

Protection Policy

This policy has been agreed and adopted by the Governors.

Date: **Signed by Chair of Governors:**

Policy history:

Reviewed: Spring 2016 (extra review)

Next review: Summer 2017

KEY STAFF FOR EMERGENCIES

Rachel Hedley - Headteacher - Designated Safeguarding Lead (DSL)

Melanie Miah - Deputy Headteacher - Deputy DSL

Bettina Wilhelm Exley - Children's Centre (CC) Strategic Partnership Manager - CC DSL

Julie Reynolds Deputy CC DSL - and 2nd Deputy - **Amanda Haliburton-Crookes**

Other staff with DSL training:

Maxine Charlton-Howell (CC)

Beth Higgins (CC)

Hilda McNamara (NS)

Andrea McKay (NS) also Designated Teacher for Children Looked After^[1]

EMERGENCY PROCEDURES

CONCERN ABOUT A CHILD - See section 5

ALLEGATION AGAINST A MEMBER OF STAFF - See section 7

Documents consulted:

- London Child Protection Procedures 5th edition. Available online and saved in Shared Drive/Safeguarding and child protection/Guidance. Contents page stored in Headteacher's Child Protection blue folder/Headteacher's Office
- Working Together to Safeguard Children (HM Government, March 2015) paper copy with Headteacher's Child Protection blue folder
- Keeping Children Safe in Education (DfE, July 2015) paper copy with Headteacher's Child Protection blue folder
- London borough of Lambeth Children's Social Care Thresholds (Aug, 2010)
- Selecting and Managing External Agencies in your School or Setting (Lambeth Oct, 2014)

- Statutory Framework for the Early Years Foundation Stage (DfE, 2012)
- What to Do if You're Worried a Child is Being Abused: Advice for Practitioners (Mar, 2015)
- Model Child Protection Policy (Lambeth Aug 2015)

Related documents:

- Maytree Nursery School Information Booklet/Stay and Play leaflets and crèches
- Safeguarding Children and Child Protection Information notices
- Safeguarding - overview of all policies and procedures

Policy storage:

- Policies and Practice folders stored in Parents' Room, Thresholds and Rowan Room
- Copy in Child Protection Procedures file in Headteacher's office and Children's Centre Manager's office at TWL

Key Legislation:

- Equality Act 2010
- Safeguarding Vulnerable Groups Act 2006
- Children Act 2004 Every Child Matters
- Education Act 2002 (particularly Section 175)
- Education Act 1989

Useful Websites:

- www.lambethscb.org.uk
- www.londonscb.gov.uk/procedures

Aims of this Policy

Maytree fully recognise their responsibilities for child protection. Our policy applies to all staff, governors, trustees and volunteers working in the school and children's centres and complies with the Lambeth Local Safeguarding Children's Board (LSCB) guidance. Where Governors are referred to this relates to Maytree Nursery School and Children's Centre, where the Trustees are referred to this relates to The Weir Link Children's Centre. The private nursery at The Weir Link has its own policies relating to child protection. However, if we had a concern about a child at TWL these procedures would be followed.

This policy is organised to ensure that all staff faced with a child protection incident will be able to access the information they need quickly to follow procedures correctly. The incident may involve a child in the nursery school or may be a child whose parent/carer is attending a children's centre activity for example, a course, Stay and Play session, receiving one-to-one support from a Family Outreach Worker or engaged in any other activity at the setting. **Where there is concern that a child is 'in need', suffering, or at risk of suffering 'significant harm' (including incidents of domestic abuse/violence in the home) these procedures must be followed.**

Sections

- 1 Safeguarding Children and Child Protection – Definitions**
- 2 Responsibilities**
 - 2.1 Governing Body**
 - 2.2 Staff**
 - 2.3 Designated Safeguarding Lead**
- 3 Supporting children and parents/carers who are vulnerable including Children Looked After**
- 4 Guidance on recognising suspected abuse**
 - 4.1 What is 'in need'**
 - 4.2 What is 'significant harm'**
 - 4.3 What is 'abuse and neglect'**
 - **Physical**
 - **Emotional**
 - **Sexual abuse**
 - **Neglect**

- **Bullying**
- **Domestic violence**
- **Female genital mutilation**
- **Extremism and radicalisation**

- 5 Procedures for recording and reporting concerns about a child's welfare**
 - 5.1 At the time of the disclosure**
 - 5.2 Role of Designated Safeguarding Lead in response to a concern**
 - 5.3 Information received about a child from a concerned adult**
- 6 Procedures to follow where a Private Fostering arrangement has been made**
- 7 Procedures for managing allegations against staff**
- 8 Confidentiality and information sharing**
- 9 Supporting the child and family when Social Care are involved**
- 10 Children with Special Educational Needs / Disabilities / Children Looked After**
- 11 Children who leave Maytree or TWL where school is unknown/Child missing in Education**
- 12 Safer recruitment procedures**
- 13 Visitors to the school and External organisations/agencies**
- 14 Use of cameras and mobile phones**
- 15 E-Safety**
- 16 Legal induction and training requirements**
- 17 Appendices**

1 SAFEGUARDING CHILDREN AND CHILD PROTECTION - DEFINITIONS

Safeguarding as defined by Working Together is:

- "protecting children from maltreatment;
- preventing impairment of children's health or development;
- ensuring that children are growing up in circumstances consistent with the provision of safe and effective care; and
- taking action to enable all children to have the best life chances."

and their Child Protection definition is:

"Part of safeguarding and promoting welfare. This refers to the activity that is undertaken to protect specific children who are suffering, or are likely to suffer, significant harm."

RESPONSIBILITIES

2.1 Governing Body

In line with the provisions set out in the DfE guidance 'Keeping Children Safe in Education' the governing body will challenge the school's senior leadership team on the delivery of this policy and monitor its effectiveness. Governors will review this policy every year and may amend and adopt it in accordance with any new legislation or guidance or in light of their quality assurance of the delivery of this policy and the overall safeguarding arrangements made.

In doing so neither the governing body as a whole nor individual governors have any role in dealing with individual child protection cases, except in the discharge of their functions

in dealing with an allegation of abuse against the Headteacher. In cases of allegations against the Headteacher it will be the Chair of Governors, as the 'Child Protection Governor'[2], who will carry out this statutory function. (See Section 7 PROCEDURES FOR MANAGING ALLEGATIONS AGAINST STAFF)

We also have a governor responsible for Safeguarding and Children Looked After who liaises with the Headteacher on child protection, safeguarding matters and Children Looked After and reports any key issues to the governing body in line with Section 8 of this document CONFIDENTIALITY AND INFORMATION SHARING.

