

Sticky Fingers Pre-School

Somerset Local Safeguarding Children's Board

8a - Child Protection Policy:

Statement of intent

Our setting will work with children, parents and the community to ensure the rights and safety of children and to give them the very best start in life.

The Pre-School and its entire staff have a duty to be aware that abuse does occur in our society. This statement lays out the procedure that will be taken if we have reason to believe that a child in our care is subject to emotional, physical or sexual abuse or neglect.

It is therefore important to be constantly vigilant and remain fully informed about the issues which affect the local area, city and society.

Our primary responsibility is the welfare and well-being of all children in our care and to prevent radicalisation and extremism. As such we believe we have a duty to the children, parent(s)/ carer(s) and staff to act quickly and responsibly in any instance that may come to our attention.

Our Safeguarding policy is based on the three key commitments of the Pre-School Learning Alliance Safeguarding Children Policy.

Key Commitment 1 - The Pre-school is committed to building a "culture of safety" in which children are protected from abuse and harm in all areas of its service delivery.

Staffing & volunteering:

We have a designated named member of staff who coordinates and leads any child protection issues and supports the staff - that being the Pre-School Supervisor Mary Harris.

Our designated officer (the chairperson) who oversees this work is Zoe Stewart.

We ensure all staff; volunteers and students are made aware of our safeguarding policies and procedures.

- Training is undertaken to keep staff, committee members, parents, students and volunteers updated of important information / procedures & to ensure that we are able to recognise the signs of possible abuse.
- All staff have been given a copy of the Somerset Safeguarding Children's Board Effective Support for Children and Families in Somerset to read to ensure that all staff are familiar and know the procedures for reporting & recording their concerns in the Pre-School. All staff are aware of the Child Protection Record

Book and have read and signed the “what to do if you are worried about a child” booklet (DFES 2015).

- Applicants for posts within the setting are clearly informed that the positions are exempt from the Rehabilitation of Offenders Act 1974.
- All members of staff, committee members, parents, students and volunteers, when they start working at the Pre-School are subject to a Disclosure and Barring check carried out by the Disclosure and Barring Service (formerly the Criminal Records Bureau) who confirm suitability, to ensure that no unsuitable person works at the setting or has access to the children.
- We are also aware of the advice in the Department for Education “The Prevent Duty” documentation issued in June 2016.
- Volunteers, work experience students (on short term placements) and parent helpers do not work unsupervised.
- We have a visitor’s book for recording the details of visitors to the Pre-School and Identification (ID) is requested where needed. This ensures we have control over who comes into our Pre-School environment so that no unauthorised person has unsupervised access to the children.
- All personal mobile phones will be kept within staff personal bags within the office and not used in working hours on site. This requirement is detailed during any new member of staff/student induction – failure to comply will involve a duty of misconduct (please refer to the Disciplinary Rules and Procedure policy (3)).
- This also applies to parents who are in the setting for stay and play sessions or visitors – please see our separate policy on the use of Mobile Phones and Cameras (8b)

Key Commitment 2 - The Pre-school is committed to responding promptly and appropriately to all incidents or concerns of abuse. We will work with the procedures set in place from “What to do if you are worried a child is being abused” (HMG 2015)

Responding to suspicions of abuse:

- We understand that abuse of children can happen in different forms - physical, emotional, sexual and neglect.
- When children are suffering from the above forms of abuse this may be demonstrated by the things children say (direct or indirect disclosure) or through a change in their appearance, behaviour or within their play.
- Where such evidence is apparent the child’s key person will make a dated record in our concerns record (incidents record book) and will discuss this with the designated person (pre - school supervisor).
- We refer concerns to the local authority children’s social care and co-operate fully in any investigation they make.

NB in some cases this may mean the police or another agency identified by the Local Safeguarding Children’s Board.

- An allegation of child abuse or neglect could lead to a criminal investigation so staff will not do anything that may jeopardise a police investigation i.e.: ask a child leading questions.
- We use the detailed procedures and reporting format contained in the Pre-School Learning Alliances publication “Child Protection Record for use in Early Years Settings” when making a referral to children’s social care or other appropriate agencies.

Recording suspicions of abuse and disclosures:

- When a child makes comments to a member of staff that gives cause for concern (disclosure), or observes signs that gives cause for concern e.g.: a change in behaviour , unexplained bruising, marks or signs of possible abuse or neglect, that member of staff will :-
 - listen to the child and offer reassurance
 - not question the child
 - make a written record of the observation or disclosure including:- - the date and time of observation or disclosure
 - exact words used by child as far as possible
 - the name(s) of the person to whom the concern was reported, with date and time
 - the name(s) of any other person present at the time
- these records are signed and dated and kept in the child’s personal file which is kept securely and confidentially.

Making a referral to the local authority social care team:

- The Pre -School Alliances publication that we use is the “Child Protection Record” that contains detailed procedures for making a referral to the local social care team, as well as a template form for recording concerns and making a referral. This is based on “What to do if you’re worried a child is being abused” (HMG 2015)
- We keep a copy of this record and follow the detailed guidelines given.
- All members of staff are aware of where this record is kept and follow 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 this case the investigating officers will inform the parents.

Unexplained Absences:

- In the event of an unexplained and unplanned absences, for example if there is a break in a child's normal attendance pattern with no explanation, then we shall make every effort to contact parents and ascertain the reason for non-attendance. A contact log will be kept and our safeguarding procedure will be followed if concerns arise.

