



## 1.2 Safeguarding Children and Child Protection

(Including managing allegations of abuse against a member of staff)

### Policy statement

Miss Delaney's will comply with the procedures approved by the **Local Safeguarding Children's Board LSCB 6th Edition 2020 (last updated 31<sup>st</sup> March 2021)**. Miss Delaney's intend to create and maintain an environment in which children are safe from abuse and in which any suspicion of abuse is promptly and appropriately responded to. At Miss Delaney's, it is our duty as a professional body to be the eyes and ears to any change in the behaviour of any child, parent or staff member (including any student teachers and visitors).

Our setting will work with children, parents and the community to ensure the rights and safety of children and to give them the very best start in life. Our Safeguarding Policy is based on the three key commitments of the Early Years Alliance Safeguarding Children Policy.

### Procedures

We carry out the following procedures

- A child's needs should be put first — always.
- It's important to help and support children as early as possible before issues escalate and become more damaging.
- Safeguarding is everybody's responsibility and everyone at a setting should act in a timely and coordinated manner to respond to any concerns about the welfare of a child.

### Staff and volunteers

- It is important at Miss Delaney's that all our parents, staff, volunteers or students are aware of the procedures for child protection. We aim to work in partnership with all concerned.
- As a registered childcare facility we have a safeguarding and child protection policy, which outlines the procedures for safeguarding children from abuse and neglect. Miss Delaney's holds such a policy and clearly sets out procedures for reporting and dealing with allegations of abuse or neglect as well as contact details of the designated person (on staff) who co-ordinates child protection issues.

Our DSL is: Mrs Lisa Murray (Head Teacher)

Our deputy DSL is: Mrs Clare Frost

Our designated member of the Management Team who oversees this work is: Miss Frances Delaney (Principal/Director)

- The safety and well-being of the child is paramount. As adults we have a responsibility to safeguard and promote the child's all-round welfare.
- We ensure all staff are trained to understand our safeguarding and welfare policies and procedures and that parents are made aware of them too.
- All staff have an up-to-date knowledge of safeguarding issues.

- We provide adequate and appropriate staffing resources to meet the needs of children.
- It is an offence, under section 76, Childcare Act 2006, to provide early years provision if disqualified or be involved in the direct management of such provision if disqualified or to knowingly employ a disqualified person to work with children.
- Applicants for posts within the setting are clearly informed that the positions are exempt from the Rehabilitation of Offenders Act 1974.
- Candidates are informed of the need to carry out 'enhanced disclosure' DBS checks with the Disclosure and Barring Service before posts can be confirmed.
- Where applications are rejected because of obtaining information that has been disclosed, applicants have the right to know, and to challenge, incorrect information.
- We abide by Ofsted requirements in respect of references and DBS checks for staff and volunteers, to ensure that no disqualified person or unsuitable person works at the setting or has access to the children.
- Volunteers do not work unsupervised.
- We record information about staff qualifications, and the identity checks and vetting processes that have been completed including:
  - the DBS reference number;
  - the date the disclosure was obtained; and
  - details of who obtained it.
- We inform all staff that they are expected to disclose any convictions, cautions, court orders or reprimands and warnings which may affect their suitability to work with children (whether received before or during their employment with us).
- We abide by the Safeguarding Vulnerable Groups Act (2006) requirements in respect of any person who is dismissed from our employment, or resigns in circumstances that would otherwise have led to dismissal for reasons of a child protection concern.
- We have procedures for recording the details of visitors to the setting.
- We take security steps to ensure that we have control over who comes into the setting so that no unauthorised person has unsupervised access to the children.
- We take steps to ensure children are not photographed or filmed on video for any other purpose than to record their development or their participation in events organised by us. Parents sign a consent form and have access to records holding visual images of their child.

### **What is abuse?**

There can be many forms of abuse, such as neglect, physical injury, sexual abuse or emotional abuse. Remember that abuse can consist of anything an individual, institution or process does or even fails to do which may directly (or indirectly) cause harm or damage the child's prospect of a safe/healthy development. Abuse and neglect are forms of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm or failing to act to prevent harm. Children may be abused in a family or an institution or community setting, by those known to them or, more rarely, by a stranger via the internet, for example. They may be abused by an adult or

adults, or another child or children. Definitions of abuse may be of limited help where signs are inconclusive.

