

SINCLAIR HOUSE SCHOOL

Safeguarding Children – EYFS Child Protection additional guidance

This policy applies to both the Montessori Nursery and the Prep school including the Early Years Foundation Stage (EYFS) is publicly available on the school website and upon request a copy (which can be made available in large print or other accessible format if required) may be obtained from the School Office.

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Responsible Area	Safeguarding Team

The following are specific additional EYFS requirements:

The EYFS at Sinclair House School includes the Montessori Nursery setting (Munster Road) and the Pre-Reception – Reception classes at the Prep school (Fulham High Street); both sites ensure that the safeguarding policy which applies to the Nursery and Prep school also applies to the EYFS.

- We inform ISI/Ofsted immediately (on the same day), or as soon as is reasonably practicable, but certainly within 14 days, 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). This could include any other abuse which is alleged to have taken place on the premises, and of the action taken in respect of these allegations.

Children learn best when they are healthy, safe and secure, when their individual needs are met, and when they have positive relationships with the adults caring for them. **In our Early Years Department our school we ensure that we have:**

- a designated practitioner, referred to as the Designated Safeguarding Lead (DSL) to take lead responsibility for safeguarding children, including liaison with Hammersmith & Fulham LSCP children's services as appropriate. Our Designated Safeguarding Lead for the Nursery and Prep school is Sasha Gibson, supported by Francesca Monti (DDSL for the Prep school) and Hayley McCarthy (DDSL for the Nursery), all of whom have completed child protection training at Level Three which is multi-agency, which is refreshed at least every two years.
- We take all the necessary steps to keep children safe and well, as detailed in the following procedures.
- We ensure the suitability of adults who have contact with children, we promote good health, manage behaviour well, maintain very good records, policies and procedures accordingly.
- We report all allegations of serious abuse or harm by any person living, working or looking after children, including notification to ISI/Ofsted, and our local child protection agency, within 14 days of the allegations being made, as well as serious accidents, illnesses and injuries sustained by any child in our care. We are fully aware that not to do so would be committing an offence.
- We allocate a key person to each child to ensure that every child's care is tailored to meet their individual needs, to help the child become familiar with our setting and to offer a settled relationship for the child and parent.

- We fully comply with the ratio and qualification requirements applicable to each age range of children in keeping with the Statutory Framework for EYFS April 2017.
- We meet our responsibility under the Safeguarding Vulnerable Groups Act 2006 which includes a duty to make a referral to the DBS where a member of staff is dismissed (or would have been, had the person not left the setting first) because they have harmed a child or put a child at risk of harm.
- We will inform ISI/Ofsted of any significant event which is likely to affect the suitability of any person who is in regular contact with children on our EYFS Sinclair House School premises, including any disqualification.
- We ensure that we support staff to undertake appropriate training and professional development opportunities to ensure they offer quality learning and development experiences for children that continually improves.
- All our paediatric first aid training is relevant for workers caring for young children.
- We comply with requirements of health and safety legislation including fire safety and hygiene.
- We ensure that our premises, including floor space and outdoor spaces, are fit for purpose and suitable for the age of our children cared for, and the activities provided on the premises.
- We do **not** allow smoking in or on our premises.
- We ensure that we take all reasonable steps to ensure staff and children in our care are not exposed to risk and we are able to demonstrate how we are managing risks.

The EYFS Safeguarding and Welfare Requirements Policy and Content Checklist

This is not an exhaustive list and is intended to support us in meeting the minimum legal requirements and has some aspects of best practice. We ensure that we have evidence to support the following statements

1) We have a Safeguarding and Child Protection Policy and it includes:

