



# Claremont

## SAFEGUARDING AND CHILD PROTECTION POLICY

**This policy informs practice in the Early Years Foundation Stage**

## **Introduction**

This policy informs practice in the Early Years Foundation Stage. It is addressed to all members of staff and volunteers at the School. Adherence to this policy is mandatory for all staff and volunteers and its use is not subject to discretion. This policy must be read in conjunction with the School's policies on "Cyber-bullying", "Photography" and "ICT Acceptable Use".

Claremont School fully recognises its child protection responsibilities.

## **Policy Statement**

Claremont is committed to safeguarding and promoting the welfare of children and believes that all pupils, regardless of age, gender including transgender and gender reassignment, pregnancy or maternity, special needs or disability, racial/cultural heritage, religious belief or sexual orientation have the right to be protected from all types of harm and abuse. This Safeguarding and Child Protection Policy forms an essential part of our approach to providing excellent pastoral care to all pupils. Key documents with which this Policy is in accordance are:

- The Education Act 2002
- Education (Independent Schools Standards) (England) Regulations 2003 (as amended)
- The Children Act 2004
- Equality Act 2010
- What to do if you are worried a Child is being Abused March 2015
- Safeguarding Children and Safer Recruitment in Education 2007
- Information Sharing: Guidance for Practitioners and Managers 2008
- Working Together to Safeguard Children March 2015
- PREVENT – Safeguarding against Radicalisation and Extremism
- PREVENT – Duty Guidance for England and Wales
- White Ribbon Campaign – East Sussex against Domestic Abuse
- The Counter Terrorism and Security Act 2015
- Keeping Children Safe in Education, September 2016
- Keeping Children Safe in Education, September 2018

The staff in the Early Years Foundation Stage recognise and act upon the legal duties set out in the above statutes, regulations and guidance, to protect its pupils (and staff) from harm, and to co-operate with other agencies in carrying out those duties and responding to abuse. This Policy is used in accordance with locally agreed inter-agency procedures, and specifically in accordance with the East Sussex Local Children Safeguarding Board. This Policy is addressed to all members of staff and volunteers at the School. Adherence to this Policy is mandatory for all staff and volunteers and its use is not subject to discretion. This Policy applies whenever staff or volunteers are working with pupils including where this is away from the School, for example visits and trips.

This Policy is available to all parents, staff and volunteers on the website. A paper copy of this Policy is also available to parents upon request to the School Office. Pupils are made aware of this Policy through the PSED curriculum and other means of sharing information appropriate to their age and understanding.

We encourage pupils to respect the fundamental British values of democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs.

### **Creating a Culture of Safeguarding**

Safeguarding and promoting the welfare of children is everyone's responsibility. Everyone who comes into contact with children and their families and carers has a role to play in safeguarding children. In order to fulfil this responsibility effectively, all professionals should make sure their approach is child-centred. This means that they should consider, at all times, what is in the best interests of the child.

In the Early Year Foundation Stage, we recognise that safeguarding covers much more than child protection and so this Policy will operate in conjunction with other related policies and procedures; "Anti-Bullying", "Behaviour", "Data Protection", "ICT Acceptable Use", "Social Media" "Cyber-bullying", "Health and Safety" and "Code of Conduct between Staff and Pupils". As well as protecting children from harm, 'safeguarding' widens the responsibility to preventing harm and promoting the well-being of children. We take these responsibilities very seriously. As well as ensuring our policies and procedures support safeguarding responsibilities, we will work with pupils, their families, the SPOA and other relevant agencies to ensure the risk of harm to children is minimised. The School is committed to working in partnership with parents and if necessary, the LADO to continuously monitor and evaluate the safeguarding culture within our setting. Having these safeguards in place not only protects and promotes the welfare of children, but also it enhances the confidence of our staff, volunteers, parents/carers and the general public.

The Early Years Foundation Stage has systems to:

- Prevent unsuitable people working with pupils.
- Identify pupils who are at risk of and/or are likely to suffer significant harm and take appropriate action with the aim of making sure they are safe.
- Promote safe practice and challenge poor or unsafe practice.
- Ensure that staff do not, through their actions, place pupils at risk of harm, or themselves at risk from an allegation of harm.

We also encourage pupils to contribute their own ideas, according to their age and understanding, about how their safety and welfare could be further improved. We will notify the SPOA of any safeguarding issues affecting a pupil, member of staff or volunteer within one working day of the issue occurring.

We will inform Ofsted 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, as soon as is reasonably practicable, but at the latest within 14 days.

## Implementation Procedures

Procedures have been implemented to assist staff and volunteers when handling child protection concerns and these are detailed in this Policy and must be followed at all times.