### **Physical abuse**

A form of abuse which may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.

### **Emotional abuse**

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 from 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.

### **Sexual abuse**

Involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse. Sexual abuse can take place online and technology can be used to facilitate offline abuse. Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children. The sexual abuse of children by other children is a specific safeguarding issue (also known as peer on peer abuse in education and **all** staff should be aware of it and of their schools policy and procedures for dealing with it.

### **Neglect**

The persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy, for example, as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to provide adequate food, clothing and shelter (including exclusion from home or abandonment); protect a child from physical and emotional harm or danger; ensure adequate supervision (including the use of inadequate care-givers); or ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs

All of the above definitions were taken from the guidance documents, *Working Together to Safeguard Children* (2018) and *Keep Children Safe in Education* (2021).

### **Domestic abuse**

The cross government definition of domestic violence is :

- Any incident or pattern of incidents of controlling, coercive, threatening behaviour, violence or abuse between those who are aged 16 or over. The abuse can encompass, but not limited to:
  - Psychological;
  - Physical;
  - Sexual;
  - Financial and
  - Emotional

Exposure to domestic abuse and/or violence can have a serious and long lasting emotional and psychological impact on children.

### **Honor based violence**

Honor based violence encompasses incidents which have been committed to protect or defend the honor of the family and/or the community. They may include FGM, forced marriage and breast ironing. If staff have a concern about a child, a member of a child's family or a member of staff, they should speak to the designated lead.

### **FGM (female genital mutilation)**

FGM comprises all procedures involving partial or total removal of the external female genitalia or other injury to the female genital organs for nonmedical reasons. It has no health benefits and harms girls and women in many ways.

FGM is illegal in the UK (for more information, see Section 2.3). FGM is not a matter that can be left to be decided by personal preference – it is an extremely harmful practice. Professionals should not let fears of being branded 'racist' or 'discriminatory' weaken the protection and support required by vulnerable girls and women.

Whilst all staff should speak to the designated safeguarding lead (or deputy) with regard to any concerns about FGM, there is a specific legal duty on teachers. If a teacher, in the course of their work in the profession, discovers that an act of FGM appears to have been carried out on a girl under the age of 18, the teacher must report this to the police.

### **Contextual safeguarding**

Safeguarding incidents and behaviours can be associated with many factors. All staff should consider the context within which such incidents occur.

### **Peer on Peer Abuse**

Staff should be aware that not only adults abuse children. Safeguarding issues can manifest themselves via peer on peer abuse. This may include bullying, gender based violence and sexual assaults. Although with our very young age group this is most likely not to present itself within a school context, anything raised will be dealt with promptly and taken very seriously by the headteacher. It may arise via an older sibling or children of family contacts.

### **Children with Special Educational Needs and Disabilities**

Children with special educational needs and disabilities (SEND) can face additional safeguarding challenges. Additional barriers can exist when recognising abuse and neglect in this group of children. People should not assume changes in behaviour or mood or injuries relate to the child's disability. Further exploration should be pursued even though communication barriers might make investigation a challenge.

### **Early Help**

At Miss Delaney's, we recognise that some children may be affected by difficult family circumstances. It is crucial that these children and their families benefit from the best quality professional help at the earliest opportunity. For some families, without early help, difficulties

escalate, family circumstances deteriorate and children are more at risk of suffering significant harm. We are committed to providing the necessary support or intervention for any child in this situation.

### **Radicalisation**

Though not a recognised type of abuse we must also be very aware of the risk to children of radicalisation or exposure to extremism. This is a risk we take very seriously and is referred to in our Prevent Duty Statement.

### **Private Fostering**

Private fostering is when a child is looked after in a 'private' arrangement by someone who is not a close relative, guardian or person with parental responsibility. The school has a legal responsibility to inform the local authority if they are aware of a private fostering arrangement of a child being educated at the school.

### **Child sexual exploitation (CSE) and Child Criminal Exploitation (CCE)**

Both CSE and CCE are forms of abuse that occur where an individual or group takes advantage of an imbalance in power to coerce, manipulate or deceive a child into taking part in sexual or criminal activity, in exchange for something the victim needs or wants, and/or for the financial advantage or increased status of the perpetrator or facilitator and/or through violence or the threat of violence. CSE and CCE can affect children, both male and female and can include children who have been moved (commonly referred to as trafficking) for the purpose of exploitation.

