



Child Protection Policy

Daffodil Preparatory School

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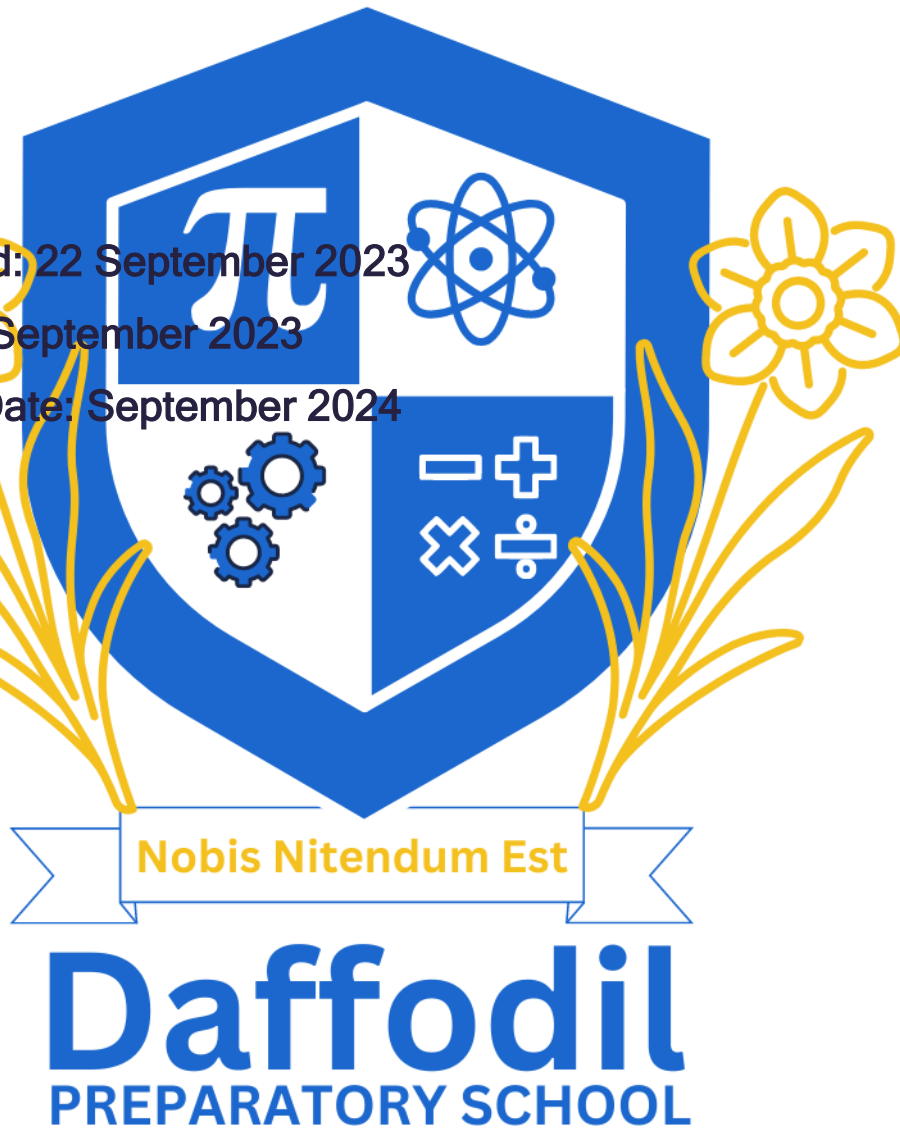
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School Name:	Daffodil Preparatory School
Designated Safeguarding Lead:	Lipa Begum
Deputy Designated Safeguarding Lead:	Eman Ahamed
Designated Governor For Safeguarding:	TBC
Date Last Reviewed:	11/12/2023

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1. INTRODUCTION

Daffodil Preparatory School is dedicated to fostering an environment where children experience a sense of security, where their perspectives are valued, and where open communication is actively encouraged.

Our Child Protection Policy is easily accessible to staff, parents, and visitors through various channels, including the school website, shared drive, staff induction, staff training, and school office. Regular reviews of safeguarding policies are conducted, at least annually, or as necessitated by incidents, new legislation, or updated guidance.

