

Safeguarding and Welfare Requirement: Child Protection

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



Safeguarding children and child protection

(Including managing allegations of abuse against a member of staff)

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.

Procedures

We carry out the following procedures to ensure we meet the three key commitments of the Alliance Safeguarding Children Policy.

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 person (a member of staff) who co-ordinates child protection issues is:
Megan Broughton and Paige Burden
- Our designated officer (member of the management team) who oversees this work is:
Michelle Newman
- We ensure all staff are trained to understand our safeguarding policies and procedures and parents are made aware of them too.
- All staff have an up-to-date knowledge of safeguarding issues including the Prevent Duty.
- We provide adequate and appropriate staffing resources to meet the needs of children.
- The designated person's safeguarding knowledge and skills are updated at least annually.
- We ensure we have staff on all interview panels who are Safer Recruitment trained.

- Applicants for posts within the provision are clearly informed that the positions are exempt from the Rehabilitation of Offenders Act 1974.
- Candidates are informed of the need to carry out 'enhanced disclosure' checks with the Disclosure and Barring Service 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.
- We abide by Ofsted requirements in respect of references and Criminal Record Bureau checks for staff and volunteers, to ensure that no disqualified person or unsuitable person works at the provision or has access to the children.
- Staff are required to sign a suitability declaration as per the Childcare Act 2006.
- We record information about staff qualifications, and the identity checks and vetting processes that have been completed including:
 - the DBS reference number;
 - the date the disclosure was obtained; and
 - details of who obtained it.
- We inform all staff 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).
- Volunteers do not work unsupervised.
- We abide by the Safeguarding Vulnerable Groups Act (2006) 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.
- We have procedures for recording the details of visitors to the setting.
- We take security steps to ensure that we have control over who comes into the provision so that no unauthorised person has unsupervised access to the children.
- We take steps 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.
- We recommend that staff who are likely to need to use physical intervention are properly trained. Physical intervention of a nature which is both unreasonable and disproportionate to the circumstances and/or causes injury or distress to a child, may be considered under child protection or disciplinary procedures. Any such events are recorded and signed by a witness.
- Anti-bullying – our setting will take seriously any bullying concerns and both investigate and take action to protect the children in our setting where appropriate.
- Peer to peer abuse will be taken seriously and is subject to child protection procedures.
- Our Health and Safety General Standards policy reflects the consideration we give to the protection of our children within the setting environment or when undertaking trips and visits.
- ICT equipment is checked before use and children are supported to enable them to use ICT in a safe and responsible manner.

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 2006).

Responding to suspicions of abuse

- We acknowledge that abuse of children can take different forms - physical, emotional, and sexual, as well as neglect.
- 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 take into account factors affecting parental capacity, such as social exclusion, domestic violence, parent's drug or alcohol abuse, mental or physical illness or parent's learning disability.
- We are aware of other factors that affect children's vulnerability such as abuse of disabled children, fabricated or induced illness, child abuse linked to beliefs in spirit possession, sexual exploitation of children such as through internet abuse and Female Genital Mutilation that may affect or may have affected children and young people using our provision.
- Any known cases of Female Genital Mutilation are reported to the Local Safeguarding Children's Board.
- We use appropriate filters and monitoring systems are in place to protect children from potentially harmful online material.
- 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.
- Where we believe a child in our care or known to us may be affected by any of these factors we follow the procedure for reporting child protection concerns.
- Where such evidence is apparent, the child's key person makes a dated record of the details of the concern and discusses what to do with member of staff who is acting as the 'designated person'. The information is stored on the child's personal file.
- We refer concerns to the local authority children's social care department 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's Board.

- We take care not to influence the outcome either through the way we 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 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.
- For further details of what we do regarding peer on peer abuse, please see Achieving Positive Behaviour Policy (7.1).
- The designated member of staff for Safeguarding (**Megan Broughton and/or Paige Burden**) is available at all times during usual opening hours. If she is unavailable for any reason, the Committee's designated safeguarding officer (**Michelle Newman**) will be available.
- Staff are trained to recognise the symptoms of Child Sexual Exploitation (CSE) and distinguish them from other forms of abuse. As much information as possible will be shared with the relevant agencies / Social Care.

