



# St. Stephen's School and Children's Centre

*Learning for life*

## Children's Centre Safeguarding Policy

	Date	By	Role	Ratified by	Date
Version 1	December 2011	Janet Mantey & Janet Patterson	Deputy Head & Assistant Head	Governors	June 2012
Version 2	May 2013	Janet Mantey & Janet Patterson	Deputy head & Assistant Head	Governors	June 2013
Version 3	May 2014	Janet Mantey & Janet Patterson	Deputy head & Assistant Head	Governors	June 2014
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Version 6	June 2017	Adam Bennett & Janet Patterson	Deputy Head & Assistant Head		June 2017

**This policy will be reviewed in 1 year.**

# Safeguarding Policy

## Introduction

The governors and staff fully recognise the contribution the nursery, daycare and children's centre makes, in partnership with other local agencies, to safeguard children. We recognise that all staff, including volunteers, have a full and active part to play in protecting children from harm and that everyone has an objective to keep children and young people safe. This policy is in line with 'Keeping Children Safe in Education 2016'.

There are two aspects to safeguarding and promoting the welfare of children:

- Arrangements to take all reasonable measures to ensure that risks of harm to children's welfare are minimised; and
- Arrangements to take all appropriate actions to address concerns about the welfare of a child, or children, working to agreed local policies and procedures in full partnership with other local agencies.

The aims of the Safe Guarding policy are to:

- Provide a safe environment for children
- Support the child's development in ways that will foster security, confidence and independence.
- Raise the awareness of all adults of the need to safeguard children and of their responsibilities in identifying and reporting possible cases of abuse
- Identify children who are suffering or likely to suffer significant harm and take appropriate action with the aim of making sure they are kept safe both at home and in the centre
- Provide a systematic means of monitoring children known or thought to be at risk of harm
- Emphasise the need for good levels of communication between all adults working in our centre
- Develop and promote effective working relationships with other agencies, especially the Police and Social Care and contribute to effective partnerships working between all those providing services for children

The following policies are also in place and designed to support and achieve a fair, safe and harmonious environment for children:-

- Child Protection Policy
- Safer Recruitment Procedures
- Online-safety Policy
- Positive Behaviour Policy

- Whistle Blowing Policy
- Health and Safety Policy
- Equalities Scheme
- Accessibility plan
- Healthy Eating Policy
- Staff handbook, including code of conduct

We have designated Safeguarding members of staff who undertake regular training currently these are:

• Federation	• Adam Bennett
• Nursery	• Janet Patterson
• Day Care	• Julie Haley
• Children's Centre	• Marie Foley

Overall responsibility is with Ms Neena Lall, Head Teacher & Adam Bennett, Deputy Head.

### **Links to the Child Protection Policy**

There is a separate detailed Child Protection Policy. Any urgent concerns should be reported immediately.

### **Procedures**

Our centre procedures for safeguarding children are in line with the Children's Act 2004. We will ensure that:

- A well-being book is kept in each classroom, day care, Community room 1 and front office in a secure and confidential place. This is to record any concerns regarding physical, emotional and social well-being as well as any incidents of ongoing unacceptable conduct, attendance and behavioural issues. These are monitored on a regular basis by designated members of staff.
- All parents/carers are made aware of the responsibilities of staff members with regard to child protection/safeguarding procedures.
- The Single Central Record is kept up to date. This contains 'list 99' and Disclosure Baring Service (DBS) information.
- The yearly staff handbook ensures staff are aware that they must not use mobile phones in the nursery/ centre, only in the staffroom area and that no photographs may be taken on personal camera's.
- This policy is reviewed annually by the governing body.

