

Hill Head Preparatory School & Maple Cottage Nursery

Safeguarding Children & Child Protection Policy

10/1. General Policy

To ensure that a safe and secure environment exists for all children who attend the School and Nursery. To also be aware that safeguarding children / child protection issues exist outside the school and where such issues are believed to be affecting a child to report the matter to the appropriate authorities. The school has developed a comprehensive set of procedures to ensure that children are cared for in a nurturing and educationally effective manner. *The Head teacher has the lead responsibility for safeguarding children and must be contacted on all such issues.*

This Policy should be read in conjunction with the Health and Safety policy. The ‘**What To Do If You’re Worried A Child Is Being Abused**’ guidelines are incorporated in our policy, a summary and flow chart can be found on the Parents’ and staff Notice Board. The School and Nursery operate in accordance with the legislative requirements of the Children Act 2006, The Statutory Framework for the Early Years Foundation Stage and the associated Standards for Learning, Development and Care for Children from birth to five. The C.A.F. 2005, Safeguarding Children/ Recruitment 2006 legislation.

10/2. Safeguarding Children Procedures.

10/2/1. All staff employed by the School and Nursery will be subject to A Criminal records Bureau check at the Enhanced Level. Staff will complete a health declaration as part of the recruitment/ application process.

10/2/2. All staff will be qualified in childcare or be following a course of study in order to obtain an N.V.Q. qualification in Childcare.
All staff will be trained in First Aid and will be in possession of an up to date first aid certificate.

10/2/3. The staff induction training will ensure that the staff are fully aware of the policies relating to Safeguarding Children, Child Protection, Child Abuse, Health & Safety / Risk Assessment, Behaviour Management, Security and the Complaints procedure.

10/2/4. Staff will be fully involved in contributing to these policies, will participate in the Risk Assessment Process and they will review these policies in order to ensure their effectiveness.

10/2/5. The School and Nursery buildings and playgrounds will be subject to regular Risk Assessment in order to provide a safe and secure environment. The Risk Assessment will be reviewed annually or when there has been an incident or a material change to the buildings or grounds.

10/2/6. Only authorised persons are allowed on the School premises. Staff will report sightings of unauthorised visitors to the Head Teacher or Principal who will challenge such visitors in order to determine the reason for their presence on site. The Police will be contacted if necessary. Parents are also encouraged to report to the Principal any suspicious incidents they may have observed outside the School.

10/2/7. **Missing Children.** A register will be taken at the start of each session / school day (am / pm).

All external doors to the School/Nursery must be locked at all times. Windows when open must have restricted opening safety limiters fitted and operative. As such children cannot wander out of the building.

When outside staff take the children to the playground – which is fully secure or for walks, activities in the grounds it is recognised that at all times children must be closely supervised in accordance with the required childcare ratios.

Should a child go missing the Head Teacher will be informed immediately she will contact the Police immediately and directly after the police have been informed the Parent/carer of the child will also be contacted and informed. The School Principal will search the school grounds. See detailed procedure section 10/2/8 &9

10/2/8 **Action Plan. A) Child going missing on the premises.**

As soon as it is noticed that a child is missing the key person/staff alerts the Nursery Supervisor, Head Teacher and Principal.

- The Principal will carry out a thorough search of the buildings and grounds.
- The register is checked to make sure no other child has also gone astray.
- Doors, windows and gates are checked to see if there has been a breach of security whereby a child could wander out.
- If the child is not found, the parent is contacted and the missing child is reported to the police.
- The Principal talks to the staff to find out when and where the child was last seen and records this and carries out an investigation liaising with the Police.

B) Child going missing on an outing / external visit.

As soon as it is noticed that a child is missing:-

- Staff on the outing ask children to stand with their designated person and carry out a headcount to ensure that no other child has gone astray. One staff member searches the immediate vicinity but does not search beyond that.
- The Nursery Supervisor / Head teacher is contacted immediately and the incident is reported to the venues management / security staff (if applicable)
- If the child is still missing the police and parents are informed. The advice of the Police is then followed until the matter is resolved

During the above procedure the Staff must keep calm and not let the other children become anxious or worried.

The Head Teacher / Principal will attend venue as soon as possible and carry out a full investigation taking written statements from all the staff involved on the outing and writes an incident report detailing:-

- The date and time of the report.
- What staff/children were in the group/outing and the name of the staff designated responsible for the missing child.
- When the child was last seen in the group/outing.
- What has taken place in the group or outing since the child went missing.
- The time it is estimated that the child went missing.
- A conclusion is drawn as to how the breach of security happened.

10/2/8(contd.) If the incident warrants a police investigation, all staff must co-operate fully. In this case, the police will handle all aspects of the investigation, including interviewing staff.

