

## MISS DELANEY'S

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

Miss Delaney's will implement its policies and procedures to safeguard children.

## **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 Board (**LSCB – Miss Delaney's hold a FULL copy of this book in the main school office together with amendments made 2016**)

We fully 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 our 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 **Pre-school Learning Alliance Safeguarding Children Policy**.

### **Procedures**

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

### **Key commitment 1**

Miss Delaney's is committed to building a 'culture of safety' in which children are protected from abuse and harm in all areas of its service delivery.

### **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 child protection policy, which outlines the procedures for safeguarding children from abuse and neglect. Miss Delaney's hold such a policy and clearly set 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 is :**

**Miss Christina McKenna (Deputy Head)**

Our designated member of the **Management Team** who oversees this work is:

**Miss Nina Firkin (Head Teacher) and Miss Frances Delaney (Principal)**

- 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 has an up-to-date knowledge of safeguarding issues.
- We provide adequate and appropriate staffing resources to meet the needs of 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 Criminal Records Bureau 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.

### ***Key commitment 2***

Miss Delaney's is committed to responding promptly and appropriately to all incidents or concerns of abuse that may occur and to work with statutory agencies in accordance with the procedures that are set down in **'What to do if you're worried a child is being abused'** (Department for Education, 2015).

### **Key commitment 3**

All staff should be prepared to identify and support children who might benefit from early help as soon as a problem emerges.

#### **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 institutional 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**

- Physical abuse may involve:
- Hitting
- Shaking
- Throwing
- Poisoning
- Burning or scalding
- Drowning
- Suffocating
- And/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.

#### **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)
- 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 or watching sexual activities
- Encouraging a child to behave in sexually inappropriate ways
- Grooming a child in preparation for abuse (including via the internet)

Sexual abuse is not solely perpetrated by adult males; women can also commit acts of sexual abuse, as can other children.

Staff should also be aware of child sexual exploitation which is a form of abuse where children are sexually exploited for money, power or status.

### **Emotional abuse**

Emotional abuse is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve:

- Conveying to children they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person.
- Not giving the child opportunities to express their views, deliberately silencing them or making fun of what they say or how they communicate.
- Age or developmentally inappropriate expectations being imposed on children, such as interactions that are beyond the child's developmental capability.
- Overprotection and limitation of exploration and learning.
- Preventing the child participating in normal social interaction.
- Seeing or hearing the ill-treatment of another.
- Serious bullying (including cyber-bullying), causing children frequently to feel frightened or in danger.
- 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.

### **Neglect**

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, which is likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy 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).
- Ensure access to appropriate medical care or treatment.
- It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

## **FGM**

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.

## **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.

## **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.

All of the above definitions were taken from the guidance documents, *Working Together to Safeguard Children (2015)* and *Keep Children Safe in Education (2016)*

## **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.

The safety and well-being of the child is 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 Teachers, Directress, 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.

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

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 for 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 Directress. 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 consider 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 library 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 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, Miss Frances Delaney 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.

Remember, 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.

### ***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:

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- 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 setting.
- 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 dated 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 Headteacher 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 personal 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 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 schools 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 (a.) **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 Miss Frances Delaney, the Directress of Miss Delaney's).
- **SEE ALSO 'Threshold of Need Guide' kept in office. Published by the Tri-borough LSCB for advice on which agencies should be involved in different situations.**

### ***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 child's personal 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***

- The Pre-school Learning Alliance's publication **Safeguarding Children** contains procedures for making a referral to the local children's social care team, as well as a template form for recording concerns and making a referral. This is based on **'What to do if you're worried a child is being abused'** (2015).
- We keep a copy of this document 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 Pre-school Learning Alliance.

### ***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. 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 **LSCB** 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 Miss Frances Delaney and **NOT** the class teacher.
- We work within the **Local Safeguarding Children Board** guidelines.
- We have the current version of **'What to do if you're worried a child is being abused?'** document, which is available for parents and staff and we ensure that all staff are familiar with what they need to do if they have concerns.
- We have procedures for contacting the local authority regarding child protection issues: The Head Teacher and/or Miss Frances Delaney will maintain on-going contact with our registering authority, together with names, addresses and telephone numbers of social workers, to ensure that it is easy in any emergency for the setting and Social Services to work together.
- Our Nursery schools operate 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 about will be shared with the Social Services Department if the Headteacher and/or Miss Frances Delaney (The Directress) 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.

### **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 schools safeguarding lead and make any referral via them.

### **For further information**

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Please refer to the copy of the [Kensington and Chelsea LSCB Inter-Agency Guidelines](#) as held on file in the Nursery School for advice and reference. Further information regarding procedures can be found in a 'flow chart' form displayed on the school notice board.

