



## **Safeguarding Children Policy**

### **Policy statement**

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 Safeguarding Children and Safer Recruitment in Education 2007, the Childcare Act 2006, the procedures of our Local Safeguarding Children Boards (Barnet and Ealing) and specifically relates to the EYFS as follows:

### **EYFS key themes and commitments**

A Unique Child	Positive Relationships	Enabling Environments	Learning and Development
1.3 Keeping safe	2.1 Respecting each other 2.2 Parents as partners	3.4 The wider context	4.4 Personal, social and emotional development

The school will also follow the Department for Education guidance 'Dealing with allegations of abuse against teachers and other staff, August 2011' which replaces chapter 5 of the guidance 'Safeguarding children and safer recruitment in education, 2007', in case of allegations made against staff.

### **Legislative framework**

We also follow Keeping Children Safe in Education 2016 and the Working Together to Safeguard Children 2017 guidance.

Keeping Children Safe in Education:

<https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>

Working Together to Safeguard Children:

<https://www.gov.uk/government/publications/working-together-to-safeguard-children--2>

### **Procedures**

#### *Staff and volunteers*

- Our designated person (a member of staff) who co-ordinates child protection issues is:  
Ms. Junko Tanabe (Headteacher)
  - Deputy who support this work is:  
Ms. Nikita Phadnavis (Manager)
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- We ensure all staff and parents are made aware of our safeguarding policies and procedures.
  - 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' checks with the Disclosure and Baring Service before posts can be confirmed.
  - Where applications are rejected because of 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 Disclosure and Baring Service checks for staff and volunteers, to ensure that no disqualified person or unsuitable person works at the setting or has access to the children.
  - We also adhere to disqualification by association recommendation of the government where a candidate who is living in an accommodation with someone who has any convictions or reprimands is prevented from working unsupervised with children.
  - Volunteers do not work unsupervised.
  - We abide by the Protection of Vulnerable Groups Act requirements in respect of any person who is dismissed from our employment, or resigns in circumstances that would otherwise have lead to dismissal for reasons of 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.

#### **KEY COMMITMENT**

We are 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' (HMG 2006).

#### *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 may be experiencing neglect, this may be demonstrated through the things they say (direct or indirect disclosure) or through changes in their appearance, their behaviour, or their play.

- Where such evidence is apparent, the child's key person makes a dated record of the details of the concern and discusses what to do with the setting leader or manager who is acting as the 'designated person'. The information is stored in a separate file from the child's personal file, marked 'confidential'.
  - We refer concerns to the local authority children's social care department and co-operate fully in any subsequent investigation.
- NB 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 contact following agencies depending on the situation.

**Local Police 999**

**NSPCC Child Protection Helpline**

**TEL: 0808 800 5000**

Finchley Yochien School: **Liz Stirrat: Local Authority Designated Officer (LADO)**

**TEL: 020 8359 4528**

**MASH (Multi Agency Safeguarding Hub) Team**

**TEL: 020 8359 4066 (To make a referral)**

**TEL: 020 8359 4336 (For advice only – 11:00 am to 12:00noon)**

**TEL: 020 8359 2000 (For emergencies)**

Acton Yochien School: **James Jose and Noah Tucker: Local Authority Designated Officer (LADO)**

**TEL: 020 88258930**

**ECIRS (Ealing Children's Integrated Response Services)**

**TEL: 020 8825 8000**

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

- Where a child makes comments to a member of staff that gives cause for concern (disclosure), observes signs or signals that gives 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 written record that forms an objective record of the observation or disclosure that includes:
    - the date and time of the observation or the disclosure;

- the exact words spoken by the child as far as possible;
- the name of the person to whom the concern was reported, with date and time; and
- the names of any other person present at the time.
- These records are signed and dated and kept in the child's personal file which is kept securely and confidentially.

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

- The school will follow the procedures of the Local Safeguarding Children Boards procedures (Barnet and Ealing) to make a referral.
- We keep a copy of this document and follow the detailed guidelines given.
- All members of staff are familiar with the Local Safeguarding Children Boards procedures and follow the procedures for recording and reporting.

#### *Informing parents*

- Parents are normally the first point of contact.
- If a suspicion of abuse is recorded, parents are informed at the same time as the report is made, except where the guidance of the Local Safeguarding Children Board does not allow this.
- This will usually be the case where the parent is the likely abuser. In these cases the investigating officers will inform parents.

