



## Safeguarding

### Child protection policy and procedure

*This policy should be read in conjunction with the following policies:*

*Risk Assessment, Intruder Policy, Health and Safety Policy, Child Sickness Policy, Safer Recruitment Policy, Behaviour Policy, Physical Handling, Medication Policy, British Values Policy*

#### Our Safeguarding Statement

**At Whiteley Preschool we have a duty to safeguard and promote the welfare of all who enter the setting. We are committed to ensuring that our practices reflect our statutory responsibilities and that we comply with best practice and Ofsted requirements.**

#### Primary legislation:

- The Children Act 1989
- The Protection of Children Act 1998
- Data Protection Act 2018
- The Children Act 2004
- The Children and Families Act 2017
- The Children and Families Act 2014
- The Counter Terrorism and Security Act 2017 Prevent Duty

#### Guidance:

- Working Together to Safeguard Children (August 2018)
- Early Years Foundation Stage Statutory Framework (EYFS, 2018)
- What to do if you are worried a child is being abused (2017)
- The Early Help Hub
- Safeguarding Our Children – 4LSCB Procedures
- UN Conventions of Rights of a Child
- Keeping Children Safe in Education (2018)
- Working Together Transitional Guidance (2018)
- Information sharing advice for Safeguarding Practitioners (July 2018)
- The Handling of DBS certificate information (July 2018)
- The Early Years Inspection handbook (April 2018)
- Criminal Record Check for Childminders and Childcare Workers (2018)
- Charity Automatic Disqualification Rule (August 2018)
- Inspecting Safeguarding in Early Years and Skills Settings (2019).

Safeguarding is everybody's responsibility. At Whiteley Preschool we are dedicated to the welfare of all those who come in to contact with us. Our aim is to ensure that children have a safe and happy start to their education. We will achieve this by working together with parents, carers, staff, the community and outside agencies. Whiteley Preschool's designated lead safeguarding officer and Manager is Andrea Hill, Jade Heslin is the secondary safeguarding officer. They both are Level 4 in Child Care Protection.

- Staff are continually supported and guided with safeguarding.
- Safeguarding is shared on a daily basis at morning meetings and an agenda on each staff meeting and training.
- A folder containing safeguarding information regarding the children is kept within the Woodlands Room. In there, guidance can be found on what to do if you're worried a child is being abused.
- Staff can speak to the manager at any time regarding any concerns they may have, in the absence of the manager Jade Heslin will be available.
- Children's absences are recorded and monitored to ensure the well-being of the children.

### Our Responsibilities

All Staff are aware of how to spot the signs of early abuse and how to report their concerns. Concerns will be immediately reported to the safeguarding officers. Some of the signs of early abuse are:

- Significant changes in a child's behaviour, including inappropriate behaviour or language.
- Deterioration in a child's general well-being.
- Unexplained bruising, marks or signs of possible abuse or neglect.
- Comments made by children which give you a cause for concern.
- Regular or long-term absences from the setting.

There is a copy of the government document 'Working Together to Safeguard Children'; a guide to interagency working together to safeguard and promote the welfare of children, it can be found in the Woodlands Room. This document is used in conjunction with information provided by the local children's safeguarding board, when needed.

All child protection concerns are recorded and stored securely in the safeguarding folder which is in a secure location. This information is confidential and should only be looked at by the safeguarding officers and other agencies when appropriate. The safeguarding officers will investigate concerns and determine an outcome. If anyone is unhappy with the outcome that is reached they are advised to raise their concerns with Andrea Hill or follow our complaints procedure.

Whiteley Preschool provides a secure environment, by:

- Ensuring no child is left unattended.
- Ensuring staff ratios are adhered to at all times.
- Ensuring a daily check sheet is carried out before the start of every day.
- Ensuring risk assessments are completed regularly (see Risk Assessment Policy).
- Ensuring access to the setting is restricted where possible (see Intruder Policy).
- Ensuring the suitability of persons working with the children (see Safer Recruitment Policy).
- Ensuring the Mobile Phone Policy is adhered to.

- A level 4 trained safeguarding officer will be contactable at all times during preschool hours.
- No unauthorised personal will ever have access to the children, all visitors will sign in to the setting.
- Ensuring all staff undertake a Criminal Records Check before employment is offered, management will continue to check on all staffs suitability on a termly basis. Volunteers and Committee members will also undergo Criminal Records Checks.
- No volunteers/visitors will be left alone with the children.
- Doors are key-coded and secure at all times when children are in the setting.

Children's accidents in setting are recorded along with wet or soiled clothes, nappies and injuries in to setting. When a child starts to have wet or soiled accidents that are unusual to their normal pattern of behaviour the safeguarding officers will be informed.

### Maintaining Records, Policies and Procedures

The policies and procedures folder will be updated frequently and available for staff and parents to access at all times, it can be found on the information stand in the coffee lounge; policies can also be found on our website [www.whiteley-preschool.co.uk](http://www.whiteley-preschool.co.uk). The preschool adheres to all data protection laws with regards to all record kept on children, their families, staff and committee members (see Record Keeping Policy).

### Parents Responsibilities

Every child is assigned a key person when starting the setting, the key person will aim to build a relationship with that child and their parents/cares, to support the child's individual needs. This relationship between the key worker and the child's home life is important as it allows for abnormalities in either a child or parent's behaviour to be identified sooner. If for any reason a relationship is not built between the key person and child or parent, then it is possible to change to another key person.

Should a concern be raised about a child or their family then a professional attitude will be maintained at all times towards that family. Confidential records will be shared with parents/carers when it in the best interest of the child. If a child is at risk, referrals will be made without speaking to the parent/carer. As a setting we will support families and the well-being of children whilst investigations are being made.

