

20. Safeguarding Children policy

The Pre-school designated person responsible for Safeguarding is: - Alison Harvey – Manager.

The nominated committee member responsible for child protection issues is Mathew Hardware

The Pre-school designated deputy responsible for Safeguarding is: - Alison Shirley.

The Pre-school designates assistant deputy responsible for Safeguarding is: - Amber Davidge-Sears

20.1 Statement of intent

Our Pre-School wants to work with children, parents and the community to ensure the safety of children and to give them the very best start in life.

20.2 Aims

Our aims are 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 Enable children to have the self-confidence and the vocabulary to resist inappropriate approaches; and
- 5 Work with parents to build their understanding of and commitment to the welfare of all our children. We can do this by offering to complete an Early Help Assessment (EHA). This is a simple, easy to use assessment which captures all of a child/young persons and family's needs at the earliest opportunity, and with consent. (this can not be completed or submitted without consent).

The legal framework for this work is:

EYFS 2017

Working Together to Safeguard Children March 2018

The Rehabilitation of Offenders Act 1974

The Children Acts 2006

Inspecting Safeguarding 2016

What to do if you are worried about a child being abused (see attached)

Guidance for safer working practice for those working in education settings 2015

Information sharing 2018

Human Rights Act 1998

General Data Protection Regulation 2018

The Protection of Children Act 1999

The Children (NI) Order

The Children (Scotland) Order

Keeping children safe in education 2018

Effective support for children in education

Effective support for children and families in Somerset 2017

Liaison with other bodies:

We work within the Somerset Safeguarding Children Boards guidelines and the South West Child Protection Procedures (www.swcpp.org.uk). We have a copy of Somerset Safeguarding Children's Boards guidelines available for staff and parents to see. We notify the registration authority (Ofsted) of any incident or accident and any changes in our arrangements which may affect the wellbeing of children. 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 Pre-School and social services to work well together. Records of the local NSPCC contacts are also kept. If a report is to be made to the authorities, we act within the Somerset Safeguarding Children's Boards guidance in deciding whether we must inform the child's parents at the same time.

20.3 Methods

20.3.1 Staffing and volunteering

Our designated staff member responsible for co-ordinating child protection issues is the **Pre-School Manager, Alison Harvey**. We provide adequate and appropriate staffing resources to meet the needs of children. 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 disclosed information, applicants have the right to know and challenge incorrect information.

We abide by Ofsted requirements in respect of references and police checks for staff, long term students and regular volunteers, to ensure that no disqualified person or unfit person works at the Pre-School or has access to the children. Existing staff will be re-checked regularly using the Disclosure and Barring Service on-line facility and confirmation will be recorded in the CRB file. Volunteers do not work unsupervised. We abide by the Protection of Children Act 2004 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 Pre-School. 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.

20.3.2 Safer Recruitment

The pre-school operates Safe Recruitment procedures and all prospective staff are subject to criminal record checks and checks by the Disclosure and Barring Service (DBS).

Alison Harvey and Matthew Hardware have both received training in relation to Safer Recruitment.

20.3.3 Training

We seek out training opportunities for all adults involved in the Pre-School to ensure that they are able to recognise the signs and symptoms of possible physical abuse, emotional abuse, sexual abuse and neglect and so that they are aware of the local authority guidelines for making referrals. We ensure that all staff are trained in how to apply the correct procedures for reporting and recording their concerns in the Pre-School.

Training is provided by Somerset County Council, recognised as an appropriate training provider for courses in Introduction to Child Protection, Working Together and appropriate Update to Child Protection courses.

The designated safeguarding staff member, **Alison Harvey - Manager** will attend regular Safeguarding Training no less than at 2 year intervals or more frequently if new legislation / updates are introduced. They will have responsibility for communicating any updates to staff and **Designated Committee Member, Matthew Hardware**. All employees and Designated Committee Member will receive Basic Awareness training no less than every three years.

Staff and volunteers will be provided with any amended Policy and training / advice given during the next Staff Meeting to ensure all staff understand the requirements of the policy and how it may affect them in their role. All staff will be required to sign to confirm they have read and understood the Safeguarding Policy.

The Designated Safeguarding **Committee Member, Matthew Hardware** and person responsible for Safeguarding within the pre-school **Alison Harvey, Manager** will maintain up to date knowledge of safeguarding issues and read the Government's statutory guidance Working Together to Safeguard Children March 2015 and the Somerset Safeguarding Board guidelines.

