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| **C:\Users\Tony\Desktop\KINDERGARTEN&Sommerschule\LanguageKindergartenFront-001.jpg** | Child protection policy |

**1) Policy statement**

The staff and parents of the *Language Kindergarten Leicester* recognise that all children have the right of protection from abuse. Therefore, all teachers, helpers and parents of the *Language Kindergarten Leicester* have a responsibility to report any concerns to the ***Child Protection Coordinator***, the Head of the *Kindergarten* or the police.

**2) Policy aims**

The aim of the *Language Kindergarten Leicester’s* policy is to promote good practice to:

- Provide children with appropriate safety and protection whilst in the care of teachers and helpers of the *Kindergarten*; and

- Enable all staff and parents to make informed and confident responses to specific child protection issues. (See Appendices A, B, and student application form).

**3) The duties of the Child Protection Coordinator**

The duties of the ***Child Protection Coordinator*** shall be to:

- collect information from CRBs and keep them in a confidential place, check once a term they are up to date

- keep parents' consent forms (student application forms) for one year and

- make vital information accessible to teachers

- respond to allegations of child abuse from outside or inside the *Language Kindergarten Leicester* together with the Head.

**4) Recruitment of teachers and helpers**

*The* *Language Kindergarten Leicester* will take all reasonable steps to ensure unsuitable people are prevented from working with children. Our recruitment process will therefore include the following:

- The applicant will be interviewed by the Head and one or two further members of the *Language Kindergarten Leicester*, and/or be asked for a teaching sample.

- Teachers will be required to obtain an enhanced disclosure from Criminal Records Bureau as soon as possible. The *Language Kindergarten Leicester* accepts enhanced CRB checks from other organisations. Three years after disclosure, the *Language Kindergarten Leicester* will ask for a new CRB check.

- All teachers, helpers and parents will be required to sign a declaration that they have read, understood and will follow the “Code of Guidance for teachers, helpers and parents on safeguarding children “ (Appendix A) and the document “How to record concerns “ (Appendix B).

**5) Responding to suspicions and allegations of child abuse**

If a teacher, helper or parent has any concerns about possible abuse or inappropriate behaviour inside or outside the *Language Kindergarten Leicester*, they have a responsibility to report them. **They do not have to decide whether or not abuse or inappropriate behaviour has actually taken place**. See below for general contacts. Where the concerns are about a teacher or helper of the *Language Kindergarten Leicester,* steps as below will be taken as considered necessary to ensure the safety of the child in question, and anyother child who may be at risk. The *Language Kindergarten Leicester* will contact the LADO (0116 3057597) in this case. Depending on the results of the police and child protection investigations, the *Language Kindergarten Leicester* may if appropriate dismiss the individual from their position.

The steps to be taken are as follows:

- Always first discuss any concerns with parents, if this does not put the child at risk. If the concerns can’t be resolved,

- Concerns reported to the ***Child Protection Coordinator***;

- Record made of what has been said or seen. (See **Appendix B**: How to record concerns);

- The ***Child Protection Coordinator*** reports to the Head and

- The ***Child Protection Coordinator*** or Head will refer the allegation to one of the following:

**Leicester:**

**Leicester County Council: Social Care Office: 01858 465331**

**Leicester City Council:** **Children’s Social Care Team, single access: 0116 3050005  
Out of hours Emergency Duty Team: 0116 2551606   
LADO: 0116 3057597  
Police: 0116 2222222**

**Coventry:  
Referral and Assessment Team: 024 7678 8555  
Social worker out of office hours: 024 7683 2222  
Police Child Abuse Investigation Team: 024 7653 904**

**Nottingham:**

**Children's Social Care: 0115 876 5600  
Children and Families: 0115 9150800**

**Northampton:  
Children and Young People's Service Initial Contact: 0300 1261000** **(8am - 6pm Monday - Friday)**  **Out of Hours: 01604 626938**   
**Northamptonshire Police Child Abuse Investigation Unit:** **03000 111222**

**Walsall:  
During the day: Monday - Thursday, 8.45am - 5.15pm, Friday, 8.45am - 4.45pm, Initial Response Team: 01922 658170  
Evenings, weekends, bank holidays, Emergency Response Team: 0845 111 2836**

**Derby:  
Children's Social Care, First Contact Team, during normal working days between 9am and 5pm: 01332 641172   
At all other times, contact** [**Careline**](http://www.derby.gov.uk/health-and-social-care/safeguarding-children/worried-about-a-child/#page-contact-details) **(01332 641172) .**

who may involve the police, or theywill go directly to the police if out-of-hours;

- The parents or carers of the child will be contacted as soon as possible, following advice from the social services department.

