



Safeguarding Policy – The Little Firefly Forest School

The Little Firefly Forest School is concerned about the welfare and safety of all young people and creates an ethos in which pupils feel secure, valued, and listened to and are taken seriously. The publication of the documents 'Keeping children safe in education 2016' and 'Working together 2018', and Guide for Safer Working Practice Guidance for those working with children and young people in education settings 2015 re-enforces the need for collaborative, multi-agency working.

The purpose of this policy is to inform staff, parents and carers about our responsibilities and to enable everyone to have a clear understanding of how these responsibilities should be carried out. The policy has been written in line with the guiding principles laid out in the Buckinghamshire Child Protection Procedures which refer to the need to:

- Ensure that procedures reflect the child's rights, including the right to be safe from abuse
- Ensure there is more than one route for a child to obtain help
- Ensure all service staff recognises that the welfare of the child is paramount and that they have a responsibility to work together for the protection of children
- Make pupils aware of their right to personal safety and what to do if this is compromised

Statutory Framework

"Working Together to Safeguard Children 2018" requires all schools and nurseries to follow the procedures for protecting children from abuse which are established by the Area Child Protection Committee. Schools and nurseries are also expected to ensure that they have appropriate procedures in place for responding to situations in which they believe that a child has been abused or is at risk of abuse. These procedures should also cover circumstances in which a member of staff is accused or suspected of abuse.

Keeping children safe in education 2018 places the following responsibilities on all settings: -

- Staff should be alert to signs of abuse and know to whom they should report any concerns or suspicions
- A Designated Teacher should have responsibility for co-ordinating action within the setting and liaising with other agencies
- Staff with designated responsibility for child protection should retrain biannually and receive updates at least annually.
- Settings should have procedures (of which all staff are aware) for handling suspected cases of abuse of pupils, including procedures to be followed if a member of staff is accused of abuse.
- All staff should have read part one of the document
- Policy and practice must ensure that early help is a priority
- “Parents should be made aware of the setting’s protection policy and the fact that this may require cases to be referred to the investigative agencies in the interests of the child.”

This policy also reflects and is compliant with the following publications:

- Keeping Children Safe in Education 2018
<https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>
- Buckinghamshire County Council Early Years and Childcare Safeguarding/Child Protection Information and Guidance for Childcare Providers Sept 2019
<https://earlyyears.buckscc.gov.uk/media/42920/190814-safeguarding-guidance.pdf>
- Safeguarding Children and Young People and Young Vulnerable Adults Policy 2015
https://dera.ioe.ac.uk/22014/1/Safeguarding_children_and_young_people_and_young_vulnerable_adults_policy.pdf

We recognise that all adults, including temporary staff and volunteers, have a full and active part to play in protecting our pupils from harm, and that the child's welfare is our paramount concern.

All staff believe that our outdoor nursery should provide a caring, positive, safe and stimulating environment that promotes the social, physical and moral development of the individual child.

The aims of this policy are:

- To support the child's development in ways that will foster security, confidence and independence.
- To provide an environment in which children and young people feel safe, secure, valued and respected, and feel confident, and know how to approach adults if they are in difficulties, believing they will be effectively listened to.
- To raise the awareness of all teaching and non-teaching staff of the need to safeguard children and of their responsibilities in identifying and reporting possible cases of abuse.
- To provide a systematic means of monitoring children known or thought to be at risk of harm, and ensure we, the school, contribute to assessments of need and support packages for those children.
- To emphasise the need for good levels of communication between all members of staff.
- To develop a structured procedure within the school which will be followed by all members of the forest school community in cases of suspected abuse.
- To develop and promote effective working relationships with other agencies, especially the Police and Social Care.
- To ensure that all staff working within our nursery, including verification of their identity, qualifications, and a satisfactory enhanced DBS check (according to guidance) and a central record is kept for audit. This is reviewed every three years.