20.3.4 Responsibility

The pre-school recognises that everyone who works with children has a responsibility to keep them safe and will try to ensure that:

- everyone who comes into contact with children has a role to play in identifying concerns, sharing information and taking prompt action and
- support and promote an effective inter-agency collaborative approach.

20.3.5 Planning

The layout of the room allows for constant supervision of all children.
Early Help Assessment if appropriate.

20.3.6 Curriculum

We introduce key elements of child protection into the Early Years Foundation Stage planning so that children can develop understanding of why and how to keep safe. We create within the Pre-School a culture of value and respect for the individual. We ensure that this is carried out in a way that is appropriate for the ages and stages of our children.

20.3.7 Responding to suspicions of abuse

We acknowledge that abuse of children can take different forms - physical, emotional, sexual and neglect. 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 investigates. We allow any 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. Where a child shows signs and symptoms of 'failure to thrive' or neglect, we make appropriate referrals.

20.3.8 Disclosures

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

- Offers reassurance to the child;
- Listens to the child; and reassures the child that they believe them.
- Gives reassurance that she or he will take action.
- The member of staff does not question the child

20.3.9 Recording suspicions of abuse and disclosures

Staff member to make a record of:

- 1 The child's name;
- 2 The child's address;
- 3 The age of the child;
- 4 The date and time of the observation or the disclosure;
- 5 An objective record of the observation or disclosure;
- 6 The exact words spoken by the child;
- 7 The name of the person to whom the concern was reported, with date and time; and
- 8 The names of any other person present at the time.

These records are signed and dated and kept in a separate confidential file and are only accessible to the Manager and Designated Safeguarding Committee Member. Confidential records kept on a child will be shared with the child's parents. All members of staff know the procedures for recording and reporting.

20.3.10 Informing Parents

Parents are normally the first point of contact. 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 Somerset Safeguarding Children's Boards does not allow this. This will usually be the case where the parent is the likely abuser. In these cases the investigating officers will inform parents.

20.3.11 Confidentiality

All suspicions and investigations are kept confidential and shared only with those who need to know. This would be the Manager and Designated Safeguarding Committee Member. Any information is shared under the guidance of the Somerset Safeguarding Children's Boards.

20.3.12 Support to families

- 1 The Pre-School takes every step in its power to build up trusting and supportive relations among families, staff and volunteers in the group.
- 2 The Pre-School continues to welcome the child and the family whilst investigations are being made in relation to abuse in the home situation.
- 3 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 Somerset Safeguarding Children's Board.
- 4 With the proviso that the care and safety of the child is paramount, we do all in our power to support and work with the child's family.

20.4 Safeguarding Allegation against a member of staff

We ensure that all parents know how to make a complaint about a staff member or volunteer within the Pre-School, which may include an allegation of abuse. We follow the guidance of the Somerset Safeguarding Children Board when responding to any complaint that a member of staff or volunteer within the setting has abused a child. We respond to any disclosure by children or staff that abuse by a member of staff or volunteer within the setting may have taken or is taking place, by first recording the details of any such alleged incident.

Details are on the pre-school notice board which is in the foyer.

Where there is an alleged offence that has occurred outside of their role at Walton Under Fives Pre-School any investigation determining that a member of staff has committed such offence they will be dismissed immediately.

We refer any such complaint immediately to the LADO (Local Authority Designated Officer) to investigate and follow any instructions given. We also report any such alleged incident to Ofsted within 24 hours and what measure 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 committee and the LADO agree it is appropriate in the circumstances, the chairperson will suspend the member of staff on full pay, or the volunteer, for the duration of the investigation. This is not an indication of admission that the alleged incident has taken place, but is to

protect the staff as well as children and families throughout the process.

If a parent/carer has safeguarding concerns about a member of staff or volunteer:

- They need to talk to the designated person for child protection who is the Pre-School Manager. If this is not appropriate for any reason then the parent/carer will need to speak to the designated deputy in Managers absence, **Alison Shirley**, or the Designated Safeguarding Committee Member.
- All conversations will be documented, signed and dated by both parent/carer and Manager / Designated Safeguarding Committee Member.
- We will follow the procedures as set out in the staff handbook.

The pre-School Manager will inform Children's Social Care of any allegation and in addition contact the Local Authority Designated Officer and Ofsted. If a member of staff is dismissed for misconduct in relation to children, or resigns before they would have been dismissed, the Committee Chairperson has a duty to report this to the Independent Safeguarding Authority.

20.4.1 Disciplinary Action

Where a member of staff or a volunteer is dismissed from the Pre-School 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.

