



Sandbrook Nursery School

Child Protection & Safeguarding Policy

Chairperson Board Governors: _____

Date: _____

Revised September 2021

Review Date: September 2021

Reviewed September 2021 L Cromie

The Safeguarding team:

Designated Teacher/s for Safeguarding: Mrs Lee-Anne Cromie

Deputy Designated Teacher for Safeguarding: Mrs Sandra Campbell
Mrs Padrine Gorman

Designated Governor for Safeguarding Governance: Mrs Heather Lawder

Chair Person Board of Governors: Mr Stephen Warke

This policy is reviewed and amended annually.

All Governors, as do teaching and non-teaching staff, receive regular training in Child Protection. The Principal makes a report on Child Protection to all Governors at each Governor meeting throughout the year. The Child Protection Log is signed by the Chair person at the end of each school year.

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Introduction

The Governors and staff of Sandbrook Nursery School fully recognise the contribution it makes to safeguarding children. We recognise that all staff, including volunteers, have a full and active part in protecting our pupils from harm.

All staff and Governors believe that our school should provide a caring, positive, safe and stimulating environment which promotes the social physical and moral development of the individual child.

This policy is informed by the guidance and procedures set out by DE 'Pastoral Care in Schools: Child Protection (1999) and the Area Safeguarding Committees' (ACPC) Regional Policy and Procedures (2005), The Department of Health's 'Co-operating to Safeguard Children and Young People in Northern Ireland' (2016), The Safeguarding Board for Northern Ireland's (SBNI) policies and procedures and DE's Safeguarding and Child Protection in Schools - A Guide for Schools 2017.

The central thrust of The Children (Northern Ireland) Order 1995 is that *the welfare of the child must be the paramount consideration* in all decision concerning the child. This is also reflected in Article 3 of the UN Convention on the Rights of the Child - *the best interests of the child shall be of primary consideration*. The 'paramountcy' of the child principle underpins our Safeguarding policy and procedures.

Our policy applies to all staff, governors and volunteers working in the school. The purpose of the procedures set out in this policy is to safeguard and protect our pupils by ensuring that every adult who works in our school - teachers, non-teaching staff and volunteers - has clear guidance on the action which is required where abuse or neglect of a child is suspected. The issue of child abuse will not be ignored by anyone who works in our school, and we know that some forms of child abuse are also a criminal offence.

There are five main elements to our policy:

1. Establishing a safe environment in which children can learn and develop
2. Developing and implementing procedures for identifying and reporting cases, or suspected cases, of abuse
3. Ensuring we practice safe recruitment in checking the suitability of staff and volunteers to work with children

4. Raising awareness of safeguarding issues and equipping children with the skills needed to keep them safe. This may be done through discussions at circle time, use of puppets, "stranger danger" talks etc.
5. Supporting pupils who have been socially or physically harmed by the effects of child abuse, in accordance with his/her agreed safeguarding plan.

Staff at Sandbrook Nursery School adhere at all time to the key Principles of Safeguarding and Child Protection as outlined by DE in their document, 'Safeguarding and Child Protection in Schools - A Guide for Schools 2017':

- The child or young person's welfare is paramount - The welfare of the child is the paramount consideration for the courts and in childcare practice. An appropriate balance should be struck between the child's rights and parent's rights. All efforts should be made to work co-operatively with parents, unless doing so is inconsistent with ensuring the child's safety.
- The voice of the child or young person should be heard - Children and young people have a right to be heard, to be listened to and to be taken seriously, taking account of their age and understanding. They should be consulted and involved in all matters and decisions which may affect their lives and be provided with appropriate support to do so where that is required. Where feasible and appropriate, activity should be undertaken with the consent of the child or young person and, where possible, to achieve their preferred outcome.
- Parents are supported to exercise parental responsibility and families helped to stay together - Parents have responsibility for their children rather than rights over them. In some circumstances, parents will share parental responsibility with others such as other carers or the statutory authorities. Actions taken by organisations should, where it is in the best interests of the child, provide appropriate support to help families stay together as this is often the best way to improve the life chances of children and young people and provide them with the best outcomes for their future.
- Partnership - Safeguarding is a shared responsibility and the most effective way of ensuring that a child's needs are met is through working in partnership. Sound decision-making depends on the fullest possible understanding of the child or young person's circumstances and their needs. This involves effective information sharing, strong organisational governance and leadership, collaboration and understanding between families, agencies, individuals and professionals.
- Prevention - The importance of preventing problems occurring or worsening through the introduction of timely supportive measures.
- Responses should be proportionate to the circumstances - Where a child's needs can be met through the provision of support services, these should be provided. Both organisations and individual practitioners must respond

proportionately to the needs of a child in accordance with their duties and the powers available to them.