## Aims

Our aims are to:

- Create an environment which is safe and secure for all pupils.
- Encourage our pupils to establish excellent relationships within their families, with peers and with other adults.
- Encourage children to develop a sense of autonomy and independence.
- Work with parents to build their understanding of and commitment to the welfare of all pupils.

In order to fulfil these aims the Designated Safeguarding Leads will take the necessary steps to ensure that:

- All staff including maintenance and ancillary staff receives training in Safeguarding children on an annual basis.
- All staff are prepared to identify children who may benefit from early help. Early help means providing support as soon as a problem emerge. Staff understand that they should discuss early help requirements with the Designated Safeguarding Lead.
- We operate safe recruitment procedures, as specified by the DBS. This includes carrying out all required checks on the suitability of all staff and volunteers to work with children and young people in accordance with regulations. All staff are required to sign the disclosure by association declaration.
- Secretary of State Prohibition Orders. A person who is prohibited from teaching must not be appointed to work in our setting. A check of any prohibition should be accessed using the Employer Access Online Service TRA: this is in line with safer recruitment procedures. This applies to any Manager including Heads of Department.
- We obtain assurance that appropriate child protection checks and procedures apply to any staff employed by another organisation and working with the School's pupils on another site.
- Where we cease to use the services of any person (staff [including agency staff], peripatetic teacher, volunteer or any other person) because it is considered that the person is unsuitable to work with children, a report will be made to the Independent Safeguarding Authority promptly and in any event within 28 days.
- All staff are alert to signs of abuse and neglect (appropriate to their role) and all staff should know to whom they should report concerns or suspicions.
- All staff keep themselves updated on safeguarding issues and child protection procedures by accessing advice, guidance and training as appropriate to their role.

This Policy is compatible with and meets all applicable requirements of East Sussex Safeguarding Children Board. We ensure that we have positive links with the board to ensure compliance with any change in local protocol and access to relevant support.

Email: [enquiries@claremontschool.co.uk](mailto:enquiries@claremontschool.co.uk) | Website: [www.claremontschool.co.uk](http://www.claremontschool.co.uk)

The relevant contact details for the Single Point of Advice (SPOA) are as follows:  
01323 464222; [0-19.SPOA@eastsussex.gov.uk](mailto:0-19.SPOA@eastsussex.gov.uk).

## **Identifying Abuse**

Staff that have day-to-day contact with pupils are particularly well placed to observe outward signs of abuse such as changes in behaviour or developmental concerns. A child protection concern may come to the attention of staff or volunteers in a variety of ways, such as a pupil disclosure, third party disclosure or staff suspicion. Any suspicion, allegation or incident of abuse must be reported to a Designated Safeguarding Lead immediately. It is not the responsibility of the Early Years Foundation Stage staff to investigate suspected or alleged abuse; this is the role of the Police and the LCSB.

All staff should be aware of the early help process, and understand their role in it. This includes identifying emerging problems, liaising with a designated safeguarding lead, sharing information with other professionals to support early identification and assessment and, in some cases, acting as the lead professional in undertaking an early help assessment.

All staff should be aware that abuse, neglect and safeguarding issues are rarely standalone events that can be covered by one definition or label. In most cases multiple issues will overlap with one another.

Abuse: a form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm or failing to act to prevent harm. Children may be abused in a family, or in an institution or community setting by those known to them or, more rarely, by others (e.g. via the internet). They may be abused by an adult, or adults, or another child or children.

The following definitions in this document are drawn from Working Together to Safeguard Children. Someone may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm in the following four categories:

- Physical abuse – may involve hitting, shaking, throwing, burning or scalding, or otherwise causing physical harm to a child.
- Emotional abuse – persistent emotional ill-treatment of a child such as to cause severe and persistent adverse effects on a child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or unvalued. It may feature age or developmentally inappropriate expectations being imposed on a child, or causing children to feel frightened or in danger.
- Sexual abuse – involves forcing or enticing a child or young person to take part in sexual activities, whether or not the child is fully aware of what is happening and whether or not such an act was consensual. It may involve physical contact and/or non-contact activities, such as involving children in looking at or the production of pornographic material, watching sexual activity or encouraging children to behave in sexually inappropriate ways.
- Neglect – the persistent failure to meet a child's basic physical, emotional and/or psychological needs. It may involve a parent/carer failing to provide adequate food, shelter and clothing, failing to protect a child from physical

harm or danger, or failing to ensure access to appropriate medical care or treatment.

Abusers can be parents or carers, siblings or members of the extended family, neighbours, teachers, strangers or other pupils. In short, an abuser could be anyone.