2.2 Staff

All staff are in a unique position to identify and help children at risk. We have an overarching **legal duty** to safeguard and promote the welfare of children. Where a child is 'in need' or suffering, or at risk of suffering 'significant harm' we must take action. (See Section 5 PROCEDURES FOR RECORDING AND REPORTING CONCERNS ABOUT A CHILD'S WELFARE.)

If staff become aware that a child is involved in a private fostering arrangement they must inform the Designated Safeguarding Lead. (See Section 6 PROCEDURES TO FOLLOW WHERE A PRIVATE FOSTERING ARRANGEMENT HAS BEEN MADE.)

2.3 Designated Safeguarding Leads – Rachel Hedley and Bettina Wilhelm-Exley (Deputies – Melanie Miah and Julie Reynolds)

Responsibilities:

- works in line with the responsibilities as set out at Annex B of the DfE Guidance outlined above in respect of referrals, training and awareness-raising.
- ensure all staff, parents/carers, and governors know who are the designated leads for child protection. This information is included on the Safeguarding Children and Child Protection Information notices which are displayed at various locations in the nursery school and on children's centres premises.
- ensure that all existing and new staff are aware of their safeguarding children and child protection responsibilities
- ensure staff are trained appropriately (See Section 16 LEGAL INDUCTION AND STAFF TRAINING.)
- ensure appropriate recruitment and induction procedures are followed
- ensure that all volunteers, supply staff, contractors etc. read a copy of the 'Emergency/Safety Information for Visitors' with a member of staff, this contains a safeguarding children/child protection statement
- ensure that parents/carers understand the settings' responsibilities for child protection (details are included in the 'Maytree Nursery School and Children's Centre Information Booklet', information leaflets about the Stay and Play sessions and crèches, and is included in the Safeguarding Children and Child Protection Information notices).
- provide support, advice and expertise to other staff members who may go to them for advice about a child when they have concerns about their welfare or become aware that a child is involved in a Private Fostering arrangement
- talk to Social Care about any concerns they or other staff have about a child's welfare
- refer concerns to Social Care where the child may be in need, including concerns about significant harm
- provide information to Social Care about any Private Fostering arrangements they become aware of
- refer to Social Care or the Police where emergency action is required to secure the immediate safety of a child
- provide information to Social Care where a concerned adult has given information to a member of staff

- be the first point of contact for external agencies that are pursuing Child Protection investigations
- co-ordinates Maytree's representation at Child Protection conferences/core group meetings
- ensures that all staff attending Child Protection meetings are trained and well prepared to do so with authority to make decisions on behalf of the school.
- provide written reports to help make decisions about the services a child and family may require
- attend meetings with other agencies to contribute towards plans to safeguard and promote the welfare of children
- where a child is subject to a Child Protection Plan the Designated Safeguarding Lead will monitor the plan and ensure that the recommendations for Maytree as part of that plan are delivered upon and the outcomes fed back as part of the child protection review process^[3]
- notify Lambeth Social Care if a child who is subject to a Child Protection Plan is excluded, or if there is an unexplained absence of more than 2 days (or one day following a weekend)
- refer to other agencies/complete a CAF to obtain support for families
- ensure that all Child Protection information is kept separately from children's records and stored securely (both electronic and paper)
- contact and notify the Local Authority, Ofsted, National College of Teaching and Leadership and the Disclosure and Barring Service about allegations or people deemed to be unsuitable to work with children.

3 SUPPORTING CHILDREN AND PARENTS/CARERS WHO ARE VULNERABLE

We aim to establish and maintain an ethos where children feel secure and are encouraged to talk, and are listened to. They are supported in developing their understanding that no-one should hurt or touch them in a way they are not happy with. We encourage children to recognise risk and build resilience to manage any such risk themselves, appropriate to their age and ability. We hope that children who are facing difficult circumstances will talk about their experiences with a member of staff who can then help the child and family. The needs and safety of the child must always come first.

We place great importance on developing relationships between staff/parents/carers/centre users so that where difficult issues arise it is easier to discuss these issues. At the nursery school the key person role and home visits support the development of this relationship, as do termly consultation meetings with parents/carers. In the children's centres these relationships are fostered during sessions/activities. Where members of staff sense that a parent/carer needs help in any aspect of their life, support can be offered from the outreach team, through family activities and programmes available in the children's centres and by seeking support from outside agencies. Early support for families during stressful periods may help to prevent incidents of child abuse.

We ensure that parents are aware that we have a duty to report concerns that we may have over safety or the well-being of a child and as part of our statutory duties to protect children from significant harm and/or neglect. Wherever possible, referrals will be discussed with parents/carers before the referral is made, however parents/carers will not be contacted nor will the referral be discussed where it is felt that to do so will place the child at an increased risk of harm. In any event parents/carers will be reminded that all referrals are made in the best interest of the child.

Any concerns about children are noted to ensure that a holistic approach is taken to monitoring the frequency or seriousness of concerns. A 'Vulnerable children meeting' is held monthly with key staff from the school and children's centres to discuss and share concerns and monitor support given to families; ensuring appropriate action is taken that

is effective in supporting families and preventing harm to children.

The Headteacher will ensure that a member of teaching staff is appointed as a Designated Teacher for Children Looked After. This person will promote the educational achievement of our CLA Children and will also contribute to the 'in care reviews' and/or meetings regarding CLA children and to the child's Personal Education Plan. See our Children Looked After policy.

4 GUIDANCE ON RECOGNISING SUSPECTED ABUSE

4.1 What is 'in need'?

Children who are defined as being 'in need', under the Children Act 1989, are those whose vulnerability is such that they are unlikely to reach or maintain a satisfactory level of health or development, or their health and development will be significantly impaired, without the provision of services (s17(10) of the Children Act 1989), plus those who are disabled. The critical factors to be taken into account in deciding whether a child is in need under the Children Act 1989 are what will happen to a child's health or development **without services**, and the likely effect the services will have on the child's standard of health and development.

4.2 What is 'significant harm'?

Some children are in need because they are suffering or likely to suffer significant harm. The Children Act 1989 introduced the concept of significant harm as the threshold that justifies compulsory intervention in family life in the best interests of children. The Local Authority is under a duty to make enquiries, or cause enquiries to be made, where it has reasonable cause to suspect that a child is suffering, or likely to suffer, significant harm (s47 of the Children Act 1989). To make enquiries involves assessing what is happening to a child. Where s47 enquiries are being made, the assessment (the 'core assessment') will concentrate on the harm that has occurred or is likely to occur to the child as a result of child maltreatment in order to inform future plans and the nature of services required. Decisions about significant harm are complex and will be informed by a careful assessment of the child's circumstances, and discussion between the statutory agencies and with the child and family.

