

# NORFOLK HOUSE SCHOOL & MONTESSORI HOUSE NURSERY

## Child Protection (Safeguarding) Policy

This policy applies all pupils in Norfolk House School & Montessori House Nursery, including in the EYFS



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**NORFOLK HOUSE SCHOOL & MONTESSORI HOUSE NURSERY**  
**Child Protection (Safeguarding) Policy**

## **1. Introduction**

Norfolk House School & Montessori House Nursery fully recognises its responsibilities for Child Protection. Every pupil should feel safe and protected from any form of abuse. This is defined in this policy as any kind of neglect, non-accidental physical injury, sexual abuse and sexual exploitation or emotional ill treatment.

This policy applies to all teaching and non-teaching staff and volunteers, is available on Norfolk House School & Montessori House Nursery's website and is available to parents on request. It applies to all areas of Norfolk House School & Montessori House Nursery including Early Years (EYFS).

This policy has been written in accordance with:

- i. the DfE guidance document 'Keeping Children Safe in Education' (2015) (KCSIE), the updated guidance provided in the document 'Working Together to Safeguard Children' (March 2015) (WTSC) and 'Early years and later years (under-8's) childcare - Disqualification under the Childcare Act 2006' (March 2015).
- ii. Locally agreed inter-agency procedures; Norfolk House School & Montessori House Nursery will participate as appropriate in 'common assessment framework' (CAF) or co-ordinated offer of early help', in accordance with WTSC.

Safeguarding is everyone's responsibility and anyone can make a referral, which will usually be to Norfolk House School & Montessori House Nursery's Designated Safeguarding Lead, but can be directly to Children's Social Care, if necessary.

Norfolk House School & Montessori House Nursery aims to:

- Ensure safe recruitment practices in checking the suitability of staff and volunteers to work with children.
- Raise awareness of child protection issues and equip children with the skills needed to keep them safe.
- Develop and implement procedures for identifying and reporting cases or suspected cases of abuse.
- Support a pupil who has been abused in accordance with his or her agreed child protection plan.
- Maintain a safe environment in which children can learn and develop.
- Communicate readily with LASCBS whenever an allegation or disclosure of abuse has been made.

Norfolk House School & Montessori House Nursery endeavours to provide a strongly supportive pastoral environment, in which children have a range of adults to whom they can turn, should they have a concern. These include the class teacher, our Head of Pastoral Care or any member of our staff. Details of helplines are also available.

## 2. Safe Recruitment

Norfolk House School & Montessori House Nursery recognises the importance of following recruitment and selection procedures on the appointment of employees and volunteers, which help to deter, reject or identify people who might abuse children, or are otherwise unsuited to work with them. Recruitment procedures are carried out in accordance with guidance given in 'Keeping Children Safe in Education (2015) (KCSIE)'

To ensure safer recruitment, the procedures are designed to:

- Scrutinise applicants
- Verify identity
- Verify academic or vocational qualifications
- Obtain professional and character references
- Check previous employment history
- Ensure that a candidate has the health and physical capacity for the job
- Incorporate a face to face interview
- Include a Disclosure and Barring Services (DBS) check
- Include an overseas check equivalent to the DBS check for staff appointed directly from overseas
- Include a prohibition order check (for those who undertake 'teaching work'\*)
- Include, when required, a self-declaration in respect of the Childcare Disqualification Regulations.

\* 'Teaching work': a definition is provided in The Teachers' Disciplinary (England) Regulations 2012 and cited at paragraph 234 in the ISI Regulatory Handbook. Norfolk House School & Montessori House Nursery will judge each appointment on a case-by-case basis to determine whether the role includes 'teaching work'.

These procedures apply to all adults who may undertake a regulated activity (unsupervised) with the children in either a paid or voluntary capacity and any other staff where KCSIE requires checks to be undertaken. Norfolk House School & Montessori House Nursery will verify that child protection checks and procedures listed above have been successfully undertaken for all staff employed by another organisation and who work with Norfolk House School & Montessori House Nursery's pupils either at Norfolk House School & Montessori House Nursery or on another site. This applies, for example, to staff at a swimming pool or an outward bound activity centre and to visiting staff running activities or undertaking sports coaching, even where such staff are paid directly by the parents.

It is the responsibility of those who work or volunteer at Norfolk House School & Montessori House Nursery, or with Norfolk House School & Montessori House Nursery's pupils at a different venue, to inform the headteacher immediately if, during the time of their engagement with Norfolk House School & Montessori House Nursery, their circumstances change in such a way that they become disqualified from working in childcare, prohibited from teaching or in any other way barred from working with children.

**Childcare Disqualification Regulations.** Guidance, available separately, has been published by Bellevue in relation to these requirements, covering disqualification from working in childcare, including disqualification by association. Norfolk House School & Montessori House Nursery will a) inform relevant staff and volunteers about the legislation, including that they may be disqualified by association, b) gather sufficient and accurate information about whether any member of staff in a relevant childcare setting is disqualified, including by association and c) keep a record on the Single Central Register, including the date disqualification checks were completed. If a person is found to be disqualified, he or she will not be able to continue working in a role covered by the regulations. If appropriate, Norfolk House School & Montessori House Nursery will consider a transfer to other duties. Norfolk House School & Montessori House Nursery will inform Ofsted (and copy to ISI) if satisfied that a person working in a relevant setting falls within one of the disqualification criteria. If appropriate, Norfolk House School & Montessori House Nursery and/or Bellevue will assist in the application to Ofsted for a waiver of disqualification.

A copy of Norfolk House School & Montessori House Nursery's safer recruitment policy is available on request.

### 3. Awareness Of Child Protection Issues

We recognise that, because of their day-to-day contact with children, staff at the school are well placed to observe the outward signs of abuse. Norfolk House School & Montessori House Nursery will therefore

- Establish and maintain an environment where children feel secure, are encouraged to talk, and are listened to
- Ensure that children know there are adults in Norfolk House School & Montessori House Nursery whom they can approach if they are worried or in difficulty
- Ensure that staff recognise Norfolk House School & Montessori House Nursery's duties both to children in need and to children at risk of harm
- Include in the curriculum activities and opportunities for PSHE which equip children with the skills they need to stay safe from abuse, including keeping safe online, and to know whom to turn to for help
- Include in the curriculum material that will help children develop realistic attitudes to the responsibilities of adult life, particularly with regard to childcare and parenting skills
- Ensure all staff, including ancillary staff and representatives of the proprietors, receive comprehensive training on child protection issues, as specified by the local safeguarding children board (LSCB) in frequency and content, not less than every three years.
- Ensure that all staff have read at least part 1 of KCSIE (2015).
- Ensure that temporary and voluntary staff who work with children are made aware of the arrangements. In addition, all new staff and volunteers will receive training as part of their induction process. To ensure best practice, the Designated Safeguarding Leads for child protection will receive appropriate training, including in inter-agency working, every two years, in accordance with locally agreed procedures and the requirements of KCSIE Annex B.

In order to ensure that new staff are fully aware of their duties as regards safeguarding, induction training for all staff must include being given a copy of

- This policy;
- The staff code of conduct/behaviour policy (see 10, below);
- The identity of the Designated Safeguarding Leads;
- Part 1 of KCSIE (2015)
- The whistle-blowing policy

### 4. Procedures

Norfolk House School & Montessori House Nursery will follow the procedures set out by LASCB and take account of guidance issued by the Department for Education (DfE), as noted above. Links to these documents can be found in Appendix 2.

In order to meet the aims of this policy, Norfolk House School & Montessori House Nursery has the following measures in place:

Norfolk House School & Montessori House Nursery has a Designated Safeguarding Lead for child protection who has received appropriate training and support for such a role and a Deputy Designated Safeguarding Lead with a similar level of training to cover in the event of absence. In the event of the Designated Safeguarding Lead being the subject of an allegation, Norfolk House School & Montessori House Nursery's response will be co-ordinated by the Deputy Designated Safeguarding Lead, who will liaise with Safeguarding Governor or proprietor.

Christopher Sanderson, Safeguarding Governor for Bellevue Education Group, is designated by the proprietor to oversee and monitor Norfolk House School & Montessori House Nursery's safeguarding policy and practice. He conducts an annual Safeguarding Review of Norfolk House School & Montessori House Nursery's child protection policy and procedures and of the efficiency with which the related duties have been discharged. As a result, any deficiencies or weaknesses in safeguarding arrangements will be remedied immediately. The reporting of

Norfolk House School & Montessori House Nursery. Child Protection (Safeguarding) Policy arrangements for each school form part of the reporting process to the Education Committee, who are responsible for the overall governance of Bellevue Schools.

Norfolk House School & Montessori House Nursery ensures that every member of staff (including temporary and supply staff and volunteers) know and understand:

- The name of the Designated and Designated Safeguarding Leads and their roles
- The responsibility of all staff to be alert to the signs of abuse and their responsibility for referring any concerns to the Designated Safeguarding Lead.
- The procedures identified within Norfolk House School & Montessori House Nursery policy.

Norfolk House School & Montessori House Nursery ensures that parents have an understanding of the responsibility placed on Norfolk House School & Montessori House Nursery and staff in relation to safeguarding and child protection, by publishing appropriate policies on Norfolk House School & Montessori House Nursery's website.

Norfolk House School & Montessori House Nursery ensures that members of staff are aware of the need to be alert to signs of abuse and know how to respond to a pupil who may tell of abuse. Norfolk House School & Montessori House Nursery provides child protection training within the induction programme for all new staff and volunteers. The three-yearly training for staff is provided either by LASCBS, an external welfare agency acceptable to LASCBS, or those who are Designated Safeguarding Leads within Norfolk House School & Montessori House Nursery and have up-to-date inter-agency training.

