

**KLOISTERS KINDERGARTEN**  
**Safeguarding and Welfare Requirement: Child Protection**

**SAFEGUARDING CHILDREN, YOUNG PEOPLE AND VULNERABLE ADULTS**

## **Policy statement**

Kloisters will work with children, parents and the community to ensure the rights and safety of children, young people and vulnerable adults.

## **Procedures**

We carry out the following procedures to ensure we meet the welfare requirements which incorporates responding to child protection concerns.

We are committed to building a 'culture of safety' in which children, young people and vulnerable adults are protected from abuse and harm in all areas of our service delivery.

- Our Designated Safeguarding Lead who co-ordinates child, young person and vulnerable adult protection issues is:  
Miss April Jones

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When the setting is open but the designated Safeguarding Lead is not on site, a suitably trained deputy Safeguarding Lead is available at all times for staff to discuss safeguarding concerns, and this is:  
Miss Ashleigh Elmer

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- The Designated Safeguarding Lead (DSL) and the deputy Designated Safeguarding Lead (DDSL) ensure they have relevant links with statutory and voluntary organisations with regard to safeguarding.
  - The DSL and the deputy DSL understand's the Medway Safeguarding Children Partnership (MSCP) safeguarding procedures, attends relevant MSCP/Medway Early Years Ltd accredited training at least every two years and refreshes their knowledge of safeguarding at least annually.
  - We ensure all staff are trained to understand our safeguarding policies and procedures and that parents are made aware of them too. Staff are kept up to date with any policy changes on the Kloisters online BRIGHT HR system that each staff member has access to and parents/carers are aware of policies and procedures that are held in the lobby for parents/carers to look at as well as on our website at [www.kloisters.co.uk](http://www.kloisters.co.uk)

- All staff understand that safeguarding is their responsibility.
- All staff have an up-to-date knowledge of safeguarding issues, are alert to potential indicators and signs of abuse and neglect and understand their professional duty to ensure safeguarding and child protection concerns are reported to the Medway Children's social care team or the NSPCC. They receive updates on safeguarding at least annually.
- All staff are confident to ask questions in relation to any safeguarding concerns and know not to just take things at face value but can be respectfully sceptical.
- All staff understand the principles of early help (as defined in *Working Together to Safeguard Children*, 2018) and are able to identify those children and families who may be in need of early help and enable them to access it.
- All staff understand the thresholds of significant harm and understand how to access services for families, including for those families who are below the threshold for significant harm, according to arrangements published by Medway Safeguarding Children Partnership (MSCP).
- All staff understand their responsibilities under the General Data Protection Regulation and the Data Protection Act 2018, and understand relevant safeguarding legislation, statutory requirements and local safeguarding partner requirements and ensure that any information they may share about parents and their children with other agencies is shared appropriately and lawfully.
- We will support families to receive appropriate early help by sharing information with other agencies in accordance with statutory requirements and legislation.
- We will share information lawfully with safeguarding partners and other agencies where there are safeguarding concerns.
- We will be transparent about how we lawfully process data.
- All staff understand how to escalate their concerns in the event that they feel either the local authority and/or Kloisters Kindergarten has not acted adequately to safeguard and know how to follow Medway safeguarding procedures to resolve professional disputes between staff and organisations.
- All staff understand what the organisation expects of them in terms of their required behaviour and conduct, and follow our policies and procedures on positive behaviour, online safety (including use of cameras and mobile phones), whistleblowing and dignity at work.
- Children have a key person to build a relationship with, and are supported to articulate any worries, concerns or complaints that they may have in an age appropriate way.
- All staff understand our policy on promoting positive behaviour and follow it in relation to children showing aggression towards other children.
- Adequate and appropriate staffing resources are provided to meet the needs of children.