4.3 What is abuse and neglect?

Abuse and neglect are forms of maltreatment - a person may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children and young people may be abused in a family or in an institutional or community setting; by those known to them or, more rarely, by a stranger.

Physical abuse

May include: hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.

May be recognised by: Physical injury such as bruising, bite marks, burns and scalds, fractures but also by aggressive behaviour or learning difficulties due to neurological damage. It may also be an indicator of concern where a parent gives an explanation inconsistent with the injury or gives several different explanations for the injury. Other indicators of physical abuse may include flinching or cowering and accounts of how injuries have happened may be vague to inconsistent or are unexplained. Children may wear inappropriate clothing to cover marks or injuries and/or may be reluctant to go home. It is not uncommon for children to have accidental bruises but bruising on the face, around the eyes, around the mouth behind the ears or consistent with a grab or have the shape on an object (e.g. brush, slipper, belt, hand etc.) must be considered as possible indicators

of harm as should multiple or repeated bruising to an area such as the head or an area unlikely to be bruised accidentally.

Any bruising on a pre-crawling or pre-walking baby must also be considered as possible indicators of harm.

It is not appropriate for any member of staff to undress, photograph or body map any child in an attempt to see or record physical injury, this is the role of child protection and investigating agencies.

Emotional abuse

May include: the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another (for example in cases of **domestic abuse/violence**). It may involve serious bullying (including cyberbullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

Emotional abuse may be difficult to recognise as signs are usually behavioural rather than physical. Signs of emotional abuse may be associated or similar to other forms of abuse so presence of emotional abuse may indicate other abuse is prevalent as well.

Sexual abuse

May include: involving or forcing or enticing a child to take part in sexual activities, whether or not the child is aware of what is happening. Such activities may involve sexual acts (penetrative or non-penetrative) or may include involving children in watching or taking part in pornographic material or to encourage children to behave in sexually inappropriate ways.

May be recognised by: Inappropriate sexualised conduct, age inappropriate sexualised play or conversation, sexually harmful behaviour - contact or non-contact, self-harm, eating disorders, continual, inappropriate or excessive masturbation, anxiousness or unwillingness to remove clothes, pain or itching in genital area, blood on underclothes, bruising in genital region and / or inner thighs etc.

A sexually abused child may also be recognised by disturbed behaviour such as sadness, depression or loss of self-esteem. Disclosure of sexual abuse must be taken seriously as it is recognised that children are frequently scared to disclose due to guilt or fear and often children have taken great courage to disclose there it is important not to minimise or give your own view or interpretation of their account.

All staff must be aware that a child under the age of 13 is not legally capable of consenting to sexual activity and so sexual activity with a child under 13 is an offence under the Sexual Offences Act. Such activity will be taken to indicate that the child/ren are at risk of significant harm and must be referred accordingly in line with the agreed procedures set out in the London Child Protection Procedures. Sexual activity with a child under 16 is also an offence but may possibly be less serious than that of a child under 13, especially where children are of a similar age and there is no power imbalance, coercion, or disinhibitor such

as alcohol or drugs involved. However serious consideration will always need to be given as to whether to refer where cases of sexually active children become known or are disclosed; as per the London Child Protection Procedures. In all cases you must discuss your concerns or share your knowledge with the Designated Safeguarding Lead for consideration or a referral to Social Care.

In light of the above all staff must recognise that sexual abuse of children may be perpetrated by both males and females and also other children; such abuse must not be treated with any less rigour in such cases.

See also the section on Child Sexual Exploitation (CSE).[4]

Neglect

May include: the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development (growth and intellect) such as failing to provide adequate food, shelter (including keeping children safe), clothing, or neglect of, or unresponsiveness to, a child's basic emotional needs.

May be recognised by: being constantly hungry; constantly tired; have a poor state of clothing; be emaciated; have untreated medical problems; be frequently late or have poor or non-attendance at school; have low self-esteem display neurotic behaviour and/or have poor social relationships, have poor personal hygiene. A neglected child may also be apathetic, fail to thrive, be left with or in the care of adults under the influence of alcohol or drug misuse, or be left home alone*.

Whilst we understand that children are resilient we will be alert to the negative cumulative effects of multiple instances of neglect. We also understand that such cumulative effects may overwhelm our children and lead to poor outcomes. Therefore we will not view single instances of neglect in isolation from any previous instances of neglect and will make a referral to children's Social Care accordingly.[5]

**Whilst there is no set age in law for a child to be legally left home alone the responsibility rests with the parents/carers to make satisfactory arrangements for the care of their children and must not leave their children unsupervised 'in a manner likely to cause unnecessary suffering or injury to health of the child'. A referral will be made to Social Care where we have concerns that the arrangements that parent/carer makes are unsafe and thus renders the children at risk of significant harm; this may also include independent travel arrangement and collection / escorting arrangements by others, including siblings that the school considers unsafe.*

Child on Child Abuse

We often consider that most abuse is perpetrated by adults on children and we have a legal duty to uphold a child's fundamental right to be protected from harm, however we must also be aware that children can and do abuse other children in the ways outlined in this policy and the child's right to be protected from harm equally apply in such cases, even in situations where the child may be unaware that they are being abused. To this end we must be alert to this possibility and respond as we would if the abuser was an adult; following the procedures laid down in at Chapter 16 of the London Child Protection Procedures.

It must be remembered that staff responding to such instances should be alert to the risk the child poses to other children in addition to the risk to the victim(s). It must also be remembered that children who harm others are likely to have considerable needs themselves and may have witnessed violence in the family or have been exposed to

physical or sexual harm themselves, or may have committed other offences. |

[6]

Bullying

Bullying is a specific form of abuse which may be prevalent in schools, however less so with nursery aged children. It is defined as deliberately hurtful behaviour, usually repeated over a period of time where it is difficult for the victims to defend themselves: this may also be seen as child on child abuse as noted above[7]. The extent of bullying can include emotional and/or physical harm to such a degree that it constitutes significant harm as set out in the definitions above, due to the extent to which it affects the health or development of the child subject to the bullying behaviour.

Child Sexual Exploitation

We recognise that the sexual exploitation of children is a particular form of child sexual abuse and involves exploitative contexts and relationships where the child receives 'something' such as food, accommodation, drugs, alcohol, cigarettes, affection, gifts or money etc. as a result of performing, and/or others performing on them, sexual acts or activities.

