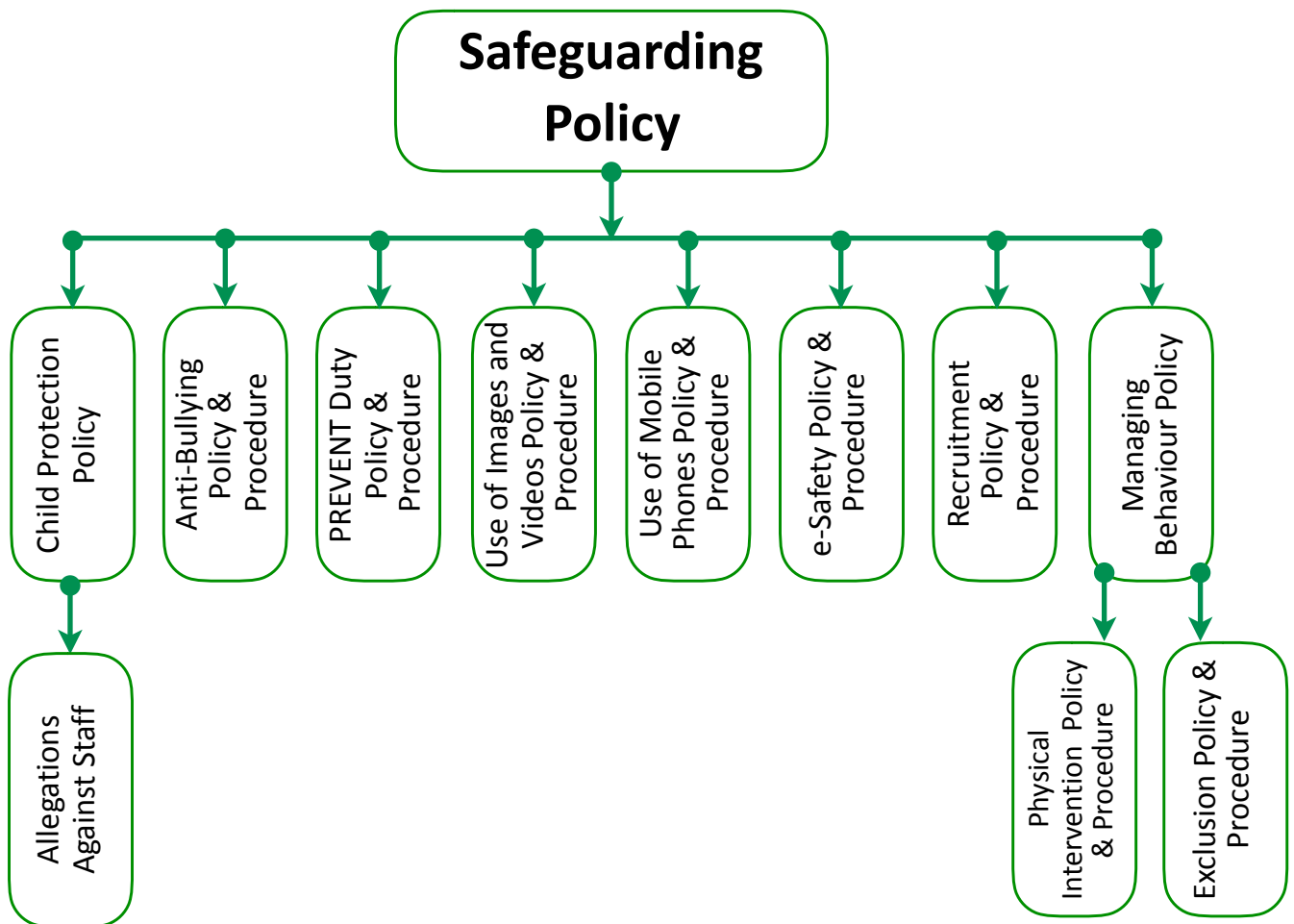




# APPLE BLOSSOM KINDERGARTEN

## Safeguarding Policy Statement

Apple Blossom Kindergarten/Manchester Steiner Ltd.



