

Walton Lane Nursery School & Rocking Horse Club

Policy:	Whole School Policy for Safeguarding and Child Protection
Reviewed:	April 2021
Next Review:	Annually or as legislation may require
Responsibility:	Designated Safeguarding Lead
Category:	Safeguarding (Childcare)

The purpose of this policy is to ensure that every child who is a registered pupil at Walton Lane Nursery School and Rocking Horse Club (***referred to for the purpose of this policy as “the school”***) is safe and protected from harm. This means we will always work to:

- Protect children and young people in our school and services;
- Prevent impairment of our children’s and young people’s health or development;
- Ensure that children and young people in our school and services grow up in circumstances; consistent with the provision of safe and effective care;
- Undertake that role so as to enable children in our school and services to have the best outcomes.

This policy will give clear direction to staff, volunteers, visitors and parents about expectations and our legal responsibility to safeguard and promote the welfare of all children within our school and services.

Our school and services fully recognises the contribution they can make to protect children from harm and to support and promote the welfare of all children who are registered pupils at our school and services.

This policy applies to all pupils, children, staff, parents, governors, volunteers and visitors.

This policy should be read in conjunction with the Walton Lane Nursery School and Rocking Horse Club Safeguarding Portfolio.

Safeguarding Statement

This school and centre is committed to safeguarding and promoting the welfare of children and young people and expects all staff, governors, parents, volunteers, students and visitors to share this commitment

KEY AREA	
Statutory Guidance	<ul style="list-style-type: none">• <i>Education Act 2002</i>: Section 175 of the Education Act 2002 requires local education authorities and the governors of maintained schools and further education (FE) colleges to make arrangements to ensure that their functions are carried out with a view to safeguarding and promoting the welfare of children.• Section 157 of the same act and the Education (Independent Schools Standards) (England) Regulations 2003 require proprietors of independent schools (including academies and city technology colleges) to have arrangements to safeguard and promote the welfare of children who are pupils at the school• <i>Working Together to Safeguard Children 2018</i> sets out

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	<p>organisational responsibilities for schools and colleges and this applies to maintained, independent, academies, free schools and alternative non-provision academies</p> <ul style="list-style-type: none"> • <i>Keeping Children Safe in Education 2018</i>: Statutory guidance for schools and colleges 2018 was issued under Section 175 of the Education Act 2002. The Education (Independent School Standards) Regulations 2014 and the Education (Non Maintained Special Schools) (England) Regulations 2011. This contains information on what schools and colleges should do and sets out the legal duties with which schools must comply. • <i>What to do if you are worried a child is being abused</i> • <i>Guidance for Safer Working Practice</i> • <i>The Children Act 1989</i> • <i>The Children Act 2004</i>
Ethos	<p>Walton Lane Nursery School and Rocking Horse Club recognises that high self-esteem, confidence, peer support and clear lines of communication with trusted adults helps all children, especially those at risk of or suffering, abuse. We therefore ensure that:</p> <ul style="list-style-type: none"> • ALL staff, volunteers, students and governors contribute to an ethos where children feel secure and safe • ALL children have opportunities to communicate and know that they are listened to. • ALL children’s wishes, feelings and views will be taken into account when decisions are being made about how to keep them safe • ALL children know that they can communicate with any adult in our school and services if they are worried or in difficulty • ALL staff, students and volunteers will contribute to providing a curriculum which will equip children with the skills they need to stay safe and be able to communicate when they do not feel safe. • ALL staff, students and volunteers will contribute to providing a curriculum which will help children develop an attitude which will enable them to enter adulthood successfully and reach their full potential. • ALL staff, volunteers and governors will establish effective, supportive and positive relationships with parents, carers, pupils and professionals.
Roles and Responsibilities	<p>Walton Lane Nursery School and Rocking Horse Club is committed to providing the relevant personnel with clear and explicit roles and responsibilities to ensure accountability when safeguarding children. We therefore ensure that:</p> <p>ALL adults, including students and volunteers, working in or on behalf of the school and services will:</p> <ul style="list-style-type: none"> • Demonstrate an understanding that safeguarding is everyone’s responsibility

