



# Safeguarding Children and Child Protection Policy

## Statement of Intent

Acorns Pre-school works with children, parents and the community to ensure the safety of children and to give them the very best start in life. **The Child's welfare is paramount.**

## Policy Aims

Our Aims are 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 development 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.

## EYFS key themes and commitments

Unique Child	Positive Relationships	Enabling Environments	Learning and Development
1.2 Inclusive practice	2.1 Respecting each other	3.2 Supporting every child	4.4 Personal, social and emotional development
1.3 Keeping safe	2.2 Parents as partners	3.4 The wider context	

## *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 or neglected' for parents and staff and all staff are familiar with what to do if they have concerns (see setting file).
- We notify the registration authority (Ofsted) of any incident or accident and any changes in our arrangements which 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 an emergency, for the pre-school and social services to work together.
- Records of NSPCC and other useful contacts are also kept (see setting file).
- If a report is to be made to the authorities, 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.

## Legal Framework

- Children Act 1989 (s47)



- Protection of Children Act 1999
- Data Protection Act 1998
- Children Act 2004
- Human Rights Act 1999
- Safeguarding Vulnerable Groups Act 2006
- Race Relation Amendment Act 2000
- Equalities Act 2006
- Sexual Offences Act 2003

### *Staffing and Volunteering*

- We have two named child protection liaison persons within the setting (see setting file).
- We provide adequate and appropriate staffing resources to meet the needs of children.
- Volunteers do not work unsupervised.
- We abide by the Protection of Children 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 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.
- We have procedures for recording the details of visitors to the pre-school.

### *Recruitment*

- 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 applicants are rejected because of information that has been disclosed, applicants have the right to know and 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.
- We carry out Safer Requirement training within current local policy guidelines.

### *Disciplinary Action*

Where a member of staff or a volunteer is dismissed from the pre-school or initially 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*

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 know the procedures for reporting and recording their concerns in the pre-school. All training is individually attended and is accessed through Wiltshire Pathways. The training is updated within current local policy guidelines.

### *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 ajar.

### *Curriculum*



- We introduce key elements of child protection into our foundation stage curriculum can develop an 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.

### *Complaints*

- We ensure that all parents know how to complain about staff or volunteer action within the pre-school, which may include an allegation 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 will respond and refer accordingly. The pre-school may also contact the duty social working team for advice on an informal basis.
- Where a child shows signs and symptoms of "failure to thrive" or neglect, we make appropriate referrals.
- Any allegation of abuse against a member of staff **MUST** be referred to the LADO (local authority designated officer) (see setting file). We follow the disclosure and recording procedures but **we do not have the power to do it ourselves.**

### *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
- The member of staff does not make any promises to the child including confidentiality. The member of staff reports to the children protection designated officer within the setting.

### *Recording suspicions of abuse and disclosures*

Staff 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 whom the concern was reported, with date and time,
- The names of any other person present at the time.

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

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

### *Chronology of Concerns*

Staff will record any concerns they may have regarding an individual child no matter how insignificant it may seem, as we recognise that frequently these concerns may help to build a 'bigger picture' of a safeguarding concern.



- These concerns will be kept on a chronology of concerns form and will be stored securely with the child's records.
- Concerns will be shared with parents when it is deemed appropriate to do so.
- Concerns will be shared with the designated child protection officer.

### *Whistle Blowing*

Whistle blowing is the mechanism by which adults can voice their concerns, made in good faith, without fear of repercussion. We have a clear and accessible whistle blowing policy that meets the terms of the Public Interest Disclosure Act 1998. Any member of staff who uses the whistle blowing procedure is made aware that their employment rights are protected.

- Members of staff are encouraged to acknowledge their individual responsibilities to bring matters of concern to the attention of the manager, committee and/or relevant external agencies. This is particularly important where the welfare of the children may be at risk.
- Staff are informed that they should report any behaviour by colleagues that raises concern.
- Staff are encouraged to take responsibility for recording any incident and passing on the information where they have concerns about any matter pertaining to the welfare of an individual in the workplace.

