



Lark Hill Rise Safeguarding Children, Confidentiality Addendum Policy

In addendum with Bright futures safeguarding children policy, everyone at Bright futures nursery school has a responsibility in relation to child protection.

We are committed to:

- taking all reasonable measures to safeguard and promote the welfare of each child and young person (pupil) in our care.
- practising of safe recruitment in checking the suitability of staff and volunteers to work with children and young people.
- protecting each pupil from any form of abuse, whether from an adult or another pupil.

Our aims:

To raise awareness of individual responsibilities in identifying and reporting possible cases of abuse

To provide a systematic means of monitoring, recording and reporting of concerns and cases

To provide guidance on recognising and dealing with suspected child abuse

To provide a framework for inter-agency communication and effective liaison

To ensure that any deficiencies or weaknesses in child protection arrangements are remedied without delay

To ensure that safe recruitment procedures are operated

To design and operate procedures which promote this policy and which, so far as possible, ensure that teachers and others who are innocent are not prejudiced by false allegations

To contribute to the operation of appropriate health and safety procedures

To have regard to and be consistent with relevant statutory and regulatory requirements and guidance.



In addition, adults working within Forest School need to appreciate that when children feel comfortable and content, when their instinct to trust and risk take is encouraged, they may be moved to disclose information which they might have otherwise kept to themselves. Any volunteer, or member of staff, who finds that a child is telling them something that concerns them should follow the course of action set out below in simple steps:

1. **Listen** to the pupil but ask NO leading questions. Allow the child to lead the discussion but do not press for details.
 2. **Keep calm and offer reassurance.** Accept what the child says without challenge.
 3. **Make NO promises.** You cannot 'keep a secret'. You should make it understood that there are limits to confidentiality at the start of the disclosure.
 4. **Inform** the Child Protection Officer (CPO) (Nursery manager, Ailsa Carr).
 5. Keep an accurate, **written record** of the conversation, including the date, the time, the place the conversation occurred in and the essence of what was said and done by whom and in whose presence. Keep the record secure and hand it to the CPO.
- Cameras/Phones:**
- The Forest school leader should be the only member of bright futures staff that has a phone while done in the forest school area. All other phones should be locked away and left in the nursery staff room. Any cameras used will be the property of Bright Futures. No other cameras will be acceptable. All staff and volunteers need to recognise that photos/information regarding children should be confidential and should not be posted on any social networking sites.