Safe environment

We will ensure that:

All members of the team understand and fulfil their responsibilities, namely, to ensure that:

- the school has procedures for dealing with allegations of abuse against staff and volunteers and to make a referral to the DBS if a person in regulated activity has been dismissed or removed due to safeguarding concerns, or would have had they not resigned.
- a senior leader has Lead Designated Child Protection Officer (DSL) responsibility
- all other staff have Safeguarding training updated as appropriate
- all staff have annual e-safety training
- we teach pupils about safeguarding, including staying safe online (where appropriate)
- any weaknesses in Child Protection are remedied immediately
- Safeguarding policies and Child protection procedures are reviewed annually
- Safeguarding policy is available on the setting's website or by other means that enhanced DBS checks are in place for all team members and visitors
- The Lead DSL, Georgina Adams, is the nursery manager. The DSLs (Georgina Adams, Cidalia Gray, Katharine King and Christina Vaughen) should always be available to staff during setting opening hours.
- All members of staff and volunteers are provided with child protection awareness information at induction and are informed as to who the DSL is.
- All members of staff are trained in and receive regular updates in e-safety and reporting concerns. Staff should also receive safeguarding updates at least annually.
- All other staff have child protection awareness training, updated by the DSL as appropriate, to maintain their understanding of the signs and indicators of abuse.
- All training in relation to safeguarding is recorded on a separate training overview.
- All members of staff, and volunteers know how to respond to a pupil who discloses abuse and are aware they can make referrals to social care and how to do this.

Procedures

If any member of staff is concerned about a child, he or she must immediately inform one of the DSLs (Georgina Adams, Cidalia Gray, Katharine King and Christina Vaughen).

The member of staff must record information regarding the concerns in the child's exact words on the same day. This must be handed to the DSL at the time or as near to the incident as possible.

The recording must be a clear, precise, factual account of the observations. The aim should be to record the child's disclosure without changing the child's language at all. This record must be given to the designated person.

The designated officer will make any referrals to the Children's Social Care Department or, where there are immediate safety concerns, the police, in line with the Buckinghamshire or Oxfordshire Child Protection Procedures. If it is decided to make a referral to Social Services, parents or guardians will be informed unless they are implicated in the case, there is risk to staff or further risk to the child. They will always be informed following discussions with social services/police.

Consider if urgent medical advice or treatment is needed:

- If necessary, refer the pupil to his or her own GP or directly to hospital. The person accompanying the pupil will take an explanatory letter and referral will not be delayed if the parent/guardian and/or social worker cannot be contacted.
- Particular attention will be paid to the attendance and development of any child who has been identified as at risk or who has been placed on a Child Protection Plan.

When to be concerned - Guidance for Staff

Staff should be concerned about a pupil if he or she: -

- Has an injury which is not typical of the bumps and scrapes normally associated with children's injuries
- Regularly has unexplained injuries
- Frequently has injuries (even when apparently reasonable explanations are given)
- Confused or conflicting explanations are given on how injuries were sustained.
- Exhibits significant changes in behaviour, performance or attitude
- Do not make assumptions that behaviour is a result of SEN, consider if it could be abuse
- Indulges in behaviour that is inappropriate to his or her age
- Discloses an experience in which he or she may have been significantly harmed

Child on Child Abuse

In the event that a disclosure involves abuse by another child or young person, the procedure for staff dealing with the disclosure is the same. Children and young people who abuse others are held responsible for their abusive behaviour, whilst being identified and responded to in a way that meets their own needs as well as protecting others. The needs of the young people involved will be considered separately.

Dealing with a Disclosure

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

- Listen to what is being said without displaying shock or disbelief
- Accept what is being said
- Allow the child to talk freely
- Reassure the child but not make promises which it might not be possible to keep
- Not promise confidentiality – it might be necessary to refer to Social Services
- Reassure him or her that what has happened is not his or her fault
- Stress that it was the right thing to tell
- Listen, rather than ask direct questions
- Ask open questions in order to establish enough information to make a referral rather than leading questions
- Not criticise the perpetrator
- Explain what has to be done next and who has to be told
- Be prepared to sit in on an interview by social services or the police (in the school) if requested. This is to support the child and assist in communication if necessary
- Allow the child's views to be taken into account
- Record Keeping
- When a pupil has made a disclosure, the member of staff should: -
- Inform the designated person immediately regardless of whether they are in a meeting or otherwise engaged
- Make some detailed notes as soon as possible after the conversation
- Not destroy the original notes in case they are needed by a court
- Record the date, time and place. Record any noticeable non-verbal behaviour as well as the words used by the child
- Draw a diagram or take a photograph to indicate the position of any bruising or other injury
- Do not interpret the situation or make assumptions, only record statements and observations/incidents
- Pass the notes to the designated person along with the internal record.

