## Tudhoe Learning Trust

# Safeguarding and Child Protection

## Early Years

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| **Approved by:** | Trust Chief Executive Officer | **Date:** | November 2019 |
| **Last reviewed on:** | September 2018 | | |
| **Next review due by:** | September 2020 | | |

**This policy should be read in conjunction with the following documents:**

- Trust Safeguarding and Child Protection Policy
- Peer on Peer Abuse Policy
- Prevent Policy
- DFE Keeping Children Safe in Education Statutory Guidance September 2019;
- HM Government What to do if you're worried a child is being abused March 2015;
- HM Government Working together to safeguard children March 2015;
- Child Protection within Safeguarding Policy and Guidance for Schools.
- Working Together to Safeguard Children 2018
- Information Sharing 2018
- The Prevent Duty Guidance
- Statutory Framework for the Early Years

**What is Safeguarding within Early Years…?**

Trust schools place the safety, wellbeing and welfare of children before all else. Our staff operate within all statutory guidance and recognise the definition of safeguarding as that set out in Working Together to Safeguard Children:

- protecting children from maltreatment
- preventing impairment of children's health or development
- ensuring that children grow up in circumstances consistent with the provision of safe and effective care
- taking action to enable all children to have the best outcomes

Additionally, we recognise that there may be additional considerations to take into account when safeguarding children within an early years setting due to the immaturity of the children within that phase. Additional considerations may be speech, language, vocabulary, SEND etc.

We may need to safeguard pupils within early years in respect of the following areas:

- neglect
- physical, sexual or emotional abuse
- bullying, including online bullying and prejudice-based bullying
- racist, disability, homophobic or transphobic abuse
- gender-based violence, or violence against women and girls
- peer-on-peer abuse
- radicalisation or extremist behaviour
- child sexual exploitation and trafficking
- child criminal exploitation and county lines
- the impact of new technology on sexual behaviour, for example 'sexting' and accessing pornography
- teenage relationship abuse
- substance misuse
- issues that may be specific to a local area or population, for example gang activity and youth violence
- domestic violence
- serious violence
- female genital mutilation
- forced marriage
- fabricated or induced illness
- poor parenting

- homelessness
- so-called honour-based violence
- any other issues that pose a risk to children, learners and vulnerable adults

Safeguarding pupils is a factor that runs through all activity within Trust schools but specifically:

- pupil health and safety and well-being, including their mental health
- meeting the needs of children who have special educational needs or disabilities
- the use of reasonable force
- meeting the needs of children and learners with medical conditions
- providing first aid
- educational visits
- intimate care and emotional well-being
- online safety and associated issues
- appropriate arrangements to ensure pupil security, taking into account the local context

Trust schools have a range of policies and guidance documents in place and embedded that are designed to ensure the safety and wellbeing of our pupils. Our practice is monitored by senior leaders on an ongoing basis. A thorough and robust audit into practice is conducted annually with the aim of ensuring that safeguarding within Trust schools is effective.

Trust schools have a positive transparent ethos in respect of safeguarding with a culture of safeguarding being everyone's responsibility. Safeguarding arrangements are effective and evolved in line current thinking, environmental changes and statutory obligation.

Trust schools EY settings are aware of their obligations set out in Statutory Framework in the Early Years Foundation Stage para 3.68 – 3.73 in relation to record keeping, confidentiality and the sharing of information.

If any member of staff has concerns that a pupil may be at risk, they should speak with the school's Designated Safeguarding Lead who will have responsibility for assessing whether the child may be at risk of radicalisation, and where relevant, for referring the child to the Local Authority Channel Panel.

Alternatively, the Trust has nominated the HR Manager as a Single Point of Contact (SPOC) to enable any concerns to be raised in confidence. The HR Manager can be contacted via the Trust Office on 01388 811765.

**Educate and Celebrate**

Tudhoe Learning Trust is proud to be a part of 'Educate and Celebrate'. Our schools do not tolerate any types of discrimination, which include acts against anyone due to their:

- Age
- Disability
- Sex
- Gender identity
- Race
- Religion or belief
- Sexual orientation
- Pregnancy and Maternity
- Marriage and civil partnership

As part of the programme, we educate children about our diverse society and children learn to celebrate differences.

