



Safeguarding Children at Dolphin

Whole School Policy Including EYFS

Drawn up with reference to the following list and in compliance with the Independent Schools Regulations:

Keeping Children Safe in Education - September 2020 (KCSIE)
Working Together to Safeguard Children - July 2018
The Children's Acts - 1989 and 2004
The Education Act - 2002
Wokingham Safeguarding Children's Board Procedures
Prevent Duty Guidance: For England and Wales - July 2015
The Counter-Terrorism and Security Act – 2015
The Use of Social Media for Online Radicalisation – July 2015
Female Genital Mutilation Act – 2003
Children Missing in Education – 2016
Cyberbullying Advice for Head Teachers and School Staff - 2014

This policy applies to the Head, Advisors and directors of the Dolphin School Limited, all staff and volunteers.

Dolphin is concerned that all pupils remain safe and free from harm and is committed to playing a full and active part in the multi-agency response to child protection concerns.

This document sets out Dolphin's position in relation to all aspects of the child protection process including the EARLY YEARS, forms part of the School Handbook and is available to current and prospective parents on the school website under the section 'Policies'. It is reviewed annually by Dolphin Limited Board of Advisors, and by the Head, any deficiencies or weaknesses in child protection arrangements are remedied without delay and a check is also made on the efficiency with which related duties have been discharged.

Dolphin works with the Wokingham Child Protection Investigation team which is our Local Safeguarding Children's Board (LSCB).

Policy Content:

The policy covers

- The manner in which the school deals with concerns about a child in accordance with locally agreed interagency procedures. Dolphin works with the Wokingham Child Protection Investigation team which is our LSCB.
- The school's arrangements for handling allegations of abuse against members of staff, Advisors, volunteers, and the head.
- The expectations of behaviour of school staff in the manner in which they deal with children (see Staff Code of Conduct policy)
- The school's recruitment policy (see separate policy) which checks the suitability of all staff and volunteers who wish to work with children at Dolphin
- Management of safeguarding including the appointment of the **Designated Safeguarding Lead (DSL)**
- The training of designated person, staff, volunteers and the Head
- Arrangements for reviewing the school's child protection policies and related procedures annually by the Head and designated safeguarding member of the Dolphin School Limited Advisory body
- The school's arrangements to fulfil other safeguarding and welfare responsibilities.

Informing principles

All children in whatever setting have an equal right to protection from abuse, neglect or exploitation.

All adults involved with children (teaching and non-teaching) have a responsibility to be mindful of issues related to children's safety and welfare and a duty to report and refer any concerns.

Parents have a right to be informed about any concerns about a child's welfare or any action taken to safeguard and promote a child's welfare, providing this does not compromise the child's safety.

Children are best protected when professionals work effectively together and share responsibility for protective action. There is not necessarily a conflict between a school's need to discharge its child protection responsibilities and its wish to work in partnership with parents.

Where there are possible concerns about a child's safety, unconditional confidentiality cannot be guaranteed and should not be offered. When a child is on the Child Protection Register information about the child and his/her circumstances should only be shared on a "need to know" basis. The school will work with any child with a Child Protection plan to support the abused child.

Dolphin should be proactive and take positive steps to inform children of their rights to safety and protection and the options available to express their fears or concerns. They should also be equipped with the skills to keep themselves safe.

Children (regrettably) are sometimes abused and exploited by school staff. Dolphin has in place systems that deter possible abusers and manage effectively any allegations or concerns about abuse when they arise.

Dolphin operates safe recruitment procedures including Disclosure and Barring Service (DBS) checks and compliance with Independent School Standards Regulations. It also obtains assurance that suitable checks have been made on any other staff employed by another organisation and working with children on another site.

Prevention

Dolphin takes seriously its duty of pastoral care and will be proactive in seeking to prevent children becoming the victims of abuse or neglect. It will do this in a number of ways:

- **Through the creation of an open culture which respects all individuals' rights and discourages bullying and discrimination of all kinds.**
- By ensuring that every member of staff, teaching and non-teaching, voluntary or paid, and every Dolphin School Advisor, has been given, and **has read, Keeping Children Safe in Education Part 1 and Annex A (Appendix 8) as well as the school safeguarding policy and staff code of conduct.**
- **KCSIE Annex A must be read by school leaders and those who work directly with children.**
- By ensuring that the school's recruitment policy is robust which checks the suitability of all staff and volunteers through the **DBS check** and the correctly completed **Central Register of Appointments** as well ensuring the on line training in **Safer Recruitment** had been undertaken by key staff members including the Bursar and the Head.
- **By identifying members of staff, with status and authority who have been designated to take responsibility for child protection matters. Emma Fisher, the DSL, has overall responsibility for Child Protection matters and she receives updated training every two years in child protection and interagency working.** She is the **Designated Safeguarding Lead (DSL)**. **Alison Alderson (Lower School)** and **Hannah Spiers (Early Years)**, are deputy designated safeguarding leads (DDSLs) and also receive updated training every two years in child protection and interagency working. (See Appendix 1 at the end of this document for details of the job description for the DSL and deputies).
- **By providing training in child protection** every three years for all staff and ensuring that all part time or voluntary staff are aware of the arrangements that operate in the school so that they thoroughly understand the process that they should follow if they either suspect abuse or that it is disclosed to them. All staff including volunteers are given detailed guidance. See Appendix 2 at the end of this document. From September 2016, regular formal training for staff is supplemented by informal updates by the DSL in staff meetings and by email as needed and this is done at least every year.
- **By specifically training staff to be aware of the four types of potential abuse: Physical, Emotional, Sexual and Neglect.** Some very obvious signs to be monitored are physical marks, behavioural changes, emotional changes, sexual drawings, play or promiscuous

behaviour and signs of emotional or physical neglect. (See Appendix 3 *The Four Types of Abuse* for further information and detail. This is a far more comprehensive list of each type of abuse and the signs to look out for. See Appendix 4 for a detailed diagram to look at for potential abuse.) Also:

- (i) by specifically training staff to be vigilant of child-on-child abuse;
 - (ii) by training staff to complete a MyConcern report with a suitable action plan, and referring this note to the relevant DSL/DDSLs as appropriate;
 - (iii) by training staff to report concerns to the relevant DSL/DDSLs in school;
- By giving **staff guidance to ensure that their behaviour or actions do not place themselves or pupils at risk of harm, or in a situation where an allegation of harm to pupils by them could be made.** Staff should be aware that an action on their part may be misconstrued by a pupil. When working alone with a pupil, for example, in one-to-one tuition, staff should ensure that they choose an area that is as visible as possible. Other areas where they should exercise caution include sports coaching, conveying a pupil by car, and they should beware of engaging in inappropriate electronic communication with a pupil, as well as other similar situations. They should also be aware that physical contact of any type, even when appropriate, may be unwelcome to a pupil. If they feel that an action on their part may give cause for concern, it is always advisable to err on the side of caution. Staff have been given clear guidance of when and why physical restraint should be used and are all aware that corporal punishment is never used at Dolphin. Physical restraint would only be used in cases where children are a danger to themselves or to others and in danger of causing themselves or others serious harm. (See Appendix 5)
 - By having a policy on changing arrangements in Early Years and other areas where a child **needs intimate care** (See Appendix 6)
 - As required we remind staff that it is an offence for a person over the age of 18 and in a position of trust to have a sexual relationship with a child under 18, even if the relationship is consensual.
 - By informing children of their **rights to be free from harm** and encouraging them to talk to School staff if they have any concerns.
 - Through PSHE and an ongoing programme of support, at an age appropriate level, which promotes self-esteem and social inclusion and addresses the issue of child protection in the wider context of child safety in general. In particular with reference to **e safety which is taught through Computer Studies lessons and Personal, Social, Health and Education (PSHE) lessons** (See separate e safety policy).
 - Dolphin School recognises that vulnerable children may need additional support. A vulnerable child is one who may need additional support from outside agencies with issues such as body image, self-harm, anorexia, mental or emotional health issues. Pupils of concern should be assessed for 'risk of harm' and advice will be sought immediately from the DSL as to recommend course of action for early help, inter-agency assessment and intervention using local processes with WSCB. Children with special educational needs (SEN) and disabilities can