Recording suspicions of abuse and disclosures

- Where a child makes comments to a member of staff that gives cause for concern (disclosure), observes signs or signals that gives 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;
 - 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 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 office.
- The manager (**Megan Broughton**) acting as the Designated Person is informed of the issue at the earliest opportunity.

- Where the Local Safeguarding Children Board stipulates the process for recording and sharing concerns, we include those procedures alongside this procedure and follow the steps set down by the Local Safeguarding Children Board.

Making a referral to the local authority social care team

- The Pre-school Learning Alliance's publication *Safeguarding Children* contains procedures for making a referral to the local children's social care team, as well as a template form for recording concerns and making a referral. This is based on 'What to do if you are worried a child is being abused' (HMG 2006).
- We keep a copy of this document alongside procedures set down by our Local Safeguarding Children Board which we follow where local procedures differ from those of the Pre-school Learning Alliance.

Informing parents

- Parents are normally the first point of contact. We discuss concerns with parents to gain their view of events unless we feel this may put the child in greater danger.
- We inform parents 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 guidance of the Local Safeguarding Children Board does not allow this, for example, where it is believed that the child may be placed in greater danger.
- This will usually be the case where the parent is the likely abuser. In these cases the social workers will inform parents.

Liaison with other agencies

- We work within the Local Safeguarding Children Board guidelines.
- We have the current version 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 procedures for contacting the local authority on child protection issues, including maintaining a list of names, addresses and telephone numbers of social workers, to ensure that it is easy, in any emergency, for the setting and social services to work well together.
- We notify the registration authority (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.
- Staff are aware of the meaning of Forced Marriage (FM). Any situations brought to light in the setting will be shared with the relevant authorities.

- We understand the mandatory duty to report to police any case where an act of Female Genital Mutilation (FGM) appears to have been carried out on a girl under the age of 18.

Allegations against staff

- We ensure that all parents know how to complain about the behaviour or actions of staff or volunteers within the provision, or anyone living or working on the premises occupied by the setting, which may include an allegation of abuse.
- We respond to any inappropriate behaviour displayed by members of staff, or any other person working with the children, 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 provision, or anyone living or working on the premises occupied by the setting, has abused a child. **In a case of allegation against a member of staff we will inform the LADO (Local Authority Designated Officer) Alison Beasley, on 01865 815956** as soon as possible within 24 hours.
- **If the allegation made to a member of staff concerns the manager themselves, the person receiving the allegation will immediately inform the chair of the committee (Michelle Newman) who will consult with LADO, without notifying the manager first.**
- 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 occupied by the setting, may have taken, or is taking place, by first recording the details of any such alleged incident.
- We refer any such complaint immediately to the local authority's social care department to investigate. We also report any such alleged incident to Ofsted and 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 **Manager/Chair** will suspend the member of staff on full pay, or the volunteer, for the duration of the investigation. This is not an indication of 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

- 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 Independent Safeguarding Authority (ISA) 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

The alliance is committed to promoting awareness of child abuse issues throughout its training and learning programmes for adults. It is also committed to empowering young children, through its early childhood curriculum, promoting their right to be strong, resilient and listened to.

Training

- All staff undertake safeguarding training to ensure that they are able to recognise the signs and signals of possible physical abuse, emotional abuse, sexual abuse and neglect and that they are aware of the local authority guidelines for making referrals.
- We are aware of the additional barriers that exist when recognising the signs of abuse and neglect of children who have special educational needs and /or disabilities.
- All staff receive regular updates on safeguarding, at least annually.
- We ensure that designated persons receive training in accordance with that recommended by the Local Safeguarding Children Board at least every two years.
- We ensure that all staff know the procedures for reporting and recording their concerns in the setting.
- We have regard to our obligations to prevent our children from being drawn into extremism or terrorism. We recognise that this is our statutory duty under the Counter Terrorism and Security Act 2015. All staff and committee members have received training that gives them the knowledge and confidence to identify children at risk of being drawn into terrorism and to challenge extremist ideas which can be used to legitimise terrorism.

