

# **POLICY FOR SAFEGUARDING INCORPORATING CHILD PROTECTION**

Keeper's Daughter CiC

Committed to the safeguarding and well being of young people

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## 1. PURPOSE & AIMS

1.1 The purpose of Keeper's Daughter safeguarding policy is to ensure every child who is a registered pupil in our company is safe and protected from harm. This means we will always work to:

- Protect children and young people at our company from maltreatment;
- Prevent impairment of our children's and young people's health or development;
- Ensure that children and young people at our school grow up in circumstances consistent with the provision of safe and effective care;
- Undertake that role so as to enable children and young people in our company is to have optimum life chances and enter adulthood successfully.

1.2 This policy will give clear direction to staff, volunteers, visitors and parents about the expected behaviour and our legal responsibility to safeguard and promote the welfare of all children and young people.

1.3 Our company fully recognises the contribution it can make to protect children from harm and supporting and promoting the welfare of all children who are registered students. The elements of our policy are prevention, protection and support.

1.4 This policy applies to all pupils, staff, parents, volunteers and visitors.

## 2. OUR ETHOS

2.1 The child's welfare is of paramount importance. Our company will establish and maintain an ethos where students feel secure, are encouraged to talk, are listened to and are safe. Children will be able to talk freely to any member of staff at our school if they are worried or concerned about something.

2.2 All staff and regular visitors will, either through training or induction, know how to recognise indicators of concern, how to respond to a disclosure from a child and how to record and report this information. We will not make promises to any child and we will not keep secrets. Every child will know what the adult will have to do with any information they have chosen to disclose.

2.3 Throughout our programme we will provide activities and opportunities for children to develop the skills they need to identify risks and stay safe. This will also be extended to include material that will encourage our children to develop essential life skills. ***Our activities always take account of the appropriateness of materials and we also use our programme to support safeguarding and a healthy lifestyle.***

2.4 At all times we will work in partnership and endeavour to establish effective working relationships with parents, carers and colleagues from other agencies.

### 3. ROLES AND RESPONSIBILITIES

Role	Name	Contact details
Senior Designated Professional	Mark Finbow	07961 650 353
Alternate SDP	Emma Martin	<a href="mailto:info@keepersdaughter.com">info@keepersdaughter.com</a>
SAFEGUARDING ADVISER	David Simington	01379640982

3.1 It is the responsibility of every member of staff, volunteer and regular visitor to our company to ensure that they carry out the requirements of this procedure and, at all times, work in a way that will safeguard and promote the welfare of all students.

#### The Proprietor

3.5 The Proprietor and Director of Keeper's Daughter is responsible for:

- Identifying a member of the company to be the Senior Designated Person for safeguarding (SDP);
- Identifying an alternate member of staff to act as the Senior Designated Person for safeguarding (SDP) in his/her absence;
- Ensuring that policies are fully implemented and followed by all staff;
- Ensuring that all staff and volunteers feel able to raise concerns about poor or unsafe practice and such concerns are addressed sensitively in accordance with agreed whistle-blowing procedures.

#### The Senior Designated Professional

3.6 Any concern for a child's safety or welfare will be recorded in writing and given to the SDP. Through appropriate training, knowledge and experience our SDP will liaise with Children's Services and other agencies where necessary, and make referrals of suspected abuse to Children's Services.

3.8 The SDP will maintain written records ensuring that they are kept confidential and stored securely.

3.9 The SDP will ensure that all staff, volunteers and regular visitors have received appropriate child protection information during induction and have been trained by the company.

### 4. TRAINING & INDUCTION

4.1 When new staff, volunteers or regular visitors join our school they will be informed of the safeguarding arrangements in place. They will be given a copy of our company safeguarding policy and told who our Senior Designated Professional for Safeguarding is. They will also be provided with the recording form, given information on how to complete it and who to pass it to.

4.2 Every new member of staff or volunteer will have an induction period that will include essential safeguarding information. This programme will include basic safeguarding information relating to signs and symptoms of abuse, how to manage a disclosure from a

child, how to record and issues of confidentiality. The induction will also remind staff and volunteers of their responsibility to safeguard all children at our school and the remit of the role of the Senior Designated Professional.

