

THE JORDANS NURSERY SCHOOL

SAFEGUARDING CHILDREN POLICY

2015 - 2016

THIS POLICY HAS BEEN WRITTEN REFERENCING THE GOVERNMENT PUBLICATIONS:

“Keeping Children Safe In Education”
“Working together to Safeguard Children”

PHILOSOPHY

The Jordans will work with children, parents and the community to ensure the safety of children and to give them the very best start in life. We recognise that all children have a fundamental right to be protected from harm and have the right to be treated with respect and to be safe from any abuse in whatever form.

Our prime concern at all times is the safety and welfare of the individual child. Where there is conflict of interest between child and adult, the interests of the child should always come first. **An allegation of child abuse is a serious matter and much harm can be done to both child and adult if the situation is mishandled.** We recognise that great sensitivity is needed at all times.

DEFINITION

Safeguarding Children is taken to refer to protection from any act in which a child has suffered, or is at risk of suffering physical or emotional harm, through the actions of parents or other involved adults (or of their failure to act). This harm can be caused by neglect, physical injury, and sexual or emotional abuse.

At The Jordans our aims are:

- To raise awareness in all staff of the importance of safeguarding children, and of their responsibilities for identifying and reporting suspected or actual abuse.
- To provide a structured internal procedure to be followed by all members of the nursery team in cases of suspected abuse.
- To ensure that all staff are aware of referral procedures within the nursery.
- To monitor children who have been identified as ‘at risk’.
- To ensure that outside agencies are involved where appropriate.
- To maintain an open environment where staff feel free to raise concerns (including whistleblowing), listen to children and are ready to involve agencies.
- To reassure parents that it is the aim of the nursery to always to act in the best interests of their child and to encourage the fullest possible involvement and consultation with parents.
- To provide a safe and caring environment in which all children can have the confidence to voice ideas, feelings and opinions. Children should be treated with respect within a framework of agreed and understood boundaries.
- To support a child’s development in ways which will foster security, confidence and independence.
- To ensure that all of the people looking after the children (and on the premises) are suitable.
- The school, therefore, provides an environment which promotes self-confidence and a feeling of worth, one in which all children know that their concerns will be listened to and acted upon, whatever their cultural, social or religious backgrounds.

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STATUTORY DUTY

- The nursery will take immediate action to safeguard the welfare of any child who is suspected of being harmed or is in danger of being harmed.
- The nursery adopts the provisions of The Children Act, 2004.
- The nursery complies with the statutory guidance for early years set out in DfE's 'Keeping Children Safe in Education' July 2015 and 'Working Together to Safeguard Children' March 2015 and will work and cooperate with all local agencies.
- All staff are required to complete Safeguarding Training. Certificates are held in the staff files which are stored in the office.

ENHANCED DBS CHECKS

- DBS checks are carried out by Shalina Kamal using the online services of: ACPS (ACCESS PERSONAL CHECKING SERVICES)
- All staff appointed to the nurseries will be subject to an enhanced DBS
- The checks establish a person's right to work in the UK
- Proof of identity and academic qualifications will be required.
- Volunteers in regulated activity will be subject to an enhanced DBS.
- For full details of recruitment procedures including: selection procedure, pre-employment checks, assessment criteria and the retention and security of disclosure information please see separate Recruitment Policy.
- The nursery will comply with statutory guidance about disqualification from childcare, including by association.
- The nursery will inform relevant staff of the legislation, including that they may be disqualified "by association" and regularly be required to complete updated declarations. Updated declarations are made during appraisal procedures.
- The nursery will take steps to gather sufficient and accurate information about whether any member of staff covered by the statutory guidance is disqualified by association and will keep a record of the date disqualification checks were completed.
- The nursery will gather this information by requiring relevant staff to complete a self-declaration form. For new staff the nursery will ask for this information as part of the pre-employment checks that it carries out.
- The nursery will notify Ofsted of any significant event which is likely to affect the suitability of any person who is in regular contact with children where childcare is being provided.
- The nursery will provide Ofsted with the following information about an employee when relevant:
 - details of any order, determination, conviction, or other ground for disqualification under regulations made under section 75 of the Childcare Act 2006;
 - the date of the order, determination or conviction, or the date when the 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;
 - The nursery will notify Ofsted as soon as reasonably practicable, and at least within 14 days of the date they became aware of the information;
 - Training in child protection and inter- agency working and procedures will be provided for the Designated Safeguarding Lead designated persons and updated every two years in line with Annex B in 'Keeping Children Safe in Education';
 - Training for all staff and volunteers will be provided and updated every three years in accordance with the LBH& F LSCB procedures.