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	<ul style="list-style-type: none"> • Maintain and demonstrate a mind set of “it could happen here” • Do all they can within the capacity of their role, to ensure that children are protected from harm • Do all they can, within the capacity of their role, to ensure that children grow up in circumstances consistent with safe and effective care • Do call they can, within the capacity of their role, to ensure that children have the best outcomes • Report cases of suspected abuse to the DSL. This will be done as soon as possible using the school and services agreed format • Report lower level concerns to the DSL using the school and services agreed format • Monitor all pupils, particularly those that are deemed vulnerable • Report any concerns regarding adult’s conduct to the DSL, Head Teacher or Deputy Head of Centre <p>The Governing Body will:</p> <ul style="list-style-type: none"> • Ensure that the policies, procedures and training at the school are effective and comply with the law at all times • Ensure that safeguarding policies and procedures are followed by all staff • Put into place safeguarding responses in cases where children go missing from education • Appoint a DSL and back ups and ensure that they are provided with appropriate support, funding, resources and time to carry out their role • Ensure the school and services contribute to inter-agency working in line with statutory guidance <i>Working Together to Safeguard Children 2018</i> • Ensure that safeguarding procedures take into account local guidance including <i>Risk Management Toolkit</i> and <i>Lancashire Continuum of Need and Thresholds Guidance</i>. • Ensure that staff members undergo safeguarding training at induction • Ensure that DSL’s and all staff, students, volunteers and governors are trained and updated regarding safeguarding regularly in compliance with <i>Keeping Children Safe in Education 2018</i> • Ensure that children are safe online by ensuring that appropriate filters and monitoring systems are in place • Ensure that children are taught about safeguarding • Prevent people who pose a risk of harm from working with children • Ensure there are procedures in place to handle allegations against teachers, head teachers, principals, volunteers, students and other staff • Ensure staff in school are aware of, and policies reflect, an understanding of specific issues such as peer on peer abuse and safeguarding children with disabilities and special educational needs
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	<ul style="list-style-type: none"> • Ensure that all practice and procedures operate with the best interests of the child at their heart • Appoint a designated teacher to promote the education of Children Looked After (CLA) • Ensure that all staff are aware of safeguarding issues and vulnerabilities associated with CLA <p>The DSL's will:</p> <ul style="list-style-type: none"> • Take lead responsibility for safeguarding and child protection • Manage referrals to Children's Social Care, Police and other agencies • Work with others in order to improve outcomes for children • Attend DSL training every two years • Undertake Prevent awareness training • Update their skills and knowledge on a regular basis, but at least annually • Raise awareness of safeguarding throughout school • Ensure that this policy is reviewed annually and is available publicly • Maintain, update and amend the safeguarding portfolio regularly • Ensure that parents are aware of the school and services responsibilities in relation to safeguarding and child protection • Maintain accurate safeguarding records that are stored securely • Be available during school hours in person, by telephone or by internet video call • Arrange cover for any out of hours/out of term activities • Represent school in multi-agency meetings • Be provided with appropriate support and supervision in order to carry out the role safely and effectively • Take a holistic view to ensure wider environmental factors are considered which may be a threat to the safety and welfare of children (Contextual Safeguarding) • Ensure that the Centre has a suitably trained Key Adult in order to fulfil it's obligations under Operation Encompass when it is rolled out to include our setting • Ensure that the centre's commitment to Operation Encompass is known throughout the centre's community via the means of staff training, parental letters, posters and the centre website
Induction, Training and Updates	<p>Walton Lane Nursery School and Rocking Horse Club are committed to providing staff and volunteers with the skills and knowledge needed to safeguard children. We therefore ensure that:</p> <ul style="list-style-type: none"> • All staff will receive Levels 1 and 2 Safeguarding training on induction using <i>LCC Safeguarding Induction Pack</i> which includes <i>Keeping Children Safe in Education (Part One and Annex A)</i>, <i>Guidance for</i>

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	<p><i>Safer Working Practice, Code of Conduct and Whistleblowing Policy.</i></p> <ul style="list-style-type: none"> • All staff and volunteers will receive Level 1 and 2 Safeguarding Training every three years • The DSL/s will provide all staff, volunteers and governors with regular safeguarding updates • All staff, volunteers and governors will read and show an understanding of any updates that are provided • DSL/s will attend DSL training every two years • DSL/s will update their knowledge, skills and understanding of relevant safeguarding issues on a regular basis • The main DSL will undertake Prevent training • At least one member of staff and one governor will attend Safer Recruitment Training. This will be renewed at least every five years • All staff, volunteers and governors will undertake any additional training on matters such as Child Sexual Exploitation, Prevent, Peer on Peer abuse, Online Safety etc. as is deemed necessary by the Senior Management Team • Any staff member will discuss any specific training requirements or gaps in knowledge or understanding with the DSL/s
Child Protection	<p>Walton Lane Nursery School and Rocking Horse Club are committed to preventing abuse, protecting children from abuse and supporting those involved in cases of abuse. We therefore ensure that:</p> <ul style="list-style-type: none"> • All staff and volunteers understand the importance of teaching children how to keep themselves safe from all types of abuse • All staff and volunteers seek out opportunities that are relevant to their role, to teach children the skills to keep themselves safe • All staff and volunteers make and maintain positive and supportive relationships with children which enable children to feel safe and valued • Safeguarding has a high status throughout the school by being on the agenda at staff meetings/briefings, information being readily available on notice boards and regularly updated • All staff and volunteers feel confident in approaching DSL/s to raise concerns • All staff and volunteers have an understanding of the four categories of abuse; neglect, emotional abuse, sexual abuse AND physical abuse. • All staff and volunteers understand that there are other ways in which children can be abuse such as; Online, Child Sexual Exploitation, Criminal Exploitation of Children, Female Genital Mutilation, Honour Based Violence, Radicalisation, Trafficking, Slavery, Peer Abuse, Forced Marriage and others. • All staff and volunteers have the knowledge, skills and expertise to recognise the signs and symptoms of all types of abuse • DSLs keep up to date with emerging and specific safeguarding issues