**EYFS Procedures**

- *Our procedures are regularly reviewed and up-dated*
- *All new members of staff are given a copy of 'Unknown children – destined for disadvantage?' and EYFS Statutory framework.*

**Concerns**

**All staff understand what to do if they have any concerns regarding:**

- 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;
- any reasons to suspect neglect or abuse outside the setting, for example in the child's home; and/or
- inappropriate behaviour displayed by other members of staff, or any other person working with the children. For example: inappropriate sexual comments; excessive one-to-one attention beyond the requirements of their usual role and responsibilities; or inappropriate sharing of images.

If any member of staff has a concern over a child, a concern form should be completed immediately and handed to the designated Safeguarding Lead in school. Concern forms must not be filled in 'after the event'. The concern must also be shared with EYFS Leader. When completing the concern form it is essential that any quotes from the child are recorded exactly and are not paraphrased. Any child protection and/or safeguarding concerns will be shared immediately with the relevant local authority.

Members of staff are informed on a need to know basis of a pupil's child protection status and areas of concern to enable effective monitoring.

All staff are made aware of the children across EYFS who are believed to be at a disadvantage. These children will be discussed regularly in EYFS staff meetings to monitor their progress. These children are not just those who qualify for Pupil Premium funding (See criteria listed in 'Destined for Disadvantaged').

**Suitable people**

All Trust schools maintain a single central record of recruitment and vetting checks undertaken on appointment of all staff and volunteers employed.

All students and volunteers who work in our EYFS setting will not be left to work with children unsupervised. Students and volunteers cannot support children with intimate care/toileting supervision. They are prohibited to take images of children on any personal device (IPADS/Cameras/Mobile Phones).

Practitioners must not be under the influence of alcohol or any other substance which may affect their ability to care for children. If practitioners are taking medication which may affect their ability to care for children, those practitioners should seek medical advice. We will ensure that those practitioners only work directly with children if medical advice confirms that the medication is unlikely to impair that staff member's ability to look after children properly. Staff medication on the premises must be securely stored, and out of reach of children, at all times.

At least one person who has a current paediatric first aid certificate must be on the premises and available at all times when children are present, and must accompany children on outings.

Staffing arrangements will always meet the needs of all children and ensure their safety. Children will usually be within sight and hearing of staff and will always be within sight or hearing. We always adhere to the statutory guidance for staff/child ratios.

**Accident and Injury**

An up to date first aid box is accessible and kept in Reception. This box is checked regularly by staff and expiry dates are noted and stock is kept replenished.

Staff must keep a written record of accidents or injuries and first aid treatment. Staff must inform parents and/or carers of any accident or injury sustained by the child on the same day, or as soon as reasonably practicable, of any first aid treatment given.

**Home times**

Staff must only release children into the care of individuals who have been notified by the parent, and must ensure that children do not leave the premises unsupervised. We must take all reasonable steps to prevent unauthorised persons entering the premises; all visitors must report to the school office to sign in and cannot be left to walk through the school premises unaccompanied by a member of staff.

If staff have any concern whatsoever around the suitability of the adult collecting the child (for example, if alcohol can be detected) they must ask the adult to wait whilst they seek advice from one of the designated safeguarding leaders.

**Cameras and Mobile phones**

To ensure the safety and welfare of all the children within our care, and to protect all staff from allegations, mobile phones must be switched off and kept in a secure place during school hours. Staff may use their phones whilst on their break, in the staff room, but never whilst working with children. No information regarding children or school practice must be shared outside of school or on any social media sites.

All parent helpers/students/volunteers will be requested to follow this same policy.

**Please refer to Trust Acceptable Use Policy.**

EYFS IPads are password protected. IPADS do not leave the school premises and are locked away in the designated place at the end of each day.

Under no circumstances must cameras of any kind be taken into the bathrooms. At all times the camera/IPAD must be placed in a prominent place where it can be seen.

