



4.1 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 [London Safeguarding Procedures \(last updated 07.03.22, next update to be 30th September 2023\)](#). 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. 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.

A child's needs should be put first — always.

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 \(School Secretary\)](#)

Our designated member of the Management Team who oversees this work is: [Miss Frances Delaney \(Director\)](#)

- 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 also made aware of them.

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- 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 child on child abuse).

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

Domestic abuse can encompass a wide range of behaviours and may be a single incident or a pattern of incidents. That abuse can be, but is not limited to, psychological, physical, sexual, financial or emotional. Children can be victims of domestic abuse. They may see, hear, or experience the effects of abuse at home and/or suffer domestic abuse in their own intimate relationships (teenage relationship abuse). All of which can have a detrimental and long-term impact on their health, well-being, development, and ability to learn.

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 honour 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. 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.

Child on Child Sexual Violence and Sexual Harassment previously Peer on Peer Abuse

Sexual violence and sexual harassment can occur between two or more children of any age and sex, from primary through to secondary stage and into college. It can occur also through a group of children sexually assaulting or sexually harassing a single child or group of children. Sexual violence and sexual harassment exist on a continuum and may overlap; they can occur online and face-to-face (both physically and verbally) and are never acceptable. It should never be passed off as "banter," "just having a laugh," "a part of growing up" or "boys being boys". It is important to recognise, acknowledge and understand and that, even if there are no reports, it does not mean it is not happening, it may be the case that it is just not being reported;

- challenging physical behaviour (potentially criminal in nature) such as grabbing bottoms, breasts and genitalia,
- pulling down trousers, flicking bras
- and lifting up skirts.

Sexual violence

Children can, and sometimes do, abuse other children in this way and it can happen both inside and outside of school. When referring to sexual violence, it refers to sexual offences under the Sexual Offences Act 2003¹³² as described below:

- Rape: A person (A) commits an offence of rape if: he intentionally penetrates the vagina, anus or mouth of another person (B) with his penis, B does not consent to the penetration and A does not reasonably believe that B consents.
- Assault by Penetration: A person (A) commits an offence if: s/he intentionally penetrates the vagina or anus of another person (B) with a part of her/his body or anything else, the penetration is sexual, B does not consent to the penetration and A does not reasonably believe that B consents.
- Sexual Assault: A person (A) commits an offence of sexual assault if: s/he intentionally touches another person (B), the touching is sexual, B does not consent to the touching and A does not reasonably believe that B consents. (NOTE- Schools

and colleges should be aware that sexual assault covers a very wide range of behaviour so a single act of kissing someone without consent, or touching someone's bottom/breasts/genitalia without consent, can still constitute sexual assault.)

- Causing someone to engage in sexual activity without consent: A person (A) commits an offence if: s/he intentionally causes another person (B) to engage in an activity, the activity is sexual, B does not consent to engaging in the activity, and A does not reasonably believe that B consents. (NOTE – this could include forcing someone to strip, touch themselves sexually, or to engage in sexual activity with a third party.)

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.

Children who are absent from education formally Children missing from education

Although children at Miss Delaney's are not of compulsory school age, staff should be aware that frequent non-attendance, especially without notification should be a cause of concern. Concerns about children's attendance should be notified as all safeguarding concerns and raised with the DSL.

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 and Prevent

Radicalism refers to the process by which a person comes to support terrorism and forms of extremism. Protecting children from the risk of radicalisation is seen as part of Miss Delaney's wider safeguarding duties, and is similar in nature to protecting children from other forms of harm and abuse. During the process of radicalisation, it is possible to intervene to prevent vulnerable people being radicalised. Specific background factors may contribute to vulnerability which are often combined with specific influences such as family, friends or online, and with specific needs for which an extremist or terrorist group may appear to provide an answer. The internet and the use of social media in particular has become a major factor in the radicalisation of young people.

Extremism is vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs. We also include in our definition of extremism calls for the death of members of our armed forces, whether in this country or overseas.

All staff are expected to uphold and promote the fundamental principles of British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs. Miss Delaney's values freedom of speech and the expression of beliefs / ideology as fundamental rights underpinning our society's values. Children, young people and all childcare workers have the right to speak freely and voice their opinions; however, freedom comes with responsibility and free speech that is designed to manipulate the vulnerable or that leads to violence and/or harm of others goes against the moral principles in which freedom of speech is valued.