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- Individual Staff will be able to receive high quality training relevant to the local and national agenda. In particular, for those who have responsibility for safeguarding or are involved with assessment and intervention, THE TRAINING INCLUDES:
 - building effective working relationships with multi-disciplinary teams;
 - learning from Serious Case Reviews (SCRs);
 - reviews of child deaths; making referrals; child protection case conferences and sharing information between professionals to gain a common understanding of key terms, definitions and thresholds for action;
 - The principal and senior management team will undertake an annual review of the safeguarding policy, procedures and the efficiency with all related duties have been discharged.
 - If any deficiencies are found they will be rectified immediately.

PROCEDURES

Sara Green is the Safeguarding Children Officer (SCOs) and is responsible for all matters relating to Safeguarding Children. **She must contact SOCIAL SERVICES AND OFSTED without delay in the event of any allegations of serious harm or abuse.**

It is the responsibility of all staff to ensure that they are familiar with, and abide by, the school's Safeguarding Children Policy. Because of their day-to-day contact with individual children, teachers and other school staff are particularly well placed to observe outward signs of abuse, either in behaviour or in failure to develop.

It is **NOT** the responsibility of teachers or other staff to investigate possible abuse, but where the signs, which cause them, concern, they may enable a child to talk, without asking any leading questions, which could put ideas into the child's mind. At this stage the member of staff should contact the SCO.

Any cases of suspected abuse should be reported verbally and in writing (child protection log book located in the office) – signed and dated – and given to the SCO.

A strictly confidential Safeguarding Children log book is held for all reported incidents of suspected abuse, so that a profile may be built up. Other evidence (e.g. drawings or pieces of writing) may be significant. It is the responsibility of the school to treat all cases of suspected abuse in strictest confidence. Staff may, in the interest of the child, discuss concerns about a child with their colleagues, in the knowledge that the concerns are only a matter for the school. The SCOs must always be kept informed of any cases of suspected abuse. They will then decide on the appropriate action to be taken.

The school will carry out its statutory duties to report suspected abuse to Hammersmith and Fulham Social Services Department and to assist the Department acting on behalf of children in need or enquiring into allegation of abuse.

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RESPONSIBILITIES OF THE SAFEGUARDING CHILDREN OFFICER

The SCOs will undertake the following responsibilities:

- Ensure that the School operates an Effective Safeguarding Children Policy
- Ensure that all staff are familiar with the Safeguarding Children Policy
- Maintain a CONFIDENTIAL file to be kept as a source of evidence of potential abuse
- Assist Hammersmith and Fulham Social Services Department in enquiring into allegations of child abuse
- Coordinate action and liaise with other agencies and support services if necessary

