



## **KIVETON PARK INFANT SCHOOL**

### **SAFEGUARDING AND CHILD PROTECTION POLICY**

Date of Policy Approval \_\_\_\_\_

Date of Policy Review \_\_\_\_\_

Policy Approved \_\_\_\_\_

#### **Introduction**

This safeguarding policy and procedure is based on the government guidance 'Working Together to Safeguard Young Children', Area Child Protection Committee (ACPC) AND Local Area Designated Officer (LADO) policy and procedures.

All visitors to Kiveton Park Infants School are required to sign in at Reception and wear a visitor badge

Kiveton Park Infant School is committed to reviewing its safeguarding policy and procedures at regular intervals. The policy is shared with all staff, parents/carers, volunteers and students at the beginning of their time with us.

#### **The use of mobile phones in the School**

Please note that KPI operates a strict policy regarding mobile phones. Staff must not use their mobile phones in the school whilst responsible for a class, group or individual. This also applies to students, visitors and other volunteers.

Parents/carers wishing to use phones to photograph their children must ensure they have obtained permission in advance from the carers of other children who may appear on the photograph OR ensure they only photograph their own child.

#### **The use of digital cameras in the School**

Only digital cameras owned by School can be used to take photographs of children. Photographs of children should only be taken to evidence and celebrate normal School activities. Photographs taken on the School premises and as part of an Education Visit should only be used for purposes relating to School e.g. displays or evidence files. For photographs to be used within the public domain e.g. School Website, Prospectus or in the Press parental consent must be gained.

Once photographs have been used for the purpose for which they were taken they should be removed from the device on which they were taken.

## **Roles and Responsibilities of individuals in safeguarding and promoting the welfare of children:**

### The Executive Head teacher (Designated Safeguarding Lead)

This person will ensure that:

Staff are selected and recruited by following appropriate guidelines.

All staff have an enhanced Disclosure and Barring Service Check (DBS).

Systems are in place to provide staff with adequate support.

The single central file is up to date with appropriate qualifications, DBS checks for all staff and regular non RMBC professionals.

All childcare provided is in accordance with OFSTED regulations.

All staff are appropriately trained in safeguarding and made aware of the policies and procedures regarding child protection issues.

There is appropriate induction of new staff members and volunteers.

All staff know their responsibility regarding alerting suspected safeguarding issues.

There is a clearly defined referral pathway regarding identifying and reporting child protection issues. (See Raising Concerns)

Other than in specific circumstances (serious physical or sexual abuse) all parents are informed of any issues relating to child protection.

### Nominated Governor

This person will be responsible for liaising with the Head Teacher, Designated Member of staff and the LA regarding child protection issues. The nominated Governors for this school is Matthew Hall (Safeguarding Governor).

### All staff

Provide positive images and activities to enable children to be aware of their own safety.

Regularly check that the premises and all equipment used by the children, both in and outdoors is safe and secure. Work closely with parents, carers and other agencies maintaining a two-way flow of information.

Respond appropriately to any significant changes in children's behaviour, deterioration in a child's general well-being, unexplained bruising, marks or signs of possible abuse, signs of neglect, comments children make which give cause for concern.

Maintain confidentiality at all times passing information on as a 'need to know basis'.

Establish and maintain appropriately bounded relationships with children, their parents and each other. Practitioners are discouraged from entering into relationships with parents outside the setting, such as socialising, babysitting or entering into sexual or romantic relationships.

Staff must meet RMBC's guidelines in their use of social networks such as Facebook and Twitter.

Ensure that there are no loyalties towards either colleagues or parents which override the legal safeguarding obligation.

Ensure that where appropriate, children are only released to individuals named by the parent.

Ensure that children do not leave the premises unsupervised.

Ensure that appropriate ratios are adhered to at all times.

Wear name /identification badges.

Take appropriate steps to ensure that intruders do not enter the premises. All visitors will be asked to sign in and out at reception giving time in/out, name and purpose of visit. Visitors who are not already wearing an ID badge must be asked to wear a visitor pass.