All parents/carers are made aware of the responsibilities of staff members with regard to child protection procedures through publication of the school's Safeguarding Policy, and reference to it in our Parents' induction pack.

We will ensure that child protection type concerns or allegations against adults working in the school are referred to the LADO for advice, and that any member of staff found not suitable to work with children will be notified to the Disclosure and Barring Service (DBS) for consideration for barring, following resignation, dismissal, or when we cease to use their service as a result of a substantiated allegation, in the case of a volunteer.

- Our procedures will be regularly reviewed and up-dated.
- The name of the designated members of staff for Child Protection, will be made clear to all staff, parents and pupils (visually and verbally)
- All new members of staff will be given a copy of our safeguarding statement, and policy, with the DSLs' names clearly displayed, as part of their induction into the school.
- The policy is available publicly on the nursery website
- Parents/carers are made aware of this policy

Responsibilities

The designated DSLs are responsible for:

- Referring a child if there are concerns about possible abuse, to the Local Authority, and acting as a focal point for staff to discuss concerns. Referrals should be made in writing, following a telephone call using the Multi Agency Referral Form (MARF)
- Keeping written records of concerns about a child even if there is no need to make an immediate referral.
- Ensuring that all such records are kept confidentially and securely and are separate from pupil records, until the child's 25th birthday, and are copied on to the child's next school.
- Liaising with other agencies and professionals
- Ensuring that either they or the staff member attend case conferences, core groups, or other multi-agency planning meetings, contribute to assessments, and provide a report which has been shared with the parents.
- Ensuring that any pupil currently with a child protection plan who is absent in the educational setting without explanation for two days is referred to their key worker's Social Care Team.
- Organising child protection induction, and update training every 3 years, for all staff.

Supporting Children

We recognise that a child who is abused or witnesses violence may feel helpless and humiliated, may blame themselves, and find it difficult to develop and maintain a sense of self-worth.

We accept that research shows that the behaviour of a child in these circumstances may range from that which is perceived to be normal to aggressive or withdrawn.

Our setting will support all children by:

- Encouraging self-esteem and self-assertiveness, through the curriculum as well as our relationships.
- Promoting a caring, safe and positive environment within the setting.
- Liaising and working together with all other support services and those agencies involved in the safeguarding of children.
- Notifying Social Care as soon as there is a significant concern.
- Providing continued support to a child about whom there have been concerns who leaves the setting by ensuring that appropriate information is copied under confidential cover to the child's new setting and ensuring the nursery medical records are forwarded as a matter of urgency

Confidentiality

We recognise that all matters relating to child protection are confidential.

The DSLs (Georgina Adams, Rosanna Brandon, Cidalia Gray) will disclose any information about a child to other members of staff on a need to know basis only. All staff must be aware that they have a professional responsibility to share information with other agencies in order to safeguard children.

All staff must be aware that they cannot promise a child to keep secrets which might compromise the child's safety or wellbeing. We will always undertake to share our intention to refer a child to Children's Social Care with their parents /carers unless to do so could put the child at greater risk of harm, or impede a criminal investigation. If in doubt, we will consult with Bucks or Oxfordshire Social Care or the Police on this point.

Supporting Staff

We recognise that staff working in the school who have become involved with a child who has suffered harm or appears to be likely to suffer harm may find the situation stressful and upsetting. We will support such staff by providing an opportunity to talk through their anxieties with the DSL and to seek further support as appropriate.

Allegations against staff

If a child or parent makes a complaint of abuse against a member of staff, the person receiving the complaint must take it seriously and immediately inform one of the designated officers. Any member of staff who had reason to suspect that a student may have been abused by another member of staff

who has a reason to suspect that a student may have been abused by another member of staff, either at school or elsewhere, must immediately inform one of the designated officers. If the concerns are about one of the DSLs then the report should be made to the police or to social care.

- All school staff should take care not to place themselves in a vulnerable position with a child. It is always advisable for work with individual children or parents to be conducted in view of other adults.
- Guidance about conduct and safe practice, including safe use of mobile phones by staff and volunteers will be given at induction
- We understand that a pupil may make an allegation against a member of staff.
- The designated officer will not investigate the allegation against a member of staff, or take written or detailed statements.
- The designated person on all such occasions will discuss the content of the allegation with the Local Authority Designated Officer (LADO)
- Under no circumstances will we send a child home, pending such an investigation, unless this advice is given exceptionally, as a result of a consultation with the LADO.
- Suspension of the member of staff, against whom an allegation has been made, needs careful consideration, and the nursery manager (Georgina Adams) will seek the advice of the LADO and Personnel Consultant in making this decision.