- Protection - Children should be safe from harm and in circumstances where a parent or carer is not meeting their needs, they should be protected by the State.
- Evidence-based and informed decision making - Decisions and actions taken must be considered, well informed and based on outcomes that are sensitive to, and take account of, the child or young person's specific circumstances, risks to which they are exposed, and their assessed needs.

The Safeguarding Team at Sandbrook Nursery School

Chair of Governors:	Mr Stephen Warke
Designated Governor for Safeguarding Governance:	Mrs Heather Lawder
Principal:	Mrs Lee-Anne Cromie
Designated Teacher/s for Safeguarding:	Mrs Lee-Anne Cromie
Deputy Designated Teacher/s for Safeguarding:	Mrs Sandra Campbell Mrs Padrine Gorman

What is Child Abuse?

(A child is a person under the age of 18 years as defined in the Children Order)

Child Abuse occurs when a child is neglected, harmed or not provided with proper care. Children maybe abused in many settings, in a family, in an institutional or community setting, by those known to them, or more rarely by a stranger.' (ACPC, 2005)

Categories of Abuse

Physical Abuse - is the deliberate hurting a child. It might take a variety of different forms, including hitting, biting, pinching, shaking, throwing, poisoning, burning or scalding, drowning or suffocating.

(Co-operating to Safeguard Children and Young People in NI Version 2.0 2017)

Possible signs or symptoms of physical abuse include:

- Unexplained bruises (in places difficult to mark)
- Human bite marks, welts or bald spots
- Unexplained lacerations, fractions or abrasions

- Untreated injuries
- Self-destructive tendencies
- Chronic runaway
- Fear of going home

Emotional Abuse - is the persistent emotional maltreatment of a child. It is also sometimes called psychological abuse and it can have severe and persistent adverse effects on a child's emotional development. Emotional abuse may involve deliberately telling a child that they are worthless, or unloved and inadequate. It may include not giving a child opportunities to express their views, deliberately silencing the, or 'making fun' of what they say or how they communicate. Emotional abuse may involve bullying-including online bullying through social networks, online games or mobile phones- by a child's peers.

(Co-operating to Safeguard Children and Young People in NI Version 2.0 2017)

Possible signs or symptoms of emotional abuse include:

- Bullying of others
- Change in personality from outgoing to withdrawn
- Difficulty in forming / maintaining relationships with others
- Depression
- Signs of mutilation
- Attention seeking
- Chronic runaway
- Wetting and soiling
- Sudden speech disorders
- Low self-esteem

Sexual Abuse occurs when others use and exploit children sexually for their own gratification or gain or the gratification of others. Sexual abuse 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 clothing. It may include non-contact activities, such as involving children in the production of sexual images, forcing children to look at sexual images or watch sexual activities, encouraging children to behave in sexually inappropriate ways or grooming a child in preparation for abuse (including via e-technology). Sexual abuse is not solely perpetrated by adult males. Women can commit acts of sexual abuse, as can other children.

(Co-operating to Safeguard Children and Young People in NI Version 2.0 2017)

Possible signs or symptoms of sexual abuse include:

- Bruised or sore genitals
- Genital infection

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- Difficulty in walking or sitting
- Inappropriate sexualised language or behaviour
- Low self-esteem
- Chronic depression
- Substance abuse
- Personality changes
- Fear of going home

Neglect is the failure to provide for a child's basic needs, whether it be adequate food, clothing, hygiene, supervision or shelter that is likely to result in the serious impairment of a child's health or development. Children who are neglected often also suffer from other types of abuse.