### *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 Local Safeguarding Children Board does not allow this. This will usually be the case where the parent is the likely abuser. In these cases the investigation officers will inform the parents.

### *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*

- The pre-school believes in building trusting and supportive relationships with families, staff and volunteers in the group and endeavours to do so.
- We make clear to parents our role and responsibilities in relation to child protection.
- The pre-school will continue to welcome the child and the family whilst investigations are being made in relation to any alleged abuse.
- 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 Board.
- With the provision 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.

### *Safeguarding – children with additional needs and vulnerable groups*

Acorns Preschool recognises that children with additional needs and those in vulnerable groups may be more at risk than others.

Therefore we:

- Ensure staff receive training to recognise children in these groups



- Create a culture where parents/carers are welcomed and encouraged to be open in sharing their concerns and issues
- Continually update staff knowledge through appropriate training
- Liaise with other professionals as necessary

## **Safeguarding Children and Child Protection Policy Amendments February 2016.**

### **Designated Safeguarding Lead (DSL)**

The DSL is required to lead responsibility for safeguarding children in the setting. This will include:

- Managing all child protection issues (Chair of committee will lead on allegations against staff)
- Keeping secure child protection plans, write records and reports
- Being responsible for the child protection policy and procedures: lead in evaluation, review and revision, ensure they are available to staff and parents
- Managing the induction of staff and volunteers ensuring they are aware of the safeguarding policy and procedure
- Providing advice, information and support to other staff/adults in the setting on safeguarding issues
- Understanding and participating in early help assessments and processes for early help
- Liaising with the local authority and local safeguarding children board
- Working in partnership with other agencies; referrals and support; information sharing
- Ensure a culture of listening to children and taking account of their wishes and feelings

**The Designated Safeguarding Lead is: Paula Jenkins**

**The deputy Designated Safeguarding Lead is: Michelle Rees**

### **Managing allegations against staff and volunteers**

Any report of concern about the behaviour of a staff member or volunteer or allegation of abuse against a member of staff must immediately be reported to the Manager who will refer to the appropriate designated officer from the local authority:

**Wiltshire Designated Officer: 01225 718079 or 01225 713945**

Any concern or allegation against the manager will be reported to the Chair of Committee without informing the manager.

Any allegation of abuse will be dealt with in a fair and consistent way that provides effective protection for the child and at the same time supports the person who is the subject of the allegation.

In some circumstances the member of staff will, without prejudice, be asked to take a period of paid leave pending the result of the investigation.

**Acorns Preschool** will make every effort to maintain confidentiality and guard against unwanted publicity while and allegation is being investigated or considered

Malicious allegations against staff will be investigated and dealt with by the Manager and, if appropriate, the owner or committee

### **Safer recruitment.**

When interviewing for a new staff member at least one member of the interview panel will have had Safer Recruitment training.



When appointing a new staff member the preschool checks:

- Identity and right to work in the UK
- Enhanced DBS check
- Medical suitability for the post
- Qualifications
- Employment references

All checks will be recorded accurately on a single central record which is kept in the Safeguarding file and stored in the locked filing cabinet.

All volunteers and committee members also requested to have a DBS check carried out and their details will also be recorded on the single central record form.

### **What constitutes child abuse and neglect?**

All adults who work or volunteer with children should be able to identify concerns about child abuse. The four types of abuse, described in Working Together to Safeguard Children 2015 are:

#### **Physical Abuse**

#### **Emotional Abuse**

#### **Sexual Abuse**

#### **Neglect**

**Specific safeguarding issues:** Acorns Preschool recognises other safeguarding issues: Child Sexual Exploitation, Female Genital Mutilation, bullying (including cyber bullying), domestic violence, drugs, fabricated or induced illnesses, faith abuse, forced marriage, Gangs and youth violence, gender based violence/violence against women and girls, mental health, radicalisation, sexting, teenage relationship abuse, trafficking.

The setting will endeavour to identify and act upon any forms of abuse according to our procedures.

### **Early Help**

When a child is identified as making inadequate progress we will ensure that early intervention is actioned via a referral to Early Help as soon as the criteria are met to prevent situations escalating into larger problems.

