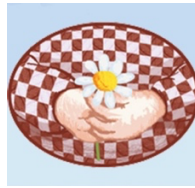


Stone Bay Montessori and Beach School



Safeguarding and Child Protection Procedure

EARLY YEARS FOUNDATION STAGE - QUICK REFERENCE GUIDE

The Early Years Foundation Stage Safeguarding and Welfare requirements (2017) state that the provider must take all necessary steps to keep children safe and well, in particular;

(3.4) Providers must have and implement a policy, and procedures, to safeguard children. These should be in line with the guidance and procedures of the relevant LSCB.

(3.4) the safeguarding policy and procedures must include an explanation of the action to be taken in the event of an allegation being made against a member of staff, and cover the use of mobile phones and cameras in the setting.

(3.5) A practitioner must be designated to take lead responsibility for safeguarding children in every setting. The lead practitioner is responsible for liaison with local statutory children's services and with the LSCB. They must provide support, advice and guidance to any other staff on an on-going basis, and on any specific safeguarding issue as required.

(3.5) The lead practitioner must attend a child protection training course (taking account of any advice from the LSCB or local authority on appropriate training courses) that enables them to identify, understand and respond appropriately to signs of possible abuse and neglect.

(3.6) Providers must train all staff to understand their safeguarding policy and procedures, and ensure that staff have up to date knowledge of safeguarding issues.

(3.6) Training made available by the provider must enable staff to identify signs of possible abuse and neglect at the earliest opportunity, and to respond in a timely and appropriate way. These may include:

- Significant changes in children's behaviour
- Deterioration in children's general well-being
- Unexplained bruising, marks or signs of possible abuse or neglect
- Children's comments which give cause for concern
- A reason to suspect neglect outside the setting e.g. in the child's home
- 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

(3.7) Providers must have regard to the Government's statutory guidance, Working Together to Safeguard Children (2018). This is available on Department of Education webpages here:

<https://www.gov.uk/government/publications/working-together-to-safeguard-children--2>

(3.7) If providers have concerns about children's safety or welfare, they must notify agencies with statutory responsibilities without delay. This means the local children's social care services and, in emergencies, the police.

(3.8) Registered providers must 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 relate to harm or abuse committed on the premises or elsewhere). Registered providers must also notify Ofsted of the action taken in respect of these allegations. These notifications must be made as soon as is reasonably practicable, but at the latest within 14 days of the allegations being made. A registered provider who without reasonable excuse, fails to comply with this requirement, commits an offence.

The Counter-Terrorism and Security Act 2015 - Prevent Duty

From July 2015 all schools, registered early years childcare providers and registered later years childcare providers are subject to a duty under section 26 of the Counter-Terrorism and Security Act 2015, in the exercise of their functions, to have "due regard to the need to prevent people from being drawn into terrorism". This duty is known as the Prevent duty.

The Data Protection Act 2018

The Data Protection Act 2018 came into effect in May 2018 and applies to all organisations that process information.

INTRODUCTION

Stone Bay Montessori and Beach School recognises that the welfare of our children is paramount and that it is our moral and statutory responsibility to safeguard and promote the welfare of all children. We endeavour to provide a safe and welcoming environment where children are respected and valued. We are alert to the signs of abuse and neglect and follow our procedures to ensure that children receive effective support, protection and justice.

PRINCIPLES

Our core safeguarding principles are:

- Safeguarding is everybody's responsibility and all staff members have an equal duty to take all reasonable steps to safeguard and protect the rights, health and well-being of all children who are in our care.
- All staff will be alert to any issues of concern in a child's life
- All allegations and suspicions of abuse will be taken seriously and responded to swiftly and appropriately.
- All staff have an equal responsibility to act on any suspicion or disclosure that may suggest a child is at risk of harm.
- All children, regardless of age, gender, ability, culture, race, language, religion or sexual identity, have equal rights to protection.
- Staff will promote fundamental British values while assisting each child's personal, social and emotional development and understanding of the world.
- Protection of personal data will be managed according to the Data Protection Act 2018
- This policy will be reviewed annually, unless an incident or new legislation or guidance suggests the need for an earlier review date.