Daffodil Preparatory School is unwavering in its commitment to safeguarding and adheres to the established procedures outlined by the Tower Hamlets Local Safeguarding Board. Recognising the crucial role teachers and all other school staff play in their daily interactions with children, we acknowledge their unique position to observe signs of abuse, changes in behaviour, and developmental concerns. The school is fully cognisant of the vital role it plays in the early recognition of signs and symptoms of abuse and neglect. We ensure effective and equitable utilization of appropriate referral processes.

In summary, the procedures outlined in the Child Protection Policy are applicable to all staff, volunteers, visitors, and governors. These procedures are meticulously crafted in accordance with Keeping Children Safe in Education 2023 and mirror local safeguarding arrangements, including the Tower Hamlets Safeguarding Children Partnership Supplementary Guidance documents on Child Protection Procedures and the Management of Allegations.

Safeguarding Legislation and Guidance:

- Section 175 of the Education Act 2002 (Local Maintained Schools only)
- The Apprenticeships, Skills, Children and Learning Act 2009 (as amended)
- Education and Training (Welfare of Children) Act 2021 (16-19 Academies and Independent Training Providers)
- The Equality Act 2010
- The Safeguarding Vulnerable Groups Act 2006
- Working Together to Safeguarding Children 2018 (Updated July 2022)

- Keeping Children Safe in Education 2023 (Effective from 1 September 2023)
- What to do if you're worried a child is being abused 2023
- The Equality Act 2010 and Schools: Department Advice for School Leaders, School Staff, Governing Bodies, and Local Authorities (May 2014)
- The Teacher Standards 2023

In summary, the guidelines outlined in the Child Protection Policy are applicable to all members of the Daffodil Preparatory School community, including staff, volunteers, visitors, and governors. These procedures are meticulously crafted in alignment with Keeping Children Safe in Education 2023 and incorporate local safeguarding arrangements, including the Tower Hamlets Safeguarding Children Partnership Supplementary Guidance documents on Child Protection Procedures and the Management of Allegations.

Daffodil Preparatory School acknowledges the influence of the Tower Hamlets Safeguarding Children Partnership (THSCP) Supplementary Safeguarding Guidance in shaping the content of our policy. The key sources of this guidance include:

- **London Child Protection Procedures revised 7th Edition (London Safeguarding Children Board, 31st March 2023)**
- **Tower Hamlets SCP Multi-Agency Safeguarding Thresholds Guidance**
- **Tower Hamlets SCP Supplementary Guidance for Schools and Education Settings on Child Protection Procedures - September 2023**
- **Tower Hamlets SCP LADO Procedures and Flowchart regarding Allegations made against staff working in the children's workforce - Information about reporting and managing allegations**
- **Tower Hamlets SCP Supplementary Guidance for Schools and Education Settings on Managing Allegations of Abuse against Staff – September 2023**

These guidelines are integral to shaping our safeguarding policy, ensuring alignment with the latest standards and practices endorsed by the Tower Hamlets Safeguarding Children Partnership.

2. CHILD PROTECTION PROCEDURE

2. 1. Introduction

Daffodil Preparatory School is dedicated to ensuring the safety and well-being of all children in our care. These Child Protection Procedures are designed in accordance with the United Kingdom's legislative framework, including the Children Act 1989 and 2004, Working Together to Safeguard Children, and relevant local guidance.

2. Designated Safeguarding Lead (DSL) and Deputy DSLs

2.1. The school has a Designated Safeguarding Lead (DSL): Lipa Begum, Contact Details: 07950163690.

2.2. Deputy DSLs: Eman Ahamed.

2.3. The DSL and Deputy DSLs are appropriately trained and undergo regular updates to stay informed of current child protection issues.

3. Recognition of Abuse and Neglect

3.1. All staff are trained to recognize signs of abuse, neglect, and potential risks.

3.2. Concerns about a child's well-being or safety are reported immediately to the DSL or Deputy DSLs.

4. Reporting Procedures

4.1. If a child is in immediate danger or requires urgent medical attention, emergency services (999) are contacted without delay.

4.2. Any suspicion or disclosure of abuse is reported to the DSL or Deputy DSLs immediately.

4.3. The DSL assesses the information received and decides on the appropriate course of action, involving external agencies if necessary.

5. Record Keeping

5.1. A written record is made of any concerns, discussions, or actions taken, and these records are kept securely and confidentially.

5.2. Records are shared only with those who have a legitimate need to know and are stored in accordance with data protection regulations.

