



Safeguarding Children Policy

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.

NAMED DESIGNATED SAFEGUARDING LEAD

Vicki Walton – Manager

AIM

We aim to:

- 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;
- help children to establish and sustain satisfying relationships within their families, with peers, and with other adults;
- encourage children to develop a sense of autonomy and independence;
- enable children to have the self-confidence and the vocabulary to resist inappropriate approaches; and
- work with parents to build their understanding of and commitment to the welfare of all our children.

THE LEGAL FRAMEWORK

- The Rehabilitation of Offenders Act
- The Children Act 1989
- Human Rights Act 1998
- Data Protection Act 1984
- The Protection of Children Act 1999
- The Children (NI) Order
- The Children (Scotland) Order
- The United Nations Convention on the Rights of the Child (UNCRC) 1989
- The Counter-Terrorism and Security Act 2015

LIAISON WITH OTHER BODIES

- We work within the Local Safeguarding Children Board Northamptonshire (LSCBN) guidelines. We have a copy of the 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 affect the well-being 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 Area Child Protection guidance in deciding whether we must inform the child's parents at the same time.
- We work with regard to the Government's statutory guidance 'Working Together to Safeguard Children'.

METHODS

STAFFING AND VOLUNTEERING

- Our designated person (a member of staff or a committee member) who co-ordinates child protection issues is Vicki Walton.
- We provide adequate and appropriate staffing resources to meet the needs of children.
- Staff must wear name badges displaying name and position at all times.
- Visitors must sign in and out in visitor book and wear visitor/parent helper badges.
- 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.
- We abide by Ofsted requirements in respect of references and police 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.
- Volunteers do not work unsupervised and visitors/parent helpers will not be left alone with children at any time.
- 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 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.
- Members of staff are advised against being connected with parents on social media sites such as Facebook.
- In the event of any information being received, that may lead to the disqualification of an employee, Ofsted will be notified and appropriate action will be taken to ensure the safety of the children in the setting.

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.

TRAINING

All members of staff receive induction training to ensure that they understand their roles and responsibilities, including information about emergency evacuation procedures, safeguarding, child protection, our equality policy, and health and safety policy. The Designated Safeguarding Lead attends safeguarding refresher training at least every two years. We train our staff to ensure that they understand the safeguarding policy and procedures, and ensure that all staff members have up-to-date knowledge of safeguarding issues. The training that is provided to the staff enables them to identify signs of possible abuse and neglect at the earliest opportunity, and to respond in a timely and appropriate way. These include:

- Significant changes in children's behaviour, such as appearing fearful of, or intimidated by, certain people or situations;
- Deterioration in children's general well-being;
- Unexplained bruising, marks or signs of possible abuse or neglect;
- Children's comments which give cause for concern;
- Any reasons to suspect neglect or abuse outside the setting, for example in the child's home; and/or
- Inappropriate behaviour displayed by other members of staff, or any other person working with the children. For example, inappropriate sexual comments; excessive one-to-one attention beyond the requirements of their usual role and responsibilities; or inappropriate sharing of images.

PLANNING

The layout of the room allows for constant supervision. Where children need to spend time away from the rest of the group, the door is left ajar.

CURRICULUM

- We introduce key elements of child protection into our foundation stage curriculum, 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.

RESPONDING TO SUSPICIONS OF ABUSE



- We follow the guidance of the Local Safeguarding Children Board Northamptonshire (LSCBN) when investigating any complaint that a member of staff or volunteer has abused a child. We follow all the disclosure and recording procedures when investigating an allegation that a member of staff or volunteer has abused a child as if it were an allegation of abuse by any other person.
- We acknowledge that abuse of children can take different forms – physical, emotional, sexual (including Child Sexual Exploitation) 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 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.

Ofsted and MASH telephone number 0300 126 1000 will be informed of any allegations of serious harm or abuse by any person working or looking after children at the premises whether that allegation relates to harm or abuse committed on the premises or elsewhere or any other abuse which is alleged to have taken place on the premises, and of the action taken in respect of these allegations. The Designated Officer (DO, previously LADO) will be notified within 24 hours of any incident, as required by the Local Authority. Proper procedure as set out by the LSCBN will be followed.

PRIVATE FOSTERING

If we suspect that a child in our care is living in a private arrangement with someone who is not their parent, step-parent, grandparent, aunt/uncle or older sibling for a period of 28 days or more, then we will follow the following procedure:

- Approach the carer and enquire sensitively whether the child is living with them full time or not.
- If the carer acknowledges that the child is living with him/her in the same house full-time, we will offer our support and inform the carer that this is considered to be a 'private fostering arrangement', which is completely legal, but that they must inform the local authority, if this arrangement lasts for 28 days or more. This is so that they can protect all parties concerned, ensure that the child is well cared for and offer support and advice.
- We will support the carer by explaining the procedure and what is likely to happen, offer support to help them to inform the local authority and continue to offer support throughout the period of 'private fostering'.
- If the carer denies that the child is being 'privately fostered' or refuses to inform the local authority, we will contact MASH on 0300 126 1000 in order to seek advice on how to proceed.



- We will record and date any conversations held with anyone in connection with an acknowledged or suspected 'private fostering' arrangement, and any actions that are taken by us in response to said conversations.

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
- Gives reassurance that she or he will take action.

The member of staff does not question the child.

RECORDING SUSPICIONS OF ABUSE AND DISCLOSURES

Staff will make a record of:

- The child's name;
- The child's address;
- The age of the child;
- The date and time of the observation or the disclosure;
- An objective record of the observation or disclosure;
- The exact words spoken by the child;
- 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 a separate, confidential file.

