

Safeguarding and Welfare Requirement: Child Protection

Providers must have and implement a policy, and procedures, to safeguard children.

1.2a Safeguarding children and child protection - information

EYFS key themes and commitments

A Unique Child	Positive Relationships	Enabling Environments	Learning and Development
1.3 Keeping safe	2.1 Respecting each other 2.2 Parents as partners	3.4 The wider context	4.4 Personal, social and emotional development

Policy statement

Our setting will work with children, parents and the community to ensure the rights and safety of children and to give them the very best start in life. Our safeguarding policy is based on the three key commitments of the Pre-school Learning Alliance Safeguarding Children Policy.

Guidance & Information

Full and detailed information on Safeguarding, Child Protection and Signs of Abuse can be found in the Safeguarding Information folder (located on office shelves) which also contains the book 'What to do if you're worried a child is being abused'.

We carry out the following procedures to ensure we meet the three key commitments of the Alliance Safeguarding Children Policy, which incorporates responding to Child Protection concerns.

Key commitment 1

The Alliance is committed to building a 'culture of safety' in which children are protected from abuse and harm in all areas of its service delivery.

Staff and volunteers

- Our designated persons who co-ordinate child protection issues are:
#1 Beccy Lee – Manager / #2 Pip Rix – Early Years Teacher
- If the above persons are unavailable, please speak to **Sarah Buckley** or **Sarah Henson** (joint Deputy Managers)
- Our designated officer on the committee member who oversees this work is:
Pip Farmer (please see committee board in entrance)
- We ensure all staff and parents are made aware of our safeguarding policies and procedures during inductions and via regular updates in newsletters or on the settings face book information page.
- 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 local authority 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*, 2015) 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 LSCB thresholds of significant harm and understand how to access services for families, including for those families who are below the threshold for significant harm.
- All staff understand how to escalate their concerns in the event that they feel either the local authority and/or their own organisation has not acted adequately to safeguard.
- 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 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 and resources are provided to meet the needs of children.
- Applicants for posts within the setting 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 because of information that has been disclosed, applicants have the right to know and to challenge incorrect information.
- We abide by Ofsted requirements in respect of references and Disclosure and Barring Service checks for staff and volunteers, to ensure that no disqualified person or unsuitable person works at the setting or has access to the children.
- Volunteers and students do not work unsupervised unless on long term placement and deemed suitable by the leader and committee.
- 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).
- All staff and volunteers are required to notify us if anyone in their household (including family members, lodgers, partners etc.) has any relevant convictions, cautions, court orders, reprimands or warnings or has been barred from, or had registration refused or cancelled in relation to any childcare provision or have had orders made in relation to care of their children.
- We notify the Disclosure and Barring Service of any person who is dismissed from our employment, 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/I] 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.
- Any personal information is held securely and in line with data protection requirements and guidance from the ICO.
- The designated person in the setting has responsibility for ensuring that there is an adequate online safety policy in place.
- 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 officer will support the designated person to undertake their role adequately and offer advice, guidance, supervision and support.
- The designated person will inform the designated officer at the first opportunity of every significant safeguarding concern, however this should not delay any referrals being made to children's social care, the LADO, Ofsted or Riddor.
- We abide by the Protection of Vulnerable Groups Act requirements in respect of any person who is dismissed from our employment, or resigns in circumstances that would otherwise have lead to dismissal for reasons of child protection concern.

Key commitment 2

The Alliance is committed to responding promptly and appropriately to all incidents 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.

Responding to suspicions of abuse

- We acknowledge that abuse of children can take different forms - physical, emotional, and sexual, as well as neglect and bullying (please see Safeguarding Information folder for further information).