STAFF

- Each child has a key teacher. Their role is to help ensure that their care is tailored to meet the child's individual needs. The parent/carer must be aware of who the key teacher is and explain their role. The key teacher must seek to support parents/carers in guiding their development at home.
- Staff must be DBS checked after appointed and every three years.
- Providers must train all staff to understand safeguarding issues. Training must be made available and staff must be enabled to identify possible signs of abuse or neglect at the earliest opportunity and to respond in a timely and appropriate way. These may include:
 - i. Significant changes in children's behaviour;
 - ii. Deterioration in children's general well-being;
 - iii. Unexplained bruising, marks or signs of possible abuse or neglect;
 - iv. Any reasons to suspect neglect or abuse outside the setting or;
 - v. Inappropriate behaviour displayed by other members of staff or any other person working with the child. For example, any inappropriate sexual comments; excessive one-to-one attention beyond the requirements of their usual role and responsibilities; or inappropriate sharing of images
- Staff must disclose any convictions, cautions, court orders, or reprimands and warnings which may affect their suitability to work with children.
- No staff or person without the relevant checks should be allowed to have unsupervised contact with children.
- Staff and practitioners should not be under the influence of drugs or alcohol or any other substance that might affect their ability to care for children.
- Use of mobile phones and cameras:
 - i. Staff do not have mobile phones in the classrooms during the working day when there are children in the school. All phones are placed in the relevant place as agreed by the principal and each specific team.
 - ii. Each classroom has a camera that is used for taking photographs for the child's profiles. Photographs are only taken in the classroom or hall for drama/dance. The team leader of each classroom checks and prints all photos on cameras and deletes once they have been used for profiles.
 - iii. The team leaders have mobile phones on them. This is pre-arranged with the principal and is for safety purposes – that is to telephone the principal/999/classroom in an emergency.
 - iv. Children are encouraged to use the bathrooms independently. However, if a member of staff goes to help a child, the bathrooms are all within the view of other members of staff.

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- v. Some peripatetic teachers (dance/drama/yoga) have mobile phones on them. This is pre-arranged with the principal as these lessons take place in a hall and, for security and safety; these teachers need to be able to make school related calls. The children attending these lessons are also accompanied by a teacher from the classrooms at all times.
- vi. The teachers carry out all of their profiles/reports/observations at school. Any information that is taken home on a memory stick is secured via passwords.
- vii. Cameras that are not owned by the school are not permitted in school.
- viii. Teachers will apprehend any person taking photos of the children when in public places, such as at the park or on an outing to a museum etc.

ALLEGATIONS AGAINST STAFF

The Principal of The Jordans Nursery School has complete trust in her staff but cannot guarantee that a child or parents may not at some stage make allegations of misconduct against them. Therefore the following precautions are in place to protect School Staff:

- The school takes out oral and written references and police checks through the Criminal Records Bureau, on all new members of staff. This takes the form of an Enhanced Disclosure.
- For their own protection, staff should insure their relationships with the pupils are appropriate to the age and gender of the children. On occasion when a distressed child needs consolation and reassurance, physical comfort, such as a caring parent would give, is in order. Where possible, another member of staff should be present.
- Where a member of staff feels that his/her actions have been misconstrued, he/she should notify the principal straight away.
- All matters of allegations against staff are treated in the strictest confidence and will be investigated immediately.

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TYPES OF ABUSE:

• **PHYSICAL ABUSE:**

Action will be taken under this heading if staff have reason to believe that there has been a physical injury to a child, including deliberate poisoning; where there is definite knowledge, or reasonable suspicion that the injury was inflicted or knowingly not prevented.

Procedure:

- any sign of a mark/injury to a child when they come into nursery will be recorded;
- the incident will be discussed with the parent/carer;
- such discussions will be recorded and the parent/carer will have access to such records;
- if there appear to be any queries regarding the injury, the Child Protection Unit in the local authority will be notified.

• **SEXUAL ABUSE:**

Action will be taken under this heading if the staff team have witnessed occasions where a child indicated sexual activity through words, play, drawing, had an excessive pre-occupation with sexual matters, or had an inappropriate knowledge of adult sexual behaviour.

Procedure:

- the observed instances will be reported to the nursery manager;
- the matter will be referred to the local authority;

• **EMOTIONAL ABUSE:**

Action will be taken under this heading if the staff team have reason to believe that there is a severe, adverse effect on the behaviour and emotional development of a child, caused by persistent or severe ill treatment or rejection.

Procedure:

- the concern will be discussed with the parent/carer;
- such discussions will be recorded and the parent/carer will have access to such records;
- if there appear to be any queries regarding the circumstances, the matter will be referred to the local authority.

• **NEGLECT:**

Action will be taken under this heading if the staff team have reason to believe that there has been persistent or severe neglect of a child (for example, by exposure to any kind of danger, including cold and starvation) which results in serious impairment of the child's health or development, including failure to thrive.