6. Confidentiality

6.1. Information regarding child protection matters is treated with the utmost confidentiality and shared on a need-to-know basis.

6.2. Staff members are aware that breaching confidentiality without proper authorization may result in disciplinary action.

7. Safer Recruitment

7.1. All staff and volunteers undergo rigorous background checks as part of the recruitment process.

7.2. The school maintains up-to-date Single Central Records (SCR) containing the necessary checks for all staff.

7.3. All shortlisted applicants to be informed that online checks may be conducted as part of due diligent checks-

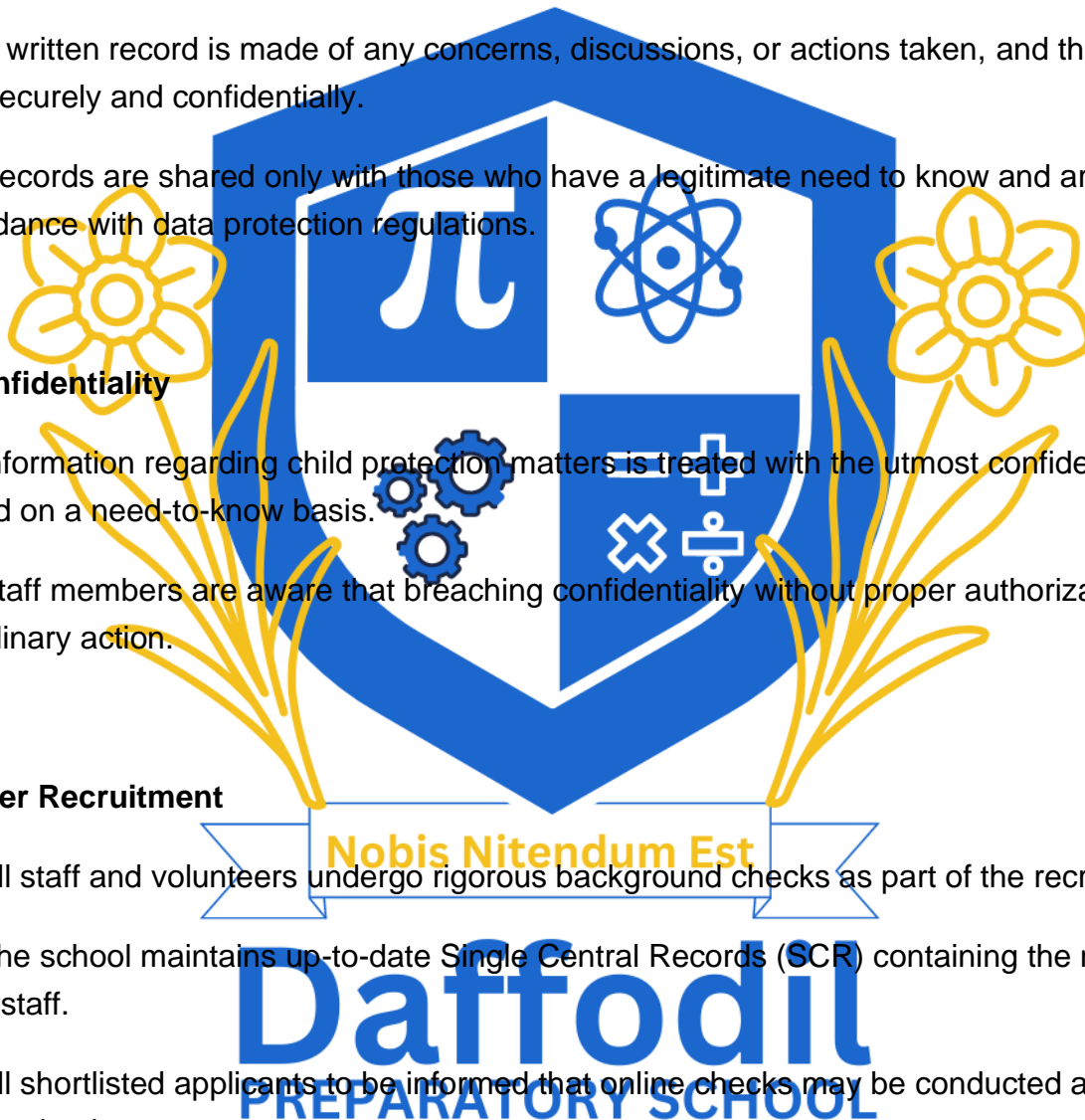
8. Training and Awareness

8.1. All staff receive regular training on child protection issues, including updates on local and national guidelines.

8.2. The school provides age-appropriate education on safeguarding to pupils as part of the curriculum.

9. Multi-Agency Working

9.1. The school collaborates with external agencies, including social services, health professionals, and the police, as necessary.