face additional safeguarding challenges. Additional barriers can exist when recognising abuse and neglect in this group of children. This can include:

- Assumptions that indicators of possible abuse such as behaviour, mood and injury relate to the child's disability without further explanation.
 - Children with SEN and disabilities can be disproportionately impacted by things like bullying – without outwardly showing any signs.
 - Communication barriers and difficulties in overcoming these barriers.
 - Knowing what to look for is vital to the early indication of abuse and neglect. If staff members are unsure they should always speak to the DSL.
- By being aware that some children may be **particularly vulnerable**. Such children may include for example, children who have English as an Additional Language (EAL), who exhibit bullying behaviour or are vulnerable to it, whose parents misuse alcohol or drugs, who do not live at home or are in temporary accommodation, who are disabled or have special educational needs, who could suffer discrimination because of sexuality, race, religion or ethnicity, who are at risk of Female Genital Mutilation (FGM), radicalisation, prostitution, child trafficking, sexual exploitation or forced marriage.
 - Dolphin school is aware that children who are missing from education for 10 or more consecutive days could be at risk of abuse through lack of their basic right to education. All cases of continued absence of 10 days, without permission from the school, should be reported to the DSL who will pass the details on to WSCB.
 - When a child leaves Dolphin School a follow-up call should be made to their new place of education to confirm that they are on roll and attending.
 - By having a clear policy on the **taking and use of photographic images of children**. (See separate e-safety policy)
 - By being aware that a child going missing from Dolphin on repeat occasions is a potential indicator of abuse.
 - Staff are also made aware of the school's Whistleblowing Policy which is part of the Staff Handbook and covers procedures for reporting and handling concerns, including about poor or unsafe practice and potential failures in the school's safeguarding regime, provision for mediation and dispute resolution where necessary.

Responding to concerns

Staff are given guidance and training in what to do if a child approaches them with a **disclosure**. It is stressed that they cannot ask leading questions, and understand that confidentiality cannot be promised to a pupil but they should give reasons. They should enter details of any concern onto the school's recording system, MyConcern, which automatically notifies the relevant **Designated Safeguarding Lead (DSL)** and deputies, as below.

- DSL is Emma Fisher who is contactable on 0118 934 1277
- Deputy DSLs are Hannah Spiers and Alison Alderson who are contactable on 0118 934 1277
- Deputy DSL for Early Years is Hannah Spiers who is contactable on 0118 934 1277
- All the above staff are the child protection leads at Dolphin School.
- The member of the Advisory Board responsible for Child Protection is Rachel Edwards who is contactable through the school office on 0118 9341277 and redwards@dolphinschool.com
- Rachel is also the Advisor responsible for liaising with the Local Authority on issues of safeguarding and child protection.
- Overall responsibility to ensure that Dolphin School is compliant with the child protection statutory requirements is held by the Advisors. Regular reporting on the Safeguarding of the school takes place at the Advisors meetings in addition to termly procedure inspections by the Safeguarding Advisor.

If one of the **designated child protection** people at Dolphin receives information about a child which suggests that he/she has been abused or neglected or that this is likely, he/she has a duty to refer these concerns to:

- **the Referral and Assessment (R&A) team on 0118 908 8002**
- **or the Children's services(social care/child protection) on 01189746105**
- **or the Emergency Designated Team (EDT) on 01344 786543 immediately after receiving the disclosure**

A phoned referral to R&A or EDT must be followed up by a written referral using the multi-agency referral form within twenty four hours. This should be sent by fax unless there is a secure or encrypted email system. The duty social worker must confirm receipt of your referral within one day. In these circumstances the CPI's (Child Protection Investigation) procedures apply.

STAFF are also given clear guidelines on what they must do if they **suspect abuse** and how to **recognise the different types of abuse**. A member of staff may contact one of the numbers **ABOVE directly themselves if they have concerns or to receive informal advice on borderline cases**. If there is uncertainty about how to proceed and there is no immediate danger to the child it is possible to discuss concerns with The Wokingham Early Years and Childcare team on 0118 974 6101 if the child is of that age.

Staff are not required to gain parental consent before contacting the Local Authority.

It is important to differentiate between safeguarding children who have suffered or who are at risk of suffering significant harm and **those who are in need of additional support** which can be achieved through appropriate interagency support. **Staff should raise concerns as soon as they arise informally** with one of the Child Protection leads and follow the procedures set out in Appendix 7 which stress the need for noting down any concerns however small so that a picture

can be built up, risks assessed, detailed records made and the opportunity given to reassess the situation if the situation does not improve. Children who have suffered or are likely to suffer significant harm should be reported to the Wokingham Safeguarding Children's Board immediately. For those children and families in need of additional support, the school has developed close links with the WSCB who are able to offer coordinated early help through a number of approaches including, Common Assessment Framework (CAF). (See Appendix 9 for form. These are also available on the Common Room board).

Support – it is important to protect **both the perpetrator and victim**, from possible repercussions, ensuring the safety of all, and by liaising with the Local Authority for any specific support.

Supply Teachers

If as a member of staff you are concerned about a supply teacher you should report these concerns to the Headteacher and DSL.

In some cases the Headteacher/DSL may have to consider an allegation against someone not directly employed by the school.

Risk of Radicalisation and Extremism

From 1 September 2016 Dolphin School is subject to a duty under Section 26 of the Counter Terrorism and Security Act 2015, to have due regard to the need to prevent people from being drawn into terrorism. This duty is known as the Prevent duty. The school assesses the risk of radicalisation and considers it to be a very low risk.

Protecting children from the risk of radicalisation is considered to be part of our wider safeguarding duties and all staff undertake regular Prevent training to ensure that they are able to identify children who may be vulnerable to radicalisation, and know what to do when they are identified. **Prevent training takes place either in school on or line every three years. Likewise staff undergo regular online safety training.** School staff will use their professional judgement identifying children who might be at risk of radicalisation and act proportionately. Where a risk is identified, the DSL should be notified immediately.