### **Mental Health**

All staff should be aware that mental health problems can, in some cases, be an indicator that a child has suffered or is at risk of suffering abuse, neglect or exploitation. Only appropriately trained professionals should attempt to make a diagnosis of a mental health problem. Education staff, however, are well placed to observe children day-to-day and identify those whose behaviour suggests that they may be experiencing a mental health problem or be at risk of developing one.

### **County lines**

County lines is a descriptor of the criminal exploitation of children via drug networks. These networks will groom children and young people to carry drugs and money from urban areas to suburban and rural areas. Again, Although this may not occur in our very young age group, children may comment whilst at nursery on situations they have overheard or observed.

### **How does Miss Delaney's ensure this?**

The safety and well-being of the child are paramount. All those who come into contact with children in their everyday work have a responsibility to safeguard and promote the child's all-round welfare. The Head Teacher, Principal/Director and Staff members aim to create an environment in which children are safe from abuse. Any suspicion of abuse will be promptly and appropriately responded to in line with the statutory requirements.

It will be made clear by the Head Teacher to applicants for posts in our schools that the position is excluded from the limitation on disclosure of spent convictions under the Rehabilitation of Offenders Act 1974. All applicants that work within our setting will be interviewed before an appointment is made and will be asked to provide references. All references will be followed up and enhanced DBS checks will be obtained. In the case of applicants with unexplained gaps in their employment history, or who have moved 'rapidly' from one job to another, explanations will be sought.

All applicants, whether paid or unpaid, will be subject to a probationary period and will not be confirmed unless the school is confident that the applicant can be safely entrusted with children. At Miss Delaney's, we believe in operating with 'good practice'. We operate in an open-plan environment where the layout of the playrooms will permit constant supervision of all children. All teachers and other adults who have access to our children are closely vetted by the Head Teacher and Principal. Adults who have not been registered as a 'fit' person will not take children unaccompanied to the toilet until all vetting procedures have been cleared. Miss Delaney's considers it good practice not to allow children to be left alone for long periods with any adult – if an adult needs to take a child aside for example because his/her behaviour requires improvement, the child should be encouraged to sit on the mat for 'thinking time' (time for reflection) within the classroom environment. We encourage our children to develop a sense of autonomy and independence through adult support in 'making good choices' and finding names for their own feelings and acceptable ways to express them. This in turn will help enable them to have self-confidence and the vocabulary to resist inappropriate approaches.

Children will only be released at the end of a session to a person with parental responsibility or someone who is authorised on their behalf. The Head Teacher must be given prior details of all persons who are to be permitted to collect a child.

Any parent or other person who arrives to collect a child that the school deems to be in an unfit state to take charge of the child will not be permitted to collect the child. The matter must be reported to the Head Teacher immediately who will decide upon the appropriate action to take in the circumstances.

Parents are reminded that visitors to the school should have a prior invitation from the Head Teacher or the Principal and that no uninvited visitors will be permitted entry to the Nursery. All staff are required to take part in safeguarding and child protection training annually and read any literature passed on to keep their skills and knowledge up to date.

There may be other reasons why a child may not be his/her 'usual self'. We need to get the full picture without pre-judging the situation. The importance of observations is paramount.

## **Training**

- All staff are given induction training in-line with LSCB advice, which includes awareness of the identity and role of the designated safeguarding lead and deputy, and detailed knowledge of the school safeguarding policy, the staff code of conduct, the school whistleblowing policy and acceptable use of IT. It sets out clear guidelines on staff/ pupil relationships including the use of social media. All staff will be given a copy of Part 1 of Keeping Children Safe in Education (KCSIE) and those who work directly with children will also be given a copy of Annex A.
- All staff will be trained in the Prevent Duty and their responsibilities as well as in on-line safety. Regular updates will be given through e-mails, bulletins or staff meetings.
- The designated senior lead for safeguarding and the deputy senior lead will be trained in inter-agency working every two years with updates at least annually.
- We seek out training opportunities for all adults involved in the setting to ensure that they are able to recognise the signs and signals of possible physical abuse, emotional abuse, sexual abuse and neglect and that they are aware of the local authority guidelines for making referrals.
- We ensure that all staff know the procedures for reporting and recording any concerns they may have about the provision.