(Co-operating to Safeguard Children and Young People in NI Version 2.0 2017)

Possible signs or symptoms of neglect include:

- Poor hygiene
- Constant hunger/cramming food
- Inadequate / inappropriate clothing
- Constant tiredness
- Exposed to danger / lack of adequate supervision
- Untreated illness
- Lack of peer relationships
- Compulsive stealing / begging

Exploitation - is the intentional ill-treatment, manipulation or abuse of power and control over a child or young person; to take selfish or unfair advantage of a child or young person or situation for personal gain. It may manifest itself in many forms such as child labour, slavery, servitude, engagement in criminal activity, begging benefit or other financial fraud or child trafficking. It extends to the recruitment, transportation, transfer, harbouring or receipt of children for the purpose of exploitation. Exploitation can be sexual in nature.

(Co-operating to Safeguard Children and Young People in NI Version 2.0 2017)

Children who have been exploited will have suffered from physical abuse, neglect, emotional abuse, sexual abuse or a combination of these forms of abuse. (Co-operating to Safeguard Children and Young People in Northern Ireland, 2016)

A child may suffer or be at risk of suffering from one or more types of abuse and abuse may take place on a single occasion or may occur repeatedly over time.

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.

Grooming

Where the perpetrator gains the trust of a young person or their family, through be-friending or making an emotional connection, in order to exploit and abuse them. It may be sexual or other forms of abuse in nature or be a pre-cursor to this. Staff at Sandbrook Nursery School will ensure that contact with the pupils in the school is limited only to those who have undergone the appropriate vetting procedures.

Domestic and Sexual Abuse/Violence.

Exposure to domestic violence can have a significant impact on children and their emotional development and wellbeing. The DT and DDT of Sandbrook Nursery School will have training in Domestic Violence. Any suspected or disclosed incidents of domestic violence will be reported to the appropriate authorities, in line with the school safeguarding policy and procedures.

Female Genital Mutilation

Staff of Sandbrook Nursery School are familiar with the contents of the 2003 Female Genital Mutilation Act. Female Genital Mutilation (FGM) includes procedures which intentionally alter or injure the female genital organs for non-medical reasons. FGM is carried out in a number of countries worldwide. In the UK, FGM is illegal. Children may be subjected to FGM from around the age of five years onwards. It is possible that children of Nursery age could be at risk of FGM, as could other siblings within a family group.

Risk factors associated with FGM include:

- Coming from a community known to practise FGM
- An extended family member has undergone an FGM procedure

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Warning signs that the child may be about to undergo the procedure include:

- Family plans an extended trip to country of origin
- Female relative comes to visit
- Child talks about a 'special event' which is about to take place

FGM is a safeguarding issue. Should a member of staff or indeed a parent of Sandbrook Nursery School be concerned that a child is at risk of FGM then they have a duty to inform the DT or DDT who will follow safeguarding procedures.

Forced marriage

Whilst this is unlikely to be an issue for our pupils directly, staff will be aware of the potential for this to occur with older siblings within families. Should staff of Sandbrook Nursery School become aware that a pupil's family member (child or young person) is at risk from this, this is treated as a safeguarding/child protection matter and reported in line with our Safeguarding policy.

Children who display harmful sexualised behaviours

Learning about sex and sexual behaviour is a normal part of a child's development, however there are some sexualised behaviours which would not be acceptable for a child to display in the school environment and indeed would give cause for concern should an adult observe behaviour which is not age appropriate.

DENI circular 2016/05 highlights problematic sexual behaviour as including some of the following characteristics:

- Not age appropriate
- One off incident of low key touching over clothes
- Result of peer pressure
- Spontaneous rather than planned
- Lacking in other balancing factors e.g. no intent to cause harm, level of understanding, acceptance of responsibility
- Targeting other children, to irritate and make feel uncomfortable. Often the children are not scared and can feel free to tell someone
- Concerning to parents / carers
- Sometimes involving substances which disinhibit behaviours

Problematic sexualised behaviours will require some level of intervention, as appropriate, generally at school level. More serious incidents may be considered to be classed as Harmful Sexualised Behaviour and could include:

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- Lacks the consent of the victim
- When the perpetrator uses threats or violence (verbal, physical or emotional) to coerce or intimidate the victim
- Uses age inappropriate sexually explicit words and phrases
- Involves inappropriate touching
- Involves sexual behaviour between children - it is also considered harmful if one of the children is much older - particularly if there is more than two years' difference in age or if one of the children is pre-pubescent and the other is not
- Involves a younger child abusing an older child, particularly if they have power over them - for example, if the older child is disabled

Harmful sexualised behaviour will always require intervention. Should a member of staff of Sandbrook Nursery School suspect, observe or receive a disclosure of Harmful Sexualised Behaviour then they will immediately follow the schools procedures on reporting a safeguarding concern.