Norfolk House School & Montessori House Nursery is committed to developing effective links with relevant agencies and cooperating as required with their enquiries regarding child protection matters. Norfolk House School & Montessori House Nursery will deal appropriately and immediately with every suggestion or complaint of abuse. Any allegation or suspicion of abuse, from within or outside Norfolk House School & Montessori House Nursery, will be managed in accordance with this policy and, in all proper circumstances, will be referred to an external agency for investigation. Norfolk House School & Montessori House Nursery will not undertake its own investigations of allegations without prior consultation with the LADO(s), or in the most serious cases, the police, so as not to jeopardise statutory investigations. In borderline cases, discussions with the LADO(s) can be held informally and without naming Norfolk House School & Montessori House Nursery or individual.

For children in need, a referral will be made to Children's Social Care and for children at risk, a referral will be made to Children's Social Care immediately. They have a duty to respond. Where there is a concern about a member of staff, the referral will be made to the local authority designated officer, or team of officers (LADO) within one working day. Other agencies may be contacted, such as the child protection unit of the police (CPU) or the NSPCC, in accordance with the procedures published by LASCBS. If a crime has been committed, the matter will be reported to the police and, in cases of serious harm, the police will be informed from the outset.

When following up incidents, disclosures or allegations, staff will consider the welfare of all children. Where it is deemed necessary to speak with pupils, those involved will be offered the option of having another adult present. Where allegations are of a serious nature, parents or guardians will routinely be invited to attend, unless the allegation is of a nature where their presence may cause greater upset or jeopardise any possible police action.

Norfolk House School & Montessori House Nursery will maintain written records of concerns about children (noting the date, event and action taken), even when there is no need to refer the matter to the LADO immediately.

Norfolk House School & Montessori House Nursery ensures that all records are kept securely, separate from the main pupil file, and in locked locations.

Norfolk House School & Montessori House Nursery maintains and operates practices which promote this policy and which, so far as possible, ensure that teachers and others who are innocent are not prejudiced by false allegations. In this respect, Norfolk House School & Montessori House Nursery acknowledges the updated guidance provided in Part 4 of the DfE document 'KCSIE (2015).

Norfolk House School & Montessori House Nursery ensures safe recruitment practices are carried out and that key staff have undertaken safer recruitment training, this needs to be renewed every five years. All interview panels will include at least one person who has undertaken such training.

Norfolk House School & Montessori House Nursery takes all practicable steps to ensure that school premises are as secure as circumstances permit.

Norfolk House School & Montessori House Nursery ensures that the duty of care towards pupils and staff is promoted, by raising awareness of illegal, unsafe and unwise behaviour and assists staff to monitor their own standards and practice.

Norfolk House School & Montessori House Nursery has a culture of safety and reflective practice, where staff are valued and concerns can be raised, including about poor or unsafe practice and potential failures in Norfolk House School & Montessori House Nursery's safeguarding regime. Its whistleblowing policy is available as part of the employment manual. Staff are made familiar with the policy through staff training. Whistleblowing is covered in Norfolk House School & Montessori House Nursery's staff code of conduct and its programme of induction for new staff.

Norfolk House School & Montessori House Nursery operates robust and sensible health and safety and fire protection procedures.

Norfolk House School & Montessori House Nursery is alert to the medical needs of all children (particularly those with specific requirements).

IN THE EVENT OF AN ALLEGATION OR A DISCLOSURE BY A CHILD, THE FOLLOWING WILL BE CONSIDERED:

#### **a) Initial Complaint**

A member of staff suspecting, or hearing a complaint of, abuse:

- Must listen carefully to the child and keep an open mind.
- Must not take a decision as to whether or not abuse has taken place.
- Must not ask leading questions, that is, a question which suggests its own answer. "Use the TED Questions" formula below.
- Must reassure the child but not give a guarantee of absolute confidentiality.
- Must explain the need to pass the information to a Designated Safeguarding Lead, who will ensure that the correct action is taken.
- Must keep a sufficient written record of the conversation. The record must include the date, time and place of the conversation and the essence of what was said and done by whom and in whose presence. The record should be signed by the person making it and should use names, not initials.
- Must keep the record secure and hand it to the Designated Safeguarding Lead.

TED Questions:

Tell me about this

Explain what happened

Describe this to me

#### **b) Preserving Evidence**

All evidence, (for example, scribbled notes, mobile phones containing text messages, clothing, computers), must be safeguarded and preserved.

#### **c) Reporting**

A member of staff needs only reasonable cause for concern in order to act. One sentence from the child, indicating abuse or non-accidental injury, provides staff with reasonable grounds and is sufficient for them to act. This may also

Norfolk House School & Montessori House Nursery. Child Protection (Safeguarding) Policy apply if clear information comes from a sibling or another adult. However, as many of the signs of child abuse are also commonly associated with other medical, social or psychological problems, a member of staff may naturally wish to discuss some initial concerns with the Designated Safeguarding Lead. All suspicion or complaints of abuse must be reported only to the Designated Safeguarding Lead, or if it involves the Designated Safeguarding Lead, to the Deputy Designated Safeguarding Lead, who will liaise with the Headteacher, (unless the Headteacher is the subject of the suspicion or complaint).

#### **d) Action by the Designated Safeguarding Lead:**

The Designated Safeguarding Lead will contact First Response (Haringey Safeguarding children team) if he or she believes a child may be in need or at risk of significant harm and may follow this up with a written referral to Social Care. If appropriate, the child may well be told what action is being taken and what will happen next. Allegations against someone in a position of trust are the only cases that must be reported to the LADO. If there is room for doubt as to whether a referral should be made, the Designated Safeguarding Lead may consult with appropriate professionals on an informal basis.

Action taken may include:

- Sharing information with the Headteacher, safeguarding governor, schools director or Deputy Designated Safeguarding Lead
- Contacting the parents or carers
- Calling an internal pastoral meeting to discuss the situation – all appropriate persons would be invited (*e.g. form tutor, head of pastoral care*)

At this point a pastoral care plan may be instigated.

The action to be taken will take into account:

- Norfolk House School & Montessori House Nursery's Child Protection (Safeguarding) Policy.
- The procedures published by LASC B
- The nature and seriousness of the suspicion or complaint. Any complaint involving serious harm or a serious criminal offence will always be referred to the Safeguarding in Education Team, the LADO (if the person under suspicion is in a position of trust) and the police without further investigation within Norfolk House School & Montessori House Nursery.
- The wishes of the pupil, who has complained, provided that the pupil is of sufficient understanding and maturity and properly informed. However, there may be times, if the pupil is suffering or is a risk of suffering significant harm, when the situation is so serious that decisions may need to be taken, after all appropriate consultation, that override a pupil's wishes. The welfare of the child is paramount.
- The wishes of parents, provided they have no interest which is in conflict with the pupil's best interests and that they are properly informed. Again, it may be necessary, after all appropriate consultation, to override parental wishes in some circumstances.
- Any concern from the Designated Safeguarding Lead that disclosing information to parents would put a child at risk. In this case, he or she will take further advice from the relevant professionals before making a decision to disclose.
- Duties of confidentiality, so far as applicable.
- The lawful rights and interests of Norfolk House School & Montessori House Nursery community as a whole including its employees and its insurers.

#### **e) Referral Guidelines**

When deciding whether to make a referral, following an allegation or suspicion of abuse, the head and Designated Safeguarding Lead should not make their own decision over what appear to be borderline cases, but rather the doubts and concerns should be discussed with First Response. This may be done tentatively and without giving names in the first instance.

What appears trivial at first can later be revealed to be much more serious, and an allegation of child abuse or neglect may lead to a criminal investigation. Thus Norfolk House School & Montessori House Nursery should not do



Norfolk House School & Montessori House Nursery. Child Protection (Safeguarding) Policy anything that may jeopardise a police investigation, such as asking a child leading questions or attempting to investigate the allegations of abuse. However, if sufficient concern develops that a child may be suffering or is at risk of suffering significant harm, a referral will be made without delay.

Contact will be made with First Response within 24 hours of a disclosure being made. If the initial referral is made by telephone, the Designated Safeguarding Lead will confirm the referral in writing within 24 hours of the initial telephone call. If no response or acknowledgment is received within three working days, the Designated Safeguarding Lead will contact the Safeguarding in Education Team or Social Care.

#### **f) Allegations against Staff, Volunteers or the Headteacher**

When dealing with allegations against the Headteacher, staff or volunteers, Norfolk House School & Montessori House Nursery aims to strike a balance between the need to protect children from abuse and the need to protect the Headteacher, staff and volunteers from false or unfounded allegations;

Norfolk House School & Montessori House Nursery will follow the guidance in Part 4 of the DfE document KCSIE (2015).

Suspension will not be an automatic response to an allegation. Full consideration will be given to all the options, subject to the need to ensure the safety and welfare of the pupil or pupils concerned and the need for a full and fair investigation. Where an allegation or complaint is made against the Headteacher, the Designated Safeguarding Lead will report to and consult immediately with the Safeguarding Governor, Schools Director and/or proprietor, according to availability. This will be done without consultation with the Headteacher. The Safeguarding Governor or Schools Director will make immediate contact with the LADO.

Where an allegation or complaint is made against staff, volunteers or the Designated Safeguarding Lead, the Headteacher will be informed or, in his/her absence, the Safeguarding Governor, Schools Director and/or proprietor.

If a decision is taken that a member of staff is suspended during the investigation Norfolk House School & Montessori House Nursery recognises that this does not infer guilt. Under these circumstances any suspension is a 'neutral' act and no action should be viewed as an expression of opinion or judgement.

In the event of an allegation or complaint resulting in a member of staff being required not to come to school, because of suspension or other arrangements, where Norfolk House School & Montessori House Nursery provides on-site accommodation for such a member of staff, he or she would be required to live off-site during this time. If it were not possible for offsite accommodation to be sourced by the member of staff, then Norfolk House School & Montessori House Nursery would ensure suitable accommodation is provided.