- Applicants for posts within Kloisters Kindergarten are clearly informed that the positions are exempt from the Rehabilitation of Offenders Act 1974.
- Enhanced criminal records and barred lists checks and other suitability checks are carried out for staff and volunteers prior to their post being confirmed, to ensure that no disqualified person or unsuitable person works at the setting or has access to the children.
- Where applications are rejected based on information disclosed, applicants have the right to know and to challenge incorrect information.
- Volunteers must:
  - be aged 17 or over;
  - be considered competent and responsible;
  - receive a robust induction and regular supervisory meetings;
  - be familiar with all the settings policies and procedures;
  - be fully checked for suitability if they are to have unsupervised access to the children at any time.
- Information is recorded about staff qualifications, and the identity checks and vetting processes that have been completed including:
  - the criminal records disclosure reference number;
  - certificate of good conduct or equivalent where a UK DBS check is not appropriate;
  - the date the disclosure was obtained; and
  - details of who obtained it.
- All staff and volunteers are informed that they are expected to disclose any convictions, cautions, court orders or reprimands and warnings which may affect their suitability to work with children (whether received before or during their employment with us).
- Staff receive regular supervision, which includes discussion of any safeguarding issues, and their performance and learning needs are reviewed regularly.
- In addition to induction and supervision, staff are provided with clear expectations in relation to their behaviour outlined in the employee handbook.
- We notify the Disclosure and Barring Service of any person who is dismissed from our employ or resigns in circumstances that would otherwise have led to dismissal for reasons of a child protection concern.
- Procedures are in place to record the details of visitors to the setting.
- Security steps are taken to ensure that we have control over who comes into the setting so that no unauthorised person has unsupervised access to the children.
- Steps are taken to ensure children are not photographed or filmed on video for any other purpose than to record their development or their participation in events organised by us. Parents sign a consent form and

have access to records holding visual images of their child. Staff do not use personal cameras or filming equipment to record images.

- Personal mobile phones are not used where children are present.
- We keep a written record of all complaints and concerns including details of how they were responded to.
- We ensure that robust risk assessments are completed, that they are seen and signed by all relevant staff and that they are regularly reviewed and updated, in line with our health and safety policy.
- The Designated Safeguarding Lead (DSL) will support the Deputy Designated Safeguarding Lead to undertake their role adequately and offer advice, guidance, supervision and support.
- The Deputy Designated Safeguarding Lead will inform the Designated Safeguarding Lead at the first opportunity of every significant safeguarding concern, however this should not delay any referrals being made to children's social care, or where appropriate, the Local Authority Designated Officer (LADO), Ofsted or RIDDOR.

At Kloisters we are committed to responding promptly and appropriately to all incidents, allegations or concerns of abuse that may occur and to work with statutory agencies in accordance with the procedures that are set down in 'What to do if you're worried a child is being abused' (HMG, 2015) and the Care Act 2014.

## **Recognising and identifying possible signs of abuse and/or neglect**

- We acknowledge that abuse of children can take different forms - physical, emotional, and sexual, as well as neglect.
- We ensure that all staff have an understanding of the additional vulnerabilities that arise from special educational needs and/or disabilities, plus inequalities of race, gender, language, religion, sexual orientation or culture, and that these receive full consideration in relation to child, young person or vulnerable adult protection.
- When children are suffering from physical, sexual or emotional abuse, or experiencing neglect, this may be demonstrated through:
  - significant changes in their behaviour;
  - deterioration in their general well-being;
  - their comments which may give cause for concern, or the things they say (direct or indirect disclosure);
  - changes in their appearance, their behaviour, or their play;
  - unexplained bruising, marks or signs of possible abuse or neglect; and

- any reason to suspect neglect or abuse outside the setting.
- We understand how to identify children who may be in need of early help, how to access services for them
- We are aware of the ‘hidden harm’ agenda concerning parents with drug and alcohol problems and consider other factors affecting parental capacity and risk, such as social exclusion, domestic violence, radicalisation, mental or physical illness and parent’s learning disability.
- We are aware that children’s vulnerability is potentially increased when they are privately fostered and when we know that a child is being cared for under a private fostering arrangement, we inform Medway authority children’s social care team through First Response
- We are prepared to take action if we have concerns about the welfare of a child who fails to arrive at a session when expected. The designated person (normally the Room Leader of the room that the child attends) will take immediate action to contact the child’s parent to seek an explanation for the child’s absence and be assured that the child is safe and well. If no contact is made with the child’s parents and the DSL or DDSL has reason to believe that the child is at risk of significant harm, the relevant professionals are contacted immediately and MSCP procedures are followed. If the child has current involvement with social care the social worker is notified on the day of the unexplained absence.
- We are aware of other factors that affect children’s vulnerability that may affect, or may have affected, children and young people using our provision, such as abuse of children who have special educational needs and/or disabilities; fabricated or induced illness; child abuse linked to beliefs in spirit possession; sexual exploitation of children, including through internet abuse; Female Genital Mutilation and radicalisation or extremism.
- In relation to radicalisation and extremism, we follow the Prevent Duty guidance for England and Wales published by the Home Office and MSCP procedures on responding to radicalisation.
- All our practitioners (including lunchtime assistants) complete online Channel Awareness training (PREVENT), to ensure they are familiar with the local protocol and procedures for responding to concerns about radicalisation.
- We are also aware that early years practitioners should follow MSCP published safeguarding procedures to respond to FGM and other safeguarding issues, which involves contacting police if a crime of FGM has been or may be about to be committed.
- We also make ourselves aware that some children and young people are affected by gang activity, by complex, multiple or organised abuse, through forced marriage or honour based violence or may be victims of child trafficking. While this may be less likely to affect young children in our care, we may become aware of any of these factors affecting older children and young people who we may come into contact with.