## Designated Senior Lead

The Designated Senior Lead for child protection issues for the whole school including the EYFS is Mrs Lisa Murray (Head Teacher) and she is re-trained every two years but will have a refresher every year. Mrs Clare Frost is the Deputy Designated Lead. All employees receive regular safeguarding and child protection training and updates (for example via emails, bulletins or staff meetings) but at least annually. Staff are given training recognising the difference between a child at risk and a child in need, recognising signs of abuse, identifying changes in behaviour, FGM, inter agency working, Prevent and e- safety. Training also includes what to do in the event they suspect any of the previously listed points. The Designated Senior Lead is responsible for:

- arranging ongoing training for colleagues.
- ensuring staff understanding of **Part 1 and Annex A of Keeping Children Safe in Education September 2021**.
- keeping all staff updated with current procedures, ensuring that new and temporary staff are familiar with protection responsibilities and have read the staff code of conduct guidelines (including secretarial staff, school helpers etc).
- provision of advice and support to staff.
- monitoring attendance and development of children whose names are currently on the child protection register and informing the Social Services Department of proposed or actual change of school.
- ensuring that all relevant information about a child is disseminated to appropriate staff within the school.
- ensuring complete records are sent to receiving schools, whether a child changes as a natural progression or for any other reason.
- maintaining accurate and secure child protection records.

## Staff Code of Conduct

See separate guidance in staff handbook.

## Responding to suspicions of abuse

We acknowledge that abuse of children can take different forms - physical, emotional, and sexual, as well as neglect.

- When children are suffering from physical, sexual or emotional abuse, or experiencing neglect, this may be demonstrated through:
  - deterioration in their general well-being;
  - significant changes in their behaviour;
  - their comments which may give cause for concern, or the things they say (direct or indirect disclosure);
  - changes in their appearance, behaviour or their play;
  - unexplained bruising, marks or signs of possible abuse or neglect
- We take into account factors affecting parental capacity such as social exclusion, domestic violence, parent's drug or alcohol abuse, mental or physical illness or a parent's learning disability.
- We are aware of other factors that affect children's vulnerability such as abuse of disabled children; fabricated or induced illness; child abuse linked to beliefs in spirit possession; sexual exploitation of children, such as through internet abuse; and Female Genital Mutilation; that may affect, or may have affected, children and young people using our provision.
- We also make ourselves 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.

- Where 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 below for reporting child protection concerns.
- Where such evidence is apparent, the member of staff makes a record of the details of the concern and signs and dates the record.
- The record will be given to the Head Teacher on the same day. The Head Teacher will countersign the record.
- The record will include anything the child says in his/her own words. It is important that leading questions or any other form of questioning that puts words into the child's mouth must be avoided.
- The information is stored on the child's protection file and may only be accessed by the Head Teacher and no other member of staff.
- We will continue to monitor the child within a staff agreed time frame.
- We refer concerns to the local authority children's social care department and co-operate fully in any subsequent investigation. N.B. In some cases this may mean the police or another agency identified by the Local Safeguarding Children's Board.
- We take care not to influence the outcome either through the way we speak to children or by asking questions of children.
- We take account of the need to protect young people aged 16-19 as defined by the Children Act 1989. This may include students or school children on work placement, young employees or young parents. Where abuse is suspected, we follow the procedure for reporting any other child protection concerns. The views of the young person will always be taken into account, but the setting may override the young person's refusal to consent to share information if it feels that it is necessary to prevent a crime from being committed or intervene where one may have been, or to prevent harm to a child or adult. Sharing confidential information without consent is done only where not sharing it could be worse than the outcome of having shared it.
- Where abuse at home is suspected, we will continue to support the member of staff whilst investigations proceed.
- In such cases where the Nursery feels that there may be a clear and immediate risk to the life of a child or a risk of serious injury, Miss Delaney's will seek immediate advice from other agencies such as Local Safeguarding Children Board (LSCB) or other agencies with statutory powers, e.g. Social Services or the Police, in order to secure the immediate safety of the child. This action will be taken by the Head Teacher in charge of the child's setting and reported the same day to the Principal.