9.2. Information sharing follows established protocols and legal guidelines.

10. Allegations Against Staff

10.1. Any allegation made against a member of staff is taken seriously and reported to the DSL or headteacher.

10.2. The school follows the procedures outlined in "Keeping Children Safe in Education 2023" for managing allegations against staff.

11. Review and Monitoring

11.1. These procedures are regularly reviewed and updated to align with changes in legislation and best practices.

11.2. The effectiveness of the procedures is monitored and evaluated to ensure continuous improvement.

These Child Protection Procedures are an integral part of the school's commitment to safeguarding and promoting the welfare of all children in our care.



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3. ROLES AND RESPONSIBILITIES

The Governing Body assumes strategic leadership responsibility for safeguarding arrangements within the school. They are collectively responsible for ensuring compliance with statutory guidance, including "Keeping Children Safe in Education 2023." This includes the review and approval of safeguarding policies and procedures, with particular attention to the Child Protection Policy, to ensure alignment with legislation and local safeguarding arrangements.

Safeguarding Link Governor takes leadership responsibility for safeguarding, ensuring effective governance and oversight.

Head Teacher is responsible for communicating and ensuring staff understanding of the school's Child Protection Policy and other safeguarding policies.

Designated Safeguarding Leads: hold ultimate lead responsibility for day-to-day safeguarding arrangements, including online safety and understanding filtering and monitoring systems. Deputy Safeguarding Lead, contribute to the Safeguarding Team, providing additional support and expertise.

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All Staff:

Recognise their crucial role as frontline workers in identifying concerns early, providing help and support to children, and preventing concerns from escalating.

Have a responsibility to maintain a safe learning environment for children.

Report safeguarding concerns immediately to the DSL, using the CPOMS system for accurate reporting of Child Protection (CP) concerns. This should occur as soon as the concern arises or as soon as practically possible within the directed day.

Inform DSLs immediately in case of concerns about current harm to a child or evidence. Head Teacher should be informed immediately if there are concerns regarding a staff member's safeguarding practice.

If in doubt about any safeguarding matter, staff should always speak to the DSL.

Uphold school values in their daily conduct, recognizing their legal duty to safeguard children. The best interests of the child must guide all decision-making, behaviors, and actions concerning children.

Rights of the Child:

The school upholds the human rights of the child following the principles outlined in relevant legislation and international conventions, ensuring that the welfare, well-being, and rights of every child are respected and protected within the school environment.

4. Information Sharing Policy at Daffodil Preparatory School

Introduction:

Daffodil Preparatory School recognizes the importance of effective and lawful information sharing in safeguarding and promoting the welfare of children. This policy is aligned with the latest guidance and legal requirements, including but not limited to "Working Together to Safeguard Children," "Information Sharing: Advice for Practitioners," and relevant data protection legislation.

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4. PRINCIPLES OF INFORMATION SHARING

Necessity and Proportionality:

Information sharing will be necessary and proportionate to the identified purpose. Only relevant information essential for safeguarding and promoting the welfare of the child will be shared.

Consent:

Where possible and appropriate, consent will be sought from the child or their parent/carer before sharing information, unless there are concerns about the child's safety or well-being that override this requirement.

Record Keeping:

A record will be kept of the information shared, the reasons for sharing, and the individuals involved. This record will be stored securely and in accordance with data protection regulations.

Timely and Accurate:

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Information will be shared in a timely and accurate manner, considering the urgency of the situation. Delays should be minimized to ensure effective safeguarding.

Communication with Parents/Carers:

Where possible and appropriate, parents/carers will be kept informed about the intention to share information, unless doing so may place the child at increased risk of harm.

Roles and Responsibilities:

DSL and Deputy DSLs:

The Designated Safeguarding Lead (DSL) and Deputy DSLs play a key role in overseeing and authorizing the sharing of information related to safeguarding concerns.