Any information and images of children saved to a memory stick must be encrypted.

Images of children must not be saved to the hard drive of laptops.

All staff are aware of children whose parents do not give permission for their child's photographs to be published.

**Managing behaviour**

All staff must consistently promote positive behaviour.

Staff are trained to use effective de-escalation techniques and creative alternative strategies that are specific to the individual needs of children and learners...

Risk assessment are in place for any child who shows signs of challenging behaviours, these are updated and monitored and shared with all staff members.

Reasonable force is only used in strict accordance with the legislative framework to protect the child and learner and those around them. All incidents are reviewed, recorded and monitored and the views of the child or learner are sought and understood.

**Missing Children**

The safety and security of the children in our care is paramount. Every care is taken to ensure that the children are accounted for at all times when they are in our care. Staff maintain the appropriate high level of supervision throughout the session and are aware of the location of the children in their care at all times.

The number of children is checked regularly by frequent roll calls. However, in the unlikely event that after a roll call or at another time it is noticed that a child has gone missing, whether in school or out: The following procedures will be followed.

- Staff will maintain safety and well-being of other children and check whether the missing child has another commitment with the office staff.
- A roll call will be taken.
- A member of the Senior Leadership Team and at least one other member of staff will search the immediate vicinity or school grounds. Going to places at which the child was last seen, tracing the routes that they may have taken.
- If the child is not found after approximately 10 minutes, the Headteacher or Deputy will endeavour to contact the parents of the missing child by telephone.
- If after approximately 15 minutes the parents have not been contacted, the Headteacher or Deputy will contact the police.
- Once police arrive all relevant information about the child will be given. The police will then take over the search. A written record of the incident and actions taken should be made as soon as possible.

When the situation has been resolved, the SLT will review the reasons for this event happening and revise measures if necessary.

**Whistleblowing**

Whistleblowing has been defined as:

***'the disclosure by an employee or professional of confidential information which relates to some danger, fraud or other illegal or unethical conduct connected with the work place, be it of the employee or his/her fellow employees'***

*(Public Concern at Work Guidelines 1997).*

*OFSTED state that all staff should:*

*"know how to make a complaint and understand policies on whistleblowing and how to manage other concerns about the practice of adults in respect of the safety and protection of children and learners.*

The Trust is committed to high standards in all aspects of the school and will treat whistleblowing as a serious matter. In line with the governing body's commitment to openness, probity and accountability, members of staff are encouraged to report concerns which will be taken seriously, investigated and appropriate action taken in response.

**Please refer to TLT Whistleblowing policy**

**Managing transitions**

At the beginning of each session, the number of children attending is recorded and shared with all staff. Each time children come in from outdoor provision, they are counted ***before*** the door is closed.

**Definitions:**
Please note that for the purposes of this statement all persons under 18 years of age are classed as *"children"* or *"young people"*.
*"Staff"* includes any member of School or helpers employed to assist with a particular activity, e.g. School excursions and external visits.
*"in loco parentis"* – literally "in place of the parent"
*"Event"* – Any activity organised by the School.

**Child Safeguarding Policy Statement** This policy can be summarised in just one sentence:

***We have a duty of care.***

Please read ALL sections whatever your specific role. Due to the nature of child safeguarding we must all be aware of each other's specific roles and of our general duties involving young people. Those supervising young people in any capacity (as a mentor or teacher) are expected to show a duty of care in all aspects. The contents set out in this document and discussed in the various School training and briefing sessions constitutes the School's "Child Safeguarding Policy."

**General Dos and Don'ts**

- Do not touch the children. Resist a comforting hug or pat on the back. There is a fine line in a children's perception of where comfort stops and harassment/assault starts.
- Do not make jokes about children's personalities, gender, ethnic status, appearance, family, religion, etc.
- Do not assume backgrounds you know nothing of.
- Do not spend any time alone with a student in any room and do not block doorways.
- If a serious problem arises, do not feel you must handle it on your own. There should always be at least one person in a position of management available. If in any doubt please refer to a member of the Leadership Team for advice.
- NEVER promise confidentiality. We may not always be able to keep to this as in any real emergency or serious situation we will have to contact parents with information that we feel they need to know.