All members of staff know the procedures for recording and reporting.

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 MASH team 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.



THE PREVENT DUTY

All staff are aware of their responsibility to have due regard to the need to prevent people from being drawn into terrorism as set out in The Prevent Duty, which became law on the 1st July 2015. The government has defined extremism as: 'vocal or active opposition to fundamental British Values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs'. In accordance with this, staff will:

- Continue to promote the British values of democracy, rule of law, individual liberty and mutual respect and tolerance throughout our teaching and learning opportunities in pre-school, specifically by
 1. involving children and parents in decision-making
 2. supporting children's understanding of diversity and challenging negative attitudes and stereotypes
 3. showing a respect for other cultures, races, faiths and beliefs, while maintaining the Christian ethos of the pre-school
 4. allowing children to take age/development stage appropriate risks, e.g. in P.E. and Forest School
 5. supporting children in talking about and managing their feelings, and respecting opinions that differ from their own
 6. encouraging opportunities for children to support one another and take turns
 7. talking with children about why rules are important, creating setting rules together and learning about consequences and 'making things right' (e.g. by saying sorry)
 8. providing experiences and resources that challenge gender, cultural and racial stereotyping
 9. helping children to recognise similarities and differences and to value them
- Be vigilant for any significant changes in a child's behaviour, which suggests that he/she may be susceptible to being drawn into terrorism or being exposed to extremist behaviour and record and date any concerns.
- Record and date any behaviour by parents, staff or volunteers which could be deemed as 'extremist'.
- In the event of a concern, the normal Safeguarding procedure will be followed. It will be reported to the Designated Safeguarding Lead and advice will be sought from the Prevent Lead, through MASH (telephone 0300 126 1000).

CONFIDENTIALITY

All suspicions and investigations are kept confidential and shared only with those who need to know. Information is shared under the guidance of the MASH team.



SUPPORT TO FAMILIES

- The pre-school takes every step within its power to build up trusting and supportive relations among families, staff and volunteers.
- The pre-school continues to welcome the child and the family while investigations are being made in relation to an abuse in the home situation.
- 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 Northampton Local Safeguarding Board.
- With the proviso that the care and safety of the child is paramount, we aim to support and work with the child's family.
- Any legal requirements, specific to individual family situations, will be discussed with the family with procedures put into place and kept confidentially for staff reference, on a need-to-know basis, only.

ALLEGATIONS AGAINST STAFF

- We ensure that all parents know how to complain about staff or volunteer action within the setting, which may include an allegation of abuse.
- We ensure that all staff members know that if they have concerns about a fellow staff member, their first point of contact is the Manager. If their concerns are regarding the Manager, they should approach the Child Protection Officer or Deputy Head.
- We follow the guidance of the Northamptonshire Local Safeguarding Board when responding to any complaint that a member of staff or volunteer has abused a child.
- 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.
- We refer any such complaint immediately to the Local Authority's Designated Officer to investigate. We co-operate entirely with any investigation carried out by social services in conjunction with the police.
- Our policy is to suspend the member of staff on full pay 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 or internally disciplined because of misconduct relating to a child, the date and reason is documented and we notify the Disclosure and Barring Service and Ofsted, so that the name may be included on the List for the Protection of Children and Vulnerable Adults.



RECORDING EXISTING INJURIES

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 a body map. Parents or carers will be asked to sign the record, which will be kept in a confidential file.

USE OF MOBILE PHONES AND DIGITAL PHOTOGRAPHY

- Children have their photographs taken to provide evidence of their achievements for developmental records (The Early Years Foundation Stage, EYFS 2014).
- Staff, visitors, volunteers and students are not permitted to use their own mobile phones to take or record any images of pre-school children for their own records during session times.
- Under the Data Protection Act 1998, the pre-school must seek written parental consent to take photographs and use video recorders.
- Photographs will be stored on the pre-school computer, which is password protected, until the pre-school ceases to operate. Should this occur then all photographs will be shredded or deleted from the pre-school computer.
- The pre-school's digital camera(s) or memory cards must not leave the pre-school setting. Photos are printed by staff and images are then removed from the camera's memory.
- Photographs may be taken during indoor and outdoor play and displayed in albums or a child's development records for children and parents/carers to look through, for which permission will be sought in writing from parents.
- Parents will be advised that their child may appear in the background of photographs taken on the premises and written permission will be sought for such photographs to be used in other children's development records.
- Events such as outings, Christmas and fundraising events may be recorded by video and photographs by staff and parents/carers but always in full view of all attending.
- On occasion we might like to use photographs of the children taking part in an activity to advertise/promote our pre-school via our website etc. Specific parental permission for this would be sought.
- Many mobile phones have built-in cameras and will not be used to photograph or video children. With this in mind, staff mobile phones should be left with personal belongings and not used within the setting.
- Visitors are requested to use their phones only outside the building.
- Cameras and mobile phones are not permitted for use in the toilet or nappy-changing areas.



Policies and Procedures

Section 16

- Parents are requested verbally, and via a signed document, to keep photos and videos for personal use and not to post them on social media sites, such as Facebook.
- In cases of a personal emergency, all personal calls should be directed through the pre-school phone 01280 705295.
- Staff are asked not to make personal calls during their working hours. However, in urgent cases, a call may be made or accepted outside the pre-school premises if deemed necessary and by arrangement with the manager.

Date policy adopted / reviewed 16 June 2016

Signed on behalf of the management committee _____

Name and position of signatory John McCree, Chairman

Policy review date June 2017