We also recognise that Child Sexual Exploitation can occur through use of technology without the child's immediate recognition, for example the persuasion to post sexual images on the Internet/mobile phones without immediate payment or gain. In all cases those exploiting the child have power over them by virtue of their age, gender, intellect, physical strength and/or economic or other resources. Violence, coercion and intimidation are common, involvement in exploitative relationships being characterised in the main by the child or young people's limited availability of choice resulting from their social/economic and/or emotional vulnerability.

Criminality and associations with local gangs can increase the risks of young people being sexually exploited.

We are aware that in many cases the child may not understand or even believe that they are part of an sexually exploitative arrangement and to that end may encourage other peers to become sexually exploited, knowingly or otherwise.

We will attend and cascade as appropriate relevant training on CSE so that we understand CSE as a staff group and will use the CSE Risk Matrix when assessing whether a child is at risk of CSE.

The following member of staff has lead responsibility for CSE; [8]Headteacher - Rachel Hedley

Domestic violence

We recognise that domestic violence (DV) usually impacts on all aspect of a child's life only varying according to the child's resilience or otherwise to his or her particular circumstances. We also recognise that even where the child is not the direct target of the DV the harm caused to the child/ren can be significant through emotional and physical abuse and often neglect as the victim's capacity to parent effectively and protect their child/ren is diminished through a preoccupation with their own survival at the expense of an awareness of the effect that the abusive relationship is having on their child/ren.

We will be alert to the possibility of DV and allow an opportunity for the abused partner, whether male or female to disclose. We will treat that disclosure sensitively and refer the matter so Social Care where there is a child or children at risk of significant harm and or neglect or signpost the abused person to the appropriate protective/supportive services[9].

We also recognise that other practices are defined as DV, such as Honour Based Violence,

Forced Marriage and Female Genital Mutilation. The definition of DV, revised in 2013, also includes, any pattern of controlling or coercive or threatening behaviour, (psychological, physical, sexual, financial or emotional) between those aged 16 or over who are or who have been intimate partners or family members regardless of gender or sexuality.

Female Genital Mutilation

It is accepted that some girls at Maytree may be at risk of being subject to Female Genital Mutilation (FGM). FGM is defined by the World Health Organisation as: all procedures, but not therapeutic or essential surgical operations, which involve partial or total removal of the external female genitalia or injury to female genital organs for non-therapeutic reasons. FGM is considered as a cultural norm by some communities and some also consider FGM necessary for religious reasons.

We will always challenge such abusive cultural norms as the welfare and safety of the child is always paramount, equally we also recognise that FGM is not endorsed as a religious practice.

In any event it is illegal in the UK to subject any child to FGM. It is also illegal [10] to take a child abroad to undergo FGM. This applies equally to one of our children who is a UK national or is habitually resident in the UK. [11] We will follow the procedures for dealing with cases of FGM as set out in the London Child Protection Procedures, the Serious Crime Act 2015 and any procedures on tackling FGM as set out by the Lambeth Children's Safeguarding Board. We will always seek advice before making a referral to Children's Social Care, however in cases where the removal of a child from this country for FGM is imminent we will contact the Police directly. [12]

From a Child Protection perspective a child for whom FGM is planned is at risk of significant harm through physical and emotional abuse, it may also be considered as sexual abuse.

Typical identifiers/triggers are:

- Family comes from a community known to practice FGM
- Family / child talks about a long holiday
- Family / child may be asked to be excused PE / swimming on return
- Family / child may confide that she is going to a 'special ceremony' when on holiday
- Female child is known to have a mother that has been subject to FGM
- Female child is known to have a sister that has already undergone FGM
- Family are socially isolated or less well integrated into UK society
- Family withdraws female child from PSHE / SRE – to keep child less informed about their body

We will identify and monitor any child who may be at risk of FGM.

Equally the child may be aware of what is going to happen and make disclosure or seek help.

If any member of staff receives a disclosure or is aware that a FGM is about to happen this must be disclosed to the Designated Senior Lead Person for Child Protection without delay so that the appropriate referrals may be made and/or protective measures may be put in place, especially as the child/ren may be taken out of the country.

Where a child has disclosed that they have undergone FGM we will notify the Police immediately as per our duty under s74 of the Serious Crime Act.

When discussing FGM with the family we will NOT use other family members, friends, neighbours or persons of respect or high standing within that community as an interpreter.[13]

Extremism and Radicalisation

Please refer to our Extremism and Radicalisation Safeguarding Policy for the full procedural framework on our safeguarding duties in protecting our pupils from extremism and radicalisation. [14]

We will carry out a self-evaluation and risk assessment of our school, as per statutory guidance, to assess the potential risk of radicalisation to our children and staff. We recognise that we may become aware of information about a child's family that may place a child at risk of harm or a child may say something that gives us concern that they are being exposed to extremist views or practices at home or in their community.

Therefore all staff including visiting staff, volunteers, contractors, and students on placement and other visitors are required to report instances where they believe a child may be at risk of harm or neglect to the Designated Safeguarding Lead/Headteacher, including any harm believed to be through extremism or radicalisation.

5 PROCEDURES FOR RECORDING AND REPORTING CONCERNS ABOUT A CHILD'S WELFARE

5.1 At the time of disclosure

Situations where a child or parent/carer discloses important information may include

- a child/parent/carer openly talking about an incident
- a child/parent/carer responding to an adult asking about a mark, bruise or well-being

Your role

- do not promise confidentiality
- listen, and do not interrupt, if the child/parent/carer is recalling significant events
- keep calm and be patient
- ask questions to clarify what the child/parent/carer is saying
 - questions should be framed in an open manner and not lead the child/parent/carer in any way
 - see Appendix 1 CHILD PROTECTION TRAINING: TALKING TO CHILDREN ABOUT CHILD PROTECTION ISSUES – GUIDANCE FOR SCHOOL/EDUCATION STAFF
- do not be intimidated or afraid of talking to a child/parent/carer about child protection issues - this may mean the difference in their lives that they are looking for
- reassure the child/parent/carer that they have done the right thing by telling you
- tell them what you are going to do next
- make a note of the conversation as soon as is reasonably practical (but within 1 hour)

RECORD - name of child/parent/carer
your name
date and time
place of discussion
other people present
what the child/parent/carer actually said as far as possible
the facts you need to report

REPORT -to the Designated Safeguarding Lead
do not hesitate when reporting. You must interrupt the member of staff immediately, no matter what the circumstances and clearly state you need to report a safeguarding issue. Remember you may not know all the information about this child/family and your information could make a very significant difference to a child's life.

