

St Marychurch Pre-school

Child Safeguarding Policy

(including managing allegations of abuse against a member of staff, student or volunteer)

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

Our aims are to carry out this policy by:

- Promoting children's right to be strong, resilient and listened to by creating an environment in our setting that encourages children to develop a positive self image, which includes their heritage arising from their colour and ethnicity, their languages spoken at home, their religious beliefs, cultural traditions and home background.
To promote British Values of democracy, rule of law, individual liberty, mutual respect and tolerance for those with different faiths and beliefs.
- Promoting children's right to be strong, resilient and listened to by encouraging children to develop a sense of autonomy and independence.
- Promoting children's right to be strong, resilient and listened to by enabling children to have the self confidence and the vocabulary to resist inappropriate approaches.
- Helping children to establish and sustain satisfying relationships with their families, with peers, and with other adults
- Working with parents to build their understanding of and commitment to the principles of safeguarding all our children.

Liaison with other bodies

- We work within the Local Safeguarding Children's Partnership/safeguarding partners (Local Authority, Clinical Commissioning Groups and Police) guidelines.
- We refer to '**The working together to safeguarding children**', **Keeping Children Safe in Education** and 'Guidance for **Safer Working practice for Adults who work with Children and Young People in Education**' booklets and all practitioners 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 together.
- We notify the registration authority (Ofsted) of any incident or accident and of any changes in our arrangements which may affect the wellbeing of children.
- Details of the local National Society for the Prevention of Cruelty to Children (NSPCC) contacts are also kept. help@nspcc.org.uk 0808 800 5000. We refer to the NSPCC's 'when to call the police' information.
- If a referral is to be made to the local authority social services department, we act within the areas Safeguarding Children and Child Protection guidance in deciding whether we must inform the child's parents at the same time.
- Issues of confidentiality must not compromise the welfare and protection of children. The practitioners will share information with regards to parents/carers who present in an aggressive, threatening and hostile way towards the practitioners and where the actions of non-compliance or non-cooperation by parents/carers is considered directly relevant to the ability of services to deliver partnership working and protective interventions for that child.

- Where an agency identifies that a person connected with a child subject of agency interventions, poses a risk to workers in the course of their duties, sufficient information should be shared to ensure the relevant agency is able to assess the level of risk and take what action is necessary to mitigate that risk.
- This information will be considered part of the existing systems for information sharing in compliance with Child Protection and review processes.
- Staff will take action when they observe any behaviour of concern and make referrals to the local **Prevent** co-ordinators, **Channel Police Practitioners** and the **Local Safeguarding Children Partnership** if they have concerns that families or children may be vulnerable to being drawn into terrorism or extremism.

Contact: Anti-Terrorist Hotline 0800 789 321 or email

prevent@devonandcornwall.pnn.police.uk prevent@torbay.gov.uk

Staffing and Volunteering

- Our designated person (Deputy Manager) who co-ordinates child protection issues is **Otilie Evans**
- Our designated officer (a nominated person on the management committee) who oversees this work is **Rebecca Harries**
- We provide adequate and appropriate staffing resources to meet the needs of children.
- When staff have any concerns they will speak to the Designated Safeguarding Lead or Deputy but they are aware that should a designated lead person for safeguarding not be on the premises the practitioners know the procedures for making contact with the relevant professionals to discuss any concerns.
- All staff understand that safeguarding is their responsibility.
- Applicants for posts within the setting 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 and Barring Service before posts can be confirmed.
- Where applicants 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 and Barring Service checks for staff and volunteer to ensure that no disqualified person or unsuitable person works at the setting or has access to the children and all practitioners are on the DBS update service.
- Volunteers do not work unsupervised.
- 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 setting.
- We take security steps to ensure that we have control over who comes into the setting so that no unauthorised person has unsupervised access to the children.
- We take steps to ensure children are not photographed or filmed on video for any other reason than to record their development or their participation in events organised by the setting.
- All practitioners and parents are aware of the need to protect children from harmful online material. Should an inappropriate comment/photo be placed by a parent/practitioner on an email, website/social networking media then the site will be shut down for a period of time whilst the matter is being dealt with. The setting provides information on keeping children safe online at home.
- Parents have access to records holding visual images of their child and sign the registration form for their consent.
- We use an 'existing injuries' form to record accidents and minor injuries that have occurred outside of Pre-school and the Designated Safeguarding Lead/Deputy will make a written statement on the form as whether a referral will be required, or not and why. They will record any inappropriate bruising found on a child, on a safeguarding records form.

