

Boltons C of E Primary School SAFEGUARDING POLICY

CHILD PROTECTION

Introduction

All those who come into contact with children and their families in Boltons C of E Primary School, including people who do not have a specific role in relation to child protection, have a duty to safeguard and promote the welfare of children. This means that they should consider, at all times, what is in the best interests of the child.

This policy applies to and is shared with **all** who come into contact with children in school, including: teachers, supply teachers, students, support staff, admin staff, lunch time supervisors, visitors, governors and parent volunteer helpers.

Safeguarding is defined as: protecting children from maltreatment; preventing impairment of children's health or development; ensuring children grow up in circumstances consistent with the provision of safe and effective care and taking action to enable all children to have the best outcomes. All adults who come into contact with children at Boltons School are made aware that they have an important role to play in identifying concerns, sharing information and taking prompt action.

The designated teacher for child protection is **Mrs A Pitcher** and she should be **immediately** consulted about any concerns.

Relevant Legislation

The Children Act 1989 places upon the Local Authority a general duty to safeguard and promote the welfare of children in their area who are in need.

Section 47 of the same Act also places a duty on local authorities to investigate a child's welfare when either emergency protection measures have been taken or if there is reasonable cause to suspect that a child is suffering or is likely to suffer significant harm.

Section 175 of the Education Act 2002 requires Local Authorities (LAs) and Governing Bodies to make arrangements to ensure their functions are carried out with a view to safeguarding and promoting the welfare of children and to act upon any guidance issued by the Secretary of State.

LAs are required under sections of the Children Act 2004 to make arrangements with and co-operate with relevant agencies to improve the well-being of children and to ensure that all functions are discharged having regard to the need to safeguard and promote children's welfare.

Under Section 13 of the above Act all local authorities were required to establish Local Safeguarding Children Boards. (LSCB).

DfE Allegations of Abuse against Teachers and Non-Teaching Staff 2012

Equality Act 2010

Keeping Children Safe in Education- September 2016

Working Together to Safeguard Children- March 2015

The Prevent Duty 2015

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School Commitment

- All staff at Boltons School work hard to establish and maintain an ethos where children feel secure and are listened to within an open and positive school environment which supports all pupils.
- Staff at Boltons School will ensure that children know that there are adults in school who they can approach if worried or in difficulty.
- All staff are committed to ensuring safeguarding procedures are put into daily practice.
- All staff are expected to keep up to date with changes to legislation and policy through attendance of relevant training.
- School staff are aware of the part they play in identifying pupils who may benefit from Early Help and are aware of the referral process they must follow.
- The curriculum includes activities which promote well-being and equip children with the skills they need to stay safe from harm or abuse; this includes online and other communication technology safety.
- Opportunities are built into the curriculum to enable children to develop realistic attitudes towards adult responsibilities, especially with regard to child care, relationships and parenting skills.
- The school ensures that effective working relationships with parents and colleagues from other agencies are established and maintained.
- The school identifies pupils who may be vulnerable, have special educational needs or are looked after and plans for their individual needs.
- The school ensures care plans are in place for pupils who need these.
- The school will ensure staffing arrangements meet the needs of all children and ensure their safety. We will ensure that children are adequately supervised and decide how to deploy staff to ensure children's needs are met; (EYFS ONLY – for Staff : Child Ratios, see Appendix D – extract from the DfE 2012 Statutory Framework for Early Years and Foundation Stage).
- There is no room for extremist views of any kind in our school from either internal or external sources. Any prejudice, discrimination, extremist views, including derogatory language, displayed by pupils, staff, parents or visitors will always be challenged and where appropriate dealt with. Should misconduct by a member of staff be proven then the matter will be referred to the national College for Teaching and Leadership for consideration. Misconduct by other members of staff will be dealt with under normal school disciplinary procedures.
- We encourage our pupils to respect the fundamental British values of rule of law, democracy, individual liberty and mutual respect and tolerance of those with different faiths and beliefs. We ensure that partisan political views are not promoted in our teaching and where political issues are raised by or brought to the attention of pupils we take reasonable and practical steps to offer a balance of opposing views.

Links with Other Policies

The school ensures that other policies also give due regard to safeguarding procedures and follows LA guidelines where appropriate. Such policies include Administration of Medicine, Intimate Care, Physical Intervention and Behaviour, SEN, Allegations Against Members of Staff, Staff Code of Conduct, Attendance, Images of Children and Health and Safety.

