

Child Protection / Safeguarding Policy & Procedures



Stalbridge Pre- School will work in partnership with children, parents and other agencies to ensure the safety and welfare of all the children in our setting and to protect them from any form of abuse whether physical, emotional, sexual or neglect, to enable us to do this we will:

Designated Safeguarding Lead (DSL): Debbie Chant (Manager), Deputy DSL: Lisa Pond

Staff: (Staff will also mean volunteers and students)

- Have a named person responsible for safeguarding and child protection (DSL)
- Work in line with our **Local Safeguarding Children's Board** guidelines.
- Abide by Ofsted guidelines with regard to the safer recruitment of staff, ensuring all staff have an enhanced disclosure Criminal Records Bureau (CRB) check completed before taking up a position in the pre-school.
- Make staff aware that it is their duty to report any suspected abuse to the DSL (see Whistle Blowing policy)
- Take up references from previous employment if applicable.
- Have regard for 'The Rehabilitation of Offenders Act 1974', making applicants aware that the position/s are exempt.
- Train all staff in child protection issues to ensure that they are able to recognise the signs and symptoms of possible physical abuse, sexual abuse, emotional abuse and neglect and the procedures for recording and reporting concerns and how they should respond in the event that a child makes a disclosure (see appendix 1)
- Record factual information: Date & time of disclosure/observation, the exact words spoken by the child as far as possible, the name of the person recording/observing, the name of the person to whom the concern was reported, with date and time and any other person present at the time. These records will be signed and dated and kept in the child's registration record which is secure and confidential.
- Ensure that staff are aware of the guidelines for making a referral (A 'What to Do' flow chart is visible in the setting and a copy of 'What to do if you're worried a Child is being abused' is available to all staff).
- Ensure adequate staffing resources to keep children safe.
- Never leave volunteers unsupervised.
- Complete an 'Accidents from Home' form if a child arrives with a noticeable injury or use the same form to record an injury noticed or made aware of by child whilst in the setting speaking to the parent/carer at collection time and asking them to sign and date form.

Visitors:

- Ask for identification before admitting any person unknown to staff.
- Ask visitors to sign in.
- Ensure that no unwelcome visitors can access the premises by keeping the main entrance locked.
- Make visitors aware that mobile phones are not permitted in any areas accessed by or visible to children and all belongings are to be stored in the office for the duration of the visit.

Children:

- Create an environment that will encourage children to develop a positive self image and a strong sense of self- worth. (Fundamental British Values – Links to Equality and Diversity Opportunities Policy)
- Plan the layout of the play room and outdoor area to allow for constant supervision.
- Ensure no child is left alone with staff or volunteers in a one-to-one situation without being visible to other staff.
- Promote elements of child protection within our curriculum, enabling children to develop an understanding of how and why it is important to stay safe, this will be carried out in a way that is age and stage appropriate.
- Enable children to have the self-confidence and vocabulary to resist inappropriate approaches.
- Listen too, reassure and take appropriate action if a child makes a disclosure, any disclosures will be recorded appropriately and investigated.
- Not ask a child any leading questions and never tell a child we will 'keep a secret'. Staff may use open ended questions (T.E.D tell me, explain to me, describe to me)

Vulnerable children:

We recognise that children with special educational needs and disabilities and looked after children (LAC) may be more vulnerable, possibly due to their additional needs, their family situation or their inability to access resources.

We will:

- Ensure children are listened to and responded to appropriately.
- Work in partnership with the other professionals involved in supporting their needs.
- Follow policies and procedures as for all children.

Child Protection/Safeguarding Continued:

Working with Parents/Carers:

- Make parents aware of our Child Protection and Safeguarding Policy and Procedures
- Work in partnership with parents, liaising in the first instance with the parent if appropriate.
- Ask parents to make us aware of any injuries a child arrives at the setting with, a member of staff will record this on an 'Accidents from Home' form and ask parent to sign.
- Make parents aware that if after a member of staff has spoken to a parent regarding a child's health and they are not satisfied with the response that they will contact the child's Health Visitor.
- Make parents aware that at all times the welfare of the child comes first and that Stalbridge Pre-School has a right to seek advice, regarding any concern they may have before discussing it with the child's parent. If the child is at risk of significant harm, a referral may be made to Children's Social Care (CSC) linked to the area where a child lives without having discussed with the parent first.