- All staff are trained to level 2 Safeguarding and all sign a declaration form to agree to all the policies of the setting. This includes staff behaviour concerning safeguarding and the Physical Intervention Policy for children with additional needs.
- All practitioners have staff supervision meetings every 6 weeks with the manager and the manager has their staff supervision with a committee member.

Responding to suspicions of abuse

- We acknowledge that abuse of children can take different forms – physical, emotional and sexual as well as neglect and online abuse.
- When children are suffering from physical, sexual or emotional abuse, or may be experiencing neglect, this may be demonstrated through the things they say (direct or indirect disclosure) or through 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 of factors affecting parental capacity, such as social exclusion, domestic abuse, parent's drugs or alcohol abuse, mental or physical illness or parent's learning disability.
- We are aware that other factors affect children's vulnerability including abuse of disabled children, 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, and breast ironing that may affect or may have affected children and young people using our provision. All practitioners are made aware that a child with SEN have different ways of communicating their needs and concerns. We are also aware that neglect of a child with SEN may be in the form of the lack of cleaning or upkeep of specialist equipment, or medication not kept up to date which is needed by the child.
- We are aware that a case of FGM must be reported.
- In relation to radicalisation and extremism we follow the Prevent Duty guidance for England and Wales published by the Home Office and LSCP procedures on responding to radicalisation
- We are aware that children's vulnerability is potentially increased when they are privately fostered and when we know that a child is being cared for under a private fostering arrangement, we inform our local authority children's social care team.
- We are aware that previously looked after children potentially remain vulnerable and it is important that all agencies work together and take prompt action with concerns to safeguarding the child. The Designated lead will also work with the virtual school head to promote the educational achievement of previously looked after children.
- Children may need a social worker due to safeguarding or welfare needs, such as abuse, neglect and complex family circumstances. We are aware a child's experiences of adversity and trauma can leave them vulnerable to further harm, as well as educationally disadvantaged in facing barriers to attendance, learning, behaviour and mental health.
- We are prepared to take action if we have concerns about the welfare of a child who fails to arrive at a session when expected. The designated person will take immediate action to contact the child's parent to seek an explanation for the child's absence and be assured that the child is safe and well. If no contact is made with the child's parents and the designated person has reason to believe that the child is at risk of significant harm, the relevant professionals are contacted immediately and LSCP procedures are followed if the child has current involvement with social care, the social worker is notified on the day of the unexplained absence.
- Practitioners are aware that Child Sexual Exploitation (CSE) and Child Criminal Exploitation (CCE) are both forms of abuse. This abuse can be a one-off occurrence or a series of incidents over time and range from opportunistic to complex organised abuse by individual or group. The individual or group take advantage of an imbalance of power to coerce, manipulate or deceive a child into sexual activity for either something a victim needs or wants, for financial advantage or increased status of the perpetrator or facilitator. CSE does not always involve physical contact, it can be via the use of technology and can affect any child under the age of 18 years and can occur without the child's immediate knowledge.

- We are also aware that some children and young people are affected by, county lines, peer to peer abuse, gang activity, by complex, multiple or organised abuse, through forced marriage or honour based abuse or maybe victims of modern slavery or child trafficking. Although this may be less likely to affect the children in our care we may be concerned about these factors affecting older children and young people who we may come into contact with.
- 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 the setting leader or manager who is acting as the 'designated person'. The information is stored on the child's personal file.
- Practitioners in the setting take care not to influence the outcome either through the way they speak to children or by asking questions of children and 'let the child be heard'
- If a parent informs us about their own child or someone else's receiving any form of abuse the conversation will be logged in the child's records. Should there be an immediate concern then a referral will be made to MASH, the police or relevant services.
- We are aware that children may abuse other children if they have been abused themselves and this may be a disclosure to us, also known as peer to peer abuse. This abuse may also be in the form of a sexual nature. Both sets of parents will be reported to individually and reports prepared.