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	<p>and update training and the schools safeguarding portfolio accordingly</p> <ul style="list-style-type: none"> • DSLs update staff and volunteers knowledge and understanding of such issues in order for them to be able to identify children who are at risk of such specific safeguarding issues • All staff and volunteers will maintain and demonstrate an attitude of “it can happen here” • All staff and volunteers are child centred in their practice and act in the best interests of the child at all times • All staff recognise and understand that behaviour can be a child’s way of communicating distress and changes to behaviour may be an indicator of abuse • All staff and volunteers have the skills to respond appropriately and sensitively to disclosures and allegations of abuse • All staff and volunteers report cases of suspected abuse to the DSL. This will be done as soon as possible using the schools agreed format - CPOMS • Where a child is at risk of immediate harm, all staff understand that they must refer to the Police or Children’s Social Care • DSL’s will make a Section 47 referral to Children’s Social Care where a child is in need of protection, has been significantly harmed or is at risk of significant harm, using Lancashire Continuum of Need and Thresholds Guidance and the Risk Sensible Toolkit to determine whether this threshold has been met • This referral will be made by telephone and followed up with a Children’s Social Care referral Form as soon as possible • Consent from parents/carers and child (if age appropriate) will be sought prior to the referral, except where this will cause delay or place anyone at risk • Where consent is not given, parents and carers are informed that a referral will still be made, except where this will cause delay or place anyone at risk • DSLs adhere to policy, procedures and guidance from the Lancashire Safeguarding Children’s Board with regard to sharing information • DSLs contribute to Strategy Discussions, Strategy Meetings, Initial and Review Child Protection Conferences, Core Group Meetings and other Child Protection meetings • DSLs will attend Child Protection meetings, produce and present reports, liaise with staff, work with parents, work with other agencies and ensure that the voice of the child is evidenced throughout these processes • DSLs meet regularly to ensure that decisions made about children who are subjects of Child Protection Plans are agreed and a clear rationale for the decision is documented • A copy of the child’s Child Protection Plan is included in the child’s individual safeguarding file • All staff and volunteers will support victims of abuse in a capacity that is relevant to their role. This will be determined by the DSL
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	<ul style="list-style-type: none"> • DSLs will determine what information staff members need to know in order to safeguard and support children. This may be different information for different staff • Staff are offered appropriate support and/or supervision that is relevant to their role or involvement in particular cases • Communication and work with parents and carers will always be undertaken in a supportive manner and in the best interests of the child • Risk Assessments will be undertaken where a child's behaviour poses a risk to others, themselves or the environment •
Child in Need	<p>Walton Lane Nursery School and Rocking Horse Club are committed to ensuring the appropriate level of support is offered to a "Child in Need" and their family. We therefore ensure that;</p> <ul style="list-style-type: none"> • DSLs will make a Section 17 referral to Children's Social Care where there is evidence that the Level 3 threshold has been met on the Continuum of Need • This will be assessed and determined by the DSL using the Lancashire Continuum of Need and Thresholds Guidance and the Risk Management Toolkit • DSLs will obtain parental consent for the referral and for information to be shared prior to contacting Children's Social Care • When consent is not given, DSLs will continue to offer Early Help, gather evidence of engagement or lack thereof, disguised compliance, impact on the child, increase in risk or level of unmet need, improvements or deteriorations • DSL's will review such cases regularly and assess whether there is evidence that need meets Level 4 on the Continuum of Need. In such cases Child Protection Procedures will be followed • DSLs contribute to Child in Need Meetings and Reviews • DSLs will attend Child in Need meetings, produce and present reports, liaise with staff, work with parents, work with other agencies and ensure that the voice of the child is evidenced throughout these processes • DSLs will meet regularly to ensure that decisions made about children who are subject to Child in Need Plans are agreed and a clear rationale for the decision is documented • A copy of the child's Child in Need Plan is included in the child's individual safeguarding file
Early Help	<p>Walton Lane Nursery School and Rocking Horse Club is committed to providing our families with the right help at the right time. We therefore ensure that;</p> <ul style="list-style-type: none"> • All staff and volunteers can identify the risk factors that indicate a family or pupil may benefit from Early Help