AIMS

Our aims are to:

- To provide staff with the necessary information to enable us to meet our statutory responsibilities to promote and safeguard the wellbeing of children
- To ensure consistent good practice across the setting
- To demonstrate the setting's commitment to safeguarding children

TERMINOLOGY

SAFEGUARDING and promoting the welfare of children refers to the process of protecting children from abuse or neglect, preventing the impairment of their health or development, ensuring that children grow up in circumstances consistent with the provision of safe, effective and nurturing care and undertaking that role so as to enable those children to have optimum life chances and to enter adulthood successfully.

CHILD PROTECTION refers to the processes undertaken to meet statutory obligations laid out in the [Children Act 1989](#) and associated guidance (see [Working Together to Safeguard Children, An Interagency Guide to Safeguard and Promote the Welfare of Children \(2018\)](#)) in respect to those children who have been identified as suffering, or being at risk of suffering harm.

ROLES AND RESPONSIBILITIES OF THE DESIGNATED SAFEGUARDING LEAD (DSL):

All early years' settings must nominate a senior member of staff as the Designated Safeguarding Lead (DSL). The DSL's roles and responsibilities in respect of Safeguarding and Child Protection include:

Training, Supervision and Support:

- Update basic training every two years and attend regular Early Years Safeguarding Forums and any other relevant training whenever necessary.
- Have an understanding of LSCB procedures which are available on LSCB webpages:
- <https://www.kscmp.org.uk> / <https://www.proceduresonline.com/kentandmedway/chapters/contents.html>
- Ensure all staff have appropriate Safeguarding and Child Protection training and that training is cascaded to other staff members and records of training is kept
- Provide safeguarding and child protection induction for new staff, students and volunteers
- Provide support, supervision and advice for any staff member, volunteer or student with a safeguarding or child protection concern

Integrated practice:

- To be alert to any issues of concern in the child's life
- Refer suspected abuse or neglect of children and young people to the Intergraded Front Door on 03000 411111 or outside office hours on 03000 419191. Urgent concerns must be reported immediately even if the designated safeguard lead or deputy (DSL) is not available
- Report allegations made against members of staff to the local authority designated officer (LADO) and inform OFSTED
- Develop effective links with relevant statutory agencies. For example, Health, Police, GPs, Local Authority
- Co-operate with any request for information from the local authority, such as child protection training and self-evaluative forms for safeguarding and child protection compliance with section 11 of the Children Act 2004

Meeting statutory requirements:

- Ensure that the child protection policy is updated annually and that all staff have read and understood this policy.
- Ensure that policies and procedures relating to Safeguarding and Child Protection are fully implemented by the setting and followed by staff, students and volunteers.
- Embed robust Safeguarding and Child Protection practices across all areas of the provision.
- Co-ordinate the early identification of vulnerable children and families and the involvement of mothers, fathers and carers.
- Liaise with OFSTED about safeguarding concerns.
- Set up and manage confidential, clear, accurate and secure record keeping systems.

The Safeguarding and Child Protection designated person at Stone Bay Montessori and Beach School:

Name: **Emma Cuttill**
Job Title: Head Teacher
Contact Telephone Number: 07801562142

The Safeguarding and Child Protection deputy person at Stone Bay Montessori and Beach School:

Name: Laura Chiswell
Job Title: Deputy Head Teacher
Contact Telephone Number: 07946168379

Education Safeguarding Service by telephone on 03301651140

LADO - 03000 410888 / kentchildrenslado@kent.gov.uk

**If a call is urgent i.e a child is in immediate danger and requires safeguarding,
Call the Intergraded Front Door on 03000411111 or the police on 999**

Ofsted Concerns on 0300 1231231 (Monday to Friday from 08.00 to 18.00)

HOW OUR SETTING WILL PUT THIS SAFEGUARDING AND CHILD PROTECTION POLICY INTO PRACTICE

Good practice guidelines:

