



Rupert House EYFS
Safeguarding Children and Child Protection Policy
See also Whole School Policy

Policy Statement

Our setting will work with children, parents and the community to ensure the rights and safety of children and to give them the very best start to their school life. Our safeguarding policy is based on three key commitments of the Rupert House EYFS Safeguarding Children's Policy

A Unique Child	Positive Relationships	Enabling Environments	Learning and Development
1.3 Keeping Safe	2.1 Respecting each Other 2.2 Parents as partners	3.4 Wider context	4.4 Personal, Social and Emotional Development

Legal Framework

- Protection of Children Act (1999)
- Data Protection Act (1998)
- The Children's Act (Every Child Matters 2004)
- Safeguarding Vulnerable Groups Act (2006)

Procedures

Key Commitment 1

The Rupert House EYFS is committed to building a 'culture of safety' in which children are protected from abuse and harm in all areas of its service delivery

Staff and Volunteers

- Our designated person who co-ordinates child protection issues in the Head of Lower School, Alison Shawcross
- Our designated officer who oversees this work is the Headmistress, Niki Gan, who is the School's Child Protection Officer.
- We ensure that all staff are made aware of our safeguarding policies and procedures. They are available to parents on request.
- We provide adequate and appropriate staffing resources to meet the needs of the children.
- Applicants for posts within the setting are clearly informed if the need to carry out 'enhanced disclosure' checks with the Criminal Records Bureau before posts can be confirmed.
- We abide by Ofsted requirements in respect of references and Criminal Record Bureau checks for staff and volunteers to ensure that no disqualified person or unsuitable person works at the school or has access to the children.
- We follow the requirements for safe recruitment of staff as set out in the Procedures Manual for the Oxfordshire Safeguarding Children Board. (www.oscb.org.uk)
- Staff induction includes a requirement for staff to familiarise themselves with all school policies relating to safeguarding children and child protection.
- Volunteers do not work unsupervised.
- We take security steps to ensure that we have control over who comes into school so that no unauthorised person has unsupervised access to the children.

Key Commitment 2

Rupert House EYFS is committed to responding promptly and appropriately to all incidents or concerns of abuse that may occur and to work with statutory agencies in accordance with the procedures that are set down in 'What to do if you 're worried a child is being abused' (HMG 2006)

Responding to Suspicions of Abuse

- We acknowledge that abuse of children can take different forms – physical, emotional and sexual as well as neglect.
- When children are suffering from physical, sexual or emotional abuse, or may be experiencing neglect, this may be demonstrated through the things they say (direct or indirect disclosure) or through changes in their appearance, their behaviour or their play.
- Where such evidence is apparent the child's class teacher makes a dated record of the details of the concern and discusses what to do with the Head of Lower School. The information is stored in the child's personal file in the school office.
- We refer concerns to Oxfordshire Children's Social Care department and co-operate fully in any subsequent investigation.
- We take care not to influence the outcome either through the way we speak to children or by asking questions of children.

Recording suspicions of abuse and disclosures:

- Where a child makes comments to a member of staff that gives cause for concern (disclosure), or a member of staff observes signs or signals that give cause for concern, such as significant changes in behaviour, deterioration in general well being' unexplained bruising, marks or signs of possible abuse or neglect that member of staff should:
 - Listen to the child, offer reassurance and give assurance that she will take action
 - Does not question the child
 - Make a written record that forms an objective record of the observation or disclosure that includes :
 - The date and time of the observation or disclosure
 - The exact words spoken by the child as far as possible
 - The name of the person to whom the concern was reported with date and time and the names of other persons present
 - These records are signed and dated and kept in the child's personal file which is kept securely and confidentially.

Informing Parents

- Parents are normally the first point of contact
- If a suspicion of abuse is recorded, parents are informed at the same time as the report is made except where the guidance of the Oxfordshire Safeguarding Children Board does not allow this. This will usually be the case where the parent is the likely abuser. In these cases the investigating officers will inform parents.

