



As a community, including children, staff, parents and governors, we seek to encourage the faith and educational journey of all our members.

We exist to identify the spiritual, academic, physical and professional needs of the children and staff, enabling them to affirm, support and develop each other in the spirit of Jesus.

We believe especially that our education must be broad and life-changing, enabling all the children to develop to their fullest potential so they may influence both the world of today and the world of tomorrow.

EYFS Safeguarding Policy

Introduction

The EYFS Safeguarding Policy for St Andrew's CE Primary School must be read in conjunction with the Whole School Safeguarding Policy and a range of other welfare policies this setting adheres to (e.g. Behaviour Management, Nappy Changing/ Toileting, Health and Safety, Medication, Safe Recruitment, E-safety etc). All our policies are available to staff and parents.

The Bury Safeguarding Children's Board document contains additional information which all staff must also read.

New staff/volunteers/students will read and sign to say they have read the policy as part of their induction process. All staff and volunteers are expected to make themselves familiar with the procedures to be followed in the event of an allegation against a member of staff or if they have serious concerns about a child.

At this setting we have an ethos which recognises that every member of staff/volunteer has a key role in the prevention of harm, early identification, intervention and support for children at risk of significant harm.

We endeavour to provide an environment in which children are safe and feel safe, where they are valued, where they are listened to and where they know that their concerns will be taken seriously. We are aware that we need to take action as early as possible.

We achieve this through building positive relationships between children and staff, using an effective Key Person system and providing children with the time and opportunity to speak and share their

thoughts and feelings during Circle Time activities, in small groups and at snack times.

Early years providers have a duty under section 40 of the Childcare Act 2006 to comply with the welfare requirements of the Early Years Foundation Stage. Early years providers should ensure that:

- staff complete safeguarding training that enables them to recognise signs of potential abuse and neglect; and*
- they have a practitioner who is designated to take lead responsibility for safeguarding children within each early years setting and who should liaise with local statutory children's services agencies as appropriate. This lead should also complete child protection training.*

- Working Together to Safeguard Children - March 2013: Page 50

Safeguarding and Welfare Requirements.

The Statutory Framework for the Early Years Foundation Stage (EYFS) sets out the safeguarding and welfare requirements that focus on the safety and well-being of children. (EYFS 2012: section 3)

This setting recognises the responsibility to:

- safeguard children and promote their welfare;
- promote good health;
- manage children's behaviour;
- ensure the suitability of adults who have contact with children;
- ensure that adults looking after children have appropriate qualifications, skills and knowledge;
- ensure that staffing arrangements keep children safe;
- ensure that organisational arrangements enable all children to have a positive learning and development experience;
- ensure facilities are safe and suitable; and
- maintain records, policies and procedures.

Definition

"Safeguarding" is an umbrella term encompassing the safety and well-being of a child. Our Staff recognise the importance of meeting the needs of all our children and the necessity to intervene early to provide support.

Providing early help is more effective in promoting the welfare of children than reacting later. Early help means providing support as soon as a problem emerges, at any point in a child's life, from the foundation years through to the teenage years. Working Together to Safeguard Children March 2013: Page 11

Safeguarding is defined as:

- Protecting children from maltreatment
- Preventing impairment of children's health and development □ Ensuring that children are growing up in circumstances consistent with the provision of safe and effective care
- Taking action to enable all children to have the best outcomes Working Together to Safeguard Children - March 2013 Page 7

The Role of Leadership and Management in Safeguarding Children

At St Andrew's CE Primary School we take all necessary steps to keep children safe and well and must also be alert to any issues for concern in the child's life at home or elsewhere.

At St Andrew's CE Primary School we ensure that written policies and procedures are in place to safeguard children, in line with the guidance and procedures of Bury Local Safeguarding Children Board.

At this setting the policies and procedures are available for all staff and parents to read and are available within the Early Years Department and on the school website Early Years section.

All staff sign to say they have read these policies and these signatures are available.