If you are concerned about a child, you can get **confidential and anonymous information** from the National Society for the Prevention and Cruelty of Children **NSPCC on 0808 800 5000, or Childline on** **0800 1111.**

**6) Confidentiality**

Confidentiality should be maintained for all concerned. Information should be handled and disseminated on a

***need to know basis*** only. This includes the following people:

- The ***Child Protection Coordinator*** and Head;

- The parents or carer of the child who is alleged to have been abused;

- The person making the allegation;

- Social services / police;

- The alleged abuser (and parents if the alleged abuser is a child).

All records of the concerns will be retained in safe storage with the ***Child Protection Coordinator*** in accordance with data protection policy and “need to know” requirements.

**7) Guidelines for use of photographic or other imaging equipment**

No photographs, film or other images of our children should be taken without parental consent. The **students** **application form**contains a **Parental Consent Form** that seeks permission for the use of pictures online or on printed media like leaflets or newspapers.

**Appendix A:** Code of guidance for teachers, helpers and parents on safeguarding children

**Appendix B:** How to record concerns

This policy is updated regularly according to the ***Local*** ***Safeguarding Children Board Leicestershire and Rutland*** ([www.lrlscb.org](http://www.lrlscb.org)).

Last reviewed in January 2016 by the *Language Kindergarten Leicester*

**Child Protection Coordinator: Marianne Siegfried-Brookes**

www.languagekindergarten.org.uk [info@dssleicester.org.uk](mailto:info@dssleicester.org.uk)

**APPENDIX A**

**CODE OF GUIDANCE**

**FOR TEACHERS AND HELPERS  
ON SAFEGUARDING CHILDREN**

**1) Introduction**

Abuse can occur within many situations including the children's private lives or at our *Kindergarten*. As the teachers, helpers and parents of the *Language Kindergarten Leicester* are in regular contact with our children; they are in a position of trust and can be an important link in identifying cases where a child needs protection.

**2) Good Practice Guidelines**

All teachers and helpers should always keep in mind that their actions and attitudes towards our students and parents will influence the reputation of our *Kindergarten*. Following some examples of how to create a positive culture and climate within our *Kindergarten* activities:

2.1) Good practice:

- Always work in an open environment.

- Treat all children equally, and with respect and dignity.

- Maintain a safe and appropriate distance with children.

- Involve parents/carers wherever possible.

- Recognise the developmental needs and capacity of each child.

2.2) Practice to be avoided **except in emergencies:**

- Spending excessive amounts of time alone with children away from others

- Allow or engage in any form of inappropriate touching.

- Allow children to use inappropriate language unchallenged.

- Allow allegations made by a child to go unchallenged, unrecorded or not acted upon.

- Do things of a personal nature for children that they can do for themselves.

If any of the following occur you should report this immediately to the teacher, or **Child Protection**

**Coordinator** or Head, and record the incident. You should also ensure the parents or carers of

the child are told.

- If you accidentally injure or cause discomfort to a child.

- If he/she seems distressed in any manner.

- If a child appears to be sexually aroused by your actions.

Reviewed in January 2016 by the *Language Kindergarten Leicester*

**Child Protection Coordinator: Marianne Siegfried-Brookes**

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**APPENDIX B**

**HOW TO RECORD CONCERNS**

Information passed to the social services or the police must be as helpful as possible, hence the necessity for making a detailed record at the time of the disclosure/concern.

Information should include the following:

- The name of the child.

- Age of suspected individual, date of birth, home address and telephone number if known.

- Is the person making the report expressing their own concerns or those of someone else?

- What is the nature of the allegation? Include dates, times, any special factors and other relevant information. Make a clear distinction between what is fact, opinion or hearsay.

- A description of any visible bruising or other injuries. Are behavioural signs or indirect signs evident?

- Witnesses to the incidents.

- The child’s account, if it can be given, of what has happened and how any bruising or other injuries occurred.

- Have the parents/carer been contacted? If so what has been said?

- Has anyone else been consulted? If so record details.

- If it is not the child making the report has the individual concerned been spoken to? If so what was said?

- Has anyone been alleged to be the abuser? If yes, record details of the allegation made, including the identity of the alleged abuser, the person making the allegation and the time and date.

**Report concerns about the welfare of a child** to

- the Leicester County Council Social Care Office (01858 465331, Emergency Duty Team: 0116 2551606) ,   
Leicester City Council Children’s Social Care Team (single access: 0116 3050005)or

- the local police station.

If you **would like to get confidential and anonymous information,** call

- National Society for the Prevention and Cruelty of Children NSPCC on 0808 800 5000,

- Childline on 0800 1111.

Reviewed in January 2016 by the *Language Kindergarten Leicester*

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