- The ethos and commitment of our settings with regards to safeguarding children.
- Is it in line with Local Safeguarding Children Board guidance and procedures.
- It refers to the Government's statutory guidance "Working Together to Safeguard Children".
- That we have a practitioner designated to take the lead responsibility for safeguarding children and that they are able to access safeguarding training on a regular basis and keep up to date with relevant changes.
- What their role is: to provide support, advice and guidance to staff on an on-going basis, and on any specific safeguarding issue when necessary.
- Our policy includes that in some circumstances information may be shared with other agencies, prior to informing parents/carers in order to safeguard the child.
- Our policy explains how staff will work within the boundaries of confidentiality, and share information with those who need to know in order to safeguard and protect the child.
- How we will train all staff to ensure they have ability to identify possible signs of abuse and neglect, understand the procedures to follow and respond and act appropriately at the earliest possible opportunity.
- A detailed procedure to be followed by a member of staff if they have a concern about a child.
- All relevant contact phone numbers.
- The settings professional abuse policy.
- The settings mobile phone and camera policy.
- Our policy is user friendly; is it clear and concise.

2) We have a policy for Professional Abuse (allegations being made against a member of staff, student, volunteer or adult living or working on the premises) and it includes:

- The ethos and commitment of your setting with regards to safeguarding children.
- That concerns can include: harm or abuse and inappropriate behaviour.
- How we assess the initial and on-going suitability of all staff, students and volunteers.
- How we ensure that people whose suitability has not been checked do not have unsupervised contact with the children.

- That staff, students and volunteers are expected to disclose any convictions, cautions, court orders, reprimands and warnings which may affect their suitability to work with children whether received before or during their employment/placement at the setting.
- A detailed procedure to be followed by a member of staff if they have a concern about the behaviour of a staff member, student, volunteer, adult living or working on the premises or a professional towards a child.
- The procedures to be followed in the event of an allegation or concern of abuse being made. (The allegation being made by children, staff, students, volunteers, parents/carers or others)
- An instant referral to the Local Safeguarding Children Board.
- Informing Ofsted immediately.
- What will happen to the member of staff concerned during the investigation.
- What will happen after the investigation, if the allegation is found to be true (report to DBS if dismissed)
- What will happen after the investigation if the allegation is found to be false.
- What support we will offer to the staff member and the family concerned if the member of staff is able to return to work.
- The settings recruitment and suitability policy.

3) We have a Lost/Missing Child Policy and it includes:

- The ethos and commitment of our setting with regard to keeping children safe.
- The procedure to be followed in the event of a child being discovered as missing.
- If the child is not found after an initial search, you will contact the police informing them of the situation then immediately contacting the parents.
- An investigation after the event that includes reviewing risk assessments and policies.
- Informing Ofsted.
- The procedures we will follow if a child is lost whilst on an outing.

4) We have an Uncollected Child Policy and it includes:

- The ethos and commitment of our setting with regards to keeping children safe.
- Two members of staff whose suitability has been assessed will stay with the child.
- Who we will attempt to contact.
- How long we will wait before contacting Social Care.
- What measures we will take after handing a child over to Social Care.

5) We have a Health and Safety Policy and it includes:

- The ethos and commitment of our setting with regards to keeping children safe.
- Reference to requirements of Health and Safety legislation including hygiene obligations.
- The procedure for identifying, reporting and dealing with accidents, hazards and faulty equipment.
- Our procedures for ensuring health and safety matters are monitored, for example: that we have someone responsible for checking the content of our first aid boxes on a monthly basis.
- The settings Fire Risk Assessment.
- The settings Risk Assessment Policy.

6) We have a Behaviour Management Policy for the Nursery setting and for the Prep school, and it includes:

- Our ethos and commitment to promoting the well-being of children within the setting.
- That we have a practitioner designated to take the lead responsibility for behaviour management and that they are able to access training on a regular basis and keep up to date with relevant changes.
- That the co-ordinator has the necessary skills to advise other staff on behaviour issues.
- How the setting will access expert advice if necessary.
- Strategies we use to promote positive behaviour.
- That corporal punishment will not be used or threatened.
- That any punishment which could adversely affect a child's well-being will not be used or threatened.
- Our methods of dealing with unacceptable behaviour that are age appropriate.
- The use of physical intervention. And if physical intervention has been necessary, this will be recorded and parents/carers informed. Parents/carers will be asked to sign these records.
- That significant incidents of behaviour will be recorded and parents/carers will be asked to sign these records.