### **Site security**

- Senior staff are on gate duty at the beginning and end of each maintained nursery session to ensure that all children leave safely with a parent/carer

- Nursery children are only allowed to be collected by a known adult. If someone not recognised or noted on their admission form arrives, the parent will be contacted to verify the person collecting their child. If the parent is not available at that time the child will remain in nursery until they are contactable.
- Nursery children must be collected by an adult over the age of 16. However in particular circumstances, an agreement may be made for an older sibling age 14 or above to collect a child. In this situation written permission will be given by the parent and a copy kept in the safe guarding file. This would not be permitted if the older sibling was on a CP plan.
- Day care parents sign a register in the room when they arrive with their child/ren and when they leave.
- All staff, volunteers and students sign in and out the building every day.
- The front gate and doors to the nursery have a buzzer entry system to enable staff to control who is let into the building.
- Monitors are in the reception to enable staff to see who is at the gate as well as other areas of the premises.
- Signing in and out books. All staff and visitors are required to sign in and out when entering and leaving the building each day.
- All staff members wear a blue lanyard with photographic ID as well as their name and job title. Agency staff wear a green lanyard with a 'visiting staff' badge which notes to us that they have DBS clearance via the agency. (This is always forwarded to us and checked on arrival). Regular visitors, for whom we have details of their DBS number e.g. bursar, LA visitors, wear a green visitor badge. Other visitors to the centre wear a red lanyard with a visitor badge to note we do not have a note of their CRB clearance. Students wear a red lanyard and 'student' badge student and volunteers a red lanyard and 'volunteer' badge.

### **Vetting checks**

At St Stephen's School we aim to ensure that all children are safe. In order to do this we hold a Single Central Record (SCR) which contains details of all adults who come into contact with children. This is reviewed annually and updated when any new adult is working with children. This statement details what checks will be required from those adults working at our school.

Teaching & Non-teaching Staff -For any advertisement a Safeguarding statement is included. When short-listing key details are checked to ensure the candidate is suitable for the post. During an interview there will be a Safeguarding question which will be asked by a member of the panel who has undertaken Safer Recruitment training. All members of leadership and the safeguarding link governor are Safer Recruitment trained.

On appointing a member of staff their photo ID, qualifications (including QTS for Teachers) will be checked by the school and LA. In addition, a children's List/list 99 and DBS check will be undertaken and a staff disqualifications declaration made. All of these details are then recorded onto the SCR.

Agency & Local Authority Staff-It is the responsibility of the agency/LA department to undertake the necessary checks. The agency must prove to the school that they operate a safer recruitment policy and send the school the necessary vetting forms. However, as a school we check these essential details. As a result, any member of staff from an agency/LA department will be required to provide the following information on their first visit to the school:

- Date of Children's List/List 99 Check
- DBS check number and date issued
- Photo ID
- These details are then kept on the SCR as evidence.

Students, Volunteers and work experience- Any adult who works in the school on a regular basis has the same checks. The school has procedures to ensure this. The school will only allow volunteers or work experience placements if we believe this will benefit the children and the school whilst continuing to support our community to gain the necessary experience they require. All volunteers/students will be required to wear a badge at all times so that we know who they are. It is important that in school we know who has or hasn't yet had their check completed. For those with a green lanyard and badge they are DBS checked and can be left alone with children. However, those with a red lanyard have their DBS pending and are *not allowed* to be left alone with children.

Governors -In addition the school carries out DBS checks for all members of the Governing Body.

### **Visitors Protocol**

Visitors with a professional role should already have relevant clearance but the office will check this and ID before admittance. The appropriate lanyard will then be given to the visitor to wear.

Occasional or rare visitors to the school that may not have the necessary checks should be accompanied at all times. They may include: visitors who come on site to carry out emergency repairs or service equipment, who would not be left unsupervised on the school premises.

Occasional visitors that work with the children such as theatre groups, cycling proficiency etc. will sign in using the touch screen 'vis e ted' system, which will inform the lead adult that their visitor has arrived.

In the event of any visitor failing to comply they should be asked to leave the site immediately and the Head or member of leadership informed. Any visitor who becomes aggressive or abusive will be asked to leave and warned that police assistance will be called for should they fail to leave the school grounds.