To meet and maintain our responsibilities towards children, Stone Bay Montessori and Beach School agrees to the following standards of good practice:

- To treat all children with respect and encourage an ethos and environment that actively promotes an awareness of safeguarding and the welfare of children
- To ensure staff are positive role models to children and young people and should actively promote high self-esteem in all children
- To ensure that all staff are confident in their knowledge of how to respond to a child protection concern and to ask for help, advice and training when needed.
- To involve children in decision-making which affects them (taking their age and development into account) and encourage positive and safe behaviour and risk management among children
- To encourage positive and safe behaviour among children.
- To be aware that the personal and family circumstances and lifestyles of some children lead to an increased risk of neglect and/or abuse or radicalisation.
- Promote fundamental British values (*democracy, rule of law, individual liberty, mutual respect, tolerance of those of different faiths and beliefs*) while assisting each child's personal, social and emotional development and understanding of the world
- To promote safe use of ICT and help children and young people understand any potential risks this may present
- Settings should adopt safe and robust recruitment procedures

Staff training:

Child protection training will be a mandatory part of the induction process. The DSL will ensure that the staff's knowledge, understanding and practice of Safeguarding and Child Protection are current and up-to-date. Where gaps are identified, support and training are mandatory.

Early Help Assessment (EHA):

We will follow the Early Help Assessment procedure. This is an assessment and planning tool to help identify and address the needs of children and families at risk of poor outcomes in a timely and co-ordinated way using multi-agency support.

EHA forms and guidance are available at:

<https://www.kent.gov.uk/education-and-children/early-help-support-for-families>

Safer recruitment:

We practice robust safer recruitment procedures in checking the suitability of all who work or come into contact with children in the setting. This includes enhanced DBS checks, Staff Suitability Declarations, two references (including the most recent employer if possible) and following the guidance from the independent Safeguarding Authority (ISA). We also ensure at least two consistent members of staff with the local authority 'safer recruitment' training conduct interviews and the 'Safer Recruitment and Selection Checklist is filled out'.

Safer recruitment means that the setting will:

- Have an up-to-date recruitment and selection policy
- Have an appropriate job description for the role that is up-to-date
- Ensure the candidate provides two referees
- Provide evidence of identity and qualifications
- Ensure the candidate has an Enhanced Disclosure and Barring check (DBS check)
- Interview to check the candidate's knowledge and experience against the job description and person specification, which might include a practical activity working with the children
- Have a probationary period with regular reviews and line management
- Ensure new members of staff undergo an induction that includes familiarisation with the setting's Safeguarding and Child Protection Policy and identification of their own Safeguarding and Child Protection training needs.

Parental partnership:

Where possible, concerns will be discussed with the parent and/or carer for an explanation, providing it does not put the child at immediate risk. Parental agreement will be sought for a referral to the Education Safeguarding Service unless seeking agreement is likely to place the child at risk of significant harm through delay or the parent's actions or reactions.

Where we decide not to seek parental permission before making a referral to the team, the decision will be recorded in the child's confidential file with reasons, dated and signed.

Where the parent refuses to give permission for the referral, unless it would cause undue delay, further advice should be sought by the Safeguarding and Child Protection designated person from the team and the outcome recorded.

Parents must notify the setting regarding any concerns they may have about their child and any accidents, incidents or injuries affecting the child, which will be recorded. We will involve parents and carers wherever possible and ensure they have an understanding of the responsibilities for safeguarding children by making clear our statutory duties to safeguard children.

Use of mobile phones

We are unable to have a landline at the property therefore the managers phone is used at the nursery phone and the main point of contact for parents. Mobile phones will be carried with the lead member of staff on outings in order to protect the children and to call for help if needed.