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	<ul style="list-style-type: none"> • All staff and volunteers will use the school and services agreed format, CPOMS, for letting the DSL know about Early Help requirements • DSLs will undertake a CAF assessment, when appropriate, to identify what Early Help is required • DSLs will signpost and refer to appropriate support agencies • DSLs will lead on TAF meetings where it is appropriate for them to do so and the family agrees • DSLs will refer to Children’s Social Care where Early Help has not been successful in reducing risk and meeting unmet needs using Lancashire Continuum of Need Thresholds Guidance and Children’s Social care referral form • DSLs may make a referral to the Children and Family Wellbeing Service, where consent is gained from parents/carers, for additional specific support • DSLs and other identified staff will identify and work with any organisations that are relevant in meeting the needs of children and their families • DSLs and other identified staff will initiate and maintain positive and supportive relationships with parents and carers of children who may benefit from Early Help
<p>Children with Special Educational Needs and Disabilities</p>	<p>Walton Lane Nursery School and Rocking Horse Club is committed to ensuring that children with special educational needs (SEN) and disabilities are kept safe from harm and ensuring that staff are aware of the additional safeguarding challenges they may face. We therefore ensure that:</p> <ul style="list-style-type: none"> • All staff and volunteers can identify the risk factors that indicate a child with SEN or disabilities may be suffering harm and understand that such children may be at a higher risk of harm • DSLs and other identified staff will identify and work with any organisations that are relevant in meeting the needs of children with SEN or disabilities and their families • DSLs will undertake a CAF assessment, when appropriate, to identify what additional support is required
<p>Specific Safeguarding</p>	<p>Walton Lane Nursery School and Rocking Horse Club is committed to keeping our children safe from specific forms of abuse. We therefore ensure that:</p> <p>All staff and volunteers understand that there are specific and emerging ways in which children can be abused, such as:</p> <p><u>Radicalisation</u> refers to the process by which a person comes to support terrorism and forms of extremism, there is no single way of identifying an individual who is likely to be susceptible to an extremist ideology.</p> <ul style="list-style-type: none"> • All staff and volunteers will have ‘due regard to the need to prevent people from being drawn into terrorism’ known as the ‘Prevent Duty’

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	<ul style="list-style-type: none">• All staff and volunteers will have a general understanding of how to identify a child who may be at risk of radicalisation• All staff and volunteers will use professional judgement in identifying children who might be at risk of radicalisation and act proportionately• The school Online Safety Policy will ensure the safety of children by ensuring they cannot access terrorist and extremist material when using the internet and that suitable filtering software is in place• DSLs understand when it is appropriate to make a referral to the Channel Panel <p><u>Child Sexual Exploitation (CSE)</u> involves exploitative situations, contexts and relationships where young people may receive something (e.g. food, accommodation, drugs, alcohol, gifts or simply affection) as a result of engaging in sexual activities. The perpetrator will not only groom the victim (possibly over a long period of time) but will always hold some kind of power which increases as the exploitative relationship develops. Sexual exploitation involves a degree of coercion, intimidation or enticement including unwanted pressure from peers to have sex, sexual bullying including online bullying (cyberbullying) and grooming. It is important to recognise that some young people who are being sexually exploited do not exhibit any external signs of this abuse</p> <ul style="list-style-type: none">• The school online safety policy will ensure the safety of children by ensuring they cannot access inappropriate material when using the internet and that suitable filtering software is in place• All staff and volunteers will have a general understanding of how to identify a child who may be at risk of radicalisation <p><u>Honour Based Violence (HBV)</u> 'A crime or incident, which has or may have been committed to protect or defend the honour of the family and/or community'. (ACPO Working Definition 2008).</p> <ul style="list-style-type: none">• All staff and volunteers will have a general understanding of how to identify a child that may be at risk of HBV and will report any concerns to the DSL/s <p><u>Forced Marriage</u> is one whereby one or both parties do not consent to marriage but are forced to do so through violence, threats or any form of coercion. Schools play an important role in safeguarding children from being forced to marry</p> <ul style="list-style-type: none">• All staff and volunteers will have a general understanding of how to identify a child that may be at risk of forced marriage and will report any concerns to the DSL/s
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<p><u>Female Genital Mutilation (FGM)</u> is encompassed within the term Honour Based Violence.</p> <ul style="list-style-type: none">• All staff and volunteers are aware that they must report any suspected cases of Honour Based Violence to the DSL immediately• Female Genital Mutilation is illegal in the UK and is a form of child abuse with long lasting consequences• All staff and volunteers will have a general understanding of how to identify a child who may be at risk of FGM• DSL/s must report to the police cases where they discover that an act of Female Genital Mutilation, Forced Marriage or other Honour Based Violence appears to have taken place <p><u>Modern Slavery</u> The Modern Slavery Act 2015 places a new statutory duty on public authorities, including schools, to notify the National Crime Agency (NCA) (section 52 of the Act) on observing signs or receiving intelligence relating to modern slavery. The public authority (including schools) bears this obligation where it has 'reasonable grounds to believe that a person may be a victim of slavery or human trafficking'</p> <ul style="list-style-type: none">• Staff must be aware of the above and contact the DSL should they suspect or receive information that either parents or their children may be victims of modern slavery. The DSL should then contact the NCA <p><u>Peer on Peer Abuse</u> occurs when a young person is exploited, bullied and/or harmed by their peers who are the same or similar age; everyone directly involved in peer on peer abuse is under the age of 18.</p> <ul style="list-style-type: none">• All staff and volunteers understand that children can abuse other children• All staff and volunteers will inform the DSL of suspected peer abuse• Peer on peer abuse will be taken as seriously as any other form of abuse• Physical abuse between peers will be managed under the school's <i>Behaviour Policy</i>• Emotional abuse between peers will be managed under the school's <i>Bullying Policy</i>• Harmful sexual behaviour will be identified and managed using the <i>Brook Traffic Light Tool</i> and with support and guidance from the Lancashire County Council Schools Safeguarding Officer• Sexting will be managed on a case by case basis using national and local guidance and advice from the Lancashire County Council Schools Safeguarding Officer• In cases of suspected or actual peer on peer abuse a risk assessment will be undertaken and appropriate and proportionate