The school will also build pupils' resilience to radicalisation by promoting fundamental British values and enabling them to challenge extremist views in the PSHE programme, tutor sessions and the assembly programme. The Prevent duty is not intended to stop pupils debating controversial issues but the School will provide a safe space in which children and staff can understand the risks associated with terrorism and develop the knowledge and skills to be able to challenge extremist arguments. A process is in place for all external speakers to be approved, appropriate checks are made and the speakers are accompanied on site at all times.

Extremism is vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and belief.

If a member of staff in school has a concern about a particular pupil they should follow the School's normal safeguarding procedures, including discussing with the DSL. It may be appropriate to make a referral to the Channel programme. Channel is a programme which focuses on providing support

at an early stage to people who are identified as being vulnerable to being drawn into terrorism. However, an individual's engagement with the programme is entirely voluntary at all stages. The Department of Education has a dedicated telephone helpline (020 73407264) to enable staff to raise concerns relating to extremism directly. Concerns can also be raised by email to counter.extremism@education.gsi.gov.uk.

Report a concern about a child

If you believe a child is in immediate danger call the Police on 999
Referral and assessment team: Telephone: 0118 908 8002
Email; triage@wokingham.gcsx.gov.uk
Emergency duty team: out of hours telephone 01344 786 543
Thames Valley police telephone 101

Report a concern about an adult

Report a concern using our online form at www.wokingham.gov.uk/careandsupportforadults
Email: ASCMailboxDutyAdultSafeguarding@wokingham.gov.uk
Call 0118 974 6772 and speak to someone about your concerns
Call 01344 786543 outside of normal office hours
preventreferrals@thamesvalley.pnn.police.uk

Listening to Children

The School has historic links with an independent listener who has worked for the School and acts as an independent Counsellor. When the need has arisen she has provided useful support to individual children and parents. Her name is Chantal de Rop Rushton. The children are also made aware of helplines such as Childline through PSHE.

Links with parents

In the course of an investigation the CPI team or Police might wish to speak to a child, without parental knowledge or consent. The Head Teacher, acting 'in loco parentis' has discretion to agree this to allow the authorities to explore concerns and determine whether there are grounds for further action. In these cases the Head Teacher will ensure that the child's welfare is secured and he/she has access to a trusted adult.

The Head Teacher will not allow a child to be removed from School premises without either:

- Parental consent.
- An order of the Court or a Police Protection Order.
- The child's own consent (providing the child is of an age and understanding to give informed consent - Gillick competent ([Gillick Competency](#))).

If Dolphin receives information which suggests a child may have been abused or neglected or abuse or neglect may be likely, then it will consult with the Social Services Department. In these circumstances the Social Services Department may decide to begin a child protection investigation in which case its procedures will apply. In either case parents will be informed of what has happened at the earliest opportunity consistent with the child's best interests.

It is important to remember that a referral or consultation with the Social Services Department is an expression of concern about a child's welfare. It is not an accusation or a presumption of responsibility about a parent/carer.

To avoid any misunderstandings parents of children who sustain accidental injuries which result in cuts/bruises/fractures should inform Dolphin on the next school day.

If Dolphin has general concerns about a child's welfare these will be raised with parents/carers at an early stage in an attempt to work together to remedy the situation. If concerns persist over a period of time, Dolphin may consult with the Social Services Department to discuss a way forward.

If the person who arrives to collect a child is not in a fit state to do so, **for example if intoxicated**, the member of staff should contact the next person on the child's contact list and ask them to come and collect the child.

In all of the above circumstances Dolphin will keep a confidential record of its concerns and actions.

Child/child abuse

In the event of physical or emotional abuse of one child by another this will be taken seriously and could be initially dealt with through the school's anti-bullying policy. However **if there is reasonable cause to suspect that the child is suffering or is likely to suffer, significant harm, this will again be referred to local agencies**

If it emerges that a child is being bullied by a sibling who may not be a pupil then Dolphin, in the first instance, will inform the children's parents of its concerns. If the problem persists and the pupil continues to be the victim of abuse then Dolphin will refer its concerns to the local agencies.

Staff should be aware of the importance of:

- making clear that sexual violence and sexual harassment is not acceptable, will never be tolerated and is not an inevitable part of growing up;
- not tolerating or dismissing sexual violence or sexual harassment as “banter”, “part of growing up”, “just having a laugh” or “boys being boys”; and
- challenging behaviours (potentially criminal in nature), such as grabbing bottoms, breasts and genitalia, flicking bras and lifting up skirts. Dismissing or tolerating such behaviours risks normalising them.

In all matters of suspected sexual abuse, either victimisation or perpetration, Dolphin will refer its concerns to local agencies.

Support

The school will always provide support for both victim and perpetrator wherever possible and liaise with the Local Authority for guidance and further expertise.

Child Protection Conferences

If pupils become the subject of child protection conferences then Dolphin will be represented and will provide information about the child and his/her family. Usually this will be in the form of a written report, the contents of which will be shared with parents/carers prior to the meeting. Where Dolphin provides a verbal report, again parents/carers will be informed what is to be said prior to the conference.

Occasionally Dolphin may have information which is confidential and which will be shared in a closed section of the conference. If this is necessary the Chair of the conference will discuss the matter with parents/carers.

When any child becomes the subject of a conference, local procedures require all the other children of the family are considered. It may well be therefore that Dolphin will be required to provide information on children about whom there appear to be no direct concerns. In these situations the same procedure on prior disclosure of information will apply.

Dolphin will contribute to the process of risk assessment and the decision about registration of children.

Child Protection Registration

When a pupil's name is added to the Child Protection Register the school will be represented on the core group and will play an active part in the creation and implementation of the child protection plan.

For as long as a child's name appears on the Register he/she will be supported by the school and his/her progress will be monitored. The school will keep a confidential record of the child's progress and any further concerns (should they arise) and share this information with other members of the core group in order to evaluate the progress of the child protection plan.

If Dolphin receives information that a child whose name appears on the Register already has suffered further abuse or neglect, this will be referred immediately to the child's key worker.

Looked after children

If, particularly as a result of abuse or neglect, a child becomes a '**looked after child**', the DSL will assume responsibility for ensuring staff have the skills, knowledge and understanding to keep the child safe. They need to know the child's legal status (voluntary arrangements with parents' consent/interim/full care order) and contact arrangements with birth parents or those with parental responsibility. They also need to know about child care arrangements and the level of authority delegated to the carer. Details of the child's social worker should be known and the name of the virtual school head in the authority looking after the child.

Confidentiality

If Dolphin receives information from any source that a child has suffered abuse or neglect or may suffer in this way, whether the child is a pupil or otherwise, it has a duty to pass this information to the Social Services Department.

If parents/carers wish to share such information with Dolphin they must be aware that it will not be possible to guarantee confidentiality.

When a pupil's name is added to the Child Protection Register this information will be shared on a 'need to know' basis with the minimum number of staff necessary to ensure the child's safety and welfare. These people will receive the minimum amount of information they need to enable them to implement the child protection plan. They will not have access to all the information shared at the initial child protection conference.

Dolphin will ensure that the confidentiality of information is maintained by keeping records locked up with access strictly limited. All records of a child's progress while the subject of registration will be kept similarly secure.

Transfer of records

If a child whose name appears on the Child Protection Register transfers to another school then the key worker will be notified of this change and Dolphin will arrange for the transfer of the child's records including information about registration. The key worker will then notify the new school

of the next core group meeting so that the responsibility for monitoring the child's progress can be officially transferred.