Keep registers for classes.

Undertake risk assessments for all activities and outings. These will be submitted to EVOLVE.

Take all confidences by children or adults seriously but will not promise to 'keep a secret'.

#### Designated Safeguarding Lead/Child Protection Officer and Deputy Lead Officer

The DSL for the School is Mr A Krabbendam (Executive Head teacher). The Deputy DSL Person is Mrs J Senior (Head of School). In the event of both being away from the premises then any Safeguarding/Child Protection issues would be referred to Mrs Newton (Family Support Assistant) or the most senior person on site who would act on the information and pass this on to the designated DSP on their return.

The Designated Member of Staff is responsible for ensuring that all practitioners have an up-to-date understanding of safeguarding issues and are able to implement the safeguarding policy and procedures appropriately. The DSL is responsible for advising staff and acting as a liaison for other agencies when actual or suspected cases of abuse relate to pupils at the school. Information about children for whom there is child protection concerns will be shared on a "need to know" basis.

## **Procedures to be followed referring concerns about child's welfare to Social Services or the Police**

(Referral Pathway)

Where actual or suspected abuse comes to the attention of staff, they will report this to the Lead or Deputy Lead Safeguarding Officer at the earliest possible opportunity who will act appropriately to the individual circumstances.

Staff are encouraged and supported to trust their professional judgement and if they suspect abuse has, or is taking place, to report this.

Staff will ensure that all concerns and allegations are treated with sensitivity and confidentiality.

Any children involved in alleged incidents will be comforted but not promised confidentiality. If staff have reasonable grounds for believing that a child has been, or is at 'significant risk of harm or being subject to abuse, the following procedure will be activated:

Contact will be made at the earliest possible opportunity or within 24 hours (MARF) with the Multi-agency Safeguarding Hub (MASH) 01709823987.

Staff will communicate as much information about the allegation and related incidents as is consistent with advice given by social care and the police. Referral by telephone will be confirmed in writing with 24 hours, a copy of this must also be sent to LADO (Gillian Brooks) in the Safeguarding Unit.

Copies of all documents must be retained in the locked cabinet in the Safeguarding File situated in the SLT Office.

At all times, the safety, protection and interests of children concerned will take precedence. Staff will work with and support parents/ carers as far as they are legally able.

The School will assist the social care team and/or the police, as far as it is able, during any investigation of abuse or neglect. This will include disclosing written and verbal information and evidence. We will work with all agencies to ensure that the risks harm to children's welfare are minimised.

### **What is abuse?**

Somebody may abuse or neglect a child by inflicting harm, by failing to act to prevent harm, or by failing to ensure safety and adequate care. Harm may occur intentionally or unintentionally. Children may be abused in a family or in an institutional or community setting; by those known to them or, more rarely, by a stranger. Information about the indicators of abuse is contained in the ACPC Child Protection Procedures.

Abuse may fall into a number of categories:-

Physical injury: This may involve hitting, shaking, throwing, burning or scalding, drowning, suffocating, poisoning or causing any other physical harm to the child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child (this used to be referred to as Munchausen's Syndrome or Munchausen's Syndrome by Proxy).

Sexual abuse: This can involve forcing or enticing a child to take part in sexual activities, whether or not the child is aware of what is happening. The activities may involve physical contact, including penetrative or non- penetrative acts. Showing children pornographic materials, sexual activities, or encouraging children to behave in sexually inappropriate ways also constitutes sexual abuse.

Emotional abuse: Varying degrees of emotional abuse is present in virtually all child protection incidents, but can also constitute abuse in its own right. Emotional abuse involves persistent or severe emotional ill - treatment or torture causing, or likely to cause, severe adverse effects on the emotional stability of a child. Such behaviour may involve conveying to a child that they are worthless, unloved or inadequate, or making them feels unnecessarily frightened or vulnerable. Denial of identity. Though it may occur alone some level of emotional abuse is involved in all types of ill treatment of a child.