- If we become concerned that a child may be a victim of modern slavery or human trafficking we will refer to the National Referral Mechanism, as soon as possible and refer and/or seek advice from Medway authority children's social care through First Response and/or police.
- We will be alert to the threats children may face from outside their families, such as that posed by organised crime groups such as county lines and child sexual exploitation, criminal exploitation, online use and from within peer groups and the wider community.
- Deliberate peer on peer abuse is unlikely with the age range that we work with, however we are alert to the behaviours of the children in our care and how to manage this to prevent children engaging in peer on peer abuse. We would consider what support the perpetrator might need as well as the victim.
- We understand that children's poor behaviour may be a sign that they are suffering harm or that they have been traumatised by abuse.
- We take account of the need to protect young people aged 16-19 as defined by the Children Act 1989. This may include students or school children on work placement, young employees or young parents. Where abuse or neglect is suspected we follow the procedure for reporting any other child protection concerns. The views of the young person will always be taken into account in an age appropriate way, but the setting may override the young person's refusal to consent to share information if it feels that it is necessary to prevent a crime from being committed or intervene where one may have been, or to prevent harm to a child or adult. Sharing confidential information without consent is done only where not sharing it could be worse than the outcome of having shared it.
- All staff are also aware that adults can also be vulnerable and know how to refer adults who are in need of community care services.
- We are aware of the potential harm to children using the internet and advice outlined in the UK Council for Internet Safety – Safeguarding children and Protecting Professionals in Early Years Settings.
- All staff know that they can contact the NSPCC whistleblowing helpline if they feel that Kloisters and/or Medway local authority have not taken appropriate action to safeguard a child and this has not been addressed satisfactorily through organisational escalation and professional challenge procedures.

## **Responding to and Recording suspicions of abuse and disclosures**

- We understand that we should refer a child who meets the s17 Children Act 1989 child in need definition to First Response.
- We understand that we should refer any child who may be at risk of significant harm to Medway children's social care team through First Response.

- Where we believe that a child in our care or that is known to us may be affected by any of the indicators of possible abuse and or neglect, we follow the procedures below for reporting child protection and child in need concerns and follow the MSCP Procedures.
- Where such indicators are apparent, the child's key person makes a dated record of the details of the concern and discusses what to do with the DSL or DDSL. The information is stored in the child protection file locked in the office, which is kept securely and confidentially.
- We respond to any disclosures sensitively and appropriately and take care not to influence the outcome either through the way we speak to children or by asking questions of children (although we may check out/clarify the details of what we think they have told us with them).
- Where a child makes comments to a member of staff that give cause for concern (disclosure), or a member of staff observes signs or signals that give cause for concern, such as significant changes in behaviour; deterioration in general well-being; unexplained bruising, marks or signs of possible abuse or neglect; that member of staff:
  - listens to the child, offers reassurance and gives assurance that she or he will take action;
  - does not question the child, although it is OK to ask questions for the purposes of clarification (repeats back what the child has said)
  - makes a written record that forms an objective record of the observation or disclosure that includes: the date and time of the observation or the disclosure; the exact words spoken by the child as far as possible; the name of the person to whom the concern was reported, with the date and time; and the names of any other person present at the time.
- These records are signed and dated and kept in the child protection file locked in the office, which is kept securely and confidentially.
- The DSL/DDSL is informed of the issue at the earliest opportunity, and always within one working day.
- In the event that a staff member or volunteer is unhappy with the decision made of the DSL or DDSL in relation to whether to make a safeguarding referral they must follow the escalation procedures.
- The DSL or Deputy DSL will follow the procedures set by the MSCP by referring concerns about children's welfare to First Response. These procedures are located in the child protection file and updated as and when there are changes to the procedures.