### **Recording suspicions of abuse and disclosures**

Whenever worrying changes are observed in a child's behaviour, physical condition or appearance, a specific and confidential record will be set up. This is quite separate from the usual on-going records of a child's progress and development.

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;
- Makes a clear, concise written record that forms an objective record of the observation or disclosure that includes the date and time of the observation or the disclosure; any remarks/incidents before or during the concern; 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.

- This record will also make note of the name, address and age of the child.
- The record will be given to the Head Teacher on the same day. The Head Teacher will countersign the record.
- These records are signed and dated and kept in the safeguarding file, which is kept securely and confidentially.
- We will continue to monitor the child within a staff agreed time frame.

Where the Local Safeguarding Children Board stipulates the process for recording and sharing concerns, we include those procedures alongside this procedure and follow the steps set down by the Local Safeguarding Children Board. These steps are very important for the protection of the child, parent/carer and the teacher involved, as well as Miss Delaney's. During any assessment, we must also remind ourselves of the child's stage of development, ethnic origin and culture.

### **Making a referral to the local authority children's social care team**

Miss Delaney's uses a template form for recording concerns and making a referral. **This is based on Working together to safeguard children 2018 and Keeping Children Safe in Education 2021.** We keep a copy of these documents alongside the procedures for recording and reporting set down by our Local Safeguarding Children Board, which we follow where local procedures differ from those of the Early Years Alliance. These are found on the school portal for staff.

### **Informing parents**

Parents are normally the first point of contact. We discuss concerns with parents to gain their view of events, unless we feel this may put the child in greater danger.

We inform parents 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. The Head Teacher will inform the parent as to the reason why we have a concern, enquiry or the reason behind the intervention and will let the parent know that it is the Nursery school's duty to inform them, and to let them know what will happen next.

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 suspect abuser. In these cases, the social workers will inform parents.

It is our duty to be as honest and open as possible regarding any concern but it is also essential to remember that, whilst the parent will also need our support and help, the circumstances may require certain matters to be kept confidential. This will be the case where the guidance of the Local Safeguarding Children Board or other statutory body either does not allow or limits the information to be disclosed.

### **Supporting Families at Miss Delaney's**

Miss Delaney's will take every step in its power to build trusting supportive relationships between families and staff and any volunteers in our setting.

**Where abuse at home is suspected, we will continue to welcome and support the child and his/her family while investigations proceed. Records will be shared with parents insofar as we are permitted to do so.**

### **Liaison with other agencies/bodies**

It is important that we inform the child's parents about our concerns, except in the case of suspicion of serious harm or abuse. This is the sole responsibility of the Head Teacher and/or Principal and NOT the class teacher.

We work within the Local Safeguarding Children Board guidelines.

We have procedures for contacting the local authority regarding child protection issues: The Head Teacher and/or Principal will maintain on-going contact with our registering authority, together with names, addresses and telephone numbers of social workers, to ensure that, in an emergency, it is easy for the setting and Social Services to work together.

Our Nursery school operates in accordance with guidelines laid down by the registration authority, Ofsted. We notify the registration authority (Ofsted) of any incident or accident and any changes in our arrangements which may affect the well-being of children or where an allegation of abuse is made against a member of staff (whether the allegations relate to harm or abuse committed on our premises or elsewhere). Notifications to Ofsted are made as soon as is reasonably practicable, but at the latest within 14 days of the allegations being made.

Confidential records kept on children about whom the school is anxious will be shared with the Social Services Department if the Headteacher and/or Principal feel that adequate explanations for changes in the child's condition have not been provided.

Contact details for the local National Society for the Prevention of Cruelty to Children (NSPCC) are also kept, or other contact(s) as appropriate. Remember, children should be taken seriously, no matter how small the concern.

Acceptance of this policy is a condition for the attendance of a child at Miss Delaney's and parents will be required to confirm, on accepting a place at the Nursery, that they have read, understood and accept this policy. It is available on the school website.

### **Whistleblowing**

In the event of allegations of abuse being made against the Principal, allegations should be reported directly to the designated officer at the local authority. Staff may consider discussing any concerns with the school's safeguarding lead and make any referral via them.