Neglect: Neglect is the persistent failure to meet a child's basic physical, emotional or psychological needs, such as is likely to have a severe impact on their health, development or emotional stability. Neglect may involve failure to provide adequate food, shelter or clothing for a child, or failing to adequately protect them from physical harm or ill health. Neglect can also manifest itself in a failure to meet the basic emotional needs of the child or the failure to ensure that access to appropriate medical care or treatment.

#### **Informing Parents/Carers about concerns Procedure:**

Where appropriate the concern will be discussed with the parent/main carer\*. Discussions will be recorded and where appropriate the parent/main carer will have access to such records\*.

If there appears to be any queries regarding an injury, the individual staff member will refer to the child protection referral pathway.

On registering at the School parents will be asked to provide emergency contact numbers, details on health requirements, information on who has legal contact with the child; and who has parental responsibility.

Parents will have access to any records about their child and any concerns raised about their welfare \*except where this is against the best interests of the child (or subject to legal requirements).

## **Staff Induction and Training**

During induction, staff, volunteers and Governors are informed of the settings safeguarding policies and procedures and asked to familiarise themselves with both. As soon as a place is available on training the practitioner is invited to attend it. It is now 'good practice' that all practitioners within the setting renew their safeguarding training every 3 years to keep up to date with current legislation and practice. The Head teacher and at least 2 Governors at any one time will also hold certification for Safer Recruitment.

## **Parents**

A copy of the Safeguarding policy is available for parents/carers to read within School and on the School website. All parents will be advised to read the policy at their own leisure.

## **Children Looked After (CLA)**

KPI works closely with other agencies when a child is looked after under the supervision and support of the authority. We ensure that smooth communication is upheld to avoid jeopardising the welfare of the child. The School is committed to staff training and ensures that the team are trained appropriately to help them deal with any situations that may arise from a child in care of the authority.

## **Links to other policies and key documentation:**

Single Equality

Health and Safety

Keeping Children Safe in Education

Recording Concerns about a child

Full written records of all reported incidents will be produced and maintained. Information recorded will include full details of the child's developmental needs and their parents / carers capacity to respond to these needs. Details of the alleged incident; details of all the parties involved; any evidence or explanations offered by interested parties; relevant dates, times and locations and any supporting information or evidence from members of staff. School will demonstrate great care in distinguishing between fact and opinion when recording suspected incidents of child abuse.

Any concerns should be recorded on the 'Safeguarding Record' sheet (blank copies held by all teachers and available from the SLT Office).

Any recorded concerns will be kept securely within a locked cabinet in the SLT Office and shared with other parties on a 'need to know' basis.

Existing injuries will be marked on a body map.

## Disclosure

Staff are responsible for ensuring that any concerns/suspicious arising from pupil disclosures are discussed with the Designated Member of Staff. The detail of the disclosure must be recorded clearly dated and the time noted, and passed to the designated member of Staff. Accounts should be factual and as objective as possible.

Allegation made against a member of staff or volunteer In cases of allegations of abuse or other inappropriate behaviour towards a child by a member of staff or a volunteer section 8 of the Child Protection Committee Procedures will be followed. The Local Authority Designated Officer (LADO), who will be contacted on 01709 254938 with the practitioners name, address, date of birth and details of the date and time of the incident. A referral will also be made to MASH on 01709 823987 and after 5.30 pm on a weekday and weekends on 01709 364689. Ofsted will be contacted within 14 days of an allegation being made.

<b>Allegation Made Against</b>	<b>Report Allegation To</b>
Volunteer/Students/Staff	Lead safeguarding Officer( Head)
Deputy Lead Safeguarding Officer (SLT)	Senior Safeguarding Person(Head)
Senior Safeguarding Officer (Head)	Chair of Governors Matthew Hall

If a member of staff is dismissed a referral to the Independent Safeguarding Authority (ISA) will be made.