

# Safeguarding and Child Protection Policy

## Policy for Safeguarding & Child Protection

This policy is available on our website and is available on request from the Little Owls office. We also inform parents and carers about this policy when their children join our setting and within newsletters.

Directors and Managers should ensure that the safeguarding policy is:

- Publicly available via the website or by other means;
- Provided to all staff at induction along with a staff code of conduct.

The revised guidance also states that proprietors should provide staff with the opportunity to contribute to and shape safeguarding arrangements and child protection policy. It is recommended that early years settings consult staff on proposed changes to the safeguarding policy and seek their views on how arrangements could be further strengthened.

As a setting we follow the guidance from the DfE by:

- Putting the policy on the website and putting copies in packs new parents as well as sharing it as part of our interview & induction process.
- Providing the policy to all staff (including temporary staff and volunteers) at induction alongside our Staff Code of Conduct.
- Taking feedback from staff and directors throughout the year to inform revisions of the policy and practice.

This policy is reviewed in full by the Directors and Managers on an annual basis. This policy was last reviewed and agreed by the settings Directors on 17<sup>th</sup> October 2018

Signature                      Emma Bell              Manager:              Emma Bell              Date: 17.10.18

Signature              Justine Watts              Director:              Justine Watts              Date: 17.10.18

**Abbreviations used in this policy: DSL – Designated Safeguarding Lead, SLP- Safeguarding Lead Practitioner CP – Child Protection, NSCB – Norfolk Safeguarding Children’s Board, SS – Social Services, LADO – Local Area Designated Officer, MASH – Multi Agency Safeguarding Hub, CADS – Children’s Advice and Duty Service.**

**Definition of abuse:** A form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others eg via the internet. They may be abused by an adult or adults or another child or children.

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## 1. PURPOSE & AIMS

1.1 The purpose of Little Owls Day Nursery & Hoots safeguarding policy is to ensure every child who is registered at our setting is safe and protected from harm. This means we will always work to:

- Ensure that safeguarding is viewed as everyone's responsibility. Early years settings and their staff form part of the wider safeguarding system for children.
- Ensure that all staff have an awareness of specific safeguarding issues. Staff are aware that behaviours linked to drug taking, alcohol abuse, truanting and sexting put children in danger.
- Protect children and young people at our setting from maltreatment;
- Prevent impairment of our children's and young people's health or development;
- Ensure that we promote systems to support families so children and young people at our setting can grow up in circumstances consistent with the provision of safe and effective care;
- Undertake that role so as to enable children and young people at our setting to have the best outcomes.
- To make safeguarding and promoting the welfare of children an integral part of our recruitment and selection process in order to create a safe environment for children.
- To ensure a whole setting approach which ensures that the needs of the children are paramount and their rights and privacy are respected.
- To adhere to the Norfolk Safeguarding Children's Board (NSCB) procedures in order to safeguard the welfare of children in our setting.
- To help children to recognise what is right and what is wrong and how they should expect to be treated by others and include this in our teaching.
- To ensure that children in our setting develop sufficient trust in staff to discuss worries and fears.
- To ensure that NSCB procedures are co-ordinated by the SLP.
- To offer appropriate support to families within the setting.
- To ensure children's wishes and feelings are taken into account in any child protection procedures.
- To maintain high quality procedures to protect children, including use of the safeguarding audit tool and acting upon any findings in a timely fashion.
- Ensure online safety is a high priority and all appropriate safeguards are in place.

1.2 This policy will give clear direction to staff, volunteers, visitors and parents about expected behaviour and our legal responsibility to safeguard and promote the welfare of all children at Little Owls day Nursery & Hoots.

1.3 Our setting fully recognises the contribution it can make to protect children from harm and supporting and promoting the welfare of all children who attend. The elements of our policy are prevention, protection and support.

1.4 We recognise that our safeguarding responsibilities are clearly linked to our responsibilities for ensuring that appropriate safeguarding responses are in place for children who are absent from the setting. We also recognise that safeguarding against radicalisation and extremism is no different to safeguarding against any other vulnerability in today's society.