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	<p>control measures put into place to manage and reduce risk. Advice will be sought from the Lancashire County Council Schools Safeguarding Officer</p> <ul style="list-style-type: none"> • Referrals to Children’s Social Care, police and/or other appropriate agencies will be made where thresholds are met <p><u>Children Missing from Education (CME)</u> can be a potential sign of abuse or neglect including sexual exploitation, undergoing female genital mutilation, forced marriage or travelling to conflict zones.</p> <ul style="list-style-type: none"> • All staff and volunteers follow school procedures when a child misses education particularly on repeat occasions to help identify the risk of abuse and neglect • The school Attendance Policy is up to date, reviewed annually and includes reference to CME • There is an Admissions Policy and an attendance register • The Local Authority is informed of any pupil who fails to attend school regularly or has been absent without the schools permission for a continuous period of 10 school days or more <p><i>For all specific safeguarding issues, DSLs will seek advice from the Lancashire County Councils School’s Safeguarding Officer and follow national and local guidance that can be accessed in the school’s Safeguarding Portfolio:</i></p> <ul style="list-style-type: none"> • Multi Agency Statutory Guidance on Female Genital Mutilation • http://panlancashirescb.proceduresonline.com/chapters/p_female_mutilation.html • Prevent Duty • http://panlancashirescb.proceduresonline.com/chapters/p_violent_extremism.html • http://panlancashirescb.proceduresonline.com/chapters/p_forced_marriage.html • What to do if you suspect a child is being sexually exploited • http://panlancashirescb.proceduresonline.com/chapters/p_child_sex_exp.html • Sexting in Schools Guidance • Sexting in schools and colleges: responding to incidents and safeguarding young people • ACPO CPAI Lead’s Position on Young People Who Post Self-Taken Indecent Images <p><u>Child Criminal Exploitation (CCE):County Lines</u> is a geographically widespread form of harm that is a typical feature of county lines criminal activity: drug networks or gangs groom and exploit children and young people to carry drugs and money from urban areas into suburban and rural areas</p>
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	<ul style="list-style-type: none"> • All staff and volunteers will have a general understanding of how to identify a child that may be at risk of CCE • All concerns where a child may be at risk of CCE will be reported to the DSL and a referral to Children’s Social Care and/or the police will be made and consideration given to a referral to the National Referral Mechanism should there be any suspicion of trafficking <p><u>Children and the Court System:</u> children are sometimes required to give evidence in court, either as witnesses to criminality or within the processes of family courts (for the purposes of agreeing custody/residency etc). Children may find these times difficult and changes in behaviour or emotional well-being may be noted.</p> <ul style="list-style-type: none"> • All staff and volunteers understand that children can be affected by the court system • All concerns where a child may have their emotional health and well-being impacted negatively by the court system will be reported to the DSL and an offer of early support made to the family <p><u>Children with Family Members in Prison</u> are at risk of poor outcomes including poverty, stigma, isolation and poor mental health DSLs will determine what information staff members need to know in order to safeguard and support children who have a family member in prison. This may be different information for different staff</p> <ul style="list-style-type: none"> • Children with a family member in prison will have their developmental progress and emotional well-being monitored and should any concerns be raised a plan of support will be agreed to ensure that early help is in place. • Levels of need will be assessed using the <i>Lancashire Continuum of Needs Threshold Guidance</i> and a <i>Common Assessment Framework</i> to plan support will be considered. • If early help is unsuccessful in effecting positive progress a referral to Children’s Social Care will be considered and further assessment will be undertaken using the <i>Risk Sensible Framework</i> <p><u>Homelessness</u> or the risk of being made homeless presents a real risk to a child’s welfare</p> <ul style="list-style-type: none"> • Any concerns that a child is about to become or is homeless should be reported to the DSL/s • The DSLs are aware of contacts and referral routes to the local Housing Authority (Together Housing) and other agencies locally who are able to support families at risk of homelessness
Online Safety	Walton Lane Nursery School and Rocking Horse Club is committed to keeping pupils safe online. We therefore ensure that:

