

Marmalade Schools is dedicated to keeping all children, adults and visitors as safe and secure as possible. The health, safety and welfare of all our children are of paramount importance to all the adults who work in our nurseries. Our children have the right to protection, regardless of age, gender, race, culture background or disability. They have a right to be safe in our nursery. This policy is in line with WLSCB (Wandsworth Local Safeguarding Children Boards) local guidance and procedures. Safeguarding concerns are lodged with Wandsworth Council through the Initial Point of Contact (IPOC) which then refers them to the Multi Agency Safeguarding Hub (MASH) or the Local Authority Designated Officer (LADO) as necessary.

We aim to:

- Provide a safe environment for children to learn in.
Establish what actions the nursery can take to ensure that children remain safe, at home as well as at school.
- Raise the awareness of all employees to child protection issues and to define their roles and responsibilities in reporting possible cases of abuse.
- Identify children who are suffering, or likely to suffer, significant harm.
- Ensure effective communication between all practitioners on child protection issues.

Contributory guidance/legislation

The Children's Act 1989, Children Act 2004, the Protection of Children Act 1999, Safeguarding Vulnerable Groups Act 2006, Working Together to Safeguard Children 2010 and 2015, Early Years Foundation Stage 2012 and 2014 and 2017. The Counter Terrorism and Security Act 2015, The Serious Crime Act 2015 (with particular ref to FGM), What do you do if you are worried a child is being abused 2015, The London Child Protection Procedures 2016 (updated every October), Local Safeguarding Children Board Procedures, KSIE 2016 and any other organisational procedures.

Definitions

Safeguarding - 'keeping children safe'

Protecting children from maltreatment

- Prevent impairment of children's health or development.
- Ensure children are growing up in circumstances consistent with the provision of safe and effective care.
- Undertake that role so to enable those children to have optimum life chances and to enter adulthood successfully.

Child protection is part of safeguarding and promoting welfare. It refers to the activity that is undertaken to protect specific children who are suffering, or at risk of suffering, significant harm (Working Together to Safeguard Children, Chapter 1, p35)

Marmalade Schools recognise their-duty to work with other agencies in protecting children from harm and responding to abuse. To this end MS will work with others by eg managing referrals, training, and raising awareness. The Principal acts as the safeguarding lead for all Marmalade Schools. Each setting has two on-site child safeguarding officers this allows consistency of support and maintains a continuous safeguarding presence at all times.

Responsibilities of safeguarding lead:

- Monitor current good practice for child protection and any changes within child protection and relevant legislation.
- Monitor application of child protection training for all practitioners.
- Support and monitor each setting's child protection officer, (DSO) across Marmalade Schools.

- Complete the Early Help Assessment form as appropriate.
- Support staff/adults/parent/carers where appropriate.
- Co-ordinate liaising with parent/carers where appropriate.
- Taking the lead role when reviewing an incident or whole/individual staff practice.
- Liaising with Ofsted where appropriate.
- Ensure that sufficient resources are made available to enable the necessary tasks to be carried out properly under inter-agency procedures.
- Ensure that all paperwork is stored in accordance with the Data Protection Act.

Safeguarding lead: Rosalind Hyslop

Named Designated Safeguarding officers (DSOs):

Marmalade Caterpillar: Lorraine Elliott and Darren Walker

Marmalade Cat: Kyla Brawley Seale and Sally Angus

Marmalade Bear: Suki Noble and Christine Martins

Marmalade Owl: Linda Streatfield and Kate Sabey

Responsibilities of Designated Safeguarding Officers:

- Support all persons who work within the setting to understand and implement the child protection policy and procedures.
- Attend any relevant training to update their own knowledge and practice as required. Annual training is required for DSOs.
- Contact the child protection team (MASH via IPOC) and or other agencies either for advice or to refer a child where appropriate.
- Ensure that all records about an individual child are only shared with the appropriate responsible staff member/s.
- Ensure that the appropriate records/paper work are completed correctly and within the relevant time span.
- Support staff/adults/parent/carers where appropriate.
- Inform Ofsted where appropriate.
- Inform LADO if appropriate (as of Autumn 2017, the current Wandsworth Borough Council LADO is Oomar Mulbocus).
- Liaise with parent/carers where appropriate.
- Set up an allegation folder in each school with relevant information and numbers.
- At home visit ensure key workers ask parents if any agencies/portage/social worker are involved with their child
- Ask any previous nursery if they have any safeguarding concerns about a child joining Marmalade Schools.

