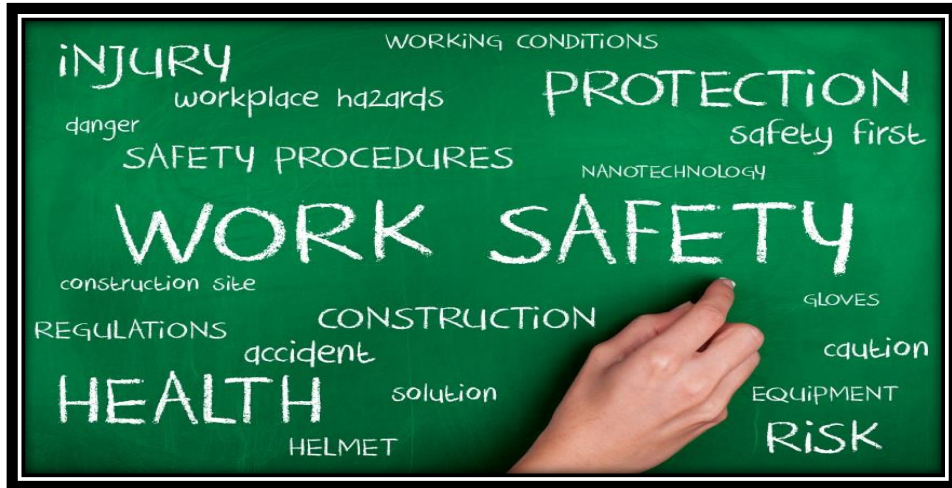




روضة امباسادور
AMBASSADOR KINDERGARTEN
INSPIRE INQUIRE INNOVATE

SAFEGUARDING POLICY



Safeguarding Policy

Review & Revision History –

Frequency of Review – Last term of each academic Year.

Sl.	Description	Date of Review
01	Initial review and Modification	August 2015
02	Revised with adding Annexure (Wadeema's Law)	March 2017

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1. Purpose:

To safeguard children and to provide a safe environment.

2. Contents:

- Aim of this policy
- Internal Key Contact Information
- Implementation of this Policy
- Procedures
- Recording Allegations and / or Suspicions
- Informing Parents
- Staff Training
- Admissions Procedure
- Our Related Policies and Procedures
- Updating
- External Key Contact
- Information Useful resources and websites
- Links to legislation

3. AIM OF THIS POLICY

Our prime responsibility is the welfare and wellbeing of all children in our care as well as providing a safe environment in which our children can purposefully engage themselves in learning experiences. Our procedures are preventative (including induction) as well as reactive (including awareness and procedures). Also to take account of policies such as positive behavior and anti-bullying. These matters are further explained in detail throughout this policy. This policy is produced to define procedures at Ambassador Kindergarten to safeguard children attending sessions thereby enabling Staff and Carers to put those procedures into practice. For the purposes of this policy, Staffs are adults working in the school. For the purposes of this policy Carer(s) means parent(s).

4. Internal Key Contact Information

The Principal is responsible for:

- Sharing information with the Staff team
- Collating information when there are concerns regarding a child
- Contacting KHDA/ MOE who provide relevant and up-to-date advice and make decisions regarding referrals safeguarding children policy

To ensure the appropriate actions are taken, all matters concerning Child Safety at The Kindergarten at Ambassador must be referred to the Principal.

Shall for any reason contacting the concern person becomes difficult please refer to our Complaints Policy for further advice.

Within this policy we provide contact information for relevant external agencies together with other useful resources and websites.

5. IMPLEMENTATION OF THIS POLICY

Any allegation will be treated properly and seriously while fully respecting the confidentiality surrounding such matters. We consider Carer involvement essential and will raise the matter those registered with us without unnecessary delay. However, if we consider that sharing information about concerns with the Carer may put the child at risk of significant harm we will seek advice from the KHDA/ MoE in the first instance.

6. Responsibility:

Principal:

- To ensure all staff are familiar with school guidelines for identifying and reporting abuse, including allegations of abuse against staff;
- To ensure that the school operates an effective child protection and safeguard policy;
- To ensure that all staff receive foundation training in child protection;

Health and safety officer:

- In consultation with school nurse; Child Protection Officer assist in enquiring into allegations of child abuse and safeguarding.
- To support and advise staff on child protection issues generally;
- To ensure they have had up to date training;
- To monitor the attendance and development of children who have given cause for concern;
- To disseminate relevant information to the appropriate staff e.g. to Class Teachers or Teaching Assistants (TA);
- To maintain accurate and secure child protection records in chronological order.

