



# SAFEGUARDING POLICY

October 2025

Approved by:	Wentworth Full Governing Body	Date:	14 <sup>th</sup> October 2025
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## 1. IMPORTANT CONTACTS

ROLE/ORGANISATION	NAME	CONTACT DETAILS
<b>Designated safeguarding lead (DSL)</b>	Farzana Chowdhury (headteacher)	Email: <a href="mailto:admin@wentworth.hackney.sch.uk">admin@wentworth.hackney.sch.uk</a> Tel: 020 8985 3491
<b>Deputy DSL</b>	Ruth Morgan (Deputy Headteacher) Donna Davis (Learning Support Coordinator) Katrin Karlsdottir (Children’s Centre Manager)	Email: <a href="mailto:admin@wentworth.hackney.sch.uk">admin@wentworth.hackney.sch.uk</a> Tel: 020 8985 3491
<b>Online Safety Lead (nominated person)</b>	Ruth Morgan	via school office
<b>Local authority designated officer (LADO) Hackney</b>	Liezel Leroux	Email: <a href="mailto:liezel.leroux@hackney.gov.uk">liezel.leroux@hackney.gov.uk</a> Tel: 020 8356 8982
<b>Chair of governors</b>	Sally Lindsay German	Email: <a href="mailto:sally.lindsay-german@wentworth.hackney.sch.uk">sally.lindsay-german@wentworth.hackney.sch.uk</a>
<b>Channel helpline (DfE)</b>		Tel: 020 7340 7264

# Safeguarding Children



## Designated Safeguarding Leads (DSL)



**Farzana Chowdhury**

Lead DSL

*Located at*  
Nursery School



**Ruth Morgan**

Deputy Lead DSL

*Located at*  
Nursery School



**Donna Davis**

Deputy Lead DSL

*Located at*  
Nursery School



**Katrin Karlsdottir**

Deputy Lead DSL

*Located at*  
Children's Centre

## If you have

### Child

If the child is in **immediate danger** and the DSL/  
deputy isn't available:  
Contact Multi Agency Safeguarding Hub (**MASH**)

☎ 020 8356 5500

✉ [MASH@hackney.gov.uk](mailto:MASH@hackney.gov.uk)

### Staff or Volunteer

Speak to the **headteacher**

### Headteacher

Speak to the chair of governors

**Sally Lindsay-German**

✉ [sally.lindsay-german@wentworth.hackney.sch.uk](mailto:sally.lindsay-german@wentworth.hackney.sch.uk)

### Conflict of interest reporting Headteacher

Contact **Liesel Leroux**, The Local  
Authority Designated Officer (**LADO**)

☎ 020 8356 8982

✉ [liesel.leroux@hackney.gov.uk](mailto:liesel.leroux@hackney.gov.uk)

### 3. AIMS

The school aims to ensure that:

- Appropriate action is taken in a timely manner to safeguard and promote children's welfare.
- All staff are aware of their statutory responsibilities with respect to safeguarding.
- Staff are properly trained in recognising and reporting safeguarding issues.

#### Scope

Applies to **all** staff, volunteers, contractors and apprentices across school, children's centre, extended day and off-site activities.

### 4. INTRODUCTION

Everyone at Wentworth Nursery School and Children's Centre who comes into contact with children and their families has a role to play in safeguarding children. Wentworth staff are particularly important in safeguarding and promoting the welfare of children as we are in a position to identify concerns early and provide help for children, to prevent concerns from escalating. Our staff form part of the wider safeguarding system for children. Our staff will work with children's social care, the police, health services and others services to promote the welfare of children and protect them from harm.

This policy applies to:

- staff
- volunteers
- contractors
- apprentices

### 5. OUR APPROACH TO SAFEGUARDING CHILDREN AND PREVENTION

Wentworth Nursery School and Children's Centre is committed to safeguarding and promoting the welfare of all of our pupils. Each pupil's welfare is of paramount importance. Throughout this document 'children' includes everyone under the age of 18.

- Wentworth Nursery School and Children's Centre will ensure all staff and pupils know they can raise issues with the Designated Safeguarding Lead (DSL) or DSL deputies and that their concerns will be taken seriously.
- There will always be a DSL member of the team on site during term time.
- DSL team will always receive appropriate training.
- During extended day provision, there are two staff who are trained as DSL.
- During Wentworth Holiday Playscheme, there will always be a DSL member reachable to address issues.
- A password will be utilised for all unknown adults collecting children. No child will be release to an adult unless they are known or have a password.
- The parents of all new children who will be staying for extended day will be introduced the Extended day team, prior to the children starting or passwords provided to ensure the safe and correct handover of children.