In the event of any person (in any capacity) leaving Norfolk House School & Montessori House Nursery as a result of their being considered unsuitable to work with children, Norfolk House School & Montessori House Nursery will report this to the Disclosure and Barring Service (DBS) promptly, within one working week. Norfolk House School & Montessori House Nursery recognises that the proprietors of independent schools have a legal duty to respond to requests from the DBS for information they hold already, but do not have to find it from other sources.

A referral will be made to the National College for Teaching and Leadership (NCTL) where a teacher has been dismissed (or would have been dismissed had he/she not resigned) and a prohibition order may be appropriate. The reasons for such a referral include situations where the member of staff has been dismissed for unacceptable professional conduct, conduct that may bring the profession into disrepute or a conviction, at any time, for a relevant offence. Norfolk House School & Montessori House Nursery need only take this action if the matter has not been reported to the Disclosure and Barring Service; all matters reported to the DBS will be shared with NCTL. A referral to the DBS would be undertaken on the advice of LASCBA LADO. Advice about whether an allegation against a teacher is sufficiently serious to refer to the NCTL can be found in 'Teacher misconduct: the prohibition of teachers (July 2014)'. Further guidance is published on the NCTL website.

Norfolk House School & Montessori House Nursery will follow the guidance in Part 4 of the DfE document KCSIE (2015) to ensure that:

- Procedures are applied with common sense and judgement (whereas before schools had to follow the required procedures closely)
- Allegations found to be malicious are removed from personnel records (whereas before all allegations had to be retained)
- Records are kept of all other allegations but any that are not substantiated, are unfounded or malicious should not be referred to in employer references (whereas before details of all allegations had to be passed on in references).

Further detail with regards to the procedures for dealing with allegations of abuse against staff are available from Norfolk House School & Montessori House Nursery.

### **g) Allegations against Pupils**

A pupil against whom an allegation of abuse has been made may be suspended from Norfolk House School & Montessori House Nursery during the investigation, as determined by the Headteacher in discussion with the Designated Safeguarding Lead. In addition to the procedures in this policy, Norfolk House School & Montessori House Nursery's policy on behaviour, discipline and sanctions will apply. A bullying incident will be treated as a child protection concern when there is reasonable cause to suspect that a child is suffering, or likely to suffer significant harm.

### **h) Suspected Harm from Outside Norfolk House School & Montessori House Nursery**

A member of staff who suspects that a pupil is suffering harm from outside Norfolk House School & Montessori House Nursery should seek information from the child with tact and sympathy using "open" and not leading questions (see TED questions, in a), above). A sufficient record should be made of the conversation and given to the Designated Safeguarding Lead for child protection.

## **5. Supporting the Pupil at Risk**

Norfolk House School & Montessori House Nursery recognises that children who are abused or witness violence may find it difficult to develop a sense of self-worth and to view the world as benevolent and meaningful. They may feel helplessness, humiliation and some sense of self-blame. Norfolk House School & Montessori House Nursery may be the only stable, secure and predictable element in the lives of children at risk. However, when at school their behaviour may be challenging and defiant and they may be withdrawn.

Norfolk House School & Montessori House Nursery will endeavour to support the child through:

- The content of the curriculum to encourage self-esteem and self-motivation.
- The PSHE programme, through which pupils will, according to their age and stage of development, learn to develop a healthy, safer lifestyle by being able to:
  - Recognise and manage risks in different situations and then decide how to behave responsibly.
  - Judge what kind of physical contact is acceptable and unacceptable.
  - Recognise when pressure from others (including people they know) threatens their personal safety and well-being and develop effective ways of resisting pressure, including knowing when and where to get help.
  - Be assertive to help resist unhelpful pressure.
- Norfolk House School & Montessori House Nursery ethos, which promotes a positive, supportive and secure environment and gives pupils a sense of being valued.
- Norfolk House School & Montessori House Nursery behaviour policy, which is aimed at supporting vulnerable pupils in Norfolk House School & Montessori House Nursery. Norfolk House School & Montessori House Nursery will ensure that the pupil knows that some behaviour is unacceptable and that they are valued and not to be blamed for any abuse which has occurred.

- Liaison with other agencies who support the pupil such as Social Services, Child and Adult Mental Health Service, Education Welfare Service and Educational Psychology Service.
- Drawing up a child protection plan, in consultation with other agencies, if appropriate, to identify strategies to assist a child.
- Keeping records and notifying the Safeguarding in Education Team (or equivalent body within your LA) or Social Care (or equivalent body within your LA), as appropriate, as soon as there is a recurrence of a concern.
- The appropriate transfer of information to the next school or setting when a pupil on the child protection register leaves Norfolk House School & Montessori House Nursery. If Norfolk House School & Montessori House Nursery does not know where the pupil has moved to, the LA Designated Officer will be contacted as soon as possible.
- The appropriate transfer of information to a new school or setting when a pupil leaves Norfolk House School & Montessori House Nursery whenever Norfolk House School & Montessori House Nursery has recorded child protection concerns.
- When required, Norfolk House School & Montessori House Nursery will contribute to inter-agency working, as noted in the statutory guidance, *Working Together to Safeguard Children 2015*, providing, for example, an offer of help and/or by contributing towards an inter-agency assessment, in accordance with the Children Act 1989, to ensure a co-ordinated offer of early help when additional needs of children are identified. Norfolk House School & Montessori House Nursery will contribute to inter-agency plans to provide additional support to children subject to child protection plans and will allow access for Children's Social Care from the host local authority and, where appropriate, from a placing local authority, for that authority to conduct, or to consider whether to conduct, a Section 17 or Section 47 assessment. For further information see KCSIE (2015), paragraphs 17 and 31 and *Working Together to Safeguard Children March 2015*; (see links in this policy in Appendix 2).

## 6. A Safe Environment

Norfolk House School & Montessori House Nursery recognises the need to provide a safe environment in which children can

learn and develop. To facilitate this, Norfolk House School & Montessori House Nursery will:

- Assess school activities and all areas of Norfolk House School & Montessori House Nursery for risk and keep records.
- Ensure appropriate security at all points of access to the premises
- Not lock internal doors in areas being used by pupils;
- Fit, where possible, glass panels into the doors of classrooms, music practice rooms and other appropriate areas.
- Ensure that all visitors to Norfolk House School & Montessori House Nursery are required to sign in at reception on arrival. Visitors will be required to wear their identity badges or be issued with school visitor badges upon verification of their identity.
- Ensure that staff are vigilant and will either report unidentified visitors immediately to Norfolk House School & Montessori House Nursery office or challenge the person directly if safe to do so. At times when the office is closed, staff should alert the Headteacher or other senior staff on duty.
- Be aware that there are occasionally times when large numbers of unknown visitors may be on site (e.g. fixtures, open mornings, plays or concerts). On these occasions, it is not expected that all these visitors will wear badges and only visitors found in areas inappropriate to the event or whose behaviour causes concern will be reported or challenged.
- Ensure that all staff are aware of the 'Policy for management, including identification, of visitors into Norfolk House School & Montessori House Nursery site', as outlined in the 'Health and Safety Policy'

## 7. The Designated Safeguarding Lead

Norfolk House School & Montessori House Nursery has appointed an experienced and suitably qualified member of staff with status and authority as Designated Safeguarding Lead to be responsible for matters relating to child protection and welfare and a Deputy Designated Safeguarding Lead with similar training, to act in their absence and take the lead should an allegation be made against the Designated Safeguarding Lead.

The responsibilities of the Designated and Deputy Designated Safeguarding Leads are provided in job descriptions specific to this aspect of their school role. They include;

- Being conversant with LASCB procedures and the role of other agencies.
- Following Norfolk House School & Montessori House Nursery's safeguarding & child protection policies and co-ordinating child protection procedures in Norfolk House School & Montessori House Nursery.
- Being the first point of contact for parents, pupils, teaching and non-teaching staff and external agencies in all matters of child protection.
- Consulting with First Response or LADO, as appropriate, on issues if an allegation or suspicion occurs and liaising with the various child protection agencies where appropriate.
- Keeping the Headteacher informed of all actions unless the Headteacher is the subject of a complaint. In this situation, the Designated Safeguarding Lead should consult with the Safeguarding Governor, Schools Director or proprietor.
- Co-operating with any police and LADO investigations.
- Liaising with the Headteacher and Education Director regarding training for all who work at Norfolk House School & Montessori House Nursery on child protection issues.
- Attending appropriate higher level training every two years.
- Keeping appropriate records.
- Supporting staff.

## **8. Helping a Child Who Wants To Tell You about Abuse**

Staff should remember that the priority is to protect the child;

- Take the matter seriously
- React calmly and listen carefully
- Observe but do not judge
- Don't stop the child who is freely recalling significant events
- Reassure the child that he or she has done the right thing in telling you
- Indicate the action you will take and make it clear that you will have to tell the Designated Safeguarding Lead (you cannot promise confidentiality - no secrets)
- If the child comes back to talk at a later stage, don't comment or advise; ensure that you listen, record and reassure the child.

As a member of staff, it is essential to remember not to:

- Drag the child to the Designated Safeguarding Lead – this could be interpreted as abusive in itself!
- Contact the parents yourself
- Interrogate the child or ask leading questions
- Speak to anyone about whom allegations are made, including colleagues
- Promise confidentiality
- Ask a child outright if he or she or others have suffered abuse
- Criticise the alleged perpetrator.