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Framework for Protecting Children at Risk

Procedures for Safeguarding children are set out by the Cumbria LSCB (Available at www.cumbrialscb.com); in the DfE guidance Keeping Children Safe in Education, September 2016 and 'Working Together to Safeguard Children 2015'. From May 2008 LAs are no longer required to hold Child Protection Registers but children deemed as being at risk will be subject to an Early Help Assessment. The school also follows LA guidance and procedures for pupils who are identified as 'Children Missing Education' The school gives due regard to its responsibilities under The Prevent Duty, June 2015.

LA Framework

Local authorities have responsibilities at three levels: strategic, support and operational.

Strategic

At this level the LA should:

- Allocate resources to support the work of the LSCB.
- Represent the education service on LSCB.
- Work in partnership with other agencies to implement policy and to identify and secure provision for children.
- Monitor compliance of schools.
- Resolve inter-agency problems.
- Play a full part in case reviews.

Support

At this level the LA should:

- Provide induction training on Safeguarding for school staff and governors.
- Provide training for designated teachers.
- Provide policies and procedures on all aspects of safeguarding.
- Provide advice and support about individual cases.
- Have in place arrangements to support designated lead teachers.

Operational

At this level the LA should:

- Have arrangements in place to safeguard and promote the well being of pupils who are not in school.
- Operate safe recruitment procedures.
- Have in place procedures in place for dealing with allegations against members of staff.

School Framework

- The school has a recruitment and selection policy which clearly sets out procedures required for safer recruitment of staff.
- The school ensures appropriate staff and governors receive safer recruitment training. (The Head teacher, Mrs A Pitcher and the Chair of Governors, Mr Murphy, were both re-trained in Safer Recruitment in March 2013; this is current until 2018.)
- The school ensures all staff and governors have access to online foundation child protection training.
- The school provides all staff with copies of all relevant safe-guarding policies, through a staff policy file.

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- All policies, including child protection, are reviewed annually by all staff and Governors and regard is given to safeguarding issues for all policies.
- Safeguarding procedures and the signs of abuse and neglect are reviewed with all staff annually. (see appendix for types of abuse and neglect)
- The school has in place induction programmes for NQTs and any other new members of staff. Safeguarding procedures and practices are part of this induction; this includes providing staff with a copy of Part 1 of Keeping Children Safe in Education, September 2016.
- The school has a staff code of conduct.
- The school holds a single central record of all DBS checks carried out on all members of staff, volunteers and visitors to school.
- The school works with colleagues from other agencies and is kept informed about local Multi Agency Support Team (MAST) meetings.
- Parental consent is obtained for all off-site visits and for photography of pupils (records of consent are kept).
- The school has a clear system for reporting and investigating any allegations, concerns or information that is relevant to safe-guarding. The school keeps records of any such incidents.
- A member of staff has had CAF training.
- The school has adopted the LA policies on ICT- Acceptable Use Policy for school employees and ‘whistleblowing’.
- All staff are expected to read the guidance on ‘Safer Working Practice for Adults who Work with Children and Young People’.
- Children are taught that some information MUST be shared with an appropriate person.
- **The school has named designated safeguarding personnel: Teacher for Looked After Children, Mrs Sarah Jennison; Child Protection Governor, Mr David Murphy, and Child Protection Teacher, Mrs Amanda Pitcher.**

Roles and Responsibilities

All adults who come into contact with, or on behalf of, children have a responsibility to protect and promote the well-being of these children. Boltions School also has key designated personnel with whom all child protection issues MUST be discussed.

Role of The Designated Teacher

- The designated teacher will have the knowledge and skills required to recognise and act upon child protection concerns.
- The designated teacher will support and advise colleagues.
- To be responsible for co-ordinating any required actions.
- To liaise with personnel from external agencies.
- To undertake relevant training and refresher sessions.
- To share information in line with LSCB and DfE guidance.
- To record and store information separately from pupil records/files.
- To ensure confidentiality if appropriate.
- To refer concerns to the appropriate body within the accepted timescales.
- To refer concerns about pupils who may have disappeared or whose transfer has raised concerns via Education Welfare Service.

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- For pupils in EYFS inform Ofsted of any allegations of serious harm or abuse by any person working with a child (whether the allegations relate to harm or abuse committed on the premises or elsewhere) and notify Ofsted of the action taken in respect of the allegations.