You will receive information from the Designated Safeguarding Lead about the action they will take/have taken. **If you are not satisfied with the outcome and you still have concerns regarding the child's welfare you are responsible for contacting Lambeth Social Care or Local Authority Lead Officer for Education Safeguarding for Schools (LADO). (See Key Contacts - Child Protection poster in Headteachers' Office)**

If the Designated Safeguarding Lead is the alleged abuser contact Local Authority Lead Officer for Education Safeguarding. (See Key Contacts - Child Protection poster in Headteachers' Office)

5.2 Role of Designated Safeguarding Lead in response to a member of staff's/volunteer's/contractor/student/user's concern

- Listen to their concern
- Complete the 'Concerns form and HISTORY'. Blank paper copies are stored in the Child Protection File in the Headteacher's office. Electronic copies can be found in the Shared Drive/Safeguarding and Child Protection/Forms and in the Children's Confidential Files folder. See example in Appendix 2. Add any subsequent information to this form in chronological order, clearly dated and initialled. This information must be kept regardless of whether a referral is made or not. Open a 'brown envelope' and electronic file and store in line with the Protocol re. information storage in Children's Confidential Information Files - see Appendix 3.
- Access all key information about the child and family. Information about who has access to information and where it is stored is detailed in Appendix 4.
- **Alert another member of the school or children's centre Senior Leadership Team immediately to share the information and agree action to take (clearly informing them that you need to discuss a Child Protection issue with them immediately). Decide whether there is a need to inform Social Care immediately and act.** Discuss the matter with others where appropriate (staff, parents/carers, outside agencies). (See Section 8 CONFIDENTIALITY AND INFORMATION SHARING.)
- Make a decision whether to continue to monitor the situation or make a referral to Social Care or seek further advice. See Appendix 5 for the Social Care Thresholds Chart Nov 2015. See Appendix 6 for the London Safeguarding Children's Board Good Practice Checklist. Record the reason for your decision to refer or not to refer.

WHERE THERE IS CLEAR EVIDENCE OF ABUSE OR CONCERN FOR A CHILD'S IMMEDIATE SAFETY (eg. If a child has indicated they have been hit by an adult and there is a mark or a bruise)

OR

WHERE THERE ARE CONCERNS THAT A CHILD MAY BE IN NEED,

INCLUDING CONCERNS ABOUT SIGNIFICANT HARM

OR

DOMESTIC VIOLENCE - where a child has witnessed domestic violence or is in need, suffered significant harm or risk of suffering significant harm due to DV, see Appendix 7 Barnardo's domestic violence risk identification matrix

OR

DOMESTIC VIOLENCE - where there is a child under 12 months old or an unborn child (even if the child was **not** present) any single incident of domestic violence **must** trigger a referral to Social Care.

SUSPICIOUS INJURY REQUIRING URGENT MEDICAL TREATMENT - In circumstances where a child has a suspicious injury that requires urgent medical attention, the CP referral process should not delay, the administration of first aid or emergency assistance. If a child is thought to be at immediate risk (because of parental violence or intoxication, for example) urgent police intervention should be requested.

CHILD SUBJECT TO A CHILD PROTECTION PLAN – Particular vigilance will be exercised in respect of children who are subject to a Child Protection Plan and any incidents or concern involving these children will be reported immediately to Social Care and confirmed in writing. Particular vigilance will be exercised in respect of children who are known to be subject to a Child Protection Plan and any incidents or concerns involving these children will be reported immediately to Lambeth Children's Social Care (and confirmed in writing). This will also be the case for other children who may be considered vulnerable such as disabled children, SEN children or Children Looked After for example. In all cases of injury to a child consideration will always be given as to whether an urgent paediatric medical assessment is required to document injuries or to protect any forensic evidence.

Where it is suspected that a child may be at further risk of significant harm if the parent is spoken to, nothing will be said to the child's parent/carer without first discussing the matter with Lambeth Children's Social Care R&A Duty Intake Team.

All staff must understand that there are no circumstances under which a member of staff may promise a child that they will keep any disclosure a secret or confidential – they must always pass this information on in the best interest of the child.

See also Section 10 CHILDREN WITH SPECIAL EDUCATIONAL NEEDS / DISABILITIES / CHILDREN LOOKED AFTER

YOU MUST ACT AND CONTACT SOCIAL CARE IMMEDIATELY, IF A CRIME HAS BEEN COMMITTED CONTACT THE POLICE

- make the referral or take advice by telephoning Lambeth Children's Social Care Duty Intake Team / Multi Agency Service Hub (MASH)[15] or the Police (See Key Contacts - Child Protection poster in Headteachers'

Office).

- Inform the member of staff initially involved and the child's key person of your action.
 - Referrals will be shared with the family and should be made with their knowledge and agreement unless this would jeopardise the child's safety. However, if a child makes a clear disclosure do not contact the parents until advice has been sought about whether to do so from Social Care or the Police.
 - A referral made by telephone should be followed up by a written referral - our Concerns form and HISTORY document is accepted, within 24 hours which should be faxed.
 - All referrals should be followed up in writing in 48 hours to find out what action has been taken if Social Care have not been in contact.
- If you do not feel that a referral is required advice can be sought from Lambeth Social Care about any worries/concerns have about a child's welfare. You may consider contacting the Lambeth Senior Safeguarding Children's Manager/LADO or the children's centre link Senior Social Worker for advice but if you do not discuss the concern within 2 hours (or less if the child's session is nearing the end) **DO NOT DELAY IN CONTACTING SOCIAL CARE FOR ADVICE.** (See Key Contacts - Child Protection poster in Headteachers' Office)
 - Child protection information is stored in individual envelopes in a secure cabinet in the headteacher's office at Maytree - the Headteacher, Deputy, Children's Centre Strategic Partnership Manager and Outreach Workers have keys. At TWL paper copies are stored in the main office at TWL, the Partnership Manager, Outreach Worker and Admin Officer have keys.

5.3 Information received about a child from a concerned adult

If any concerned adult contacts a member of staff with information regarding possible abuse of a child they should inform the Designated Safeguarding Lead or contact Lambeth Social Care. (See Key Contacts - Child Protection poster in Headteachers' Office) The member of staff should ask the concerned adult their name and contact details and explain that we will have to inform Lambeth Social Care to pass on information received. The Designated Safeguarding Lead will contact the duty social worker and make clear that the information is from a third party, naming the informant when possible.

