

## **Child Protection and Safeguarding Policy**

### **Policy Statement**

Pound Hill Pre-School will work with children, Parents and the local community to ensure the rights and safety of children and to give them the very best start in life. We as a setting are committed to the ensuring that children are safeguarded from harm.

We are committed to building a 'culture of safety' in which children are protected from abuse and harm in all areas of its service delivery.

### **Staff and Volunteers**

- The Pre-Schools Designated Safeguarding Leads (DSL) are;
  - Katy – Manager
  - Caroline – Deputy Manager & SENCO
  - Steph – Senior Practitioner
  - Amelia – Practitioner
- The DSL's meet on a half termly basis to discuss Safeguarding concerns that have been raised over the half term to ensure that we are all aware of any changes. This also gives us an opportunity to review and plan next steps for the families.
- We ensure that all staff are trained to understand our safeguarding policies and procedures and that parents are made aware of them also.
- All Staff attend Safeguarding refreshers every 3 years and DSL's to attend designated training every 2 years.
- We provide adequate and appropriate staffing and resources to meet the needs of the children.
- Candidates are informed of the need of an 'enhanced disclosure' check with the Disclosure and Barring Service (DBS) before they can start within post.
- Where applications are rejected because of obtained information that has been disclosed, applicants will have the right to know and to challenge incorrect information.
- We abide by Ofsted requirements as set out in the Early Years Statutory Framework (EYFS) in respect to Suitability Checks for all Volunteers and Staff.
- Volunteers DO NOT work unsupervised and are not allowed to enter the toilet areas.
- All Safer recruitment checklists are completed prior to the any staff or volunteers starting work.
- Staff and Volunteers are to be on the update service or they will need to fund a DBS check every three years, failure to do so will result in disciplinary action.
- We are registered with the Information Commissioners office (ICO)
- When visitors attend the setting they are required to show identification and to sign in stating the reason for their visit. If we are unaware of their visit Identification will be checked by telephoning the company the individual works for.

### **Policy Statement 2**

Pound Hill Pre-School is committed to responding promptly and appropriately to all incidents or concerns of abuse that may occur and to work with statutory agencies.

## Procedure

We acknowledge that abuse of children can take different forms;

- Physical
- Emotional
- Sexual
- Neglect

When children are suffering from abuse this may be demonstrated in the following ways;

- Significant changes in their behaviour
- Detrition in their general well-being
- Their comments which may give cause for concern, or the things they say (Direct or indirect disclosure)
- Changes in their appearance
- Changes in their play and behaviour
- unexplained bruising or marks
- Any reason to suspect neglect or abuse outside the setting.

We consider factors affecting parental capacity, such as social exclusion, domestic violence, parents drug or alcohol abuse, parents mental or physical illness or parents learning disability.

We are aware of other factors that affect children's vulnerability such as abuse, disabled children, fabricated illness; child abuse linked to beliefs in spirit possession; sexual exploitations of child, such as through the internet, Female Genital Mutilation (FGM) that may affect or may have affected children and young people using our provision.

We make ourselves aware that some children and young people are affected by gang activity, by complex, multiple or organised abuse, through forced marriage or honour-based violence or may be victims of child trafficking. While this may e less likely to affect young children in our care, we may become aware of any of these factors affecting older children and young people who we may come into contact with.

Where we believe a child in our care or that is known to us may be affected by any of theses factors we follow the procedures below for reporting child protection concerns.

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 member of staff who is acting as the 'designated person'. The information is stored on the child's personal file.

We refer concerns to the local authority children's social care department and co-operate fully in any subsequent investigation. NB In some cases this may mean the police, or another agency identified by the Local Safeguarding Children Board.

We take care not to influence the outcome either through the way we speak to children or by asking questions of children.

We take account of the need to protect young people aged 16-19 as defined by the Children Act 1989. This may include students or school children on work placement, young employees, or young parents. Where abuse is suspected we follow the procedure for reporting any other child protection concerns. The views of the young person will always be taken into account, but the setting may override the young person's refusal to consent to share information if it feels that it is necessary to

prevent a crime from being committed or intervene where one may have been, or to prevent harm to a child or adult. Sharing confidential information without consent is done only where not sharing it could be worse than the outcome of having shared it.

### **Female Genital Mutilation (FGM)**

FGM has been a criminal offence in the UK since 1985. In 2003 it also became a criminal offence for UK nationals or permanent UK residents to take their child abroad to have female genital mutilation. It is the legal duty for the preschool to make a report to the police if:

- The preschool is informed by a girl under the age of 18 that she has undergone an act of FGM
- A practitioner from the preschool observes physical signs that an act of FGM may have been carried out on a girl under the age of 18.