4.3 New staff who have not had any child protection/safeguarding training or staff who have had training more than three years ago will be provided with an introduction to safeguarding and will then be trained with the rest of the staff team at least 3 yearly.

4.4 All regular visitors and volunteers to our company will be given a set of our safeguarding procedures; they will be informed of whom our SDP and alternate staff members are and what the recording and reporting system is. (See Appendix 2).

4.5 All members of staff will undertake appropriate safeguarding training at least once every three years.

4.7 We actively encourage all of our staff to keep up to date with the most recent local and national safeguarding advice and guidance. This can be accessed via Norfolk Safeguarding Children Board at [www.nscb.norfolk.gov.uk](http://www.nscb.norfolk.gov.uk) . The SDP will also provide regular safeguarding updates for staff.

## **5. PROCEDURES FOR MANAGING CONCERNS**

5.1 The Keeper's Daughter adheres to child protection procedures that have been agreed locally through the Norfolk Children's Safeguarding Board.

5.2 The Senior Designated Professional (SDP) should be used as a first point of contact for concerns and queries regarding any safeguarding concern in our company. If the SDP is not available, the alternate SDP should be contacted regarding any concerns.

5.3 It is *not* the responsibility of company staff to investigate welfare concerns or determine the truth of any disclosure or allegation. All staff, however, have a duty to recognise concerns and pass the information on in accordance with the procedures outlined in this policy. Any member of staff or visitor to the company who receives a disclosure of abuse or suspects that a child is at risk of harm must report it immediately to the SDP or, if unavailable, to the alternate designated person.

5.4 All concerns about a child or young person should be reported without delay and recorded in writing using the agreed template (see Appendix 1).

5.5 Following receipt of any information raising concern, the SDP will consider what action to take and seek advice from Children's Services as required. All information and actions taken, including the reasons for any decisions made, will be fully documented.

5.6 All referrals will be made in line with Norfolk Children's Services procedures as outlined in Appendix 3.

5.7 Confidentiality must be maintained and information relating to individual pupils/families shared with staff on a strictly need to know basis.

## **6. WORKING WITH PARENTS & CARERS**

6.1 Keeper's Daughter Theatre Company is committed to working in partnership with parents/carers to safeguard and promote the welfare of children and to support them to understand our statutory responsibilities in this area.

6.2 When new students join our company, parents and carers will be informed that we have a safeguarding policy. A copy will be provided to parents on request and is referenced on our paperwork and websites/facebook. Parents and carers will be informed of our legal duty to assist our colleagues in other agencies with child protection enquiries and what happens should we have cause to make a referral to Children's Services.

6.3 We are committed to working with parents positively, openly and honestly. We ensure that all parents are treated with respect, dignity and courtesy. We respect parents' rights to privacy and confidentiality and will not share sensitive information unless we have permission or it is necessary to do so in order to safeguard a child from harm.

## **8. RECORDS AND INFORMATION SHARING**

8.1 If staff are concerned about the welfare or safety of any child at our school they will record their concern on the agreed reporting form (Appendix 1). They should ensure that the form is signed and dated. Any concerns should be passed to the SDP without delay.

8.2 Any information recorded will be kept in a separate named file, in a secure cabinet. These files will be the responsibility of the SDP. Child protection information will only be shared on the basis of 'need to know in the child's interests' and on the understanding that it remains strictly confidential.

8.3 Child protection information will only be kept in the file and this file will be kept up to date. All our safeguarding files will include; a chronology, contents front cover and will record a student's history with the company.

8.4 When a child leaves our company the SDP will make contact with the SDP at the new school and will ensure that the child protection file is forwarded to the receiving agency in an appropriately agreed manner.

## **9. SAFER RECRUITMENT**

9.1 We will ensure that the Proprietor has completed appropriate safer recruitment training. At all times the Proprietor will ensure that safer recruitment practices are followed in accordance with the requirements of Safeguarding Children & Safer Recruitment in Education, DfES (2006).

9.2 Keeper's Daughter will use the recruitment and selection process to deter and reject unsuitable candidates. We do not accept testimonials and insist on taking up references prior to interview (by telephone or meeting). We will question the contents of application forms (in process of being designed) if we are unclear about them, we will undertake Disclosure and Barring Service checks and use any other means of ensuring we are recruiting and selecting the most suitable people to work with our children.

