

# **Safeguarding Children and Child Protection Policy**

**Lead Officer for Safeguarding: Lyn Donnelly**

**Deputy Lead Officer for Safeguarding: Marie Underwood**

## **Statement of intent**

Our setting will work with children, parents and the community to ensure the safety of children and to give them the very best start in life.

## **Aim:**

Staff will endeavour to create an environment in our pre-school where children are safe from abuse and in which any suspicion of abuse is promptly and appropriately responded to by following the safeguarding children procedures agreed through the Local Safeguarding Children's Board.

We (The Management) aim to:

1. Create an environment in our pre-school which encourages children to develop a positive self-image, regardless of race, language, religion, culture or home background;
2. Help children to establish and sustain satisfying relationships within their families, with peers and with other adults;
3. Encourage children to develop a sense of autonomy and independence;
4. Work with parents to build their understanding of, and commitment to, the welfare of all our children.

## **The legal framework for this policy is:**

### ***Primary legislation***

The Children Act 1989 – s 47

The Protection of Children Act 1999

General Data Protection Regulations 2018

The Children Act 2004 (Every Child Matters)

The Children and Families Act 2014

## ***Guidance***

The EYFS Statutory Framework 2018

Working Together to Safeguard Children (revised 2018)

What To Do If You Are Worried a Child is Being Abused (revised 2015)

The Framework for the Assessment of Children in Need and their Families 2000

The Common Assessment Framework 2005 (amended 2017)

Prevent Duty Guidance 2015 (amended 2016)

## ***Secondary legislation***

Sexual Offences Act 2003

Criminal Justice and Court Services Act 2015

Human Rights Act 1998

Race Relations (Amendment) Act 2000

Rehabilitation of Offenders Act 1974 (amended 2013)

The Counter Terrorism and Security Act 2015

## **Methods**

### **Liaison with other bodies:**

1. We work within the Local Safeguarding Children Board guidelines.
2. We have a copy of 'What to do if you are worried a child is being abused' kept in the setting for parents and staff. All staff are familiar with what to do if they have concerns and are all issued with our Induction to Safeguarding and Promoting Welfare document as part of their induction.
3. We have procedures for contacting the local authority on child protection issues to ensure that it is easy, in an emergency, for the setting and social services to work well together.
4. We notify the registration authority (Ofsted) of any incident or accident, and any changes in our arrangements which may affect the wellbeing of children.
5. Details of the local National Society for the Prevention of Cruelty to Children (NSPCC) contacts are also kept.
6. 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.

7. It is the responsibility of all settings to ensure children are protected under the new Prevent legislation 2015 and it is the responsibility of all providers to ensure children in their care are not subject to undue or extremist views and influences.

**The premises:**

1. We operate a 'Keypad' security system on the door leading into our pre-school, with a door bell which alerts us to persons/children wishing to enter our setting.
2. All visitors are required to sign in and out when entering/leaving our setting and IDs will be checked if the visitor is unfamiliar to us.

**Safeguarding Lead:**

- 1 Our Lead Officer for Safeguarding and Child Protection who co-ordinates safeguarding children issues is Lyn Donnelly.
- 2 In accordance with the Statutory Framework for the Early Years Foundation Stage 2017 section 3.5 our Lead Officer is responsible for liaison with local statutory children's services agencies, and with the LSCB. She provides support, advice and guidance to any other staff on an ongoing basis, and on any specific safeguarding issues as required.
- 3 She attends regular Safeguarding support sessions delivered by SfYC
- 4 She ensures all new members of staff are issued with, and fully understand, our Induction to Safeguarding and Promoting Welfare document as part of their induction process
- 5 In the absence of our Lead Officer, the Deputy Lead Officer will take on this role.

**Staff and Volunteering:**

1. We provide adequate and appropriate staffing resources to meet the needs of the children.
2. Applicants for posts within the pre-school are clearly informed that the positions are exempt from the Rehabilitation of Offenders Act 1974. Candidates are informed of the need to carry out checks 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.
3. We abide by Ofsted requirements in respect of references and Disclosure and Barring Services (DBS) checks for staff and volunteers, to ensure that no disqualified person or unfit person works at the pre-school or has access to the children. Anyone who has not completed these checks will not be left alone with a child/children whilst at the pre-school. As an organisation we previously renewed all DBS checks every three years, however all staff are now instructed to join the annual subscription service when their current DBS check expires and those joining the scheme sign to give consent to checks being made under this scheme. Our current practice is to check each individual's DBS record on an annual basis.
4. Volunteers do not work unsupervised.

5. We abide by the Protection of Children 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 safeguarding children concern.
6. We have procedures for recording the details of visitors to the pre-school.
7. We take security steps to ensure that we have control over who comes into the pre-school so that no unauthorised person has unsupervised access to the children.