## 6. LEGISLATION AND STATUTORY GUIDANCE

- Keeping Children Safe in Education (KCSIE) 2025 and Working Together to Safeguard Children (2023).
- EYFS 2025; DfE Filtering & Monitoring Standards (2024).
- Education Act 2002; Children Acts 1989/2004; FGM Act 2003 (as amended); Counter Terrorism & Security Act 2015 (Prevent); Rehabilitation of Offenders Act 1974; Safeguarding Vulnerable Groups Act 2006; Human Rights Act 1998; Equality Act 2010 & PSED; Online Safety Act 2023 (context for education).
- Local multi agency safeguarding arrangements (Hackney).

**Equality statement:** We take an anti-discriminatory approach and give special consideration to children who may face barriers (SEND/health, EAL, race/ethnicity/religion/sex/sexual orientation/gender identification, asylum seeking, domestic abuse, poor mental health, LAC/previous LAC, missing education, risk of FGM/CSE/CCE/forced marriage/radicalisation, etc.).

## 7. ROLES & RESPONSIBILITIES

Safeguarding and child protection is **everyone's** responsibility. This policy applies to all staff, volunteers and governors in the school and children's centre and is consistent with the procedures of the 3 safeguarding partners. Our policy and procedures also apply to extended school, children's centre and off-site activities.

Wentworth plays a crucial role in preventative education. This is in the context of a whole-school approach to preparing pupils for life in modern Britain, and a culture of zero tolerance of sexism, misogyny/misandry, homophobia, biphobia, transphobia and sexual violence/harassment. This will be underpinned by our:

- Behaviour policy
- Planned teaching of relationships appropriate for 2- 5-year-olds, which is inclusive and delivered regularly, tackling issues such as:
  - Healthy and respectful relationships
  - Boundaries and consent
  - Stereotyping, prejudice and equality
  - Body confidence and self-esteem
  - How to recognise an abusive relationship (including coercive and controlling behaviour)
  - The concepts of, and laws relating to, sexual consent, sexual exploitation, abuse, grooming, coercion, harassment, rape, domestic abuse, so-called honour-based violence such as forced marriage and FGM and how to access support
  - What constitutes sexual harassment and sexual violence and why they're always unacceptable

### All staff

- Read KCSIE Part 1 (or Annex A) and Annex B annually; sign to confirm.
- Know this policy, Behaviour Policy, Online Safety/Acceptable Use, Low Level Concerns, Whistleblowing.
- Maintain professional curiosity; reassure children; never promise secrecy; report concerns immediately to the DSL; record on CPOMS.

### DSL (Farzana Chowdhury) & Deputies (Ruth Morgan, Donna Davis, Katrin Karlsdottir)

- Lead on child protection; make referrals; attend strategy/multi agency meetings; oversee early help; ensure filtering/monitoring is effective; report to governors; ensure staff training and supervision.
- Availability during school hours; out of hours via school email.

### Headteacher

- Induct staff; ensure DSL capacity; act as case manager for allegations (except where the head is subject).
- Decide on low level concerns (may consult DSL).
- Ensure safe technology use and staffing ratios/key person allocation.

### Governors

- Put safeguarding at the heart of policy and practice; approve & review this policy; ensure Filtering & Monitoring Standards are met; ensure robust low level concerns procedures; be mindful of Human Rights Act, Equality Act and local multi agency duties.
- Safeguarding governor monitors impact (separate from DSL).

## 8. PREVENTATIVE EDUCATION & CULTURE

At Wentworth, we build a culture of zero tolerance of harassment/abuse and discriminatory behaviour, with age-appropriate education (2–5):

- healthy/respectful relationships
- boundaries/consent
- equality & stereotypes
- body confidence
- recognising controlling/coercive behaviour
- knowing that sexual harassment/violence is never acceptable
- how to ask for help.

Every child has a Key Person and simple reporting routes.

## 9. RESPONDING TO CONCERNS (THE ESSENTIALS)

### **If a child is in immediate danger / at risk of significant harm**

- Call 999 (police) and/or refer to children's social care immediately. Anyone can refer. Inform the DSL asap.