## **Safeguarding Statement**

Apple Blossom Kindergarten (Manchester Steiner Ltd.) is committed to the safety, welfare and wellbeing of every child. We seek to ensure that everyone working in or for our setting including volunteers, is vigilant, has a clear awareness of risks and endeavours to ensure that children are safe at all times. This includes providing a safe environment, seeking to identify pupils who are suffering or likely to suffer significant harm, and taking appropriate action to increase their safety both at home and at kindergarten. The kindergarten seeks to ensure that staff, students, parents and directors are able to raise any issues or concerns about the safety or welfare of pupils, knowing that they will be listened to and taken seriously. It will seek to support all pupils with consideration and sensitivity, recognising that children who are abused or neglected may find it difficult to develop a sense of self worth and to view the world in a positive way, leading to behaviour that may be challenging both for staff and other pupils. All members of staff receive appropriate induction and training, in particular to ensure that they share any child welfare concerns with the Designated Safeguarding Lead, Nikita Johnson. Training is delivered and updated in line with risks, requirements, current legislation and guidelines.

## **SAFER RECRUITMENT POLICY**

Apple Blossom Kindergarten is committed to safeguarding children and promoting their welfare, and expects all staff and volunteers to share this commitment. For this reason the kindergarten applies recruitment and selection procedures which aim to identify people who are unsuited to working with children. These are applied in relation to everyone who has sole responsibility for the care of children at any time and, at times, those who regularly come into contact with children in a supporting or voluntary capacity.

### **Recruitment Procedures**

All applicants for posts are sent information stating the kindergarten's commitment to safeguarding children and promoting their welfare, that the post entails responsibility for safeguarding pupils and promoting their welfare, that applicants should be suitable to work with children, and that appropriate checks will be made.

Applications are scrutinised carefully for anomalies, inconsistencies and possible omissions, including gaps in employment, with further information requested so these can be satisfactorily resolved.

[See Recruitment Policy]

## **SAFEGUARDING POLICY**

### **Safe Practice**

Apple Blossom Kindergarten will comply with current Safe Practice guidance. Safe working practice ensures that pupils are safe and that all staff:

- are responsible for their own actions and behaviour and should avoid any conduct which would lead any reasonable person to question their motivation and intentions;
- work in an open and transparent way;
- work with other colleagues where possible in situations open to question;
- discuss and/or take advice from academy management over any incident which may give rise to concern, and record any incidents or decisions made;
- apply the same professional standards regardless of gender or sexuality;
- be aware of confidentiality policy;
- are aware that breaches of the law and other professional guidelines could result in criminal or disciplinary action being taken against them.

### **Safeguarding: Information for children**

We aim that all children in our setting at Apple Blossom Kindergarten will feel confident and comfortable to talk to a member of staff. The kindergarten is committed to ensuring that your children in the early years are aware of behaviour towards them that is not acceptable and how they can keep themselves safe and who to speak to or tell if they do not feel safe.

### **Partnership with Parents**

Apple Blossom Kindergarten shares a purpose with parents to educate and keep children safe from harm and to have their welfare promoted. We are committed to working with parents positively, openly and honestly. We ensure that all parents are treated with respect, dignity and courtesy. We respect parents' rights to privacy and confidentiality and will not share sensitive information unless we have permission or it is necessary to do so in order to protect a child.

The kindergarten shares with parents any concerns we may have about their child unless to do so may place a child at risk of harm. We encourage parents to discuss any concerns they may have with any members of staff.

### **Partnerships with others**

We recognise the importance of establishing positive and effective working relationships with other agencies such as Manchester City Council, Manchester Safeguarding Children Board (MSCB), Social services, police, health services and the NSPCC. There is a joint responsibility on all these agencies to share information to ensure the safeguarding of all children.

### **Training and staff induction**

All staff will undertake basic child protection training and a refresher training at annual intervals. All staff (including temporary staff and volunteers) are provided with Apple Blossom Kindergarten's child protection policy, safeguarding policy and informed of the kindergarten's child protection arrangements on induction.

### **Support, Advice and Guidance for Staff**

Staff will be supported by the Designated Child Protection Officer (now known as Designated Safeguarding Lead - DSL) and the director responsible for child protection.