**Training:**

1. We seek out training opportunities for all adults involved in the pre-school and provide literature for all staff to ensure that they are able to recognise the signs and symptoms of possible physical abuse, emotional abuse, sexual abuse and neglect, so that they are aware of the local authority guidelines for making referrals.
2. We ensure that all staff know the procedures for reporting and recording their concerns in pre-school.

**Planning:**

1. The layout of our setting allows for constant supervision.
2. Children are always within sight or hearing of a staff member.

**Curriculum:**

3. We introduce key elements of safeguarding children into EYFS curriculum, so that children can develop understanding of why and how to keep safe.
4. We create within the pre-school a culture of value and respect for the individual and we promote British Values as part of the ethos of our setting.
5. We ensure that this is carried out in a way that is appropriate for the ages and stages of development of our children.

**Responding to suspicions of abuse:**

1. We acknowledge that abuse of children can take different forms – physical, emotional, sexual and neglect.
2. When children are suffering from physical, sexual or emotional abuse, this may be demonstrated through changes in their behaviour, or in their play. Where such changes in behaviour occur, or where children's play gives cause for concern, the pre-school will investigate.
3. We allow investigation to be carried out with sensitivity. Staff in the pre-school take care not to influence the outcome either through the way they speak to children or ask questions of children.

4. Where a child show signs and symptoms of 'failure to thrive' or neglect, we make appropriate referrals, however in the event of a safeguarding issue, parental permission to contact outside agencies may or may not be sought depending on the circumstances, as we have a duty of care to all children within our setting.
5. An added form of abuse that must be considered is the risk of young girls being subjected to, or at risk of, female genital mutilation or breast ironing. This usually occurs in children of a slightly higher age than the girls within our setting, but we must be aware of any indications of this happening, not only to the children in our care but to other female members in their family.
6. A pre-school manager may wish to make non-urgent contact with the safeguarding children team for advice. The name of the child or family will be withheld at this stage, unless the safeguarding children team insist on it.

**Allegations against staff:**

1. We ensure that all parents know how to complain about staff or volunteer action within the setting, which may include an allegation of abuse. (See our complaints procedure for details)
2. We follow the guidance of the Local Safeguarding Children Board when responding to any complaint that a member of staff or volunteer has abused a child.
3. We respond to any disclosure by children or staff that abuse by a member of staff may have taken, or is taking place, by first recording the details of any such alleged incident.
4. We refer any such complaint immediately to the Local Authority designated officer (LADO). We co-operate entirely with any investigation carried out by social services in conjunction with the police.

**Disciplinary action:**

1. Where a member of staff or a volunteer is dismissed from the setting or internally disciplined because of misconduct relating to a child, we notify the Department of Health administrators so that the name may be included on the List for the Protection of Children and Vulnerable Adults.

**When there are safeguarding concerns about a child, the following actions must be taken, in accordance with EYFS Statutory Guidance 2017 (3.4):**

**Recording existing injuries:**

- 1 If a child arrives at pre-school with a significant visible injury or if one is discovered during the session, we will ask parents and carers for information about the injury and record the injury on the relevant form.
- 2 Parents or carers will be asked to sign the record, which will then be kept in our confidential files and retained in line with safeguarding documentation retention records.

**Disclosures:**

Where a child makes a disclosure to a member of staff, that member of staff will:

- 1 Offer reassurance to the child and believe the child
- 2 Listen to the child without pressing for information or asking leading questions
- 3 Stay calm
- 4 Give reassurance that they will take action.

**Recording suspicions:**

When recording suspicions of abuse or disclosures, staff must make a record of:

- 1 The child's full name
- 2 The child's date of birth
- 3 The age of the child
- 4 The date and time of the observation or the disclosure
- 5 A non-biased record of the observation or disclosure
- 6 The exact words spoken by the child as far as possible
- 7 The name of the person to whom the concern was reported, with date and time
- 8 The names of any other person/s present at the time.

These records are signed and dated, and kept in a separate confidential file.

All members of staff are familiar with this policy and follow the correct procedures for recording and reporting.

**Making a referral to the local authority social care department:**

- 1 The contact details for children's social services are displayed in our setting, along with the contact details and name of our Local Authority Designated Officer (LADO)

**Informing parents:**

- 1 Parents are normally the first point of contact.

- 2 If a suspicion of abuse is recorded, parents are informed at the same time as the report is made, except where the guidance of the Local Safeguarding Children's Board does not allow this.
- 3 This will usually be the case where the parent is the likely abuser. In these cases the investigating officers will inform parents.

**Confidentiality:**

- 1 All suspicions and investigations are kept confidential and shared only with those who need to know.
- 2 Any information is shared under the guidance of the Local Safeguarding Children's Board.