Where the Designated Teacher or Deputy Designated Teacher are made aware of any concerns relating to sexualised behaviour, then they will deal with this as a Child Protection concern and follow the school safeguarding procedures, including advice contained in DENI circular 2016/05. The Principal would be kept informed of any such concerns and be involved in deciding on the best course of action to take. The CPSS will be contacted, if necessary, for additional clarification and support on specific issues and scenarios.

Internet abuse, cyber bullying and online safety

Sandbrook Nursery School shall ensure that pupils are not permitted to access any inappropriate material online and at all times promote online safety. Use of Ipads in school by children is restricted using parental controls to 'lock in' to an app chosen by staff members. Occasionally, you tube/google may be used when researching something or accessing music. This is only permitted by a staff member working with a child/group and who controls the access to suitable content.

Bullying

Bullying is a highly distressing and damaging form of abuse and is not tolerated in Sandbrook Nursery School.

Our anti-bullying policy is set out in a separate policy (see appendix 1) and acknowledges that to allow or condone bullying may lead to consideration under safeguarding procedures.

Staff are vigilant at all times to the possibility of bullying occurring, and will take immediate steps to stop it happening to protect and reassure the victim and to discipline the bully. Parents of both the bully and the victim will be personally contacted when bullying has been identified.

Any complaints by a parent that their child is, or may be, being bullied will be fully investigated by the DT for Safeguarding, and team action will be taken to protect the victim. This will usually include ensuring that Sandbrook Nursery child or a group of small children befriends and supports the child being bullied during the school day. A parent making a complaint about bullying will have a personal response from the DT within one week of making the complaint, indicating the investigation which has been carried out and the action taken.

The sanctions taken against a pupil who bullies will depend on the seriousness of the case, but will include the loss of privileges in the school. His/her behaviour will be carefully monitored until staff are satisfied that the problem has stopped. If a pupil's bullying behaviour persists, the second stage will be to instigate the safeguarding procedures.

Procedures for reporting suspected (or disclosed) Child Abuse

The designated teacher for safeguarding (DT) is the Principal Mrs Lee-Anne Cromie.

In their absence the deputy designated teachers for safeguarding (DDT) Mrs Sandra Campbell and/or Mrs Padrine Gorman will assume responsibility for safeguarding.

If a child makes a disclosure to a teacher or other member of staff which gives rise to concerns about possible abuse, or if a member of staff has concerns about a child, the member of staff must act promptly.

They should not investigate - this is a matter for social services - but should report these concerns immediately to the DT, discuss the matter with her, make full notes (signing and dating them), and hand the note to the DT.

The DT will plan a course of action, and ensure that a written record of decisions is made.

The DT will decide whether, in the best interests of the child, the matter needs to be referred to social services. If there are concerns that the child may be at risk of significant harm, the school is obliged to make a referral to social services. Unless there are concerns that a parent may be the possible abuser, the parents will be informed immediately.

The DT may seek clarification or advice and consult with The Safeguarding Support Service (CPSS) - Designated Officer for Safeguarding at the EANI, or a senior social worker before a referral is made. No decisions to refer a child to social services will be made without full consideration and on appropriate advice. The safety of the child is our first priority.

Where there are concerns about possible abuse, the DT will inform:

- Social Services
- EANI's Designated Officer for Safeguarding

A UNOCINI form will be completed and forwarded to Gateway. This will be done in an envelope marked 'CONFIDENTIAL - SAFEGUARDING'. Alternatively, this can be sent via secure (C2Kni) e-mail to Gateway - any E-Mail referrals must be confirmed by the school, by telephone as having been received by Gateway. A copy of the completed UNOCINI will be forwarded to the Safeguarding Officers, EANI via internal mail, also marked CONFIDENTIAL, UNOCINI ENCLOSED.

A copy of the UNOCINI is available to parents and a further copy retained in the school's locked Safeguarding box.

