

Safeguarding and Welfare Requirement: Child Protection

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

1.2 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 and child protection policy is based on the three key commitments of the Pre-school Learning Alliance Safeguarding Children Policy. It applies to all staff and volunteers working in the setting and these adults may be the first point of disclosure for a child.

Procedures

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

Key commitment 1

Downton Community Pre-school 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 safeguarding lead (a member of staff) who co-ordinates child protection issues is:
Nicky Lanham
- Our designated officer (member of the management team) who oversees this work is:
Sarah Nutbeam
- We ensure all staff are trained to understand our safeguarding and child protection policies and procedures and parents are made aware of them too. These are set out by the LSCB and we adhere to responsibilities under the Data Protection Act 1998. The designated safeguarding leads have safeguarding training every two years and their knowledge and skills are refreshed annually. We also follow the 'What to do if you are worried a child is being abused (2015)', 'Working together to safeguard children (DfE 2018)' and the Freedom of Information Act 2000.
- All staff have an up-to-date knowledge of safeguarding issues.
- We provide adequate and appropriate staffing resources to meet the needs of children.
- **There is a designated member of staff for safeguarding available at all times that the pre-school is open for staff or parents to discuss concerns.**

Safeguarding and Welfare Requirement: Child Protection

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

- All concerns must be raised to the DSL/DDSL without delay. There is adequate opportunity to discuss concerns about issues at meetings, but staff are aware they can always confidentially speak to the manager or DSL if there are immediate concerns.
- 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 & Barring Service before posts can be confirmed.
- For individuals who have lived overseas we will ask the individual to get a Criminal Records check and/or a Certificate of Good Character/Conduct from the relevant country.
- 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 & Barring Service checks for staff and volunteers, to ensure that no disqualified person or unsuitable person works at the provision or has access to the children. We hold a list of all DBS numbers of staff, committee and volunteers.
- We record information about staff qualifications, and the identity checks and vetting processes that have been completed including:
 - the disclosure & barring service 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).
- We ensure staff receive information at induction on safeguarding and the procedures, and each member of staff is asked to complete online training. They are also made aware of confidentiality and are contractually bound not to disclose any private information.
- We are aware of the need for a staff behaviour policy (Policy 2.1a Staff Code of Conduct)
- 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. This includes a duty to make a referral to the Disclosure and Barring Service where a member of staff is dismissed (or would have been, had the person not left the setting first) because they have harmed a child or put a child at risk of harm. We must notify Ofsted of any significant event which is likely to affect the suitability of any person who is in regular contact with children on the premises. The disqualification of an employee could be an instance of a significant event. If an employee becomes aware of any information which may lead to the disqualification of an employee, we take appropriate action to ensure the safety and wellbeing of the children is maintained. Any staff member

Safeguarding and Welfare Requirement: Child Protection

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

found to have abused a child will be reported to BDS and this will affect their suitability to work with children in the future.

- 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. Visitors must sign in and out of the building and ID must be checked to see who they are, before they enter the room. Visitors are not allowed in if they do not have a purpose for doing so. Parents are also informed not to let people in, even if they know them. There is a sign on the door to remind parents of this.
- 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. This can be updated at any time. Staff respect and abide by the parent's wishes. We have an e-safety policy and we maintain confidentiality at all times.
- As a setting we are aware of our statutory duty to prevent children from being drawn into terrorism (prevent duty). We are alert to harmful behaviour by other adults in the child's life and familiar with signs of radicalisation. We ensure children learn right from wrong, mix and share with other children and value other's views, know about similarities and differences between themselves and others, and challenge negative attitudes and stereotypes (Prevent duty guidance for England & Wales, 2015). We are subject to a duty under Section 26 of the Counter Terrorism and Security Act 2015. We ensure staff have information so are able to identify if a child is at risk of radicalisation. We promote British Values, of which there are four; Democracy, The rule of law, Individual Liberty, Mutual respect for and tolerance of those with different faiths and beliefs and for those without faith, by encouraging children to make decisions, working together and focussing on PSE development, particularly self confidence and self awareness. We listen to the children's voice and ensure they know their views are important and that we are there to listen. We encourage questioning and allow children choice. We follow the rules of law, helping children to understand the rights of children (UNCRC). We work with children to develop 'golden rules' and staff model behaviour and acceptance, welcoming children and families into the setting. We are inclusive and if we believe a child is at risk of terrorist ideologies, we can carry out a risk assessment. We are aware of the online risk of radicalisation and staff are aware of behavioural changes. They know how to report this. The WSCB website helps with guidance and support for us and our staff are all up to date with training.