1.5 We recognise that abuse is a complex issue. Neglect and safeguarding issues are rarely stand-alone events that can be covered by one definition or label.

1.6 All staff are aware that safeguarding issues can manifest themselves via peer on peer abuse. This can include bullying (including cyber bullying) gender based violence and sexual assaults and sexting. Peer on peer abuse should always be reported to a SLP. No form of abuse will be tolerated.

1.7 This policy applies to all children, staff, parents, directors, volunteers and visitors.

## 2. Our Ethos and Procedures

2.1 The child's welfare is of paramount importance. Safeguarding and promoting the welfare of children is everyone's responsibility and the best interests of the children are paramount. All staff will make sure their approach is child centred, and consider at all times what is in the best interests of the child. We will establish and maintain an ethos where children feel secure, are encouraged to talk, are listened to and are safe. Children will be able to talk freely to any member of staff at our setting if they are worried or concerned about something.

2.2 Everyone who comes into contact with children and their families has a role to play in safeguarding children. We recognise that staff play a particularly important role as they are in a position to identify concerns early and provide help for children to prevent concerns from escalating. **All staff are advised to maintain an attitude of 'it could happen here' where safeguarding is concerned. Safeguarding is everyone's responsibility.**

2.3 All staff and regular visitors will, through support, training and induction, know how to recognise indicators of concern, how to respond to a disclosure from a child and how to record and report this information. We will not make promises to any child and we will not keep secrets. Every child will know what the adult will have to do with any information they have chosen to disclose.

2.4 Throughout our delivery of the EYFS we will provide activities and opportunities for children to develop the skills they need to identify risks and stay safe. This will also be extended to include material that will encourage our children to develop essential life skills. Our delivery of the EYFS focuses on these areas, we will teach children about online safety, personal safety, feelings, seeking help if required, road safety and how to take managed risks.

2.5 At all times we will work in partnership and endeavour to establish effective working relationships with parents, carers and colleagues from other agencies in line with Working Together to Safeguard Children (2015). We recognise the importance of professionals sharing information and working together to get a full picture of need so the right help can be given to a child. No single professional can have a full picture of a child's needs and circumstances. If children and families are to receive the right help at the right time everyone who comes into contact with them has a role to play in identifying concerns, sharing information and taking prompt action. Multi-agency working and information sharing are vital in identifying and tackling all forms of abuse and especially important to identify and prevent child sexual exploitation.

2.6 Our setting identifies children who may benefit from **early help** following discussions with parents, other professionals or observations of children. Staff should discuss early help requirements with one of the SPLs in the first instance. Staff will support other agencies and professionals in early help assessment as appropriate. Staff will be made aware of the early help process at staff meetings and at induction.

2.7 The SPLs will help set up multi-agency assessments as appropriate.

2.8 If the welfare of a child receiving early help causes concern or the situation does not appear to be improving, consideration will be given to a referral to children's social care as part of the process of undertaking constant review and communication with other professionals of each child's situation.

2.9 If a staff member in the course of their work in the profession, discovers an act of female genital mutilation or honour based violence appears to have been carried out on a girl under the age of 18, the staff member must report this to the police.

2.10 Online safety. We work to ensure our children are safeguarded from potentially harmful or inappropriate online material. Children learn what to do if they come across harmful or inappropriate online material.

2.11 We recognise that safeguarding against radicalisation and extremism is no different to safeguarding against any other vulnerability in today's society. We will ensure that:

- Through training, staff, volunteers and governors have an understanding of what radicalisation and extremism is, why we need to be vigilant and how to respond when concerns arise.
- There are systems in place for keeping children safe from extremist material when accessing the internet in our setting.
- The SLP has received Prevent training and will act as the point of contact within our setting for any concerns relating to radicalisation and extremism.
- The SLP will make referrals in accordance with [Norfolk Channel procedures](#) and will represent our setting at Channel meetings as required.
- Through our curriculum, we will promote the spiritual, moral, social and cultural development of children.