- 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 may be 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 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 our local authority children's social care team.
- 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/I] follow the Prevent Duty guidance for England and Wales published by the Home Office and LSCB procedures on responding to radicalisation.
- The designated person completes online Channel training, online Prevent training and attends local WRAP training where available to ensure they are familiar with the local protocol and procedures for responding to concerns about radicalisation.
We are aware of the mandatory duty that applies to teachers and health workers to report cases of Female Genital Mutilation to the police.
- 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/I] may become aware of any of these factors affecting older children and young people who [we/I] may come into contact with.
- Where we believe that a child in our care or that is known to us may be affected by any of these factors We follow the procedures below for reporting child protection concerns and follow the LSCB procedures.
- Where such evidence is apparent, a member of staff (usually the child's key person) makes a dated record of the details of the concern and discusses what to do with the setting leader and/or 'designated person'. The information is stored on the child's personal file or in a separate Safeguarding file if required.

- Staff will always endeavour to collect valid and viable information before taking concerns to the local authorities. Any referrals will not be done flippantly and without due concern.
- Working in partnership with parents is essential and all initial concerns will be raised with parents in the first instance unless doing so may place the child at increased risk of harm.
- We make parents, staff, committee, volunteers, students etc aware that we can offer the Chapel or the Stable to conduct private communications as needed. We inform parents during inductions that we may need to record formal and informal conversations which contribute to the well-being, development and safety of their children
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- (NB In some cases this may mean the police or another agency identified by the Local Safeguarding Children's Board.)
- In the event that a staff member or volunteer is unhappy with the decision made of the designated person in relation to whether to make a safeguarding referral they must follow escalation procedures.
- We refer concerns to the local authority children's social care team and co-operate fully in any subsequent investigation. NB In some cases this may mean the police or another agency identified by the Local Safeguarding Children Board. We may also seek advice from Somerset Direct, without logging a formal concern, and will follow advice given which may include contacting other agencies.
- We take care not to influence the outcome either through the way [we/I] speak to children or by asking questions of children.
- 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 is suspected [we/I] follow the procedure for reporting any other child protection concerns. The views of the young person will always be taken into account, 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 have a whistleblowing policy in place.
- Staff/volunteers know they can contact the organisation Public Concern at Work for advice relating to whistleblowing; if they feel that the organisation has not acted adequately in relation to safeguarding they can contact the NSPCC whistleblowing helpline.

Please see section 1.2c Procedure for making a referral and 1.2e Working Together 2013 Flowcharts

Recording suspicions of abuse and disclosures

Where a child makes comments to a member of staff that gives cause for concern (disclosure), or where 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: Staff will

- listens to the child, offer reassurance and give assurance
- Not overly question the child or attempt in any way to steer information or findings. General questioning is necessary to ascertain what the child has said but at no point should it become forceful.
- make 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 or signs observed;
 - the exact situation in which the disclosure was given or signs were observed
 - the name of the person to whom the concern was reported, with date and time; and
 - the names of any other person present at the time.
 - These records are signed and dated and kept in the Safeguarding file which is kept securely and confidentially in the left bottom drawer of the lockable sliding door cabinet.
 - The member of staff acting as the designated person is informed of the issue at the earliest opportunity, and within one working day.
 - Where the Local Safeguarding Children Board stipulates the process for recording and sharing concerns, [we/I] include those procedures alongside this procedure and follow the steps set down by the Local Safeguarding Children Board.

Parents are informed during induction that staff may record formal and informal conversations which contribute to the well-being, development and safety of their children.

Making a referral to the local authority social care team

Please see section 1.2c Procedure for making a referral and 1.2e Working Together 2013 Flowcharts

- We use the detailed procedures as detailed on the Somerset Safeguarding Children’s Board website. This information is available online and is regularly checked to identify key changes to policy and procedure in line with Local and National Government changes.
- The preschool’s policies and procedures are developed in line with these.
- The setting has a standard procedure for making a referral and for Managing allegations against staff (Whistle blowing)
- A copy of section **1.2d Procedures for making a referral & Managing an Allegation against staff poster** is displayed on the Parent’s Important Information board in the main entrance, on the board by the fire exit and phone and is available in the Policies folder on the Stable.
- All staff are issued with copies of these procedures at induction and when changes are made.
- Parents can access this information via the settings website.
- All members of staff are familiar with the “What to do if you are worried a child is being abused” booklet.
- Staff undergo regular training in Safeguarding and Child protection awareness, the settings policies, and are required to familiarise themselves with the above guidance and book.