Key commitment 2

Downton Community Pre-school 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

Safeguarding and Welfare Requirement: Child Protection

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

- We acknowledge that abuse of children can take different forms - physical, emotional, and sexual, as well as neglect. All staff undergo training. They are aware of the signs and know how to respond to these.
- 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/allegation);
 - 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 that we should look for "soft" signs that could indicate that a child is being abused or neglected, such as excessive clinginess, low self-esteem and over-friendliness towards strangers (Child Abuse and Neglect Draft Guidance, NICE, 2017).
- 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 or those with special educational needs, 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 (Inspecting safeguarding in early years, education and skills settings, 2016).
- 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 and safeguarding 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.

CSE- Child Sexual Exploitation. This is a type of abuse where children are sexually exploited for money, power or status. Young people may be tricked into believing they are in a consensual relationships. Staff will report any concerns to the DSL or DDSL and they will follow the reporting procedure outlined by the WSCB.

FGM- Female Genital Mutilation. This compromises all procedures that involve partial or total removal of the external female genitalia, or other injury to the female genital organs for non-medical reasons (WHO). It is illegal and must be reported immediately. A child who is at immediate risk of FGM may not know what is going

Safeguarding and Welfare Requirement: Child Protection

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

to happen but may talk about 'becoming a woman' or 'being taken home to visit family'. The effects of FGM are painful and dangerous and can cause Bleeding, shock, infections, organ damage and blood loss, and problems can continue into adulthood. The FGM helpline number is 08000283550 if you are worried. Again, report your concerns to the DSL/DDSL who will follow the guidelines from the WSCB. Private fostering- this is when a child under 16 is cared for by someone who isn't a parent or 'close relative'. This is a private arrangement for longer than 28 days. You must notify the local authority of any private fostering arrangement. If you have a concern, speak to your DSL/DDSL who can notify the local authority for you. **Bullying- *Bullying*** We take bullying very seriously. Bullying involves the persistent physical, verbal or emotional abuse of another child or children. It is characterised by intent to hurt, often planned, and accompanied by an awareness of the impact of the bullying behaviour. We are also aware that bullying may be instigated by parents and other adults. Examples of this are; Physical- hitting, kicking, spitting, Verbal- Name calling, Emotional- being excluded from games, activities and discussions with those who are thought to be their friends. A child who is bullying has reached a stage of cognitive development where he or she is able to plan to carry out a premeditated intent to cause distress to another. If a child bullies another child or children:

- we show the children who have been bullied that we are able to listen to their concerns and act upon them;
- we intervene to stop the child who is bullying from harming the other child or children;
- we explain to the child doing the bullying why her/his behaviour is not acceptable;
- we give reassurance to the child or children who have been bullied;
- we help the child who has done the bullying to recognise the impact of their actions;
- we make sure that children who bully receive positive feedback for considerate behaviour and are given opportunities to practise and reflect on considerate behaviour;
- we do not label children who bully as 'bullies';
- we recognise that children who bully may be experiencing bullying themselves, or be subject to abuse or other circumstances causing them to express their anger in negative ways towards others;
- we recognise that children who bully are often unable to empathise with others and for this reason we do not insist that they say sorry unless it is clear that they feel genuine remorse for what they have done. Empty apologies are just as hurtful to the bullied child as the original behaviour;
- we discuss what has happened with the parents of the child who did the bullying and work out with them a plan for handling the child's behaviour; and
- we share what has happened with the parents of the child who has been bullied, explaining that the child who did the bullying is being helped to adopt more acceptable ways of behaving.

Homophobic, transgender and other forms of bullying are unacceptable and parents will be informed and records written and kept confidentially. We will also agree a mutual action plan to move the situation on and to support the individual needs of the child(ren). If necessary, outside agencies may be contacted to support the parents, carers, children and the setting itself. Definitions are outlined in the Safeguarding Children: Working Together under the Children Act 2004.

Safeguarding and Welfare Requirement: Child Protection

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

- With regard to the Government's statutory guidance "Working together to safeguard children 2015", we refer concerns to the agencies with statutory responsibilities without delay such as 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 (WSCB).
- Although GDPR has come into place, sharing information with relation to safeguarding, is treated as 'special category personal data' and according to the Data Protection Act 2018 this will allow practitioners to be able to share information, even if its not possible or in the best interest of the child to gain consent from the parent/carer (Working Together to Safeguard Children 2018 and Working Together to Safeguard Children Statutory Framework 2018)
- 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.

Recording suspicions of abuse and disclosures/allegations

- It is important we are knowledgeable about the child protection issues, who to refer to, what to do and why we do it. Where a child makes comments to a member of staff that gives cause for concern (disclosure/allegation), 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/allegation that includes:
 - the date and time of the observation or the disclosure/allegation;
 - 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 child's personal file which is kept securely and confidentially and are locked away.