7) We have Single Equalities Policy and it includes:

- The ethos of our setting in relation to equality of opportunity.
- That we have a practitioner designated to take the lead responsibility for Equal Opportunities and that they are able to access training on a regular basis and keep up to date with relevant changes.
- How the individual needs of children will be met (including how those children who are disabled or have special educational needs, will be included, valued and supported, and how reasonable adjustments will be made for them.
- The name of the SEN co-ordinator.
- How we will encourage children to value and respect others.
- The types of resources and activities that children will have access to.
- Our arrangements for reviewing, monitoring and evaluating the effectiveness of inclusive practices that promote and value diversity and difference.
- How we will challenge discrimination and inappropriate attitudes and practices.

8) We have a Special Educational needs/Inclusion Policy and it includes:

- The ethos and commitment of our setting in promoting inclusive practice.
- The name of designated SENCO and details of their role and responsibilities.
- The name of Area SENCO/Inclusion Support Officer.
- A description of how the setting will access support from other professionals.
- Flexibility for admission of children with additional needs.
- How children who are disabled or have special educational needs will be made for them.
- The Resources available for additional needs/equal opportunities.
- Explanation of the graduated response to Special Educational Needs.
- The process for working with children with a statement/medical care plans.
- Explanation of the transition process.
- Who to send complaints to regarding the policy.
- How the policy will be monitored.

9) We have an Accident Procedures that includes:

- The ethos and commitment of our setting in providing a safe environment for children and responding appropriately in the event of an accident.
- The procedures that are followed if a child has a minor accident.
- The procedures that are followed if a child has a major accident.
- That any accident that results in a medical visit, serious injury or death of a child, we will be informing Ofsted, the Health and Safety Executive and local child protection agencies.
- That accidents will be recorded in the accident book, and parents will be required to sign each record.

10) We have a Confidentiality Policy that includes:

- The ethos and commitment of our settings in ensuring confidentiality underpins practice.
- The need for confidentiality and how our policy will be implemented.
- Who the policy applies to (students/volunteers/parent helpers we have)
- How the setting will obtain, maintain and share information with parents/carer, other professionals working with the child, and the police, social services and Ofsted when appropriate, to help ensure the needs of the child are met.
- How the setting will protect the privacy of the children in our care in conjunction with the legal requirements that exist to ensure that information relating to a child is handled in a way that ensures confidentiality.
- That we may need to share information without parents' consent if there are issues of safeguarding.

11) We have an Admissions Policy that includes:

- The ethos and commitment of our setting with regards to our admissions process.
- Who our provision is open to.
- How places can be booked.

- Our priorities for allocating places should we have limited places available.
- How we would use a waiting list system.

12) We have a Collection of Children Policy for the Nursery and Prep school that includes:

- The ethos and commitment of our setting in ensuring children are kept safe.
- That parents will be required to give us a list of people they allow to collect their child.
- That unless there is reasonable excuse, parent/carers are required to give you written permission for anyone different to collect their child.
- The procedures we will follow in one off emergencies where the parent/carers ring you and none of the authorized collectors are able to come. This should include the information we will ask for about the new person, such as ID and password etc.

13) We have a Recruitment Procedure that includes:

- The ethos and commitment of our setting in ensuring safer recruitment practices are followed in order to safeguard children.
- Our procedures for advertising a vacancy.
- Details about how we ensure that the recruitment process is fair.
- What information we will provide to applicants, including an application form, job description and a person specification.
- How we will shortlist applicants for interview by how well their application matches the person specification.
- How we will interview all applicants using the same interview questions, which are in line with the person specification and job description.
- How we will inform all applicants about the outcome.
- The checks that we will do on the successful applicant, including obtaining two references (preferably one from the last employer) and a CRB check?
- Details about probationary periods, induction, ongoing support and training.