#### *Liaison with other agencies*

- We work within the Local Safeguarding Children Board guidelines.
- We have a copy of 'What to do if you're worried a child is being abused' for parents and staff and all staff are familiar with what to do if they have concerns.
- We have procedures for contacting the local authority on child protection issues, including maintaining a list of 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 well together.
- We notify the registration authority (Ofsted) of any incident or accident and any changes in our arrangements which may affect the wellbeing of children.
- Contact details for the local National Society for the Prevention of Cruelty to Children (NSPCC) are also kept.
- If a referral is to be made to the local authority social care department, we act within the area's Safeguarding Children and Child Protection guidance in deciding whether we must inform the child's parents at the same time.

#### *Allegations against staff*

- We 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 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.
- We refer any such complaint immediately to the local authority's social care department to investigate. We also report any such alleged incident to Ofsted and what measures we have taken. We are aware that it is an offence not to do this.
- We co-operate entirely with any investigation carried out by children's social care in conjunction with the police.
- Where the school management and children's social care agree it is appropriate in the circumstances, the proprietor 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.

#### *Disciplinary action*

- Where a member of staff or a volunteer is dismissed from the setting because of misconduct relating to a child, we notify the Independent Barring Board administrators so that the name may be included on the Protection of Children and Vulnerable Adults Barred List, within 30 days of this person leaving the school.

#### **KEY COMMITMENT 2**

The School 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 all staff know the procedures for reporting and recording their concerns in the setting.
- All staff are trained to standards approved by the Local Safeguarding Children Boards every 3 years.
- The designated person is trained to standards approved by the Local Safeguarding Children Boards every 2 years.

## *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 that they develop an understanding of why and how to keep safe.
- We create within the setting a culture of value and respect for the individual, 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.

## *Notifications*

- The school will inform Ofsted within 24 hours, of any actual abuse or allegations of abuse on the premise.
- The school will inform the Local Safeguarding Children Boards and provide them with the evidence within 24 hours of a disclosure or suspicion of abuse. The school will take no further action until advice of the Local Safeguarding Children Boards has been obtained.
- The school will report to the Local Safeguarding Children Boards any unexplained absence of a child who is on a child protection plan from the first day of absence.

## *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, providing information, 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 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.

#### *Disqualification by Association*

- At Finchley and Acton Yochien we recognise our legal responsibility to safeguard children and promote their welfare. We will therefore act within the framework set by Disqualification under the Childcare Act 2006.
- We ask only relevant staff to provide, to the best of their knowledge, information about someone who lives or is employed in their household to identify cases where a staff member working in relevant childcare settings may be disqualified 'by association'.

#### *Prevent Duty:*

The Prevent strategy is a part of Government's overall counter-terrorism strategy, CONTEST. The aim of the Prevent Strategy is to reduce the threat to the UK from terrorism by stopping people becoming terrorists or supporting terrorism. The Act has simply been expressed as the need to "prevent people from being drawn into terrorism".

- At Acton and Finchley Yochien, we shall comply with the Prevent Duty (As per the Revised Prevent Duty Guidance for England and Wales on account of the Section 26 of the Counter Terrorism and Security Act 2015 <https://www.gov.uk/government/publications/prevent-duty-guidance>) and shall maintain appropriate records to show compliance with this responsibilities and provide reports when requested.
- We promote pupil's Spiritual, Moral, Social and Cultural (SMSC) development. We promote the British values of Democracy, Rule of Law, Individual Liberty and Mutual Respect and Tolerance of those with different Faith and Beliefs in the context that children would understand and relate to.
- As a part of children's personal, social and emotional development we shall teach children right from wrong, to mix and share with other children and value other's views, know about similarities and differences between themselves and others, and challenge negative attitudes and stereotypes. We shall also teach children about British Values.
- In order to safeguard children, we shall make all efforts to ensure that they are safe and protected in our care and outside too. For the above reason the school needs to be informed when the child intends to remain absent from school, number of days of absence and the reason. While on holiday, if parents decide to extend their stay, the schools requests them to inform via email. We consider it as our moral and legal duty to ensure the child's safety. If we are unable to track the child/family (unauthorised absence) we shall inform the Prevent Officer from the local Council.
- We shall also request parents' contribution to enable us to keep all our children safe. In the event of sighting or hearing something suspicious, the Prevent Officer should be contacted to report concerns.
- Concerns will be promptly reported to ECIRS (Ealing Children's Integrated Response Service). ECIRS is a multi-agency team made up of social workers, police, health professionals and others.

Therefore, by referring to the team, the school consents to relevant information being shared between these agencies unless otherwise stated. (Where appropriate the school shall obtain consent from parents). This is known as Ealing Multi-agency Safeguarding Hub (MASH).

Contact for ECIRS – 020 8825 8000.

Contact for Prevent Coordinator in Ealing Council:

**Nazia Matin**

**Tel: 0208825895**

**Email:matinn@ealing.gov.uk**

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