## **Informing parents**

- Parents are normally the first point of contact. Concerns are normally discussed with parents to gain their view of events, unless it is felt that this may put the child or other person at risk, or may interfere with the

course of a police investigation, or may unduly delay the referral, or unless it is otherwise unreasonable to seek consent. Advice will be sought from First Response, or in some circumstances police, where necessary.

- Parents are informed when we make a record of concerns in their child's file and that we also make a note of any discussion we have with them regarding a concern.
- If a suspicion of abuse warrants referral to social care, parents are informed at the same time that the referral will be made, except where the procedures of the Medway Safeguarding Children Partnership does not allow this, for example, where it is believed that the child may be placed at risk. This will usually be the case where the parent is the likely abuser or where sexual abuse may have occurred.
- If there is a possibility that advising a parent beforehand may place a child at greater risk (or interfere with a police response) the DSL/DDSL will seek advice from children's social care, about whether or not to advise parents beforehand, and will record and follow the advice given.
- Where children arrive at the setting with a visible injury, parents are asked to complete a Pre-existing Injury form. This procedure is not only to protect the setting/staff members but also for child protection.

## **Allegations against staff and persons in position of trust**

- We ensure that all parents know how to complain about the behaviour or actions of staff or volunteers within the setting, which may include an allegation of abuse.
- We ensure that all staff volunteers and anyone else working in the setting knows how to raise concerns that they may have about the conduct or behaviour of other people including staff/colleagues.
- We differentiate between allegations, and concerns about the quality of care or practice and complaints and have a separate process for responding to complaints.
- We respond to any inappropriate behaviour displayed by members of staff, volunteer or any other person working on the premises, which includes:
  - inappropriate sexual comments;
  - excessive one-to-one attention beyond the requirements of their usual role and responsibilities, or inappropriate sharing of images
- We will recognise and respond to allegations that a person who works with children has:
  - behaved in a way that has harmed a child, or may have harmed a child
  - possibly committed a criminal offence against or related to a child
  - behaved towards a child or children in a way that indicates they may pose a risk of harm to children
- Concerns are reported to the DSL/DDSL at the earliest opportunity. Where the concern is about the DSL or DDSL, staff and volunteers are aware that they need to raise their concerns with the Owner.

- We respond to any disclosure by children or staff that abuse by a member of staff or volunteer within the setting, may have taken, or is taking place, by first recording the details of any such alleged incident.
- The DSL/DDS makes contact with the Local Authority Designated Officer (LADO) within 1 working day following the referral guidance in Medway Council 'A guide to managing allegations against members of staff'
- We also report any such alleged incident to Ofsted, as well as what measures we have taken.

Full details must be provided for example, full details of the alleged staff member, full details of the incident, other members of staff present at the time of the incident, ratio's staff to children and any other information that is important in giving Ofsted as full a picture as possible.

We are aware that it is an offence not to do this.

- We co-operate entirely with any investigation carried out by children's social care in conjunction with the police.
- Where the management team and LADO agree it is appropriate in the circumstances, the member of staff or volunteer will be suspended for the duration of the investigation. This is not an indication of admission that the alleged incident has taken place, but to protect the staff, as well as children and families, throughout the process. Where it is appropriate, practical and agreed with LADO, we will seek to offer an alternative to suspension for the duration of the investigation, if an alternative is available that will safeguard children and not place the affected staff or volunteer at risk.
- We respond to any concerns raised by staff and volunteers who know how to escalate their concerns if they are not satisfied with our response.
- The DSL or Deputy DSL will follow the procedures set by the MSCP by referring allegations against an adult. These procedures are located in the child protection file and updated as and when there are changes to the procedures.

## **Allegation against the setting**

- If a parent should express concern about a mark/bruise on their child that they were unaware of before their child attended the setting, this will be investigated by the DSL/DDS.
- The DSL/DDS will check accident records/incident books and question staff who were working when the child was in attendance to see if they can account for how the child may have sustained the injury. Our procedure is to inform parent's of any known injuries sustained by their child whilst in the setting.
- If we cannot account for any possible reason, we would treat this as an allegation against the setting.

- It will be reported to the Local Authority Designated Officer (LADO) and Ofsted and we will follow their advice.
- The DSL or Deputy DSL will follow the procedures set by the MSCP by referring allegations. These procedures are located in the child protection file and updated as and when there are changes to the procedures.

## **Escalation process within Kloisters Kindergarten**

- In the event of staff or volunteer reporting their concerns feels that a referral made to the DSL or DDSL has not been dealt with properly or that concerns are not being addressed or responded to, they should escalate their concern to Carolyn Dennis (Owner/Manager).
- We ensure that staff are aware of how to escalate concerns.