The policies are reviewed annually or when there are significant changes to legislation and guidance.

All staff will be recruited safely, trained appropriately and that new staff, volunteers and students receive guidance about Safeguarding procedures during their induction process.

The Designated Officer for Safeguarding for the whole school is the Headteacher.

The Deputy Designated Officer for Safeguarding for the whole school is the Deputy Headteacher.

The Governor with responsibility for Safeguarding is Mr Robert Ruston.

St Andrew's CE Primary School will notify Ofsted and the local child protection agencies of any serious accident or injury to, or the death of, any child while in their care. This will be done as soon as reasonably practical within 14 days of the incident occurring

A practitioner must be designated to take lead responsibility for safeguarding children in every setting..... The Lead practitioner is responsible for liaison with local statutory children's services agencies, and with the Local Safeguarding Children Board . They must provide support, advice and guidance to any other staff on an ongoing basis and on any specific safeguarding issue as required Statutory Framework for the EYFS Sept 2012 (3.5 Page 13)

Working with Parents/Carers

At this school we work in partnership with parents and keep them informed by day to day contact, the weekly bulletin, daily diaries (Nursery), Learning Journeys, and formal progress meetings. We recognise that early intervention and sharing information with parents and other agencies is crucial.

Concerns will always be discussed with parents and their permission received to share information with other agencies unless seeking permission may itself place a child at risk of significant harm.

Examples of where this may cause such harm include:

- where sexual abuse is suspected or disclosed;
- where Fabricated or Induced Illness is suspected ;
- where there are fears for the safety of the child due to possible action by members of their family
- where it is not possible to contact the person whose consent is required immediately and prompt action is required to establish or ensure the child's safety

We also encourage parents to recognize their responsibilities in supporting our setting to keep children safe by:

- requesting them not to publish photos of their or other parent's children with their names and name of this setting on social networking sites (see the setting e safety and induction policies).
- requesting they do not discuss the setting on social networking sites (see the whole school e safety policy)
- requesting them to follow procedures outlined in other policies (e.g. medicine policy/reporting accidents/illness/absence etc)

Procedures for Child Protection

All staff members who have, or become aware of, concerns about the safety or welfare of a child or unborn baby should discuss any concerns they have with the Headteacher.

If there are still concerns about the safety or welfare of the child, the DSO will have further discussions with Safeguarding staff in the Local Authority in which the child lives who will be able to advise on whether the concerns meet the threshold for child protection enquiries and what further information or actions may be required.

Concerns about the immediate safety and welfare of children

If staff have concerns for the immediate safety and welfare of a child we will act without delay to notify child protection agencies identified by the Local Safeguarding Children Board in the area in which the child lives. We will ensure we have the contact details for Children's Social Care in the areas in which the children live if they do not live in Bury.

If a referral is made to the Bury Advice & Assessment Team this will be confirmed in writing within 48 hours by completing the Bury Multi Agency Referral Form
The responsibility for completing this form lies with the Headteacher.

At St Andrew's CE Primary School we will ensure that staff understand our Safeguarding Policies and procedures and that all staff have up to date knowledge of safeguarding issues.

It is acknowledged that abuse of children can take many different forms; physical, emotional, sexual, neglect and bullying. Children are also at risk where there is Domestic Abuse within the family. We will ensure staff know and understand about the different types of abuse by ensuring that they attend an approved course on Basic Safeguarding awareness training every two years.

At St Andrew's CE Primary School, staff recognise that early intervention is key and that

they must record and refer all suspicions of abuse/significant harm to children to the SoCCo as soon as concerns arise.

- Professionals should, in particular, be alert to the potential need for early help for a child who:
- is disabled and has specific additional needs;
- has special educational needs;
- is a young carer;
- is showing signs of engaging in anti-social or criminal behaviour;
- is in a family circumstance presenting challenges for the child, such as substance abuse, adult mental health, domestic violence; and/or
- is showing early signs of abuse and/or neglect.