Members of the emergency service will not be asked to wear a lanyard but will be asked for their name and ID number.

### **Safer Recruitment and induction**

All staff interview panels will include one member of staff who has successfully completed the 'Safer Recruitment' training to ensure that safe recruitment practices are used and that Disclosure Barring Service checks are implemented.

- We ensure that all adults within the centre who work with children have been checked as to their suitability.
- New staff are inducted into safeguarding practices and assigned a mentor for the induction period. It is their responsibility to familiarise the new staff member with procedures and policy, which affect the health and safety of all at school but especially the safeguarding of children.

### **Photographing and videos**

- The nursery, day care, toddler group and crèche all seek parent's permission to photograph or video their children for educational purposes only.
- Personal mobiles and cameras are not allowed to be used to take photographs unless given specific permission by the Head/deputy teacher.
- Parents are allowed to take photographs at nursery/children's centre 'events' but only of their own child.
- Photographs may not include other children and are only for personal use and not to be put on social media.

### **Mobile phones**

The use of mobile phones is prohibited throughout the school grounds for parents, staff and visitors during school hours. It is the responsibility of all staff members to ensure that mobile phones are not in use, with the exception of filming and photography for school events.

- The designated area for the use of staff mobile phones during the day is the staffroom and staff garden (for conversations).
- If a member of the school community refuses to stop using their phone, a member of leadership should be contacted immediately.

### **Online Safety**

- E safety. All staff are required to read the E-safety and 'Acceptable User' policies and sign the staff agreement form.
- Staff attend regular e-safety training
- The school's termly newsletter has an e-safety section
- Children in the nursery are allowed to use the internet but at all times in a safe way. Parents are asked to provide consent. Children must never be left unattended whilst online and adults should ensure that this does not happen.
- E-safety training sessions are offered to parents each quarter through the children's centre.

### **Health and Safety**

- The nursery has a health and safety policy, which is monitored by school governors.

- The Headteacher, Deputy Head, Health and Safety coordinator, Site Supervisor and the Governors with responsibility for Health and Safety oversee this comprehensive policy. Any concerns from staff are reported to the health and safety coordinator who carries out an initial examination, assessing what remedial action needs to take place and informs leadership.
- Each term there is a fire drill that practices efficient evacuation from the buildings. The school conducts an annual Fire Risk Assessment.
- There is also a Critical Incidents Plan that details what staff and parents should do in the case of emergencies.
- The fire procedures and assembly points are displayed in every room and in key areas around the school.
- In addition to the Health and Safety Policy there are policies regarding Food and Drink and Food and Hygiene. These determine safe practices in school and the Kitchen/ Dining Room.

### **First Aid**

Currently 8 staff have paediatric first aid training. First aid kits are situated around the centre in each classroom, the reception area, staffroom, health room and the training room.

### **Children's Centre Services and Midwifery Group Practice**

- All staff involved in running groups in the centre will be required to read the safeguarding policy and provide written proof that they accept and follow the guidelines and procedures
- Any incidents or concerns arising from a session would need to be reported to the Children's Centre designated officer.
- A safeguarding statement is displayed in all rooms of the nursery, day care and children's centre (Appendix 1). Anyone running a group is required to take responsibility for any safeguarding issues that may arise during their session. They must complete a 'Provider Evaluation Form' and hand this to Reception desk when they leave.

### **Curriculum development**

Our ethos is to encourage self esteem, self confidence and assertiveness of all children. We try to give children the language they may need to protect themselves e.g. say 'NO' to strangers. In circle time and as part of the SEALS (Social and Emotional Aspects of Learning) we discuss with children issues of appropriate and inappropriate physical contact. As part of our broader curriculum we invite visits by the Newham Road Safety Team, the local police and the local fire service.