If a child whose name has appeared on the Register in the past, but is no longer the subject of registration, transfers to another school then information about past registration will not be transferred automatically. The information relating to this child will initially be retained in line with the policy on retaining records, but specific guidance will be sought from the WSCB on the transfer of these records.

De-registration

A child's name can only be removed from the Child Protection Register by a child protection review conference. Dolphin will be represented at these meetings and will play an active part in the process of risk re-evaluation and the decision regarding de-registration. In line with the policy above, Dolphin will share with parents prior to any review the information they intend to present.

Peer on Peer Allegations

Dolphin School takes a very strong, zero tolerance, position when dealing with peer to peer allegations that may involve instances of sexting, initiating/hazing type violence and rituals, sexual harassment, banter, physical abuse, sexual assaults, and gender-based issues referred to in the Anti-bullying policy. **All peer on peer abuse, regardless of gender, is unacceptable and will be taken very seriously.** Dolphin School works hard to promote an awareness of internet safety through its assembly programme, PSHE, and information for both pupils and parents, please see E-Safety Policy. Furthermore, children are informed and made aware of their responsibilities and to the school community through form time discussions, PSHE sessions, section assemblies and mentoring sessions.

Where a member of staff suspects or an allegation is made that one pupil is responsible for abuse against another pupil (and there is reasonable cause to suspect that a child is suffering, or likely to suffer significant harm), the School DSL must be informed immediately.

If there is a reasonable cause to suspect that a child is suffering, or likely to suffer, significant harm the abuse will be referred to WSCB. In the event of disclosures being pupil on pupil abuse both children will be considered to be 'at risk'. In every case, the parents of both pupils involved will be informed of the nature of the allegation. Usual school procedures will be followed in investigating the alleged incident, taking note of the advice offered by WSCB. Pupils will be asked to write statements fully detailing the alleged incident. Pupils are encouraged to speak out and to seek advice. Pupils will be treated sensitively but members of staff cannot promise to keep confidence.

Allegations against staff

- All safeguarding allegations against a member of staff or volunteer working with Dolphin children which have implications for the safety and welfare of children should be reported immediately to the DSL. If the DSL is absent, the allegation should be passed to Rachel Edwards (redwards@dolphinschool.com or [contact her through the school office on 0118 9341277](tel:01189341277)). If the allegation concerns the DSL or Head, the person reporting the allegation should

immediately inform Rachel Edwards without notifying the DSL or Head first. **In case of serious harm, the police should be informed from the outset.**

The Designated Safeguarding Lead should record the allegation (subject, allegation, time, date, referrer etc) using the multi-agency referral form **and then ring: 0118 974 6141 and ask for the duty LADO (Local Authority Duty Officer).**

In borderline cases discussions with the LADO can be held informally without naming the school or the individual.

All unnecessary delays must be avoided and the school will not undertake its own investigation without prior consultation and with the agreement of the LADO. The LADO should be informed ideally immediately or at least within one working day of the allegation having been made or a referral to the police. All discussions should be recorded in writing and Dolphin will listen to the view of the LADO when considering suspension or another course of action. Any communication with both the individual and the parents of the child/children will be agreed. Every effort will be made to maintain confidentiality. Where a teacher has been dismissed or would have been dismissed had he or she not resigned, and a prohibition order may be appropriate, the school is under a duty to consider making a referral to the TRA (Teaching Regulation Agency). The reasons such a referral would be considered are: “unacceptable professional conduct”, “conduct that may bring the profession into disrepute” or a “conviction, at any time, for a relevant offence”. The school is also committed to promptly report to the police any person (whether employed, contracted, a volunteer or student) whose services are no longer used for regulated activity and the DBS referral criteria are met, that is, they have caused harm or posed a risk of harm to a child.

Allegations against a teacher who is no longer teaching should be referred to the police. Historical allegations of abuse should also be referred to the police.

All allegations will be dealt with as a priority so as to avoid any delay. Where it is clear immediately that the allegation is unsubstantiated or malicious, the case should be resolved within one week. It is expected that most cases of allegations of abuse against staff will be resolved within one month with exceptional cases being completed within 12 months. If the nature of the allegation does not require formal disciplinary action, the Headmaster should institute appropriate action within three working days. If a disciplinary hearing is required and can be held without further investigation, as far as possible it should be held within 15 working days.

Dolphin School has a duty of care to their employees. The school should ensure they provide effective support for anyone facing an allegation and provide the employee with a named contact if they are suspended. It is essential that any allegation of abuse made against a teacher or other member of staff or volunteer at Dolphin School is dealt with very quickly, in a fair and consistent way that provides effective protection for the child and at the same time supports the person who is the subject of the allegation.

Members of the public who have concerns should speak to the Head Teacher or follow the above instructions if it is the Head Teacher who is the cause for concern.

Dolphin School adheres to the procedures set out in KCSIE (2020), Part Four Allegations of abuse made against teachers and Staff, See Appendix 8.

Unsuitability of staff

If a member of staff (employed, contracted, voluntary or a student) is no longer used by the school because they are deemed to be unsuitable to work with children, the school will report in as much detail as possible to the DBS within one month of their leaving the school using the form available at the following address:

[DBS Referral Form v5 0 August 2017](#)

The reasons for ceasing to use a person's services could include: dismissal; non-renewal of a fixed term contract; no longer engaging/refusing to engage a supply teacher provided by an employment agency; terminating the placement of a student teacher or other trainee; no longer using staff employed by contractors; no longer using volunteers; resignation; and voluntary withdrawal from supply teaching, contract working, a course of initial teacher training, or volunteering. Compromise agreements cannot apply in this connection, or when the individual refuses to cooperate with an investigation. Dolphin School Limited has a legal duty to respond to request from the DBS for information they hold already but they do not have to find it from other sources

Further guidance on referrals can be found at:

<http://www.homeoffice.gov.uk/agencies-public-bodies/dbs/> and failure to make such a report constitutes an offence.

Dolphin School will consider making a referral to the (Teaching Regulatory Agency) TRA where a teacher has been dismissed or would have been dismissed if they had not resigned and a prohibition order may be appropriate. If a referral has already been made to the DBS it will automatically be made to the TRA. Reasons for such a prohibition order would include: unacceptable professional conduct, conduct that would bring the profession into disrepute or a conviction at any time for a relevant offence.

Wokingham District Council Model Child Protection Policy and notes cross referencing to Dolphin Child Protection Policy which are housed in the Bursar's Permanent Files.

Appendices

Appendix 1	Details of responsibilities of the DSL and DDSs
Appendix 2	Letter on Child Protection to New Staff, PGCE Students & Volunteers, including Child Protection Guidance
Appendix 3	The 4 types of Abuse
Appendix 4	The 4 types of Abuse Diagram
Appendix 5	Guidance on Physical Contact with Children in Schools
Appendix 6	Policy on Intimate care in the Early Years
Appendix 7	Child Protection Records
Appendix 8	KEEPING CHILDREN SAFE IN EDUCATION 2020 https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/892394/Keeping_children_safe_in_education_2020.pdf

Appendix 1**Details of responsibilities of the Designated Safeguarding Lead (DSL)
(Job Description)****Manage Referrals**

- Refer cases of suspected abuse to the local authority children's social care as required.
- Acts as a source of information and support for staff
- Refer cases to the Channel programme where there is a radicalisation concern as required.
- Refer cases where a person is dismissed or left due to risk/harm to a child to the Disclosure and Barring Service as required.
- Refer cases where a crime may have been committed to the Police as required.