2.12 We do not allow the use of mobile phones, personal tablets, personal Laptops or personal Cameras in the setting. This also includes Smart Watches. All devices of this nature are stored in personal belongings and are never used around the children. If staff bring a personal tablet, kindle, smart phone or smart watch into our setting it is to be used only in the staff room or office two areas which are not accessible to children.

### **3. Roles and Responsibilities**

The setting Directors should appoint an appropriate senior member of staff from the setting leadership team to the role of safeguarding lead (SLP).

Directors are also required to appoint at least one Deputy SLP. They must be trained to the same standard as the SLP. At Little Owls we have 8 SLP's Holly Parnell, Johnny Watts, Tiffany Neath, Emma Bell, Hayley Gibbard, Ella Jacobs, Charlotte MacDonald and Naomi Brien.

Whilst the activities of the SLP can be delegated to appropriately trained deputies, the ultimate lead responsibility remains with the SLP. This responsibility will not be delegated.

In terms of training, all SLPs undertake appropriate training as required. In addition to the formal training, our SLPs receive additional updates to their knowledge to update their skills. This could be via e-bulletins, meeting with other safeguarding leads and other professionals and undertaking relevant professional reading. All staff read serious case reviews and discuss them to further knowledge.

SLPs in our setting also discuss children whose attendance causes concern or who are persistently absent, in order to safeguard them and take appropriate action.

These staff members can be contacted through the setting office.

Information on those leading safeguarding and child protection can also be seen on the parent noticeboards within each nursery & Hoots.

3.1 It is the responsibility of *every* member of staff, volunteer and regular visitor to our setting to ensure that they carry out the requirements of this policy and, at all times, work in a way that will safeguard and promote the welfare of all children. This includes the responsibility to provide a safe environment in which children can learn & develop.

### **The Manager**

3.2 At Little Owls & Hoots the manager is responsible for:

- Taking on the role of the Safeguarding Lead Practitioner;
- Identifying two alternate members of staff to act as Safeguarding Leads in her absence to ensure there is always cover for the role and ensuring appropriate training;
- Ensuring that the expectations that policies and procedures adopted by the setting directors, particularly concerning referrals of cases of suspected abuse and neglect, are followed by all staff. However, all staff have the right to make a direct referral to CADS or MASH depending on the level of harm, but they must be prepared to follow procedure for a referral, take ownership for it and be prepared to follow it through to its conclusion,
- Ensuring that all staff and volunteers feel able to raise concerns about poor or unsafe practice and such concerns are addressed sensitively in accordance with agreed whistle-blowing procedures;
- Liaise with the LADO in the event of an allegation of abuse being made against a member of staff.

### **The Safeguarding Lead Practitioner (SLP)**

3.3 Will provide advice and support to other staff on child welfare and child protection matters. Any concern for a child's safety or welfare will be recorded in writing and given to the SLPs using the setting's prescribed and agreed reporting forms and procedures.

3.4 The SLPs at Little Owls & Hoots will represent our setting at child protection conferences and core group meetings. Reports will be provided in line with requirements. On the rare occasions this is not possible, a substitute will endeavour to be found who is a member of the senior leadership staff with knowledge of the children. Through appropriate training, knowledge and experience our SLPs will liaise with Children's Services and other agencies where necessary, and make referrals of suspected abuse to Children's Services, take part in strategy discussions and other interagency meetings and contribute to the assessment of children.

3.5 The SLPs will maintain written records and child protection files ensuring that they are kept confidential and stored securely.

3.6 The SLPs are responsible for ensuring that all staff members and volunteers are aware of our policy and the procedure they need to follow. They will ensure that all staff, volunteers and regular visitors have received appropriate child protection information during induction and have been trained by the 'safer programme' or Norfolk county council's introduction to safeguarding training.

## **4. Training and Induction**

4.1 When new staff join our setting they will be informed of the safeguarding arrangements in place. They will be given a copy of our safeguarding policy along with the staff code of conduct and told who our Safeguarding Leads are the safeguarding policy and code of conduct must be signed to confirm their understanding. Volunteers and regular visitors are given the policy. They are informed of what to do if they have a concern. Parents are also aware of this, through the welcome pack we

distribute at the initial visit, parents are expected to sign in agreement of the safeguarding policy at their child's care plan meeting.