**Fire**

If you are teaching or supervising students indoors, be aware of the fire regulations for the School and know where the fire extinguishers are and where the fire exits are. If the Fire Alarm sounds, evacuate your classroom by the nearest exit.

**Health and Safety**

You are responsible at all times for the safety of your class and yourself. Defects in building fabric, furnishings and electrical fittings should be reported to the School Office Manager immediately. Make sure that you adhere to all local and subject specific safety rules – safety goggles, in labs, where appropriate etc.

**External Educational and Reward School Visits**

Organisers of external educational visits will ensure that all locations are properly insured and risk assessed. The Deputy Head Teacher acting as the Educational Visits Coordinator (EVC) will assist with this. Here are some general points about visits you need to be aware of. You need to be absolutely sure of who is and who isn't in your party.

You should have a copy of a register. As an escort on visits, you need to make sure that your charges do not engage in any dangerous behaviour at any time. There should be enough staff (i.e. At least one member of staff per 5 students) on each visit to cope with any problems. Report serious incidents as soon as possible and do not hesitate to seek assistance. We should be over- rather than under-protective. Do not let anyone in your party go off on their own anywhere. Please report any wilful behaviour as soon as possible after your trip so that action may be taken and definitely do not condone bad or irresponsible behaviour.

**Safeguarding children from being drawn into or supporting terrorism**

Schools have a vital role to play in protecting pupils from the risks of extremism and radicalisation, a role which is underpinned by the Counter- Terrorism and Security Act 2015 "to have due regard to the need to prevent people from being drawn into terrorism. Radicalisation refers to the process by which a person comes to support terrorism and forms of extremism leading to terrorism.

Extremism is defined by the Government in the Prevent Strategy as: Vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs. We also include in our definition of extremism calls for the death of members of our armed forces, whether in this country or overseas.

The Government's Prevent Strategy has raised awareness of the specific need to safeguard children, young people and families from violent extremism and terrorism. There have been nationally situations in which extremist groups have attempted to radicalise children and young people to hold extreme views including views justifying political, religious, sexist or racist violence, or to steer them into a rigid and narrow ideology that is intolerant of diversity and leaves them vulnerable to future radicalisation.

Tudhoe Learning Trust values freedom of speech and the expression of beliefs / ideology as fundamental rights underpinning our society's values. Both pupils/students and teachers have the right to speak freely and voice their opinions. However, freedom comes with responsibility and free speech that is designed to manipulate the vulnerable or that leads to violence and harm of others goes against the moral principles in which freedom of speech is valued. Free speech is not an unqualified privilege; it is subject to laws and policies governing equality, human rights, community safety and community cohesion.

The current threat from terrorism in the United Kingdom may include the exploitation of individuals, to involve them in terrorism or in activity in support of terrorism. The normalisation of extreme views may also make children and young people vulnerable to future manipulation and exploitation. The Trust is clear that this exploitation and radicalisation should be viewed as a safeguarding concern.

Tudhoe Learning Trust seeks to protect children and young people against the messages of all violent extremism including, but not restricted to, those linked to Islamist ideology, or to Far Right / Neo Nazi / White Supremacist ideology, Irish Nationalist and Loyalist paramilitary groups, and extremist Animal Rights movements.

**Risk reduction**
The school governors, the Head Teacher and the Designated Safeguarding Lead will assess the level of risk within the school and put actions in place to reduce any identified risks.

**Procedure**
Keeping children / young people safe from these risks is a safeguarding matter and should be approached in the same way as safeguarding children from other risks.

Numerous factors can contribute to and influence the range of behaviours that are defined as violent extremism, but most young people do not become involved in extremist action. For this reason the appropriate interventions in any particular case may not have any specific connection to the threat of radicalisation, for example they may address mental health, relationship or drug/alcohol issues.

**Please refer to our Prevent Policy 2018-2019 and a copy is available on the Trust website.**

**Safeguarding children/students from child exploitation**

As a Trust we have a responsibility to do all we can to raise awareness of criminal and sexual exploitation/grooming and to identify and support any pupil who is at risk of abuse.