9.3 We will maintain a Single Central Register of all safer recruitment checks carried out in line with statutory requirements.

## **10. SAFER WORKING PRACTICE**

10.1 All adults who come into contact with our children have a duty of care to safeguard and promote their welfare. There is a legal duty placed upon us to ensure that all adults who work with or on behalf of our children are competent, confident and safe to do so.

10.2 All staff will have access to and be expected to know our Company Code of Conduct and policy for positive handling. There will be occasion when some form of physical contact is inevitable, particularly within drama activities, for example if a child has an accident or is hurt or is in a situation of danger to themselves or others around them.

10.3 If staff, visitors, volunteers or parent helpers are working with children alone they will, wherever possible, be visible to other members of staff. They will be expected to inform another member of staff of their whereabouts in the building/theatre, who they are with and for how long. Doors, ideally, should have a clear glass panel in them and be left open.

10.4 Guidance about acceptable conduct and safe practice will be given to all staff and volunteers during induction. These are sensible steps that every adult should take in their daily professional conduct with children. This advice can be found in [Guidance for Safer Working Practices for Adults who work with Children and Young People in Education Settings](#), DCSF, March 2009. All staff and volunteers are expected to carry out their work in accordance with this guidance and will be made aware that failure to do so could lead to disciplinary action.

## **11. MANAGING ALLEGATIONS AGAINST STAFF & VOLUNTEERS**

11.1 Our aim is to provide a safe and supportive environment which secures the well being and very best outcomes for the children in our company. We do recognise that sometimes the behaviour of adults may lead to an allegation of abuse being made.

11.2 Allegations sometimes arise from a differing understanding of the same event, but when they occur they are distressing and difficult for all concerned. We also recognise that many allegations are genuine and there are some adults who deliberately seek to harm or abuse children.

11.3 We will take all possible steps to safeguard our children and to ensure that the adults in our company are safe to work with children. We will always ensure that the [Norfolk Safeguarding Children Board Protocol 27: Allegations Against Staff, Carers and Volunteers](#) and the relevant Department for Education guidance is adhered to and will seek appropriate advice from the Local Authority Designated Officer (LADO). The LADO can be contacted on 01603 223473.

11.4 If an allegation is made or information is received about an adult who works in our setting which indicates that they may be unsuitable to work with children, the member of staff receiving the information should inform the Proprietor immediately. Should an allegation be made against the Proprietor, this will be reported to the Safeguarding Advisor above.

11.5 The Proprietor will seek advice from the LADO within one working day. No member of staff or the governing body will undertake further investigations before receiving advice from the LADO.

11.6 Any member of staff or volunteer who does not feel confident to raise their concerns with the Proprietor should contact the LADO directly on 01603 223473.

## **12 RELEVANT POLICIES**

12.1 To underpin the values and ethos of our company and our intent to ensure that students are appropriately safeguarded the following policies are also included under our safeguarding umbrella:

- Positive handling and managing behaviour
- Staff Code of Conduct
- Whistle-blowing
- Health and Safety including site security
- First aid

### **13. STATUTORY FRAMEWORK**

This policy has been devised in accordance with the following legislation and guidance:

- [Working Together to Safeguard Children: A guide to inter-agency working to safeguard and promote the welfare of children](#), DfE 2013
- [Safeguarding Children & Safer Recruitment in Education, DfES \(2006\)](#)
- [Norfolk Safeguarding Children Board](#) procedures
- [Norfolk Safeguarding Children Board Protocol 27: Allegations Against Staff, Carers and Volunteers](#)
- [Dealing with Allegations of Abuse against Teachers and other Staff](#), DfE, October 2012
- [Guidance for Safer Working Practices for Adults who work with Children and Young People in Education Settings](#), DCSF, March 2009.



**Appendix 1: Draft Recording Form for Safeguarding Concerns**

Staff, volunteers and regular visitors are required to complete this form and pass it to [ENTER NAME OF SDP] if they have a safeguarding concern about a child in our school.