## **Whistleblowing**

- We have a whistleblowing policy in place. The whistle blowing poster is displayed on the inside of the adult toilet door and states that if a staff member of volunteer is expressing a concern about a member of staff or inappropriate safeguarding and/or child protection practice, they would report this in a timely manner to the Designated Safeguarding Lead (DSL). If they do not feel comfortable about speaking to the DSL, they should speak to another senior member of staff (for example: Deputy Designated Safeguarding Lead, Room Leader, Owner).
- If they have told the DSL and/or another senior member of staff and nothing seems to have been done, they MUST escalate their concerns by contacting both Medway Council First Response Service by Phone : 01634 334466 or by Email: [triage@medway.gov.uk](mailto:triage@medway.gov.uk) and then Ofsted by Phone: 0300 123 3155 (Monday – Friday from 8.00 a.m. – 6.00 p.m. or by Email: [whistleblowing@ofsted.gov.uk](mailto:whistleblowing@ofsted.gov.uk)
- If Medway Council First Response is unavailable they should inform Ofsted of this when they contact them.
- Staff and volunteers can seek advice and discuss their concerns confidentially and anonymously by contacting the NSPCC helplines and/or Public Concern at Work. For concerns about behaviour of an adult or inappropriate practice telephone 0800 028 0285. If the concerns are about a child, telephone 0808 800 5000. Alternatively Email: [help@nspcc.org.uk](mailto:help@nspcc.org.uk), to express concerns about the behaviour of an adult or concerns about a child.

## **Liaison with other agencies and multi-agency working**

- We work within the Medway Safeguarding Children Partnership guidelines.
- The current version of ‘What to do if you’re worried a child is being abused’ is available for parents and staff and all staff are familiar with what they need to do if they have concerns.
- We notify Ofsted of any incident or accident and any changes in our arrangements which may affect the well-being of children or where an allegation of abuse is made against a member of staff (whether the allegations relate to harm or abuse committed on our premises or elsewhere). Notifications to Ofsted are made as soon as is reasonably practicable, but at the latest within 14 days of the allegations being made.
- Contact details for the local National Society for the Prevention of Cruelty to Children (NSPCC) are also kept.

## **Resolving professional differences - Escalation policy for MSCP**

If the DSL/DDSL feels that a referral made has not been dealt with properly or that concerns are not being addressed or responded to, we will follow the MSCP escalation process using the MSCP guidelines to resolve professional disputes.

We ensure that all staff are aware of how to escalate concerns

## **Disciplinary action**

Where a member of staff or volunteer has been dismissed due to engaging in activities that caused concern for the safeguarding of children or vulnerable adults, we will notify the Disclosure and Barring Service of relevant information, so that individuals who pose a threat to children and vulnerable groups can be identified and barred from working with these groups.

## **Training**

We are committed to promoting awareness of child abuse issues throughout our training and learning programmes for our staff. We are also committed to empowering children through our early childhood curriculum, promoting their right to be strong, resilient and listened to.

- Training opportunities are sought for all practitioners in the setting to ensure that they are able to recognise the signs and signals of possible physical abuse, emotional abuse, sexual abuse (including child sexual exploitation) and neglect and that they are aware of the Medway authority guidelines for making referrals.

Training opportunities should also cover extra familial threats such as online risks, radicalisation and grooming, and how to identify and respond to families who may be in need of early help, and organisational safeguarding procedures.

- The DSL and DDSL receive appropriate training, as recommended by the MSCP every two years and refresh their knowledge and skills at least annually.
- We ensure that all staff know the procedures for reporting and recording any concerns they may have about the provision.
- We ensure that all staff receive updates on safeguarding via emails, newsletters, online training and/or discussion at staff/supervision meetings, at least once a year and complete MSCP/Medway Early Years Ltd training every 3 years.

## **Planning**

- The layout of the rooms allows for constant supervision. No child is left alone with staff or volunteers in a one-to-one situation without being within sight and/or hearing of other staff or volunteers.

## **Curriculum**

- We introduce key elements of keeping children safe into our programme to promote the personal, social and emotional development of all children, so that they may grow to be strong, resilient and listened to and so that they develop an understanding of why and how to keep safe.
- We create within the setting a culture of value and respect for individuals, having positive regard for children's heritage arising from their colour, ethnicity, languages spoken at home, cultural and social background.
- We ensure that this is carried out in a way that is developmentally appropriate for the children.