### **For further information**

Please refer to the copy of the Kensington and Chelsea LSCB Inter-Agency Guidelines available online at [Training and resources | lscp \(rbkc.gov.uk\)](https://www.rbkc.gov.uk/training-and-resources/lscp)

Further information regarding procedures can be found in a 'flow chart' form in the blue safeguarding folder.

### **Allegations against staff**

Staff working in our 'early years' Nursery settings need to make physical contact with the children in the context of care and their professional duty. It is important that they are able to maintain their integrity and protect themselves from allegations of abuse without compromising the quality of care they/we provide as a school.

Miss Delaney's will do everything in its power to support a member of its staff and take every step in its power to build up a trusting and supportive relationships between all in our Nursery settings.

We will ensure that all parents know how to complain about the behaviour or actions of staff or volunteers within the setting, or anyone living or working on the premises occupied by the setting, which may include an allegation of abuse.

We will respond to any inappropriate behaviour displayed by members of staff or any other person working with the children, which includes:

- staff leaving children unsupervised, failure to provide a safe and stimulating environment, failure to meet the child's hygiene needs;
- maltreatment of a child in a 'physical sense' such as smacking, shaking or restraining a child roughly;
- in the setting, emotional abuse might include shouting at the children, isolating the child, threatening punishment, refusing/withdrawing affection or teasing the child;
- inappropriate sexual comments or 'touching' of a child inappropriately;
- excessive one-to-one attention beyond the requirements of their usual role and responsibilities, or inappropriate sharing of images.

If there is a reason to suspect any form of abuse/neglect of any child at Miss Delaney's, by someone working in any capacity, it will be treated seriously and responded to in accordance with the Miss Delaney's Disciplinary Procedure.

We follow the guidance of the Local Safeguarding Children Board when responding to any complaint that a member of staff or volunteer within the setting, or anyone living or working on the premises occupied by the setting, has abused a child.

We respond to any disclosure by children or staff that abuse by a member of staff or volunteer within the setting, or anyone living or working on the premises occupied by the setting, may have taken, or is taking place, by first recording the details of any such alleged incident within 24 hours of the incident – the information will be written, dated and signed in report form.

We reserve the right to suspend the employee on full pay whilst any allegation of suspected misconduct is investigated or for any other good reason.

If any other member of staff has a reason to suspect abuse of a child is happening regarding a colleague, they must report this immediately to the Headteacher, who will then seek advice from \*Ofsted/Local Safeguarding Children Board. **If any other member of staff has a reason to suspect the Head Teacher of abuse they must report this immediately to the LADO.** We refer any such complaint immediately to :

Kembra Healy

Safer Organisation Manager and Local Authority Designated Officer (LADO)

Telephone: 07522 217 314

Email: [kembra.healy@rbkc.gov.uk](mailto:kembra.healy@rbkc.gov.uk)

We also report any such alleged incident to Ofsted, as well as what measures we have taken. We are aware that it is an offence not to do this.

We will then seek advice/guidance and inform the allegation to the Local Safeguarding Children Board. We co-operate entirely with any investigation carried out by children's social care in conjunction with the police. Where the management team and children's social care agree it is appropriate in the circumstances, the Principal will suspend the member of staff on full pay, or the volunteer, for the duration of the investigation. This is not an indication of admission that the alleged incident has taken place, but is to protect the staff, as well as children and families throughout the process.

We shall strive to bring the allegation to a satisfactory conclusion within a reasonable period of time.

We must remember that the parent will also require our help, support and confidence and we must acknowledge that they may have concerns/needs to be addressed in conjunction with the Nursery School's investigation.

Children will be taken seriously, no matter how small the concern.

### **Disciplinary action**

Where a member of staff or volunteer has been dismissed due to engaging in activities that caused concern for the safeguarding of children or vulnerable adults, we will notify the Independent Safeguarding Authority (ISA) ([Jenny Pearce](#) - Independent Chair of the Hammersmith & Fulham, Kensington and Chelsea and Westminster LSCB, the LSCB Team can be contacted on: [020 8753 3914](#)) of relevant information, so that individuals who pose a threat to children (and vulnerable groups) can be identified and barred from working with these groups.

**Nothing prevents Miss Delaney's Nursery Schools Ltd from terminating employment if the employed person/s are found guilty of serious misconduct or gross negligence.**

### **Planning**

The layout of the rooms allows for constant supervision. No child is left alone with staff or volunteers in a one-to-one situation without being visible to others.