Procedure:

- the concern will be discussed with the parent/carer;
- such discussions will be recorded and the parent/carer will have access to such records;
- if there appear to be any queries regarding the circumstances the local authority will be notified.

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RECORDING SUSPICIONS OF ABUSE AND DISCLOSURES

Staff will make an objective record of any observation or disclosure and include:

- child's name;
- child's address;
- age of the child and date of birth;
- date and time of the observation or the disclosure;
- exact words spoken by the child;
- name of the person to whom the concern was reported, with date and time;
- names of any other person present at the time.

These records are signed and dated and kept in a separate confidential file. All members of staff know the procedures for recording and reporting. It may be thought necessary that through discussion with all concerned the matter needs to be raised with the L and Ofsted. Staff involved may be asked to supply details of any information they have concerns with regard to a child. The nursery expects all members of staff to co-operate with the LSCB and Ofsted in any way necessary to ensure the safety of the children.

Female Genital Mutilation (FGM)

Staff should be alert to the possibility of a girl being at risk of FGM, or already having suffered FGM. Victims of FGM are likely to come from a community that is known to practise FGM. Girls at risk of FGM may not be aware of the practice or that it might be conducted on them, so sensitivity should always be shown. From October 2015 it is a statutory duty to report cases of FGM in under 18s.

Indicators that a girl is a risk might include:

- a girl having relatives who have been subjected to FGM;
- parents wishing for a student to be withdrawn from personal care;
- a visit from a female family elder from a country where the practice is prevalent;
- a girl discussing the practice, referring to a 'special procedure' or talking about attending a special occasion to 'become a woman';
- a child being taken out of the country by a parent or relative for a prolonged period to a country where the practice is prevalent.

Indications that a student has already been subjected to FGM might include:

- difficulty walking or standing;
- spending long periods in the toilet;
- obvious signs when changing a nappy;
- prolonged absence from nursery with behaviour changes on return;
- reluctance to undergo normal medical examinations;
- staff members that believe a girl is at risk of suffering, or suspect they have suffered FGM should pass these concerns to the SCO.

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PREVENT DUTY:

Background

From 1st July 2015 all educational establishments are subject to a duty under section 26 of the Counter-Terrorism and Security Act 2015, to have “due regard to the need to prevent people from being drawn into terrorism”. This duty is known as the PREVENT DUTY. It is essential that staff are able to identify children who may be vulnerable to radicalisation, and know what to do when they are identified. Protecting children from the risk of radicalisation is part of the nurseries wider safeguarding duties

Risk Assessment

The nursery will assess the risk of children being drawn into terrorism, including support for extremist ideas that are part of terrorist ideology. The school will liaise with the police and LBH&F LSCB in order to assess and monitor the risks affecting children and young people in the local context and to access appropriate training provided by the local authority.

Staff should also be aware of the increased risk of online radicalisation, as terrorist organisations such as ISIL seek to radicalise young people through the use of social media and the internet. A briefing note on the methods used by ISIL to encourage young people to travel to Syria and Iraq can be found at:

www.gov.uk/government/uploads/system/uploads/attachment_data/file/440450/How_social_media_is_used_to_encourage_travel_to_Syria_and_Iraq.pdf

There is no single way of identifying an individual who is likely to be susceptible to a terrorist ideology. As with managing other safeguarding risks, staff should be alert to changes in children’s behaviour which could indicate that they may be in need of help or protection. Children at risk of radicalisation may display different signs or seek to hide their views. Staff should be alert to patterns of behaviour that show a pupil is engaged in an ideology, is intent on causing harm or capable of committing violent acts. Signs might include: demonstrating ‘them and us thinking’ or dehumanising other groups through derogatory language. For very young children, staff should be mindful of parents’ behaviour at drop off and pick up time.