Escalation process

- If we feel that a referral made has not been dealt with properly or that concerns are not being addressed or responded to, we will follow the SSCB escalation process.
- We will ensure that staff are aware of how to escalate concerns.

Informing parents

- Parents are always the first point of contact. Concerns are discussed with parents to gain their view of events, unless it is felt that this may put the child at risk, or interfere with the course of a police investigation. Advice will be sought from social care if necessary.
- If a suspicion of abuse is recorded, parents are informed at the same time as the report is made, or at a time appropriate such as collection. A record of what has been discussed will be made.
- If there is a possibility that advising a parent beforehand may place a child at greater risk (or interfere with a police response) the designated person should seek advice from children's social care, about whether or not to advise parents beforehand, and should record and follow the advice given.
 - In these circumstances the appropriate agency may contact parents
- We make parents, staff, committee, volunteers, students etc aware that we can offer the Chapel or the Stable to conduct private communications as needed. We inform parents during inductions that we may need to record formal and informal conversations which contribute to the well-being, development and safety of their children.

Liaison with other agencies

- We work within Somerset Safeguarding Children Board guidelines which are constantly updated and are available online.
- 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.
- The setting Manager and Designated Persons for Child Protection ensure that they are aware of the correct agency contacts.
- We have a copy of 'What to do if you're worried a child is being abused' for parents and staff and all staff are familiar with what to do if they have concerns.
- We have clear procedures for contacting the local authority on child protection issues, see section **1.2b 'Whistle blowing and Managing an allegation against a member of staff'** and **1.2c 'Procedure for making a referral'** which are displayed on the parents information board.
- We ensure all information is relevant and up to date by checking the appropriate websites and auctioning updates as they arrive.
- 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.
- If a referral is to be made to the local authority social care department, we act within the area's Safeguarding Children and Child Protection guidance in deciding whether we must inform the child's parents at the same time.

Allegations against staff

(Please see section 1.2b Whistle blowing policy & Managing an allegation against a member of staff)

- We ensure that all parents know how to raise concerns about the behaviour or actions of staff or volunteers within the setting, or anyone living or working on the premises, which may include an allegation of abuse.
- We follow the guidance of the Local Safeguarding Children Board when responding to any complaint that a member of staff, or volunteer within the setting, or anyone living or working on the premises, has abused a child.
- We respond to any inappropriate behaviour displayed by members of staff, volunteer or any other person living or 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 follow the guidance of the Local Safeguarding Children Board when responding to any complaint that a member of staff or volunteer within the setting, or anyone living or working on the premises occupied by the setting, has abused a child.
- We ensure that all staff and volunteers know how to raise concerns about a member of staff or volunteer within the setting. [We/I] respond to any concerns raised by staff and volunteers who know how to escalate their concerns if they are not satisfied with [our/my] response
- We respond to any disclosure by children or staff that abuse by a member of staff or volunteer within the setting, or anyone living or working on the premises, may have taken, or is taking place, as set out in the above procedure for *Responding to signs of abuse* and *Recording signs of abuse*.
- We refer any such complaint immediately to the Somerset Local Safeguarding Children's Board –directly to the [Local Area Designated Officer](#) to investigate and/or offer advice.

Anthony Goble – 0300123 2224

(name and phone number)

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- We also report any such alleged incident to Ofsted within 14 days of the allegation (unless advised by LADO that this is unnecessary due to the incident not meeting the threshold), as well as what measures we have taken. 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 children's social care agree it is appropriate in the circumstances, the chairperson will suspend the member of staff on full pay, or the volunteer, for the duration of the investigation. This is not an indication or admission that the alleged incident has taken place, but is to protect the staff as well as children and families throughout the process.

Disciplinary action

(please refer to section 8.14 Disciplinary Procedure)

- 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/I] 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.