Training

- The safeguarding lead and designated safeguarding officers attend designated child protection training on a regular annual cycle.
- All new practitioners are given basic safety instructions and guidelines during induction and are booked on a Wandsworth Council safeguarding course in their first term of their employment.
- Weekly team meetings incorporate safeguarding support/training to enable practitioners to identify signs of possible abuse and neglect at the earliest opportunity, and to respond in a timely and appropriate way.
- Termly safeguarding review with all practitioners, this is often completed in a quiz format.
- Staff are also made aware of Honour based violence, Forced marriage and Child Sexual Exploitation and the effects of Domestic Violence.
- WRAP training for all staff.
- Complete the Wandsworth Safeguarding Audit.

Female Genital Mutilation (FGM)

- FGM is a Human Rights violation and is illegal in the UK.
- FGM is a cultural practice which commonly takes place in at least 28 African countries and some countries in the Middle-East and Asia. There has also been a worrying increase of the practice taking place within migrant communities in other parts of the world, including the UK. It is estimated that 20,000 girls are at risk of FGM in the UK
- All staff are aware of their duty to identify possible indicators of FGM including physical signs and possible absence from the country.
- If we suspect a girl has undergone, or is at risk of FGM, an immediate referral to Social Services - MASH via IPOC/the police would be initiated.

Breast ironing

- Breast ironing is a form of physical abuse that has been condemned by the United Nations and identified as Gender-based Violence. It is practiced in some African countries (notably Cameroon) in which the breasts of prepubescent girls 'ironed' to stop them growing. Although, countries where breast ironing is prevalent have ratified the African Charter on Human Rights to prevent harmful traditional practices, it is not against the law.
- If we suspect a girl has undergone, or is at risk of breast ironing, an immediate referral to Social Services - MASH via IPOC/the police would be initiated.

Prevent and the promotion of British values

- In accordance with the Counter Terrorism and Security Act 2015 Marmalade Schools takes 'due regard to the need to prevent people from being drawn into terrorism' as stated in Section 26.
- In line with guidance from 'Early Years Foundation Stage 2017' and through continuing good practice we teach the core values of respect, understanding and acceptance.
- Prevent is an integrated part of our safeguarding duty and practitioners are aware harm can originate from within a child's family or as a product of outside influences.
- When Identifying children or families who may be at risk of radicalisation it is important to remember there is no single way to identify individuals who are likely to be susceptible to terrorist ideology. Practitioners should take into account their own understanding of the prevent duty alongside their knowledge of families in their care. Practitioners who have a concern regarding a child or family in our care should follow usual safeguarding procedures.
- DSOs to ensure British Values are represented in the weekly planning.
- The prevent lead/co-ordinator for Wandsworth Council is Omar Mulbocus. Simon Cornwall (Sept 2017) and Sabbir Malik (March 2016) have provided training around the subject of prevent.

Promoting and teaching British values

The Department of Education has recently reinforced the need 'to create and enforce a clear and rigorous expectation on all schools to promote the fundamental British values of democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs.'

The government set out its definition of British values in the 2011 Prevent Strategy, and these values have been reiterated by the Prime Minister this year. At Marmalade Schools these values are reinforced regularly and in the following ways:

Democracy

We have an active PTA in place where parents are encouraged to give feedback regularly. Children are given opportunities to develop an early awareness of democracy by developing their understanding of decision making through a range of daily choices included in our routines. We recognise the children's voice includes the actions children take in their play and we adjust our activities to incorporate their interests and participation in available provision.

We also encourage the children to contribute to the democratic process by exploring the voting system. We encourage the children to vote for their favourite snack and they help to choose some new school equipment every year. During a General Election we would learn about the political parties and how the voting system in operates using pictures, books and roleplay.

The Rule of Law

We consistently reinforce our high expectations of children. Children are taught the value and reasons behind our expectations (rules) that they are there to protect us, that everyone has a responsibility and that there are consequences when rules are broken.

Individual liberty

Within school, children are actively encouraged to make choices, knowing that they are in a safe and supportive environment. As a nursery we educate and provide boundaries for young children to make choices safely, through our provision of a safe enabling environment and effective teaching. Children are encouraged to know, understand and exercise their rights and personal freedoms.

Mutual Respect

Part of our school ethos and behaviour policy is based on respect. Our behaviour policy states:

'Children gain respect through interaction with caring adults who show and value their individual personalities. Positive, caring and polite behaviour will be encouraged and praised at all times in an environment where children learn to respect themselves, other people and their surroundings.'