Staff:

All staff members have a responsibility to share information promptly and appropriately when they have concerns about a child's safety or well-being. They should follow established procedures and report to the DSL or Deputy DSLs.

Record Keepers:

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Individuals responsible for maintaining records, including the DSL and administrative staff, will ensure accurate documentation of information sharing activities.

Training:

Staff will receive regular training on information sharing practices, ensuring they are aware of the latest guidance and legal requirements.

Confidentiality:

1. Data Protection:

Information shared will be handled in accordance with data protection laws, ensuring the confidentiality and privacy of individuals involved.

1. Need-to-Know Basis:

Information will only be shared with individuals on a need-to-know basis, ensuring that it is disclosed only to those who require the information for safeguarding purposes.

2. Review and Monitoring:

Regular Review: This policy will be reviewed regularly to ensure it remains in line with the latest guidance and legislative requirements.

Effectiveness Monitoring: The effectiveness of information sharing practices will be monitored to identify areas for improvement and to ensure compliance with best practices.

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5. ALLEGATIONS AGAINST STAFF GUIDANCE

Introduction:

Daffodil Preparatory School is committed to maintaining a safe and secure environment for all children. This guidance outlines the procedures to be followed when allegations are made against a staff member to ensure a fair, thorough and transparent investigation, in compliance with the latest legal and statutory requirements.

1. Initial Response:

1.1 Designated Safeguarding Lead (DSL):

- Any allegation made against a staff member should be reported immediately to the Designated Safeguarding Lead (DSL) or, in their absence, another senior member of staff.

1.2 Headteacher:

- The Headteacher must be informed of any allegations against a member of staff as soon as possible.

2. Recording and Documentation:

2.1 DSL:

- The DSL or Deputy DSL should accurately record details of the allegation, including dates, times, and any actions taken. This record should be stored securely.

2.2 Headteacher:

- The Headteacher will ensure that the DSL's record is securely maintained and that it includes information on any initial actions taken.

3. Informing External Agencies:

3.1 Local Authority Designated Officer (LADO):

- The DSL will immediately contact the Local Authority Designated Officer (LADO) to seek advice and inform them of the allegation.

3.2 Police:

- If the allegation involves criminal conduct, the DSL will report it to the police.

4. Suspension:

4.1 Headteacher:

- Following consultation with the DSL and, where necessary, the LADO, the Headteacher may decide to suspend the staff member during the investigation to ensure the safety and well-being of the children and staff.

4.2 Notice of Suspension:

- The staff member will be provided with written notice of their suspension, including the reasons for suspension and contact details for support services.

5. Internal Investigation:

5.1 Investigating Officer:

- An internal investigation will be conducted promptly and impartially by a designated investigating officer appointed by the Headteacher.

5.2 Reporting Findings:

- The investigating officer will report their findings to the Headteacher, who will determine the appropriate course of action.

6. Involving the Accused Staff Member:

6.1 Meeting:

- The accused staff member will be informed of the nature of the allegations and provided with an opportunity to respond during an initial meeting with the Headteacher or their representative.

6.2 Representation:

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- The staff member has the right to be accompanied by a representative of their choice during any meetings related to the investigation.

7. Conclusion of Investigation:

7.1 Headteacher:

- The Headteacher, after consulting with the DSL and considering the findings of the investigation, will determine whether the allegations are substantiated or not.

8. Reporting to External Agencies:

8.1 LADO and Other Agencies:

- The Headteacher will report the outcome to the LADO and other relevant external agencies, as required.