It is essential that staff are able to identify children who may be vulnerable to radicalisation, and know what to do when they are identified. As a result, they undergo regular updates and training to their current knowledge. All staff are instructed to challenge extremist and radical views. It is important to emphasise that the Prevent Duty is not intended to stop pupils discussing controversial or difficult issues. We will always provide a safe space in which children and staff can understand the risks associated with extreme views in an age-appropriate way and develop the knowledge and skills to be able to challenge extremist arguments.

The school has a specific Prevent risk assessment. If a member of staff has a concern about a particular pupil, they should follow the school's normal safeguarding procedures, including discussing with the school's designated safeguarding lead (Head Teacher / Director).

Staff can also contact the local Prevent Team (see Appendix A for contact information) or Police force or dial 101 (the non-emergency number). They can talk to you in confidence about your concerns and help you gain access to support and advice. Concerns can also be raised by email to counter.extremism@education.gsi.gov.uk.

Channel

Channel is a programme which focuses on providing support at an early stage to people who are identified as being vulnerable to being drawn into terrorism. It provides a mechanism for schools to make referrals if they are concerned that an individual might be vulnerable to radicalisation. An individual's engagement with the programme is entirely voluntary at all stages. Channel is available at:

<https://www.gov.uk/government/publications/channel-guidance>

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.

Looked after children

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Children become 'looked after' if they have either been taken into care by the local authority, or have been accommodated by the local authority (a voluntary care arrangement). Most looked after children will be living in foster homes, but a smaller number may be in a children's home, living with a relative or even placed back home with their natural parent(s). Miss Delaney's recognises that children who are being looked after have often experienced traumatic situations; physical, emotional or sexual abuse or neglect. However, we also recognise that not all looked after children have experienced abuse and that there are a range of reasons for children to be taken into the care of the local authority. Whatever the reason, a child's separation from their home and family signifies a disruption in their lives that has an impact on their emotional well-being. Our policy and practice guidelines for looked after children are based on two important concepts: attachment and resilience. The basis of this is to promote secure attachments in children's lives, as the foundation for resilience. These aspects of well-being underpin the child's responsiveness to learning and enable the development of positive dispositions for learning. For young children to get the most out of educational opportunities, they need to be settled enough with their carer to be able to cope with further separation, a new environment and new expectations made upon them.

Virtual School Head

The designated teacher should work with the virtual school head to discuss how funding can be best used to support the progress of looked after children in the school and meet the needs identified in the child's personal education plan. The designated teacher should also work with the virtual school head to promote the educational achievement of previously looked after children. In other schools and colleges, an appropriately trained teacher should take the lead. In addition to their statutory duties, the role of virtual school heads was extended in June 2021, to include a non-statutory responsibility for the strategic oversight of the educational attendance, attainment, and progress of children with a social worker.

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.

Children who are lesbian, gay, bi, or trans (LGBT).

The fact that a child or a young person may be LGBT is not in itself an inherent risk factor for harm. However, children who are LGBT can be targeted by other children. In some cases, a child who is perceived by other children to be LGBT (whether they are or not) can be just as vulnerable as children who identify as LGBT. Risks can be compounded where children who are LGBT lack a trusted adult with whom they can be open. It is therefore vital that staff endeavour to reduce the additional barriers faced, and provide a safe space for them to speak out or share their concerns with members of staff.

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. Although this may not occur in our very young age group, children may comment whilst at nursery on situations they have overheard or observed.

Online and Technology safety

See separate policy 4.2 on school portal.

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, 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 Director. 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 Director 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 London Safeguarding Procedures (31.3.22), 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 23) 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 (School Secretary) 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 2023.
- 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

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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 and she will countersign it.
- 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.

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- 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 Director.

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 and she will countersign it.
- 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.

Miss Delaney's may receive an allegation relating to an incident that happened when an individual or organisation was using their school premises for the purposes of running activities for children (for example a service providers that run extra-curricular activities). As with any safeguarding allegation, Miss Delaney's would follow our safeguarding policies and procedures, including informing the LADO.

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 2022.** 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 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.

Transfer of confidential information

The receiving school or setting will need to have a record of any safeguarding or child protection concerns that were raised in the setting and what was done about them. A summary of the concerns will be made to send to the receiving setting or school, along with the date of the last professional meeting or case conference. Some Local Safeguarding Children Boards will stipulate the forms to be used and provide these. The designated safeguarding lead should ensure their child protection file is transferred to the new school or college as soon as possible, and within 5 days of the start of a new term to allow the new school or college to have support in place for when the child arrives.