To protect children, we will:

- Only use mobile phones appropriately and ensure staff have a clear understanding of what constitutes misuse and know how to minimise the risk.
- Mobile phones must not be used to take pictures or videos of the children attending the setting
- Ensure the use of a mobile phone does not detract from the quality of supervision and care of the children. Mobile phones must be put on silent whilst at school and except for the managers phone which is used for contact from parents, all phones are to remain in the kitchen

- Ensure all mobile phone use is open to scrutiny
- Ensure staff are vigilant and alert to any potential warning signs of the misuse of mobile phones
- Ensure staff are responsible for their own behaviour regarding the use of mobile phones and should avoid putting themselves into compromising situations, which could be misinterpreted and lead to potential allegations
- Ensure the use of mobile phones on outings is included as part of the risk assessment
- Ensure that no visitor to the school uses their mobile phone on the premises

iPads/Cameras

The vast majority of people who take or view photographs or videos of children do so for entirely innocent, understandable and acceptable reasons. However, due to cases of abuse to children through taking or using images, we must ensure that we have safeguards in place.

To protect the children, we will:

- Obtain parents' and carers' consent for photographs to be taken or published on our website or in newspapers or publications
- Ensure the children are appropriately dressed
- All photos taken on work iPads should be done so through the My Montessori Child login directly and not through the devices camera app so that they aren't stored on the device
- Spot checks on devices can be carried out to ensure correct use
- Only devices that have been authorised may be used. Our online system will not allow access to any other devices as an automatic security measure.
- That where professional photographers are used, parental consent will be obtained prior to photographs being taken

Smart Watches

The nursery does not allow smart watches within the setting. All smart watches should be removed and placed within the adults bag and remain in the kitchen.

Confidentiality and sharing information:

The setting will ensure all staff understand that child protection issues warrant a high level of confidentiality. This is not only out of respect for the child and staff involved, but also to ensure that information being released into the public domain does not compromise evidence. Staff will only discuss concerns with the designated person or manager. That person will then decide who else needs to have the information and they will disseminate it on a 'need-to-know' basis. A GDPR Privacy Notice will be signed by all staff members.

Child protection information will be stored and handled in line with the [Data Protection Act 2018](#) principles. *(See Data Protection Policy)*

Record of concern forms and other written information will be stored in a locked facility and any electronic information will be password protected and only made available to relevant individuals. Sensitive or personally identifiable information will not be sent via standard email. A secure service must be used. We are registered with the Information Commissioner's Office (ICO) and follow the guidelines required. We will develop effective links with relevant agencies and cooperate as required with any enquires regarding child protection matters, including attendance at case conferences.

RECOGNISING INAPPROPRIATE BEHAVIOUR DISPLAYED BY MEMBERS OF STAFF OR ANY OTHER PERSON WORKING WITH CHILDREN

Whilst caring for other people's children, we are in a position of trust and our responsibilities to them must be a priority at all times. The revised EYFS Safeguarding and Welfare Requirements (2017) now require every setting to ensure that staff can recognise and respond in a timely and appropriate way to inappropriate behaviour displayed by other members of staff, or any other person working with 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.

Our setting will consider and incorporate the following relevant procedures:

Intimate and Personal Care:

Children's dignity will be preserved and a level of privacy ensured. The normal process of nappy changing should not raise child protection concerns. There are no regulations that indicate that a second member of staff must be available to supervise the nappy changing process to ensure that abuse does not occur, but we ensure that staff do not leave themselves vulnerable and will always work in an open environment by avoiding private or unobserved situations or closing doors to toilet areas.

Establishing a professional code of practice:

At Stone Bay Montessori and Beach School we adhere to the following code of conduct rules:

We do

- Treat everyone with respect
- Provide a positive example for others to follow
- Have a 'Whistle Blowing Policy' that practitioners are knowledgeable about
- Report and challenge abusive adult activities, such as ridicule and bullying
- Share concerns about inappropriate adult behaviour with the DSL
- Promote fundamental British values while assisting each child's personal, social and emotional development and understanding of the world

We do not

- Play inappropriate physical contact games with children
- Engage in inappropriate verbal banter
- Make suggestive remarks or gestures or tell jokes of a sexual nature
- Believe that an allegation could not be made against us

Any staff known to be breaking these conditions will be given a formal warning and disciplinary action will follow.

