the Headteacher then the next most senior member of staff must be informed and the Chair of Governors. Consultation without delay with the LADO Sarah Storer Tel 520 5555 will determine what action follows. A multi agency strategy meeting may be arranged to look at the complaint in its widest context, the Headteacher/ senior member of school staff must attend this meeting, which will be arranged by the LADO. All issues must be recorded on the allegation management form and the outcome reached must be noted to ensure closure.

Recruitment

Oxclose Community Nursery School has a robust school recruitment and selection policy inclusive of safer recruitment guidance and regulation. We keep a comprehensive single central record which demonstrates the pre- employment vetting checks for all staff, identity, professional qualifications, right to work in the UK, enhanced DBS checks for the workforce who are in regulatory activity.

We have trained panel members who have received safer recruitment training who ensure that the policy works in practice in all recruitment and selection procedures within the school. We follow clear recruitment procedures which embed safeguarding across every aspect from vacancy to conditional appointments, induction and a culture of on-going vigilance.

Attendance at Safeguarding Conferences

In the event of Oxclose Community Nursery School being invited to attend Child Protection Conferences, the Designated Safeguarding Lead will represent the school and/or identified the most appropriate trained member of staff to provide information relevant to Child Protection Conference (Initial/Review). Using the proforma in Sunderland Safeguarding Children Board Procedures -which can be found at www.sunderlandscb.com.

Records and Monitoring

Well-kept records are essential to good Safeguarding practice. Oxclose Nursery School is clear about the need to record any concerns, discussions held, decisions made and reasons for those decisions about a child or children within its care. All staff will follow the schools information sharing and recording policies to ensure record keeping is compliant.

Child Protection File – where children leave the school we ensure their child protection file is transferred appropriately for any new school as soon as possible. Child protection files are transferred separately from the main pupil file. We ensure a secure transit and confirmation of receipt. Where appropriate this may be through an electronic system.

Supporting Children

Oxclose Community Nursery School recognises 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. We realise the Nursery School may be the only stable, secure and predictable element in the lives of some of the children in its care. The school, therefore, recognises that such children might exhibit challenging and defiant behaviour and will take careful note of the context of such behaviour.

School recognises that, children with behavioural difficulties and disabilities are the most vulnerable to abuse. School staff who work, in any capacity, with children with profound and multiple disabilities, sensory impairment and/or emotional and behavioural problems are aware of the need to be particularly sensitive to signs of abuse. School staff give consideration to children who are subject to a statement of special needs, an Education Health Care Plan or have a medical condition as these can mask safeguarding issues and must not be dismissed.

As a whole school staff we recognise that in a home environment where there is domestic violence, drug or alcohol misuse or mental health issues children may also be vulnerable and in need of support and protection. The School also recognises that some children who have experienced abuse may in turn abuse others. This requires a considered and sensitive approach in order that the child can receive appropriate help and support.

At Oxclose community Nursery School we will endeavour to support all its pupils through:

- The curriculum, to encourage self-esteem, self-motivation, self- protection.
- The school ethos, which promotes a positive, supportive and secure environment and which gives all pupils and adults a sense of being respected and valued.
- A coherent management of behaviour and discipline policy & procedures inclusive of the use of reasonable force.
- Liaison with other professionals and agencies who support children and parents.
- A commitment to develop productive, supportive relationships with parents whenever it is in the child's interest to do so.
- The development and support of a responsive and knowledgeable staff group whose role it is to respond appropriately in all safeguarding situations.

Related Documents

This policy **MUST** be read in conjunction with other related policies in school;

- Recruitment and Selection Policy
- Staff Behaviour Policy (Code of Conduct)
- Behaviour & Discipline Policy – inclusive of the Use of Reasonable Force.
- Anti-Bullying Policy
- Inclusion & Special Education Needs Policy.
- External Visits Policy
- Photographic and Digital Imagery Policy with parental consent forms annually signed.
- Administration of Medicines Policy and Procedures
- Attendance Management.
- Missing Children Policy –
- Intimate Care and Care Plan Policy
- Single Equality Scheme.
- Student Induction Procedures
- Health and Safety Policy
- Looked After Policy

Further Guidance

Education Act 2002 Section 175

www.legislation.gov.uk/ukpga/2002/32/section/175

Keeping Children Safe in Education 2016

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/526153/keeping_children_safe_in_education_guidance_from_5_September_2016.pdf

Framework for the Assessment of Children and Families

<http://www.safeguardingchildren.co.uk/appendix-4.html>

Children Act 1989/2004

<http://www.legislation.gov.uk/ukpga/2004/31/contents>

Working Together to Safeguard Children DOH (2015)

<http://www.doh.gov.uk>

Sunderland Safeguarding Children Board Procedures www.sunderlandscb.com

Strengthening Families Referral Form

http://www.sunderlandscb.com/user_controlled_lcms_area/uploaded_files/Strengthening%20Families%20Referral%20form%2017%202%2014.doc

CP Referral Form

http://www.sunderlandscb.com/reporting_concerns.html

Data Protection Act 1998

<http://www.legislation.gov.uk/ukpga/1998/29/contents>

Sexual Offences Act 2003

<http://www.legislation.gov.uk/ukpga/2003/42/contents>

Safeguarding Vulnerable Groups Act 2006

<http://www.legislation.gov.uk/ukpga/2006/47/contents>

Freedom of Information Act 2000

http://www.legislation.gov.uk/ukpga/2000/36/pdfs/ukpga_20000036_en.pdf

[Statutory Framework for the Early Years Foundation stage, September 2014](#)

This Policy will be reviewed annually or in light of any changes in legislation and/or guidance.

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/419595/Working_Together_to_safeguard_Children.pdf