The School Nurse

- Ensure that relevant information obtained in the course of their duties is communicated to the Designated Teacher. Types of injuries, attendance and frequency are recorded.

Class Teachers

- Class teachers will, in most cases, be the first person that a concern is raised by. To collate detailed, secure, accurate written records of concerns and liaise with the designated child protection staff.

School Staff

- All school staff have a responsibility to identify and report suspected abuse and to ensure the safety and well-being of the pupils in their school. In doing so they should seek advice and support as necessary from the Principal/Designated safeguard officer.
- Staffs are expected to provide a safe and caring environment in which children can develop the confidence to voice ideas, feelings and opinions. Children should be treated with respect within a framework of agreed and understood behavior.
- All school staffs are expected to:
 - Be aware of signs and symptoms of abuse
 - Report concerns to the Designated Teachers as appropriate
 - Keep clear, dated, factual and confidential records of child protection concerns.

7. PROCEDURES

Should an allegation be made we will instigate procedures outlined in the following paragraphs to investigate the allegation. We follow the procedure to safeguard children based on:

- ✚ Statutory Framework for the Early Years Foundation Stage
- ✚ KHDA/ MOE guidelines
- ✚ Rules and Regulations laid down by Wadeema's Law

All Staff are trained to respond appropriately to any:

- ✚ Significant changes in children's behaviour
- ✚ Deterioration in their general well-being
- ✚ Unexplained bruising marks or signs of abuse
- ✚ Signs of neglect
- ✚ Comments children make which give cause for concern

All Staff are trained to react immediately to any allegation or suspicion of any matter relating to safeguarding.

In either situation they are instructed to raise the matter immediately with the Health and Safety Officer/ Principal.

Should any allegation being made against a member of Staff, regardless of location, Staff are instructed to raise the matter with the Principal who is to immediately inform the Management. They in turn will inform the regulatory authorities.

Staff are encouraged to pursue all such matters to ensure the correct action has been taken by the Health and Safety Officer /Principal.

Health and Safety Officer will inform **Management/ KHDA/ MOE**, as soon as is reasonably possible, of any abuse which is alleged to have taken place on the premises, and of the action taken in respect of these allegations.

We aim to build and maintain trusting and supportive relations among Staff and Carer reinforced by treating any matter with confidentiality. Should an allegation be made we would continue to welcome the child and Carer whilst investigations are ongoing should this be appropriate.

8. Recording Allegations and / or Suspicions

Staff makes a record of:

- ✚ The child's name, age and address;
- ✚ The date and time of the observation or the disclosure;
- ✚ An objective record of the observation or disclosure;
- ✚ The exact words spoken by the child;
- ✚ The name of the person to whom the concern was reported, with date and time; and
- ✚ The names of any other person present at the time.

This information together with actions, outcomes etc. will be kept confidentially on a central register both in hard and electronic format. The Kindergarten and Kindergarten at Ambassador will share information with to the child's new setting/school, with permission from the child's parents/carers.

9. Informing the Carers (Parents)

Carer is normally the first point of contact. If an allegation is recorded, the Carer is informed as soon as reasonably possible.

10. Staff Training

Our procedures are consistent with guidance from the KHDA/ MoE. To ensure all members of Staff are familiar and understand these procedures they are given a copy of this policy in their induction pack and at the commencement of each academic year. The policy is fully discussed when joining and at the first Staff meeting of an academic year and is included as an agenda item at several Staff meetings. The following are examples of pro-active enhancements we use at our setting to maintain standards in connection with child protection.

INDUCTION: Prior to joining, the Staff are issued an induction pack which includes practical implementation information. As part of a logged induction process, pro-active discussion of this policy with the Principal is required prior to joining.

INDIVIDUAL ANNUAL REVIEW: As part of their review Staff is required to complete a log of their qualifications and training together with expiry / renewal dates. Principal reviews this concerning Child Safeguarding courses.