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 visible to others.**

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 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.

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 Local Safeguarding Children Board.

Support to Staff

- We recognise that staff working in the setting who have become involved with a child who has suffered harm, or appears to be likely to suffer harm may find the situation stressful and upsetting.
- We will support such staff by providing an opportunity to talk through their anxieties with the Designated Person and to seek further support. This could be provided by another trusted colleague or a representative of a professional body, as appropriate.

Support to families

- 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.
- 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.

Legal framework

Primary legislation

- Children Act (1989 s47)
- Protection of Children Act (1999)
- Data Protection Act (1998)
- The Children Act (Every Child Matters) (2004)
- Safeguarding Vulnerable Groups Act (2006)
- Counter-Terrorism and Security Act (2015)

Secondary legislation

- Sexual Offences Act (2003)
- Criminal Justice and Court Services Act (2000)
- Equalities Act (2010)
- Data Protection Act (1998) Non Statutory Guidance – Updated for 2018

Further Guidance

- Working Together to Safeguard Children (under revision 2012)
- What to do if you are Worried a Child is Being Abused (HMG 2006)
- 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 2007)
- Information Sharing: Guidance for Practitioners and Managers (HMG 2008)
- Independent Safeguarding Authority: www.isa.gov.org.uk
- The Prevent Duty Department Advice for Schools and Childcare Settings (DfE 2015)

Whistle Blowing

Policy statement

Southmoor Pre-School is committed to the highest possible standards and the views, feelings and opinions of staff, parents, students and volunteers are respected and taken seriously in every situation.

We are committed to tackling any malpractice or wrong doing and will deal with all concerns as soon as practically possible. Employees are often the first to realise that there may be something wrong within a setting. However, they may not express their concerns because they feel disloyal to their colleagues or they fear harassment or victimisation. This policy makes it clear that they can do so without fear or reprisal.

Whistle blowing is the term used when someone who works for an organisation, wishes to raise concerns about malpractice in the organisation (for example, crimes, miscarriages of justice, dangers to health and safety or the environment) and the cover up of any of these.

Whistle blowing is very different from a complaint or grievance. It only applies when you have no vested interest and are acting as a witness to misconduct or malpractice that you have observed.

Procedures

- Staff, students and volunteers should raise any concerns with the manager Megan Broughton or the Chair of committee Natalie Thomason.
- Concerns should be made in writing and should include:
 - Reference to the fact that it is a whistle blowing disclosure
 - The background and history of the concerns
 - Names, dates and places (where possible)
 - The reasons why the individual is concerned about the situation
- Staff who feel unable to put concerns in writing can telephone or meet in person with the manager or Chair of committee.
- An investigation will take place. All matters raised, with the exception of allegations of abuse against a staff member, or unlawful activity, will be investigated internally. Allegations of abuse will be dealt with as per procedures in the Safeguarding policy. Unlawful activity will be investigated by the Police.
- The appropriate person/s will investigate the concerns thoroughly, ensuring that a written response is provided within ten working days.

- The response should include details of how the matter was investigated and conclusions drawn from the investigation. Should the staff member be unhappy with the response and wish to take the matter further they should contact Ofsted as follows:
 - Whistle Blowing hotline 0300 123 3155
 - Email whistleblowing@ofsted.gov.uk
 - Post WBHL, Ofsted, Picadilly Gate, Gore Street, Manchester M1 2WD

Further Guidance and Legal Framework

- The Public Interest Disclosure Act 1998 protects workers who raise concerns from victimisation or harassment. In accordance with the Act, Southmoor Pre-School actively encourages it’s workers to come forward and voice concerns about any aspect of the setting’s practice or the conduct of any staff, volunteer or student.
- For more information on the Public Disclosure Act 1998 see [www.pcaw.co.uk/law/uklegislation,htm](http://www.pcaw.co.uk/law/uklegislation.htm)

This policy was adopted at a meeting of	Southmoor Pre-School	(name of provider)
Held on		(date)
Date to be reviewed		(date)
Signed on behalf of the management committee		
Name of signatory		
Role of signatory (e.g. chair/owner)		