Responsibilities of the Headteacher

- To ensure Child Protection has high priority in school.
- To ensure that all policies and procedures are fully implemented by all staff.
- To ensure that all staff are given information about policies and procedures.
- To ensure staff receive appropriate induction training.
- To ensure all staff and governors receive basic child protection training and further training if this is requested.
- To ensure designated staff have time and resources to discharge their responsibilities.
- To establish and maintain a school environment where all stakeholders and pupils feel able to raise concerns about poor or unsafe practice, knowing that these will be addressed sensitively, appropriately and effectively.
- To carry out relevant checks and make referrals to DBS.
- Provide annual reviews of procedures.
- Ensure staff are aware of their personal legal duty to report to the police immediately any incidences of FGM.
- To follow up referrals made.
- Review and monitor impact of any support provided through Early Help.
- Keep accurate records of concerns, actions and referrals.
- To inform staff about the needs of all vulnerable pupils, including pupils with SEND, recognizing the particular vulnerability of these pupils.
- Be aware of and follow procedures for Children Missing in Education (CME).

Governing Body Responsibilities

- To appoint a designated Child Protection Governor- currently Mr David Murphy.
- To ensure that school has effective safeguarding policies and procedures in place, that are in accordance with LA and Government guidance, and to monitor the school's compliance with these.
- To ensure school holds an up to date single central record.
- To ensure parents have access to the school's Child Protection policy.
- To ensure appropriate checks are carried out on all staff, governors and volunteers.
- To ensure the school operates safe recruitment procedures.
- To ensure the school has procedures in place for dealing with allegations of abuse against members of staff or volunteers and that these comply with LA guidance.
- To appoint a senior member of staff designated to take the lead responsibility for child protection issues and ensure that they fulfill their duties.
- To ensure a member of staff is appointed with responsibility for the educational achievement of Looked After Children.
- To ensure designated members of staff undertake appropriate and up to date training, with refreshers as required.
- To ensure all other members of staff receive appropriate and up to date training, with refreshers at appropriate intervals as required.

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- To remedy any deficiencies in child protection arrangements.
- To nominate a member of the governing body to liaise with the LA in the event of allegations being made against teachers and other staff, volunteers or the Headteacher.
- To ensure child protection policies and procedures, set up by the LA and LSCB, are reviewed annually as a Governing Body agenda item and to provide information to the LA about them and about how the above duties have been discharged.
- To notify the DBS of relevant information, so that individuals who pose a threat to vulnerable groups can be identified and barred from working with these groups.
- To use the local context to assess the risk to pupils who may be travelling to high risk areas, conflict zones, are vulnerable to radicalization, extremist views, enforced marriage, FGM, or who are missing from education and take action if any are identified.
- Recognise the importance of information sharing between professionals and local agencies.
- Ensure adequate precautions and filters are in place to safeguard children against inappropriate online materials
- To ensure the school actively promotes fundamental British values.
- To be aware of their responsibilities under the Prevent Duty.

School Procedures

The school follows procedures and guidance as provided by Cumbria LSCB and keeps staff regularly informed about any changes to these.

New members of staff receive induction training that includes safeguarding and are given the school policy file which contains all relevant policies and are told with whom they must share any concerns.

The school website informs parents about the school's duties and responsibilities under Child Protection Procedures.

All members of staff receive regular updates and relevant information and training in child Protection matters.

Child Protection information is also available on the Cumbria LSCB website and in the office filing cabinet.

All staff and other adults are informed that the teacher designated to deal with child protection matters is **Mrs Amanda Pitcher** and that all concerns must be discussed with her immediately.

Action to Take

If a child discloses any kind of abuse or neglect to a member of staff this must be reported immediately to the designated teacher, Mrs Amanda Pitcher- under no circumstances should the member of staff seek to obtain further information or investigate the matter further. (Visitors to school are informed that they must report any concerns immediately to Mrs Pitcher without taking any action themselves at all.) In her absence Mrs Sarah Jennsion is the point of contact. Staff members may make a referral to Children's Services and/or the police if they think a child may be in immediate danger or at risk of harm; in this instance the designated safeguarding lead should be informed as soon as possible. Staff are aware that peer on peer abuse may also be an issue and procedures in this case would be as above and pupils and their families would be supported through the Early Help process. The school treats any incident of online abuse seriously and this is reflected in the Home School Agreement.