Liaison with other agencies

- We work within the guidelines set out in the Procedure Manual to be found at www.oscb.org.uk
- Clear instructions as to what to do if you're worried a child is being abused are found in the whole school policy on Child Protection.
- We have procedures for contacting Oxfordshire on child protection issues.
- We notify Ofsted (registration authority) and ISI, IAPS of any incident or accident and any changes in our arrangements which may affect the wellbeing of children.
- If a referral is made to the local authority social care department, we act within the area's Safeguarding Children and Child protection guidance in deciding whether we must inform the child's parents at the same time.

Allegations against Staff

- We ensure that all parents know how to complain about the behaviour or actions of staff, or volunteers, or anyone working at the school, which may include an allegation of abuse.
- We follow the guidance of the OSCB when responding to any complaint that a member of staff, or volunteer within the school, or anyone working at the school, has abused a child.
- We respond to any disclosure by children or staff that abuse by a member of staff, or volunteer, or anyone working at the school, may have taken place or is taking place, by first recording the details of any alleged incident.

- We refer any such complain immediately to the Local Authority's social care department to investigate. We also report any such alleged incident to Ofsted and what measures we have taken. We are aware that it is an offence not to do this.
- We co-operate entirely with any investigation carried out by children's social care in conjunction with the police.
- Where the school and the children's social care agree it is appropriate in the circumstances, the member of staff or the volunteer will be suspended on full pay for the duration of the investigation. This is not an indication that the alleged incident has taken place, but it to protect the staff as well as children and families throughout the process.

Disciplinary Action

- Where a member of staff or a volunteer is dismissed from the school because of misconduct relating to a child, we notify the Independent Barring Board administrators so that the name may be included on the Protection of Children and Vulnerable Adults Barred List.

Key Commitment 3

Rupert House EYFS is committed to promoting awareness of child abuse issues throughout its training and learning programmes for adults. It is committed to empowering young children through its early childhood curriculum, promoting their right to be strong, resilient and listened to.

Training

- We seek out training opportunities for all adults involved in the setting to ensure that they are able to recognise the signs and signals of possible physical abuse, emotional abuse, sexual abuse and neglect and that they are aware of the local authority guidelines for making referrals.
- All staff regularly undergo child protection training as part of the whole school inset which is organised on a rolling programme
- We ensure that all staff know the procedures for reporting and recording their concerns in the setting.

Planning

- The layout of the rooms allows for constant supervision. No child is left alone with staff or volunteers in a one to one situation without being visible to others.

Curriculum

- We introduce key elements of child protection into our programme to promote the personal, social and emotional development of all children, so that they may grow to be 'strong, resilient and listened to' and so that they develop understanding of why and how to keep safe.
- We create within the setting a culture of value and respect for the individual, having positive regard for children's heritage arising from their colour, ethnicity, languages spoken at home, cultural and social background.
- We ensure that this is carried out in a way that is developmentally appropriate for the children.

Confidentiality

- All suspicions and investigations are kept confidential and shared only with those who need to know. Any information is shared under the guidance of the OSCB.

Support to Families

- We believe in building trusting and supportive relationships with families, staff and volunteers.
- We make clear to parents our roles and responsibilities in relation to child protection, such as for the reporting of concerns, providing information, monitoring of the child and liaising at all times with the local children's social care team.
- We will continue to welcome the child and the family whilst investigations are being made in relation to any alleged abuse.
- We follow the Child Protection Plan as set by the child's social care worker in relation to the setting's designated role and tasks in supporting that child and their family, subsequent to any investigation.
- Confidential records kept on a child are shared with the child's parents or those who have parental responsibility for the child in accordance with the Confidentiality Policy and only if appropriate under the guidance of OSCB.

Useful addresses:

Oxfordshire Safeguarding Children Board – www.oscb.org.uk
Children, Young People & Families
Macclesfield House,
New Road, Oxford
OX1 1NA

Tel: 01865 810628
Training: 01865 815843

The Oxfordshire Procedures Manual is available on-line at www.oscb.org.uk
Follow the Contents link on the LH side of the screen.

This policy was adopted at a meeting of the Rupert House EYFS held on