Prevent Duty: (Counter Terrorism and Security Act 2015 – section 26)

We have a responsibility to prevent children from being drawn into terrorism and to protect them from radicalisation.

To ensure we meet this duty, we will:

- Ensure that the Fundamental British Values of Democracy, Rule of Law, Liberty, Tolerance and Mutual Respect are promoted through the Early Years Foundation Stage and policies.
- Ensure all staff, committee and volunteers have regard for the FBV's and uphold these values.
- Ensure staff are alert to harmful behaviours by influential adults in the child's life (include discriminatory and/or extremist discussions between parents, family and/or staff members)
- Ensure staff are able to identify children who may be vulnerable to radicalization, and know what to do when they are identified. (http://course.ncalt.com/Channel_General_Awareness/01/index.html)
- Challenge negative attitudes and stereotyping.
- Assess the risk of children being drawn into terrorism, and work in partnership with Prevent Co-ordinators, Channel Police Practitioners and the Local Safeguarding Children Board (LSCB).
- Make referrals to local Channel Panels, Channel Police Practitioners or the LSCB, if we have concerns that an individual may be vulnerable to being drawn into terrorism or extremism. (sru@dorset.pnn.police.co.uk)

Female Genital Mutilation (FGM): Female genital mutilation includes procedures that intentionally alter or injure the female genital organs for non- medical reasons. It is carried out on children between the ages of 0-15, depending on the community in which they live. FGM is extremely harmful and has short and long term effects on physical and psychological health.

FGM is internationally recognized as a violation of the human rights of girls and women, and is illegal in most countries, including the UK.

The setting takes these concerns seriously and staff will be made aware of the possible signs and indicators that may alert them to the possibility of FGM. Any indication that FGM is a risk, is imminent, or has already taken place will be dealt with under the child protection procedures outlined in this policy

Peer on peer abuse: All staff should be aware (a) that safeguarding issues can manifest themselves via peer on peer abuse; and (b) that children are capable of abusing their peers. Such abuse should never be tolerated or normalised through the common myth that it is part of growing up. This is most likely to include but is not limited to bullying (including cyber bullying), gender based violence, grooming, inappropriate or harmful sexualised play (younger children), sexual assaults, sexting and gender issues within groups of girls and boys. Should an allegation of abuse be made against another pupil all children involved (whether perpetrator or victim) will be treated as being "at risk". Where there is reasonable cause to suspect that a child is suffering, or likely to suffer, significant harm, the allegation will be referred to children's social care. The concern may indicate that one or more of the pupils concerned may be in need of additional support by local agencies and in those cases the DSL should follow local inter-agency procedures. Where appropriate, the matter will be dealt with under the 'Behaviour management' policy and procedures

E-Safety: To ensure children are safe whilst accessing equipment that can connect to the internet we will:

- Ensure all equipment is password protected.
- Ensure staff are aware of how to keep children safe whilst accessing the internet.
- Not allow children to access the internet unsupervised.
- Support parents in understanding the dangers of allowing children unsupervised access to the internet.
- Ensure staff are aware of policies and procedures with regard to the taking and storing of digital images.

Child Protection/Safeguarding Continued:

Allegations against a member of staff or volunteer:

In the event that an allegation is made against a member of staff or volunteer the following procedure will be followed:

- The allegation will be made in writing on our 'Concerns & Complaints' form and presented to the Manager or Chairperson dependent upon whom the allegation concerns.
- The Dorset Local Safeguarding Children Board will be contacted for advice and direction.
- We will follow the Local Safeguarding Children Board guidance when responding to any allegation received regarding a member of staff or volunteer.
- Ofsted will be notified of the allegation.
- In all cases a record of report which is dated, timed and includes a clear name or signature must be made.
- Where the management committee and children's social care 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 to protect the staff, children and families throughout the process and NOT an indication of admission that the incident has taken place.
- If the allegation was not upheld the member of staff would be able to return to work with appropriate support put in place. If the allegation were upheld the member of staff would be dismissed on the grounds of gross misconduct following usual disciplinary procedures.