Online Safety

The DSL should:

- Manage, review, promote and evaluate adherence to the schools e-safety policy.
- Ensure that there are systems in place to support pupils, staff and parents facing online safety issues.
- Ensure that the staff receiving training that is regularly refreshed.
- Educate parents and the wider school community on online safety.

Working with Others

- Liaise with Case Manager's and the designated officers at WBCS for child protection concerns.
- Liaise with staff on matters of safety and safeguarding and when deciding whether to make a referral by liaising with relevant agencies. Act as a source of support, advice and expertise for staff.
- Be available during school hours for staff to discuss any concerns.
- Ensure that the school is compliant and educates the children regarding online safety

Training

- Undergo training to provide them with the knowledge and skills required to carry out the role. Training should be updated every two years.
- The DSL should keep their knowledge up to date by receiving regular Safeguarding regulation updates through the government website.
- Understands the assessment process for providing early help and intervention.
- Ensure each member of staff has access to and understands the school's child protection policy and procedures, especially new and part-time staff.
- Are alert to the specific needs of children in need, those with special educational needs and young carers.
- Are able to keep detailed, accurate, secure written records of concerns and referrals.
- Understand and support the school with regards to the requirements of the Prevent duty and are able to provide advice and support to staff on protecting children from the risk of radicalisation.
- Encourage a culture of listening to children and taking account of their wishes and feelings, among all staff, in any measures the school may put in place to protect them.

Raise Awareness

- The DSL should ensure the school's child protection policies are known, understood and used appropriately.
- Ensure that Dolphin's Safeguarding Children at Dolphin Policy is reviewed annually and that it is available publically.
- Ensure that parents are aware that referrals about suspected abuse or neglect may be made and the school's role in this.

Child Protection File

- Ensure that any concerns are communicated with the DSL at a new school if a child should leave, this should be by telephone wherever possible.

Details of responsibilities of the Deputy Designated Safeguarding Lead (DDSL) (Job Description)

- The deputy designated Safeguarding Lead can if necessary carry out all of the duties listed above for the DSL.
- Can be used as a first point for reporting a concern for staff within that area of the school.
- To attend termly Safeguarding meetings with the other Designated Safeguarding people.
- To ensure that staff within their area of the school are up to date with their training.
- To cover the DSL role in their absence.

Appendix 2

To new members of staff

Child Protection

Dear

Dolphin School is committed to protecting the children in its care in line with *Keeping Children Safe in Education* (2020) and *Working Together to Safeguard Children* (2018). We work with the Wokingham Child Protection Team which is our LCSB. This sheet is a brief summary (crib sheet) for all staff to be read in conjunction with our Safeguarding Policy (C17), *Keeping Children Safe in Education* and C17 (ii) text and diagram.

Child Protection whole staff training is given every three years. Emma Fisher, Alison Alderson and Hannah Spiers are the 'Designated People' at Dolphin and you should speak to them if you have any concerns.

Basically there are three different situations that may arise.

- 1) **A child may choose to talk to you about a situation that gives you cause for concern.** In this case you should be aware that you cannot guarantee confidentiality, and that you should listen and take note of what they have said without asking any leading questions. You should then talk to Emma Fisher or one of the other Deputy Safeguarding leads. If you prefer you may contact the Wokingham Child investigation team on 0118 908 8002 directly.
- 2) **You may have cause for concern about one of the children,** and you should express your concerns to either Emma, Alison or Hannah. If you prefer you may contact the Wokingham Child investigation team on 0118 908 8002 directly.
- 3) You may have cause for concern about the behaviour of a member of staff or other adult in contact with the children. You should then talk to Emma Fisher or one of the other DDSLs. If your concern relates to the DSL or Head you should contact Rachel Edwards directly at either redwards@dolphinschool.com or through the school office on 0118 9341277. If you prefer, you may contact the Wokingham Child investigation team on 0118 908 8002 directly.

Please be aware that you should also be vigilant when working in isolation with children. Always choose an area which is as visible as possible and never put yourself in a position where your actions may be misconstrued.

Please sign below and return a copy of this sheet to Kim Tsang. By signing you are confirming that:

You have read and understood the above.

You have read and understood the attached sheets from our Staff Handbook (C17 Appendices 3 and 4), text and diagram, entitled "The Four Types of Abuse".
 Keeping Children Safe in Education

Signature:

Name:

Date of Signing:

Further information is in the Dolphin Staff Handbook: *Safeguarding Children at Dolphin* (C17) and *Guidance on Physical Contact with Children* (C17 Appendix 5)

Induction for PGCE Students Copy onto Headed Paper – give 2 copies to member of staff doing the induction.

Welcome to Dolphin School! The staff you are working with will show you where everything is and what you have to do. A few important guidelines:

Confidentiality – please sign the undertaking below and give to the Head’s PA.

I agree to keep confidential any information about children, staff, trade secrets or confidential information relating to or belonging to the School which I may acquire during my time at Dolphin.

Signed.....

Contact with Parents

We ask that you do not approach parents directly about any issues, but speak to your Dolphin mentor instead. There may be background issues you are not aware of.

Photographs

Please do not photograph the children at Dolphin on your own equipment.

IT

If you are asked to work on the staff drive of the computers we would ask that you sign a copy of ‘Acceptable Use of the Internet and ICT Equipment policy’, obtainable from the Head’s PA.

Fire Alarm

The Fire alarm is tested each week and termly. In the case of a fire the gathering point is on the Tennis Courts (or Ophelia’s garden for the Early Years if fire prevents passage). All rooms have directions to the nearest fire exit. There is a signing in book for staff if they wish to use it.

Friday Information Sheet

This is posted on the website every Friday and paper copies are available in the School Reception.

We hope you enjoy your time at Dolphin.

Emma Fisher

DSL

Attach Staff Handbook documents:

B8i Check list for Line Managers;

B8ii Information for New Staff;

C9ii Use of the Internet;

C17 Safeguarding Children at Dolphin (including Appendix 8 *Keeping Children Safe in Education*)

C22 Staff Code of Conduct

Copy onto Headed Paper – supply with Bursar to be given out at DBS check to Volunteers with C22 Staff Code of contact.

Copy to Volunteer and copy to file.

Thank you for volunteering to work at Dolphin – we really appreciate your help! The staff you are working with will show you where everything is and what you have to do. A few important guidelines:

Confidentiality – please sign the undertaking below and leave with the Bursar.

I agree to keep confidential any information about children, staff, trade secrets or confidential information relating to or belonging to the School which I may acquire during my time at Dolphin.

Signed.....

Contact with Parents

We ask that you do not approach parents directly about discipline or pastoral care issues, but speak to the child’s form teacher instead. There may be background issues you are not aware of.