Allegations against practitioners

- We ensure that all parents know how to complain about practitioners or volunteer actions within the setting, which may include an allegation of abuse.
- We follow the guidance of the Local Safeguarding Partnership when responding to any complaint that one of the practitioners or a volunteer has abused a child.
- We respond to any allegation that occurred in or outside of the setting that a member of our staff, volunteer or student has
 - Behaved in a way that has harmed a child, or may have harmed a child
 - Possibly committed a criminal offence against or related to a child, or behaved towards a child or children in a way that indicated they are unsuitable to work with children
 - or where a member of staff or volunteer is involved in an incident outside of the setting which did not involve children, but could have an impact on their suitability to work with children due to transferrable risk, such as domestic violence at home. The setting needs to understand what triggered the actions involved and could a child in the setting trigger the same reaction, therefore being put at risk.
- We respond to any disclosure by children or practitioner that abuse by one of the practitioners may have taken, or is taking place, by first recording the details of any such alleged incident.
- We refer any such complaint immediately (or within 14 days of the allegation being made) to the Local Authority Designated officers (LADO) **main switchboard 01803 208567**
Ivan Sullivan 01803 208541
Email: cpunit@torbay.gov.uk
cpunit@torbay.gcsx.gov.uk (secure mail) Out of hours telephone number 01803 524519
03004564876 Contact Ofsted to inform them of the allegation on **0300 123 1231**
- We co-operate entirely with any investigation carried out by social services in conjunction with the police.
- Our policy is to suspend the practitioner on full pay for the duration of the investigations; this is not an indication of admission that the alleged incident has taken place, but is to protect the practitioner as well as children and families throughout the process.

Disciplinary action

- Where a practitioner or a 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) 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.

Method

Training

- We seek out training opportunities for all adults involved in the setting 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.
- The designated leads for safeguarding regularly attend the Designated Person Safeguarding update meetings (usually termly) and will cascade the information to all practitioners.
- The designated leads for safeguarding attend the relevant training every two years and refresh their knowledge termly at the Designated Person's update meetings.
- We ensure that all practitioners know the procedures for reporting and recording their concerns in the setting.

Planning

- The layout of the rooms allows for constant supervision. No child is left alone with a practitioner or volunteers in a one to one situation without being visible to others.

Curriculum

- We introduce key elements of child protection 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 so that they develop understanding of why and how to keep safe, including road safety and hazards in the environment.
- 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.

Disclosures

Where a child makes a disclosure to a practitioner or they observe signs or signals that give cause for concern, such as significant changes in behaviour, deterioration in general well-being, unexplained bruising, marks or signs of possible abuse or neglect the practitioner:

- Offers reassurance to the child
- Listens to the child: and
- Gives reassurance that she or he will take action

The practitioner does not question the child

The practitioner will:

Support the child, help the child feel settled throughout the day, give 1;1 when needed, use some flexibility around setting rules and appropriate behaviour management techniques for individual children and settling boundaries in order to support the child, give provision food and drink, give the child access to a quiet time-out area and opportunities to 'let the child be'.

Recording suspicions of abuse and disclosures

The practitioner makes a record of:

- the child's name
- the child's address
- the age of the child
- the date and time of the observation or disclosure
- an objective record of the observation or disclosure
- 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.

All practitioners 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 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 investigating officers will inform parents.

Confidentiality

- All suspicious 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's Board.