6 PROCEDURES TO FOLLOW WHERE A PRIVATE FOSTERING ARRANGEMENT HAS BEEN MADE

The definition of Private Fostering is where a child up to the age of 16 years of age (18 years if the child is disabled) is looked after full-time for more than 27 days, by someone who is not a close relative, a close relative is legally defined as a:

- parent or step-parent (or someone who holds parental responsibility)
- grandparent
- aunt or uncle (whether related to the child by blood or through marriage)
- sibling (including half-siblings and step-siblings)
- anyone who holds a court order in relation to the child (for example, a residence order)

If the person caring for the child is their great grandparent, cousin, godparent, neighbour, family friend, great aunt/uncle or someone previously unknown to the child, they are **not** considered a close relative.

Private Fostering is governed by The Children Act 1989 and by The Children (Private Arrangements for Fostering) Regulations 2005. Standards of care for Private Fostering arrangements are set out in the National Minimum Standards for Private Fostering (2005), and further guidance can be found in the Replacement Children Act 1989 Guidance on Private Fostering (2005).

It is clear from the demographic profile of Lambeth that there are many more Private Fostering arrangements in the community than are reported to the Local Authority.

Children who are privately fostered are potentially extremely vulnerable and it is important that schools and children's centres play their part in identifying all Private Fostering arrangements.

If a school/children's centre becomes aware of such an arrangement, we must

- inform the carer that they - the carer - have a duty in law to inform Social Care about the arrangement. Social Care will then need to satisfy themselves that the arrangements are safe.
- inform Social Care as the carer may not be prepared to do so.

7 PROCEDURES FOR MANAGING ALLEGATIONS AGAINST STAFF

It is a legal requirement to inform Lambeth LA and Ofsted immediately. The Disclosure and Barring Service and the National College for Teaching and Leadership may also need to be informed.

NB We recognise the difference between an allegation and a complaint and understand that allegations procedures always supersede the school's complaint procedure.

Parents will also be advised of their independent right to make a formal complaint to the Police.

Where advice is needed or any allegation is made (including incidents that may have happened in a person's private life) against a member of staff, supply staff, outside professionals delivering at the children's centres, contractor, volunteer or governor, the Headteacher will contact Local Authority Lead Officer for Education Safeguarding or the Head of Schools Human Resources. (See Key Contacts - Child Protection poster in Headteachers' Office) Any allegation involving the Headteacher **must only be brought to the attention of the Chair of Governors, as the 'Child Protection Governor'**[16], who will adopt this role. This is in line with the requirements set out in the Department for Education guidance on managing allegations against staff in the education sector. Any action **must** be recorded. We have a statutory duty to cooperate fully with the Local Authority and other investigating agencies in dealing with allegation matters.

Procedures followed in these circumstances are set out in Part 4 of 'Keeping Children Safe in Education'.[17]

In an emergency situation or where the allegation has resulted in an injury to a child or children that requires immediate medical attention or where forensic evidence may need to be preserved then the **emergency services and Social Care** should be contacted immediately. The Local Authority Lead Officer for Education Safeguarding will be the next point of contact. (See Key Contacts - Child Protection poster in

Headteachers' Office) The Local Authority Lead Officer for Education Safeguarding will advise the Designated Safeguarding Lead whether or not informing the parents of the child/ren involved will impede the disciplinary or investigative processes. Acting on this advice, if it is agreed that the information can be fully or partly shared, the Designated Safeguarding Lead will inform the parent/s. In some circumstances, however, the parent/s may need to be told straight away (where a child is injured and requires medical treatment).

There is a **statutory duty** to refer staff to the **Disclosure and Barring Service (DBS)** or the **Secretary of State (SoS)** where:

DBS: anyone (paid or unpaid staff) who has harmed or poses a risk of harm or has committed a prescribed offence and has been removed from Regulated Activity or would have been removed had they not resigned a referral must be made to the DBS. In such cases it may also be necessary to also make a referral to the National College of Teaching and Leadership where the matter relates to a teacher.

**Regulated Activity is work that a barred person must not do. Work is only considered to be Regulated Activity where it is carried out unsupervised at least once per week or more often, or on four or more days in a thirty day period, or overnight.*

SoS: where, on the grounds of serious misconduct but not relating to a safeguarding matter a school dismissed/ceases to use a teacher/trainee teacher, or would have dismissed them had they not resigned then a referral must be made to the Secretary of State.

In such cases the DBS will consider whether the person should be barred from working with children, which will result in that person being included on the Barred List. In a case of misconduct if the Secretary of State concludes there is a case to answer then that person may have a Prohibition Order placed upon them, again disqualifying them from teaching.

OFSTED must be informed immediately of any allegations of serious harm or abuse by any person living, working, or looking after children at the premises (whether that allegation relates to harm or abuse committed on the premises or elsewhere), or any other abuse which is alleged to have taken place on the premises, and of the action taken in respect of these allegations. **It is an offence not to comply with this statement.**

We aim to protect children from abuse and our staff from false allegations. If a child needs a change of clothes a member of staff will do this in the designated space where they can be viewed by other members of staff. Where possible children will be encouraged to undress and dress themselves. If a nappy is changed the member of staff will inform a colleague; the changing areas can be seen by other members of staff whilst offering privacy to the child. We will obtain parents/carers permission to change children when needed.

Where an allegation is made against a member of staff they should contact their union or professional association without delay. In line with the Lambeth Local Safeguarding Children's Board guidance the procedures followed are detailed in the London Child Protection Procedures. In some situations this may result in the suspension of a member of staff. Where this occurs it must be remembered that suspension is 'a neutral act'. It will be considered where: there is cause to suspect a child is at risk of significant harm; the allegation warrants investigation by the police; or, the allegation is so serious that it might

be grounds for dismissal.

Every effort should be made to maintain confidentiality and guard against unwanted publicity while an allegation is being investigated or considered. The school has a duty of confidentiality and this extends to reporting restrictions up to the point where the accused person is charged by the Police. Parents will be reminded that this duty of confidentiality applies to them also, by weight of law and not only relates to them being restricted from opening discussion the matter but this restriction also relates to any social media or printed media they may use.

The procedures will ensure that all parties involved in this very difficult situation will be supported, given appropriate guidance and treated fairly.

The booklet LSCB Allegations against staff, carers and volunteers will be given to all staff annually.