Whistle blowing:

- Any individual who has reasonable suspicion of malpractice or concerns about a child's welfare should inform the Safeguarding and Child Protection designated person immediately. If they do not feel this is the appropriate person, they should approach another senior staff member or go straight to the local authority designate officer (LADO). It is recognised that for some people this can be a daunting and difficult experience. All reports will be investigated and dealt with in confidence, including only other staff members on a 'need to know' basis. Information and contact details for the LADO can be found at the end of this document, in the 'Staying Safe' policy folder and on all notice boards at the entrance of the nurser, store room and staff loos. This information can also be found on this policy on the 'My Montessori Child' system.

Complaints about the Safeguarding and Child Protection designated person/manager should be reported to:

- **Education Safeguarding Service by telephone on 03301651140**
- **The Local Authority Designated Officer (LADO) by telephone on 03000410888**
- **Ofsted Whistle Blowing Hotline on 0300 1233155** (Monday to Friday from 08.00 to 18.00), email whistleblowing@ofsted.gov.uk or write to WBHL, Ofsted, Piccadilly Gate, Manchester, Store Street M1 2WD

PROCEDURES FOR RESPONDING TO SPECIFIC CHILD PROTECTION CONCERNS ABOUT A CHILD AT RISK OF SIGNIFICANT HARM

Children who may be particularly vulnerable:

To ensure that all children receive equal protection, we will give special consideration and attention to children who are:

- A looked after child
- Disabled or have special educational needs
- Living in a known domestic abuse situation
- Affected by known parental substance misuse
- Asylum seekers
- Living in temporary accommodation
- Living transient lifestyles
- Living in chaotic, neglectful and unsupportive home situations
- Vulnerable to discrimination and maltreatment on the grounds of race, ethnicity, religion or sexuality
- Do not have English as a first language
- Have a parent with enduring or untreated mental health problems
- At risk of radicalisation

Recognising abuse

To ensure that our children are protected from harm, we need to understand what types of behaviour constitute abuse and neglect. The setting will ensure all staff understand their responsibilities in being alert to indicators of abuse and their responsibility for referring any concerns to the Safeguarding and child Protection designated person using the seven categories of abuse:

Physical Abuse

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces illness in a child (Munchausen's Syndrome by Proxy, but more usually referred to as fabricated or induced illness).

Emotional Abuse

Emotional abuse is the persistent emotional maltreatment of a child, such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate or valued only for meeting the needs of another person. It may feature age or developmentally-inappropriate expectations being imposed on children, including interactions that are beyond the child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying, causing children frequently to feel frightened or in danger, or the

exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, although it may occur alone.

Sexual Abuse

Sexual abuse involves forcing or enticing a child to take part in sexual activities, including Child Sexual Exploitation (CSE), whether or not the child is aware of what is happening. The activities may involve physical contact, including penetrative and non-penetrative acts. They may include non-contact activities, such as involving children in looking at, or in the production of, pornographic material or watching sexual activities, or encouraging children to behave in sexually inappropriate ways.

Neglect

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance misuse. Once a child is born, neglect may involve a parent or carer failing to provide adequate food and clothing or shelter, including exclusion from home or abandonment, failing to protect a child from physical and emotional harm or danger; failure to ensure adequate supervision, including the use of inadequate care-takers; or the failure to ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

Domestic Abuse

Domestic abuse is any type of controlling, bullying, threatening or violent behaviour between people in a relationship. It is not just physical abuse, but includes emotional, sexual, financial or psychological abuse. Domestic abuse can seriously harm children and witnessing domestic abuse is child abuse.

Female Genital Mutilation

FGM is the partial or total removal of external female genitalia for non-medical reasons. It is also known as female circumcision, cutting or summa. FGM is used to control female sexuality and can cause severe and long-lasting damage to physical and emotional health.

Radicalisation

Radicalisation is the process of drawing children into a terrorist ideology. Even very young children may be vulnerable to radicalisation by others, whether in the family or outside, and display concerning behaviour. As with managing other safeguarding risks, staff should be alert to changes in children's behaviour which could indicate that they may be in need of help or protection from radicalisation.