### **Curriculum**

We introduce key elements of keeping children safe into our programme to promote the personal, social and emotional development of all children, so that they may grow to be strong, resilient and listened to and so that they develop an understanding of why and how to keep safe.

We create within the setting a culture of value and respect for individuals, having positive regard for children's heritage arising from their colour, ethnicity, languages spoken at home, cultural, social background and ensure that this is carried out in a way that is developmentally appropriate for the children.

### **Confidentiality**

All suspicions and investigations are kept confidential and shared only with those who need to know. Any information is shared under the guidance of the Local Safeguarding Children Board.

### **Support to families**

- We believe in building trusting and supportive relationships with families, staff and volunteers in the group.
- We make clear to parents our role and responsibilities in relation to child protection, such as for the reporting of concerns, information sharing, monitoring of the child, and liaising at all times with the local children's social care team.
- We will continue to welcome the child and the family whilst investigations are being made in relation to any alleged abuse.
- We would follow the Child Protection Plan as set by the child's social care worker in relation to the setting's designated role and tasks in supporting that child and their family, subsequent to any investigation.
- Confidential records kept on a child are shared with the child's parents or those who have parental responsibility for the child in accordance with the Confidentiality and

Client Access to Records procedure and only if appropriate under the guidance of the Local Safeguarding Children Board.

## Legal Framework

- **Primary legislation**
  - Children Act (1989)
  - Protection of Children Act (1999)
  - General Data Protection Regulations (2018)
  - The Children Act (Every Child Matters) (2004)
  - Safeguarding Vulnerable Groups Act (2006)
  
- **Secondary legislation**
  - Sexual Offences Act (2003)
  - Criminal Justice and Court Services Act (2000)
  - Equalities Act (2010)
  
- **Further Guidance**
  - Working Together to Safeguard Children (2018)
  - Keeping children safe in Education (2021)
  - Children and Families (2014)
  - Information sharing: advice for practitioners providing safeguarding services (2018)
  - Independent Safeguarding Authority: [www.isa.homeoffice.gov.uk](http://www.isa.homeoffice.gov.uk)

### Worried about someone?

If you want to report any abuse or discuss concerns in relation to children & young people please contact [socialservices@rbkc.gov.uk](mailto:socialservices@rbkc.gov.uk) or tel: Kensington and Chelsea Duty Line – Tel: 020 7361 3013 (Out of hours – 020 7361 3013)

**For case consultations or Local Authority Designated Officer referrals, please contact the following:**

#### ***(Child Exploitation Lead)***

Family Support and Child Protection Adviser (Monday/Tuesday and Wednesday only)

Telephone: 020 7598 4640

Mobile: 07971 322 482

Family Support and Child Protection Adviser

Mobile: 07890 380 253

Family Support and Child Protection Adviser (Wednesday to Friday)

Mobile: 07807 159 907

Interim Service Manager for Safeguarding, Bi-Borough

Mobile: 07984 016 841

**For LADO consultations and referrals please contact the duty Child Protection Adviser on:**

Telephone: 020 7361 3013

Email: [KCLADO.Enquiries@rbkc.gov.uk](mailto:KCLADO.Enquiries@rbkc.gov.uk)

Safeguarding Lead for Schools and Education  
Mobile: 07890 397 061

FGM Tri-borough Senior Practitioner  
Telephone: 020 7641 1610

Bi-borough PREVENT Telephone: 020 8753 5727

Tri-borough MASH Business Support Officer  
Telephone: 020 7641 3991

**In an emergency call the police on 999.**

**Ofsted**

The National Business Unit Piccadilly Gate  
Store Street Manchester M1 2WD Telephone: 0300 123 1231 [www.ofsted.gov.uk/parents](http://www.ofsted.gov.uk/parents)

Name of signatory :

Role of signatory :

Updated by N. Firkin June 2017. To be reviewed June 2018.

Updated by L. Murray January 2019. To be reviewed January 2020.

Updated by L.Murray September 2019. To be reviewed September 2020

Updated by L.Murray August 2020. To be reviewed September 2021

Updated by L.Murray August 2021. To be reviewed September 2022