20.4.2 Use of Mobile Phones & Cameras

Staff are not permitted to have their personal mobile phones or cameras on their persons in pre-school. Staff will use the settings mobile telephones if needed, which have a no camera facility. Any photographs taken of the children will be with the settings camera. Prior to staff taking photographs written parental permission will be sought.

20.4.3 Communicating Safeguarding to Parents

The pre-school prospectus will include details of the Designated Safeguarding Committee Member and pre-school staff member responsible for safeguarding, the policy will be made available to all new parents during Induction, a copy will be available via the pre-school website and a paper copy kept in the Policies Folder in the Parents Information Basket.

20.5 Prevent Duty

The Prevent Duty Guidance for England and Wales (HMG 2015) places duties on registered providers around keeping children safe and promoting their welfare.

The Prevent Duty requires providers to 'have due regard to prevent people from being drawn into terrorism'. This is known as the Prevent Duty and providers are subject to duty under section 26 of the Counter-Terrorism and Security Act 2015.

20.5.1 Staff Training around Prevent Duty

The statutory guidance refers to the importance of Prevent awareness training to equip staff in how to identify children at risk of being drawn into terrorism and to challenge extremist ideas. All staff have completed Prevent awareness training.

What to do if we have a concern:

If a member of staff or volunteer have a concern about a particular child they should follow the pre-school's normal safeguarding procedures, including discussing with the designated safeguarding lead **Alison Harvey**, and where deemed necessary, with children's social care.

Our local authority will have a Prevent lead who can also provide support along with our local police force (dial 101 for non-emergency).

The Department of Education has dedicated a telephone helpline (02073407264) to enable staff and governor's to raise concerns relating to extremism directly. Concerns can also be raised by email to counter.extremism@education.gsi.gov.uk. The helpline is not intended for use in emergency situations, such as a child being at immediate risk of harm or a security incident, in which case the normal emergency procedures should be followed.

20.6 FGM / CSE / Cuckooing / County Lines / Human Trafficking / Private Fostering / Sexting

All staff have received training in recognises signs that may occur in children / adults in relation to the above offences. If the staff/volunteers have any concern in relation to any of these offences above they should follow the pre-school's normal safeguarding procedures and inform **Alison Harvey** or one of the offer safeguarding officers.

20.7 Useful Contacts

NSPCC – 0800 800500

If you would like to contact the government directly the website for Somerset Direct is: www.somerset.gov.uk

Somerset Safeguarding Children Board (SSCB) – 0300 123 2224

Lado Enquiries – 0300 123 2224

Out of hours – 0300 123 2327

Ofsted – 0300 123 1231

20.8 Links to other policies, legislation and forms:

- South West Child Protection Procedures
- Somerset Safeguarding Children Board (SSCB)
- Recruitment policy, procedure and CRB checks
- Visitor Records
- Incident Form
- EYFS Statutory Requirements page 13-14, 3.1-3.8
- New Child Induction Procedure
- Employee handbook
- Appendix 1 Flow Chart of action if allegation is made against a staff member
- Health and Safety policy 13
- Data Protection Policy 9.
- Confidentiality Policy 8.
- Staff Code of Conduct Policy - 31

20.9 Training / Education

This policy forms part of the Induction Training of students, volunteers and employees and is followed up by Safeguarding Training through a local, professional training provider eg: SSE

This policy was reviewed and adopted at a meeting of Walton under Fives Pre-school Committee in June 2018. This policy was reviewed in March 2019 after a safeguarding audit done in February 2019.

Signed (Pre School Manager) Date

Signed (Committee Chair) Date

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APPENDIX 1

Allegation against Staff Member Action Flowchart

1. You will be asked to leave the premises while an investigation is carried out. You will receive your normal pay during this period.
2. The Manager and Designated Committee Member will conduct an investigation which will include:-
 - Interviewing all parties involved
 - Documenting all conversations and maintaining a comprehensive and chronological record of events
 - You will be kept informed of what is happening
 - All suspicions and investigation will be kept confidential and shared only on a need to know basis
 - You will be able to have a colleague or Trade Union Representative accompany you to any meeting, interview or hearing
3. The Manager and Designated Committee member will inform the Local Area Designated Officer and other interested parties from Statutory Organisations as required by law.
4. You will be given an opportunity to present your information and defence against any allegation.
5. It will be the aim of the Manager and Designated Committee member to conclude their investigations as quickly as possible to minimise any stress and upset during this time.
6. You can appeal against any decision by stating your case in writing to the Chair of the Committee within 7 days of a decision being reached.