Signs of abuse. The following may help staff be aware of possible signs of abuse but these do not necessarily mean that the child has been abused:

Physical Abuse:

- Unexplained injuries/burns
- Untreated injuries
- Bruises/abrasion around the face
- Bi-lateral injuries e.g. two bruised eyes
- Bite marks
- Bruising abrasions to lips, cheeks or outer ear

Emotional Abuse:

- Excessive overreaction to mistakes
- Continual self-deprecation
- Excessive rocking, thumb sucking or hair twisting
- Extreme compliance/aggression
- Drug, alcohol and substance misuse
- Significant peer relationship difficulties

Sexual Abuse:

- Sexual awareness inappropriate to child's age, including provocative sexual behaviour
- Self-harm
- Pregnancy
- Sexually transmitted diseases
- Sudden changes in behaviour
- Fear of undressing for gym
- Depression/withdrawal
- Drug, alcohol or substance abuse

Neglect:

- Constant hunger, tiredness and/or poor personal hygiene
- Untreated medical problems
- Destructive tendencies
- Social isolation
- Poor self-esteem and/or relationship with peers
- Excessive rocking, hair twisting or thumb sucking

Specific Safeguarding issues have been discussed in staff meetings and during safeguarding training. Staff will be trained to become aware of the need for vigilance of:

- Child Sexual Exploitation (CSE)
- Female Genital Mutilation (FGM). Teachers understand that they have a statutory duty to personally report to the police when they discover (either through disclosure by the victim or visual evidence) that FGM appears to have been carried out on a girl under 18. Those failing to report such cases will face disciplinary sanctions.

- Prevent Radicalization
- Honor-based violence (HBV)

Staff are directed towards 'Keeping Children Safe in Education, September 2019, for more information.

### **Designated Safeguarding Leads**

Claremont School has appointed Designated Safeguarding Leads and people to contact in their absence. The Designated Safeguarding Lead for the Prep School is Mrs C Ackerley (Member of the Senior Leadership Team and Lead Teacher for Safeguarding and Child Protection at the Prep School). The following staff are DSL trained:

Name
<b>Mr G Banker (Head Teacher CPS)</b>
<b>Mrs C Ackerley (Lead CPS)</b>
<b>Mrs R Potter (Head of Pre-Prep and Nursery)</b>
<b>Miss H Newton (Deputy Head of Pre-Prep and Nursery)</b>
<b>Mr M Cook (CPS)</b>
<b>Mr E. Dickie (CSS)</b>
<b>Ms R. Hurton (Lead CSS)</b>
<b>Mrs L Chan (Nursery CPS)</b>
<b>Mr J Newton (Nursery CPS)</b>
<b>Mrs C Thornely (Nursery CPS)</b>

The Designated Safeguarding Leads will:

- Be responsible for ensuring that all cases of suspected or actual child protection concerns are investigated and managed in accordance with regulations.
- Refer cases of suspected abuse or allegations to the local SPOA as appropriate and in accordance with procedures.
- Ensure that he/she is aware of the latest national and local guidance and requirements and will keep the Head, staff and volunteers informed as appropriate.
- Receive appropriate training in child protection matters and interagency working, to include both national and local bodies, at least every two years.
- Ensure that the Head, staff and volunteers have access to and understand their role as appropriate in the child protection procedures, including part-time staff, supply staff, peripatetic staff, newly appointed staff, before/after school care staff, volunteers, catering staff, cleaning staff, caretakers and bus drivers.
- Act as a source of advice and support within the Early Years Foundation Stage and co-ordinate action regarding referrals in relation to both children and allegations against staff.

## **Child Protection Procedures**

### **Responding to Disclosures of Abuse**

If staff members have any concerns about a child (as opposed to a child being in immediate danger), they will need to decide what action to take. Where possible, there should be a conversation with the designated safeguarding lead to agree a course of action, although any staff member can make a referral to children's social care.

If a child is in immediate danger or is at risk of harm, a referral should be made to children's social care and/or the police immediately. Anyone can make a referral. Where referrals are not made by the designated safeguarding lead, a DSL should be informed as soon as possible that a referral has been made.

If early help is appropriate a designated safeguarding lead should support the staff member in liaising with other agencies and setting up an inter-agency assessment as appropriate.

If early help, and/or other support is appropriate, the case should be kept under constant review and consideration given to a referral to children's social care if the child's situation doesn't appear to be improving.

Children are more likely to be abused by someone they know and trust than by a stranger. Staff and volunteers should make themselves available to listen and demonstrate to the pupil that what they are saying is being taken seriously and without criticism. They should respond in a supportive, calm manner and avoid asking detailed questions. The role of the staff or volunteer is to listen, record and report; not to investigate. A Designated Safeguarding Lead will liaise with local agencies in relation to handling any such cases which arise.