4.2 Every new member of staff will have an induction period that will include essential safeguarding information. This programme will include basic safeguarding information relating to signs and symptoms of abuse, how to manage a disclosure from a child, how to record and issues of confidentiality. The induction will also remind staff and volunteers of their responsibility to safeguard all children at our setting and the remit of the role of the Safeguarding Lead.

4.3 In addition to the safeguarding induction, all members of staff will undertake appropriate safeguarding training on a regular basis in accordance with statutory guidance and advice from the Norfolk Safeguarding Children Board and DfE. An annual update is given to all staff members to provide them with relevant skills and knowledge to safeguard children effectively in line with advice from NSCB and the local authority safeguarding lead.

4.4 All regular visitors and volunteers to our school will be given a set of our safeguarding procedures; they will be informed of whom our SLP and deputy SLPs are and what the recording and reporting system is.

4.5 The SLP, the alternate designated member of staff and any other senior member of staff who may be in a position of making referrals or attending child protection conferences or core groups will attend one of the multi-agency training courses organised by Norfolk Safeguarding Children's Board at least once every three years. In addition to this, the SLP and Deputies will attend (SLP) training provided by the Local Authority as required.

4.6 We actively encourage all of our staff to keep up to date with the most recent local and national safeguarding advice and guidance. In addition, local guidance can be accessed via Norfolk Safeguarding Children Board at [www.nscb.norfolk.gov.uk](http://www.nscb.norfolk.gov.uk) . We will also provide regular safeguarding updates for staff as appropriate.

## **5. Procedures for Managing Concerns**

5.1 Little Owls Day Nursery & Hoots adhere to child protection procedures that have been agreed locally through the Norfolk Children's Safeguarding Board.

5.2 Every member of staff including volunteers working with children at our setting are advised to maintain an attitude of '*it could happen here*' where safeguarding is concerned. We believe that safeguarding is everyone's responsibility. When concerned about the welfare of a child, staff members should always act in the best interests of the child and have a responsibility to take action as outlined in this policy.

5.3 All staff and adults in the setting are expected to report any concerns that they have and not see these as insignificant. Concerns should be shared immediately and never delayed. On occasions, a referral is justified by a single incident such as an injury or disclosure of abuse. More often however, concerns accumulate over a period of time and are evidenced by building up a picture of harm over time; this is particularly true in cases of emotional abuse and neglect. In these circumstances, it is crucial that staff record and pass on concerns in accordance with this policy to allow the SLPs to build up a picture and access support for the child at the earliest opportunity. A reliance on memory without accurate and up to date records of concern could lead to a failure to protect. Records of concern and reporting of concerns must take place immediately following a disclosure or concern.

5.4 It is *not* the responsibility of staff to investigate welfare concerns or determine the truth of any disclosure or allegation. All staff, however, have a duty to recognise concerns and pass the information on in accordance with the procedures outlined in this policy.

5.5 The Safeguarding Leads should be used as a first point of contact for concerns and queries regarding any safeguarding concern in our setting. Any member of staff or visitor to the setting who receives a disclosure of abuse or suspects that a child is at risk of harm must report it immediately to the SLP or, if unavailable, to the Deputy SLP. In the unlikely event of the absence on site of the above, the matter should be brought to the attention of the most senior member of staff. If in any doubt, please ask a member of the senior leadership team. A SLP will always be contactable by phone if not in person.

5.6 All concerns about a child or young person should be reported immediately and without delay and recorded in writing using the agreed template. Copies of these are in the office and each nursery has a file with a copy and there are copies in the staffroom also.

5.7 Following receipt of any information raising concern, the SLPs will consider what action to take and seek advice from Children's Services as required. All information and actions taken, including the reasons for any decisions made, will be documented. All actions will be taken with reference to the Norfolk Threshold Guide.