## **Confidentiality**

- All suspicions and investigations are kept confidential and shared only with those who need to know. Any information is shared under the guidance of the MSCP in line with the GDPR, Data Protection Act 2018, and Working Together 2018.

## Support to families

- We believe in building trusting and supportive relationships with families, staff and volunteers.
- We make clear to parents our role and responsibilities in relation to child protection, such as for the reporting of concerns, information sharing, monitoring of the child, and liaising at all times with the Medway children's social care team.
- We will continue to welcome the child and the family whilst investigations are being made in relation to any alleged abuse.
- We follow the Child Protection Plan as set by the child's social worker in relation to the setting's designated role and tasks in supporting that child and their family, subsequent to any investigation.
- We will engage with any child in need plan or early help plan as agreed.
- Confidential records kept on a child are shared with the child's parents or those who have parental responsibility for the child in accordance with the Confidentiality and Client Access to Records procedure, and only if appropriate under the guidance of the MSCP.

### Contact Details

**Medway Children's Service First Response Service 01634 334466 or Out of Hours 03000 419191**

**By Email: [triage@medway.gov.uk](mailto:triage@medway.gov.uk)**

**Police 999 or non emergency 101 or Medway Police on 01622 690690**

**Ofsted 0300 123 3155 (Monday – Friday from 8.00 a.m. – 6.00 p.m.)**

**By Email: [whistleblowing@ofsted.gov.uk](mailto:whistleblowing@ofsted.gov.uk)**

**Email: [enquiries@ofsted.gov.uk](mailto:enquiries@ofsted.gov.uk)**

**LADO (advice line only or following up on an existing referral) – 01634 331065**

**Email: [child.protection@medway.gov.uk.cjsm.net](mailto:child.protection@medway.gov.uk.cjsm.net)**

**Medway Council - A Guide to Managing Allegations against Members of Staff – 01.04.2018 (Version 2)**

**Disclosure and Barring Service: [www.gov.uk/disclosure-barring-service-check](http://www.gov.uk/disclosure-barring-service-check)**

**NSPCC Whistle Blowing Advice Line (can be contacted anonymously) 0800 028 0285**

**NSPCC (for concerns about a child) 0808 800 5000 or email: [help@nspcc.org.uk](mailto:help@nspcc.org.uk)**

**Childline 0800 1111**

**Medway Safeguarding Children Partnership 01634 336329 ([www.msrb.org.uk](http://www.msrb.org.uk))**

**Insurance Policy underwritten by Ecclesiastical**

**Insurance Policy Tel No: 0845 777 3322**

**Insurance Policy No: KP01000078/790**

**NSPCC FGM helpline on 0800 028 3550 for more information or email them at [fgmhelp@nspcc.org.uk](mailto:fgmhelp@nspcc.org.uk).**

**Forced Marriage Unit: 020 7008 0151 Email: [fm@fco.gov.uk](mailto:fm@fco.gov.uk)  
HBV & FM dedicated helpline (Karma Nirvana): 0800 5999247**

***Policy Links:- Confidentiality Policy, Staffing Employment & Induction Policy, Positive Behaviour Policy, Physical Handling, Information Sharing, Grievance & Disciplinary policy/procedures, What to do if you're Worried a Child is Being Abused (HMG 2015), Equality Act (2010), Disqualification under the Childcare Act 2006 (2018), Childcare Act (2006), Children Act (1989/2004), Safeguarding Vulnerable Groups Act (2006), General Data Protection Regulations (GDPR) (2018), Working Together to Safeguard Children (2018), Children & Families Act (2014), Care Act (2014), Counter-Terrorism and Security Act (2015), Hidden Harm, Disclosure and Barring Service, Sexual Offences Act (2003), Keeping Children safe in Education (September 2018), Information Sharing-advice for practitioners (2018), Guidance for Safer Working Practice for those working with Children and Young People in Education Settings (2015), Information Sharing policy, Internet Safety – Safeguarding children and Protecting Professionals in Early Years Settings (February 2019, Prevent Duty (revised HMG, 2015)***

This policy was amended by	<u>Kloisters Kindergarten</u>	(name of provider)
Reviewed on	<u>Amended 23/10/19</u>	(date)
Date to be reviewed	<u>08/2020</u>	(date)
Signed on behalf of the provider	<hr/>	
Name of signatory	<u>Mrs N Bromley</u>	
Role of signatory (e.g. chair, director or owner)	<u>Bursar</u>	