Acorns Preschool will:

- Undertake an assessment of the need for early help
- Liaise with The Rise Children's Centre to provide early help services
- Refer to appropriate services through the Early Years Inclusion Officer

### **Recording Concerns**

#### **Record keeping of child protection concerns**

Acorns Preschool will:

- Keep clear written records of all child welfare and child protection concerns using the standard recording form, with a body map where injuries need to be noted, including actions taken and outcomes as appropriate.



- Ensure all child welfare and child protection records are kept securely, and in a locked location. The record must be signed and dated and kept securely in a file under the child name, away from other records. The DSL is responsible for ensuring that concerns and discussions are written up properly and acted on appropriately.
- Ensure that all child protection records relating to a child who moves to another setting or school are passed on to the new school securely, promptly and separate from the pupil main file, with a copy being kept in this setting. Confirmation of receipt will be obtained. Child welfare records below the child protection threshold but with continuing relevance to the child's wellbeing will also be transferred with parental consent.

### **Chronology of concerns - update**

Individual children's forms are kept in the Safeguarding file which is locked away in the filing cabinet.

### **Monitoring of children subject to a CP Plan**

Children who are the subject of a Child Protection Conference will have either an agreed multi-disciplinary action plan or child protection plan. The DSL will attend planning meetings and core group specified in the plan and contribute to assessments and plans.

Acorns Preschool recognises that children who are the subjects of abuse or who live in situations of domestic violence may exhibit distressed or challenging behaviour and may not reach their full academic potential. Acorns will ensure that appropriate support is in place at the setting.

### **Private Fostering**

Under certain conditions, a child might be cared for, as part of a private arrangement, by someone who is not their parent or a 'close relative'. This constitutes private fostering when the following conditions are met:

- A child is under 16 years of age – 18 if they have a disability
- The arrangement is for 28 days or longer
- The child's new carer does not have parental responsibility for the child and is not a close relative

## **Safeguarding Children and Child Protection Policy Amendments February 2017.**

### **Child Sexual Exploitation (CSE)**

Child Sexual Exploitation involves exploitative situations, contexts and relationships where young people receive something (for example food, drugs, alcohol, gifts or in some cases simply affection) as a result of engaging in sexual activities.

Exploitation is marked out by an imbalance of power in the relationship and involves varying degrees of coercion, intimidation and sexual bullying including cyber bullying and grooming.

If CSE is suspected, the setting will complete a Log of Concern form and make a referral to Social Care.

Young people who are being sexually exploited may:

- go missing from home, care or education.
- be involved in abusive relationships, intimidated and fearful of certain people or situations



- hang out with groups of older people, or antisocial groups, or with other vulnerable peers
- associate with other young people involved in sexual exploitation
- get involved in gangs, gang fights, gang membership
- have older boyfriends or girlfriends
- spend time at places of concern, such as hotels or known brothels
- not know where they are, because they have been moved around the country
- be involved in petty crime such as shoplifting
- have unexplained physical injuries
- have a changed physical appearance, for example lost weight.

Symptoms of CSE are similar to all other forms of abuse.

A young person may:

- become withdrawn
- suddenly behave differently
- become anxious
- become clingy
- become depressed
- show aggressive behaviour
- have problems sleeping
- develop eating disorders
- display regressive behaviour such as soiling clothes
- display obsessive behaviour

## **Attendance**

Children's attendance is monitored and any periods of unexplained absence are questioned and queried with the parents/carers. Parents/carers are encouraged to ensure their children attend regularly.

This policy should be read in conjunction with:

- Administering medicines/ First Aid/ Managing children with allergies or who are sick or infectious
- Equality of Opportunity – Achieving positive behaviour
- Equality of Opportunity – Supporting children with special educational needs
- Equality of Opportunity – Valuing diversity and promoting equality
- Camera, mobile phone and recording devices policy
- ICT policy
- Health and Safety General Standards
- Looked After Children
- Maintaining children's Safety and Security on Premises
- Making a complaint
- Missing Child
- Supervision of children on outings and visits