### **Hackney contacts**

- MASH (Children & Families): 020 8356 5500 (Mon–Fri 9–5) • MASH@hackney.gov.uk
- Emergency Duty Team (out of hours): 020 8356 2710

### **If a child discloses**

- Listen; don't lead/question; explain you must share; record on CPOMS in the child's words, sign/date; tell the DSL.

### **If you're unsure**

- Speak to the DSL. If unavailable, seek advice from MASH/NSPCC (0808 800 5000) and then update the DSL.

### **FGM (teachers' mandatory duty)**

- If told by a girl under 18 that FGM has been carried out, or if you see physical signs and believe FGM has been carried out, report to the police personally and inform the DSL. Children's social care will be involved as appropriate.

### **Extremism/radicalisation**

- Speak to DSL; consider Channel referral. Emergencies: 999. Non emergency DfE counter extremism helpline: 020 7340 7264.

### **Mental Health**

- Where concerns indicate safeguarding risk, follow the steps above. Otherwise, liaise with the DSL for support routes.

## 10. CHILD ON CHILD ABUSE & SHARING OF NUDES/SEMI NUDES

### Principles

- Never dismiss as “banter”; treat seriously; consider criminal threshold.
- Inform DSL immediately; do not investigate yourself.

### Risk management & support

- DSL liaises with police/children’s social care as needed; creates risk assessments/support plans for all children involved; considers transport, supervision, timetable, safe spaces; may involve CAMHS.

### Sharing of nudes/semi nudes

- Staff must not view, copy, share or delete imagery. Report to DSL.
- DSL completes initial review; involve police/children’s social care where: coercion/blackmail/grooming; capacity to consent in doubt; under 13s; sexual acts or violence; immediate risk.
- Record all decisions/actions on CPOMS; inform parents unless this raises risk.

## 11. ONLINE SAFETY, FILTERING/MONITORING & AI

### Standards & Oversight

- Robust filtering and monitoring on all school devices and networks; reviewed at least annually with governor oversight; risks documented; staff understand roles and escalation.

### Education & Practice

- Teach safe/responsible use; recognising/reporting online harms.
- Staff personal phones locked away during contact time; no images/video on personal devices.
- iPads: school issued only; locked screens; supervised use; locked away daily; sign out if taken off site.

### Ai

- Recognise opportunities and risks (deepfakes, bullying, grooming). Children will not use generative Ai without adult supervision and risk assessment. Harmful use of Ai is managed under this policy.

## 12. RECOGNISING ADDITIONAL VULNERABILITIES

- **SEND/health:** barriers to recognition/reporting; close DSL–SENCO liaison; tailored communication and support.
- **Children with a social worker:** decisions consider social worker involvement (e.g., attendance response, support).
- **Looked after and previously looked after children:** staff know legal/care status; Designated Teacher: Ruth Morgan works with DSL and Virtual School to promote achievement and safety.

## 13. INFORMATION SHARING & RECORD KEEPING

We will:

- Share information lawfully and timely under UK GDPR/DPA 2018 where needed to keep children safe; do not let data fears prevent safeguarding.
- Record concerns, actions and decisions on CPOMS.
- Transfer child protection files within 5 school days (in year) or within first 5 days of a new term; transfer securely and separately from the main file; hold a professional conversation for complex cases.
- Wentworth arrangements: all records since Jan 2024 held on CPOMS; historic files in locked storage; retention mirrors pupil file (primary: until child leaves; where child completes compulsory education: 25 years from DOB).

## 14. ATTENDANCE and ABSENCE

For some children, who have been identified as being at risk or in need or whose families are experiencing difficulties, regular attendance at school is a crucial factor in keeping them safe.

In such cases, specific attendance monitoring procedures may be put in place. These procedures will be agreed by the school, the family and professionals involved in supporting them.

### SHORT UNEXPLAINED ABSENCES

If a child is absent and no explanation has been provided, the school will make every effort to establish contact with the parents or carers. This will include attempts via phone, text message, and email.

If no response is received within 48 hours, two senior leaders will conduct a home visit to check on the welfare of the child and family. This action will only be taken as a last resort and in line with our safeguarding responsibilities.

Once contact has been established, the reason for absence will be discussed. Where the explanation provided is not considered satisfactory, the Headteacher may record the absence as unauthorised.

### FREQUENT ABSENCES

The Headteacher monitors all absences and in cases where the absent is frequent, or there is a pattern of regular or unauthorised absence, will meet with the parent/carer to discuss the matter. Emphasis is placed on supporting families and taken into consideration. In which case the keyworker and senior member of staff will meet with the parent and carer to discuss supportive measures and provide on-going support and monitoring.