Liaison with other bodies:

- We work within the procedures of the Somerset Local Safeguarding Children's Board guidelines, Effective Support for Children and Families in Somerset version 1 Feb 2016
- We have a copy of the Effective Support for Children and Families in Somerset version 1 Feb 2016 and "What to do if you're worried a child is being abused" available for staff & committee to see / refer to.
- The Pre - School has a duty to report any suspicions of abuse to Social Care & Health whether this stems from allegations against staff, volunteers, carers or the general public. The Children Act 1989 (section 47(1) places a duty on Social Care & Health to investigate such matters.
- We will notify the registration authority (Ofsted) of any incident or accident and any changes in our arrangements which may affect the wellbeing of children. Notifications are made to Ofsted as soon as reasonably practicable, but at the latest within 14 days of the allegations being made.
- Contact details of our Local Safeguarding Children's Board and NSPCC are also kept in the case of an emergency.
- If a referral is made to the local authority social care department, we act within the Somerset Safeguarding Children's Board guidance in deciding whether we must inform the child's parents at the same time.
- We are also aware of the referral guide flowchart detailing the process of how to report a concern of a vulnerable individual who may be on route to radicalisation. This flowchart is accessible and also shows the details of contact numbers and emails of where to get additional advice and support i.e. of our Local Authority Prevent Lead and our Regional Police Prevent and Channel Lead
- There is also a procedure in place (along with the main school) for a critical incident whereby we evacuate to another designated area – See policy 28

Allegations against a member of staff, volunteer or work experience student:

- We ensure that all parents and staff have read and know the Whistle Blowing Policy (25).
- We ensure that all parents know how to complain about the behaviour or actions of staff or volunteers within the setting, (within our complaints procedure) which may include an allegation of abuse.
- We follow the guidance from the Local Safeguarding Children's 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 place or are taking place by first recording the details of any such alleged incident.
- The committee has a duty to contact Children's Social Care for guidance and follow their advice. To contact the Somerset Local Authority Designated Officer (LADO) to get advice on next steps. We understand we must make contact with the LADO within one working day following the allegation being reported. We contact Somerset Direct on 0300 123 2224. Also OFSTED will be notified detailing to them what measures have taken place. We are fully aware that it is an offence not to do this.
- We will cooperate with the children's social care and police investigations.
- The committee will need to decide whether to suspend the member of staff / volunteer pending investigations, depending on the advice given by Somerset's Direct Children and Young People's Team.

Disciplinary action:

- Where a member of staff or volunteer has been dismissed from the setting because of misconduct relating to a child, we notify the Independent Safeguarding Authority (ISA) so that the individuals who pose a threat to children (and vulnerable groups) can be identified and barred from working with these groups.

Key Commitment 3 - Training:

- We seek out training opportunities for all staff members in the setting to ensure that they are able to recognise the signs of possible physical, emotional, sexual abuse and neglect. All staff is aware of the local authority's guidance for making referrals.
- We ensure that the designated person received further training in accordance with that recommended by the Local Safeguarding Children Board.
- All staff are told the procedures for reporting and recording their concerns in the setting.
- All staff and committee have also completed an online module on the Channel General Awareness to increase our knowledge of prevent and channel, including our duties and responsibilities in the process.
- All staff have also completed an on-line module about Female Genital Mutilation (FGM) to increase our awareness by recognising and preventing FGM. For any concerns the Local Safeguarding Children Boards procedures will be followed.

Planning:

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

Curriculum:

- We incorporate activities on keeping children safe into our planning to promote and support Personal, Social and Emotional Development so they can learn how to keep and stay safe (i.e.: visits from the local police community support officer), develop a positive sense of themselves, and others; to form positive relationships and develop respect for others; to develop social skills and learn how to manage their feelings; to understand appropriate behaviour in groups; and to have confidence in their own abilities
- Ensure children learn right from wrong, mix and share with other children and value other's views, and challenge negative attitudes and stereotypes (in an age appropriate way)
- In addition we aim to actively promote fundamental British Values within the EYFS and as part of our safeguarding duty

Confidentiality:

All allegations 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.

- **Please note there may be exceptions to the above procedures. If any child is thought to be in immediate danger then the Pre-school staff will contact the Somerset Direct Children and Young People's team on 0300 123 2224 &/or the police immediately and OFSTED on 0300 123 1231**

Legal Framework:

Primary Legislation –

- Children Act (1989 s47) 2006
- Protection of Children's Act (1999)
- Data Protection Act (1998)
- The Children Act (Every Child Matters) (2004)
- Safeguarding Vulnerable Groups Act (2006)
- Working Together to Safeguard Children (revised 2015)
- The Prevent Duty (2015)

Other key documents:

- Inspecting safeguarding in early years, education and skills settings (August 2016)
- Effective Support for Children and Families in Somerset version 1 Feb 2016
- Early Years guidance to inform policies in response to the Prevent Duty June 2016
- Disqualification under the Childcare Act 2006
- Statutory Framework for the Early Years Foundation Stage (2017)

Help & Support:

- ChildLine – www.childline.org.uk 0800 1111
- The family rights group – www.frg.org.uk 0808 801 0366
- Parentline – www.parentlineplus.org.uk 0808 800 2222
- FGM helpline - fgmhelp@nspcc.org.uk 0800 0283550

EYFS Key themes and commitments

A Unique Child	Positive Relationships	Enabling Environments	Learning and Development
1.3 Keeping safe	2.1 Respecting each other 2.2 Parents as partners	3.4 The wider context	4.4 Personal Social and Emotional development

This policy was adopted at a meeting of Sticky Fingers Committee

Held on: 3rd October 2017

Signed on behalf of the Pre-School:

Chairperson: Zoe Stewart

Secretary: Cath Temple