Nursery staff should use their professional judgement in identifying children who might be at risk of radicalisation and act proportionately. Even very young children may be vulnerable to radicalisation by others, whether in the family or outside, and display concerning behaviour. The Prevent duty does not require teachers or childcare providers to carry out unnecessary intrusion into family life but, as with any other safeguarding risk, they must take action when they observe behaviour of concern. Staff should understand when it is appropriate to make a referral to the Channel programme. Channel is a programme which focuses on providing support at an early stage to people who are identified as being vulnerable to being drawn into terrorism. It provides a mechanism for establishments to make referrals if they are concerned that an individual might be vulnerable to radicalisation. An individual’s engagement with the programme is entirely voluntary at all stages. Effective engagement with parents / the family is also important as they are in a key position to spot signs of radicalisation. Concerns raised by family members should be discussed with the designated safeguarding lead immediately.

Staff training:

The SCO has completed suitable Channel General Awareness training and the certificate is in the office. All staff will carry out the same training:

Details can be found at http://course.ncalt.com/Channel_General_Awareness

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What staff should do if they have concerns about unsafe safeguarding practices within the nursery:

Staff and volunteers should raise any concerns about poor or unsafe practice in the nursery's safeguarding regime with the principal. Where a member of staff feels that they are unable to raise this matter with the principal or that their genuine concerns are not being addressed, they can raise the matter directly with the Local Safeguarding Children Board.

Whistleblowing (Inappropriate behaviour displayed by members of staff):

Staff should be alert to instances of inappropriate behaviour displayed by other members of staff and pass on their concerns to the designated safeguarding lead. (If the concern is about that person, the concern should be referred to the local authority duty officer, without the prior knowledge of the lead).

For example, inappropriate sexual comments; excessive one-to-one attention beyond the requirements of their usual role and responsibilities; or inappropriate sharing of images.

We provide adequate and appropriate staffing resources to meet the needs of children:

- a. Applicants for posts within the nursery are clearly informed that the positions are exempt from the Rehabilitation of Offenders Act 1974.
- b. Candidates are informed of the need to carry out checks before posts can be confirmed. Where applications are rejected because of information that has been disclosed, applicants have the right to know and to challenge incorrect information.
- c. We abide by Ofsted requirements in respect of references and police checks for staff and volunteers, to ensure that no disqualified person or unfit person works at the nursery or has access to the children.
- d. Volunteers, including students, do not work unsupervised.
- e. We abide by the Protection of Children Act requirements in respect of any person who is dismissed from our employment, or resigns in circumstances that would otherwise have led to dismissal for reasons of child protection concern.
- f. We have procedures for recording the details of visitors to the nursery and take security steps to ensure that we have control over who comes into the nursery, so that no unauthorised person has unsupervised access to the children.
- g. The deployment of staff within the nursery allows for constant supervision.

INFORMING PARENTS:

Parents are normally the first point of contact. If a suspicion of abuse is recorded, parents are informed at the same time as the report is made, except where guidance does not allow this. This will usually be the case where the parent is the likely abuser. In these cases the investigating officers will inform parents.

CONFIDENTIALITY:

All suspicions and investigations are kept confidential and shared only with those who need to know. Any information is shared under the guidance.

SUPPORT TO FAMILIES:

- The nursery takes every step in its power to build up trusting and supportive relations among families, staff and volunteers within the nursery;
- the nursery continues to welcome the child and the family whilst investigations are being made in relation to abuse in the home situation;
- confidential records kept on a child are shared with the child's parents or those who have parental responsibility for the child, only if appropriate under the guidance;

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- with the provision that the care and safety of the child is paramount, we will do all in our power to support and work with the child's family.

Employees of the nursery:

If an allegation is made against a member of staff, Ofsted and the local authority child protection unit will be informed and investigated. This may result in the nursery disciplinary procedure being followed. The Local Authority Designated Officer (LADO) must be informed straight away and Ofsted must be informed within 14 days of the incident. The incident will be dealt with by the manager/registered person:

- a full investigation will be carried out to determine how this will be handled;
- if the allegation could possibly interfere with the normal working of the nursery, either the member of staff or the child will be allocated to another area, after due consultation with all parties;
- the nursery reserves the right to suspend any member of staff on full pay during an investigation;
- all investigations/interviews will be documented and kept in a locked file;
- unfounded allegations will result in all rights being re-instated;
- founded allegations will be passed on to the relevant organisation (police) and will result in the termination of employment;
- Ofsted will be notified immediately of this decision;
- counselling will be available for any member of the nursery who is affected by an allegation, their colleagues in the nursery and the parents.