Definitions taken from Working Together to Safeguard Children 2018 and The Prevent Duty 2015

Indicators of abuse and what you might see:

It is vital that staff are aware of the range of behavioural indicators of abuse and report any concerns to the Safeguarding and SDL. We are aware that it is our responsibility to report concerns, but that it is not our responsibility to investigate or decide whether a child had been abused.

We are aware that this could take a number of forms, for instance:

- A child has an unexplained injury, bruise or mark
- A child has an injury, bruise or mark and the explanation given for how it was caused is not consistent with the injury
- There are significant changes in a child's behaviour

- The child shows signs of neglect, including untreated medical condition.
- The child makes comments that give you cause for concern
- Unexplained and prolonged absence

Individual indicators will rarely, in isolation, provide conclusive evidence of abuse. They will be viewed as part of a jigsaw, and each small piece of information will help the Safeguarding and Child Protection designated person to decide how to proceed. The setting does not need 'absolute proof' that a child is at risk to make a referral.

Taking action: (See attached Safeguarding Processes Flowchart)

We will remember the key points for taking action are:

- In an emergency we will take the action necessary to help the child, for example, call 999 or 101
- Stop other activity and focus on what we have seen or are being told and remain calm, accessible and receptive
- Listen carefully without interrupting or asking leading questions, being aware of the non-verbal messages you are giving
- Do a TED talk (Tell, Explain, Describe)
- Understand that responding to suspicion of abuse takes immediate priority
- Report any concerns we have to the DSL or deputy immediately
- If the DSL or deputy is not available, ensure the information is shared with the most senior person in the setting that day and ensure action is taken to report the concern to the designated person as soon as possible
- Ask the parent/carer about what has been observed, so long as it does not put the child at increased risk. We will also ask the child if he/she is old enough, and note what they tell us and how they behave
- If we decide not to discuss our concerns with the child's parents, we will record this and the reason why we made that judgement
- Take action to obtain urgent medical attention for the child, if required
- Record what we have heard or seen, what has been said, and what we did. We will use a body map (see attached) but will not take photographs
- Keep the notes taken at the time, without amendments, omissions or additions, whatever subsequent reports may be written (dated and signed on each page)
- Talk to the Area Education Safeguarding Advisor on 03301651140
- If applicable make a referral to the Integrated Front Door on 03000411111 / 03000419191
- Operate on a need-to-know basis only - do not discuss the issue with colleagues, friends or family
- Seek support for staff if they are distressed

Do not:

- Investigate or seek to prove or disprove possible abuse
- Make promises of confidentiality to children/young people
- Assume that someone else will take the necessary action
- Forget to record what you have been told
- Fail to pass the information on to the correct person

If the DSL has any reason to believe that a child is subject to any form of abuse, he/she will immediately report these concerns to the Integrated Front Door. However, if there is a serious concern about a child's immediate safety, 999 will be dialled. The setting will keep records of all decisions or actions agreed in discussion with the Education Safeguarding Team.

In the case of Radicalisation of a child, the Safeguarding and Child Protection designated person will implement the Prevent Duty and work with the LSCB and, where appropriate, make a referral to the

Channel programme. Our local Prevent Education Officer is Jill Allen. She can be contacted on jill.allen@kent.gov.uk or 03000413565

RECOGNISING AND RESPONDING TO AN ALLEGATION CONCERNING A MEMBER OF STAFF, VOLUNTEER, STUDENT OR OTHER ADULTS IN CONTACT WITH CHILDREN IN THE SETTING

All staff have a duty to disclose any concerns they have about the conduct of other staff or adults in contact with children. An allegation of child abuse made against a member of staff or other adult in contact with children in the setting may come from a parent, another member of staff or from a child's disclosure.