Safeguarding and Welfare Requirement: Child Protection

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

- The manager acting as the Designated Lead is informed of the issue at the earliest opportunity.
- We record observations and concerns, and any discussions with appropriate people. We are aware of existing injuries, and get parents to explain how the injury occurred. This is recorded.
- We will notify the Office of Children and Young Peoples Services (OCYPS) if we need to exclude a child on the Child Protection register, or if there is an unexplained absence of two or more days. We will also notify them if a child leaves our setting.
- 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 (WSCB).

Making a referral to the local authority social care team

- The *Wiltshire Council LSCB Flowchart* contains procedures for making a referral to the local children's social care team.
- 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.
- If preschool staff receive third party information, they must make it clear that they cannot guarantee confidentiality, if doing so would put the child at risk of greater danger.

Liaison with other agencies

- We work within the Local Safeguarding Children Board guidelines and check our policy and procedures with theirs.
- 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.

Safeguarding and Welfare Requirement: Child Protection

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

- 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.
- If a child protection referral is made to Children's Social Care which implicates a member of staff, Ofsted must be informed and the referrer must confirm verbal and phone referrals in writing within 24 hours. Any CAF reports which are relevant from outside agencies should be attached to the referral as well.

Allegations against staff and volunteers

- 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. Any allegations need to be written or told to the DSL/DDSL/Chair (who has safeguarding responsibilities).
- 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. - *See flowchart on pin board in the office*
- We respond to any disclosure/allegation 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. This must be done within 14 days and never question a member of staff about the information you have received unless instructed to by social care.
- 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 chair/director/owner 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.
- Flow charts are displayed in the office, lobby and in all policy folders.

Safeguarding and Welfare Requirement: Child Protection

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

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) and Ofsted 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

Downton Community Pre-school 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

- 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 designated leads receive training in accordance with that recommended by the Local Safeguarding Children Board.
- We ensure that all staff know the procedures for reporting and recording their concerns in the setting.
- All staff are given and are required to read a pack of updated policies, procedures and relevant guidance on child protection and safeguarding annually or on an ad-hoc basis if relevant.
- All training is recorded and safeguarding information is spoken about during the induction.

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. Similarly, we recognise the risk of peer to peer abuse and children are not left unattended or unsupervised together at any time (Policy 7.1 Achieving Positive Behaviour).

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, including teaching and managing risks.
- 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.
- Staff are aware of comments which give cause for concern.

Safeguarding and Welfare Requirement: Child Protection

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

Confidentiality

- Staff are required to maintain confidentiality and sign this form during induction. They are contractually bound not to discuss any private information.
- 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. All incident forms must be completed and returned to the DSL/DDSL as soon as possible after being recorded, ensuring confidentiality is maintained.

Support to families

- We believe in building trusting and supportive relationships with families, staff and volunteers in the group.
- Concerned parents know they may contact staff with their concerns.
- We believe that children's wishes and feelings are vital and should be sort according to their age and stage of development and level of understanding of the individual. They should be used when assessing risk and formulating protection plans. References to guidance and the matrix tool can be found on the pinboard in the office or in the blue child protection lever arch file in the office.
- 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

- Working Together to Safeguard Children Statutory Framework 2018
- Working Together to Safeguard Children 2018
- Working together to safeguard children, 2013 & 2015
- Children Act (1989 s47)
- Protection of Children Act (1999)
- Data Protection Act (2018)
- The Children Act (Every Child Matters) (2004)

Safeguarding and Welfare Requirement: Child Protection

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

- Safeguarding Vulnerable Groups Act (2006)
- Information sharing: Advice for practitioners providing safeguarding services (2015)
- Prevent duty guidance for England & Wales (2015)
- Inspecting safeguarding in early years, education and skills settings, 2016

Secondary legislation

- Sexual Offences Act (2003)
- Criminal Justice and Court Services Act (2000)
- Equalities Act (2010)

Further Guidance

- UNCRC
- Safeguarding Children: Working together under the Children Act (2004)
- Working Together to Safeguard Children (2018)
- What to do if you are 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 2007)
- Information Sharing: Guidance for Practitioners and Managers (HMG 2008)
- Independent Safeguarding Authority: www.isa-gov.org.uk
- Child Abuse and Neglect Draft Guidance, NICE, 2017
- Information sharing: advice for practitioners providing safeguarding services to children, young people, parents and carers (2018)
- Counter Terrorism and Security Act 2015
- GDPR 2018
- World Health Organisation (WHO)

This policy was adopted at a meeting of _____ (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) _____

Other useful Pre-school Learning Alliance publications

Safeguarding and Welfare Requirement: Child Protection

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

- Safeguarding Children (2010)