Where an issue has been raised in respect of any welfare concerns, the name and contact details of the lead professional will be passed on to the receiving setting or school.

Where there has been a section 47 investigation regarding a child protection concern, the name and contact details of the child's social worker will be passed on to the receiving setting or school – regardless of the outcome of the investigation.

This information is posted or taken to the school or setting, addressed to the setting or school's designated person for child protection and marked as 'confidential'.

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 Director and NOT the class teacher.

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We work within the Local Safeguarding Children Board guidelines and have procedures for contacting the local authority regarding child protection issues: The Head Teacher and/or Director 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 Head Teacher and/or Director 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.

Miss Delaney's works with a range of professionals such as police, dentists, speech and language therapists, occupational therapists, teachers at the next schools and local authority safeguarding specialist. Staff from other agencies do not have unsupervised contact with children.

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.

Fears about sharing information cannot be allowed to stand in the way of the need to safeguard and promote the welfare of children at risk of abuse or neglect. Every practitioner must take responsibility for sharing the information they hold, and cannot assume that someone else will pass on information, which may be critical to keeping a child safe.

The seven golden rules to sharing information are:

- Remember that the General Data Protection Regulation (GDPR), Data Protection Act 2018 and human rights law are not barriers to justified information sharing, but provide a framework to ensure that personal information about living individuals is shared appropriately.
- Be open and honest with the individual (and/or their family where appropriate) from the outset about why, what, how and with whom information will, or could be shared, and seek their agreement, unless it is unsafe or inappropriate to do so.
- Seek advice from other practitioners, or your information governance lead, if you are in any doubt about sharing the information concerned, without disclosing the identity of the individual where possible.
- Where possible, share information with consent, and where possible, respect the wishes of those who do not consent to having their information shared. Under the GDPR and Data Protection Act 2018 you may share information without consent if, in your judgement, there is a lawful basis to do so, such as where safety may be at risk. You will need to base your judgement on the facts of the case. When you are sharing or requesting personal information from someone, be clear of the basis upon which you are doing so. Where you do not have consent, be mindful that an individual might not expect information to be shared.

- Consider safety and well-being: base your information sharing decisions on considerations of the safety and well-being of the individual and others who may be affected by their actions.
- Necessary, proportionate, relevant, adequate, accurate, timely and secure: ensure that the information you share is necessary for the purpose for which you are sharing it, is shared only with those individuals who need to have it, is accurate and up-to-date, is shared in a timely fashion, and is shared securely (see principles).
- Keep a record of your decision and the reasons for it – whether it is to share information or not. If you decide to share, then record what you have shared, with whom and for what purpose.

Consent

Parents have a right to be informed that their consent to share information will be sought in most cases, as well as the kinds of circumstances when their consent may not be sought, or their refusal to give consent may be overridden. We do this as follows:

- Our policies and procedures set out our responsibility regarding gaining consent to share information and when it may not be sought or overridden.
- Miss Delaney's may cover this verbally when the child starts or include this in our prospectus.
- Parents sign our Registration Form at registration to say they understand this.
- Parents are asked to give written consent to share information about any additional needs their child may have, or to pass on child development summaries to the next provider/school.
- Copies are given to parents of the forms they sign.
- We consider the following questions when we need to share:
 - Is there legitimate purpose to sharing the information?
 - Does the information enable the person to be identified?
 - Is the information confidential?
 - If the information is confidential, do we have consent to share?
 - Is there a statutory duty or court order requiring us to share the information?
 - If consent is refused, or there are good reasons not to seek consent, is there sufficient public interest for us to share information?
 - If the decision is to share, are we sharing the right information in the right way?
 - Have we properly recorded our decision?

Sharing low-level concerns

Miss Delaney's ensures that all low-level concerns are shared initially with the DSL. The Head Teacher/Director should be the ultimate decision maker in respect of all low-level concerns. Low-level concerns which are shared about supply staff and contractors should be notified to their employers so that any potential patterns of inappropriate behaviour can be identified. If we are in any doubt as to whether the information which has been shared about a member of staff as a low-level concern in fact meets the harm threshold, we would consult with the LADO.