Full name of child	Date of Birth	Tutor/Form group	Your name and position in school

<b>Nature of concern/disclosure</b>
-------------------------------------

Please include where you were when the child made a disclosure, what you saw, who else was there, what did the child say or do and what you said.

Was there an injury? Yes / No  
No

Did you see it? Yes /

Describe the injury:

Have you filled in a body plan to show where the injury is and its approximate size?

Yes / No

Was anyone else with you? Who?

Has this happened before?

Did you report the previous incident?

Who are you passing this information to? Name:

Date:

Position:

Time:

Your signature:

Date:

□

Action taken by SDP

Referred to...?

Attendance  
Improvement  
Officer

Police

School Nurse  
Services

Children's

Youth Service

Integrated

Youth Service

Parents

Other

Parents informed? Yes / No (If No, state reason)

Feedback given to...?

Pastoral team

Tutor

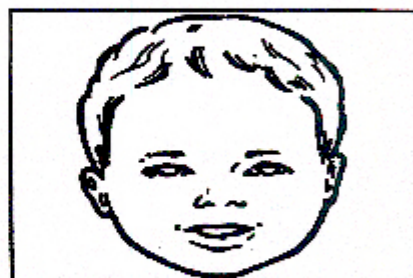
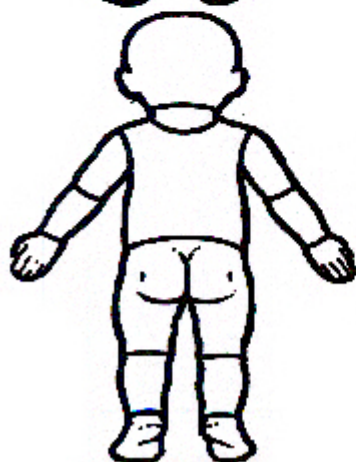
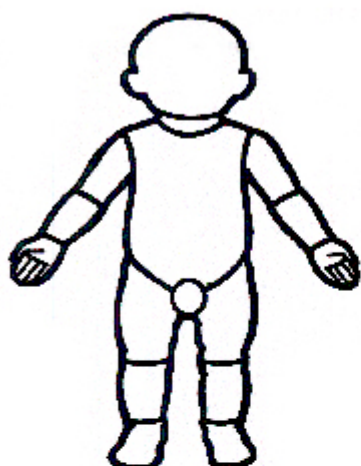
Student

Person who recorded disclosure

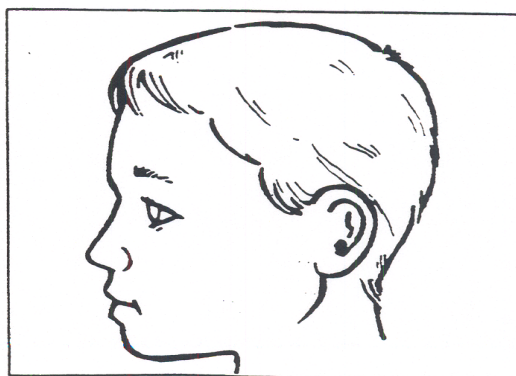
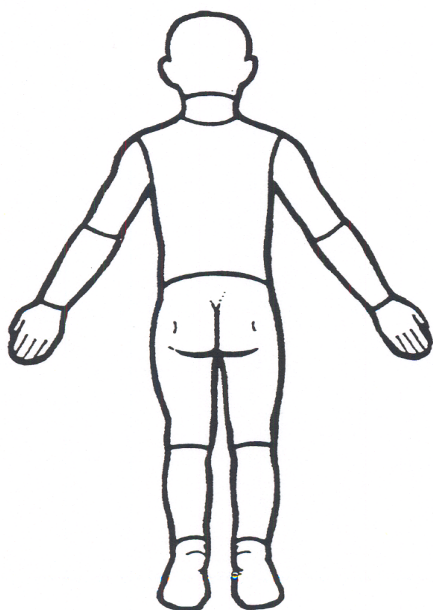
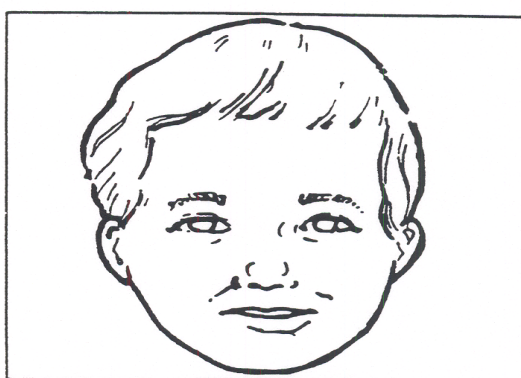
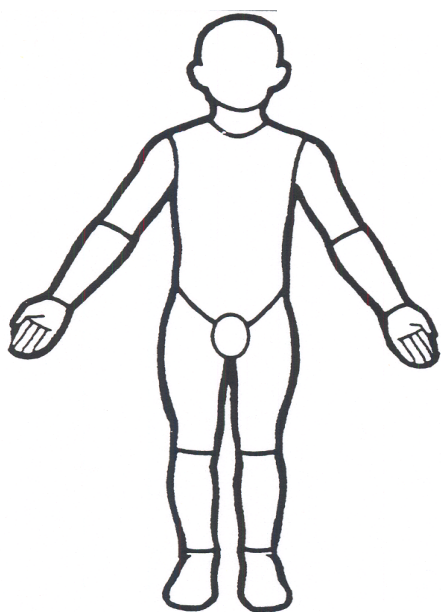
Full name:

SDP Signature:

Young Child



## Older Child



## **Appendix 2: Safeguarding Induction Sheet for new or supply staff and regular visitors or volunteers.**

We all have a statutory duty to safeguard and promote the welfare of children, and we take this responsibility seriously.

If you have any concerns about a child or young person, you must share this information immediately with our Senior Designated Professional or one of the alternate post holder.

Do not think that your worry is insignificant if it is about hygiene, appearance or behaviour – we would rather you told us as we would rather know about something that appears small than miss a worrying situation.

**If you think the matter is very serious and may be related to child protection, for example, physical, emotional, sexual abuse or neglect, you must find one of the designated professionals detailed below and provide them with a written record of your concern. A copy of the form to complete is attached to this and others can be obtained from in the Company Office or with the director if out on educational visits or touring. Please ensure you complete all sections as described.**

Any allegation concerning a member of staff, a child's foster carer or a volunteer should be reported immediately to the Proprietor. If an allegation is made about the Proprietor you should pass this information to the Safeguarding Advisor. Alternatively, you can contact the Local Authority Designated Officer on 01603 223473.

The people you should talk to in school are:

SDP Proprietor Mark Finbow -

Location of office: 56 Elm Grove Lane, Norwich, NR3 3LF

Contact Number: 07961650353

SAFEGUARDING ADVISOR Des Reynolds

Contact Number:

**Keeper's Daughter strive to safeguard and promote the welfare of all of our young people.**

**Appendix 3: Local Safeguarding Referral Procedures 2012**

**NORFOLK MASH  
Multi-Agency Safeguarding Hub**

**NSCB 1 Forms  
Safeguarding Referral Forms**

**From 19<sup>th</sup> March 2012 the Norfolk MASH will undertake the initial receipt and triaging of the NSCB1 forms.**

Where an agency/organisation or worker has concern for the welfare or safety of a child they can make a telephone referral via Care Connect by telephone on 0344 800 8020.

A telephone referral must then be confirmed in writing using the form marked **NSCB1**, within a maximum of 48 hours, ideally 24 hours. The completed NSCB1 can be faxed to the MASH Team on 01603 762445 or posted to:

The MASH Team Manager, Floor 5, Vantage House,  
Fishers Lane, Norwich, Norfolk, NR2 1ET

NSCB1 forms can also be e-mailed to MASH via [mash@norfolk.gcsx.gov.uk](mailto:mash@norfolk.gcsx.gov.uk) but must only be sent from a secure email address.

The Safeguarding Consultation Line will continue to be provided by Children's Services Area Duty Teams:

**CITY & SOUTH OPERATIONAL DIVISION  
TEL: 01603 224134**

**NORTH & EAST OPERATIONAL DIVISION  
TEL: 01493 850317**

**BRECKLAND & WEST OPERATIONAL DIVISION  
TEL: 01553 669330**