## **9. Ten Key Points To Follow If You Suspect, Or Are Told Of, Abuse:**

The following guidelines, compiled by Dr Roger Morgan OBE (former Children's Rights Director), may be helpful:

Adults looking after children or young people in schools (or in residential establishments or youth organisations) should be aware of the risks of abuse (by adults or other young people), and take steps to reduce those risks. Adults (staff or volunteers) in charge of children or young people should know what to do if they suspect that someone is being abused, or if someone tells them that this is happening. The following key points give a guide on what to do and not to do:

1. Always stop and listen straight away to someone who wants to tell you about incidents or suspicions of abuse.
2. If you can, write brief notes of what they are telling you while they are speaking (these may help later if you have to remember exactly what was said) – and keep your original notes, however rough and even if you wrote on the back of something else, (it's what you wrote at the time that may be important later – not a tidier and improved version you wrote up afterwards). If you don't have the means to write at the time, make notes of what was said as soon as possible afterwards.
3. Do not give a guarantee that you will keep what is said confidential or secret – if you are told about abuse, you have the responsibility to tell the right people to get something done about it (see below). If asked, explain that you are going to tell the people who can provide help, but that you will only tell people who absolutely have to know.
4. Don't ask leading questions that might give your own ideas of what might have happened (e.g. *"did he do X to you?"*) – just ask *"what do you want to tell me?"* or *"is there anything else you want to say"*. Refer to the TED questions in 4(a) above.
5. Immediately tell the Designated Safeguarding Lead (unless they are themselves accused or suspected of abusing, in which case this must be reported to the Headteacher) – don't tell other adults or young people what you have been told.
6. Discuss with the Designated Safeguarding Lead whether any steps need to be taken to protect the person who has told you about the abuse (this may need to be discussed with the person who told you).
7. Never attempt to carry out an investigation of suspected or alleged abuse by interviewing people etc – social services and police staff are the people trained to do this – you could cause more damage and spoil possible criminal proceedings.
8. As soon as possible the Designated Safeguarding Lead should refer the matter to the local social services department (helped by your notes). Follow their requests about what to do next. They will set up any necessary investigations, and can advise you.
9. Never think abuse is impossible in your school or group, or that an accusation against someone you know well and trust is bound to be wrong.
10. Children and young people often tell other young people, rather than staff or other adults, about abuse – make sure that senior young people know how to behave if they suspect, or are told of abuse.

## 10. Safe Working Practice within the Code of Conduct for Staff

Staff, volunteers and helpers need to think and act carefully to avoid situations that could lead to difficulties or embarrassment or accusations. The following points are intended to provide some guidance: (formatting only, edited in this paragraph)

- All who work with children must ensure that the children feel equally valued; favouritism, real or inferred, causes feelings of alienation and can be misconstrued.
- Staff who have concerns about the conduct of others, in respect of their engagement with children, should have the confidence that they are safe to raise their concerns and their view will be taken seriously. Staff should refer to and follow the procedures detailed in the whistleblowing policy, found in the employment manual.
- Staff should not take children out on their own and refrain from forming personal relationships exclusively with one individual.
- Staff should take care that any electronic communication with pupils is wholly appropriate, does not constitute a breach of trust and is in accordance with E-safety guidance included in Section 12 (or 11 if you don't have registered provision and have deleted the original section 11) of this policy. Staff must not befriend pupils on social networking sites.
- Conversations and behaviour should be friendly but not over familiar. Young people are more comfortable with an adult in role than an adult who seeks to be 'one of the gang'.
- Responsible and appropriate use of authority provides stability and security.
- All children should be treated with dignity and respect in attitude, language use and actions.
- Respect the privacy of the children.
- Avoid questionable activity e.g. rough, sexually provocative games and comments.
- Ensure that correct safeguards are in place to cover 'one to one' situations. This may include individual coaching, instrumental music tuition, administering of first aid, nappy changing, conveying pupils by car etc.

One to one situations have the potential to make a child more vulnerable to harm by those who seek to exploit their position of trust. Adults working in one to one settings with pupils may also be more vulnerable to unjust or unfounded allegations being made against them.

- Make sure that the only people allowed into an activity are the adults assigned to the group. You should not allow others to have free access unless they have a specific reason e.g. guest speaker, maintenance person.
- Physical contact should reflect the child's need not the adult's.
- Physical contact should be age appropriate and generally initiated by the child not the adult.
- Physical contact should take place only in public.
- Children have the right to decide how much physical contact they have with others, except in exceptional circumstances when they need medical attention.
- Any act of restraint involving physical contact must be recorded in writing and the Headteacher notified immediately. The Headteacher will notify parents on the same day, or as soon as practicable thereafter. In the event the Headteacher is involved this should be passed to the Safeguarding Governor, Schools Director or Proprietor. A record of such incidents will be kept.
- Physical contact must be in accordance with Norfolk House School & Montessori House Nursery policy on reasonable force and physical restraint, further details of this can be found in Section 14 of this policy, below.
- Staff should monitor one another in the area of physical contact. They should be free to help each other by pointing out anything that could be misunderstood.

More detailed information is available to all staff through the document 'Guidance for safer working practice for adults who work with children and young people', (see Appendix 2) The guidance identifies many key areas where adults can protect themselves from allegations.

## **11. Additional Information for Registered Settings**

Norfolk House School & Montessori House Nursery will 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 relates to harm or abuse committed on the premises or elsewhere), or any other abuse which is alleged to have taken place on the premises, and of the action taken in respect of these allegations. This will take place as soon as is reasonably practicable, but at the latest within 14 days.

## **12 E-Safety Policy**

### **Norfolk House School & Montessori House Nursery and EYFS**

Norfolk House School & Montessori House Nursery believes in the educational benefits of curriculum Internet use. Good planning and management that recognises the risks will help to ensure appropriate, effective and safe pupil use. In delivering the curriculum, teachers need to plan to integrate the use of communications technology such as web-based resources and e-mail in order to enable pupils to learn how to locate, retrieve and exchange information using IT. Computer skills are vital to access life-long learning and for future employment.

Most technologies present risks as well as benefits. Internet use for home, social and leisure activities is expanding and being used by all sectors of society. This brings young people into contact with a wide variety of influences, some of which could be unsuitable. It is important that schools, as well as parents, adopt strategies for the responsible and safe use of the Internet.

### **Core Principles of Internet Safety**

The Internet has become as commonplace as the mobile phone or TV and its effective use is an essential life-skill. Unmediated Internet access brings with it the possibility placing of pupils in embarrassing, inappropriate and even dangerous situations. This policy aims to help to ensure responsible use and the safety of pupils. It is built on the following five core principles:

### **Guided educational use**

Significant educational benefits should result from curriculum Internet use including access to information from around the world and the ability to communicate widely and to publish easily. Internet use should be planned, task-orientated and educational within a regulated and managed environment. Directed and successful Internet use will also reduce the opportunities for activities of dubious worth.

### **Risk assessment**

21<sup>st</sup> Century life presents dangers including violence, racism and exploitation from which children and young people need to be protected. At the same time they need to learn to recognise and avoid these risks – to become “Internet Wise”. Pupils need to know how to cope if they come across inappropriate material.

### **Responsibility**

Internet safety depends on staff, schools, governors, advisers, parents and, where appropriate, the pupils themselves taking responsibility for the use of Internet and associated communication technologies. The balance between education for responsible use, regulation and technical solutions must be judged carefully.

It is acknowledged that, whilst Norfolk House School & Montessori House Nursery provides pupils with a protected environment for Internet usage in school, the pupils may not benefit from the same level of protection in their access to the Internet beyond the confines of Norfolk House School & Montessori House Nursery. Important aspects of Norfolk House School & Montessori House Nursery’s e-safety provision are, therefore, the development of the pupils’ understanding of keeping safe online when not at school, and supporting parents in understanding how to help keep their children safe online.

The **headteacher** is responsible for ensuring, so far as is reasonably practicable, a safe environment for internet use, for the implementation of policy and for the development of the pupils’ understanding of how to keep themselves safe online, both in and out of school.

**The IT Manager (technician)** is responsible for the maintenance of hardware and software systems and technology to ensure, so far as is reasonably practical, safe use of the internet.

**The IT co-ordinator** is responsible for overseeing the successful development, both in IT lesson and the wider curriculum and extra-curricular activities, of pupils’ understanding of how to keep safe online and for supporting staff in implementing this objective.

**All staff and volunteers** are responsible for monitoring pupils’ safety online and reporting any concerns arising from pupils’ internet use, either at school or at home, and for supporting the development of the pupils’ understanding of how to keep themselves safe online.

### **Regulation**

The use of a limited and expensive resource, which brings with it the possibility of misuse, must be regulated. In some cases access within school is denied, for instance unmoderated chat rooms present immediate dangers and are banned. Fair rules, clarified by discussion and prominently displayed help pupils make responsible decisions for both school and home access.

### **Appropriate strategies**

This document describes strategies to help to ensure responsible and safe use. They are based on limiting access, developing responsibility and on guiding pupils towards educational activities.

There are no straightforward or totally effective solutions and staff, parents and the pupils themselves must remain vigilant.

### 1) The Importance of Internet Use

- The purpose of Internet use in school is to raise educational standards, to promote pupil achievement, to support the professional work of staff and to enhance Norfolk House School & Montessori House Nursery's management information and business administration systems.
- Internet use is a part of the statutory curriculum and a necessary tool for staff and pupils.
- The Internet is an essential element in 21<sup>st</sup> Century life for education, business and interaction. Norfolk House School & Montessori House Nursery has a duty to provide students with quality Internet access as part of their learning experience.

### 2) How the Internet benefits education

Benefits of using the Internet in education include:

- access to world-wide educational resources including museums and art galleries;
- educational and cultural exchanges between pupils world-wide;
- cultural, vocational, social and leisure use in libraries, clubs and at home;
- access to experts in many fields for pupils and staff;
- staff professional development through access to national developments, educational materials and good curriculum practice;
- communication with support services, professional associations and colleagues;
- improved access to technical support including remote management of networks.

### 3) How Internet use enhances learning

- Norfolk House School & Montessori House Nursery Internet access is designed expressly for pupil use and will include filtering appropriate to the age of pupils.
- Pupils will be taught what is acceptable and what is not acceptable and given clear objectives for Internet use.
- Internet access will be planned to enrich and extend learning activities. Access levels will be reviewed to reflect the curriculum requirements and age of pupils.
- Staff will guide pupils in on-line activities that will support the learning outcomes planned for the pupils' age and maturity.
- Pupils will be educated in the effective use of the Internet in research, including the skills of knowledge location and retrieval.