### **Educational visits and risk assessments**

The educational visits coordinator has attended LA training. Risk assessments of a proposed educational visit are made by the teacher who will be leading the visit. This will be signed by the Health & Safety coordinator and deputy or assistant head. Risk

assessment records are kept of all educational visits in a file. Risk Assessments are carried out for school events that are attended by the community such as Parents' Evenings and special community events.

### **Attendance**

- Excellent attendance is expected of all children, but when children are unwell parents are required to confirm absence by telephone immediately. Parents requesting extended leave are required to request this through the office by filling in a form and the DHT signs authorisation.
- The DHT monitors attendance half termly and the outcomes are discussed with all staff.
- Parents are notified by letter when their child's attendance drops below the school's target level and meetings with senior members of staff are arranged where poor attendance is consistent. Attendance rates are reported each term to governors.

### **Responsibilities**

- Adhering to the statutory guidance, Local Authority and school/children's centre procedures with regard to referring a child if there are concerns about possible abuse.
- Keeping written records of concerns about a child even if there is no need to make an immediate referral.
- Ensuring that all such records are kept confidentially and securely and are separate from children's records.
- Ensuring that any child currently on the child protection register who is absent without explanation for two days is referred to Social Care and that the Education Welfare Service is notified.
- Ensure that records are passed to appropriate parties when necessary.
- To review the Safeguarding Policy with all staff once a year.
- Senior staff to attend LA network meetings and update training on a regular basis.

### **Looked After Children**

- We aim to provide every 'looked after' child with care and education which meets their individual needs and enables them to reach their full potential.
- The designated person for Children in Public Care is the Deputy Head teacher Adam Bennet.
- We will ensure that all looked after children are involved in and consulted about decisions made about their education and care and their views will be carefully considered and recorded.
- Every looked after child's progress will be monitored at their statutory child care review.

### **Confidentiality**

- We recognise that all matters relating to safeguarding and child protection are confidential.



- Information about a child will be disclosed to other members of staff on a need to know basis only.
- All adults must be aware that they have a professional responsibility to share information with other agencies in order to safeguard children.
- All adults must be aware that they cannot promise a child to keep secrets.

### **Supervision**

- We recognise that adults working in the centre who have become involved with a child who has suffered harm, or appears to be likely to suffer harm may find the situation stressful and upsetting.
- We will support adults by providing an opportunity to talk through their anxieties with the designated person and to seek further support as appropriate.

### **Allegations against staff**

- If such an allegation is made, the adult receiving the allegation will immediately inform the Head Teacher, and in the case of outside agencies their line manager
- The Head Teacher on all such occasions will discuss the content of the allegation with the Local Authority's Lead Officer for Child Protection.
- If the allegations made concerns the Head Teacher, the designated officer will immediately inform the Chair of Governors, who will consult with the Local Authority's Lead Officer for Child Protection
- The centre will follow the Local Authority's procedures for managing allegations against staff, a copy of which will be readily available in the school (from the Head Teacher).

### **Whistleblowing**

- We recognise that children cannot be expected to raise concerns in an environment where adults fail to do so.
- All adults should be aware of their duty to raise concerns, where they exist, about the attitude or actions of colleagues. We follow Newham's policy on Whistleblowing.

### **Making Referrals**

Where necessary, the school leadership may decide to make a referral to outside agencies e.g. social services, CFCS, CAHMS and the police. Such referrals will be tracked and kept confidential to support the families involved. Any disclosures, reports or suspicions of children missing in education, female genital mutilation or radicalisation will be immediately referred to the relevant agencies, following a safeguarding team meeting.

**Ms Neena Lall-Head teacher**

**Mr Adam Bennett-Deputy Head teacher**

**Ms Janet Patterson, Marie Foley and Julie Hayley-Designated Safeguarding Officers**

**Mr Sandipan Chowdhury-Governor responsible for safeguarding children**

**Mr Mark Little - School Business manager and health and safety coordinator**