This Safeguarding Children Policy should be read in conjunction with other school policies such as Anti-Bullying and Behaviour.

FOR GUIDANCE REGARDING PROCEDURE FOR ALLEGATIONS OF ABUSE MADE AGAINST A MEMBER OF STAFF PLEASE SEE SEPARATE BOOKLET IN POLICY FILE.

Staff may find the quotation below helpful:

DfEE Circular 10/95, Paragraph 8, states that:

“Bruises, lacerations and burns may be apparent, particularly when children change their clothes for Physical Education and sports activities. Possible indicators of physical neglect, such as inadequate clothing, poor growth, hunger or apparently deficient nutrition, and of emotional abuse, such as excessive dependence or attention seeking, may be noticeable. Sexual abuse may exhibit physical signs, or lead to a substantial behavioural change, including precocity or withdrawal. These signs and others can do no more than give rise to suspicion – they are not in themselves proof that abuse has occurred.”

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HAMMERSMITH AND FULHAM CONTACT DETAILS:

Consultation and Advice about a child/young person resident in Hammersmith & Fulham:

Hammersmith and Fulham Duty Line – Tel: 020 8753 6600 (Out of hours – 020 8748 8588)

Anna Carpenter

Safeguarding Review and Quality Assurance Manager

Telephone: 020 8753 5124

Email: anna.carpenter@lbhf.gov.uk

Tri-Borough Safeguarding and Child Protection Training, Consultation and Advice for Schools and Education:

Hilary Shaw

Tri-Borough Safeguarding and Child Protection Schools and Education Officer

Telephone: 020 7598 4876

Mobile: 07817 365 519

Email: Hilary.Shaw@rbkc.gov.uk

Marissa Asli

Tri-Borough Safeguarding and Education – Liaison and Training Co-ordinator

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Email: Marissa.Aslibangura@rbkc.gov.uk

Tri-Borough Private Fostering

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Tri-Borough FGM

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Child Protection Adviser

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Email: shruti.clayton@rbkc.gov.uk

*Specialism: Tri-Borough Lead for Safeguarding Across Faith and Culture and FGM

Tri-Borough PREVENT

Simon McTurk

Bi-borough Prevent Officer – Counter Extremism

Telephone: 020 8753 6918

Email: Simon.McTurk@lbhf.gov.uk

Mark Chalmers

Prevent Programme Manager, Westminster enquiries only

Telephone: 020 7641 603

Email: mchalmers@westminster.gov.uk

Tri-Borough Multi-Agency Safeguarding Hub (MASH)

Cherie Gathoni

Tri-Borough MASH Business Support Officer

Telephone: 020 7641 3991

Email: cgathoni@westminster.gov.uk (or talk to the designated MASH lead for your agency)

Esohoe Erhahon

Education Lead, Tri-Borough MASH

Telephone: 020 7641 5026

Email: eerhahon@westminster.gov.uk

Contact details for the Tri-Borough Local Authority Designated Officer (LADO) for referral and management of allegations against staff:

Jane Foster

Safe Organisation Manager and Local Authority Designated Officer (LADO)

Telephone: 020 7641 6108

Email: jfoster1@westminster.gov.uk

THE SCHOOL ALSO REPORTS ANY ALLEGATIONS OF SERIOUS HARM OR ABUSE TO OFSTED: 0300 123 1231

The School will arrange staff training in safeguarding children matters from time to time and it is the duty of all members of staff to be alert to signs of abuse and to be aware of the procedure to be followed.

Review

This policy is reviewed every 12 months.

Reviewed SG Jan 09

Jan 10 Jan 11 Jan 12

Sept 12 (NB: changes)

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*Feb 13 SS
Jan 14 SG
Jan 15 SG
Jan 16 SG*