Working Together to Safeguard Children March 2013 Page 12

Procedures for Allegations Against an Adult Working with Children or Young People

All staff are made aware of the procedures to be followed if there is an allegation against an adult working with our children by explaining the policy and procedures on induction and at annual appraisals.

Allegations must be reported to and discussed with the Headteacher.

This setting will follow the procedures outlined in the guidance from Bury LSCB. Details and referral forms are available.

The procedures must be applied when there is a concern or an allegation that any person who works with children and young people, in connection with his/her employment or voluntary activity, has

- Behaved in a way that has harmed a child, or may have harmed a child
- Possibly committed a criminal offence against or related to a child; or
- Behaved towards a child or children in a way that indicates s/he is unsuitable to work with children.

Any allegation of serious harm or abuse by any person living, working or looking after children at the premises will be reported to Ofsted.

Maintaining Records, Confidentiality and E- Safety

Records relating to Safeguarding and Child Protection are kept securely and separate to children's learning records. They are accessible only to those who have a right or professional need to see them. The following process must be followed in relation to record keeping:

- Any member of staff who has concerns about the welfare of a child must record and share this information, without delay with the DSO
- Staff must make a brief accurate record of these concerns using the agreed pro-forma, recording any allegations that the child makes in the child's own words
- These records are stored securely, separate from the child's developmental records until the child reaches the age of 25 years old
- The information is shared with Staff and other Professionals only on a "need to know basis".

- The child protection record must be transferred confidentially to the DSO when a child leaves the setting.

Our staff are expected to maintain confidentiality at all times as outlined in the Confidentiality Policy/Staff Code of Conduct Policy/Handbook for the Whole School. However, they have a professional responsibility to share information with other agencies in order to safeguard children.

Staff are also made aware of their responsibilities for the safe use of technology such as mobile phones and cameras and e safety as outlined in our Mobile Phone and Camera Policy and the whole school e safety policy.

Safeguarding Training

The Lead Practitioner must attend Child Protection training that enables them to understand and respond appropriately to signs of possible abuse and neglect (EYFS 2012 3.5 page13) Providers must train all staff to understand their safeguarding policy and procedures and ensure all staff have up to date knowledge of safeguarding issues. (EYFS 2012 3.6 Page 14)

We ensure all staff have safeguarding training as required by the Statutory Framework for the Early Years Foundation Stage September 2012 and Working Together to Safeguard Children March 2013. Staff are trained and supported to identify, understand and respond appropriately to signs of possible abuse and neglect, including:

- significant changes in children's behaviour;
- deterioration in children's general well-being;
- unexplained bruising, marks or signs of possible abuse or neglect;
- children's comments which give cause for concern;
- any reasons to suspect neglect or abuse outside the setting, for example in the child's home;
- inappropriate behaviour displayed by other members of staff, or any other person working with the children. For example, inappropriate sexual comments; excessive one-to-one attention beyond the requirements of their usual role and responsibilities; or inappropriate sharing of images.

(EYFS 2012: 3.6 Page 14)

A list of Safeguarding training attended is available and held centrally with staff records. Staff are provided with regular safeguarding updates biannually by Bury LSCB

Dissemination of Policy

This Safeguarding Policy and associated policies is shared and explained to parents/carers during the settling in period/initial visits and welcome meetings and is available to view on request at school or on the school website www.standrewsramsbottom.co.uk

The Safeguarding Policy was shared with existing staff and all have signed to confirm they have read it. These signatures are available in the Early Years Safeguarding and Induction file. Safeguarding policy and procedures will be discussed during the induction process for new staff, volunteers and students. Our induction procedures can be found in the

Safeguarding and Induction file, located in the Early Years department.

Policy Review

This Safeguarding policy will be reviewed annually in March or sooner if there are any changes to Statutory regulations. Following each review all staff are expected to read the policy and sign to say they have read it and that they understand the procedures to be followed.

Version 1

2016

Review 2017