5.8 All referrals will be made in line with Norfolk Children's Services procedures.

5.9 If, at any point, there is a risk of immediate serious harm to a child a referral should be made to Children's Services immediately. Anybody can make a referral. If the child's situation does not appear to be improving the staff member with concerns should press for re-consideration by raising concerns again with the DSL. Concerns should always lead to help for the child at some point.

5.10 Staff should always follow the reporting procedures and protocols outlined in this policy in the first instance. However, they may also share information directly with Children's Services, or the police if:

- the situation is an emergency and the SLP, their alternate and the directors are all unavailable and following discussion with the most senior staff member on site it is agreed that this is the most appropriate course of action ;
- and/or
- they are convinced that a direct report is the only way to ensure the child's safety.

Where possible, there should be a conversation with the SLP to agree a course of action, although any staff member can make a referral to children's social care. Other options could include referral to specialist services or early help services and should always be made in accordance with the referral threshold set by the Norfolk Safeguarding Children Board. If a staff member makes a direct referral they must inform the SLP that a referral has been made.

5.11 Any member of staff who does not feel that concerns about a child have been responded to appropriately and in accordance with the procedures outlined in this policy should raise their concerns with the Directors. If any member of staff does not feel the situation has been addressed appropriately at this point they should contact Children's Services directly with their concerns.

5.12 If a child is in immediate danger, or is at risk of harm, a referral should be made to children's social care and/or the police immediately. Referrals would generally, in line with protocols, be made

through the SLPs but **anyone can make a referral**. Where referrals are not made by the SLP the SLP lead should be informed as soon as possible that a referral has been made.

## **6. Records and Information Sharing**

6.1 If staff are concerned about the welfare or safety of any child at our setting they will record their concern on the agreed reporting form. They should ensure that the form is signed and dated. Any concerns should be passed directly to the SLP without delay. These forms are held in the office, with each supervisor and in the staffroom.

6.2 Any information recorded on a concern sheet will be kept in a child protection file for the individual child in a cabinet in the Office. Children with ongoing or regular concerns also have their own individual named folder in the same cabinet. Each folder has a front cover with all relevant personal information. We have a proportional risk based approach to the level of information that is provided to temporary staff and volunteers. Child protection information will only be shared within setting on the basis of 'need to know in the child's interests' and on the understanding that it remains strictly confidential.

6.3 Child protection information will only be kept in the designated CP files and these files will be kept up to date. Records of concern, copies of referrals, invitations to child protection conferences, core groups and reports will be stored here. All our safeguarding files will include; a chronology for ongoing concerns and cases, contents front cover and will record significant events in the child's life.

6.4 When a child leaves our setting, the SLP will make contact with the SLP at the new school or early years setting and will ensure that the child protection file is forwarded to the receiving school in an appropriately agreed manner, as well as any individual concern sheets. We will retain evidence to demonstrate how the file has been transferred; this will be in the form of a written confirmation of receipt from the receiving school/setting and/or evidence of recorded delivery. Where a parent elects to home educate, the setting will make arrangements to pass any safeguarding concerns to the Services to Home Educators' Team within Norfolk County Council.

6.5 When information sharing, fears about sharing information will not be allowed to stand in the way of the need to promote the welfare and protect the safety of children. Data protection fears will not be a barrier to safeguarding practice.

6.6 All staff are expected to notify the SLP and directors should there be any changes to their personal circumstances, or change in the circumstances of anyone living within their residence which may affect their ability to work with children.

## **7. Working with Parents and Carers**

7.1 Little Owls Day Nursery & Hoots are committed to working in partnership with parents/carers to safeguard and promote the welfare of children and to support them to understand our statutory responsibilities in this area.

7.2 When a new child joins our setting, parents and carers will be informed that we have a safeguarding and child protection policy. A copy is given in the welcome pack each family receives at the initial visit. A copy will be provided to other parents on request and is available on the Little Owls website. When the policy is changed or reviewed, parents will be informed of that and told to refer to the website for the new version. Parents and carers will be informed of our legal duty to assist our colleagues in other agencies with child protection enquiries and what happens should we have cause to make a referral to Children's Services.