TRAINING ACTION PLAN: An annual action plan based on the above logs is compiled. A function of the plan is to ensure **Principal has attended Module one and two safeguarding children foundation training.** Copies of certification and correspondence are kept in the general file for documentation.

By fully discussing the policy both during induction and annual reviews we ensure that all Staff are aware of relevant issues and actions to take.

The Staff are encouraged to include key elements of child protection into their everyday practice enabling children to develop understanding of why and how to keep safe.

We have a culture of value and respect for the individual and ensure that this is carried out in a way that is appropriate for the ages and stages of development. The layout of the setting allows for constant supervision. Where children need to spend time away from the rest of the group, the door is left ajar.

11. ADMISSIONS PROCEDURE

Once a parent confirms admission, they get an access to the parent portal where this policy is shared with all the parents as an important document.

The admission form also includes pro forma requesting general and specific information about the child in accordance with Statutory Framework for the Early Years Foundation Stage, KHDA/MoE.

12. UPDATING












To ensure our procedures are based on the prescribed regulations and are in line with the practices and procedures, we have downloaded the guidelines onto the hard drive of the computers for reference.

Regular six monthly checks for updates will be made and recorded together with a note of the outcome.

Full reference is made to the manual in this document and how it can be accessed. Staff is encouraged to review the guidelines independently and verify interpretations made for this policy.

13. EXTERNAL KEY CONTACT INFORMATION

Useful resources and websites What to do if you're worried a child is being abused documents available at - www.education.gov.uk Safeguarding children policy/child protection policy document available at www.surreycc.gov.uk Links to legislation

-  Children Act 1989 and 2004
-  United Nations Convention on the Rights of the Child, UNICEF 1989
-  Data Protection Act 1998
-  Every Child Matters – Change for Children 2004
-  Freedom of Information Act 2000
-  Equalities Act 2010
-  The Human Rights Act 2000
-  Offenders Rehabilitation act
-  Childcare Act 2006
-  EYFS Statutory Framework May2008
-  Health and Safety at Work act 1974

1. WHEN TO BE CONCERNED

Staff should be concerned if a pupil:

- + has any injury which is not typical of the bumps and scrapes normally associated with children's activities;
- + Regularly has unexplained injuries;
- + Frequently have injuries, even when apparently reasonable explanations are given;
- + offers confused or conflicting explanations about how injuries were sustained;
- + exhibits significant changes in behavior, performance or attitude;
- + indulges in sexual behavior which is unusually explicit and/or inappropriate to his or her age;
- + Discloses an experience in which he or she may have been significantly harmed.

If a pupil discloses that he or she has been abused in some way, the member of staff should:

- + listen to what is being said without displaying shock or disbelief;
- + accept what is being said;
- + allow the child to talk freely;
- + reassure the child, but not make promises which it might not be possible to keep;
- + Not promise confidentiality, as it might be necessary to refer the case to the Child Protection Officer;
- + reassure the pupil that what has happened is not their fault;
- + stress that it was the right thing to tell;
- + listen, rather than ask direct questions;
- + ask open questions rather than leading questions/ coaxing or pressurizing;
- + Not criticise the perpetrator;
- + Explain what has to be done next and who has to be told.

2. CONFIDENTIALITY

Members of staff have access to confidential information about pupils in order to undertake their everyday responsibilities.

Staffs are expected to:

- + Treat information they receive about pupils in a discreet and confidential manner.
- + Seek advice from the Principal, if they are in any doubt about sharing information they hold or which has been requested of them.
- + Be cautious when passing information to others about a pupil.

3. RECORDS:

- + Checklists in the classrooms
- + Evacuation plan
- + Updated fire folders in all classes
- + Examine form
- + Contracts with outsourced companies for maintenance and repairing
- + Clinical data

4. SYNOPSIS

What to do if you are told of abuse:

- + Stop and listen.
- + Take notes and keep (verbatim)
- + Do not interrupt
- + Do not be judgmental
- + Do not promise confidentiality - staff must not work in isolation, but offer discretion
- + Note concerns about going home, now he/she has spoken up
- + Inform the designated person promptly who will ask for a verbatim written record with time and persons present
- + Discretion should be maintained in the staff room.

Never think it cannot happen.....

Do not work in isolation