If staff or Governors have concerns about a child or their family in relation to extremism, radicalisation and/or terrorism then these concerns **MUST** be shared immediately with the designated teacher, Mrs Amanda Pitcher- under no circumstances should the member of staff seek to obtain further information or investigate the matter further. (Visitors to school are

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informed that they must report any concerns immediately to Mrs Pitcher without taking any action themselves at all.) In her absence Mrs Sarah Jennsion is the point of contact.

All members of staff have a personal and legal obligation to report any incidences of FGM directly to the police.

It is the designated teacher's responsibility to inform the LADO but if the designated teacher does not do this and the staff member who made the initial referral remains concerned then they would need to exercise professional judgment and if necessary make the referral themselves. In the case of suspected radicalisation school would seek advice from Children's Services and if necessary the police. (The DfE has also set up telephone and email based helplines so that concerns can also be raised directly, but these are not for use in emergency situations. Contact details: 02073407264 or counter.extremism@education.gsi.gov.uk

Referrals should be made through:

Cumbria Safeguarding Hub 03332401727 or lado@cumbria.gov.uk 01768812267

Outside these hours the Emergency Duty Team can be contacted on 03332401727

If the allegation of abuse is against a member of staff then these must be reported to the Local Authority Designated Officer (LADO) within **one working day**. **Telephone referrals must be followed up with an Allegations referral Form, available on the LSCB website.**

If an allegation is made against a child the designated teacher would immediately seek advice from the Cumbria Safeguarding Hub.

We will inform Ofsted of any allegations of serious harm or abuse by any person working with children in the EYFS classroom (whether the allegations relate to harm or abuse committed on the premises or elsewhere). We will also notify Ofsted of the action taken in respect of the allegations. These notifications must be made as soon as is reasonably practicable, but at the latest within 14 days of the allegations being made.

The school has a separate policy for Allegations of Abuse Against a Member of Staff in line with Cumbria LSCB expectations.

A written record of all incidents/ allegations is kept and this is stored securely, well away from pupil records in the Headteacher's locked desk drawer. The record should include: a log of the incident; the child's personal details; parents/guardians names; family contact details; name of teacher making the referral; nature of any injury; grounds for making the referral and any action taken (including dates and times).

The school uses the Government guidance and referral flow charts and Early Help Assessments to make decisions /referrals and the designated teacher has received multi agency training in the use of these.

This policy is reviewed annually by staff and the school's Governing Body but if new guidance is received between annual review dates then this policy would be amended immediately and any new guidance would be incorporated, before re-submission to the Governing Body.

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Reviewed Annually
Reviewed October 2009
Reviewed February 2010
Reviewed November 2010 no change
Minor change July 2011
No changes – Feb 2012
No changes – Oct 2012
Minor Changes- November 2012
Minor Changes July 2013
Minor Change- October 2013
Minor Change- March 2014
Minor Change- May 2014
Minor Changes- July 2015
No Changes – October 2015
Changes- March 2016
Changes- September 2016

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APPENDIX A

EXTRACT FROM THE DFE 2012 STATUTORY FRAMEWORK FOR EARLY YEARS AND FOUNDATION STAGE

Section 3 – The Safeguarding and Welfare Requirements

Introduction

3.1 Children learn best when they are healthy, safe and secure, when their individual needs are met, and when they have positive relationships with the adults caring for them. The safeguarding and welfare requirements, specified in this section, are designed to help providers create high quality settings which are welcoming, safe and stimulating, and where children are able to enjoy learning and grow in confidence.

3.2 Providers must take all necessary steps to keep children safe and well. The requirements in this section explain what early years providers must do to: safeguard children; ensure the suitability of adults who have contact with children; promote good health; manage behaviour; and maintain records, policies and procedures.

3.3 Schools are not required to have separate policies to cover EYFS requirements provided the requirements are already met through an existing policy. Where providers other than childminders are required to have policies and procedures as specified below, these policies and procedures should be recorded in writing. Childminders are not required to have written policies and procedures. However, they must be able to explain their policies and procedures to parents, carers, and others (for example Ofsted inspectors) and ensure any assistants follow them.

Child Protection

3.4 Providers must be alert to any issues for concern in the child's life at home or elsewhere. Providers must have and implement a policy, and procedures, to safeguard children. These should be in line with the guidance and procedures of the relevant Local Safeguarding Children Board (LSCB).