Tolerance of those of different faiths and beliefs

We aim to enhance the children's understanding of different faiths and beliefs by exploring a range of celebrations throughout the year. The children are encouraged to embrace and value the things that make each person or group of people different. We use stories, dressing-up in clothes linked to a celebration and try a range of different foods from other cultures. Each year we encourage our families to share their special days with the nursery. This is to develop our understanding of our whole nursery community by linking with our families and sharing all of our important events and traditions.

Absence without explanation

If a child stops attending nursery (even for one day) with no explanation and parents cannot be contacted the DSOs would contact the MASH team via IPOC/Health Visitor and Susan Reid - Early Years Lead at Wandsworth plus Omar Mulbocus in case of radicalisation.

At the managers' forum in October 2015 the Wandsworth Early Years safeguarding lead was asked to clarify whether we were in an area of London where families are being radicalised. We await this information. (Information again requested on 3/2/16)

Strategies and procedures

- Practitioners who observe injuries which appear to be non-accidental, or who are told anything significant by a pupil MUST report their concerns to the designated safeguarding officer.

- Information regarding the concerns must be recorded by the member of staff on the same day on a Cause for Concern form (which has an outline of a body on it - staff must accurately record their concerns). The recording must be a clear, precise, factual account of the observations and must be dated. These completed sheets are kept securely in a locked cupboard.
- Staff will add their concerns to the appropriate log (Safeguarding/Signs of wellbeing and developmental concerns) and following discussion with the DSO an EHA form may be completed.
- Records relating to safeguarding children will be kept in a secure locked place, separate from the child's general file.
- If practitioners have significant concerns about any pupil which may indicate physical, emotional or sexual abuse or neglect they are REQUIRED to discuss them with the safeguarding officer and then if necessary the safeguarding lead will contact agencies responsible for investigation into child protection issues.

Prevent abuse by means of good practice

- Adults will never be left alone for long periods of time, with individual children or with small groups.
- Adults who have no DBS certificate or relevant childcare qualifications will never be left alone with a child.
- Children will have regular circle time and discussions on appropriate behaviour.
- Staff are regularly trained in safeguarding to the highest degree.

Record keeping and monitoring

Pupil's worries and fears will be taken seriously if they seek help from a member of staff. However, staff cannot guarantee confidentiality if concerns are such that referral must be made to the appropriate agencies in order to safeguard the child's welfare.

When a pupil has made a disclosure, the member of staff should:

- Make brief notes during and as soon as possible after the conversation on a signs of wellbeing and developmental initial concerns form.
- Not destroy the original notes in case they are needed by a court.
- Record the date, time, place and any noticeable non-verbal behaviour and the words used by the child.
- Complete the Cause for concern child Protection Record Incident Report with diagram with an outline of a body shape to indicate the position of any bruising or other injury.
- Ensure the Signs of wellbeing and developmental initial concerns log is completed.
- Record statements and observations rather than interpretations or assumptions on the incident report form.
- Nursery staff do not carry out investigations themselves, nor decide whether children have been abused - that is a matter for specialist agencies.

Dealing with a disclosure from a child, and a safeguarding case in general, is likely to be a stressful experience. The member of staff should, therefore, consider seeking support for him/herself and discuss this with the safeguarding officer.

Whistleblowing

It is important to Marmalade Schools that any fraud, misconduct or wrongdoing by employees, volunteers or visitors is reported and properly dealt with. We encourage all individuals to raise any concerns that they may have about the conduct of others in the setting or the way in which the setting is run.

- Practitioners who observe inappropriate behaviour displayed by other members of staff, or any other person working with the children (e.g. inappropriate sexual

comments; excessive one-to-one attention beyond the requirements of their usual role and responsibilities; or inappropriate sharing of images) **MUST** report their concerns to the designated safeguarding leader.

- Whistleblowing relates to all staff and volunteers who work within the setting who may, from time to time, think that they need to raise with someone in confidence certain issues relating to Marmalade Schools.

If you are concerned about malpractice within Marmalade Schools the following procedures need to be followed:

- Report any concerns to the settings Head Teacher/Principal or if all DSOs are involved the LADO.
- All staff are aware of preventing and eliminating wrongdoing within Marmalade Schools and are watchful for illegal, inappropriate or unethical conduct and report anything of that nature to the school Heads.
- Staff understand that any matter raised under this procedure will be investigated thoroughly, promptly and confidentially, and the outcome of the investigation will be reported back to you.
- Victimisation of an individual for raising a qualified disclosure will be a disciplinary offence.
- If misconduct is discovered as a result of any investigation under this procedure Marmalade Schools' disciplinary procedures will be used, in addition to any appropriate external measures.
- If a malicious, vexatious or false allegation is made then this will be considered to be a disciplinary offence and disciplinary action will be taken.
- Any instruction to cover up wrongdoing is itself a disciplinary offence. If you are told not to raise or pursue any concerns, even by a person in authority such as a Head Teacher, you should not agree to remain silent. In this event you should report the matter to Rosalind Hyslop.