### **Immediate Response**

If a disclosure is made, the member of staff or volunteer should:

- Allow the pace of the conversation to be dictated by the pupil.
- Ask neutral questions which encourage the pupil to talk such as "Can you tell me what happened?"
- Accept what the pupil says and do not ask for further detail.
- Acknowledge how hard it was for them to tell you.
- Note carefully any clearly visible signs of possible injury or neglect.
- Reassure the pupil that they have done the right thing, explain whom you will have to tell (a Designated Safeguarding Lead) and why.
- Not burden the pupil with guilt asking such questions as, "Why didn't you tell me before?"
- Not interrogate or pressure the pupil to provide information.
- Not ask any potentially leading questions such as those with the words, how, what, when, where and why.
- Not undress the child or examine unclothed parts of the child's body in an attempt to determine the nature of any such injuries/neglect.
- Not criticise the perpetrator, this may be someone they love.
- Not promise confidentiality.
- Not make promises they cannot keep such as "I'll stay with you all the time" or "it will be alright now"

If a pupil confides in a member of staff or a volunteer and requests that information must remain secret, staff or volunteers must not make promises they cannot keep regarding confidentiality. Staff must tell the pupil sensitively that they have a responsibility to tell a Designated Safeguarding Lead so that the child can be helped to stay safe and feel better. In every case the staff or volunteer should consider whether the pupil is able to provide consent for the information to be shared. The pupil should be reassured that the information will only be shared with people who need to know.

We recognise that a child who is abused may blame themselves and find it difficult to develop and maintain a sense of worth. We recognise that the school may provide the only stability in the lives of children who have been abused or who are at a risk of harm. We will provide continuing support to a pupil who has disclosed abuse, through promoting a safe environment within the school and encouraging self-esteem and self-assertiveness through the curriculum and through relationships. In doing so, the schools will act in accordance with guidance from the relevant authorities to ensure that, for example, legal proceedings are not compromised.

### Recording Information

All safeguarding concerns are reported through the My Concern online software that all staff have access to. When reporting, take the following into consideration:

- It can be useful to make brief notes at the time or immediately after a disclosure, which record the date, time, place and context of the disclosure or concern, and what has actually been said, not assumption or interpretation. Notes must be signed and dated.
- Clearly distinguish between fact, observation, assumption or opinion.
- Record all injuries/bruises that have been observed on a body map.
- Note the verbal and non-verbal behaviour and the key words in the language used by the pupil (do not translate into “proper terms”).
- Appreciate that their records may be used in criminal proceedings or disciplinary investigations.

### Reporting to a Designated Safeguarding Lead

Any concerns about pupils must be discussed with a Designated Safeguarding Lead as soon as possible and at latest by the end of the day through My Concern. Where the disclosure relates to actual abuse or the suspicion of abuse, a Designated Safeguarding Lead will report the disclosure to the LCSB within 24 hours.

### **Allegations against Staff**

Where a child protection related allegation or cause for concern is made against any member of staff or volunteer, the matter should be reported immediately to a Designated Safeguarding Lead. Where a child protection related allegation or cause for concern is made against the Designated Safeguarding Lead, the matter should be reported immediately to the Principal. Refer to guidance here:

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/737606/Keeping\\_children\\_safe\\_in\\_education\\_part\\_1\\_Sept\\_2018.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/737606/Keeping_children_safe_in_education_part_1_Sept_2018.pdf)  
'Keep Children Safe in Education' September 2019.

Where a child protection related allegation or cause for concern is made against a member of staff the LADO should be asked to intervene.

A decision whether or not to suspend a member of staff or volunteer will be taken by the Local Authority following referral. Suspension is not an automatic response and the decision will be taken according to the circumstances of each particular case. In considering the available options, including redeployment of the member of staff or volunteer, the Head teacher will ensure that their primary concerns are the safety and wellbeing of the pupils, together with the need for a full and fair investigation.

Where we cease to use the services of any person (staff member, [including agency staff], peripatetic teacher, volunteer or any other person) because it is considered that the person is unsuitable to work with children, a report will be made to the Independent Safeguarding Authority (ISA) promptly and in any event within 28 days.

Allegations of abuse by one or more pupils against another pupil (Peer on peer)

Any member of the community may become aware of a pupil in distress, or suspicious that a pupil may have been maltreated by one or more pupils. All forms of peer abuse will not be tolerated.

