

## **Safeguarding and Welfare Requirement: Child Protection**

**Providers must have and implement a policy, and procedures, to safeguard children.**

### **Colchester High School – Early Years Department**



## **1.2 Safeguarding Children and Child Protection (Including managing allegations of abuse against a member of staff)**

### **Policy statement**

A child's welfare is paramount. Each child has a right to be protected from harm and exploitation and to have their welfare safeguarded. The Early Years Safeguarding Policy comes under the umbrella of the school, and all staff are aware of this. Please refer to Colchester High School Safeguarding and Child Protection Policy including Allegations of abuse policy.

We ensure all staff are trained to understand safeguarding policies and procedures. Parents / carers are also made aware of the Early Years Safeguarding Policy and School Policy and these can be accessed on the website [www.colchesterhighschool.co.uk](http://www.colchesterhighschool.co.uk). In addition a copy of the EY Safeguarding and Child Protection Policy is given to the parents at their child's induction.

We recognise that the welfare of all children is paramount and that all children and young people, regardless of ability and culture, have equal rights of protection. Colchester High School recognises its legal duty under s175 Education Act 2002 and the 1989 Children Act and takes seriously its responsibilities to protect and safeguard the interest of all children. We respect, and work in partnership with Local Essex Safeguarding Children Board (SET- Southend, Essex, Thurrock child protection procedures) as they co-ordinate the work to safeguard children in our area.

**Designated Safeguarding Staff:**

- Mrs Karen Hull (Nursery Manager) - Early Years Designated Safeguarding Lead (EYDSL).
- Mrs Poppy Tomlinson (Deputy Manager) - Early Years Deputy Designated Safeguarding Lead (EYDDSL)
- Mr Andrew Croydon – Senior Head - Designated Safeguarding Lead (DSL) for CHS
- Mrs Catherine Bickersteth - Deputy Designated Safeguarding Lead (DSL) for CHS.
- Mr David Young – Principal, trained to DSL level.
- Dr George Georgiou - Head of Sixth Form, trained to DSL level.
- Mr Simon Newcomb - Sixth Form Deputy Designated Safeguarding Lead and Senior School Pastoral Leader

**All Early Years staff are required to complete an Enhanced Disclosure and Barring Service check before starting employment. (Refer to Colchester High School's Safer Recruitment Policy and Procedure).**

- All Early Years staff are trained in Safeguarding Children Level 2 and this is updated every 2 years. Staff are regularly trained in safeguarding and have up-to-date knowledge of safeguarding issues. In addition staff are asked random safeguarding questions throughout supervision. Additional training may be provided.
- A Pre Existing Injury Form is in place to note any injury when a child comes into Nursery/Reception. The Pre-Existing Injury Forms are filed confidentially in a private and confidential folder and monitored. A body map will also be completed alongside the pre-existing injury form.
- Robust risk assessments are completed and that they are regularly reviewed and up dated.
- Staff are expected to disclose any convictions, cautions, court orders or reprimands and warnings which may affect their suitability to work with children.
- All staff and volunteers are required to notify us if anyone in their household (including family members, lodgers, partners etc.) has any relevant convictions, court orders, reprimands and warnings or has been barred from, or had registration refused or

cancelled in relation to any childcare provision or have had orders made in relation to care of their children.

- Procedures are in place to record the details of visitors to the department

**Colchester High School takes steps to ensure that there are effective procedures in place to protect children, young people and vulnerable adults from the unacceptable use of mobile phones, cameras and other technology devices in the Early Years Setting. Please refer to: Use of Mobile Phones and Cameras Policy.**

- Visitors are requested not to use mobile phones, cameras and other technology devices when they sign in at Reception.
- When signing up for our Interactive Learning Diary - parents are requested to sign documentation agreeing that any recorded image must not be shared or used on social media networks or used for commercial or publicity purposes, where other pupils are also included in the image, without the approval of the school.
- Visitors are not permitted to use cameras, ipads, videos, smart watches or other technological devices at school productions and events on the school site. They are advised of this prior to the event.
- At off site events, parents are requested not to post photographs on social media.