**Domestic Abuse**

Exposure to domestic abuse and/or violence can have a serious, long lasting emotional and psychological impact on children. In some cases, a child may blame themselves for the abuse or may have had to leave the family home as a result. Domestic abuse affecting young people can also occur within their personal relationships, as well as in the context of their home life.

**Homelessness**

Being homeless or being at risk of becoming homeless presents a real risk to a child's welfare. If staff have a concern about a child or a child makes a report to them, they should speak to the designated safeguarding lead (or a deputy).

Indicators that a family may be at risk of homelessness include household debt, rent arrears, domestic abuse and anti-social behaviour, as well as the family being asked to leave a property.

**Peer on Peer Abuse**

Children can abuse other children. This is generally referred to as peer on peer abuse and can take many forms.

This can include (but is not limited to): bullying (including cyberbullying); sexual violence and sexual harassment; physical abuse such as hitting, kicking, shaking, biting, hair pulling, or otherwise causing physical harm; sexting and initiation/hazing type violence and rituals.

It is important that school staff are aware of sexual violence and the fact children can, and sometimes do, abuse their peers in this way. Whilst not intended to be an exhaustive list, sexual harassment can include:

- sexual comments either in person or on-line e.g. making lewd comments, sharing of images, making sexual remarks about clothes and/or appearance, calling someone sexualised names; sexual "jokes" or taunting;
- physical behaviour e.g. deliberately brushing against someone, interfering with someone's clothes, up-skirting which typically involves taking a picture under a person's clothing without them knowing, with the intention of viewing their genitals or buttocks which is now a criminal offence.

If staff have any concerns relating to a child, they must report these to the Designated Safeguarding Lead.

**Serious Violence**

All staff should be aware of indicators, which may signal that children are at risk from, or are involved with serious violent crime. These may include increased absence from school, a change in friendships or relationships with older individuals or groups, a significant decline in performance, signs of self-harm or a significant change in wellbeing, or signs of assault or unexplained injuries.

Unexplained gifts or new possessions could also indicate that children have been approached by, or are involved with, individuals associated with criminal networks or gangs.

All staff should be aware of the associated risks and understand the measures in place to manage these.

**Honour Based Violence (including Female Genital Mutilation and Forced Marriage).**

So-called 'honour-based' violence (HBV) encompasses incidents or crimes which have been committed to protect or defend the honour of the family and/or the community. For older children this can include female genital mutilation (FGM), forced marriage, and practices such as breast ironing.

Staff need to be alert to the possibility of a child being at risk of HBV, or already having suffered HBV.

**Online Safety**

The use of technology has become a significant component of many safeguarding issues. Child sexual exploitation; radicalisation; sexual predation: technology often provides the platform that facilitates harm. An effective approach to online safety empowers a school to protect and educate the whole school community in their use of technology and establishes mechanisms to identify, intervene in, and escalate any incident where appropriate.

Filters and monitoring can limit exposure to the risks from the school's IT system. However, whilst filtering and monitoring is an important part of the online safety picture, it is only one part.

The Trust has an On-line Safety Policy of which all staff should be aware.

**To help keep pupils safe we will:-**

Promote healthy and safe relationships through Science and PHSE lessons. Older pupils will participate in Healthy Relationship Education, which will be led by school staff in support with the school nurse;

- Raise pupils' awareness of the risks at an age appropriate level through staff led PHSE lessons;
- Raise awareness of criminal exploitation at an age appropriate level through staff led PHSE lessons;
- Raise staff awareness through staff meetings;
- Help parents to understand the issues by sharing information at parents' meetings and signposting through additional communication, e.g. newsletters;
- Contribute to multi-agency safeguarding and child protection arrangements;
- Participate in regular child protection training, which also includes information on CSE.

**Emergency Contacts**

**FIRE POLICE AMBULANCE**
**(9)999**
**POLICE**
**Non-Emergency**
**101**

**Policy Evaluation**

The implementation of this policy will be monitored by the HR Manager and will be reviewed annually.