

BISHOP CORNISH EDUCATION CENTRE

Safeguarding Children Policy

At Bishop Cornish Education Centre we believe that a caring pre school promotes the welfare, health, safety and guidance of every child. Trustees and senior management are responsible for ensuring that the policy and procedures are in place to deal with incidents, consistent with LSCB guidance, Working Together to Safeguard Children, 2013.

AIM

We aim to support all our children to work towards the 5 outcomes of Every Child Matters and in particular Stay Safe. Our aim is to create a warm, supportive environment in which:-

1. Children feel safe and secure and able to express their feelings.
2. We follow the Southwest Child Protection Procedures (www.swcpp.org.uk) and the guidance "What to do if you are worried a child is being abused".
3. We will be working in line with the rainbow continuum
4. A member of staff has been designated specifically to follow the LSCB Safeguarding Inter-Agency Procedures - V OAKES. Training is undertaken by this member of staff in Tier 3 and updates are followed.
5. Each member of staff is willing to voice concerns to the designated member of staff if he/she suspects a case of child abuse. They also know who to turn to in their absence.
6. Staff are knowledgeable and attend relevant training courses which lead to a greater understanding of the signs and symptoms of child abuse.
7. Liaison with other agencies involved in the protection of children is encouraged.
8. Our "Parental partnership" approach encourages two-way dialogue between parents and staff. Each child has their own key worker who works closely with them on a regular basis.

We aim to promote the safeguarding of children and encourage the prevention of child abuse through the curriculum.

POLICY

1. The teacher in charge of the pre school has been designated to co-ordinate action within the school and liaise with other agencies, she will then pass this onto the senior management team within the school.

2. All staff are familiar with child protection procedures and all cases of child abuse are reported immediately to the head teacher or in her absence the deputy head who then have responsibility for referring suspected child abuse cases to the Department of Social Care.
3. The LSCB Safeguarding Inter-Agency Procedures is located within the school and is accessible to all.
4. A trustee is nominated to have responsibility for child protection matters and child protection issues are a standing item on the agenda for trustee meetings. Currently, the named trustee is Mrs Sue Green.
5. The legal framework for this policy is:
 - The Children's Act 1989 and 2004
 - The Protection of Children Act 1999
 - Working Together to Safeguard Children 2013

The following pre school approach will be encouraged:-

1. Promoting an ethos in which children feel secure, their viewpoints valued, where they are encouraged to talk and they are listened to and self-esteem is built.
2. Providing suitable support and guidance so that children have appropriate adults whom they feel confident to approach if they are in difficulties. Ratios are followed as detailed in the early years welfare guidance. All children have a key worker.
3. Working with parents to build an understanding of the pre school's responsibility to ensure the welfare of all children and recognising that this may occasionally require cases to be referred to other investigative agencies as a constructive helpful measure.
4. Exercising vigilance in cases of suspected child abuse, recognising the signs and symptoms, having clear procedures whereby staff report such cases to the designated teachers and being aware of local procedures so that information is effectively passed on to relevant professionals such as social workers.
5. Monitoring children who have been identified as at risk, keeping in a secure location clear records of children's progress, maintaining sound policies on confidentiality, providing information to other professionals, submitting reports to case conferences and attending case conferences, as appropriate.
6. Providing safeguarding children training regularly to staff and in particular to the designated teacher to ensure that their skills and expertise are up to date.
7. Contributing to an inter-agency approach to child protection by developing effective and supportive liaison with other agencies.
8. Using the seven areas of learning to raise children's self-esteem and to build confidence.
9. All staff within our pre school who have access to children are CRB checked. Parent helpers and students are always under the supervision of a member of staff and are not left alone with children.
10. As detailed in our alcohol and substance abuse policy no adult will be allowed to collect a child if they are under the influence of alcohol or drugs. Another person on

the registration from will be contacted or if no one is available the referral, investigation and assessment service would be contacted.