### 4) Pupil's Understanding of how to keep safe online

Norfolk House School & Montessori House Nursery develops the pupils' understanding of how to keep safe online and their resilience in protecting themselves and their peers in the following ways:

- **A robust age appropriate E-safety curriculum is taught to children as they begin using technology**
- **Through internet and e-safety awareness assemblies**
- **Through participation in events related to Internet Safety Day**
- **Development of awareness of forms of bullying such as cyber bullying**
- **Through regular class discussion**
- **Posters across the school advising pupils about how to keep safe online**
- **Communications with parents around e-safety and offering information about keeping children safe online outside of the school environment**

### 5) Pupils' Evaluation of Internet content

Inappropriate material should not be visible to pupils using the Web. This is not easy to achieve and cannot be guaranteed. It is a sad fact that pupils may be confronted with inappropriate material, despite all attempts at filtering. Pupils will be taught what to do if they experience material that they find distasteful, uncomfortable or threatening. For example, to close the page and report the URL to the teacher or IT manager for inclusion in the list



Norfolk House School & Montessori House Nursery. Child Protection (Safeguarding) Policy of blocked sites. More often, pupils will be judging reasonable material but selecting that which is relevant to their needs, for instance to answer a homework question. Pupils should be taught research techniques including the use of subject catalogues and search engines. They will be encouraged to question the validity, currency and origins of information – key information handling skills. They should also use alternative sources of information for comparison purposes. Effective guided use will reduce the opportunity pupils have for exploring unsavoury areas. Using Internet derived materials in pupils' own work requires at least an understanding that straight copying is worth little without a commentary that demonstrates the selectivity used and evaluates significance. Respect for copyright and intellectual property rights, and the correct usage of published material needs to be taught.

- If staff or pupils discover unsuitable sites, the URL (address) and content must be reported to the Internet Service Provider via the IT co-ordinator.
- The use of Internet derived materials by staff and by pupils in school must comply with copyright law.
- Pupils are taught to be critically aware of the materials they read and shown how to validate information before accepting its accuracy.
- Pupils will be taught to acknowledge the source of information and to respect copyright when using Internet material in their own work.

## **6) Management of e-mail**

- Pupils may only use approved e-mail accounts on Norfolk House School & Montessori House Nursery system.
- Pupils must immediately tell a teacher if they receive offensive e-mail.
- Pupils must not reveal details of themselves or others, such as address or telephone number, or arrange to meet anyone in e-mail communication.
- Access in school to external personal e-mail accounts is not allowed except where a teacher has specifically requested it for example to retrieve a piece of work emailed from home.

## **7) Management of Website content**

- The point of contact on the Website is Norfolk House School & Montessori House Nursery address/school e-mail and telephone number.
- Staff or pupils' home information will not be published.
- Website photographs that include pupils will be selected carefully and will not enable individual pupils to be identified.
- Pupils' full names will not be used anywhere on the Website, particularly associated with photographs.
- Written permission from parents or carers will be obtained before photographs of pupils are published on Norfolk House School & Montessori House Nursery Website.
- The copyright of all material must be held by Norfolk House School & Montessori House Nursery, or be attributed to the owner where permission to reproduce has been obtained.
- Norfolk House School & Montessori House Nursery undertakes appropriate measures for the management of personal data which is stored electronically.

## **8) Newsgroups and chat**

- Pupils will not be allowed access to public or unregulated chat rooms in school.
- Newsgroups will not be made available unless an educational requirement for their use has been demonstrated.
- A risk assessment will be carried out before pupils are allowed to use a new technology in school.

## **9) Management of emerging Internet uses**

- Emerging technologies will be examined for educational benefit and a risk assessment will be carried out before use in school is allowed.

### **10) Authorisation for Internet access**

- At EYFS, PrePrep and Junior Prep, access to the Internet will be by adult demonstration and with directly supervised access to specific, approved on-line materials.

### **11) Liaison and partnership with parents**

- Parents have access to Norfolk House School & Montessori House Nursery's e-safety policy on Norfolk House School & Montessori House Nursery website and can request a paper copy from Norfolk House School & Montessori House Nursery office.
- Parents will be informed that pupils will be provided with supervised Internet access.
- Parents and pupils will be asked to sign and return a consent form.
- Periodically Norfolk House School & Montessori House Nursery runs e-safety information meetings for parents, which may involve an external speaker, in order to raise their awareness of e-safety matters and help them develop their children's safe use of the Internet.
- Copies of template agreements for children and parents are found in Appendix 3 of this policy.

### **12) Assessing the risks of Internet Use and Management of filtering**

- In common with other media such as magazines, books and video, some material available via the Internet is unsuitable for pupils. Norfolk House School & Montessori House Nursery will take all reasonable precautions to ensure that users access only appropriate material. However, due to the international scale and linked nature of Internet content, it is not possible to guarantee that unsuitable material will never appear on a school computer.
- Methods to identify, assess and minimise risks will be reviewed regularly.
- The Headteacher will ensure that the Internet policy is implemented and compliance with the policy monitored.
- Norfolk House School & Montessori House Nursery will work in partnership with parents, the DfE and our Internet Service Provider to ensure systems to protect pupils are reviewed and improved.

### **13) Introduction of the policy to pupils**

- Rules for Internet access will be posted near all computer systems.
- Pupils will be informed that Internet use will be monitored.
- Instruction in responsible and safe use should precede Internet access.

### **14) Staff consultation and training**

- All staff must have familiarised themselves fully with this policy before using any Internet resource in school.
- All staff, including teachers, supply staff, classroom assistants and support staff, will be provided with Norfolk House School & Montessori House Nursery Internet Policy, and its importance explained.
- Staff development in the safe and responsible Internet use, and on school Internet policy will be provided as required. Induction training in safeguarding for new staff includes e-safety.

### **15) Technical provision, filters, safeguards and monitoring**

Norfolk House School & Montessori House Nursery needs to add here a short summary of its provision in these areas.

### **16) Maintenance of IT system security**

- Norfolk House School & Montessori House Nursery IT systems will be reviewed regularly with regard to security in conjunction with the IT technician, Paul Carter.
- Virus protection will be installed and updated regularly by the IT technician, Paul Carter.

- Memory sticks and other such portable storage devices may be brought into school when specific permission has been given.
- Unapproved system utilities and executable files will not be allowed in pupils' work areas or attached to e-mail.

### **13. Mobile Phones and Cameras Policy**

#### **1. Use of Cameras and the manipulation and storage of images**

In this policy terms such as 'photography', 'pictures', 'images', 'camera', 'device' and 'digital technology' include both still and video media. The term 'camera' includes mobile phones, iPads and other equipment which has the capacity to take photographs.

At Norfolk House School & Montessori House Nursery we recognise that the appropriate use of photography enhances many aspects of school life and the pupils' education. Mobile phone technology has become more sophisticated over recent years and will continue to evolve. Wireless connections in particular, extend the capabilities of mobile phones further; which allow access to new content and services, such as the internet, social networking sites and instant messaging. Many mobile phones offer camera, video and audio recording as standard. Mobile phones, alongside other technologies aim to change the way we communicate. This speed of communication often provides security and reassurance; however, as with any other form of technology, there are associated risks.

This policy is intended to ensure an environment in which children, parents and staff are safe from images being recorded and inappropriately used by providing a clear framework to ensure that

- the use of cameras and the storage of images reflect good practice
- the safeguarding needs of the pupils are met
- staff are not distracted from their work with children.

The policy also recognises that learning to use digital technology is an important part of the IT curriculum. Teaching needs to ensure that pupils are able to learn how to use digital cameras and to edit and store photographs with an understanding of safeguarding requirements, for themselves and others, which is appropriate for their age and taking due account of the cyber-bullying aspects of Norfolk House School & Montessori House Nursery's anti-bullying policy. Reference should also be made to Norfolk House School & Montessori House Nursery's E-Safety Policy (see Section 12 above) policy and planning for the internet safety topic in the IT/PSHCEE scheme of work.

Photography is used at Norfolk House School & Montessori House Nursery for a variety of purposes, including:

- Recording pupils' achievements, learning and progress.
- Contributing to each pupil's development file/profile/evidence portfolio.
- Providing evidence to support pupils' application for entrance/scholarship to their future schools.
- Recording school events and providing material for displays.
- Communication with parents, for example to help reassure new parents or carers of young children that they have settled well into school life and provide prompt information on their children's activities on residential trips.
- For publicity purposes (brochures, prospectus, media articles, website etc.) for both Norfolk House School & Montessori House Nursery and Bellevue Education Group.
- To support work undertaken by members of staff or students on placements for training and gaining further qualifications.

On their child's admission to Norfolk House School & Montessori House Nursery, parents are asked to sign a consent form in relation to their child being photographed at school or during school events. The form provides for parents to give permission at different levels (for example to consent to their child being photographed to record achievement and progress, but not for publicity purposes). The form also gives parents the opportunity to state whether a child in a photograph can be named. A copy of the consent form can be found at Appendix 4.

Norfolk House School & Montessori House Nursery. Child Protection (Safeguarding) Policy Responses to the photography consent form are collated and the summary/analysis can be consulted at Norfolk House School & Montessori House Nursery office/in the staff handbook/on Norfolk House School & Montessori House Nursery's management information system. It is important that staff familiarise themselves with this information. If parents withhold consent for certain aspects of photography in relation to their child, this must be respected. Images should be checked to determine whether photographs have been taken which inadvertently include pupils for whom consent has not been given. If this is the case, images should be destroyed, cropped or otherwise edited to ensure that parental consent is respected. If an image is edited for this reason, the original must be destroyed.

Periodically, professional photographers visit Norfolk House School & Montessori House Nursery by arrangement to take portrait photographs and formal pictures of sports teams etc. Care should be taken that parental consent is respected and also that parents have not unintentionally withheld consent regarding such photographs. Any areas of doubt should be discussed with the Headteacher, who will arrange for parents to be contacted as appropriate. It is not compulsory for pupils to be included in portrait and team photography, nor is there any obligation on parents to purchase the resulting photographs.