7.3 We are committed to working with parents positively, openly and honestly. We ensure that all parents are treated with respect, dignity and courtesy. We respect parents' rights to privacy and confidentiality and will not share sensitive information unless we have permission or it is necessary to do so in order to safeguard a child from harm.

7.4 We will seek to share with parents any concerns we may have about their child *unless* to do so may place a child at increased risk of harm. A lack of parental engagement or agreement regarding the concerns the setting has about a child will not prevent the SLP making a referral to Children's Services in those circumstances where it is appropriate to do so.

7.5 In order to keep children safe and provide appropriate care for them, the setting requires parents to provide accurate and up to date information regarding:

- Full names and contact details of all adults with whom the child normally lives;
- Full names and contact details of all persons with parental responsibility (if different from above);
- Emergency contact details (if different from above);
- Full details of any other adult authorised by the parent to collect the child from the setting. If and emergency collection (someone who we have not met before) is required we ensure that parents put in place a password and that the person collecting presents a form of Identification.

The setting will retain this information on the registration details. The setting will only share information about pupils with adults who have parental responsibility for a child.

## **8. Child Protection Conferences**

8.1 Children's Services will convene a Child Protection conference once a child protection enquiry under Section 47 of the Children Act 1989 has been undertaken and the child is judged to be at continuing risk of significant harm. A review conference will take place once a child has been made the subject of a Child Protection Plan in order to monitor the safety of the child and the required reduction in risk.

8.2 Staff members may be asked to attend a child protection conference or core group meetings on behalf of the setting in respect of individual children. Usually the person representing the setting at these meetings will be the one of the SLPs. In any event, the person attending will need to have as much relevant up to date information about the child as possible; any member of staff may be required to contribute to this process. We will ensure the chronology is updated and signed by all contributors before a conference and we have information from the relevant staff members and the wishes and feelings of the child.

8.3 All reports for child protection conferences will be prepared in advance using the guidance and education [report](#) template provided by Children's Services. The information contained in the report will be shared with parents before the conference as appropriate and will include information relating to the child's physical, emotional and intellectual development and the child's presentation at our setting. In order to complete such reports, all relevant information will be sought from staff working with the child in setting.

8.4 Clearly child protection conferences can be upsetting for parents. We recognise that we are likely to have more contact with parents than other professionals involved. We will work in an open and honest way with any parent whose child has been referred to Children's Services or whose child is subject to a child protection plan. Our responsibility is to promote the protection and welfare of all children and our aim is to achieve this in partnership with our parents.

## **9. Safer Recruitment**

9.1 We will ensure that the Directors have completed appropriate safer recruitment training as they are responsible for recruitment within our setting. At all times the Directors will ensure that safer recruitment practices are followed.

9.2 At Little Owls we will use the recruitment and selection process to deter and reject unsuitable candidates. We require evidence of original academic certificates. We will question the contents of application forms if we are unclear about them, we will undertake Disclosure and Barring Service checks and use any other means of ensuring we are recruiting and selecting the most suitable people to work with our children. We also require all applicants and volunteers to sign the declaration relating to the Childcare Disqualification Regulations

9.3 We will maintain a Single Central Register of all safer recruitment checks carried out in line with statutory requirements.

See Safer Recruitment policy for further and fuller information

## **10. Safer Working Practice**

10.1 All adults who come into contact with our children have a duty of care to safeguard and promote their welfare. There is a legal duty placed upon us to ensure that all adults who work with or on behalf of our children are competent, confident and safe to do so.

10.2 All staff will be provided with a copy of our settings Code of Conduct at induction. They will be expected to know our Code of Conduct and relevant policies such as behaviour and carry out their duties in accordance with this advice. There will be occasion when some form of physical contact is inevitable, for example if a child has an accident or is hurt, upset or is in a situation of danger to themselves or others around them.

10.3 There may be occasions where staff, visitors, volunteers or parent helpers are working with children alone, for example in a cooking activity. They will be expected to inform another member of staff of their whereabouts in setting, who they are with and for how long. Most doors have a clear glass panel in them and these should not be covered, except in circumstances agreed by the Manager.