Photographs

If you take photographs of your own child involving any school activity, which may include other children, we strongly request that they are only for your personal records. Please do not take photographs of any other children on your own equipment in school.

IT

If you are asked to work on the staff drive of the computers we would ask that you sign a copy of ‘Acceptable Use of the Internet and ICT Equipment policy’, obtainable from the Head’s PA.

Fire Alarm

The Fire alarm is tested each week and termly. In the case of a fire the gathering point is on the Tennis Courts (or Ophelia’s garden for the Early Years if fire prevents passage). All rooms have directions to the nearest fire exit.

Friday Information Sheet

This is posted on the website every Friday and paper copies are available in the School Reception.

Child Protection

Dolphin School is committed to protecting the children in its care in line with *Keeping Children Safe in Education (2019)* and *Working Together to Safeguard Children (2018)*.

Emma Fisher, Alison Alderson and Hannah Spiers are the ‘Designated People’ at Dolphin and you should speak to them if you have any concerns. Basically there are three different situations that may arise.

- 4) **A child may choose to talk to you about a situation that gives you cause for concern.** In this case you should be aware that you cannot guarantee confidentiality, and that you should listen and take note of what they have said without asking any leading questions.
- 5) **You may have cause for concern about one of the children**
- 6) **You may have cause for concern about the behaviour of a member of staff or other adult in contact with the children.**

In any of these three situations you should talk to the DSL or one of the DDSs.

Please be aware that you should also be vigilant when working in isolation with children. Always choose an area which is as visible as possible and never put yourself in a position where your actions may be misconstrued. Our full Child Protection Policy is on the website and our code of conduct is attached.

Review If you would like your work to be reviewed for reference or other purposes please see the Head's PA who will arrange a review.

We hope you enjoy your time at Dolphin.

Emma Fisher
DSL

Definition of 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. Children may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others. Abuse can take place wholly online, or technology may be used to facilitate offline abuse. Children may be abused by an adult or adults or by another child or children.

The Four Types of Abuse

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.

- Hitting, whipping, caning, cutting, shaking, throwing, biting, poisoning, burning, scalding, drowning, suffocating, or otherwise causing physical harm to a child
- Rubbing pepper or chilli into eyes
- Inappropriate restraint
- Giving a child alcohol or inappropriate drugs
- Fabricating the symptoms of, or deliberately causing, ill health to a child
- Female circumcision, FGM and HBV (see other forms of abuse at the end of this section)

Signs – Physical

- Injuries that the child cannot explain or explains unconvincingly, or where accidental injury is unlikely
- Broken limbs (particularly in children under 12)
- Bite marks; Cigarette burns
- Sore or damaged eyes
- Bruising resembling hand or finger prints; blunt-instrument marks
- Iron (etc.) burns
- Immersion burns/scalds where tide marks have been left

Signs - Behavioural

- Child does not want you to ask parents about the injuries
- Fear of parent on approach, or fear of going home
- Covering limbs even in hot weather or reluctance to change
- Flinches when touched or approached
- Depression or mood swings that are out of character

Reasonable Chastisement

- In England, parents can use “reasonable chastisement” on their child
- The law does not define “reasonable chastisement” clearly – it depends on the circumstances
- Physical punishment is unlikely to be seen as “reasonable” if:

- It causes injury or leaves a mark on the child or
- A cane, stick, belt or other implement is used to administer the punishment
- The child is hit on the head

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 from 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.

- Low warmth – high criticism
- Continual negative moods, constant family discord; use of unreasonable or over harsh disciplinary measures;
- Telling a child they are evil or a demon
- Failure to show interest in, or provide age appropriate opportunities for a child's cognitive and emotional development;
- Exposure to domestic violence
- Constantly shamed, humiliated, belittled, blamed, bullied, frightened or rejected
- Age or developmentally inappropriate expectations being imposed on children
- Exploitation or corruption of children

Signs - Physical

- A failure to grow or thrive
- Sudden speech disorders
- Delayed development – physical or emotional
- Stress related illnesses

Signs - Behavioural

- Seeing themselves as unworthy of love and affection
- Excessive need for approval, attention, affection
- Excessive lack of confidence (not just shyness) or low self esteem
- Compulsive nervous behaviour
- Self-harming
- Wetting/soiling
- Emotional abuse is the most difficult form of child maltreatment to identify and stop
- In some instances, an emotionally abused child will show no signs of abuse
- Often only manifest itself in adolescence or adulthood
 - Insecurity, poor self-esteem, withdrawal, difficulty forming relationships and suicide
 - Destructive behaviour, angry acts (such as fire setting or cruelty to animals)

- Alcohol or drug abuse.

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. Sexual abuse can take place online, and technology can be used to facilitate offline abuse. Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children. **The sexual abuse of children by other children is a specific safeguarding issue in education** (see paragraph 29 of KCSIE).

- When an **adult or another child**, uses a child for sexual gratification, whether or not the child is aware of what is happening
- Also for non-touching activities:
 - Encouraging children to behave in sexually inappropriate ways
 - Indecent Exposure or voyeurism
 - Making an indecent photography or pseudo-photograph, or possessing an indecent photograph, of children
 - **Abuse can take place wholly online through the abuse of technology** (see also Child sexual exploitation in later section)

Signs - Physical

- Pain, itching, bruising or bleeding to genital or anal areas
- Sexually transmitted disease or recurrent genital discharge or urinary tract infections without apparent cause
- Stomach pains or discomfort when child is walking or sitting

Signs - Behavioural

- Sudden or unexplained changes in behaviour
- Nightmares or bedwetting
- Self-harming or eating disorders
- Sexual drawings, play or promiscuous language or behaviour (inappropriate to age and understanding)
- Reluctance to change clothes for sports etc
- Sexual bullying of other children
- If you come across obscene material involving children you can report the sites to the Internet Watch Foundation (IWF) at www.iwf.org.uk.
- If a child receives sexually abusive explicit email or phone calls, or is asked to do something sexual online, report it to the Child Exploitation and Online Protection Centre at www.ceop.gov.uk

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, for example, 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.

- Neglect generally becomes apparent in different ways over a period of time
- Failing to ensure the child receives a suitable education
- Lack of protection and exposure to danger including moral danger
- Persistently left alone without adequate care and supervision relevant to the child's age and understanding
- Lack of boundaries

Signs - Physical

- Constant hunger – steals food from others, or rummages in dustbins for scraps of food – scurvy
- Underweight – or sometimes obesity
- Unkempt state of dress – dressed inappropriately for weather conditions
- Dirty or smelly – unwashed hair/body/arms/legs
- Untreated medical conditions – illness or injuries

Signs - Behavioural

- Constant tiredness
- School absence or lateness, or not picked up at the end of the day
- Inappropriate supervision or left alone or unsupervised regularly or hardly any friends
- Not attending appointments (GP; Ed psych; mental health)

Other forms of abuse

Honour-based Violence (HBV)

This encompasses crimes which have been committed to protect or defend the honour of the family and / or the community, including Female Genital Mutilation (FGM), forced marriage, and practices such as breast ironing. All forms of HBV are abuse (regardless of motivation) and should be handled and escalated as such. If in any doubts staff should speak to the DSL.

Suspected cases of HBV should also be reported to Thames Valley police on 101.