From time to time a teacher, student or trainee teacher on placement may undertake a case study of a child, for example, as part of a training course to gain a qualification. In such situations, parental consent with regard to photography must be respected. Case studies will only be undertaken following prior written consent from the parent or carer and, except by prior arrangement between the Headteacher and the parent/carer, the child's name will be changed in the case study to protect his or her identity.

Occasionally a photograph may be taken which inadvertently catches a pupil in an unfortunate, embarrassing or compromising position. If this is the case, the image and any copies of it must be destroyed immediately.

### **Photography by parents**

It is very difficult to police the use of cameras by parents, for example at prize-giving or on the touchline at sports fixtures. However, if members of staff have concerns about the suitability of photography by parents, they should consult and Designated Safeguarding Lead and/or the Headteacher, who will consider the situation with reference to this policy and Norfolk House School & Montessori House Nursery's safeguarding procedures and take appropriate action. Concerns will be taken seriously, logged and investigated appropriately.

The parents' handbook includes guidelines for parents on the use of photography at school events.

Any parent who works at Norfolk House School & Montessori House Nursery, for example as a volunteer, must abide by this policy. The teacher responsible (for example the Trip Leader for an educational visit which uses parent volunteers) must ensure that the parents involved are aware of this policy and abide by it.

If parents wish to make a video recording of a school event (nativity, concert, drama production etc), prior permission must be obtained from the Headteacher, who will consider the situation with respect to this policy and the levels of consent given by parents of other children involved. Since it is difficult to ensure that parental consent is respected in these situations, and not appropriate to share the details of consent given for particular children with other parents, the Headteacher may refuse permission for a video recording of the event to be made. As an alternative, Norfolk House School & Montessori House Nursery may make an official video recording/DVD, the editing of which, before it is made available to parents, will ensure that parental consent is respected.

### **Use of equipment**

Except with specific permission from the Headteacher, staff may not use their own cameras, phones or other equipment to take pictures in school or at school events. A school camera is available for each year group in Norfolk House School & Montessori House Nursery for this purpose. Cameras are available from the school office and should be signed out and back in when used. Please ensure that batteries are recharged as appropriate for the next user. Users bringing personal devices in to Norfolk House School & Montessori House Nursery must ensure there is no inappropriate or illegal content on the device. Staff must ensure that this policy is observed when using other equipment which can be used in connection with photographs (photocopier, scanner, printer, ipads etc.)

### **Editing and storage of photographs**

All images taken by members of staff or volunteers at school or on school activities remain the property of Norfolk House School & Montessori House Nursery. Norfolk House School & Montessori House Nursery may require images to be deleted or edited as appropriate and may also select images taken by members of staff or volunteers for other purposes, with due attention paid to the requirements of this policy.

When editing images, staff must take due professional care and ensure that edited images do not mislead or misrepresent. Care must also be taken to ensure that images do not result in their subject being vulnerable to embarrassment, teasing, bullying or abuse.

Close attention must be paid to the storage of images, particularly whilst kept on portable media such as flash cards and memory sticks. Staff are responsible for the security of such media and the images they contain and must take all reasonable measures to ensure that they are kept safe and do not come into the possession of unauthorised people.

Images must not be stored permanently on personal devices or storage media. Members of staff may transfer images to personal equipment for the purposes of sorting and editing but they must be transferred into Norfolk House School & Montessori House Nursery's photograph archive and deleted from personal equipment at the earliest opportunity.

All images must be stored permanently only in Norfolk House School & Montessori House Nursery's photograph archive on Norfolk House School & Montessori House Nursery intranet (except where they form part of other approved school documentation, such as a record of achievement, display, brochure or official website), where they will be monitored by the Designated Safeguarding Lead and Headteacher. Once sorted and edited, images must be transferred to the archive and deleted from other personal and school equipment and temporary storage media.

To maintain security and enable subsequent users to work effectively, images on flash cards and other portable media must be deleted once they have been transferred. Similarly, where cameras have the capacity to save images without the need for a removable card, these must be deleted after use.

Unless specific prior consent has been obtained, members of staff and volunteers must not post school images on personal pages of social networking sites or other websites. The use of images on Norfolk House School & Montessori House Nursery's official Facebook page, website and other approved sites is carefully monitored by the Designated Safeguarding Lead to ensure that it is in line with this policy and parental consent. The age limit for having a Facebook account is 13 and other social networks have similar restrictions. However, parents do not always enforce these restrictions. Staff must be vigilant in respect of any inappropriate use by pupils of school images or their own photographs of school events on social networks and must report any concerns to the Designated Safeguarding Lead.

The Designated Safeguarding Lead is responsible for liaising with the chair of the parents' association (or other delegated member of the association) to ensure familiarity with this policy and that images used on the association's Facebook page and in newsletters and other literature and media abide by this policy and respect the levels of consent given by parents in respect of photography.

Final responsibility for the appropriate use of photography at school and in connection with school events rests with the Headteacher and the child protection officer. They monitor school images and may require an image to be deleted, edited or removed from a particular document, website etc in accordance with the requirements of this policy.

Norfolk House School & Montessori House Nursery assesses the risk of access to archived images by inappropriate individuals to be very low. Staff and volunteers must ensure that their use and storage of images maintains a similarly acceptable level of risk.

## **2. Use of mobile phones by members of staff and by volunteers in school**

Mobile phones provide many benefits to school life, notably in improving health and safety through better communication with staff in more remote parts of Norfolk House School & Montessori House Nursery campus and on off-site visits. However, mobile phones, particularly those capable of taking pictures, also present a challenge to Norfolk House School & Montessori House Nursery community to ensure that pupils are safeguarded in relation to the potential for improper use and also that their education is not impeded by the use of mobile phones at inappropriate times.

Norfolk House School & Montessori House Nursery handbook/parents' handbook provides information on the use of mobile phones by pupils. Staff must be vigilant to ensure that the use of mobile phones, including their use by volunteers, visitors and pupils is always appropriate and that the safeguarding needs of the pupils are met. Any concerns should be discussed with the Headteacher or Designated Safeguarding Lead. Concerns will be taken seriously, logged and investigated appropriately. Where a member of staff, visitor, volunteer or pupil has a mobile phone with the facility to take pictures, its use is subject to the policy on the use of cameras and the manipulation and storage of images, above.

- On arrival at school staff should switch their phones off to ensure that they do not adversely affect their duties at school and the pupils' education.
- In cases of emergency (for example a seriously ill relative) mobile phones should be left in the office, office staff should be alerted and the phone can be left switched on so that a message can be relayed.
- Staff may use their phone at break times and lunch time provided that (i) pupils are not present, (ii) they are not on duty and (iii) this does not prevent them from responding to a request for assistance from another member of staff or other aspects of their professional duties.
- Norfolk House School & Montessori House Nursery nurse/lead first aider, maintenance man and Headteacher are exempt from the restrictions on the use of mobile phones whilst on duty so that they can be contacted at all times by Norfolk House School & Montessori House Nursery office in case of emergency.
- For safeguarding reasons, school mobile phones are not equipped with cameras.
- School mobile phones are available from Norfolk House School & Montessori House Nursery office. A school phone must be collected by members of staff engaged in particular school activities where it is important to maintain communication with Norfolk House School & Montessori House Nursery office. These include:
  - Use of local offsite facilities – swimming pool, theatre, church,
  - Lessons at more remote parts of Norfolk House School & Montessori House Nursery campus – sports fields, music annexe, forest school
  - Educational visits and away sports fixtures
  - Breakfast Club and after school care
  - When on duty at Norfolk House School & Montessori House Nursery gate at the beginning and end of Norfolk House School & Montessori House Nursery day
  - Situations where, by prior arrangement with the Headteacher, a single member of staff is directly responsible for a group of pupils and a second member of staff is "on call" nearby.
  - The number of Norfolk House School & Montessori House Nursery mobile phone used for after school care is published to parents so that they can make contact to provide details of any delays or changes in arrangements. This phone must remain switched on and must be carried by one of the members of staff on duty at all times.

Further information can be found in the parents' handbook.

- School mobile phones should not be used for personal calls. After use they must be signed back in at Norfolk House School & Montessori House Nursery office. Any problem with the phone should be reported as soon as possible.
- By arrangement with the Headteacher, a member of staff's personal mobile phone may be designated as the means of communication for specific activities (ie those listed above). In such situations, it is expected that this policy will be observed in respect of personal use. The cost of calls made on school business will be reimbursed, provided that they can be identified on an itemised bill or otherwise.

- The use of mobile phones by staff whilst on school duties must respect national legislation and common courtesies. For example, they must not be used whilst driving and should be switched to silent at events and venues where this is expected.
- Norfolk House School & Montessori House Nursery assesses the risk to pupils through the improper use of mobile phones to be very low. Staff and volunteers must ensure that their use of mobiles phones maintains this level of risk.

## **14. Use of Reasonable Force and Physical Restraint**

### **1. The Legal Framework**

Physical Restraint should be limited to emergency situations and used only in the last resort. Under the Children Order 1995, it is only permissible as described under the heading "Physical Control". Article 4 of the Education Order 1998 clarifies powers that already exist in common law. It enables teachers and other members of staff in Norfolk House School & Montessori House Nursery, authorised by the Headteacher, to use such force as is reasonable in the circumstances, to prevent a pupil from:

- Committing an offence
- Causing personal injury to, or damage to the property of, any person (including the pupil himself)
- Engaging in any behaviour prejudicial to the maintenance of good order and discipline at Norfolk House School & Montessori House Nursery or among its pupils, whether during a teaching session or otherwise. (Examples of possible situations are given in Section 6) This policy draws on 'Use of reasonable force; Advice for Headteachers, staff and governing bodies' published by the DfE in July 2013.

### **2:1 Definition of restraint at Norfolk House School & Montessori House Nursery**

Physical restraint is the positive application of force with the intention of protecting the child from harming himself or others or seriously damaging property.