Whistle-blowing

We recognise that children cannot be expected to raise concerns in an environment where staff fails to do so.

All staff should be aware of their duty to raise concerns, where they exist, about the management of child protection, which may include the attitude or actions of colleagues. If it becomes necessary to consult outside the school, they should speak in the first instance, to the Area Education Officer/LADO following the Whistleblowing Policy.

Upton site:

LADO - Telephone: 01296 382 070

LADO - Secure email: secure-LADO@buckinghamshire.gov.uk

Kingston Blount site:

LADO - Telephone: 01865 810603

LADO - Secure email: lado.safeguardingchildren@oxfordshire.gov.uk

Further help and advice can be sought from the NSPCC Whistleblowing Advice Line which offers support for professionals who are worried about children in the workplace. Call 0800 028 0285
Email help@nspcc.org.uk

<https://www.nspcc.org.uk/what-you-can-do/report-abuse/dedicated-helplines/whistleblowing-advice-li>

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Prevention

We recognise that the school plays a significant part in the prevention of harm to our children by providing children with good lines of communication with trusted adults, supportive friends and an ethos of protection.

The school community will therefore:

- Work to establish and maintain an ethos where children feel secure and are encouraged to talk and are always listened to.
- Include regular consultation with children e.g. through safety questionnaires, participation in anti-bullying week, asking children to report whether they have been happy/sad at different points of the day
- Ensure that all children know there is an adult in the setting whom they can approach if they are worried or in difficulty.
- Include safeguarding across the curriculum, including PSHE, opportunities which equip children with the skills they need to stay safe from harm and to know to whom they should turn for help. In particular this will include anti-bullying work, e-safety, road safety, pedestrian and cycle training.
- Ensure all staff are aware of setting guidance for their use of mobile technology and have discussed safeguarding issues around the use of mobile technologies and their associated risks.

Health & Safety

Our Health & Safety policy, set out in a separate document, reflects the consideration we give to the protection of our children both physically within the nursery environment, and for example in relation to internet use.

Child Sexual Exploitation

Definition of Child Sexual Exploitation: Child sexual exploitation is a form of child sexual abuse. It occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18 into sexual activity (a) in exchange for something the victim needs or wants, and/or (b) for the financial advantage or increased status of the perpetrator or facilitator. The victim may have been sexually exploited even if the sexual activity appears consensual. Child sexual exploitation does not always involve physical contact; it can also occur through the use of technology.

Staff are made aware to treat any concerns in relation to child sexual exploitation in the same way that they would any other concerns.

Monitoring and Evaluation

Our Safeguarding Policy and Procedures will be monitored and evaluated by:

- Pupil surveys and questionnaires
- Scrutiny of range of risk assessments
- Logs of bullying/racist/behaviour incidents
- Review of parental concerns and parent questionnaires
- It should be noted that safeguarding is a wide and extremely important area and as such there are a range of other safeguarding policies that should be read in conjunction with this policy.

Some of these include;

- Anti-bullying
- Risk Assessment
- Administration of medicines
- Attendance
- Behaviour
- Staff Code of Conduct
- Whistleblowing
- Safety including use of mobile phones
- Promoting British values statement
- Photograph policy
- Medical needs guidance
- Complaints policy
- Fire safety policy, risk assessment and fire plan
- Email, internet and communications
- Social media
- Managing allegations
- Recruitment and selection
- Female genital mutilation

This is by no means an exhaustive list.

Procedures for Making a Referral

The Buckinghamshire Safeguarding Children Board (BSCB) have published a [The Continuum of Need - Buckinghamshire Safeguarding Children Partnership \(buckssafeguarding.org.uk\)](https://www.buckssafeguarding.org.uk)

Document and Guidance which helps identify when a child may be in need of additional support, and this is described through 4 levels of need:

Level 1 – children whose needs are met within universal services

Level 2 – children with additional needs showing early signs of vulnerability requiring early help

Level 3 – children in need who require statutory or specialist services and targeted early help

Level 4 – children who are suffering or likely to suffer significant harm

The Oxfordshire Safeguarding Children Board has produced a [Procedures Manual](#).