All parents are requested to sign permissions form prior to their child's first day, this will include a sharing of information form which allows the preschool to contact outside agencies if a need arises.

Parents/carers are required to inform a staff member of a previous/existing injury or illness their child may have, this will be recorded and to follow our sickness policy. Medication forms are required to be completed by a parent/carer when medication is required during preschool hours. No medication will be given without prior consent.

Parents are requested to phone the preschool to inform them that their child will be absent that day and to give a brief explanation as to why. If a child is absent, and no message has been received to record the absence within 1 hour of the child 'being late' to preschool, a phone call will be made to the parents. If the parent cannot be reached, preschool staff will contact the emergency contacts for the child and inform them that the child has failed to turn up to preschool. If the emergency contact does not respond, the preschool staff will keep trying to contact either the parent or emergency contact for a further hour. If no contact has

been made, the police will be notified, on a non-emergency number, to inform them there could be concerns for a child's welfare.

### Voice of A Child

If a disclosure is made by a child, they will be treated with professionalism and care. If a child makes a disclosure staff will: -

- Remain calm and keep control of their emotions.
- Never ask leading questions.
- Allow the child time, letting the child use their own words.
- Reassure the child.
- Report to the safeguarding officers.
- Ensure confidentiality.
- Take all allegations seriously.

All staff will follow the safeguarding procedure ensuring all documentation are filled in at the first available opportunity. This will be passed onto the safeguarding officers who will both discuss what further action should be taken. Staff will be supported by management and the committee after a disclosure is made, should they need to be.

### Prevent Duty

The Prevent Duty was put in place to allow those working or volunteering with Children, to be able to identify children who may be vulnerable to radicalisation or who oppose British Values. Under the Prevent Duty staff/volunteers have a duty to report any concerns to the safeguarding officers. At Whiteley Preschool we promote British values by: (please see the British Values Policy).

- Being alert to harmful behaviours by influential adults in a child's life. This may include discriminatory and/or extremist discussions between parents, family and/or staff members.
- Observing behaviour that causes concern, this will be reported to the safeguarding officers Andrea Hill and Jade Heslin.
- Ensuring all staff and committee members undergo training to assist them in identifying children and adults who may be vulnerable to radicalization (Channel Programme).
- Accessing the risk of children being drawn into terrorism locally and responding to these risks appropriately. We do this by working alongside other agencies such as the police, Prevent Coordinators, Channel Police Practitioners and the LCSB.
- Reporting concerns that an individual may be vulnerable to being drawn into terrorism or extremism. Making referrals to local Channel Panels, Channel Police Practitioners or the LSCB when necessary.
- Keeping up to date with training and completing Our assessment of risk on an annual basis.

\*LSCB – Local Safeguarding children board

Possible Safeguarding Risks:

- Child Trafficking.
- Child Sexual Exploitation.
- Triggs Trio – Mental Illness, substance abuse, domestic abuse (including financial).
- Honour Based Violence.
- Prevent, Radicalisation and Extremism.
- Fabricated illness.
- Female Genital Mutilation (FGM).
- Breast Binding
- Neglect
- Physical, sexual or emotional abuse
- Bullying, including online bullying and prejudice-based bullying.
- Racist, disability, homophobic or transphobic abuse.
- Gender-based violence, or violence against women and girls.
- Peer-on-peer abuse
- Radicalisation or extremist behaviour.
- Child criminal exploitation and county lines
- The impact of new technology on sexual behaviour, for example 'sexting' and accessing pornography.
- Issues that may be specific to a local area or population, for example gang activity and youth violence.
- Domestic violence.
- Forced marriage.
- Poor parenting.
- Homelessness.
- So-called honour-based violence
- Any other issues that pose a risk to children, learners and vulnerable adults.

All children are at risk, staff need to be aware of:

- Service Families.
- Children who are at risk of Homelessness.
- Disabilities in children and parents.
- Long term or repeated absences of children from the setting.

### E-Safety

All computers that the children have access to have parental controls set on them. They are not connected to the internet unless an adult is supervising and supporting the children. We provide support and advice for parents regarding internet and online safety.

## Children with Special Education Needs and Disabilities

Children with SEND can be more at risk to abuse, Whiteley preschool staff remain vigilant with all children including those with SEND. Children who may have conditions where they may be more prone to falling or bruising easily need to be monitored carefully for other signs of abuse and all injuries recorded. All safeguarding procedures, for example safer recruitment, will assist with keeping all children safe, including children with SEND.

### Staff aged under 18

Only staff aged 17 years or over will be included in ratios, those staff or students younger than 17 will always be supervised. Staff members under the age of 18 years old are deemed as a child under the UN Conventions of the right of the Child Act. Whilst they can have a DBS and be included in ratios they will continue to be supported by a mentor.

### Allegations Against A Member of Staff

If an allegation regarding serious harm or abuse is made against any member of staff the committee reserves the right to suspend the employee with full pay and support whilst an investigation is undertaken. The result of this investigation will determine whether the staff member returns to work. The first point of call is to report the incident to the Local Children's Safeguarding Board and LADO (Local Authority Designated Officer) who will determine the process of which we then follow.

LADO contact number - 01962 876265 / 01962 876364

Ofsted Contact number – 0300 123 1231

Ofsted registration number – EY224509

Parents will be contacted if an allegation is made against a member of staff. If a suspicion of abuse is reported the parents will be informed at the same time as a report is made, except where the guidance of the Local Children's Safeguarding Board does not allow this. 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's Board and from advice from the document 'What to do if you're worried a child is being abused' and the data protection laws.

Date: 28<sup>th</sup> October 2016

Signed..... Chair Person

Reviewed 3<sup>rd</sup> July 2019