In the unlikely event that an allegation should be made against a member of staff of Sandbrook Nursery School, the school will:

- 1 Ensure confidentiality of all parties throughout.
- 2 Endeavour to resolve allegations as soon as possible.
- 3 Follow procedures outlined in DENI circular 2015/133 which advises:
 - The Principal/DT or DDT should be informed immediately.
 - A lead individual shall be nominated to handle the allegations- Mrs Cromie in the case of staff members other than the Principal, and Mr Stephen Warke, Chair, Board of Governors and Mrs Heather Lawder Governor in charge of Child Protection informed.

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In accordance with agreed disciplinary procedures, the Board of Governors, Chair or Principal may impose a precautionary suspension, should it be deemed necessary after full consideration of an individual case. Advice from the Education Authority will be sought in advance of any precautionary suspension.

Suspension will only be considered if there is no recognisable alternative.

Precautionary suspension will be reviewed monthly.

Parents will be advised when the matter has been fully dealt with but full details will at all times remain confidential to the Principal, Board of Governors, DDT. Records will be kept in the Child Protection /Safeguarding file, Sandbrook Nursery School.

If any member of staff feels unsure about what to do if he/ she has concerns about a child, or unsure about being able to recognise signs or symptoms of possible child abuse, he/ she should talk with the DT.

It should be noted that the information given to members of staff about possible child abuse cannot be held 'in confidence'. In the interests of the child, staff may need to share this information with other professionals. However, only those who need to know will be informed.

Role of the Designated Teacher (DT) and Deputy Designated Teacher (DDT)

The DT:

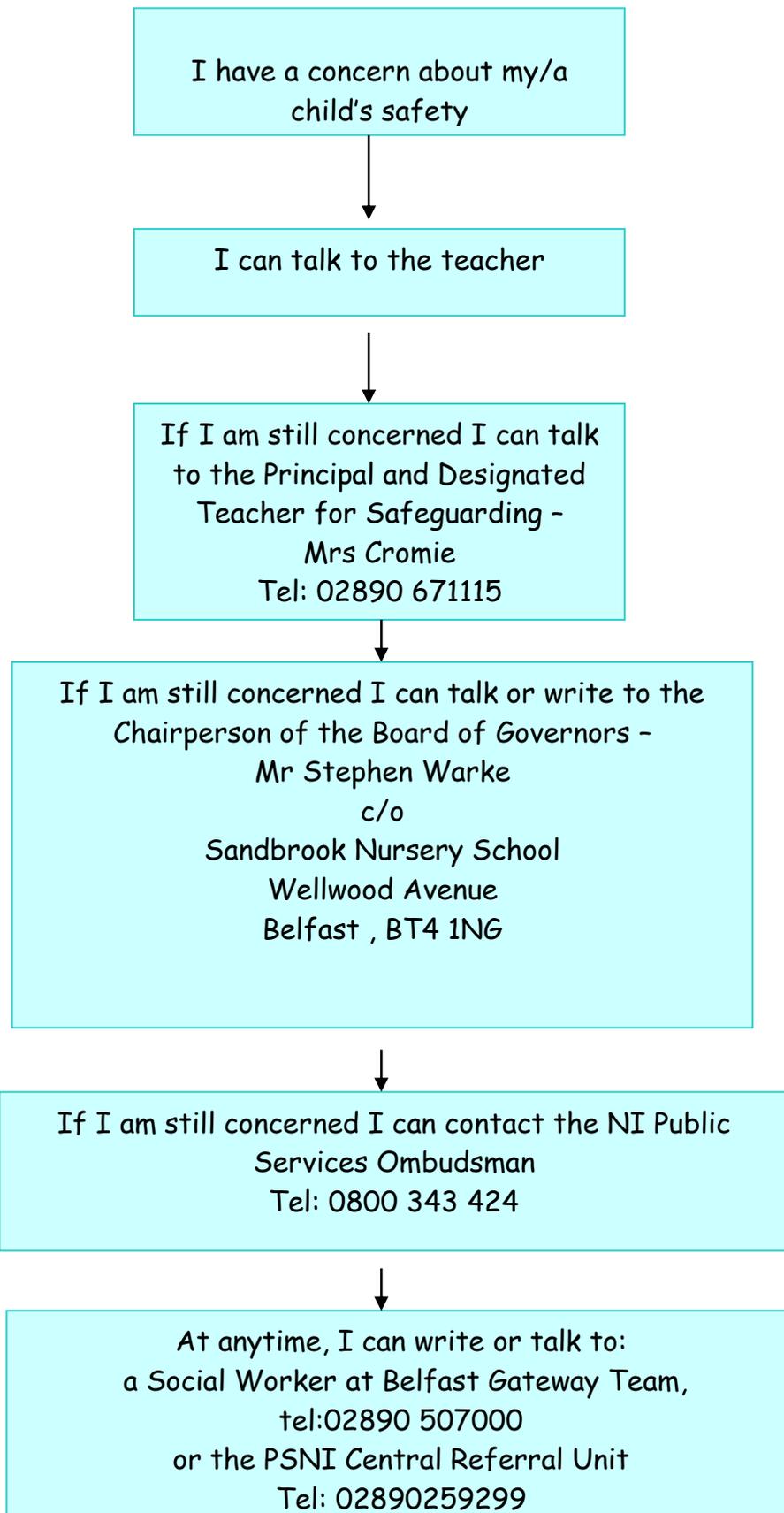
- To provide training to all school staff including support staff
- Being available to discuss the safeguarding concerns of any member of staff
- Responsibility for recordkeeping of all safeguarding concerns
- Making referrals to Social services or PSNI Public Protection Units
- Liaising with EANI Designated Officers for Safeguarding
- The lead responsibility for the development and updating of the school's safeguarding policy
- Ensures parents receive a copy of the safeguarding policy every year which alerts them to the fact that referrals may be made and the role of the school on this
- Promotion of a safeguarding ethos in the school
- Written reports to the Board of Governors regarding safeguarding
- Maintains all records pertaining to safeguarding in a secure location (accessed only by The Safeguarding Team as appropriate)