The setting will:

- Treat the matter seriously
- Avoid asking leading questions
- Keep an open mind
- Make a written record of the information that includes: when the alleged incident took place (time and date), who was present, and what was said to have happened
- Sign and date the written record
- Report the matter immediately to the DSL, or named deputy, where the designated person is the subject of an allegation
- Contact the Area Education Safeguarding Team for advice and further guidance. They will contact the Local Authority Designated Officer (LADO) and cooperate fully with the process of the Education Safeguarding team and with any Police investigations. (The LADO will offer advice and guidance in relation to members of staff working in Thanet regardless where the child lives.)
- Follow our disciplinary procedure. Due to the serious nature of the concerns, staff may be suspended until a full investigation has taken place. The setting will support and treat with respect the member of staff whilst suspended.
- Await the outcome of the investigation before taking further disciplinary action
- Ensure, if it appears from the results of the investigation that the allegations are justified, that disciplinary action will follow, taking legal advice where necessary
- Where it seems likely that, on balance of probabilities, abuse may have taken place, be able in law to dismiss the individual and refer them to the Independent Safeguarding Authority (ISA)
- If the result of the investigation is that it was a false allegation, give the individual appropriate support
- Inform Ofsted throughout the investigation as soon as is reasonably practicable, but at the latest within 14 days of the allegations being made

Support for those involved in a child protection issue:

Child neglect and abuse is devastating for the child and can also result in distress and anxiety for staff who become involved.

We will support the children, their families and staff by:

- Taking all suspicions and disclosures seriously
- Responding sympathetically to any request from a member of staff for time out to deal with distress or anxiety
- Maintaining confidentiality and sharing information on a need-to-know basis only with relevant individuals and agencies
- Storing record securely
- Offering details of help lines, counselling or other avenues of external support
- Following the procedures laid down in our whistle blowing, complaints and disciplinary procedures
- Co-operating fully with relevant statutory agencies

LINKS TO LEGISLATION and PUBLICATIONS

- Afc Safeguarding and Child Protection 2018
- Children Act 1989, 2004 and 2006
- Children and Families Act 2014
- Convention on the Rights of the Child, UNICEF 1989
- Data Protection Act 2018
- Equality Act 2010
- Freedom of Information Act 2000
- Information Sharing 2015
- Keeping Children Safe in Education 2015
- Safeguarding and Vulnerable Groups Act 2006
- Statutory Framework for the Early Years Foundation Stage 2017
- The Counter-Terrorism and Security Act 2015
- The Human Rights Act 2000
- What to do if you're worried a child is being abused: Advice for practitioners 2015
- Working Together to Safeguard Children 2018

LINKS TO SUPPORT ORGANISATIONS

NSPCC 'Report Abuse in Education' Helpline

- [0800 136 663](tel:0800136663) or help@nspcc.org.uk

National Organisations

- NSPCC: www.nspcc.org.uk
- Barnardo's: www.barnardos.org.uk
- Action for Children: www.actionforchildren.org.uk
- Children's Society: www.childrenssociety.org.uk
- Centre of Expertise on Child Sexual Abuse: www.csacentre.org.uk

Support for Staff

- Education Support Partnership: www.educationsupportpartnership.org.uk
- Professional Online Safety Helpline: www.saferinternet.org.uk/helpline
- Harmful Sexual Behaviour Support Service: <https://swgfl.org.uk/harmful-sexual-behaviour-support-service>

Support for Children and Young People

- ChildLine: www.childline.org.uk
- Papyrus: www.papyrus-uk.org
- The Mix: www.themix.org.uk
- Shout: www.giveusashout.org
- Fearless: www.fearless.org
- Victim Support: www.victimsupport.org.uk

Support for Adults

- Family Lives: www.familylives.org.uk
- Crime Stoppers: www.crimestoppers-uk.org
- Victim Support: www.victimsupport.org.uk
- The Samaritans: www.samaritans.org
- NAPAC (National Association for People Abused in Childhood): www.napac.org.uk
- MOSAC: www.mosac.org.uk

- Action Fraud: www.actionfraud.police.uk
- Shout: www.giveusashout.org
- Advice now: www.advicenow.org.uk