**All staff are aware of, and respect the Working Together to Safeguard Children Guidance Book (March 2015), Keeping Children Safe in Education (September 2016) and 'What to do if you're worried a child is being abused' (March 2015). These are displayed for staff and parents on the notice boards in the Nursery and Reception Department.**

### **Responding to issues of abuse**

- We acknowledge that abuse of children can take different forms - physical, emotional, and sexual, as well as neglect.
- Staff have an understanding of the additional vulnerabilities that arise from inequalities of race, gender, disability, language, religion, sexual orientation or culture and that these receive full consideration in relation to child and young person.
- When children are suffering from physical, sexual or emotional abuse, or experiencing neglect, this may be demonstrated through:

- significant changes in their behaviour;
  - deterioration in their general well-being;
  - their comments which may give cause for concern, or the things they say (direct or indirect disclosure).
  - changes in their appearance, their behaviour, or their play;
  - unexplained bruising, marks or signs of possible abuse or neglect; and
  - any reason to suspect neglect or abuse outside the department.
- We consider factors affecting parental capacity and risk, such as social exclusion, domestic violence, radicalisation, drug or alcohol abuse, mental or physical illness or parent's learning disability.
  - We are aware that children's vulnerability is potentially increased when they are privately fostered and when we know that a child is being cared for under a private fostering arrangement, we inform our local authority children's social care department.
  - We are aware of other factors that affect children's vulnerability that may affect, or may have affected, children and young people using our provision, such as, abuse of disabled children; fabricated or induced illness; child abuse linked to beliefs in spirit possession; sexual exploitation of children, including through internet abuse; Female Genital Mutilation and radicalisation or extremism.
  - We are aware that some children and young people are affected by gang activity, by complex, multiple or organised abuse, through forced marriage or honour based violence or may be victims of child trafficking. While this may be less likely to affect young children in our care, we may become aware of any of these factors affecting older children and young people who we may come into contact with.

**If we believe that a child in our care or that is known to us may be affected by any of these factors, we follow the procedures of Colchester High School: Safeguarding and Child Protection Policy including Allegations of abuse Policy.**

**We keep a copy of Safeguarding and Child Protection Policy including Allegations of abuse document alongside the Early Years Safeguarding and Child Protection (Including managing allegations of abuse against a member of staff). Both Policies are displayed on the Early Years' Parent Information boards throughout the department.**

**All Early Years staff are aware of their responsibilities and are familiar with what to do if they have any concerns. Staff that have any concerns regarding a child's safety should address these in confidence directly to the Early Years Designated Safeguarding Lead**

**Mrs Hull (Nursery Manager) is the Early Years Designated Safeguarding lead (EYDSL) responsible for safeguarding children within the EY setting (Nursery and Reception Classes) and liaising with local statutory children's agencies as appropriate. Mrs Tomlinson (Deputy Manager) is the Early Years Deputy Designated Safeguarding Lead (EYDDSL). If possible, Mrs Hull / Mrs Tomlinson would discuss any concerns with Mr Croydon Designated Safeguarding Lead (DSL) or Mrs Bickersteth Deputy Designated Safeguarding Lead (DSL) but this should not cause a delay in contact being made to the Family Operations Hub. Any member of staff can contact the Family Operations Hub (including Early Help and Advice Hub- 0345 6037627).**

*Recording suspicions of abuse and disclosures*

- Where a child makes comments to a member of staff that give cause for concern (disclosure), or a member of staff observes signs or signals that give cause for concern, such as significant changes in behaviour; deterioration in general well-being; unexplained bruising, marks or signs of possible abuse or neglect; that member of staff:
  - listens to the child, offers reassurance and gives assurance that she or he will take action;
  - does not question the child;

**The Early Years Department have a CHS Safeguarding Toolkit folder to refer too. Folders are also situated in staff rooms throughout the school building. We work within the Local Safeguarding Children's board Board (SET- Southend, Essex, Thurrock child protection procedures).**

- The procedures are followed with a written record of the observation or disclosure that includes: the date and time of the observation or the disclosure; the exact words spoken by the child as far as possible; the name of the person to whom the concern was reported, with the date and time; and the names of any other person present at the time.
- These records are signed and dated and kept in the child's personal file, which is kept securely and confidentially in a fire proof filing cabinet.

## **Informing Parents**

- Parents are normally the first point of contact. Concerns are discussed with parents to gain their view of events, unless it is felt that this may put the child in greater danger.
- Parents are informed when we make a record of concerns in their child's file and that we also make a note of any discussion we have with them regarding a concern.
- If a suspicion of abuse warrants referral to social care, parents are informed at the same time that the referral will be made, except where the guidance of the Local Safeguarding Children Board does not allow this, for example, where it is believed that the child may be placed in greater danger.
- This will usually be the case where the parent is the likely abuser
- If there is a possibility that advising a parent beforehand may place a child at greater risk the designated person should seek advice from children's social work services, about whether or not to advise parents beforehand, and should record and follow the advice given.