The safeguarding policy and procedures must include an explanation of the action to be taken in the event of an allegation being made against a member of staff, and cover the use of mobile phones and cameras in the setting.

3.5 A practitioner must be designated to take lead responsibility for safeguarding children in every setting. Childminders must take the lead responsibility themselves. The lead practitioner is responsible for liaison with local statutory children's services agencies, and with the LSCB. They must provide support, advice and guidance to any other staff on an ongoing basis, and on any specific safeguarding issue as required. The lead practitioner must attend a child protection training

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course¹⁰ that enables them to identify, understand and respond appropriately to signs of possible abuse and neglect (as described at paragraph 3.6).

3.6 Providers must train all staff to understand their safeguarding policy and procedures, and ensure that all staff have up to date knowledge of safeguarding issues. Training made available by the provider must enable staff to identify signs of possible abuse and neglect at the earliest opportunity, and to respond in a timely and appropriate way. These may include:

10 Taking account of any advice from the LSCB or local authority on appropriate training courses.

- significant changes in children's behaviour;
- deterioration in children's general well-being;
- unexplained bruising, marks or signs of possible abuse or neglect;
- children's comments which give cause for concern;
- any reasons to suspect neglect or abuse outside the setting, for example in the child's home; and/or
- inappropriate behaviour displayed by other members of staff, or any other person working with the children. For example, inappropriate sexual comments; excessive one-to-one attention beyond the requirements of their usual role and responsibilities; or inappropriate sharing of images.

3.7 Providers must have regard to the Government's statutory guidance 'Working Together to Safeguard Children'. If providers have concerns about children's safety or welfare, they must notify agencies with statutory responsibilities without delay. This means the local children's social care services and, in emergencies, the police.

3.8 Registered providers must inform Ofsted of any allegations of serious harm or abuse by any person living, working, or looking after children at the premises (whether the allegations relate to harm or abuse committed on the premises or elsewhere). Registered providers must also notify Ofsted of the action taken in respect of the allegations. These notifications must be made as soon as is reasonably practicable, but at the latest within 14 days of the allegations being made. A registered provider who, without reasonable excuse, fails to comply with this requirement, commits an offence.

Suitable People

3.9 Providers must ensure that people looking after children are suitable to fulfil the requirements of their roles. Providers must have effective systems in place to ensure that practitioners, and any other person who is likely to have regular contact with children (including those living or working on the premises), are suitable.

11.

3.10 Ofsted is responsible for checking the suitability of childminders and of persons living or working on a childminder's premises, including obtaining enhanced criminal records checks and barred list checks. Providers other than childminders must obtain an enhanced criminal records disclosure in respect of every person aged 16 and over who¹²:

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- works directly with children;
- lives on the premises on which the childcare is provided; and/or
- works on the premises on which the childcare is provided (unless they do not work on the part of the premises where the childcare takes place, or do not work there at times when children are present).

11 To allow Ofsted to make these checks, childminders are required to supply information to Ofsted, as set out in Schedule 1, Part 2 of the Childcare (Early Years Register) Regulations 2008, amended by the Childcare (Early Years Register) (Amendment) Regulations 2012. The requirements relating to people who live and work on childminder premises are in Schedule 1, Part 1.

3.11

12 The requirement for a criminal records check will be deemed to have been met in respect of all people living or working in childcare settings, whose suitability was checked by Ofsted or their local authority before October 2005.

3.12

13 In accordance with regulations made under Section 75 of the Childcare Act 2006.

3.13 Providers must tell staff that they are expected to disclose any convictions, cautions, court orders, reprimands and warnings which may affect their suitability to work with children (whether received before or during their employment at the setting). Providers must not allow people whose suitability has not been checked, including through a criminal records check, to have unsupervised contact with children being cared for.

3.14 Providers other than childminders must record information about staff qualifications and the identity checks and vetting processes that have been completed (including the criminal records disclosure, reference number, the date a disclosure was obtained and details of who obtained it). For childminders the relevant information will be kept by Ofsted.

3.15 Providers must also meet their responsibilities under the Safeguarding Vulnerable Groups Act 2006.

Disqualification (all registered providers)

3.14 In the event of the disqualification 13 of a registered provider, a person living in the same household as the registered provider, or a person employed in that household, the provider must not continue as an early years provider – nor be directly concerned in the management of such provision. Where an employer becomes aware of relevant information which may lead to disqualification of an employee, the provider must take appropriate action to ensure the safety of children. In the event of disqualification of a person employed in early years provision, the provider must not continue to employ that person 14.

