

SAFEGUARDING CHILDREN

SAFEGUARDING CHILD AND CHILD PROTECTION

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

Policy Statement

Our primary responsibility is the welfare and well-being of all children in our care. We will do all we can to ensure that children in our care are protected from all forms of violence, abuse, neglect and mistreatment by their parents or anyone else who looks after them (Article 19 U.N.C.R.C) As such we believe we have a duty to the children, parents/carers and staff to act quickly and responsibly in any instance that may come to our attention.

This statement lays out the procedures that will be taken if we have reason to believe that a child in our care is subject to either emotional, physical or sexual abuse or neglect.

Procedures

Staff and volunteers

- ✧ Our Designated Safeguarding Lead (DSL) and Deputy Designated Safeguarding Lead (DDSL) who co-ordinates child protection issues are:

DSL: KERRY GOODWIN

DDSL: CLARE RAWLINGS

- Our designated officer (member of the committee management team) who oversees this work is:

JODIE HIGGS (TREASURER)

- We ensure all staff and parents are made aware of our safeguarding policies and procedures.
- We provide adequate and appropriate staffing resources 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.
- The successful candidate will be required to complete a Disclosure and Barring Service (DBS) form and health declaration prior to starting at the setting. If the disclosure is not returned in time for the candidate to commence work, then they will NOT be left unsupervised with children within the pre-school and a written risk assessment will be completed.
- Volunteers and visitors are supervised.
- We have procedures for recording the details of visitors to the setting.
- We record information about staff qualifications, and the identity checks and vetting processes that have been completed including: the criminal records disclosure 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). This information is recorded and the information will be passed onto Ofsted within 14 days.
- That in the event of the disqualification of a registered provider, a person living in the same household as the registered provider or person employed in that household, the provider must not continue as an early years provider – nor be directly concerned in the management of such provision (Section 75 of the Childcare Act 2006) (3.14 and 3.15 EYFS)
- That in the event of a disqualification of a person employed in a setting, the provider should not continue to employ that person (Section 76 of the Childcare Act 2006). In certain circumstances Ofsted may consider a waiver. (3.16 EYFS).
- We take security checks to ensure that we have control over who comes into the provision so that no authorised person has unsupervised access to the children.

Our setting 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)

Technology and Internet Safety

- ⤴ The Pre-school mobile phone must be kept in the kitchen at all times. The mobile phone must be answered in the kitchen and must not be taken out of the kitchen, unless we are practising a fire drill or walking around the village. All incoming and outgoing calls must be recorded. The Pre-school mobile phone must be kept on the premises at all times and will be locked within the Pre-school cupboard outside the Pre-school hours.
- ⤴ All staff mobile telephones, MP3 players etc. are to be placed in a basket near the Pre-school mobile phone. The snack staff monitor will alert staff members if it rings or beeps and the staff member will answer their mobile phone in the kitchen. This is only for family emergencies.
- ⤴ All visitors are to be asked to leave their property (including mobile telephones) in the kitchen.
- ⤴ Only the pre-school camera and iPads are to be used to record the children's development.
- ⤴ We can connect to the internet at Pre-school and all staff have an Acceptable User Policy (AUP) and E-Safety Policy which outlines procedures on using the internet.
- ⤴ Parents must not use their mobile phones whilst on the Pre-school premises.

Procedures

- ⤴ The use of mobile phones being carried on a person or used in the pre-school's rooms will result in a disciplinary procedure.
- ⤴ It is the responsibility of all key-persons to delete all photographs stored on a digital camera after transfer to the computer for printing purposes as well as deleting their own key-children's photographs from tapestry.
- ⤴ If a parent uses their mobile phone on the Pre-school premises they will be asked to take their call outside the building.
- ⤴ Report any suspected misuse or problem to the E-safety Champions (Kerry Goodwin or Karen Richardson), particularly where it is believed that a child's welfare is at risk.