8 CONFIDENTIALITY AND INFORMATION SHARING

- Staff have a professional responsibility to share relevant information about the protection of children with outside agencies. Practitioners must:
 - openly and honestly explain what, how and why information will be shared
 - always consider a child's safety and welfare when making decisions about sharing information
 - seek consent - if not secured, this should be respected where appropriate (unless there is sufficient need to override the lack of consent)
 - seek advice where in doubt
 - ensure information is accurate, up to date, and where necessary, shared with the appropriate people and stored safely, record the reasons for the decision - whether it is to be shared or not.
 - always explain there are times when confidentiality cannot be maintained.
- Consent to share information is not needed:
 - where there is evidence that a child is suffering, or at risk of suffering, from significant harm
 - where there is reasonable cause to believe the child may be suffering, or at risk of suffering, from significant harm
 - to prevent significant harm to children or serious harm to adults.
- Child Protection records are not available to children or parents due to the confidential nature of the content.
- Where a child has a social worker and leaves one school for another the Designated Safeguarding Lead at Maytree will inform the Designated Safeguarding Lead at the receiving school of this and forward any accompanying records within five days of that new provision being confirmed. The Child Protection file will be sent separately to the child's file.
- All staff at the settings should be careful and ensure that information is only given to appropriate people and be mindful of issues relating to confidentiality and the status of the information they hold.
- Members of staff, other than the Designated Safeguarding Lead and those involved closely, should only have enough details in order to help them to act sensitively and appropriately to the child and family.

- Child Protection Records retention requirements are d.o.b. +35 years after which they should be destroyed. General pupil records retention requirements are d.o.b. +25 years.

9 SUPPORTING THE CHILD AND FAMILY WHEN SOCIAL CARE ARE INVOLVED

- We recognise that children who are abused or witness violence may find it difficult to develop a sense of self-worth and may view the world as a frightening place. They may feel helplessness, humiliation and some sense of self blame.
- Their behaviour at this difficult time may be challenging or they may be withdrawn; staff will sensitively support children in line with the Positive Behaviour policy.
- During this time the school or children's centres may be the only stable, secure and predictable element in the lives of children at risk.
- Despite this being a very difficult time for families we aim to maintain relationships with parents/carers where possible.
- We will liaise with other agencies which support the child such as Social Care, Child and Adolescent Mental Health Services, the Educational Psychology Service, Behaviour Support Services and other organisations offering family support.
- We will provide reports and [18] attend Child Protection Conferences, Reviews, Core Group Meetings and CLA Reviews as necessary. We understand our role in these forums and will make the appropriate challenges to ensure decisions are made in the best interest of the child (and their siblings) to ensure the best possible outcomes. [19] Where staff other than the Designated Safeguarding Lead attends any of the aforementioned meetings we will ensure that they are properly trained to do so and by attending such meetings they will have been given the appropriate authority to make decisions and commit resources on behalf of the school. Following such meetings we will ensure that all relevant information is co-ordinated and shared and reviewed at the Vulnerable Children Meetings.
- We will keep records and notify Social Care as soon as there is a recurrence of a concern.

10 CHILDREN WITH SPECIAL EDUCATIONAL NEEDS / DISABILITIES / CHILDREN LOOKED AFTER

We recognise that statistically children with behavioural difficulties and disabilities are most vulnerable to abuse. Staff who deal with children with communication difficulties, profound and multiple disabilities, cerebral palsy, sensory impairment and/or emotional and behaviour problems should be particularly alert to signs of abuse.

11 CHILDREN WHO LEAVE MAYTREE OR TWL WHERE THE SCHOOL IS UNKNOWN/ CHILDREN MISSING IN EDUCATION

This applies to children of school age only. Either the School Admin Officer or Senior Outreach Worker will inform LA (Anne Taplin or Admissions) to find out if child is attending a Lambeth school, the LA will also check the National Database for September Entrants but this is only available from the following January. If there is still no information about which school the child is attending we will contact the Children Missing Education Officer (Carla McDougal) and refer the child to be registered as Child Missing Education (CME). Carla is currently based at Park Campus (020 7926 9601 cmcdougal@lambeth.gov.uk).

12 SAFER RECRUITMENT PROCEDURES AND SAFEGUARDING CHECKS

Lambeth Schools Human Resources guidance and procedures will be followed that meet

the requirements of the London Child Protection Procedures, Keeping Children Safe in Education and follow guidance from the Disclosure and Barring Service (DBS). Maytree Nursery School and Children's Centre is a 'specified place' under the definition of Regulated Activity and therefore those who work in our school carries out work that is considered to be a Regulated Activity. This means that **all staff** will be subject to stringent Safer Recruitment best practice including a range of conditions such as satisfactory references and an Enhanced Disclosure and Barring Service (DBS) check to include a Children's Barred List check. If a new member of staff has satisfactory Enhanced DBS completed within a year prior to starting at Maytree that has been obtained by another Lambeth Local Authority organisation this will be accepted if their Maytree DBS has not yet been processed so that them starting work is not delayed. Volunteers will be subject to an Enhanced DBS Check but without a Barred List Check **as they will not work alone with children and be suitably supervised at all times**[20]; in line with current Government guidance.

A Single Central Record (SCR) will be kept of all vetting checks, in line with Ofsted requirements and in line with the LA Safeguarding Checklist. This will include the status of all checks and date these checks are made and by whom. We will ensure that DBS checks are renewed every three years for all staff, and will be a condition of service. This full renewal may be waived where the member of staff subscribes to the DBS Update Service and the status check is satisfactory and repeated three yearly.

We will also conduct a check of the DfE Prohibitions Order List for all **teachers** to verify they are not subject to a prohibition order or interim prohibition order or whether they have not attained qualified teacher status (QTS) or that they have had QTS status removed. Prohibition Orders relates to teacher misconduct cases which may or may not be related to safeguarding matters. Therefore the check of the DfE Prohibitions Order List is **in addition** to the check of the DBS Barred List.

Additionally we will make arrangements to ensure that we do not knowingly employ any person in our Early Years Foundation Stage (0-5 year) or our After School activities (0-8) who have been disqualified from such work under the Childcare Act 2006 as set out in the Childcare (Disqualification) Regulations 2009. Only staff within our early years teams, after school clubs and their direct line managers will be asked to make the relevant declarations.

To meet Bichard Recommendation 17 and in line with mandatory requirements from 2010 every interview panel to appoint staff will be convened with at least one trained person (NCSL accredited). Lambeth guidance is that, as a minimum, the headteacher and one other member of the recruitment panel on the governing body must have passed this training and attend a refresher course within 5 years.

Safe recruitment procedures refer to both the recruitment of all staff in the school and children's centres, governors, trustees, volunteers, staff delivering courses and contractors. Supply agencies are required to follow safe recruitment procedures and confirm in writing that DfE / DBS compliant checks have been carried out and inform us clearly of the outcome. Detailed procedures for ensuring appropriate safeguarding checks are completed for all staff and visitors are detailed in the 'Procedures for the Single Central Record' document.