### **Recording suspicions of abuse and disclosures**

- Where a child makes comments to a member of staff that give cause for concern (disclosure), or a member of staff observes 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; that member of staff:
  - listens to the child, offers reassurance, and gives assurance that she or he will take action.
  - does not question the child.
- makes a written record that forms an objective record of the observation or disclosure that includes: the date and time of the observation or the disclosure; the exact words spoken by the child as far as possible; the name of the person to whom the concern was reported, with the 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, which is kept securely and confidentially.
- One of the members of staff acting as the 'designated person' is informed of the issue at the earliest opportunity.
- Where the Local Safeguarding Children Board stipulates the process for recording and sharing concerns, we include those procedures alongside this procedure and follow the steps set down by the Local Safeguarding Children Board.

### **Making a referral to the local authority children's social care team**

INTEGRATED FRONT DOOR- Tel: 01403 229900 Weekdays 9am-5pm

<https://www.westsussexscp.org.uk/report-a-concern-about-a-child>

or use their QR code to make a referral.

You can also access the  
"Request Support or  
Raise a Concern About a  
Child" page by using the  
QR code below –



Pound Hill Pre-Schools 'Child protection record' contains procedures for making a referral to the local children's social care team, as well as a template form for recording concerns and making a referral.

#### **Informing parents**

- Parents are normally the first point of contact. We discuss concerns with parents to gain their view of events, unless we feel this may put the child in greater danger.
- We inform parents when we make a record of concerns in their child's file and that we also make a note of any discussion we have with them regarding a concern.
- If a suspicion of abuse warrants referral to social care, parents are informed at the same time that the referral will be made, except where the guidance of the Local Safeguarding Children Board does not allow this, for example, where it is believed that the child may be placed in greater danger.
- This will usually be the case where the parent is the likely abuser. In these cases, the social workers will inform parents.

#### **Liaison with other agencies**

- We work within the Local Safeguarding Children Board guidelines.
- We notify the registration authority (Ofsted) of any incident or accident and any changes in our arrangements, which may affect the well-being of children or where an allegation of abuse is made against a member of staff (whether the allegations relate to harm or abuse committed on our premises or elsewhere). Notifications to Ofsted are made as soon as is reasonably practicable, but at the latest within 14 days of the allegations being made.

### **Allegations against staff**

- We ensure that all parents know how to complain about the behaviour or actions of staff or volunteers within the setting, or anyone living or working on the premises occupied by the setting, which may include an allegation of abuse.
- We respond to any inappropriate behaviour displayed by members of staff or any other person working with the children, which includes:
  - inappropriate sexual comments.
  - Excessive one-to-one attention beyond the requirements of their usual role and responsibilities, or inappropriate sharing of images.
- We follow the guidance of the Local Safeguarding Children Board when responding to any complaint that a member of staff or volunteer within the setting, or anyone living or working on the premises occupied by 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 or anyone living or working on the premises occupied by the setting, 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 social care department to investigate.
- We also report any such alleged incident to Ofsted, as well as what measures we have taken. We are aware that it is an offence not to do this.
- We co-operate entirely with any investigation carried out by children's social care in conjunction with the police.
- Where the management team and children's social care agree it is appropriate in the circumstances, the chair will suspend the member of staff on full pay, or the volunteer, 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 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.

### **Training**

- We seek out training opportunities for all adults involved in the setting to ensure that they are able to recognise the signs and signals of possible physical abuse, emotional abuse, sexual abuse and neglect and that they are aware of the local authority guidelines for making referrals.

- We ensure that designated persons receive training in accordance with that recommended by the Local Safeguarding Children Board.
- We ensure that all staff know the procedures for reporting and recording any concerns they may have about the provision.

#### **Curriculum (See Prevent Policy 14.1)**

- We introduce key elements of keeping children safe 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 an understanding of why and how to keep safe.
- We create within the setting a culture of value and respect for individuals, 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
- The layout of the rooms allows for constant supervision. No child is left alone with volunteers in a one-to-one situation without being visible to others.

#### **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**

- We believe in building trusting and supportive relationships with families, staff, and volunteers in the group.
- We make clear to parents our role and responsibilities in relation to child protection, such as for the reporting of concerns, information sharing, monitoring of the child, and liaising always with the local children's social care team.
- We will continue to welcome the child and the family whilst investigations are being made in relation to any alleged abuse.
- We follow the Child Protection Plan as set by the child's social care worker in relation to the setting's designated role and tasks in supporting that child and their family, subsequent to any investigation.
- Confidential records kept on a child are shared with the child's parents or those who have parental responsibility for the child in accordance with the Confidentiality and Client Access to Records procedure and only if appropriate under the guidance of the Local Safeguarding Children Board.

**This policy was adopted by**  
**Position within the Pre-School**

**Katy Platt**  
**Manager & nominated individual**