14) We have a Complaints Procedure for the Nursery and Prep school which includes:

- The ethos and commitment of our setting in ensuring that the views and opinions of others are valued, encouraged and responded to.
- How we would like to encourage parents to come to us with any concerns.
- That complaints (both verbal and written) will be investigated and a written response of the outcome will be given to the complaint within 28 days.
- That we will keep a summary log of all complaints that parents or Ofsted can request to see at any time. This log will not disclose who made the complaint or who it relates to if applicable.
- That parent's/carers can take a complaint to Ofsted at any time.
- The address and phone number for Ofsted.

15) We have a Sick Child Policy for the Nursery and Prep school and it includes:

- The ethos and commitment of our setting in promoting the good health of children.
- The procedures we will follow should a child become ill or infectious whilst in our care.
- How in such circumstances we would prevent the spread of infection.
- The procedures we would like parents to follow if their child is likely to be absent due to illness.
- That if a child had a notifiable disease, or two or more children have food poisoning, we will be informing Ofsted and the Local Health Protection Unit.

16) We have a Fire Safety Policy for the Nursery and Prep school and it includes:

- The ethos and commitment of our setting in promoting the safety of children in our care.
- The measures that we take to prevent fire.
- How we ensure that fire detection and control equipment is in working order.
- How often we carry out fire drills.
- A place of safety that we have permission to use should we be unable to return to the building following an evacuation.

- What we will take with us in the event of an evacuation. (I.e. phone, registers, emergency contacts, first aid box, on-going medication)

17) We have an Evacuation Procedure for the Nursery and Prep school and it includes:

- The procedure to be followed in the event of an evacuation.
- The person responsible for checking all areas.
- The person responsible for collecting registers, emergency contacts, first aid box, on-going medication and mobile phone.
- Where our assembly point is.

18) We have a Medication Policy and it includes:

- The ethos and commitment of our setting in promoting the good health of children attending the setting.
- The types of medicines we are willing to administer.
- The procedure that parents/carers must follow if they would like us to administer medication.
- The procedures for staff to follow when administering medication.
- The procedures we will follow in the event that a child has an on-going medical need.
- Any training that may be accessed by staff should a type of medication require specialist knowledge or training.

19) We have an Outings Policy and it includes:

- The settings ethos and commitment to keeping children safe while on outings.
- The procedures we will follow when planning a trip, including checks on transport.
- How we will ensure that vehicles used to transport children are insured.
- How risks will be identified, removed, minimized and managed.
- That we will gain consent from parents/carers.
- What we will take on a trip with us.
- A reference to our Lost Child Policy.

20) We have a No Smoking Policy and it includes:

- The settings ethos and commitment in promoting a smoke free environment.
- Where we expect staff to go if they wish to smoke in their own time.

21) We have a policy that relates to alcohol and other substances and it includes:

- The settings ethos and commitment to keeping children safe.
- The procedures we will follow if a member of staff is found to be intoxicated.
- The procedures we will follow if items are found on a child or they appear to be intoxicated. (include medical attention and safeguarding processes)
- The procedures we will follow if a parent is found to be intoxicated. (include safeguarding processes)

22) We have a Staff Medication Policy and it includes:

- The settings ethos and commitment to safeguarding children and staff.
- How we expect members of staff to inform us if they are taking some medication which may affect their ability to care for children.
- How we expect a member of staff to inform us if a medication is affecting their ability to care for children.
- That we will remove them from a situation if we have reason to be concerned about their ability.
- That further advice may need to be accessed, and it may be possible for them to have amended duties.
- Where staff medication is stored.
- How staff, students, volunteers are made aware of this policy.

23) We have a Mobile phone policy and it includes:

- The settings ethos and commitment to keeping children safe.
- How we will manage the use of mobile phones within the setting. Taking into consideration staff, students, volunteers, other professionals, visitors and parents/carers.