Support for Learning Disabilities

- Respond: www.respond.org.uk
- Mencap: www.mencap.org.uk
- Council for Disabled Children: <https://councilfordisabledchildren.org.uk>

Contextual Safeguarding Network

- <https://contextualsafeguarding.org.uk/>

Kent Resilience Hub

- <https://kentresiliencehub.org.uk/>

Substance Misuse

- We are with you (formerly Addaction): www.wearewithyou.org.uk/services/kent-for-young-people/
- Talk to Frank: www.talktofrank.com

Domestic Abuse

- Domestic abuse services: www.domesticabuseservices.org.uk
- Refuge: www.refuge.org.uk
- Women's Aid: www.womensaid.org.uk
- Men's Advice Line: www.mensadvice.org.uk
- Mankind: www.mankindcounselling.org.uk
- National Domestic Abuse Helpline: www.nationaldahelpline.org.uk
- Respect Phoneline: <https://respectphoneline.org.uk>

Criminal and Sexual Exploitation

- National Crime Agency: www.nationalcrimeagency.gov.uk/who-we-are
- It's not okay: www.itsnotokay.co.uk
- NWG Network: www.nwgnetwork.org
- County Lines Toolkit for Professionals: www.childrenssociety.org.uk/information/professionals/resources/county-lines-toolkit

Honour Based Abuse

- Karma Nirvana: <https://karmanirvana.org.uk>
- Forced Marriage Unit: www.gov.uk/guidance/forced-marriage
- FGM Factsheet: https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/496415/6_1639_HO_SP_FGM_mandatory_reporting_Fact_sheet_Web.pdf
- Mandatory reporting of female genital mutilation: procedural information: www.gov.uk/government/publications/mandatory-reporting-of-female-genital-mutilation-procedural-information
- The right to choose - government guidance on forced marriage: www.gov.uk/government/publications/the-right-to-choose-government-guidance-on-forced-marriage

Child-on-Child abuse, including bullying, sexual violence and harassment

- Rape Crisis: <https://rapecrisis.org.uk>
- Brook: www.brook.org.uk
- Disrespect Nobody: www.disrespectnobody.co.uk
- Upskirting – know your rights: www.gov.uk/government/news/upskirting-know-your-rights
- Lucy Faithfull Foundation: www.lucyfaithfull.org.uk
- Stop it Now! www.stopitnow.org.uk
- Parents Protect: www.parentsprotect.co.uk
- Anti-Bullying Alliance: www.anti-bullyingalliance.org.uk
- Diana Award: www.antibullyingpro.com/
- Bullying UK: www.bullying.co.uk
- Kidscape: www.kidscape.org.uk

Online Safety

- NCA-CEOP: www.ceop.police.uk and www.thinkuknow.co.uk
- Internet Watch Foundation (IWF): www.iwf.org.uk
- Childnet: www.childnet.com
- UK Safer Internet Centre: www.saferinternet.org.uk
- Report Harmful Content: <https://reportharmfulcontent.com>
- Marie Collins Foundation: www.mariecollinsfoundation.org.uk
- Internet Matters: www.internetmatters.org
- NSPCC: www.nspcc.org.uk/onlinesafety
- Get Safe Online: www.getsafeonline.org
- Parents Protect: www.parentsprotect.co.uk
- Cyber Choices: <https://nationalcrimeagency.gov.uk/what-we-do/crime-threats/cyber-crime/cyberchoices>
- National Cyber Security Centre (NCSC): www.ncsc.gov.uk

Mental Health

- Mind: www.mind.org.uk
- Moodspark: <https://moodspark.org.uk>
- Young Minds: www.youngminds.org.uk
- We are with you: www.wearewithyou.org.uk/services/kent-for-young-people/
- Anna Freud: www.annafreud.org/schools-and-colleges/

Radicalisation and hate

- Educate against Hate: www.educateagainsthate.com
- Counter Terrorism Internet Referral Unit: www.gov.uk/report-terrorism
- True Vision: www.report-it.org.uk

Children with Family Members in Prison

- National information Centre on Children of Offenders (NICCO): <https://www.nicco.org.uk/>