All staff in Regulated Activity, including teaching and childcare/support staff, must by law be checked against the DBS's Children's Barred List **prior to their appointment** as part of the vetting process, and a separate DBS Children's List check will be made where a DBS Check has been applied for but not returned by the start date for all staff working unsupervised in regulated activity.

Detailed induction procedures are followed to ensure safeguarding legislation is complied

with and good practice followed.

To comply with requirements the school and children's centres understand that it is a criminal offence for schools to employ any person barred from undertaking regulated activity (all work in schools and children's centres).

The Single Central Record has all legally required safeguarding information relating to staff, visitors and other adults who visit the school and children's centres regularly. This is updated regularly.

Volunteers

In line with guidance on safer recruitment from the DfE and the Disclosure and Barring Service (DBS), all volunteers will be suitably supervised. Thus volunteers may be subject to an Enhanced DBS Check but without a check on the Children's Barred List, as supervised activity does not fall under the definition of Regulated Activity.

All volunteers will work under the direct management of an established staff member, who is in Regulated Activity and vetted accordingly, and all volunteers will be subject to the same code of conduct as paid employees of our school. We will provide volunteers with appropriate induction and volunteers will have clear information about the volunteering role they are to perform.

As noted above: all staff, including volunteers will be inducted which will include the provision of schools policies and procedures, this will include any temporary volunteering staff.

13 VISITORS TO THE SCHOOL, CHILDREN CENTRES AND EXTERNAL ORGANISATIONS/AGENCIES

All visitors to the school/centres will follow the 'signing in' procedures on arrival and wear a badge. Visitors including students, professionals delivering at the Children's Centre, contractors, tutors, volunteers, and those spending more than a day at the settings and who are likely to move around the premises independently will read and sign the 'Emergency/Safety Information for Visitors' sheet with a member of staff. This includes reference to the Safeguarding Children Child Protection procedures and allegations to members of staff or other adults at Maytree.

Lambeth's procedures for selecting and managing external organisations are followed. Induction procedures ensure that key safeguarding information is shared.

14 USE OF CAMERAS AND MOBILE PHONES

Parents/carers at the school sign an agreement that any photographs or filming they take on the premises will be used responsibly. Parents/carers rarely take photos or film but if they do they are monitored to ensure they only include their child in the photograph. In larger group activities e.g. the Leavers' Ceremony a text will be sent out prior to the event asking if any parent object to their child being in a film or photograph so that we can accommodate this.

Visitors are welcome to take photos in the setting but are not allowed to take photographs that include children. The member of staff responsible for the visitor will ensure that they are aware of our policy regarding this. All staff will challenge a visitor if they have concerns that this is not being adhered to.

Staff use work cameras only for record keeping purposes and will only send photographs

digitally internally. Staff will not download any images of children on home computers unless they are school laptops. Staff will not take work cameras off-site except for use on visits or outings with children. Images stored on cameras will be kept to a minimum in case they are lost off-site.

[21]

On visits and in relation to some courses, e.g. Family Learning, staff and parents/carers share mobile phone numbers to facilitate the running of the trip or course with the agreement of the parent. Staff are aware that these numbers should only be used in relation to their work for that specific purpose.

Where volunteers or staff are running other sessions in the community (not Maytree) and recruit to these at Maytree they must obtain permission to do this from a senior member of staff and ensure that parents/carers are aware that the activity is run by a different organisation. If they obtain mobile phone numbers of parents/carers it would be directly from the parents/carers and not from any Maytree data.

If at any time staff are witness to visible injuries or other signs of abuse or neglect they will not, under any circumstances, take any photographic images of this - only medical staff and the Police Child Abuse Investigation Team are permitted to take photographic evidence.

15 E-SAFETY

E-safety means limiting the risks to children when using Internet, Digital and Mobile Technologies. Our aim is that children, parents/carers and foster carers and those working with children recognise the risks and potential dangers that may arise from the use of Internet, Digital and Mobile Technologies, that they understand how to manage these risks and potential dangers and are able to recognise, challenge and respond appropriately to any e-safety concerns so that children are kept safe. See our Acceptable Use of Digital Technologies policy for further detail.

Maytree's designated e-safety champion is the Deputy Headteacher. Any concerns must be reported to her, a record will be made in the Incident Book and appropriate action taken.

16 LEGAL INDUCTION AND TRAINING REQUIREMENTS

All staff

Whole school in-service training will be organised for staff and governors at least every three years and will comply with the prevailing arrangements agreed by the LA and Lambeth's Safeguarding Children Board and will be in line with the training groups outlined in Working Together to Safeguard Children.

All staff will receive mandatory induction, as specified in Working Together Chapter 2 Section 4 p48, which will include familiarisation with our Safeguarding and Child Protection arrangements, the procedures to be followed in cases of concern as set out in this policy document and the name of our Designated Safeguarding Lead. As set out in Keeping Children Safe in Education, staff will also receive a copy of the Staff Code of Conduct.

All staff will also be issued with a copy of the 15-page summary of the Government Guidance 'Keeping Children Safe in Education'.

Designated Safeguarding Lead (DSL) for Child Protection and Deputies

The DSL and Deputies and other key staff (as identified on the first page of this policy) will

the appropriate higher level inter-agency training organised, for example by the Lambeth Safeguarding Children Board at least every two years. At least one member of staff must be on duty with this level of training whilst children are on site; during normal nursery session times, during breakfast and after-school club and during school holidays when the children's centres are open. The Headteacher will attend other Lambeth training courses as necessary.

Governor with responsibility for child protection Child Protection Governors training – refresher training every 2 years

Safer Recruitment Training NCSL

The headteacher and one other member of the recruitment panel on the governing body must have attended training and passed the test (previously NCSL now Children's Workforce Development Council (CWDC) - certificate lasts for 5 years. Those who have passed the test will undertake the ½ day refresher training offered by Lambeth Schools HR after 5 years. (See Section 12 SAFER RECRUITMENT PROCEDURES.)

Records of all training are detailed on the Training Poster which is displayed at the school and children's centres.

17 APPENDICES

- 1 Child Protection Training: Talking to children about Child Protection issues – Guidance for School Staff
- 2 Concerns form and HISTORY
- 3 Protocol re. information storage in Children's Confidential Information Files
- 4 Storage and accessing information about children/families at Maytree.
- 5 Social Care Thresholds Chart Nov 2015
- 6 London Safeguarding Children's Board Good Practice Checklist
- 7 Barnardo's domestic violence risk identification matrix