DDT:

To support and undertake the duties of the Designated Teacher for Safeguarding as required

How a Parent can raise a safeguarding concern

If a parent has a safeguarding concern they can follow the guide below:



Complaints Procedure for parents

Should a parent wish to make a complaint for any reason, they should in the first instance raise this with their child's teacher. If not satisfied, they may then approach the Principal who will proceed in accordance with the school policy for Parental Complaints. This policy is available on request in the school.

The NI Public Services Ombudsman may be contacted in the case of complaints which have not achieved a resolution through the School and EANI's internal complaints process.

Code of Conduct for all Staff

The code of conduct is known to all staff - permanent and non-permanent and volunteers. It reflects the safeguarding ethos of the school and is set out in Appendix 2

Sandbrook Nursery School Vetting Procedures

The school's vetting processes are compliant with practice advised in DE circulars 2006/06, 2006/07, 2006/08, 2006/09, 2008/03, 2012/19 and 2013/01. Copies of these circulars are available on the DE website: www.deni.gov.uk

Sandbrook Nursery School notes that pre-employment vetting remains a key preventative measure in denying unsuitable individuals access to children and vulnerable adults through unsupervised Regulated Activity.

Sandbrook Nursery School will ensure that newly appointed paid staff such as teachers and non-teaching staff, including classroom assistants, office, catering, cleaning and caretaking staff are appropriately vetted in line with the practice and procedures operated by EANI (BR) and outlined in DE Circular 2013/01, Disclosure and Barring Arrangements: Vetting Requirements for Paid Staff Working in or Providing a Service for Schools.

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Guidance for Volunteers

Policy and Guidelines for Volunteers and Students at Sandbrook Nursery School is set out in Appendix 3

The Preventative Curriculum

We recognise that the school plays a significant part in the prevention of harm to our pupils by providing pupils with good lines of communication with trusted adults, supportive friends and an ethos of protection.

The school community will therefore:

- Establish and maintain an ethos where children feel secure, are encouraged to talk, and are listened to
- Ensure that all children know there is an adult in the school whom they can approach if they are worried or in difficulty
- Include in the curriculum opportunities for Personal and Social Development which equip children with the skills they need to stay safe from harm and to whom they should turn for help if the need arises. Strategies may include:
 - Use of puppets
 - Use of stories, posters and appropriate materials

Attendance

Regular school attendance is an important factor in school success, learning and overall development of a child. It also can provide a safe and secure place for some children. Attendance at Sandbrook Nursery School is closely monitored and where there is cause for concern, this will be discussed with parents and teacher. Poor or erratic attendance can be an indicator of abuse or neglect, again this will be raised with a parent if it is concern.

If a child has not attended school for more than three days and the parent has not contacted the school to give an explanation, the class teacher will telephone to make contact in a pastoral capacity. Should the teacher be unable to make contact with the parent then a home visit shall be carried out to ensure the welfare of the family.