Whistleblowing

In the event of allegations of abuse being made against the Director, 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

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

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 our 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 Head Teacher, 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. See Annex A for contact information - or on the Head Teacher's notice board.

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 Director 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 LSCB Team, 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 from terminating employment if the employed person/s are found guilty of serious misconduct or gross negligence.

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, have body confidence and good self-esteem and listened to 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. 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.

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.

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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.

Annex A - Useful Safeguarding Contacts for Professionals

Kensington and Chelsea

<p>To report a concern about a child or young person</p>	<p>Kensington and Chelsea Duty Line</p> <ul style="list-style-type: none"> • Tel: 020 7361 3013 • (Out of hours – 020 7361 3013)
<p>Multi Agency Safeguarding Hub (MASH)</p>	<p>Karen Duncan</p> <ul style="list-style-type: none"> • Tri-borough MASH Business Support Officer • Telephone: 020 7641 3991 • Email: kduncan1@westminster.gov.uk <p>Menna Emmanuel</p> <ul style="list-style-type: none"> • Specialist Community Public Health Nurse: • Telephone: 020 7641 5498 • Email: menna.emmanuel@nhs.net <p>Debra Cox</p> <ul style="list-style-type: none"> • Specialist Health Practitioner in MASH: • Telephone: 020 7641 3485 • Email: Debra.Cox@nhs.net
<p>For Case consultations, advice, guidance from the Safeguarding Teams in Children’s Social Care</p>	<p>For case consultations or follow-up enquiries please contact the Duty Child Protection Adviser in the first instance on 020 7361 3013.</p> <p>Sharon Aggor</p> <ul style="list-style-type: none"> • Family Support and Child Protection Adviser • Mobile: 07929 822 2840 • Email: sharon.aggor@rbkc.gov.uk <p>Sarah Stalker (Child Exploitation Lead)</p> <ul style="list-style-type: none"> • Family Support and Child Protection Adviser (Monday/Tuesday and Wednesday only) • Telephone: 020 7598 4640 • Mobile: 07971 322 482 • Email: sarah.stalker@rbkc.gov.uk

	<p>Anna Richards</p> <ul style="list-style-type: none"> • Family Support and Child Protection Adviser • Mobile: 07974 613 180 • Email: anna.richards@rbkc.gov.uk <p>Sarah Mangold</p> <ul style="list-style-type: none"> • Interim Service Manager for Safeguarding, Bi-Borough • Mobile: 07984 016 841 • Email: sarah.mangold@rbkc.gov.uk
Head of Safeguarding, Review and Quality Assurance	<p>Angela Flahive, Head of Safeguarding, Review and Quality Assurance</p> <ul style="list-style-type: none"> • Tel: 020 7361 3467 • Mobile: 07971 320 888 • Email: angela.flahive@rbkc.gov.uk
Local Authority Designated Officer (LADO / Management of Allegations)	<p>Kensington and Chelsea</p> <p>Please contact duty child protection officer for consultations and referrals</p> <ul style="list-style-type: none"> • Telephone: 020 7361 3013 • Email: KCLADO.Enquiries@rbkc.gov.uk <p>Aqualma Daniel</p> <ul style="list-style-type: none"> • Safer Organisations Manager & Local Authority Designated Officer • Tel : 07870 481 712 • Email Aqualma.Daniel@rbkc.gov.uk
Safeguarding Lead for Schools and Education	<p>Elaine Campbell</p> <ul style="list-style-type: none"> • Bi-Borough Safeguarding Lead for Schools and Education • Tel: 020 7361 3000 / Mobile: 07712 236 508 • Email: elaine.campbell@rbkc.gov.uk
Child Exploitation Lead (Children's Services)	<p>Sarah Stalker</p> <ul style="list-style-type: none"> • Family Support and Child Protection Adviser (Monday/Tuesday and Wednesday only) • Telephone: 020 7598 4640 • Mobile: 07971 322 482 • Email: sarah.stalker@rbkc.gov.uk
Prevent (Radicalism and Extremism)	<p>Contact the LBHF/ RBKC Prevent team on:</p> <ul style="list-style-type: none"> • Telephone: 020 8753 5727 • Email: prevent@lbhf.gov.uk