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	<ul style="list-style-type: none"> • All staff and volunteers understand that children can be harmed online via hurtful and abusive messages, enticement to engage in age inappropriate conversations, sharing and production of indecent images or encouragement of risk taking behaviour • The school's Online Safety Policy details how we keep pupils safe when using the internet and mobile technology • Online bullying by pupils via texts and emails will be treated as seriously as any other type of bullying and will be managed through our Bullying and Behaviour Policy. • There is a clear and explicit procedure for dealing with mobile phones that are brought into school • Department for Education advice; Searching, Screening and Confiscation will be followed if there is a need to search a pupil for a mobile telephone/electronic device • When school become aware of an online safety issue that has occurred outside of school, it will be managed in accordance with the school's Online Safety Policy
Record Keeping	<p>Walton Lane Nursery School and Rocking Horse Club is committed to recording all matters relating to the welfare of our children in a relevant format. We therefore ensure that:</p> <ul style="list-style-type: none"> • DSL's will refer to Lancashire County Council Record Keeping Guidance to assist them in creating and maintaining accurate safeguarding records • There is an agreed format for recording all matters relating to child wellbeing, from an early help requirement or concern about a child to a disclosure of abuse • All staff use the agreed format for passing on concerns • Concerns must be factual and evidence based • Concerns must be recorded in a timely manner on the school's electronic recording system CPOMS • Where risk of harm to a child is identified as significant the DSL/s should be informed immediately • All concerns should be passed directly to the DSL/s • All concern logs will be kept either in whole school safeguarding files or in an individual pupil safeguarding file • A pupil will have an individual safeguarding file when there has been a number of concerns, an offer of early help or the family is, or has been at Level 2 or above on the Continuum of Need • DSLs will record all discussions, decisions and rationale behind decisions and sharing of information in the child's records • DSLs will record evidence of children's wishes, professional challenge, offers or early help and multi-agency working • When individual children are discussed during staff meetings, such as supervision, staff updates or risk assessments etc. their information

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	<p>will be anonymised or stored in a secure manner</p> <ul style="list-style-type: none"> • All safeguarding records will be stored securely on the school's CPOMS system or in a locked cabinet/room • Only the DSLs and other named staff will have access to safeguarding records • A child's safeguarding file will be transferred, in its entirety, to the educational establishment where the child moves to, unless there is ongoing legal action • The safeguarding file will be transferred from CPOMS to CPOMS where possible. In the case of the receiving school not using the CPOMS system then the child's safeguarding file will be hand delivered to the DSL at the receiving school. If this is not possible, the safeguarding file will be sent by recorded delivery. • A receipt will be obtained at the time of transfer and the responsibility for the safeguarding records will pass to the receiving school • The educational establishment where the child attends at statutory school leaving age (18) will securely retain the safeguarding records until the child's 25th birthday. Safeguarding records will then be destroyed securely • Advice will be sought from legal services and/or the School's Safeguarding Officer if any staff are unclear about any aspects of record keeping
Safer Recruitment	<p>Walton Lane Nursery School and Rocking Horse Club is committed to keeping children safe by ensuring that adults who work or volunteer in school are safe to do so. We therefore ensure that:</p> <ul style="list-style-type: none"> • LCC Human Resources Guidance is adhered to, to ensure that there is a strong reference and commitment to safeguarding during advertisement, selection and recruitment of new staff • At least one staff member and on governor have attended Safer Recruitment training in the last five years • There are at least two people on each selection panel and at least one person on every selection panel has attended Safer Recruitment training • All staff will monitor the conduct of all adults who come into contact with children at school and report any concerns to the DSL, Head Teacher, Deputy Head Teacher or Chair of Governors as appropriate • Relevant, proportionate and lawful checks are undertaken on all adults who work with or regularly visit the school • A Single Central Record (SCR) is kept of checks that are undertaken on all adults who regularly work at or visit the school • The SCR is stored securely and only accessed by designated staff and governors • DSLs/Head Teacher/Deputy Head of Centre/Safeguarding Governor/Chair of Governors should evidence regular oversight/scrutiny of the SCR using the SCR Audit Sheet • Evidence of any staff members identity, required qualifications and the