Children with increased vulnerabilities

This may include (but not exhaustive):

Children with a disability, EAL, limited understanding/communication, e.g. nursery age, gender issues/sexual orientation.

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Our school Code of Conduct and Intimate Care policies seek to protect both children and staff members by clearly outlining bounds of appropriate physical contact when working with these groups of children.

Sandbrook Nursery School is a fully inclusive environment with a range of visual supports/strategies to support communication at all levels and to ensure that the voice of the child is heard.

Sandbrook Nursery School Changing and Intimate Care Policy and Procedures:

At Sandbrook Nursery School, we provide a purely play based curriculum to very young children. We recognise that wetting/soiling accidents may occur from time to time, necessitating a change of clothing to ensure the comfort, well being and health of the child.

These 'accidents' may arise from toileting issues/mishaps or may occur curriculum activities such as messy/water based /outdoor play. Whatever the reason, all staff at Sandbrook Nursery School are equipped to provide appropriate care when assisting a child in the Nursery School with a change of clothing should it be required.

Both toilets - Nursery 1 and Nursery 2-keep a stock of clean, dry clothes and undergarments should a child need a set of clothing to change into. We also offer parents the option of supplying their own change of clothing as we recognise that some children may feel reassured by being changed into their own, familiar clothing. Where parents opt to provide a change of clothes, these should be kept in a bag on their child's coatpeg. Before beginning a changing procedure, staff will always check to see if a change is available on the child's coatpeg- if not, school clothing is offered to be used for the change- care is taken to provide similar clothing- e.g. Winter clothing/layers in winter. Only employed staff members will assist a pupil with a clothing change. In order to safeguard the child and the staff member, another staff member is always made aware that a changing procedure is about to commence. The child will be changed close to the entrance of the bathroom, where the staff member working in the classroom can observe/see this change taking place.

Whilst children in the Nursery may be at differing developmental stages regarding toileting or managing clothing, staff will always offer an appropriate amount of assistance with changing, (staff do not routinely provide assistance such as wiping bottoms for example), matching it to the child's developmental level in toileting and managing clothing. Staff at all times provide a loving, caring approach to supporting progress the child's towards independence.

A log is kept in an incident file to record date, time and details of change reason/action taken- this is countersigned by the observing staff member. Parents

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are asked to sign the incident report at the end of the session, detailing the change and reason why it was necessary. The child's wet/dirty clothing will then be placed on the child's peg or in their box for collection.

Additionally, very soiled clothing may be disposed of hygienically at the discretion of staff. Baby wipes are available should they need to be used for soiling accidents. Should it become apparent over a period of time that a child is not fully toilet trained and is having frequent toileting accidents then this will be raised with parents by the class teacher with a view to putting a suitable Intimate Care plan in place to support the child's developmental progress in toilet training. In some circumstances this may mean reducing the school day so that the child can benefit from an emotionally and developmentally appropriate toilet training experience. Parents will also be advised to contact their Health Visitor for advice and support.

Students at Sandbrook Nursery School are never permitted to change a child, nor are they permitted to enter the bathroom area unaccompanied by a staff member when a child is present in this area.

Parents offering toileting support to their own child in school

Staff of Sandbrook Nursery School will be alert to situations which may arise at the beginning/end of school day or during school events where parents may accompany their own child into the school toilets when another child is present in the toilets. Parents are issued guidance at the beginning of the school year that they should not place themselves into such a situation, but should ask a staff member who would be happy to accompany them in the toilet area. Should a staff member be aware that a parent is in the toilet area at the same time as another child, they should ensure that they enter/join the parent in the toilet area to provide safeguarding support.

Parents accompanying their child on a school outing are made aware (at the outset of each trip) of the School's policy on assisting children other than their own with toileting, intimate care and changing - they are advised that this may only be done by an employed staff member.

Intimate Care which may include Nappy Changing

Sandbrook Nursery School is an inclusive school and welcomes children with a wide range of needs. This may include children who are not fully toilet trained for developmental or medical reasons.

When a pupil of Sandbrook Nursery School has identified needs which mean that he/she requires nappy changing during the school day, this will be discussed with

the child's parents prior to beginning school, and an appropriate Intimate Care Plan drawn up in consultation/agreement with the parents.