**Support to families:**

- 1 With the proviso that the care and safety of the child is paramount, the pre-school takes every step in our power to support and work with the child's family building up a trusting relationship.
- 2 The setting makes clear to parents its 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 social services department.
- 3 The pre-school continues to welcome the child and the family whilst investigations are being made in relation to abuse in the home situation.
- 4 We follow the Child Protection Plan as set by the social care department in relation to the setting's designated role and tasks in supporting the child and the family, subsequent to any investigation.
- 5 Confidential records kept on a child are shared with the child's parents or those who have parental responsibility for the child, only if appropriate, under the guidance of the Local Safeguarding Children's Board.

**Prevent Duty:**

It is the responsibility of all settings to ensure children are protected under the new Prevent Duty and it is the responsibility of all providers to ensure children in their care are not subject to undue or extremist views and influences.

(The Prevent Duty is the duty in the Counter-Terrorism and Security Act 2015 on specified authorities, in the exercise of their functions, to have due regard to the need to prevent people from being drawn into terrorism *DfE June 2015*)

**Sexual Communication:**

As from April 2017 Sexual communication with a child is now classed as a criminal offence.

**With further regard to keeping children safe, please see our policy and procedure for using Tapestry online learning journal, our risk assessment and log for the use of Tablets within our setting and our Mobile Phone/Camera policy.**

**Please also see our Code of Conduct for Physical Contact Policy, our Complaints Procedure and our Behaviour Management Policy.**

**For information relating to safeguarding children, who are registered with us, when they are away from the setting, please see our Collection and Non-collection of Children Policy and our Absence Procedure.**

**For information regarding the safeguarding of personal information, please also see our Confidentiality policy, our Protection of Information policy and our Transporting Electronic Information procedure.**

#### **Useful Contact Numbers:**

**Children's Services (Office hours) 0300 555 1384  
(Out of hours) 0300 555 1373**

**Social Services Professional Helpline 01329 225379  
Social Services General Enquiries 01329 225380**

**Ofsted: 0300 123 1231**

**Police (non-emergency): 101**

**NSPCC Helpline: 0800 028 3550**

**LADO: 01962 876364 Barbara Piddington (or Mark Blackwell)**

**Services For Young Children: 02392 259906**

**Anti-terrorism hotline: 0800 789 321 or email  
[prevent.engagement@hampshire.pnn.police.uk](mailto:prevent.engagement@hampshire.pnn.police.uk)**

**FGM: email: [fgmhelp@nspcc.org.uk](mailto:fgmhelp@nspcc.org.uk)**

**Home Office FGM Unit: [fgmenquiries@homeoffice.gsi.gov.uk](mailto:fgmenquiries@homeoffice.gsi.gov.uk)**



**For further guidance re: FGM or Breast ironing:**

**[www.hampshiresafeguardingchildrenboard.org.uk/professionals/fgm-breast-ironing-honour-based-violence](http://www.hampshiresafeguardingchildrenboard.org.uk/professionals/fgm-breast-ironing-honour-based-violence)**

Version	Changes made	Author	Date
1.0	Baseline version	Lyn D	31 <sup>st</sup> Dec 2015
1.1	<p>Added references to Prevent Duty and British Values</p> <p>Made reference to our newly implemented Induction to Safeguarding and Promoting Welfare document</p> <p>Updated useful contact numbers and added details of Anti-terrorism helpline</p>	Lyn D	9 <sup>th</sup> Aug 2016
1.2	<p>Updated legislation and Guidance</p> <p>Amended contact details for SfYC</p> <p>Added email address for Prevent</p> <p>Safeguarding Lead 5) Reference to a designated staff member taking role in the absence of Lead Officer</p> <p>Responding to suspicions of abuse 5) Reference to FGM and breast ironing</p> <p>Inclusion of website details with regard to above subject</p> <p>Reference to sexual communication with a child</p>	Lyn D	7 <sup>th</sup> Aug 2017

	now being classed as a criminal offence.		
2.0	Staff and volunteering 3) additional wording relating to annual DBS checks	Lyn D	8 <sup>th</sup> Oct 2017
2.1	Changes to include reference to Marie Underwood as named Deputy Lead  Reference to Collection and Non-collection of Children policy and our newly implemented Absence Procedure	Lyn D	8 <sup>th</sup> May 2018
2.2	Amended to reflect introduction of GDPR	Lyn D	12 <sup>th</sup> June 2018
2.3	Changes to reflect updates to documents	Lyn D	6 <sup>th</sup> Aug 2018
2.4	Updated contact details for SfYC and NSPCC, plus added email contacts re:FGM	Lyn	20 <sup>th</sup> June 2019