Domestic abuse

Any incident or pattern of incidents of controlling, coercive, threatening behaviour, violence or abuse between those aged 16 or over who are, or have been, intimate partners or family members regardless of gender or sexuality. The abuse can encompass, but is not limited to:

psychological; physical; sexual; financial; and emotional

Exposure to domestic abuse and/or violence can have a serious, long lasting emotional and psychological impact on children. In some cases, a child may blame themselves for the abuse or may have had to leave the family home as a result. Domestic abuse affecting young people can also occur within their personal relationships, as well as in the context of their home life. Advice on identifying children who are affected by domestic abuse and how they can be helped is available at:

[NSPCC- UK domestic-abuse Signs Symptoms Effects](#)

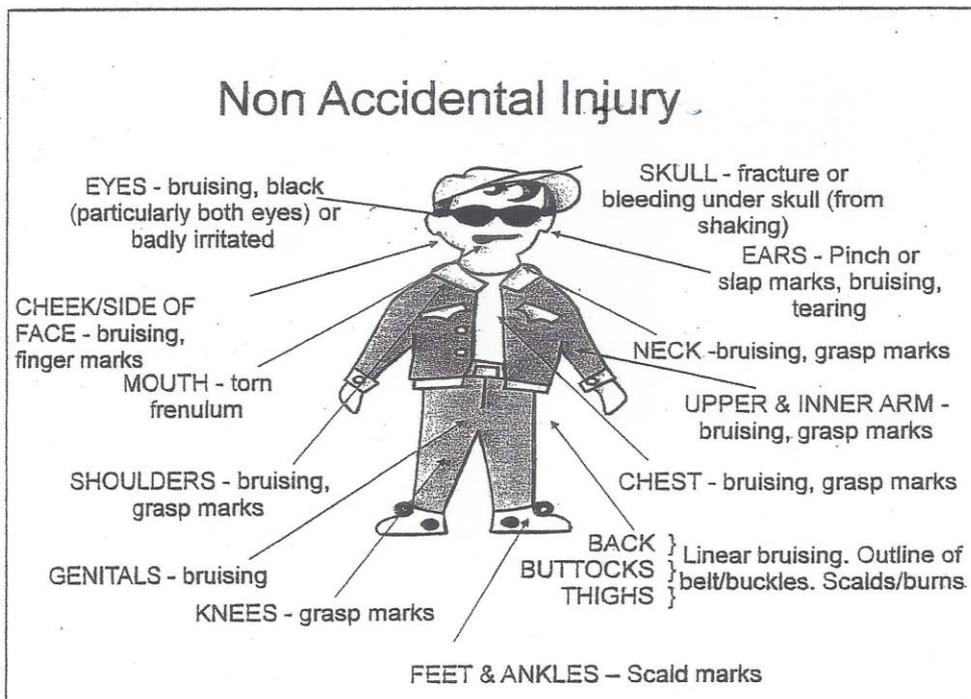
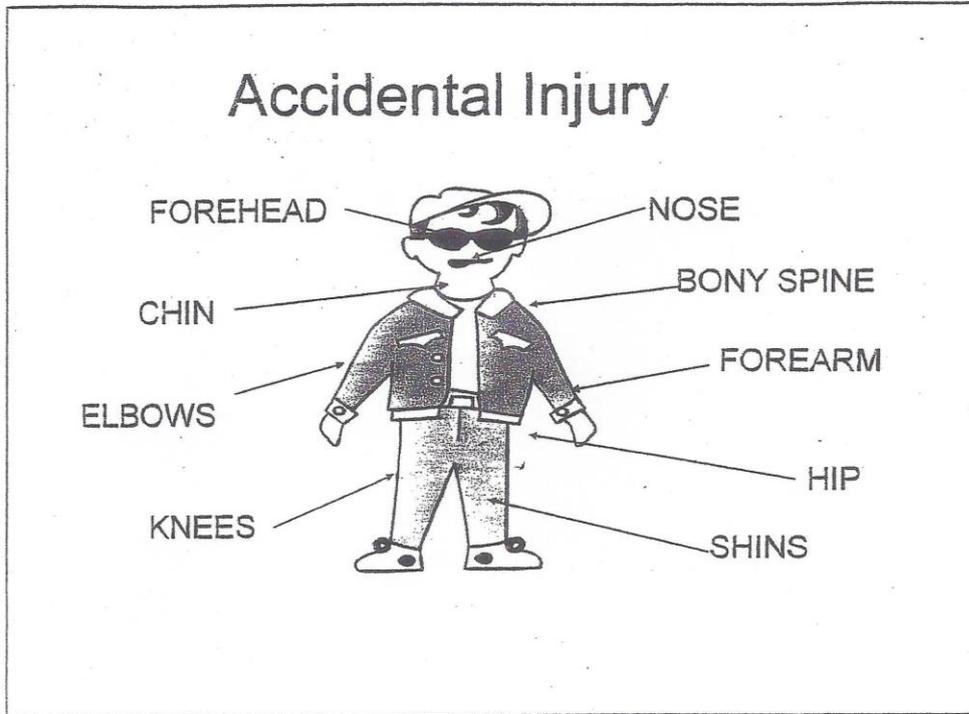
[Refuge what is domestic violence/effects of domestic violence on children](#)

[Safelives: young people and domestic abuse](#)

Gangs – if the school is affected by gang or youth violence - [click here for advice](#)

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. [Click here for advice](#)

C20



Appendix 5**Guidance on Physical Contact with Children in Schools**

Corporal punishment is not permitted or threatened either at Dolphin School or in any activity outside the school. This prohibition applies to all members of staff including unpaid volunteers. Under subsection 548(50) of the Education Act of 1996 teachers may use 'physical intervention' to avert 'an immediate danger of personal injury to, or an immediate danger to the property of, a person (including the child himself)'.

There are occasions when physical contact with a pupil may be proper or necessary other than those covered by Section 550A of the Education Act 1996. Some physical contact may be necessary to demonstrate exercises or techniques during instruction of many topics such as music, teaching the visually and hearing impaired, PE lessons, coaching, or CDT, or if a member of staff has to administer first aid. Young children and children with special educational needs may need staff to provide physical prompts or help. Touching and or contact may also be appropriate where a pupil is in distress and needs comforting. Teachers will have to use their professional judgement when children need this kind of support.

It must be remembered however that considerations should be made to children for whom touching is particularly unwelcome. For example some pupils may be particularly sensitive to physical contact because of their cultural background, or because they have been abused. It is important that all staff receive information on these children. Physical contact with pupils becomes increasingly open to question as pupils reach and go through adolescence. Schools and staff will also have to bear in mind that even the most innocent and well intentioned physical contact can sometimes be misconstrued.

Working in isolation with children where there is a need can present problems. Staff should always be aware of the necessity to be vigilant, and should ensure that they choose an area which is as visible as possible, leaving a door open if necessary. They should never put themselves in a position where their action may be misconstrued.

Physical intervention may be taken for the purposes of averting immediate danger of person injury to any person (including the child) to manage a child's behaviour if absolutely necessary. The school keeps a record of any occasions where physical intervention is used and parents must be informed on the same day, or as soon as practically possible.