3.15 The provider must give Ofsted the following information when relevant:

- details of any order, determination, conviction, or other ground for disqualification from registration under regulations made under section

75 of the Childcare Act 2006;

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- the date of the order, determination or conviction, or the date when the other ground for disqualification arose;
- the body or court which made the order, determination or conviction, and the sentence (if any) imposed; and
- a certified copy of the relevant order (in relation to an order or conviction).

3.16 The information must be provided to Ofsted as soon as reasonably practicable, but at the latest within 14 days of the date the provider became aware of the information or ought reasonably to have become aware of it if they had made reasonable enquiries.

Staff taking medication/other substances

3.17 Practitioners must not be under the influence of alcohol or any other substance which may affect their ability to care for children. If practitioners are taking medication which may affect their ability to care for children, those practitioners should seek medical advice. Providers must ensure that those practitioners only work directly with children if medical advice confirms that the medication is unlikely to impair that staff member's ability to look after children properly. Staff medication on the premises must be securely stored, and out of reach of children, at all times.

14 Under Section 76 of the Childcare Act 2006. In certain circumstances Ofsted may consider a waiver of the disqualification in line with the relevant legislation.

Staff qualifications, training, support and skills

3.18 The daily experience of children in early years settings and the overall quality of provision depends on all practitioners having appropriate qualifications, training, skills and knowledge and a clear understanding of their roles and responsibilities. Providers must ensure that all staff receive induction training to help them understand their roles and responsibilities. Induction training must include information about emergency evacuation procedures, safeguarding, child protection, the provider's equality policy, and health and safety issues.

3.19 Providers must put appropriate arrangements in place for the supervision of staff who have contact with children and families. Effective supervision provides support, coaching and training for the practitioner and promotes the interests of children. Supervision should foster a culture of mutual support, teamwork and continuous improvement which encourages the confidential discussion of sensitive issues.

3.20 Supervision should provide opportunities for staff to:

- discuss any issues – particularly concerning children's development or well-being;
- identify solutions to address issues as they arise; and
- receive coaching to improve their personal effectiveness.

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3.21 In group settings, the manager must hold at least a full and relevant 15 level 3 qualification and at least half of all other staff must hold at least a full and relevant level 2 qualification. The manager should have at least two years' experience of working in an early years setting, or have at least two years' other suitable experience. The provider must ensure there is a named deputy who, in their judgement, is capable and qualified to take charge in the manager's absence.

3.22 Providers should ensure that regular staff appraisals are carried out to identify any training needs, and secure opportunities for continued professional development for staff. Providers should support their staff to improve their qualification levels wherever possible. For staff without a relevant qualification, providers should consider supporting them to obtain a relevant level 2 qualification.

3.23 Childminders must have completed a local authority approved training course which helps them understand and implement the EYFS before they can register with Ofsted. Childminders are accountable for the quality of the work of any assistants, and must be satisfied that assistants are competent in the areas of work they undertake.

3.24 At least one person who has a current paediatric first aid certificate must be on the premises at all times when children are present, and must accompany children on outings. First aid training must be local authority approved and be relevant for workers caring for young children. Childminders, and any assistant who might be in sole charge of the children for any period of time, must hold a current paediatric first aid certificate.

3.25 Providers must ensure that staff have sufficient understanding and use of English to ensure the well-being of children in their care. For example,

15 As defined by the Teaching Agency.

settings must be in a position to keep records in English, to liaise with other agencies in English, to summon emergency help, and to understand instructions such as those for the safety of medicines or food hygiene.

Key person

3.26 Each child must be assigned a key person. Their role is to help ensure that every child's care is tailored to meet their individual needs (in accordance with paragraph 1.11), to help the child become familiar with the setting, offer a settled relationship for the child and build a relationship with their parents.

Staff: child ratios

3.27 Staffing arrangements must meet the needs of all children and ensure their safety. Providers must ensure that children are adequately supervised and decide how to deploy staff to ensure children's needs are met. Providers must inform parents and/or carers about staff deployment, and, when relevant and practical, aim to involve them in these decisions. Children must usually be within sight and hearing of staff and always within sight or hearing.

3.28 Only those aged 17 or over may be included in ratios (and staff under 17 should be supervised at all times). Students on long term placements and volunteers (aged 17 or over) may be included if the provider is satisfied that they are competent and responsible.

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