THE CHILDREN ACT/WORKING TOGETHER TO SAFEGUARD CHILDREN 2013

The Children Act (1989 and 2004) and Working Together to Safeguard Children 2013 have the following implications for our school:-

1. The teacher in charge of the pre school needs to establish who has parental responsibility for each child, and to be aware of all those with parental responsibility.
2. Pre school records must accurately reflect the home situation.
3. Consent must be obtained for trips, medical attention etc. from those with parental responsibility.
4. Those with parental responsibility have the right to see a child's learning files.
5. If a child is hurt in an accident, contact must be made with those with parental responsibility. All accidents will be recorded and the person who picks up the child will be informed.
6. Staff have the right to 'do what is reasonable in all circumstances of the case for the purpose of safeguarding or promoting the child's welfare' (section 3(5) of the Children Act).

Procedures

Our pre school procedures for safeguarding children will be in line with Southwest Child Protection Procedures and "what to do" guidance. As we are following the Southwest Child Protection procedures VOakes will access updates regularly on line and tell staff about them. We will ensure that:

1. We have trained designated members of staff (the teacher in charge of the pre school, head teacher and teachers of the school), who undertake refresher training every three years. The swcpp website is also used to update staff regularly as is the school handbook on safeguarding.
2. All staff are familiar with child protection procedures and all cases of child abuse or suspected child abuse are reported immediately to one of the designated members of staff. The Referral, Investigation and assessment service would then be contacted. The number for making a child protection referral to children's social care is through the single referral service/MARU and is as follows 0300 1231 116 in hours and 01208 251300 out of hours. The contact for LSCB Safeguarding Unit is 01872 254549.
3. All parents/carers are made aware of the responsibilities of staff members with regard to child protection procedures.

4. All new members of staff will be given a copy of our Safeguarding Children policy and procedures as part of their induction. Tier 1 will be complete on site for these staff until Tier 2 can be accessed.
5. Our policy and procedures will be reviewed and updated annually.
6. All staff who have access to children are checked in line with government guidelines. An enhanced CRB check is carried out on all staff members and on all parent helpers and volunteers.
7. In line with the Bichard recommendations, the head teacher has undertaken training in Safer Recruiting. Recruitment procedures adhere to Local Authority and DCSF guidelines.

Responsibilities

The designated members of staff are responsible for:

1. Carrying out child protection procedures in accordance with the Cornwall LSCB Safeguarding Inter-Agency Procedures.
2. Keeping written records of concern about a child even if there is no need to make an immediate referral.
3. Ensuring all such records are kept confidentially and securely in a locked filing cabinet and are separate from pupil records.
4. Monitoring the attendance of any pupil currently subject to a child protection plan and referring concerns when appropriate to the Education Welfare Service in the first instance. Where concerns remain, the social worker for the family will be informed.
5. Ensuring that all school staff, teaching and non-teaching, are trained and receive refresher training every three years. (in line with Working Together to Safeguard Children, 2013.)
6. Ensuring that the LSCB Safeguarding Inter-Agency Procedures Manual is displayed in the main school staffroom and is accessible to all staff.
7. Passing on any child protection records/concerns to the receiving school when a child leaves.

The trustees responsible for:

1. Nominating a trustee to have responsibility for child protection who receives training.
2. Ensuring that Safeguarding Children is a standing item on the agenda for Governors' meetings.
3. Reviewing the policies and procedures annually.
4. Remedying any deficiencies or weaknesses in regard to Safeguarding Children arrangements that are brought to its attention, without delay.
5. Ensuring that the Chair liaises with the LA/partner agencies in the event of allegations of abuse being made against the head teacher/teacher in charge.

MONITORING AND RECORD KEEPING

We can play a vital role in helping abused children and those who are suspected of being abused, by monitoring and recording certain aspects of the child's progress and behaviour in pre school.

The pre school will maintain an individual chronology form on all Safeguarding Children files to record all relevant occurrences. These summaries will be shared as part of the normal interchange of information at all formal and less formal interagency meetings, including child protection conferences.

The pre school will record occurrences in the following circumstances:

1. When there is a concern in school over:
 - a) marks on a child's body
 - b) unusual/different behaviour
 - c) mood changes
 - d) puzzling statements or stories from the child
 - e) information from others
2. If requested by another agency, for example following a case conference.
3. The following members of staff will record:
 - a) Key workers
 - b) Teacher in charge of pre school

VULNERABLE PARENTS

If a parent is seen to be or is known as vulnerable staff will be made aware. Support and attention will be given to these parents so that they and their child can access the pre school as all others.