9. Review and Learning:

9.1 Review Process:

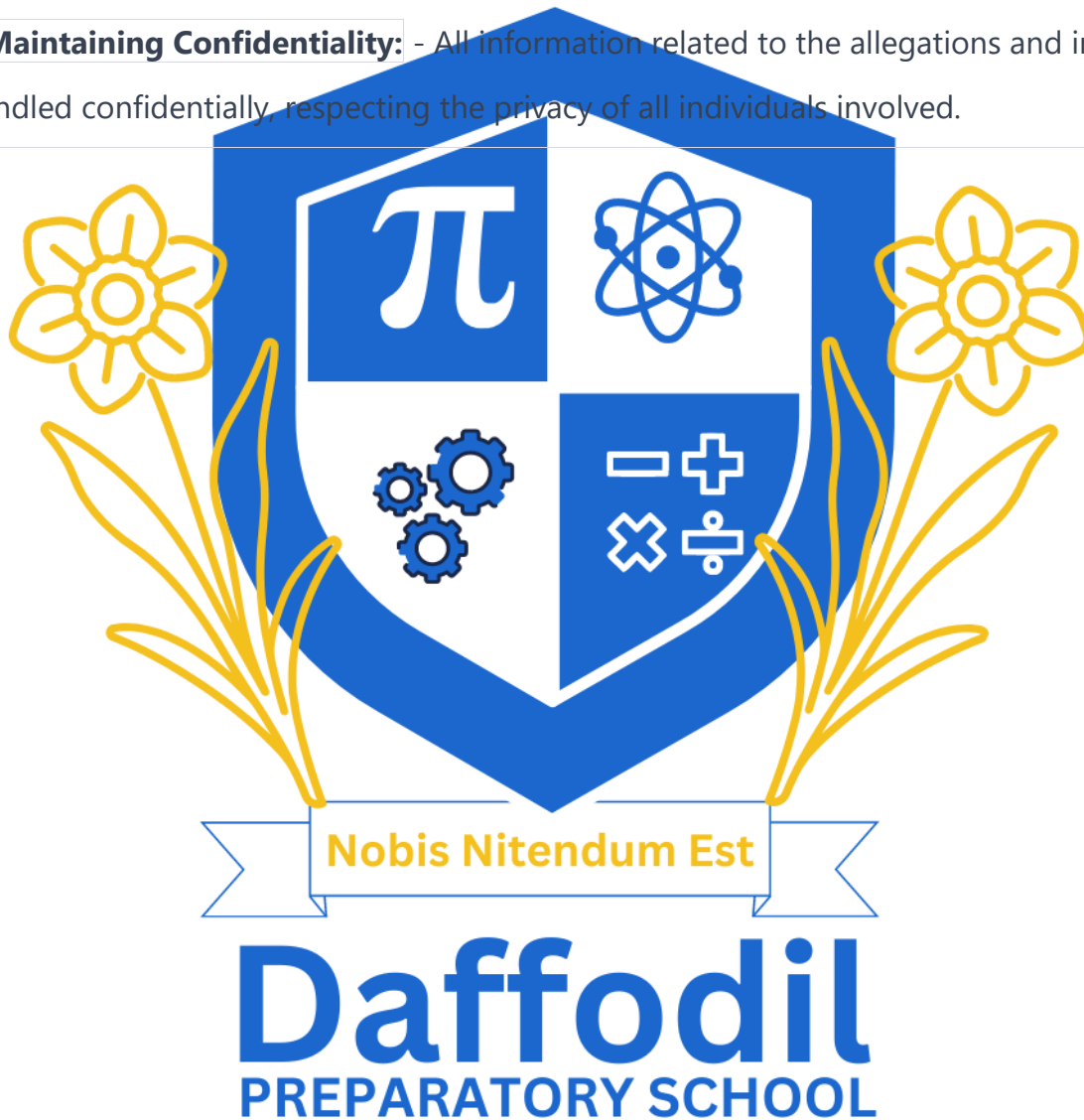
- The school will conduct a review of the procedures followed during the investigation to identify any areas for improvement.

9.2 Learning Points:

- The school will use the experience to enhance its safeguarding practices and ensure a safer environment for all.

10. Confidentiality:

10.1 **Maintaining Confidentiality:** - All information related to the allegations and investigation will be handled confidentially, respecting the privacy of all individuals involved.



6. CHILD PROTECTION TRAINING

Child Protection Training Policy for Daffodil Preparatory School

1. Introduction:

Daffodil Preparatory School recognizes the paramount importance of child protection training to ensure the safety and well-being of all children in our care. This policy outlines the school's commitment to providing comprehensive and ongoing child protection training for all staff members.

2. Policy Statement:

2.1 Training as a Priority:

- Child protection training is a top priority for Daffodil Preparatory School, and all staff members will receive regular, up-to-date training to equip them with the knowledge and skills necessary to safeguard children effectively.

2.2 Compliance with Legislation:

- The training provided will adhere to relevant legislation, including "Keeping Children Safe in Education," and other statutory requirements.

3. Roles and Responsibilities:

3.1 DSL and Deputy DSLs:

- The Designated Safeguarding Lead (DSL) and Deputy DSLs are responsible for organizing, coordinating, and delivering child protection training.