### **Roles and Responsibilities**

In summary every member of staff and every volunteer who assists should:

- Protect pupils from abuse.
- Be aware of the School's child protection procedures.
- Know how to access and implement those procedures.
- Follow those procedures at all times.
- Know the identity of the School's Designated Safeguarding Lead's and to whom one should speak to.
- Report all safeguarding concerns to a Designated Safeguarding Lead
- Keep a record of any significant safeguarding concern, conversation or incident.
- Undertake appropriate training including refresher training every three years.
- Designated Safeguarding Leads should undertake refresher training every two years.

### **Appropriate conduct with pupils**

Staff must be aware of appropriate conduct with pupils in order to avoid allegations and misunderstandings. See *Code of Conduct between Staff and Pupils* for comprehensive policy.

In summary all staff should be conscious of the following:

- If you must transport a pupil in your car, ensure that you are not alone and that you have informed relevant senior staff.
- Do not give pupils personal contact details, e.g.: mobile telephone numbers, home addresses or e-mails.
- Do not exchange personal or private information/opinions with pupils.

- Do not take pictures of pupils or staff on personal phones. Please note that in the EYFS, it does not permit the use of personal mobile phones or cameras by staff where children are present.
- If you have concerns regarding an incident or pupil behaviour in the light of these guidelines, please discuss these with a DSL.

## **Social Media**

Social Media should be understood by staff as an area with significant safeguarding concerns. See *Social Media* for the comprehensive policy.

## **Referring Pupils to the SPOA**

The decision to make a referral which could activate a child protection investigation, and the issue of gaining parental consent, are serious matters and require careful judgement. These decisions must only be taken by a Designated Safeguarding Lead, who will liaise with the Headteacher and the Head of Pre-Prep and Nursery or the Deputy Head of Pre-Prep and Nursery in her absence. Following this, consultation may be made with the LCSB. Subject to the above, the consent of parents should be obtained before making a formal referral, unless to do so could place the child at risk of significant harm. At all times, the profound effect on the family, of a referral which proves to be unsubstantiated after Social Services investigation, must be considered.

Where the disclosure relates to actual abuse or the suspicion of abuse, a Designated Safeguarding Lead will report the disclosure to the SPOA within 24 hours. In the event of the School making a referral to the SPOA, they should agree with the recipient of the referral what exactly the child and parents will be told, by whom and when. The Designated Safeguarding Lead should ask to be kept informed of the timing of the strategy discussion between the SPOA and the police, which will decide whether and how to investigate. The Designated Safeguarding Lead should be prepared to contribute to the strategy discussion. It is not the job of the DSL to investigate.

## **Whistle Blowing**

We recognise that children cannot be expected to raise concerns in an environment where staff fail to do so. Where staff or volunteers reasonably believe that safeguarding concerns exist, or where they have concerns regarding the management of safeguarding issues, it is their duty to raise concerns. The member of staff or volunteer should bring their concerns to the attention of the Designated Safeguarding Lead. Serious concerns should be reported to the LADO, Amanda Glover.

Where a staff member feels unable to raise an issue with their employer, or feels that their genuine concerns are not being addressed, other whistleblowing channels may be open to them. The NSPCC whistleblowing helpline is available for staff who do not feel able to raise concerns regarding child protection failures internally. Staff can call 0800 028 0285 – line is available from 8.00am to 8.00pm, Monday to Friday and email: [help@nspcc.org.uk](mailto:help@nspcc.org.uk).

## **Monitoring and Review**

The working of this Policy will be monitored by the Designated Safeguarding Leads in the Preparatory School and they will report as required to the Principal. This Policy will also be reviewed by the Designated Safeguarding Leads as necessary to reflect

changes in legislation, guidance and practice. Any deficiencies or weaknesses identified in this Policy or in any of the Early Years Foundation Stage's child protection arrangements will be remedied without delay. This Policy will be reviewed annually.

### **Equal Opportunities**

All staff and volunteers with responsibilities under this Policy must take into account the "Disability Discrimination Policy" when discharging their duties.

### **Key Contact**

Mrs C Ackerley (Designated Safeguarding Lead of Preparatory School). Email: [celia.ackerley@claremontschool.co.uk](mailto:celia.ackerley@claremontschool.co.uk)

### **Useful Telephone Numbers**

Single Point of Access (Hastings Children's Services Duty & Assessment Team SPOA): 01323 464222

LADO (Amanda Glover): 01323 466606

Childline: 0800 1111

Ofsted: 0300 123 3155 (and/or [whistleblowing@ofsted.gov.uk](mailto:whistleblowing@ofsted.gov.uk))  
NSPCC Helpline: 0800 800500

**Date:** January 2020

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