



## Maeda Gakuen

### Child Abuse Complaints Procedure

#### Procedure

We have a statutory duty to inform Social Services of any suspected cases of abuses. If at any stage of the procedure outlined below the Person in Charge should feel that it is appropriate then Social Services will be contacted for referral.

Finchley Yochien: Barnet Council, Children's Service 020 8359 7274

Acton Yochien: Ealing Children's Integrated Response Services: 020 8825 8000

Ofsted 030 0123 1231

At all-time records will be available for inspection by parents and relevant authorities.

- In every case when a staff member observes any indicators of abuse, or and physical/behavioural indicators which cause them concern, they should seek reassurance and an explanation from the parents as soon as possible. Sensitivity and common sense are paramount in such an approach. The intention is to make reasonable enquires, not to question in detail.
- After having recorded their observations and discussion with the parents, and if the staff member remains concerned, then they raise the matter with the Person In Charge. In cases of suspected sexual abuse it will be necessary to contact Social Services at this stage.
- The Person In Charge will then make their assessment, and after (recorded) discussions with Nominated Safeguarding Person, will raise the matter with the parents or may decide that the issue should be referred to Social Services at once.
- Should the Person In Charge still have concerns that the child's welfare is in danger after the discussions with parents then they will refer the case to Social Services.

#### Allegations of Abuse

- Should there be allegations made by staff or parents against a staff member regarding child abuse then this will be treated with the utmost seriousness. We are obliged to report any such allegations to Local Authority Designated Officer.

This policy was revised in August 2017 by Nikita Phadnavis (Manager) of Maeda Gakuen Yochien.