Children's Social Care may be involved if it seems likely that there is a child protection issue to address.

The incident is reported under RIDDOR arrangements (see the Reporting of Accidents and Incidents policy); the local authority Health and Safety Officer may want to investigate and will decide if there is a case for prosecution.

In the event of disciplinary action needing to be taken, Ofsted is informed. The insurance provider is informed.

10/2/9 Missing Child - Additional Guidance.

Missing child incidents are very worrying for all concerned. Part of managing the incident is to try to keep everyone as calm as possible.

The staff will feel worried about the child, especially the key person or the designated carer responsible for the safety of that child for the outing. They may blame themselves and their feelings of anxiety and distress will rise as the length of time the child is missing increases.

Staff may be the understandable target of parental anger and they may be afraid. Setting leaders need to ensure that staff under investigation are not only fairly treated but receive support while feeling vulnerable.

The parents will feel angry, and fraught. They may want to blame staff and may single out one staff member over others; they may direct their anger at the setting leader. When dealing with a distraught and angry parent, there should always be two members of staff, one of whom is the Head teacher or Principal. No matter how understandable the parent's anger may be, aggression or threats against staff are not tolerated, and the police should be called.

The other children are also sensitive to what is going on around them. They too may be worried. The remaining staff caring for them need to be focused on their needs and must not discuss the incident in front of them. They should answer children's questions honestly but also reassure them.

In accordance with the severity of the final outcome, staff may need counselling and support. If a child is not found, or is injured, or worse, this will be a very difficult time. The Head Teacher / Principal will use their discretion & seek appropriate advice to decide what action to take.

Staff must not discuss any missing child incident with the press.

10/2/10. **Late Collection.** When a child has not been collected at the end of the Nursery session or School day the late collection notification procedure is implemented. All contacts including emergency contacts are telephoned repeatedly until arrangements for collection are agreed and the child has been collected. It is the nursery and school policy that the child will be looked after by staff until they have been collected.

If after one hour staff are unable to contact any parent social services will be contacted. The child stays at school / nursery until they are safely collected either by the parents or by a social care worker.

Social Care will aim to find the parent or relative if they are unable to do so, the child will become looked after by the local authority.

Under no circumstances do staff look for the parent, nor do they take the child home with them.

A full written report of the incident is recorded in the child's file.

Depending on circumstances, we reserve the right to charge parents for the additional hours worked by our staff. Ofsted may be informed:

10/2/11. **Password System.** The Nursery and School operate a password system for those occasions when the parent or nominated carer is unable to collect the child. Parents contact the Nursery Supervisor or Class Teacher and agree a password to be used by the adult who will be collecting the child. The child will not be handed over to any person unknown to the Staff unless they have the correct password.

10/2/12. Parents are advised that the Nursery/School's duty of care will necessitate the staff noting any physical injuries or worrying emotional behaviour displayed by a child. The staff have a responsibility to investigate and record such matters. Such incidents will be reported to and discussed with the parents in the first instance. If there is a continuing concern the appropriate agencies will be contacted for advice.

10/2/13. **Home Incident Notification Record.** Parents are required to inform the school of any injury including minor injuries resulting in scratches and bruises that have occurred away from school. The parent will record the injury and brief details of how it happened in the Home Incident Record Book.

10/2/13. The School undertakes to deal with all child protection matters in a professional manner. Child protection issues and investigations will be kept confidential and will only be communicated to the legally responsible agencies, the local authority child protection unit / Local Safeguarding Children Boards and Ofsted. Contact details for whom can be found at the end of this policy.

10/2/14. Parents will be informed of the School's Safeguarding Children Policies and Procedures during the Parent Induction Meeting they attend when their child joins the School / Nursery. Parents will sign the Safeguarding Children Agreement Form (Appendix 1.) confirming their acceptance of the School's Policy.

10/2/15. **Allegations against a member of staff.** Where allegations are made against a member of staff or volunteer then the procedures laid out in the Complaints Policy should be followed. This again may result in the legally responsible agencies (see Section 10/4) being involved in the investigation and any subsequent action following completion and gathering of any appropriate evidence.

10/2/16. In all cases written confidential records will be kept regarding any observations, complaints or allegations in accordance with data protection legislation.

10/3. **Recognition of Child Abuse.**

10/3/1. **General.**

Parents, carers and other persons can harm children by direct acts or failure to provide proper care. Children may suffer neglect, emotional, physical or sexual abuse or a combination of such types of abuse.

10/3/2. **Neglect and Emotional Abuse.**

Neglect / emotional abuse occurs when a child's needs for security, love, praise and recognition are left unmet. Basic needs such, as food, drink and warmth may not be provided.

Slowing of growth without a medical reason may be indicative of emotional abuse and occurs even when a child is not deprived of food. However the child's weight may remain appropriate for height but be disproportionate for the child's age.