We recognise that every child has different needs and each intimate care plan will be flexible and responsive in order to meet these needs. (a separate policy is provided see Appendix 6)

Physical Restraint

Our policy on physical restraint by staff is set out in a separate policy, "Reasonable Force and Safe Handling", in accordance with guidelines from EANI. - Appendix 4. It acknowledges that staff must only use physical intervention as a last resort, and that at all times it must be the minimal force necessary to prevent injury.

This is in line with the training all staff have received from the EANI.

Health and Safety

Our Health and Safety Policy, set out in a separate document, reflects the consideration we give to the protection of our children both within the school environment and when away from the school when undertaking school trips and visits.

Photography and Images of Children.

All parents are asked at the start of the academic year to consent to their child's photographs being taken and displayed within the school, on facebook and occasionally in newspapers or on the school website.

A list of any children who MAY NOT have photographs taken or displayed will be available for all staff to check.

The use of mobile phones and digital devices with camera options is not permitted on the school grounds for safeguarding reasons. We maintain a rich and varied selection of photos on our school website and seesaw to keep parents up to date with school life, for example Christmas concert and end of term concert. Any parent wishing to receive a copy of a specific moment or have a photo taken of a specified event should arrange this with a staff member who will be happy to oblige.

It may transpire that the school or an individual staff member may become aware of an image/images of a pupil or family member which gives cause for concern- this may especially be true of photos shared on social media sites. Staff should not copy, share or email any photos but should immediately inform the Principal of their existence and give brief details of any concern regarding these images.

Educational trips/Visits

Sandbrook Nursery has a separate policy on educational trips and visits. - Appendix 5

Managing Information on persons who pose a risk to pupils

Public Protection Arrangements are in place in Northern Ireland, managed by a multi agency framework- PPANI. Their remit is to protect the public from persons convicted of sexual and violent offences.

Should the PPANI judge it necessary, information about a person who poses a risk to pupils may be shared with Mrs Cromie (The Principal) who will then take appropriate action to ensue the safety of the pupils.

To ensure confidentiality, Mrs Cromie will discuss with the designated risk manager and PPANI

1. The nature of the risk posed.

2 How information should be made public and with whom.

A record of this discussion will be taken, kept in the Safeguarding file and will include the contact details of the designated risk manager and the advice given on how to manage the situation.

Information will not be shared with any other school.

Mrs Cromie may liase with/seek advice from safeguarding officials and EANI if needed.

Information regarding individuals who pose a risk arising from other sources, will immediately be referred to Mrs Cromie to the Public Protection Unit and seek advice - a record of any advice given will be kept in safeguarding box.

Sandbrook Nursery School will not discuss any individual cases with the media. Full details of Managing Information on a person who pose a risk to pupils, are contained in DENI Circular no. 2014/27.

IT IS THE POLICY OF THIS NURSERY TO:

- Adhere to our legal duties through the Children (Northern Ireland) Order 1995 which places duties on staff to put the nursery's Child Protection policies and Procedures into place if any sort of abuse is suspected or if a disclosure is made to any member of staff.
- Have regard for our pastoral responsibilities towards the children in our care to protect them from harm and to adhere to the Child Protection Policies in our work with the children.

Reviewed September 2021 L Cromie

- Ensure all members of staff are trained in and aware of the procedures to be used where there is cause for concern regarding child abuse, and are trained in the categories and identification of abuse.
- Have in place procedures to deal with the suspected abuse of any child in our care, or the disclosure of abuse by any child.
- Have in place procedures to deal with allegations or complaints of abuse towards a child by a member of staff
- Ensure that all members of staff and volunteers have completed the appropriate and relevant vetting checks by Access NI and have been trained in appropriate physical contact with the children in our care.
- Have details of all the adults who have parental responsibilities for each child and any court orders that are in place and to ensure that this information is shared with the adults who need it
- Be aware that the prime considerations in every instance are the welfare and needs of the child concerned.

Reviewed September 2021 L Cromie

Appendix 1

See Anti-Bullying Policy attached

Appendix 2

See Staff Code of Conduct attached

Appendix 3

See Guidance for Volunteers and Students policy attached

Appendix 4

See Reasonable Force/ Safe Handling Policy

Appendix 5

Policy on School Trips

Appendix 6

Policy on Intimate Care