- Where we will inform parents/carers, visitors and other professional of our procedures.
- The type of mobile phone will be used on outings and trips.
- The consequences of any breaches of this policy.
- Reference to other policies, such as whistleblowing, safeguarding children etc.

24) We have a Risk Assessment policy and it includes:

- The settings ethos and commitment to creating a safe environment for children.
- How any risks to children will be assessed, removed or minimized.
- When risk assessments will be reviewed.
- How the setting will determine if it is helpful to make written risk assessments in relation to specific issues (to inform staff practice, and to demonstrate how they are managing risks if asked by parents, carers or inspectors)?
- What will be included within the risk assessment: aspects of the environment that need to be checked on a daily basis, and when and by whom they will be checked.

Supervision

Providers must put appropriate arrangements in place for the supervision of staff who have contact with children and families. Effective supervision provides support, coaching and training for the practitioner and promotes the interests of children. Supervision should foster a culture of mutual support, teamwork and continuous improvement which encourages the confidential discussion of sensitive issues.

Supervision should provide opportunities for staff to:

- Discuss any issues- particularly concerning children's development or well-being;
- Identify solutions to address issues as they arise; and
- Receive coaching to improve their personal effectiveness.
- A written policy may support your staff team in delivering this requirement:

25) We have a policy which relates to supervision for the Nursery and Prep, and it includes:

- The settings ethos and commitment to promoting and monitoring staff performance.
- The key elements of the settings supervision systems.
- How we promote a culture of mutual support, teamwork and continuous improvement.
- How we encourage confidential discussion of sensitive issues.
- How often supervision is conducted.
- Opportunities for staff to discuss any issues concerning children's development and well-being.
- Opportunities for staff to discuss any safeguarding concerns.
- How we promote and support effective practice (through the delivery of coaching/and or training).

needs. The key person must seek to engage and support parents and/or carers in guiding their child's development at home. They should also help families engage with more specialist support if appropriate.

A written policy may support your staff team in delivering this requirement:

26) We have a Policy which relates to The Key Person System in the Nursery and it includes:

Each child must be assigned a key person (a safeguarding and welfare requirement). Providers must inform parents and/or carers of the name of the key person, and explain their role, when a child starts attending a setting. The key person must help ensure that every child's learning and care is tailored to meet their individual.

- The settings ethos and commitment with regards to the Key person approach.
- How children are assigned to their key person.
- How we ensure the Key Person meets the individual needs of the child/children.
- How the Key Person builds meaningful relationships with parents/carers and families.
- How we will inform parents/carers of the name of the key person designated to their child.
- How we will inform parents/carers of the role of the key person.
- The system we have in place to ensure continuity of care, in the event that the key person is absent.
- How the key person will engage and support parents/carers in guiding their child's learning and development at home.

- How the key person supports families who require further specialist support if necessary.
- How the setting evaluates the effectiveness of the role of the key person.
- The role of the key person during transition.

Disqualification

In accordance with regulations made under Section 75 of the Childcare Act 2006, in the event of the disqualification of a registered provider, a person living in the same household as the registered provider, or a person employed in that household, the provider must not continue as an early years provider – nor be directly concerned in the management of such provision. Where an employer becomes aware of relevant information which may lead to disqualification of an employee, the provider must take appropriate action to ensure the safety of children and when appropriate, make a referral to DBS. In the event of disqualification of a person employed in early years provision, the provider must not continue to employ that person. ISI/Ofsted must be given the following information when relevant:

- details of any order, determination, conviction, or other ground for disqualification from registration under regulations made under section 75 of the Childcare Act 2006;
- the date of the order, determination or conviction, or the date when the other ground for disqualification arose;
- the body or court which made the order, determination or conviction, and the sentence (if any) imposed; and
- a certified copy of the relevant order (in relation to an order or conviction).