Follow on:

If a concern or allegation is reported to the DSL a decision will be made regarding the next step which could be to discuss the concern with parent or carer; take further advice; or to raise the concern with the CSC. The duty officer will advise the setting on necessary procedures, depending on the severity of the concern. CSC may investigate if the concern has reached the threshold for this to be taken forward. The CSC may arrange a visit to the family / setting to see the child and parents, if this leads them to suspect a child has been abused or neglected, advice and support will be offered to improve the care of the child.

Mobile Phones: The use of personal mobile phones will NOT be allowed in the Pre-school in areas accessed by children or within sight of children (refer to Mobile Phone & Camera/Video Policy)

Sharing Information:

The Data Protection Act does not present a barrier to sharing information for the purposes of preventing serious harm to a child.

Single point of contact (SPOC) New Referrals – 01202 228866 (MASH@dorsetcc.gcsx.gov.uk)
North Dorset: 01258 472652 / Taunton:08453 459122 / Out of hours service: 01202 657279
(Ongoing cases)
LADO (Local Authority Designated Officer): Patrick Crawford
<https://www.dorsetscb.co.uk/site/home/>

Stalbridge Pre-School has regard for the following Publication's and information: Working Together To Safeguard Children – 2015, LSCB (including the Thresh-hold Tool – August 2015)

HM Government guidance on information sharing can be found on the DSCB website:
<http://.dorsetscb.co.uk/site/advice-for-people-working-with-cildren/information-sharing/>

Stalbridge Pre-School will continue to welcome and provide the best care for the child and work to support parents/carers in a confidential, non-judgemental manner.

This policy was reviewed and adopted at a committee meeting on: 10.10.16
(to include FGM, Peer on peer abuse, E-safety')

Signed: D.Chant

Role: Manager & DSL

Signed: L.Ottewill

Role: Chairperson

Appendix 1: Types of abuse and procedures

Physical Abuse:

Action will be taken if the staff team have a reason to believe that there has been a physical injury to a child, including deliberate poisoning, where there is a definite knowledge, or reasonable suspicion that the injury was inflicted or knowingly not prevented.

- Any sign of a mark or injury to a child when they come into Stalbridge Pre-School will be recorded, discussed with the parent/carer and the parent will be asked to countersign the record. (Parents are made aware of this procedure in the Prospectus)
- The observed incidents will be recorded and if a regular pattern evolves advice will be sought from the CSC.
- If there appears to be any discrepancy or query regarding the injury or the child discloses information which gives cause for concern the CSC will be contacted, they may contact the police if there is any concern that the child is in danger of significant harm.

Sexual Abuse:

Action will be taken if the staff team have witnessed occasions where a child indicated sexual activity through words, play, drawings or had an excessive pre-occupation with sexual matters or had an inappropriate knowledge of adult sexual behaviour, action will also be taken if a child appears to have marks or injuries that may have been received through sexual abuse.

- The observed instances will be recorded
- The matter will be referred to the CSC who will notify police if there is any concern that the child is in danger of significant harm.

Emotional Abuse:

Action will be taken if the staff team has reason to believe that there is a severe, adverse effect on the behaviour and emotional development of a child caused by persistent or severe maltreatment or rejection.

- The observed incidents will be recorded
- The matter will be referred to the LSCB who will notify police if there is any concern that the child is in danger of significant harm.

Neglect:

Action will be taken if the staff team has concerns about the constant or severe neglect of a child (for example by exposure to any type of danger, including cold, starvation or extreme un-cleanliness) which results in the serious impairment of the child's health or development.

- The observed incidents will be recorded.
- The DSL will discuss concerns with the parent/carer and offer support to improve the child's care.
- The DSL may if felt necessary contact the child's Health Visitor to enable necessary support for the parent/carer.
- The matter will be referred to the LSCB who will notify police if there is any concern that the child is in danger of significant harm.

The Children Act 1989 places a duty on CSC to investigate such matters. Stalbridge Pre-School will follow procedures set out by our Local Safeguarding Children's Board and will take guidance on further action or procedures to be followed. All records will be kept confidential on a need to know basis.