There is usually a dramatic increase in growth following the removal of an abused child from home.

10/3/3. **Physical Abuse.**

It is important that staff who sees an injury on a child take a careful note of how the injury allegedly happened, including the informant, the date, time, sequence of events and the nature of the injury.

Parents are requested to complete the Home Incident Record book detailing the nature of the injury and how it occurred. Any suspicions regarding an injury should be reported immediately to the Head Teacher.

The assessment of explanations given about the injury should be a medical judgement.

Although children do have a variety of accidents, the most common types of injuries they sustain are usually different from the injuries caused by abuse. The differences in the sites of injuries are illustrated on the skin map in appendix 2.

The following situations, in cases of physical injury, should cause concern about the possibility of physical abuse: -

- No explanation.
- Inappropriate explanation e.g. description of a minor accident in relation to a major injury.
- Different / inconsistent explanations given to different inquiries.

Staff must report any concerns immediately to the Designated Person – the Head Teacher or in exceptional cases direct to Ofsted. Staff raising or reporting concerns in good faith will not have disciplinary action taken against them.

10/3/4. **Signs of Injury**

The following injuries should cause concern about the possibility of physical abuse because they are at classic sites, or fit recognisable patterns e.g. human hand marks, human bite marks.

- Bruising and skin marks.
- Black eyes – these cannot be caused by a fall on a flat surface. Two black eyes are particularly suspect especially if the lids are swollen and tender or there is no bruise to the nose or forehead.
- Bruised ears, bleeding from the ear canal from a ruptured eardrum.
- Bruises of the upper lip, torn fraenum of upper lip and injuries under the tongue.
- Bruising around mouth or chin - may have finger bruises up to 3 or 4 on one side and one on the other.
- Flat hand marks, particularly on cheeks, buttocks or backs of thighs.
- Bruises on scalp and ‘bald patches’.
- Finger bruises on shoulders, upper arms or on the trunks or legs.
- Linear marks or bruises – often seen on buttocks or backs of thighs.
- Bruises or weals curving around the body. Sometimes buckle or loop marks noted.
- Bizarre- shaped bruises with sharp borders, e.g. possibly an object such as a hairbrush, comb or slipper.
- Bruises on abdomen – unlikely to be accidental.
- Ligature and choke marks – red mark or bruising around wrist, ankles or neck (may be due to sudden pulls on shirt or T-shirt).
- Bite marks – 2 crescent shaped marks or bruises – if more than 3 cm. Apart they may be caused by an adult or older child.
- Human nail marks – these show piled up skin at end of marks and are unlike abrasion from falls on rough surfaces.

10/3/5. **Age of Injury.**

Approximate age of bruise from appearance.

<u>Appearance</u>	<u>Age</u>
Swollen, tender	0 – 2 days
Red, blue, purple	0 – 5 days
Green	5 – 7 days
Yellow	7 – 10 days.
Brown	10 – 14 days or longer.
Cleared	2 – 4 weeks.

10/3/5. **Burn Injuries.**

- Scalds – glove or stocking scalds to hands and / or feet caused by dunking in hot water. Scalded Buttocks – children cannot scald their buttocks accidentally without scalding their feet and legs. Splash marks – look at direction of splash to see if it is compatible with the explanation; may indicate hot liquid having been thrown at child.
- Cigarette burns – small circular burns most typically on the back of hands or forearms, seen in clusters and often the burns are of different ages.
- Contact burns – child shows signs of being held against heaters, iron, and cookers – well-demarcated burns following contours of hot objects.

10/3/6. **Bone and Joint Injuries**

- These can be caused by direct blows, twists (from swinging a child by one limb) or by child being thrown against hard objects.

10/3/ 7. **Poisoning**

- Non - accidental poisoning should be suspected if bizarre episodes of ill – health or unconsciousness occur.

It should be noted that certain injuries can only be detected by an examination conducted by a Doctor. Any doubts or suspicions regarding a child's well being must be reported to the Head Teacher immediately.

10/3/ 8. **Sexual Abuse**

Children of all ages, boys and girls can be sexually abused. This form of abuse often comes to light in a veiled way, children are reluctant to tell and many kinds of sexual abuse do not leave any signs of physical injury.

Children may try to tell others that they are being sexually abused. They may do this by hinting in words, play or drawings of sexual activities to 'test the waters'. If the adult response is empathetic, they may wish to reveal more but if the response is angry or evasive, they may remain silent and not try again.

If a child exhibits signs that could be an indicator of abuse staff must inform the Nursery Supervisor and the Head Teacher immediately. It must be emphasised that children's moods and behaviour can vary for a variety of reasons that have no connection with abuse. Nevertheless staff must be vigilant and monitor children who have behavioural problems that could be the result of sexual abuse.