GENERAL PRINCIPLES OF CONFIDENTIALITY

1. All staff are aware that personal information about a child and his/her family is confidential and should only be given to an appropriate person.
2. If abuse is suspected, accurate information will be given only to the designated teachers immediately. The pre school accepts that other staff need know only enough to prepare them to act with sensitivity to a distressed child.
3. If staff hear worrying information about children from other parents, neighbours or even other children, this will be passed on to the designated teachers (the teacher in charge of the pre school).

4. If there is a threat to a child's safety and welfare, all staff may have to be alerted to watch for signs of abuse. In such circumstance the family will be informed of this monitoring arrangement.
5. All staff must be aware that they cannot promise a child confidentiality.
6. All staff must be aware that they have a professional responsibility to share information with other agencies in order to safeguard children.

SUPPORTING STAFF

1. We recognise that staff working in the school 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.
2. We will support such staff by providing monthly drop in sessions with the teacher in charge of the pre school where these concerns can be discussed. Staff will also be given supervision sessions.
3. All staff will be given Tier 1 training as part of the induction process until suitable tier 2 training can be accessed.

ALLEGATIONS AGAINST STAFF

1. There may be times when a child makes an allegation against a member of staff. In such cases, procedures will be carried out in accordance with the LSCB Safeguarding Inter-Agency. The LSCB would be contacted if there was an allegation against a member of staff. The contact for LSCB Safeguarding Unit is 01872 254549.
2. If such an allegation is made, the member of staff receiving the allegation will immediately inform the head teacher.
3. The teacher in charge of the pre school and the head teacher, on all such occasions, will discuss the content of the allegation with the designated LA officer.
4. If the allegation made to the member of staff concerns the pre-school manager, the head teacher or the deputy head (as the other designated members of staff) will inform the chair of the trustees, who will consult with the designated LA officer.
5. The school has adopted the procedures set out in the LSCB Safeguarding Inter-Agency Procedures 9th October 2006)
6. If there is an allegation against a member of staff, Ofsted must be informed as soon as possible, but within 14 days.

WHISTLEBLOWING

We provide an environment in which children and adults feel confident to express concerns regarding the behaviour of a member of staff. Staff should feel confident to

speak to their line manager and all concerns will be treated seriously. Any concerns passed on will be treated with confidentiality and dealt with in the appropriate manner.

BULLYING

Our policy on anti-bullying is set out in behaviour policy

USE OF MOBILE PHONES AND CAMERAS

ALL mobile phones should be placed in a cupboard and should not be switched on in the pre school or kitchen area when children are present. The pre school phone is available for emergency phone calls for staff. Mobile phones should under no circumstance be used for taking photos. When students and visitors are in the pre school they are reminded about these rules. There is a screen in the main entrance of the pre school where photos are displayed for parents to view. These photos are put on a disk and the disk is removed and locked away overnight. The screen is only on when adults are present in the building. Old disks are kept and stored in the teachers locked cupboard.

There is a separate policy for the taking of and using of images at pre school. This outlines that only pre school equipment will be used. Downloaded photos are placed on a secure laptop which is also kept in a locked cupboard over night.

INCIDENTS INVOLVING DISCRIMINATION

All staff are made aware of this policy through their induction training and through ongoing training. Parents are made aware of the existence of this policy document through our school prospectus.

RADICALISATION

As a pre school we hold British values and as a team share these regularly. They are an integral part of our practise. We also share these with parents and work with the children to help them follow these values. We recognise that we must risk assess if we have any families who are at risk and that we should work in partnership with parents and the local safeguarding board. Mrs.Green and Mr.Hill have been on the specific prevent strategy training. We are aware of the Channel training and how to refer if we are concerned about a family.

IMPLEMENTATION AND REVIEW

1. This policy will be made known to all staff, parents and governors.
2. The policy will be reviewed annually.
3. The policy will be taken into consideration when updating school improvement plans by consultation with appropriate staff.

4. Reference to the policy will assist in the identification of in-service requirements.

Policy written July 2009

Reviewed October 2010

REVIEWED AT STAFF MEETING 12TH SEPTEMBER 2011

Reviewed at staff meeting Wednesday 18th September 2013

Reviwed at staff meeting Wednesday September 17th 2014

Reviewed in staff meeting Wednesday 30th September 2015 (radicalisation paragraph added 22/10/15)

Reviewed 12th September 2016