Education and Attendance	<p>Wendy Anthony</p> <ul style="list-style-type: none"> • Bi-Borough Head of Admissions and Access to Education • Telephone: 020 7745 6440 • Email: wendy.anthony@rbkc.gov.uk
CCG Designated Nurse for Safeguarding Children	<p>Emelia Bulley</p> <ul style="list-style-type: none"> • Mobile: 07867185726 • Email: ebulley@nhs.net
Named GP for safeguarding children	<p>Dr Neera Dholakia</p> <ul style="list-style-type: none"> • Mobile: 07917 001950 • Email: neeradholakia@nhs.net • CCG working days: Tues, Wed, Thurs
Designated Nurse, Looked After Children (Tri-borough)	<p>Corina Christos</p> <ul style="list-style-type: none"> • Designated Nurse Looked After Children • Mobile: 07824 300 619 • Secure Email: corina.christos@nhs.net
Child Death Review Team	<p>If you are a professional seeking to report a child death you should do so via the ECDOP online portal.</p> <p>North West London Child Death Review queries: nwlccgs.cdr@nhs.net</p> <p>CDR Team Single Point of Contact: Juliet Ayorinde Telephone: 0203 350 4806</p> <p>Team Manager: Freeda Duah-Bonsu Specialist Nurse (for Hammersmith and Fulham Kensington and Chelsea and Westminster): Duduzile Hlatshwayo, Telephone: 0782 454 86330</p>
School Nursing Teams	<p>Central and North West London Foundation Trust (CNWL)</p> <ul style="list-style-type: none"> • Telephone: 020 3317 4460 • Email: cnw-tr.kandcshs.cnl@nhs.net
Named Nurse for safeguarding children	<p>Susan Bray</p> <ul style="list-style-type: none"> • Named Professional for Safeguarding Children • Telephone: 07976 768 545 • Email: susanbray1@nhs.net

Health Visiting Teams	<p>Central London Community Healthcare NHS Trust (CLCH)</p> <ul style="list-style-type: none"> • Telephone (select option 2): 0208 200 2500 • Email: CLCHT.ChildHealthInformationHubk.cwf@nhs.net
Named Nurse for safeguarding children	<p>Catherine Hunter</p> <ul style="list-style-type: none"> • Named Nurse for Safeguarding • Mobile: 07876 313 939 • Email: catherinehunter4@nhs.net
Mental Health Trusts	<p>Central and North West London Foundation Trust (CNWL)</p>
Named Nurse for safeguarding children	<p>Susan Bray</p> <ul style="list-style-type: none"> • Named Professional for Safeguarding Children • Telephone: 07976 768 545 • Email: susanbray1@nhs.net
Acute Hospital Trusts	<p>Chelsea and Westminster Hospital NHS Foundation Trust</p> <p>Named Nurse: Faye Mitchison</p> <ul style="list-style-type: none"> • Email: Faye.Mitchison@chelwest.nhs.uk • Telephone: 0203 315 2751 • Mobile: 07388 998 373 • Tel: 020 3315 1000 Bleep 4241 <p>Named Doctor: Paul Hargreaves</p> <ul style="list-style-type: none"> • Email: Paul.Hargreaves@nhs.uk • Telephone: 0203 315 3112 (PA) <p>Maternity Lead</p> <ul style="list-style-type: none"> • Named Midwife Safeguarding Children: Wendy Allen • Telephone: 0203 315 8000 • Mobile: 07769 648 642 • Email: wendy.allen1@nhs.net <p>Imperial Hospital NHS Healthcare Trust</p> <ul style="list-style-type: none"> • Email: Imperial.safeguarding.children@nhs.net and Imperial.safeguarding.maternity@nhs.net

	<p>Head of Safeguarding/Consultant Nurse for Safeguarding: Nicci Wotton</p> <ul style="list-style-type: none"> • Telephone: Tel: 0203 312 5173 • Mobile: 07917 374 795 • Email: nicci.wotton@nhs.net <p>Named Doctor: Kati Malbon</p> <ul style="list-style-type: none"> • Email: k.malbon@nhs.net • Maternity Lead <p>Named Midwife Safeguarding: Anna Robinson</p> <ul style="list-style-type: none"> • Telephone: 0203 313 5294 • Email: anna.robinson9@nhs.net
LSCP Business Managers	<p>Emma Biskupski</p> <ul style="list-style-type: none"> • Telephone: 07779 348 094 • Email: Emma.biskupski@rbkc.gov.uk

Name of signatory: *Lisa Murray*

Role of signatory: Headteacher

Updated by L. Murray 3 October 2022. To be reviewed July 2023.