The Head Teacher will be responsible for seeking advice and assistance from outside agencies if it is thought that a child is at risk of abuse.

The **Children's Services Area Office** will be contacted promptly- ask to speak to the duty social worker. Social Services Emergency Duty Tel: **0845 600 4555**.

Contact details for the Local Safeguarding Children Board Managers are detailed below:-

Isle of Wight LSCB	Hampshire LSCB
<i>Iane Ames</i>	<i>Debbie Perriment</i>
c/o Children's Service Centre	Children's Services Dept.
Atkinson Drive	Clarendon House
Newport	Monarch Way
Isle of Wight	Winchester
PO30 2LS	SO22 5PW
Tel: 02380- 248180	Tel:01962 876230
iames@nspcc.org.uk	
Southampton LSCB	Portsmouth LSCB
<i>Trish Newcombe</i>	<i>Siobhan Burns</i>
Floor 5, Marlands House	Civic Centre
Civic Centre Road	Portsmouth
Southampton	
Hampshire	Hampshire
Tel: 02380 833803	Tel 02392 688646
Trish.newcombe@southampton.gov.uk	Siobhan.burns@portsmouthcc.gov.uk

10/4 Allegations against people in a position of trust.

If it is believed that a child has been harmed by a member of staff / person in a position of trust, you should contact the **Allegations Officer** (contact details below). People in a position of trust include anyone who works with children in the course of their employment or in a voluntary capacity. Examples include:

- Teachers and other members of school staff
- County Council employees
- Foster carers
- GPs
- Police officers
- Probation Service staff
- Voluntary sector staff, e.g. NSPCC

To report a member of staff, contact: **The Allegations Officer, Barbara Piddington**
Tel 01962 876265. E-mail barbara.piddington@hants.gov.uk

Children's Services Department
Clarendon House
Monarch Way
Winchester
SO22 5PW

Ofsted must also be informed Tel: 0845 6014771

Appendix 1. Safeguarding Children - Parent's Agreement Form (issued with Parent's Handbook).

Policy

To ensure that a safe and secure environment that promotes children's welfare exists for all children who attend the School and Nursery.

To also be aware that child protection issues exist outside the School & Nursery and where such issues are believed to be affecting a child to report the matter to the appropriate authorities.

Law

The School & Nursery operates in accordance with the legislative requirements of the Childcare Act 2006, the Early Years Foundation Stage and other relevant legislation.

Procedures.

All staff employed by the School and Nursery will be C.R.B. checked at the enhanced level and will confirm their Health status as part of the recruitment process.

All staff will be qualified in childcare or be following a course of study in order to obtain appropriate qualifications in childcare. They will be qualified (holding a current certificate) in Paediatric First Aid.

Induction training will ensure that all staff are fully aware of policies relating to Safeguarding Children, Child Abuse and Health and Safety Policies. Staff will contribute to the review of these policies in order to ensure their effectiveness.

The School, Nursery buildings and playgrounds are regularly risk assessed in order to provide a safe and secure environment.

Only authorised persons are allowed on the School premises. Staff will report sightings of unauthorised visitors to the Head Teacher or Principal who will challenge such visitors in order to determine the reason for their presence on site. The Police will be contacted if necessary.

Parents are also encouraged to report to the Principal any suspicious incidents they may have observed outside the School. They should also report any concerns they have regarding the treatment of a child attending the School / Nursery to the Head Teacher.

Parents are advised that the Nursery / School's duty of care will necessitate the staff noting any physical injuries or worrying emotional behaviour displayed by a child. The staff have a responsibility to investigate and record such matters. Such incidents will be reported to and discussed with the parents in the first instance. If there is a continuing concern the appropriate agencies will be contacted for advice.

When a child has received an injury outside of School/ Nursery parents must complete a Home Incident report detailing the injury, how it was caused and any treatment that was necessary. The staff record all accidents in the School / Nursery Accident Record (A.R.) Book. Parents of a child who has had an accident are shown the entry in the A.R. Book and are asked to sign the A.R. Book to confirm that they have been advised of the accident and the nature of the injury.

If a parent / carer has a concern or complaint regarding the conduct of a member of staff this should be raised immediately with the Head Teacher. See complaints procedure Stages 3 & 5. Depending on the nature of the concern the Head Teacher will contact Social Services and follow the Local Safeguarding Children's Board procedures (copies are available for staff and parents). We also notify Ofsted of any child protection allegations or incidents.

The School/ Nursery undertake to deal with all child protection matters in a professional manner. Safeguarding children issues and investigations will be kept confidential and will only be communicated to the legally responsible agencies.

I confirm that I have read and agree with this policy

(Parent/ Guardian)..... (Date).....