If a child is in immediate danger or is at risk of harm you should refer to First Response and/or the police.

A referral to The First Response Team must be completed immediately if: You believe that a child may be in need; that a child is being harmed or is likely to be harmed, or Level 3 or Level 4 of the Threshold is met.

This referral can be made by any practitioner by;

Upton Site - First Response

Telephone: 01296 383962

Email: secure-cypfirstresponse@buckscs.gov.uk

Out of hours number: 0800 999 7677

Any referral should be confirmed in writing within 24 hours using the [Multi Agency Referral Form \(MAREF\)](#).

Kingston Blount Site - Multi Agency Safeguarding Hub (MASH)

Telephone: 0345 050 7666

Referral: [Children's social care request for service form | Oxfordshire County Council](#)

Out of hours number: 0800 833408

When referring a child to First Response or MASH, you must make the parents/carer aware and gain consent for level 3 referrals. Where possible you should seek consent for all referrals except where it is likely to put the child at risk of further harm. If you are unsure about whether consent is required you can call First Response who will advise you. You should

consider and include any information you have on the child's development needs and their parent's/carer's ability to respond to these needs. A record of the referral should be retained.

Once you have made a referral, a social worker should respond to you within one working day telling you what further action they have decided to take.

A record of referrals should be retained which should provide evidence that any agreed action following the referral has been taken promptly to protect the child from further harm. If you see further signs of potential abuse and neglect, report and refer again. All providers must have agreed procedures for when and how to contact the First Response Team and/or other relevant agencies about an individual child.

Make sure you record the name/s of the people you speak to. Depending on the response, follow up referral again after two weeks.

- Georgina Adams, who has received appropriate training and support for this role, acts as Designated Teacher for Child Protection. She is available to provide advice, guidance and make decisions in respect of any child protection concerns

The Little Firefly Forest School ANTI-RADICALISATION POLICY STATEMENT

We are fully committed to safeguarding and promoting the welfare of all its pupils. We recognise that safeguarding against radicalisation is no different from safeguarding against any other vulnerability. All staff are expected to uphold and promote the fundamental principles of British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs.

AIMS AND PRINCIPLES

In reference to [Revised Prevent duty guidance: for England and Wales - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/414222/Revised_Prevent_duty_guidance_for_England_and_Wales.pdf) ['Keeping Children Safe in Education 2019'](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/414222/Revised_Prevent_duty_guidance_for_England_and_Wales.pdf) The main aims of this policy statement are to ensure that staff are fully engaged in being vigilant about radicalisation; that they overcome professional disbelief that such issues will not happen here and ensure that we work alongside other professional bodies and agencies to ensure that our pupils are safe from hard

The principle objectives are that:

- All Outdoor Educational Leaders, Outdoor Nursery Educators and non-teaching staff will have an understanding of what radicalisation and extremism are and why we need to be vigilant in school
- All Outdoor Educational Leaders, Outdoor Nursery Educators and non-teaching staff will know what the setting policy is on an anti-radicalisation and extremism and will follow the policy when issue arise

- All parents and pupils will know that the setting has the policies in place to keep pupils safe from harm and that the setting regularly uses its systems to ensure they are appropriate and effective.
- Georgina Adams is the setting's delegated Prevent Officer.

DEFINITIONS AND INDICATORS

Radicalisation is defined as the act or process of making a person more radical or favouring extreme or fundamental changes in political, economic or social conditions, institutions or habits of the mind.

Extremism is defined as the holding of extreme political or religious views.

PROCEDURES FOR REFERRALS

It is important for us to be constantly vigilant and remain fully informed about the issues which affect the region in which we work. Staff are to suspend any professional disbelief that instances of radicalisation 'could not happen here' and to refer any concerns through the appropriate channels (currently via the Child Protection/Safeguarding coordinator).

THE ROLE OF THE CURRICULUM

We teach and encourage respect and tolerance. Children are encouraged to share their views and recognise that they are entitled to have their own different beliefs which should not be used to influence others.

STAFF TRAINING

Through INSET opportunities in school, we will ensure that our staff are fully aware of the threats, risks and vulnerabilities that are linked to radicalisation; are aware of the process of radicalisation and how this might be identified early.