Responding to suspicions of abuse

- We acknowledge that abuse of children can take different forms – physical, emotional, and sexual, as well as neglect.
1. **Physical abuse** – action will be taken under this heading if the staff have reason to believe that there has been a physical injury to a child, including deliberate poisoning, where there is definite knowledge, or reasonable suspicion that the injury was inflicted or knowingly not prevented.
 - a. Any sign of a mark/injury to a child when they come into preschool will be recorded by the staff member who noticed the mark/injury and brought to the attention of the DSL and/or DDSL for child protection liaison, discussed with the parent, and the parent is asked to countersign a record.
 - b. Such discussion will be recorded and the parent/main carer will have access to such records. (Discussion will take place unless it is believed that this would place the child at risk of significant harm)
 2. **Sexual abuse** – action will be taken under this heading if the staff team have witnessed occasions where a child indicated sexual activity through words, play, and drawing or had an excessive pre-occupation with sexual matters or had an inappropriate knowledge of adult sexual behaviour.
 - a. The observed instances made by staff members are brought to the attention of the DSL and/or DDSL child protection liaison.
 - b. Such discussion will be recorded and the parent/main carer will have access to such records. (Discussion will take place unless it is believed that this would place the child at risk of significant harm)

3. **Emotional abuse** – action will be taken under this heading if the staff team have reason to believe that there is a severe, adverse effect on the behaviour and emotional development of a child caused by persistent or severe ill treatment or rejection.
 - a. The concern will be discussed with the parent/main carer by the DSL and/or DDSL for child protection liaison.
 - b. Such discussion will be recorded and the parent/main carer will have access to such records. (Discussion will take place unless it is believed that this would place the child at risk of significant harm)

4. **Neglect** – action will be taken under this heading if the staff team have reason to believe that there has been persistent or severe neglect of a child (for example, by exposure to any kind of danger, including cold and starvation) which results in serious impairment of the child’s health or development, including non-organic failure to thrive.
 - a. The concern will be discussed with the parent/main carer by the DSL and/or DDSL child protection liaison.
 - b. Such discussion will be recorded and the parent/carer will have access to such records. (Discussions will take place unless it is believed that this would place the child at risk of significant harm)
 - 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 the setting leader who is acting as the ‘designated person’. This information is stored on the child’s personal file.
 - We refer concerns to the local authority Family Support Local Office and co-operate fully in any subsequent investigation.
NB In some cases this may mean the police or another agency identified through the Local Safeguarding Children’s Board.
 - We take care not to influence the outcome either through the way we speak to the children or by asking questions of children.

Bruising protocol for infants and children who are not independently mobile

Bruising in infants/children who are not independently mobile is rare and must always result in an immediate consultation with the Family Support Local Office. A bruise will never be interpreted in isolation and will always be assessed in the context of medical and social history, developmental stage and explanation given. The Family Support Local Offices will co-ordinate multi-professional information sharing and assessment.

All staff members that observe bruising to an infant/child who is not independently mobile (we have a responsibility for reporting bruising of younger siblings of a child attending Cranborne Pre-school) will ask open questions to seek an explanation from the parent/carer and follow our safeguarding procedures. They will record what the bruising looks like and will always contact the Family Support Local Office for discussion and advice.

Recording suspicions of abuse and disclosures

- Where a child makes a comment 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; or any reason to suspect neglect or abuse outside setting, for example in the child’s home or that a girl may have been subjected to (or is at risk of) female genital mutilation, 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 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's personal file which is kept securely and confidentially.

Making a referral to the local authority social care team

- All action is taken in line with the following guidance: What to do if you're worried a child is being abused.
- Any member of staff, volunteer or visitor to this pre-school who receives a disclosure of abuse or suspects that abuse may have occurred must report it immediately to the designated person for child protection.
- The new single point of contact for new referrals or safeguarding concerns about a child is **01202 228866**. If the child is known to the Family Support Local Office we are to ring their Local Office of where they live.
- Confidentiality must be maintained and information relating to individual pupils/families shared with staff on a strictly need to know basis.