### **2:2 General Policy Aims**

Staff at Norfolk House School & Montessori House Nursery recognise that the use of reasonable force is only one of the last in a range of strategies available to secure pupil safety/well-being and also to maintain good order and discipline. Our policy on restraint should therefore be read in conjunction with our Behaviour and Child Protection policies.

### **2:3 Specific Aims Of The Restraint Policy**

- To protect every person in Norfolk House School & Montessori House Nursery community from harm.
- To protect all pupils against any form of physical intervention that is unnecessary, inappropriate, excessive or harmful.
- To provide adequate information and training for staff so that they are clear as to what constitutes appropriate behaviour and to deal effectively with violent or potentially violent situations.

### **3. Why use restraint?**

Physical restraint should avert danger by preventing or deflecting a child's action or perhaps by removing a physical object, which could be used to harm him/herself or others. It is only likely to be needed if a child appears to be unable to exercise self-control of emotions and behaviour. It is not possible to define every circumstance in which physical restraint would be necessary or appropriate and staff will have to exercise their own judgement in situations which arise within the above categories. Staff should always act within Norfolk House School & Montessori House Nursery's policy on behaviour and discipline, particularly in dealing with disruptive behaviour.

Staff should be aware that when they are in charge of children during Norfolk House School & Montessori House Nursery day, or during other supervised activities, they are acting in loco parentis and should, therefore, take reasonable action to ensure pupils' safety and wellbeing. Failure to physically restrain a pupil who is subsequently

Norfolk House School & Montessori House Nursery. Child Protection (Safeguarding) Policy  
injured or injures another, could, in certain circumstances, lead to an accusation of negligence. At the same time, staff are not expected to place themselves in situations where they are likely to suffer injury as a result of their intervention.

### 3.1 Alternative Strategies

There are some situations in which the need for physical restraint is immediate and where there are no equally effective alternatives (eg is a pupil is about to run across a road). However, in many circumstances there are alternatives e.g. use of assertiveness skills such as:

- the broken record in which an instruction is repeated until the pupil complies
- use of a distracter, such as a loud whistle, to interrupt the behaviour (such as a fight) long enough for other methods of verbal control to be effective
- withdrawal of attention (audience) e.g. if an action such as damage to property is threatened
- other techniques designed to defuse the situation, such as the avoidance of confrontation, or use of humour (in these cases the incident can be dealt with later when emotions are no longer running high)
- the employment of other sanctions consistent with Norfolk House School & Montessori House Nursery's policy on behaviour.

### 3.3 Use of Physical Restraint

Physical restraint should be applied as an act of care and control with the intention of re-establishing verbal control as soon as possible and, at the same time, allowing the pupil to regain self-control. It should never take a form which could be seen as a punishment. Staff are authorised to use reasonable force only in applying physical restraint, although there is no absolute definition of this, as what constitutes reasonable force depends upon the particular situation and the pupil to whom it is being applied. However, as a general rule, only the force necessary to stop or prevent the behaviour should be used, in accordance with the guidelines below.

There are some forms of physical intervention, which may involve minimal physical contact, such as blocking a pupil's path or the staff member physically interposing him or herself between the pupil and another pupil or object. However, in some circumstances, direct physical contact may be necessary. In all circumstances other methods should be used if appropriate or effective physical restraint should be a last resort.

When physical restraint becomes necessary:

#### DO

- Tell the pupil what you are doing and why
- Use the minimum force necessary
- Involve another member of staff if possible
- Tell the pupil what s/he must do for you to remove the restraint (this may need frequent repetition)
- Use simple and clear language
- Hold limbs above a major joint if possible e.g. above the elbow
- Relax your restraint in response to the pupil's compliance

#### DON'T

- Act in temper (involve another staff member if you fear loss of control)
- Involve yourself in a prolonged verbal exchange with the pupil
- Attempt to reason with the pupil
- Involve other pupils in the restraint
- Touch or hold the pupil in sexual areas
- Twist or force limbs back against a joint
- Bend fingers or pull hair
- Hold the pupil in a way which will restrict blood flow or breathing e.g. around the neck
- Slap, punch, kick or trip up the pupil.

### 3.4 Actions after an Incident

Physical restraint often occurs in response to highly charged emotional situations and there is a clear need for debriefing after the incident, both for the staff involved and the pupil. **A member of the leadership team should be**



Norfolk House School & Montessori House Nursery. Child Protection (Safeguarding) Policy  
**informed of any incident as soon as possible** and will take responsibility for making arrangements for debriefing once the situation has stabilised. An appropriate member of the teaching staff should always be involved in debriefing the pupil involved and any victims of the incident should be offered support, and their parents informed on the same day by the Headteacher (see below). A copy of the form in Appendix 5 must be completed by the member of staff involved and any adult witnesses on the same day as the incident and passed to the person reviewing the incident. In incidents where a member of SLT or the Headteacher is involved the Safeguarding Governor or a member of Governance must be informed.

If the behaviour is part of an ongoing pattern it may be necessary to address the situation through the development of a behavioural EHC plan, which may include an anger management programme, or other strategies agreed by the SENCO. It is also helpful to consider the circumstances precipitating the incident to explore ways in which future incidents can be avoided. All incidents should be recorded immediately. All sections of this report should be completed so that in the event of any future complaint a full record is available. The Headteacher (or, in his/her absence, a member of the leadership team) will contact parents as soon as possible after an incident, normally on the same day, to inform them of the actions that were taken and why, and to provide them with an opportunity to discuss it.

#### **4 Risk Assessments**

If Norfolk House School & Montessori House Nursery becomes aware that a pupil is likely to behave in a disruptive way that may require the use of reasonable force, Norfolk House School & Montessori House Nursery will plan how to respond if the situation arises. Such planning will address:

- Management of the pupil (e.g. reactive strategies to de-escalate a conflict, holds to be used if necessary)
- Involvement of parents to ensure that they are clear about the specific action Norfolk House School & Montessori House Nursery might need to take
- Briefing of staff to ensure they know exactly what action they should be taking (this may identify a need for training or guidance)
- Identification of additional support that can be summoned if appropriate.

#### **5 Complaints**

A clear restraint policy, adhered to by all staff and shared with parents, should help to avoid complaints from parents. It is unlikely to prevent all complaints, however, and a dispute about the use of force by a member of staff might lead to an investigation, either under disciplinary procedures or by the Police and social services department under child protection procedures. It is our intention to inform all staff, pupils, parents and governors about these procedures and the context in which they apply.

#### **6. When might it be appropriate to use reasonable force?**

Examples of situations that may require restraint are when:

- a pupil attacks a member of staff, or another pupil
- pupils fighting
- a pupil is causing, or at risk of causing, injury or damage by accident, by rough play, or by misuse of dangerous materials, substances or objects
- a pupil is running in a corridor or on a stairway in a way in which he/she might have or cause an accident likely to injure her/himself or others
- a pupil absconding from a class or trying to leave school (NB this will only apply if a pupil could be at risk if not kept in the classroom or at school)
- a pupil persistently refuses to obey an order to leave an area
- a pupil behaves in such a way that seriously disrupts a lesson.

## Child Protection (Safeguarding) Policy: Appendices

### Appendix 1 Helpful Information

This section is designed to provide information that facilitates understanding of key terminology and indicators:

a) WHAT IS CHILD ABUSE? Defined in the Government guidance 'KCSIE (2015)'

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. They may be abused by an adult or adults or another child or children.

There are four types of child abuse.

- Physical abuse
- Emotional abuse
- Sexual abuse
- Neglect

**Physical abuse:** a form of abuse which 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.

**Emotional abuse:** the persistent emotional maltreatment of a child such as to cause severe and adverse effects on the child's emotional development. It may involve conveying to a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond a 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 (including cyberbullying), 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:** involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

**Neglect:** 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 abuse. Once a child is born, neglect may involve a parent or carer failing to: provide adequate food, clothing and shelter (including exclusion from home or abandonment); protect a child from physical and emotional harm or danger; ensure adequate supervision (including the use of inadequate care-givers); or ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

Bullying is not defined as a form of abuse in Working Together but there is clear evidence that it is abusive and will include at least one, if not two, three or all four, of the defined categories of abuse.

**A. DEFINITION OF HARM & SIGNIFICANT HARM - ADOPTION & CHILDREN ACT 2002 (SECTION 10)**

“Ill treatment or the impairment of health or development (impairment suffered from seeing or hearing the ill treatment of another).”

*‘Development’* means physical, intellectual, emotional, social or behavioural development.

*‘Health’* means physical or mental health.

*‘Ill treatment’* includes sexual abuse and forms of ill treatment which are not physical.

NB: The Adoption & Children Act 2002 s120 amended the definition of harm to include those instances where a child may witness domestic violence.

**B. RECOGNITION OF SIGNIFICANT HARM.**

Significant harm includes an allegation of a sexual nature or parents whose behaviour may present risk because of:

- Domestic violence, drug and alcohol abuse and mental health problems
- Any physical injury caused by assault or neglect which requires medical attention
- Repeated incidents of physical harm
- Any contact with a person assessed as presenting a risk to children
- Children who live in low emotional warmth, high criticism environments
- Children who suffer from persistent neglect
- Children who may be involved in prostitution
- Other circumstances where professional judgement and/or evidence suggest a child’s health, development or welfare may be significantly harmed.

**C. INDICATORS OF ABUSE**

**Physical:**

- Unexplained injuries, burns, bruises
- Finger marks
- Fear of undressing or medical help
- Improbable explanations for injuries
- Fear of returning home or parents being contacted
- Unexplained absence from school.

**Neglect:**

- Constant hunger
- Poor personal hygiene
- Inappropriate clothing
- Frequent lateness and non-attendance
- Poor social relationships
- Constant tiredness
- Independent and street wise
- No parental support for education
- Compulsive stealing or scrounging.
- A child going missing from an education setting is a potential indicator of abuse and neglect.