When a child needs comforting a member of staff should use their professional judgement to ascertain the level of comforting required, the amount of time they spend comforting the child and the way it is carried out. Wherever possible hugging should be done side by side and children should not be picked-up to be hugged. If a child is sat on your knee to be comforted, this should be done for a limited amount of time to comfort them and they should be sat back down with the other children.

Appendix 6**Policy for Intimate care in the Early Years****Introduction**

Intimate care is any care which involves washing, touching or carrying out an invasive procedure such as cleaning up a pupil after they have soiled themselves) to intimate personal areas. In most cases such care will involve cleaning for hygiene purposes as part of a staff member's duty of care.

The issue of intimate care is a sensitive one and will require staff to be respectful of the child's needs. The child's dignity should always be preserved with a high level of privacy, choice and control. There shall be a high awareness of child protection issues. Staff behaviour must be open to scrutiny and staff must work in partnership with parents/carers to provide continuity of care to children/young people whenever possible.

Dolphin School is committed to ensuring that all staff responsible for the intimate care of children will undertake their duties in a professional manner at all times. Dolphin School recognises that there is a need to treat all children with respect when intimate care is given. No child should be attended to in a way that causes distress or pain.

Our approach to best practice

The management of all children with intimate care needs will be carefully planned. The child who requires intimate care is treated with respect at all times, the child's welfare and dignity is of paramount importance.

The child will be supported to achieve the highest level of autonomy that is possible given their age and abilities. Staff will encourage each child to do as much for him/herself and he/she can. This may mean, for example, giving the child responsibility for washing themselves.

Each child's right to privacy will be respected. Where possible one child will be catered for by one adult unless there is a sound reason for having more adults. If this is the case, the reasons should be clearly documented. If a soiled nappy is being changed and the child cleaned, then the door from the Nursery cloakroom to the main Nursery will be kept open to protect staff from unfounded allegations.

Wherever possible the same child will not be cared for by the same adult on a regular basis; ideally there will be a rota of carers known to the child who will take turns in providing care. This will ensure, as far as possible, that over-familiar relationships are discouraged from developing, whilst at the same time guarding against the care being carried out by a succession of completely different carers.

Intimate care arrangements will be discussed with parents/carers on a regular basis and recorded and dated on an 'intimate care sheet'. The needs and wishes of children and parents will be taken into account wherever possible, within the constraints of staffing and equal opportunities legislation.

If a child is changed in the first aid room, for example if they have soiled themselves at playtime, a second adult must be called before child is looked at, either an auxiliary or a form teacher.

Health and Safety

The individual child's needs need to be met whilst having regard to the needs of all the other children. The following actively promote inclusion and the welfare of pupils.

Children wearing nappies.

A changing table, with steps for the children to climb onto, is used in the Nursery cloakroom when a child is to be changed. This is the recommended method of changing a child, as it avoids having to lift a child and cause possible back injury.

Equipment Provision

Parents have a role to play when their child is still wearing nappies. The parent should provide nappies, disposal bags, wipes and should be made aware of this responsibility.

Protective gloves should always be worn when changing a soiled nappy. Any soiled clothes are put in a plastic bag ready to be taken home. Clean clothes may be found in the cupboards in the Nursery cloakroom. Any soiled waste should be placed in a polythene waste disposal bag, which can be sealed. This bag should then be placed in a bin (complete with a liner) in the staff toilet.

Staff use of Cameras and Mobile Phones in Early Years.

This policy has regard to the 'Statutory Framework for the Early Years Foundation Stage' Safeguarding and Welfare Requirement: Child Protection (3.4 'The safeguarding policy and procedures must ... cover the use of mobile phones and cameras in the setting.')

- To ensure the safety and welfare of the children in our care the EYFS follows the main school policy on e-safety.
- Personal mobile phones, cameras and video recording equipment cannot be used when in the presence of children.
- All mobile phones must be stored securely out of reach within the setting during contact time with children. (This includes staff, visitors, parents, volunteers and students).
- No parent is permitted to use their mobile phone or its camera facility whilst inside the EYFS classroom and cloakroom.
- Mobile phones and cameras must not be used in any bathroom area.
- In the case of a personal emergency staff should use the school telephone. It is the responsibility of all staff to make families aware of the school telephone numbers.
- Personal calls may be made in non-contact time but not within the teaching areas.
- Personal mobiles, cameras or video recorders should not be used to record classroom activities. Only school equipment may be used.
- Photographs and recordings of children for their journals can only taken and transferred to and stored on a school camera/computer/iPad or laptop before printing.
- All telephone contact with Parents/Carers should be made on the school telephone.
- During group trips staff may carry their own phones in bags but they should only be used in emergencies or for contact purposes.

- In the case of school productions, trips and sports day, parents/carers are permitted to take photographs/video footage of their own child in accordance with school protocols but we ask parents not to publish any such photographs on social networking sites.

Appendix 7

Child Protection Records

- Any child protection concerns are logged on MyConcern. This automatically flags up a concern to the appropriate member(s) of staff for information or action.
- Any photographic evidence or other associated files may be uploaded to MyConcern and are stored with that pupil's file.
- Twice-termly meetings are held for DSL and DDSLs to review and look for any patterns. The advisors responsible for updating the Limited Company and Board of Advisors of safeguarding issues attend the second meeting, near the end of each term.
- A child protection reminder should go on the Staff Meeting Agenda once a term.
- Safeguarding is a point on the agenda for each staff meeting agenda.
- MyConcern allows for pupil data to be securely transferred to the child's next school.

Appendix 8

Keeping children safe in education

**Part 1: Information for all school and college staff
September 2020 – see weblink below:**

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/912593/Keeping_children_safe_in_education_part_1_Sep_2020.pdf

Updating Safeguarding Children at Dolphin

Date of update	Details	Staff member
January 2008	Review of policy	CL
August 2009	Review of policy by Board of Advisors	CL
December 2009	Amended	CL
January 2010	Review of policy	CL
January 2011	Review of policy by Board of Advisors	CL
January 2012	Amended	CL
March 2013	Review of policy	CL
February 2014	Review of policy	CL
July 2014	Appendices added	CL
December 2014	Change of Head	TL
September 15	Review of policy	CL
September 15	Review of policy by Board of Advisors	CL
January 2016	Amended	CL
October 16	Updated following changes to KCSIE	CL
November 16	Review of policy by Board of Advisors	CL
April 18	Review of policy by Board of Advisors	CL
March 2019	Updated following changes to KCSIE and ISI RCI inspection	CL
April 2019	Review of policy by Board of Advisors	CL
October 2019	Updated following changes to DDSLs	CL
September 2020	Update following new KCSIE & new DSL	EF

Staff training September 2012 by Head

Staff training September 2015 by Bracknell Forest

Staff Training September 2017 by David Watts

Whole staff recent training undertaken by David Watts on Prevent on 6 Jan 2020

All staff trained on MyConcern at start of term (6 Jan 2020)

SLT further training on 14 Jan 2020

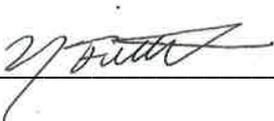
January 2020 reviewed by Board of Advisors

Staff training September 2020 by DSL

Signed:

E. Fisher

DSL



Proprietor