## **Confidentiality**

Manchester Steiner Policy has a clear and explicit confidentiality policy which indicates:

- a) When information must be shared with police and Social Care where the child/young person is / may be at risk of significant harm;
- b) When the children's and/or parent's confidentiality must not be breached;
- c) That information is shared on a need to know basis.

## **Pupil Information**

**Apple Blossom Kindergarten** requires and keeps accurate and up-to-date information regarding

- a) Names and contact details of persons with whom the child normally lives
- b) Names and contact details of all persons with parental responsibility (if different from above)
- c) Emergency contact details (if different from above)
- d) Details of any persons authorised to collect the child from school (if different from above)
- e) Any relevant court orders in place including those which affect any person's access to the child (e.g. Residence Order, Contact Order, Care Order, Injunctions etc)
- f) If the child is or has been on the Child Protection Register or subject to a care plan

## **Roles and Responsibilities**

Our directors and the Designated Child Protection Officer/Designated Safeguarding Lead will ensure that

- a) The kindergarten has a child protection policy and procedures in place that are in accordance with local authority guidance and locally agreed inter-agency procedures, and the policy is made available to parents on request and is available at all times on our website [www.manchestersteinerschoolproject.org](http://www.manchestersteinerschoolproject.org)
- b) The kindergarten operates safe recruitment procedures and makes sure that all appropriate checks are carried out on staff and volunteers who work with children.
- c) The kindergarten has procedures for dealing with allegations of abuse against staff and volunteers that comply with guidance from the local authority and locally agreed inter-agency procedures; a senior member of the school's leadership team is designated to take lead responsibility for child protection.
- d) Staff undertake appropriate child protection training
- e) They remedy, without delay, any deficiencies or weaknesses regarding child protection arrangements
- f) Where services or activities are provided on the kindergarten's premises by another body, the body concerned has appropriate policies and procedures in place in regard to safeguarding children and child protection and liaises with the academy on these matters where appropriate.

g) The policies and procedures adopted by the kindergarten are fully implemented, and followed by all staff

- h) Sufficient resources and time are allocated to enable the Designated Safeguarding Lead and other staff to discharge their responsibilities; and all staff and volunteers feel able to raise concerns about poor or unsafe practice in regard to children, and such concerns are addressed sensitively and effectively in a timely manner in accordance with agreed whistle blowing policies.
- i) The Designated Safeguarding Lead will:
  - i. Refer cases of suspected abuse or allegations to the relevant investigating agencies
  - ii. Act as a source of support , advice and expertise within the educational establishment
  - iii. Liaise with the directors to inform them of any issues and ongoing investigations and ensure there is always cover for this role.
  - iv. Identifying children and young people who may be suffering significant harm

Teachers and other adults in the kindergarten are well placed to observe any physical, emotional or behavioural signs which indicate that a child may be suffering significant harm. The relationships between staff, pupils, parents and the public which foster respect, confidence and trust can lead to disclosures of abuse, and/or academy staff being alerted to concerns. The school is committed to ensuring all staff are trained and equipped to identify children or young people who may be suffering significant harm and to enabling staff seek the appropriate level of advice, guidance and support.

### **The Designated Child Protection Officer/Designated Safeguarding Lead**

The Designated Safeguarding Lead will:

- a) Ensure the child protection policy is updated and reviewed annually
- b) Ensure parents are made aware of the child protection policy which alerts them to the fact that referrals may be made and the role of the establishment in this to avoid conflict later
- c) Where a child leaves the kindergarten, ensure the child protection file is copied promptly for and transferred to the new setting separately from the main pupil file. If a child goes missing or leaves to be educated at home, then the child protection file should be copied and the copy forwarded to the Education Social Work Service

All staff and volunteers will:

- a) Fully comply with the kindergarten’s policies and procedures
- b) Attend appropriate training
- c) Inform the designated person of any concerns.

<p><b>Policy by:</b> Kate Gray and Clare Mavahalli  <b>Date:</b> June 2015</p>
<p><b>Designated director responsible for approving this policy:</b> Kate Gray  <b>Signature:</b>  <b>Date:</b> June 2015</p>
<p><b>Reviewed:</b> January 2016 &amp; Amended November 2018</p>
<p><b>Next Review Date:</b> November 2019</p>