Local Office Contact:

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| ▪ Ferndown | 01202 877445 |
| ▪ Hampshire | 0300 555 1384 |

If you are concerned that the designated member of staff has not taken appropriate action or if it is considered that the designated person or other in authority may be implicated in the suspicion of abuse, you have a duty to inform statutory authorities. (See Local Office Contact details)

Informing parents

- The first point of contact shall be the Family Support Local Office.
- If a suspicion of abuse is recorded, the parents shall be informed if the Family Support Local Office allows this. If the case where the parent is the likely abuser, the investigating officers will inform parents.

Liaison with other agencies

- We work within the Local Safeguarding Children Board guidelines.
- 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 procedures for contacting the local authority on child protection issues, including maintaining a list of telephone numbers of social workers, to ensure that it is easy, in any emergency, for the setting and the Family Support Local Office 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 least within 14 days of the allegation being made.
- If a referral is to be made to the Family Support Local Office, 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

- We ensure that all parents know how to complain about the behaviour or actions of staff or volunteers within the setting, or anyone working on the premises occupied by the setting, 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 working on the premises occupied by the setting, has abused a child.

- We respond to any disclosure by children, parents or staff that inappropriate behaviour displayed by a member of staff or volunteer within the setting, or anyone working on the premises occupied by the setting, may have taken, or is taking place. For example, inappropriate sexual comments, excessive one-to-one attention beyond the requirements of their usual role and responsibilities or inappropriate sharing of images, by first recording the details of any such alleged incident.
- We refer any such complaint immediately to the Family Support Local Office to investigate. We also report any such alleged incident to Ofsted and the Local Safeguarding Children Board Officer – Patrick Crawford (01305 221122) discussing 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 the Family Support Local Office in conjunction with the police.
- Where the management committee and the Family Support Local Office agree it is appropriate in the circumstances, the chairperson will suspend the member of staff, 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 a volunteer is dismissed from the setting because of misconduct relating to a child, we notify the Independent Barring Board administrators so that the name may be included on the Protection of Children and Vulnerable Adults Barred List. We would also notify OFSTED and the Local Safeguarding Children Board investigating officer – Patrick Crawford.

Whistle blowing (reporting a colleague)

- The welfare of the children is of paramount importance and therefore child protection over-rides any other conflicting protocol or policy. Failure to protect the well-being of a child in our care is likely to be a disciplinary offence but also may contravene the law. Our reputation is at stake in all the work that we undertake but it is the area of child protection where we are potentially most vulnerable and must be at our most professional. All staff have a detailed whistle blowing policy stating the correct procedures to follow. This policy is also available to parents if they wish to view it.

Training

- We seek out training opportunities 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 and neglect and that they are aware of the local authority guidelines for making referrals.
- We ensure that all staff know the procedures for reporting and recording their concerns in the setting.
- All staff will attend safeguarding training within their first 6 months of employment, and receive initial basic training during their first week. This will include the procedures for recording and reporting.

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 families

- We believe in building a trusting and supportive relationship 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 Family Support Local Office 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 Family Support Local Office 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.

British Values and the Prevent Duty

From 1st July 2015 the Prevent Duty became law. This is a duty on all registered early years providers to have due regard to preventing people being drawn into terrorism. In order to protect children in our care, we would be alert to any issues which may cause concern in the child's life at home or elsewhere. We would follow our safeguarding procedures in reporting this to the Family Support Local Office. British Values are a set of five values introduced to keep children safe and promote their welfare, as is the duty of all providers following the Early Years Foundation Stage, specifically to counter extremism. Cranborne Pre-school helps children to have an understanding of these values through following the Early Years Foundation Stage areas of learning, Personal, Social and Emotional Development and Understanding the World.

Legal Framework

- Children Act (1989 s47)
- Childcare Act (2006)
- Protection of Children Act (1999)
- Data Protection Act (2018)
- The Children Act (Every child matters) (2004)
- Safeguarding Vulnerable Groups Act (2006)
- Working Together to Safeguard Children July 2018
- Early Years Foundation Stage 2017
- The Prevent Duty 2015

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| July 2018 |
| This policy was adopted on: _____ |
| July 2019 |
| Date to be reviewed: _____ |
| Signed on behalf of the Committee: _____ <i>Lucy Fairchild</i> |

Changes made: **Y**/N