3.2 Staff:

- All staff members, including teaching and non-teaching staff, contractors, and volunteers, are required to attend and actively engage in child protection training sessions.

4. Training Content:

4.1 Legislation and Guidance:

- Training will cover the latest child protection legislation, including guidance from relevant authorities such as the Department for Education.

4.2 Recognizing Signs of Abuse:

- Staff will be trained to recognize signs of abuse or neglect, both physical and emotional, and understand their role in reporting concerns.

4.3 Safeguarding Procedures:

- Comprehensive training will be provided on the school's safeguarding procedures, including reporting mechanisms, record-keeping, and communication protocols.

4.4 Online Safety:

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- Training will address online safety issues, including recognizing risks, understanding filtering and monitoring systems, and promoting safe online practices.

4.5 Case Studies and Scenarios:

- Practical case studies and scenarios will be incorporated to enhance understanding and application of child protection principles in real-world situations.

5. Frequency and Updates:

5.1 Induction Training:

- All new staff members will receive child protection training as part of their induction process.

5.2 Regular Updates:

- Existing staff will receive regular updates and refresher training to stay informed about changes in legislation, best practices, and emerging risks.

6. Training Delivery:

6.1 In-House Training:

- The school will organize in-house training sessions facilitated by the DSL, external experts, or agencies specializing in child protection.

6.2 External Training Opportunities:

- Staff will be encouraged to attend external training opportunities offered by reputable organizations to enhance their knowledge and skills.

7. Record Keeping:

7.1 Attendance Records:

- The DSL will maintain accurate records of staff attendance at child protection training sessions.

7. IMPLEMENTATION, DISSEMINATION, AND REVIEW STRATEGIES FOR CHILD PROTECTION POLICIES

1. Implementation Strategies:

1.1 Training Sessions:

- Conduct mandatory training sessions for all staff, ensuring they understand and implement the child protection policies effectively.

1.2 Induction Program:

- Include child protection training as a core component of the induction program for new staff, contractors, and volunteers.

1.3 Clear Guidelines:

- Develop and distribute clear and concise guidelines outlining the steps for implementing child protection policies in various scenarios.

1.4 Regular Communication:

- Foster regular communication channels to reinforce the importance of child protection among all staff members and stakeholders.

2. Dissemination Strategies:

2.1 Policy Handbook:

- Create a comprehensive Child Protection Policy Handbook that includes all relevant policies, procedures, and guidelines. Distribute this handbook to all staff members.

2.2 Online Platforms:

- Disseminate key information through the school's website, intranet, or other online platforms accessible to staff and parents.

2.3 Staff Meetings:

- Utilize regular staff meetings to discuss and disseminate child protection updates, reminders, and any changes to policies.

2.4 Parental Engagement:

- Communicate key aspects of the child protection policies to parents through newsletters, information sessions, and school events.

3. Review Strategies:

3.1 Regular Audits:

- Conduct regular internal audits to assess the implementation of child protection policies, identify areas for improvement, and ensure compliance.

3.2 Feedback Mechanism:

- Establish a feedback mechanism, encouraging staff and parents to provide input on the effectiveness and practicality of child protection policies.

3.3 External Reviews:

- Periodically invite external experts or agencies to conduct independent reviews of the school's child protection practices to ensure objectivity and best practices.

3.4 Annual Reviews:

- Schedule annual reviews of child protection policies, procedures, and training programs to align them with any changes in legislation or emerging best practices.

3.5 Incident Reviews:

- Conduct thorough reviews of any child protection incidents or concerns, analyzing the response and identifying areas for improvement.

4. Continuous Improvement:

4.1 Professional Development:

- Provide ongoing professional development opportunities for staff to stay informed about the latest developments in child protection.

4.2 Adaptation to Changes:

- Ensure that child protection policies are flexible and can be adapted to changes in legislation, emerging risks, and advancements in safeguarding practices.

4.3 Annual Reflection and Planning:

- Use annual reflection sessions to review the effectiveness of child protection measures and plan for improvements in the upcoming academic year.

5. Documentation and Record-Keeping:

5.1 Centralised Record System:

- Maintain a centralized record system to document training attendance, incident reports, and any changes to child protection policies.

5.2 Accessibility:

- Ensure that relevant documentation is easily accessible to all staff members and stakeholders while maintaining appropriate confidentiality.