Support to families

- The setting believes in building trusting and supportive relationships with families, practitioners and volunteers in the group.
- The setting makes clear to parents its role and responsibilities in relation to Child Safeguarding, such as for the reporting of concerns, providing information, monitoring of the child, and liaising at all times with the local social services department.
- The setting continues to welcome the child and the family whilst investigations are being made in relation to any alleged abuse.
- We follow the Child Safeguarding Plan as set by the social services department in relation to the setting's designated role and tasks in supporting the child and the family, subsequent to any investigation. All staff is aware of the procedure regarding Early Help referral and are able to use the Threshold as guidance to support families.
- Confidential records are kept on a child are shared with the child's parents or those who have parental responsibility for the child in accordance with the procedure and only if appropriate under the guidance of the Local Safeguarding Children's Board and Confidentiality Policy.
- In the event of any unexplained and unplanned absences staff will make every effort to contact the child's family/carers at the end of the week and ascertain the reason for the absence. Staff will keep a contact log, recording all attempts to make contact and should there be any concerns these will be reported to Torbay Children's Social Services on 01803 208100.

Committee

- The committee under the leadership of the nominated person and chair will make sure that all committee members know their responsibility for safeguarding all children. The committee ensure procedures are in place to manage safeguarding concerns, allegations against staff, including supply staff and volunteers that might indicate they would pose a risk of harm to children.
- The nominated person is aware that they are the accountable person on behalf of the setting.

CARA

A CARA is a child at risk alert. A CARA is created via a Police presence within the family network. The Police may or may not inform the family that a CARA has been made. However, the CARA lead will inform the parents and will be acting upon it.

The levels for CARA are as follows:

High Red (MASH will review)

Medium Amber (MASH will contact the relevant agencies)

Low Green – The CARA Lead will put a referral into MASH to arrange Early Help/Targeted Help using our safeguarding knowledge on the child. This knowledge will only be shared on a need to know basis with outside agencies. The child's keyperson will be made aware that a child's behaviour may be different at this time and to support the family.

Once a CARA is received we will monitor the child's attendance, transition and behaviour and we will follow our Child Safeguarding Policy.

The CARA will only be submitted via Egress and will not be saved or copied and destroyed after the relevant safeguarding information has been logged in the child's safeguarding file.

If the child is attending two settings then the main setting will receive the CARA and act upon it.

If the child is not funded and under three the CARA will be referred to the 0-19 team for review.

If the setting is not open due to holidays then the 0-19 team will receive the CARA and deal with it and the setting will receive a copy to add relevant safeguarding information to the child's safeguarding file.

This policy is to be read in conjunction with the following policies:-

Online Safety and acceptable use of mobile phones, cameras and social networking sites policy

Physical intervention policy for children with additional needs

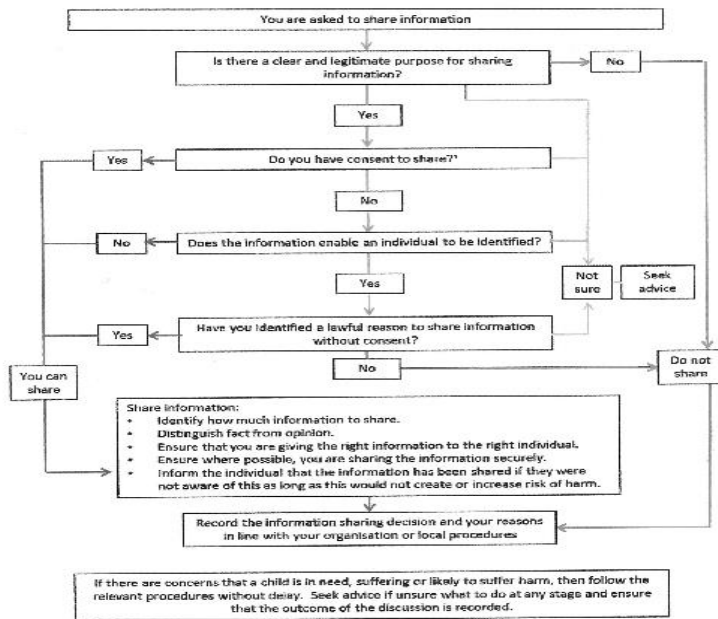
Sharing and transferring of records policy

Promoting positive mental health policy

Record keeping

Working in partnership with other agencies

Flowchart of when and how to share information



Signed: _____

Position: Chairperson

Dated: _____

We aim to provide a safe, stimulating, caring, happy Pre-school where all children and their families are welcome. We provide a curriculum based on the Early Years Foundation Stage using individual children's interest and needs.