## **Allegations of abuse against a professional**

**The Designated Safeguarding Lead in the Early Years (Mrs Karen Hull) will inform OFSTED of any allegations of serious harm or abuse by any person living, working or looking after children at the premises (whether that allegation relates to harm or abuse committed on the premises or elsewhere) or any other abuse which is alleged to have taken place on the premises, and of the action taken in respect of these allegations: This must be done as soon as possible but no later than 14 days.**

We follow the guidance of the Local Safeguarding Children Board when responding to any complaint that a member of staff or volunteer within the Early Years Department has abused a child. We refer any such complaint immediately to the Local Authority Officer (LADO).

Children can be the victims of abuse by those who work with them in any setting. All allegations of abuse of children carried out by any staff member or volunteer and will be taken seriously.

If an allegation is received by the Principal the following should be considered

- behaved in a way that has harmed a child, or may have harmed a child;
- possibly committed a criminal offence against or related to a child;

- behaved towards a child or children in a way that indicates s/he is unsuitable to work with children

Allegations of abuse made against staff, whether historical or contemporary, should be dealt with by the Principal. Removing the member of staff from teaching that particular pupil will be considered. The Principal should contact the CedO Cognita Schools for discussion as to further action. If the allegation is about the Principal there should be direct contact with the CedO Cognita Schools Ltd.

This initial conversation will establish the validity of any allegation and if a referral is needed. If this is the case a strategy meeting will be called that the Principal should attend.

The decision of the strategy meeting could be:

- investigation by children's social care
- police investigation if there is a criminal element to the allegation
- single agency investigation completed by the school which should involve the Cognita Schools Ltd HR advisor

The fact that a member of staff offers to resign should not prevent the allegation procedure reaching a conclusion.

Should an allegation against a member of staff fulfil the 2 referral tests set out by the Vetting and Barring Scheme we recognise the legal duty to refer it to the Safeguarding Authority.

It is the Principals duty to make a referral to the Disclosure and Barring Service where a member of staff is dismissed (or would have been, had the person not left the setting first) because they have harmed a child or put a child at risk of harm (3.13 revised Statutory EYFS 2014).

In the event of the disqualification (under Section 76 of the Childcare Act 2006) of a registered provider, a person living in the same household as the registered provider, or a person employed in that household, the provider must not continue as an early years provider – nor be directly concerned in the management of such provision.

Where an employer becomes aware of relevant information which may lead to disqualification of an employee, the provider must take appropriate action to ensure the safety of children.

In the event of disqualification of a person employed in Early Years provision, the provider must not continue to employ that person (under Section 76 of the Childcare Act 2006).

The provider must give, under Section 76 of the Childcare Act 2006, Ofsted the following information when relevant:

- details of any order, determination, conviction, or other ground for disqualification from registration under regulations made under section 75 of the Childcare Act 2006;
- the date of the order, determination or conviction, or the date when the other ground for disqualification arose;
- the body or court which made the order, determination or conviction, and the sentence (if any) imposed; and a certified copy of the relevant order (in relation to an order or conviction).

It is the responsibility of The Cognita Schools Group to ensure there is an annual review of this policy and that the procedures and duties are carried out as stated in the policy. This is done by Cognita requesting an annual and termly compliance report from the Principal.

IT IS THE RESPONSIBILITY OF THE PRINCIPAL TO MAKE SURE THAT ANY DEFICIENCIES OR WEAKNESSES IN THIS POLICY ARE REMEDIED WITHOUT DELAY.

## **CONTACT NUMBERS**

### **OFSTED:**

**Website:** [www.gov.uk/ofsted](http://www.gov.uk/ofsted)

**Phone Number:** 0300 123 1231

**Email:** enquiries@ofsted.gov.uk

### **Address:**

The National Business Unit

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OFSTED  
Piccadilly Gate  
Store Street  
Manchester  
M1 2WD.

Family Operations Hub Priority Line (including Early Help and Advice Hub): 0345 6037627

OUT OF HOURS NUMBER                    0345 6061212

FOH@essex.gcsx.gov.uk

Essex Safeguarding Children's Board: 01245 435167

**NB: after calling 03456037627, you will need to select option 3, when you will need the child's name, date of birth and address. You will then possibly be kept on hold for a period of time before speaking to an advisor.**

Early Years:

Safeguarding: Pre-Existing Injury Policy

Safeguarding: On-line safety (including use of Mobile Phones and Cameras).

**Please refer to Colchester High School Policies:**

Safeguarding and Child Protection Policy, including Allegations of Abuse

Keeping Children Safe in Education- September 2016

What to do if you are worried a child is being abused- March 2015

Working Together to Safeguard Children- March 2015