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	<p>right to work in the UK will be kept securely</p> <ul style="list-style-type: none"> • Covering (umbrella) letters will be obtained from agencies and other employers that provide staff to work in school • Individual identity checks will be undertaken on those staff detailed above to ensure they are employees of the named agency/employer • A Transfer of Control agreement will be used where other agencies/organisations use school premises and are operating under school's safeguarding policies and procedures • Advice will be sought from Human Resources, the Local Authority Designated Officer and/or the School's Safeguarding Officer if any staff are unclear about any aspects of Safer Recruitment
Allegations of Abuse	<p>Walton Lane Nursery School and Rocking Horse Club understands that when an allegation is made against a member of staff, set procedures must be followed. We therefore ensure that:</p> <ul style="list-style-type: none"> • All staff are aware of the requirement to, and process of referring allegations against staff to the Head Teacher or the Deputy Head of Centre • All staff are aware of the requirement to, and process of referring allegations against the Head Teacher to the nominated Governor • The Head Teacher, Deputy Head of Centre and/or Chair of Governors will discuss the allegation with the Local Authority Designated Officer (LADO) • Lancashire Safeguarding Children Board (LSCB) procedures for dealing with allegations against staff will be followed http://panlancashirescb.proceduresonline.com/chapters/p_allegations.html • All staff must remember that the welfare of the child is paramount and that they have a duty to inform the DSL if any adult's conduct gives cause for concern • All concerns of poor practice or possible child abuse by colleagues should be reported to the Head Teacher or the Deputy Head of Centre • Complaints about the Head Teacher should be reported to the Chair of Governors • All staff are aware of the school's <i>Whistleblowing Policy</i> which enables staff to raise concerns or allegations in confidence and for a sensitive enquiry to take place
Visitors	<p>Walton Lane Nursery School and Rocking Horse Club is committed to keeping children safe by ensuring that visitors to school do not pose a risk to children at our school. We therefore ensure that:</p> <ul style="list-style-type: none"> • Visitors to school sign in and wear identification to indicate they have done so • All staff, and children, where appropriate, will challenge visitors to school who are not wearing correct identification • Visitors sign out and remove/hand in their identification when they

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	<p>leave the school</p> <ul style="list-style-type: none"> • Visitors are aware of who to speak to if they are worried about a child during their visit • Visitors are accompanied during their visit, when children are present, unless they have undergone relevant checks and these are accepted and verified by the DSL/Head Teacher/Deputy Head of Centre • Visitors will behave in a way that is compliant with the school's Code of Conduct • Visitors will not use mobile phones or other similar electronic devices during their visit unless agreed by the DSL/Head Teacher/Deputy Head of Centre • When there are several visitors to the school at the same time there will be adequate staff supervision of children and visitors. A risk assessment will be undertaken if deemed necessary or appropriate • When visitors are undertaking activities with children, content of the activity will be agreed with the Head Teacher/Deputy Head of Centre/DSL prior to the visit
<p>Cameras, Mobile Phones and Devices</p>	<p>Walton Lane Nursery School and Rocking Horse Club is committed to keeping children safe by ensuring that electronic devices such as cameras, phones and tablets are used in an appropriate manner. School will therefore ensure that:</p> <ul style="list-style-type: none"> • Parental consent is obtained to take and use photographs and/or videos of children • Parental consent is obtained for photographs to be taken of their children for use in relation to promoting or publishing the school • Separate parental consent is obtained if any other agency requests to take photographs of any child • Parental consent will be valid for five years but may be sought more often at the discretion of the Head Teacher • Images will be uploaded to and stored in a secure place for a relevant amount of time. This may be longer than the child is at school if appropriate • Photographs and videos of children are only taken to provide evidence of their achievements for developmental records or for other school related purposes • Staff, visitors, volunteers and students must not use their own mobile phones or devices to take or record any images of children • The school's digital camera/s, memory cards or electronic devices must not leave the school setting unless this is agreed by the Head Teacher/Deputy Head of Centre for official centre business • Photographs are printed/uploaded in the setting by staff and once done images are then immediately removed from the cameras/devices memory • Parents are reminded that they are not permitted to distribute or post any images to social media that contain children other than their own. Any such instances that arise are immediately addressed with

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	<p>parents.</p> <ul style="list-style-type: none"> • Staff, volunteers or visitors must not use mobile phones or devices in toilet or changing areas • The Code of Conduct and/or Acceptable Use/Behaviour Policy will outline when and where staff, volunteers and visitors can use their mobile phones/devices • All staff, volunteers and visitors will adhere to the above policies and failure to do so will be addressed appropriately by the Head Teacher/Deputy Head of Centre/DSL and/or the Governing Body • Children’s use of mobile phones/device will be managed under the school’s Online Safety policy • Department for Education advice; Searching, Screening and Confiscation will be followed if there is a need to search a pupil for a mobile telephone/electronic device
Review Dates	Policy adopted by the Governing Body on: TBC
	Policy to be reviewed no later than: TBC
Key Personnel and Training Details	Designated Safeguarding Lead (DSL) Ros Eccles
	Date DSL Training Attended June 2019
	Back up/Deputy DSL Leanne Hickman
	Date DSL Training Attended June 2019
	Back Up/Deputy DSL Jan Holmes
	Date DSL Training Attended January 2020
	Prevent Lead Jan Holmes
	Date Prevent/WRAP Training Attended January 2019
	Designated Teacher for Looked After Children Hayley Snowden
	Date Looked After Children Training Attended
Head Teacher Jan Holmes	