10.4 Guidance about acceptable conduct and safe practice will be given to all staff and volunteers during induction. These are sensible steps that every adult should take in their daily professional conduct with children. This advice can be found in '[Guidance for Safer Working Practices for Adults who work with Children and Young People in Education Settings](#)', DCSF, March 2009. All staff and volunteers are expected to carry out their work in accordance with this guidance and will be made aware that failure to do so could lead to disciplinary action.

## **11. Managing Allegations Against Staff and Volunteers**

11.1 Our aim is to provide a safe and supportive environment which secures the well being and very best outcomes for the children at our setting. We do recognise that sometimes the behaviour of adults or the perception of other adults or children may lead to an allegation of abuse being made.

11.2 Allegations sometimes arise from a differing understanding of the same event, but when they occur they are distressing and difficult for all concerned. We also recognise that allegations may be genuine and there are some adults who deliberately seek to harm or abuse children.

11.3 We will take all possible steps to safeguard our children and to ensure that the adults in our setting are safe to work with children. We will always ensure that the procedures outlined in [Norfolk Safeguarding Children Board Protocol: Allegations Against Persons who Work with Children](#) are adhered to and will seek appropriate advice from the Local Authority Designated Officer (LADO). The LADO can be contacted to request a [consultation or to make a referral](#) via e-mail: [LADO@norfolk.gov.uk](mailto:LADO@norfolk.gov.uk). The telephone number for the LADO Team is 01603 223473.

11.4 If an allegation is made or information is received about an adult who works in our setting which indicates that they may be unsuitable to work with children, the member of staff receiving the information should inform the Manager immediately. Should an allegation be made against the Manager, this will be reported to the Directors.

11.5 The manager or directors will seek advice from the LADO within one working day. No member of staff or the governing body will undertake further investigations before receiving advice from the LADO.

11.6 Any member of staff or volunteer who does not feel confident to raise their concerns with the Manager or Directors should contact the LADO directly on 01603 223473.

11.7 The setting has a legal duty to refer to the Disclosure and Barring Service anyone who has harmed, or poses a risk of harm, to a child, or if there is reason to believe the member of staff has committed one of a number of listed offences, and who has been removed from working (paid or unpaid) in regulated activity, or would have been removed had they not left. The DBS will consider whether to bar the person. If these circumstances arise in relation to a member of staff at our school, a referral will be made as soon as possible after the resignation or removal of the individual in accordance with advice from the LADO and/or HR.

## **12. Looked after children**

12.1 The most common reason for children becoming looked after is as a result of abuse or neglect. Staff are supported to ensure they can keep looked after children safe.

12.2 All appropriate staff (generally the SLP and child's keyworker) will have information they need in relation to a child's looked after legal status and the level of legal authority delegated to the carer.

12.3 The DSLs will have details of the child's social worker and the name of the authority that looks after the child. This will be stored in their child protection file.

12.4 The setting has a designated staff member (Justine Watts) to promote the educational achievement of children who are looked after and has received appropriate training. They will work to ensure appropriate support for the child is in place.

## **13 Children with SEND**

13.1 Children with SEN and D can face additional safeguarding challenges. The senior leaders recognises that additional barriers can exist when recognising abuse and neglect in this group of children. This can include:

- Assumptions that indicators of possible abuse such as behaviour, mood and injury relate to the child's disability without further exploration
- Children with SEND can be disproportionality impacted by things like bullying without outwardly showing any signs
- Communication barriers and difficulties in overcoming these barriers

#### **14. Other Relevant Policies**

Absence Management  
Accident and First Aid  
Appropriate and Intimate care  
Behaviour Management and Language  
Child Collection and Uncollected Children  
Computer Internet & E-Safety  
Confidentiality  
Data Protection  
Health & Safety  
Equality & Diversity  
Intruder/Stranger Policy  
Looked After Children  
Medicine & Calpol  
Mobile Phone & Camera Use  
Photography Use  
Safer Recruitment  
Security  
Sleeping Children  
Training and Staff CPD  
Whistle Blowing