Key commitment 3

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

Training (Please refer to section 2.5 Staff training)

- Training opportunities are sought for all adults involved 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 Female genital mutilation) and neglect and that they are aware of the local authority guidelines for making referrals.
- Designated persons receive appropriate training, as recommended by the Local Safeguarding Children Board, every two years and refresh their knowledge and skills at least annually.
- We ensure that all staff are trained in the above areas including in the settings policies and 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 meetings at least once a year.
- A file is available with relevant information regarding child protection, safeguarding and signs of abuse including copies of any recent training materials and information

Planning, provision and environment

- The layout of the room 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.
- 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 that they develop an understanding of why and how to keep safe.
- We create within the setting a culture of value and respect for the individual, 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.
- We encourage consideration of feelings and emotions within the setting in order that children be equipped with the tools to express themselves appropriately (please see section **7.1 Achieving Positive Behaviour** also).

Confidentiality & information sharing (please refer to section 8.9 Confidentiality and client access to records and 8.10 Information sharing)

- 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 Local Safeguarding Children Board and is compliant with the Data Protection Act.

Support to families (please refer to section 8.5 Parental Involvement)

- We believe in building trusting and supportive relationships with families, staff and volunteers in the group.
- We make clear to parents our role and responsibilities in relation to child protection, such as for the reporting of concerns, providing information, monitoring of the child, and liaising at all times with the local 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 unless doing so is likely to pose a risk to others.
- We follow the Child Protection Plan as set by the child's social care worker in relation to the setting's designated role and tasks in supporting that child and their family, subsequent to any investigation.
- 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 Local Safeguarding Children Board.

Please note - We make parents, staff, committee, volunteers, students etc aware that we can offer the Chapel or the kitchen to conduct private communications as needed. We inform parents during inductions that we may need to record formal and informal conversations which contribute to the well-being, development and safety of their children.

We inform parents, where appropriate, when we need to record confidential information beyond the general personal information we keep (see our Children's Records Policy) - for example with regard to any injuries, concerns or changes in relation to the child or the family, any discussions with parents on sensitive matters, any records we are obliged to keep regarding action taken in respect of child protection and any contact and correspondence with external agencies in relation to their child.

Legal framework

Primary legislation

- Children Act (1989 s47)
- Protection of Children Act (1999)
- The Children Act (2004 s11)
- Safeguarding Vulnerable Groups Act (2006)
- Childcare Act (2006)

Secondary legislation

- Sexual Offences Act (2003)
- Criminal Justice and Court Services Act (2000)
- Equality Act (2010)
- Data Protection Act (1998)
- Childcare (Disqualification) Regulations (2009)
- Children and Families Act (2014)
- Care Act (2014)
- Serious Crime Act (2015)
- Counter-Terrorism and Security Act (2015)

Further guidance

- Working Together to Safeguard Children (HMG, 2015)
- What to do if you're Worried a Child is Being Abused (HMG, 2015)
- Framework for the Assessment of Children in Need and their Families (DoH 2000)
- The Common Assessment Framework for Children and Young People: A Guide for Practitioners (CWDC 2010)
- Statutory guidance on making arrangements to safeguard and promote the welfare of children under section 11 of the Children Act 2004 (HMG 2008)
- Hidden Harm – Responding to the Needs of Children of Problem Drug Users (ACMD, 2003)
- Information Sharing: Guidance for Practitioners providing Safeguarding Services (DfE 2015)
- Disclosure and Barring Service: www.gov.uk/disclosure-barring-service-check
- Revised Prevent Duty Guidance for England and Wales (HMG, 2015)
- Inspecting Safeguarding in Early Years, Education and Skills Settings, (Ofsted, 2016)

Revised April 2017:– Signed:

Beccy Lee (Pre-school Leader)

This policy was adopted at a meeting of

Pilton Pre-school

name of setting

Held on

(date)

Date to be reviewed

August 2017

(date)

Signed on behalf of the management committee

Name of signatory

Suzy House

Role of signatory (e.g. chair/owner)

Chair