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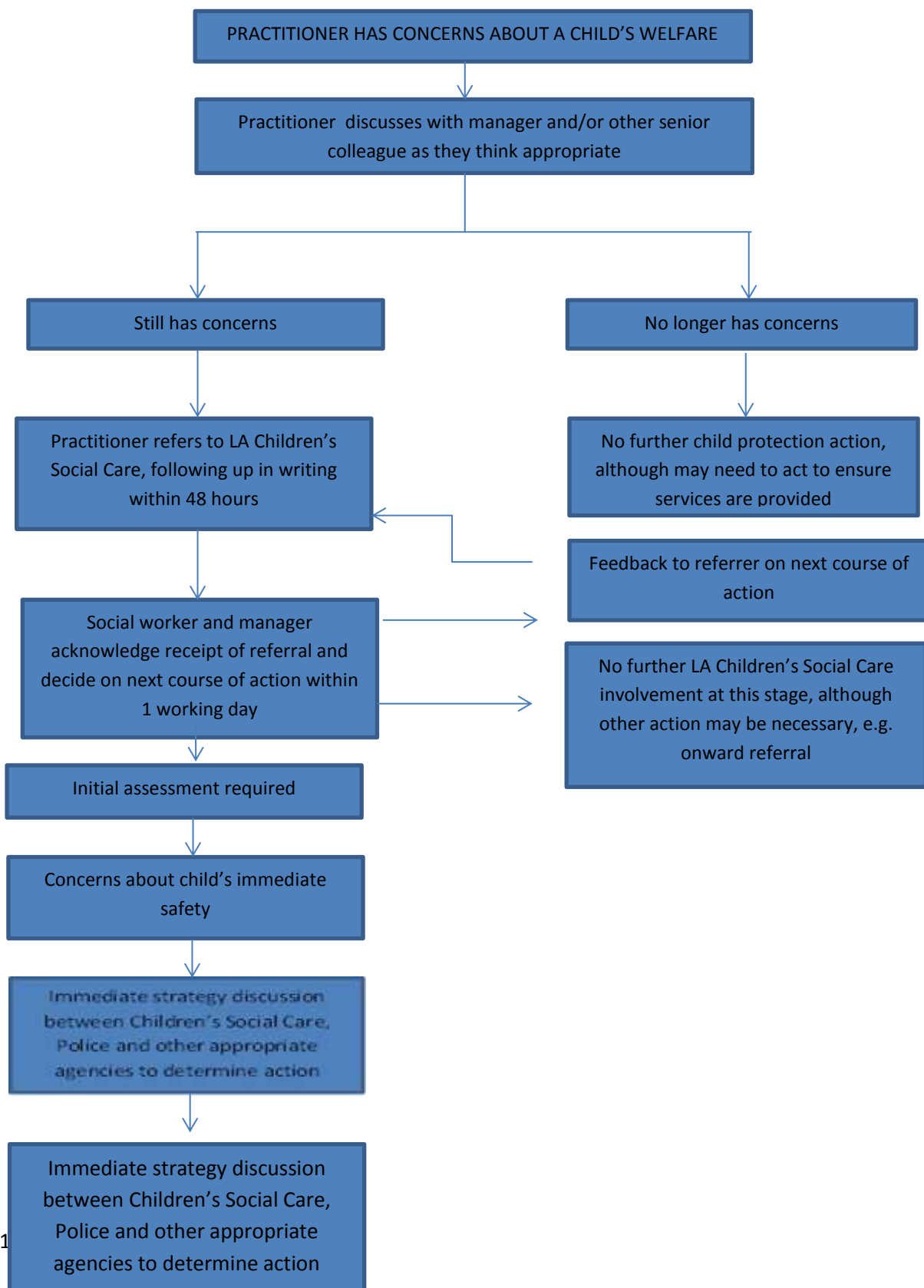
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	Date Safeguarding Training Attended (state type of training)	Schools Level 1 and 2 May 2017
	Deputy Head of Centre	Angela Woodward
	Date Safeguarding Training Attended (state type of training)	Schools Level 1 and 2 January 2018
	Chair of Governors	Julie Haynes
	Date Safeguarding Training Attended (state type of training)	
	Safeguarding Governor	Ailsa McDonagh
	Date of Safeguarding Training Attended (state type of training)	
Useful Contacts	LCC Schools Safeguarding Advice Line	Victoria Wallace/Heather Fowler 01772 531196
	MASH	0300 123 6720
	Local Authority Designated Officer	Tim Booth 01772 536694 tim.booth@lancashire.gov.uk
	Education Early Support Officers	Jenny Ashton 01772 531643 jenny.ashton@lancashire.gov.uk Matt Chipchase 01254 220989 matt.chipchase@lancashire.gov.uk
	Lancashire Children's Social Care/MASH	0300 123 6720 cypreferrals@lancashire.gov.uk
	(Emergency Duty Team)	(0300 123 6722)
	Whistleblowing	01772 532500 whistleblowingcomplaints@lancashire.gov.uk

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WHAT TO DO IF YOU'RE WORRIED A CHILD IS BEING ABUSED



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