### ***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 or 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/LCSB. **If any other member of staff has a reason to suspect the Head Teacher of abuse they must report this immediately to an Ofsted advisor.**
- We refer any such complaint immediately to : **Local Authority Designated Officer (LADO) to investigate: Jane Foster 0207 641 6108 jfoster@westminster.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 **LCSB** .
- 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 chair/director/owner 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) (Jean Daintith - 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 School s Ltd from terminating employment if the employed person/s are found guilty of serious misconduct or gross negligence.**

### ***Key commitment 3***

The Alliance and Miss Delaney's is committed to promoting awareness of child abuse issues throughout its training and learning programmes for adults. It is also committed to empowering young children, through its early childhood curriculum, promoting their right to be strong, resilient and listened to.

### ***Training***

- 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 designated persons receive training in accordance with that recommended by the **Local Safeguarding Children Board**.
- We ensure that all staff knows the procedures for reporting and recording any concerns they may have about the provision.
- All staff members will be aware (induction given) of child protection issues as part of their training and on-going professional development.

### ***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 and social background.
- We 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 s47)
- Protection of Children Act (1999)
- Data Protection Act (1998)
- 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)
- Data Protection Act (1998) Non Statutory Guidance

# Further Guidance

- Working Together to Safeguard Children (Dept for Education, 2015)
- Keeping children safe in Education (2016)
- Safeguarding Children and Young People (2014)
- What to do if you're Worried a Child is Being Abused (HMG 2015)
- Framework for the Assessment of Children in Need and their Families (DoH 2000)
- The Common Assessment Framework for Children and Young People: A Guide for Practitioners (CWDC 2010)
- Statutory guidance on making arrangements to safeguard and promote the welfare of children under section 11 of the Children Act 2004 (HMG 2007)
- Information Sharing: Guidance for Practitioners and Managers (HMG 2008) (HMG 2006)
- Independent Safeguarding Authority: [www.isa.homeoffice.gov.uk](http://www.isa.homeoffice.gov.uk)

# Other useful Pre-school Learning Alliance publications

- Safeguarding Children (2010)

# 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: 020 7361 3013.

## \* Local Safeguarding Children Board (for the three Boroughs)

### **Safeguarding and Childprotection in schools and Education:**

Local Safeguarding Children Board  
Town Hall  
Hornton Street, W8 7NX

The LSCB Team can be contacted on: **020 8753 3914**

Local Authority Designated Officer (LADO) -, Safeguarding Review and Participation Manager, Royal Borough of Kensington & Chelsea, 020 7361 3467

Front Door:

Kensington & Chelsea – 0207 361 3013

Westminster – 0207 641 4000

Hammersmith and Fulham – 0207 753 6600

## **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)

## ***Consultation and Advice about a child/young person resident in The Royal Borough of Kensington and Chelsea:***

**Kensington and Chelsea Duty Line** – Tel: 020 7361 3013 (Out of hours – 020 7361 3013)

***Alexandra Handford***

Safeguarding Manager (Acting)

Telephone: 0207 598 4638

Mobile: 07973 564580

Email: [Alexandra.Handford@rbkc.gov](mailto:Alexandra.Handford@rbkc.gov)

\*Specialism: Child Sexual Exploitation

***Sarah Stalker***

Family Support and Child Protection Adviser

Telephone: 020 7598 4640

Mobile: 07971 322 482

Email: [Sarah.Stalker@rbkc.gov.uk](mailto:Sarah.Stalker@rbkc.gov.uk)

\*Specialism: FGM Mon/Tues/Wed only

***Stacey Duncan***

Family Support and Child Protection Adviser

Miss Delaney's Nursery Schools Limited is a company registered in England & Wales having its registered office at Lynton House, 7-12 Tavistock Square, London, WC1H 9LT. (Co. Reg. No. 08785051)

Miss Delaney's is a registered trademark

Telephone: 020 7854 5979  
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**Tri-Borough Safeguarding and Child Protection Training, Consultation and Advice for Schools and Education:**

**Hilary Shaw**

Tri-Borough Safeguarding and Child Protection Schools and Education Officer  
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**Tri-Borough FGM**

**Shruti Clayton**

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\*Specialism: Tri-Borough Lead for Safeguarding Across Faith and Culture and FGM

**Tri-Borough PREVENT**

**Simon McTurk**

Bi-borough Prevent Officer – Counter Extremism  
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**Contact details for the Tri-Borough Local Authority Designated Officer (LADO) for referral and management of allegations against staff:**

**Jane Foster**

Safe Organisation Manager and Local Authority Designated Officer (LADO)  
Telephone: 020 7641 6108  
Email: [jfoster1@westminster.gov.uk](mailto:jfoster1@westminster.gov.uk)

This policy was adopted at a meeting of \_\_\_\_\_ (Miss Delaney's)

Held on \_\_\_\_\_ (date)

Date to be reviewed \_\_\_\_\_ (date)

Signed on behalf of Miss Delaney's \_\_\_\_\_

Name of signatory \_\_\_\_\_

Role of signatory (e.g. Head Teacher, Director or Owner) \_\_\_\_\_

**N.B. As fully discussed during staff induction & training; members of staff present:-**

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