### LONGER ABSENCES

For unexplained absence, a letter is sent to the parent/carer. If no response is received, a further letter is sent and the child's name will be taken off roll.

Parents/cares must inform the school **in writing** if the family is moving or if they intend to withdraw the child from the school.

### HOLIDAY DURING TERM TIME

#### What you need to know

You can only take your child out of school during term time if:

- you apply to the head teacher in advance; and
- there are exceptional circumstances.

#### Helping your child

To help your child do well in school, you should:

- only go on long visits during school holidays.
- plan the absence carefully with your child's school; and
- always give a return date.

#### What you need to do

- Request permission for absence with the headteacher.
- Provide return dates
- Provide evidence of your child's return ticket if flying abroad. This is for safeguarding purposes



## 15. SAFER RECRUITMENT (SUMMARY)

- Plan & advertise with safeguarding statement; enhanced DBS (barred list where regulated activity).
- Shortlisting includes online searches (proportionate, recorded).
- Application form (no CVs alone); two references; address gaps.
- Interview panel includes at least one safer recruitment trained member; values-based questions.
- Pre appointment checks: identity; right to work; enhanced DBS (+ barred list if required); prohibition checks (as applicable); childcare disqualification where relevant; qualifications/medical fitness; overseas checks where needed.
- Volunteers/contractors/supply: proportionate checks; supervision if unchecked; confirm agency checks; photo ID.
- Maintain a compliant Single Central Record; governor oversight.
- Induction covers KCSIE, this policy, code of conduct, online safety/acceptable use, whistleblowing, low level concerns.

## 16. ALLEGATIONS & LOW-LEVEL CONCERNS

### Allegations meeting the harm threshold

Report to Headteacher (or Chair of Governors if the head is involved). Consult LADO within one working day. Manage confidentiality, support and potential suspension per advice. Inform Ofsted where EYFS requirements apply.

### Low level concerns (LLCs)

Any behaviour that is inconsistent with the Staff Code of Conduct but does not meet the harm threshold. The Headteacher is decision maker (may consult the DSL). Record LLCs, review for patterns, and escalate as needed.

## 17. COMPLAINTS & WHISTLEBLOWING

- We keep written records of complaints and outcomes. EYFS related complaints: written outcome within 28 days and available to Ofsted.
- Parents/carers can contact Ofsted if they believe EYFS requirements are not met. See our Whistleblowing Policy.

## 18. TRAINING

- **All staff:** induction plus updates at least annually (incl. Prevent, online safety, filtering/monitoring roles).
- **DSL/deputies:** formal training at least every 2 years; knowledge updates at least annually.
- **Governors:** induction and regular updates; chair trained to manage allegations.
- **Staff working with families:** regular supervisions for support and escalation.

## 19. MONITORING & REVIEW

- Policy reviewed annually by Farzana Chowdhury (Headteacher & DSL); approved by full governing board.
- Governors receive regular safeguarding reports, including filtering/monitoring effectiveness, training compliance, referrals/early help data (anonymised), LLC patterns and learning.

## APPENDIX A: INDICATORS OF ABUSE (quick reference)

**Physical:** injuries inconsistent with explanation; bruising in unusual places; FII (fabricated/induced illness).

**Emotional:** persistent belittling; inappropriate expectations; witnessing domestic abuse; serious bullying (incl. online).

**Sexual:** sexualised behaviour/language beyond developmental stage; STIs; pregnancy; grooming (incl. online).

**Neglect:** persistent failure to meet basic needs (food, clothing, shelter, safety, supervision, medical/dental care, emotional warmth).

**Contextual/extra familial risks:** online harms, CCE/CSE, county lines, serious violence, radicalisation, honour-based abuse/FGM/forced marriage.

**Act:** if you see something, say something – tell the DSL and record on CPOMS.

## APPENDIX B: LOCAL CONTACTS – QUICK GUIDE

- **Hackney MASH:** 020 8356 5500 • MASH@hackney.gov.uk (Mon–Fri 9–5)
- **Emergency Duty Team** (out of hours): 020 8356 2710
- **Hackney FAST (Children's Social Care):** fast@hackney.gov.uk
- **LADO (Hackney):** 020 8356 8982 • liezel.leroux@hackney.gov.uk
- **DfE Counter Extremism Helpline:** 020 7340 7264
- **NSPCC Helpline:** 0808 800 5000
- **Police emergency:** 999