**Emotional Abuse:**

- Fear of new situations
- Inappropriate emotional responses
- Self-harm
- Reluctance to accept praise
- Low self esteem
- Lack of home support
- Depressed and withdrawn
- Social isolation – not joining in, and few friends.

**Sexual Abuse:**

- Bruises
- Scratches
- Bite marks on the body
- Persistent infections in the anal or genital area
- Any sexual awareness inappropriate to child's age – shown in drawings, play, vocabulary
- Frequent masturbation
- Changes in behaviour
- Refusal to stay with certain people
- Self-harm
- Depression
- Low self-esteem
- Pregnancy.

**D. RECOGNITION OF ABUSE**

Be open to possibilities. Be aware – if you don't believe it is possible you will never see it. Don't jump to conclusions and look for credible non-abusive explanations, but recognise you may need to seek advice to evaluate the facts. Don't let your preconceptions of the family skew your judgement.

**E. THE SYMPTOMS OF STRESS AND DISTRESS**

An abused child will usually show signs of stress and distress. Possible signs of abuse include, but are not limited to, those listed below. Many of these may, of course, have nothing to do with abuse, but are worth consideration in trying to understand the child's behaviour:

- A drop in school performance
- Aggressive or hostile behaviour
- Difficulties in relationships with peers
- Excessively affectionate or sexual behaviour towards adults or other children
- Regression to more immature forms of behaviour
- Self-harming or suicidal behaviour
- No reasonable or consistent explanation for a pupil's injuries, or a pattern of injuries
- Disturbed sleep

## Appendix 2 – Useful links and contact details

Children's Social Care (for children in need and children at risk of harm)

First Response:

Haringey Local Safeguarding Children Board 2nd Floor, River Park House 225 High Road London N22 8HQ

Tel: 020 8489 4592 / 5652 / 5762 / 4582 during office hours

(Monday to Thursday 8.45am to 5pm; Friday 8.45am to 4.45pm)

Or: 020 8489 0000 Out of Office hours (including weekends)

*Please only use this number if you are calling outside normal working hours. When ringing out of hours your call will be logged by our call centre Vangent who will take brief details. An out of hours social worker will ring you back. Do not use this number if a child needs immediate assistance from the Police or Ambulance Services. In these cases call 999.*

LASCB (for allegations against staff or volunteers)

Sarah Roberts: 020 8489 2968/ 020 8489 3654

[lado@haringey.gov.uk](mailto:lado@haringey.gov.uk)

Reporting FGM to local police:

Haringey Police Community Safety Unit

Tel: 020 8345 1939/ 020 8345 1941 (Monday to Friday 8am-6pm; weekends 8am-4pm)

Concerns relating to FGM:

NSPCC: Call the FGM helpline if you're worried a child is at risk of, or has had, FGM. Free, anonymous service 24 hours a day: 0800 028 3550

email [fgmhelp@nspcc.org.uk](mailto:fgmhelp@nspcc.org.uk)

Preventing Radicalisation and Extremism:

**Confidential helpline:** The Active Change Foundation (ACF) provides a confidential helpline to prevent British nationals from travelling to conflict zones: **020 8539 2770**

[http://www.haringey.gov.uk/sites/haringeygovuk/files/keeping\\_children\\_safe\\_from\\_radicalisation\\_leaflet\\_final\\_web\\_2.pdf](http://www.haringey.gov.uk/sites/haringeygovuk/files/keeping_children_safe_from_radicalisation_leaflet_final_web_2.pdf)

Local Police: 101 / 999 if there is an immediate danger or threat relating to travel through radicalisation

Anti Terrorist Hotline on **0800 789 321**.

DfE dedicated telephone helpline and mailbox for non-emergency advice for staff and governors : 020 7340 7264 and [counter-extremism@education.gsi.gov.uk](mailto:counter-extremism@education.gsi.gov.uk)

Independent Schools Inspectorate

Email: [info@isi.net](mailto:info@isi.net)

Telephone: 020 7600 0100

Fax: 020 7776 8849

Address: CAP House, 9-12 Long Lane, London, EC1A 9HA

Ofsted

Email: [enquiries@ofsted.gov.uk](mailto:enquiries@ofsted.gov.uk)

Telephone: 0300 123 4234

Address: Piccadilly Gate, Store Street, Manchester, M1 2WD

Disclosure and Barring Service

<https://www.gov.uk/government/organisations/disclosure-and-barring-service>

Email: [dbsdispatch@dbs.gsi.gov.uk](mailto:dbsdispatch@dbs.gsi.gov.uk)

Address: DBS, PO Box 181, Darlington, DL1 9FA

Telephone 01325 953795

'Keeping Children Safe in Education (July 2015) (KCSIE)

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/447596/KCSIE\\_Part\\_1\\_July\\_2015.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/447596/KCSIE_Part_1_July_2015.pdf)

Working together to safeguard children March 2015

[www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/419595/Working Together to Safeguard Children.pdf](http://www.gov.uk/government/uploads/system/uploads/attachment_data/file/419595/Working_Together_to_Safeguard_Children.pdf)

What to do if you're worried a child is being abused (March 2015)

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/419604/What to do if you re worried a child is being abused.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/419604/What_to_do_if_you_re_worried_a_child_is_being_abused.pdf)

NSPCC Inform website

<http://www.nspcc.org.uk/Inform>

Guidance for safer working practice for adults who work with children and young people

<http://www.childrenengland.org.uk/upload/Guidance%20.pdf>

Rights 4 Me (Office of the Children's Commissioner for England (OCC))

[www.rights4me.org](http://www.rights4me.org)

Email: [advice.team@childrenscommissioner.gsi.gov.uk](mailto:advice.team@childrenscommissioner.gsi.gov.uk) or [info.request@childrenscommissioner.gsi.gov.uk](mailto:info.request@childrenscommissioner.gsi.gov.uk)

### **Appendix 3 - Sample Letters to Parents and Children Regarding Internet Use**

#### ***Sample Letter to Parents***

Dear Parents

### **Responsible Internet Use**

As part of your child's curriculum and the development of IT skills, Norfolk House School & Montessori House Nursery provides supervised access to the Internet. We believe that the use of the World Wide Web and e-mail is worthwhile and is an essential skill for children as they grow up in the modern world. Please would you read the attached e-safety policy, which forms part of our safeguarding policy and talk about it with your child. Then sign and return the consent form so that your child may use the Internet at school. Although there have been concerns about pupils having access to undesirable materials, we are taking positive steps to deal with this risk in school. Our school Internet provider operates a filtering system that restricts access to inappropriate materials. Whilst every endeavour is made to ensure that suitable restrictions are placed on the ability of children to access inappropriate materials, Norfolk House School & Montessori House Nursery cannot be held responsible for the nature or content of materials accessed through the Internet. Norfolk House School & Montessori House Nursery will not be liable for any damages arising from your child's use of the Internet facilities.

Our Rules also concern the types of communications that pupils make using computers and other technology. We would like your support in helping to ensure that the children at Norfolk House School & Montessori House Nursery are using technology in a responsible and polite manner and never in a way that could upset another person or spoil their work.

Should you wish to discuss any aspect of Internet use please telephone me to arrange an appointment.

Yours sincerely

### **Parent's Consent for Internet Access**

I have read and understood Norfolk House School & Montessori House Nursery rules for responsible Internet use and give permission for my son/daughter to access the Internet. I understand that Norfolk House School & Montessori House Nursery will take all reasonable precautions to ensure pupils cannot access inappropriate materials. I understand that Norfolk House School & Montessori House Nursery cannot be held responsible for the nature or content of materials accessed through the Internet. I agree that Norfolk House School & Montessori House Nursery is not liable for any damages arising from use of the Internet facilities.

Signed:

Date:

Please print name:

NORFOLK HOUSE SCHOOL & MONTESSORI HOUSE NURSERY  
**Responsible Computer Use**

Please complete, sign and return to Norfolk House School & Montessori House Nursery

Pupil:

Class:

Pupil's Agreement

I have read and understand Norfolk House School & Montessori House Nursery e-safety policy. I will use the computer system and Internet in a responsible way and obey these rules at all times.

Signed:

Date:

**Appendix 4 – Sample Photographic Consent Forms**

Add the consent form(s) here



**Appendix 5 Record of Restraint**

**RECORD OF RESTRAINT**

Date of incident:

Time of incident:

Pupil Name:

D.o.B:

Member(s) of staff involved:

Adult witnesses to restraint:

Pupil witnesses to restraint:

Outline of event leading to restraint:

Outline of incident of restraint (including restraint method used):

Outcome of incident:

Description of any injury sustained and any subsequent treatment:

Date /time parent/carer informed of incident:

By whom informed:

Outline of parent/carer response:

Signatures of staff completing report:

.....  
.....  
.....

Brief description of any subsequent inquiry/complaint or action:

## Appendix 6 Role of DSL

This should be added within the Job description of the DSL

The DSL is responsible for

- Being conversant with LASCB procedures and the role of other agencies.
- Following Norfolk House School & Montessori House Nursery's safeguarding & child protection policies and co-ordinating child protection procedures in Norfolk House School & Montessori House Nursery.
- Being the first point of contact for parents, pupils, teaching and non-teaching staff and external agencies in all matters of child protection.
- Consulting with the Safeguarding in Education Team (or equivalent body within your LA) or Social Care (or equivalent body within your LA), or LADO, as appropriate, on issues if an allegation or suspicion occurs and liaising with the various child protection agencies where appropriate.
- Keeping the Headteacher informed of all actions unless the Headteacher is the subject of a complaint. In this situation, the Designated Safeguarding Lead should consult with the Safeguarding Governor, Schools Director or proprietor.
- Co-operating with any police and LADO investigations.
- Liaising with the Headteacher and Education Director regarding training for all who work at Norfolk House School & Montessori House Nursery on child protection issues.
- Attending appropriate higher level training every two years.
- Keeping appropriate records.
- Supporting staff.

END