In the event you feel Marmalade Schools is not addressing your concerns you could contact

- NSPCC Whistleblowing Advice Line, tel: 0800 028 0285 Email: help@nspcc.org.uk
- Ofsted Whistleblowing hotline: 0300 123 4666

Allegations against staff

1. All allegations or suspicions against staff should be taken seriously and considered in the first instance as requiring a child protection/response/enquiry.
2. All services have a duty to report to Social Services (MASH via IPOC and LADO directly to LADO and IPOC), the police, and Ofsted any allegation or suspicion of child abuse made against themselves or any staff member employee. Social Services (MASH) will inform Ofsted of any child protection referrals in respect of your staff in their personal life.
3. It is not permissible for a member of staff to conduct an enquiry about suspicion or allegation of abuse with respect to: a colleague, supervisor, supervisee or someone who has previously worked with him/her in any of these capacities, a relative or friend.
4. An allegation may require consideration from any of the following four inter-related perspectives: child protection, criminal investigation, staff disciplinary procedures, complaint procedures.
5. Employers have a dual responsibility - to safeguard the children in their care and to ensure staff are treated fairly.
6. Information about an allegation must be restricted to those who have a need to know in order to: protect children, facilitate enquiries, manage disciplinary/complaints aspects and protect any rights of the alleged perpetrator.

7. If a staff member is faced with allegations against them, they may benefit from the independent advice of a solicitor or union member.
8. If an allegation is made, this staff member should not have any contact with children or their records until the matter has been dealt with. This would normally mean a suspension, on full pay, from duties pending the outcome of the investigation.
9. Once the referral is made to Social Services (MASH), the LADO, they will convene an urgent strategy meeting. The details of the allegation should not be shared with the person under suspicion until this meeting has taken place. This meeting will consider the available information, decide whether an investigation is indicated and work out the details of who will be involved and arrangements for interviewing: the child, parent/guardian, person to whom the allegation was made, any witnesses, the accused staff member.
10. The final decision regarding the person's continued employment will be informed by the outcome of the child protection's investigation and/or criminal investigation.
11. It is not advisable to accept a person's resignation as an alternative to dismissal.
12. Even if the police decide there is not enough evidence to bring criminal charges, the employer, Rosalind Hyslop must decide whether to proceed with a disciplinary hearing on the basis of *prima facie* evidence under the disciplinary code.
13. Even when there is insufficient evidence to support a criminal investigation, Ofsted may pursue the matter under disciplinary, regulatory or complaints procedures and/or bring civil or criminal proceedings.

Employment and recruitment

Marmalade Schools will do all they can to ensure that all those working with children in our nursery are suitable people. This involves scrutinising applicants, verifying their identity and obtaining references, as well as the mandatory checks and enhanced DBS.

- Marmalade Schools ensure that people looking after children are suitable to fulfil the requirements of their roles. We have effective systems in place to ensure that practitioners and any other person who is likely to have regular contact with children are suitable.
- We ensure that all staff have sufficient understanding and use of English to ensure the wellbeing of children in our care.
- Practitioners must disclose any convictions, cautions, court orders, reprimands and warnings which may affect their suitability to work with children (whether received before or during their employment at the setting).
- Marmalade Schools do not allow people, whose suitability has not been checked, including through a criminal records check, to have unsupervised contact with children in our care.
- All information about staff qualifications and the identity checks and vetting processes that have been completed (including the DBS reference number, the date a disclosure was obtained and details of who obtained it) will be kept in the school office staff folder.
- Interview panel consists of at least two people.
- Staff are annually asked to complete a medical form and a disclosure form.
- If a member of staff is proved guilty of a safeguarding offence it is Marmalade Schools' policy to inform the DBS Barring Service.

Family Support

The nursery will take every step in its power to build up trusting and supportive relationships between families, staff and volunteers in the group. All members of Marmalade Schools adopt an open and accepting attitude towards pupils as part of our responsibility for pastoral care. We aim for parents and pupils to feel free to talk about any concerns and see the school as a safe place if there are any difficulties at home. Where abuse at home is suspected, the nursery will continue to welcome the child and family while investigations proceed.