

<b>Policy Name</b>	<b>Child protection and safeguarding</b>
<b>Date Issued</b>	<b>April 2012</b>
<b>Author / Owner</b>	<b>Hagbourne Pre-School</b>

### Statement of Intent

Our Pre-school wants to work with children, parents/carer and the community to ensure the safety of children and to give them the best possible start in life.

### Aim

We aim to create an environment, which encourages children to develop positive self-image, regardless of race, religion, culture or home background. We also aim to help children establish and sustain relationships with their families, peers and other adults.

### Method

In order to achieve this aim, we:

- Encourage children to develop a sense of autonomy and independence.
- Enable children to have the self-confidence and vocabulary to resist inappropriate approaches.
- Work with the parents to build their understanding of and commitment to the welfare of all our children.
- Work within the Area Child Protection guidelines (ACPC) and a copy of the guidelines is available for staff and parents/carers to see.
- At Hagbourne Pre-school, we work within the Government's statutory guidance 'Working Together to Safeguard Children 2018' and if we have concerns regarding a child's safety and welfare, we will notify the relevant agencies as soon as possible

### Staffing and volunteering

The person who coordinates child protection issues is SHEILA BAYLISS, Early Years Manager. Any concerns should be addressed to her or to another member of staff. In the case of whistleblowing, The Whistleblowing Policy should be followed

- We ensure all staff are trained to understand our safeguarding policies and procedures and that parents are made aware of them also
- All staff have up-to-date knowledge of safeguarding issues
- We provide adequate and appropriate staffing resources to meet the needs of children.
- Applicants for posts within the Pre-school are clearly informed that the positions are exempt from the Rehabilitation of Offenders Act 1974. Candidates are informed of the need to carry out DBS checks before posts can be confirmed.
- Where applicants are rejected because of obtaining 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 DBS checks for staff and volunteers, to ensure that no disqualified person or unsuitable person works at the setting or has access to the children
- Volunteers do not work unsupervised.
- We record information about staff qualifications, the identity checks and vetting processes that have been completed including the DBS reference number and the date the disclosure was obtained

- We inform all staff that they are expected to disclose any convictions, cautions, court orders or reprimands and warnings which may affect their suitability to work with children (whether received before or during their employment with Hagbourne Pre-school)
- All staff and volunteers must understand and comply with the requirements sent out relating to Disqualification by association.
- We follow GDPR principles with regard to collecting, processing and maintaining personal.
- We abide by the Safeguarding Vulnerable Groups Act (2006) 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 Pre-school.
- We take security steps to ensure that we have control over who comes into the Pre-school so that no unauthorised person has unsupervised access to the children.
- We take steps to ensure children are not photographed or filmed for any other purpose than to record their development or participation in events organised by Hagbourne Pre-school. Parents sign a consent form and have access to records holding visual images of their child. See also Camera, mobile telephone and Photographic Equipment Policy

We at Hagbourne Pre-school, are committed to responding promptly and appropriately to all incidents or concerns of abuse that may occur and to work with the statutory agencies to obtain the correct outcome for the safety and well-being of the child/children concerned

#### **Responding to suspicions of abuse**

- We acknowledge that abuse of children can take different forms – physical, emotional, sexual and neglect
- Children who are experiencing abuse in any form, may demonstrate this through;
  - Deterioration in their general well-being
  - Significant changes in their behaviour
  - Unexplained bruising, marks or signs of possible neglect or abuse
  - Their comments which may give cause for concern, or the things they say (direct or indirect disclosure)
  - Changes in their appearance, behaviour or play
  - Or give reason to suspect neglect or abuse outside the setting
- We take into account factors affecting parental capacity, such as social exclusion, domestic violence, parent's drug or alcohol abuse, mental or physical illness or parent's learning disability
- We are aware of other factors that affect children's vulnerability such as abuse of disabled children; fabricated or induced illness; child abuse linked to beliefs; sexual exploitation of children, such as through internet abuse; and Female Genital Mutilation; that may affect or may have affected, children using our provision
- Hagbourne Pre-school is also aware that some children and young people are affected by gang activity, complex, multiple or organised abuse, through forced marriage or honour-based violence or may be victims of child trafficking. While this may be less likely to affect the children in our care, we may become aware of any of these factors affecting older children and young people who may come into contact with them

#### **Procedure**

- If we believe that a child in our care or any child known to us may be affected by any of above factors, we follow the procedure below for reporting child protection concerns
  - The child's key person makes a dated record of the details of the concerns, where such evidence is apparent and informs the 'designated person'
  - The information will be stored in the child's personal file

- The designated person will refer the concerns to the local authority children's social care team and co-operate fully in any resulting investigation. In some cases this may mean the police or other agency identified by the Local Safeguarding Children Board
- All staff take care not to influence the outcome either through the way they speak to the child or by asking the child questions

#### **Recording suspicions of abuse and disclosure**

- When a child makes comments to a member of staff that give cause for concern (disclosure), or a member of staff observes changes or signals that give cause for concern, that member of staff;
  - Listens to the child, offers reassurance and assurance that they will take action
  - Does not question the child
  - Makes a written record, forming an objective record of the observation or disclosure that includes: the date and time 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 and names of any other person present at the time
  - The record is signed and dated and kept in the child's personal file
  - The staff member acting as the designated person is informed at the earliest opportunity
  - We follow the steps and procedures set down by the Local Safeguarding Children Board for recording and reporting concerns

#### **Informing Parents**

- Parents are normally the first point of contact. Any concerns would normally be discussed with the parents to gain their point of view of events, unless we feel this may put the child at greater risk
- We inform parents when we make a record of a concern in their child's file. A record is also made of any discussion we have with them regarding the concern
- If a report is to be made to the authorities, we follow the guidance of the Local Safeguarding Children Board, as to whether the child's parents are informed at the same time

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

- Hagbourne Pre-school works within the Local Safeguarding Children Board guidelines
- Procedures are in place for contacting the local authority regarding child protection issues
- Ofsted are informed of any incident or accident and any changes in our arrangements which may affect the well-being of the children in our care, or where an allegation is made against a member of staff (whether the allegations relate to harm or abuse committed on the premises or elsewhere)
- Notifications are made to Ofsted as soon as possible, but at the latest within 14 days of the allegation being made
- Contact details for the NSPCC are also kept

#### **Allegations against staff**

- We ensure all parents know how to complain about the behaviour or actions of staff or volunteers within 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, this includes;
  - Inappropriate sexual comments
  - Excessive one-to-one attention beyond the requirements of their usual role and responsibilities
  - Inappropriate sharing of images

- We respond to any allegation of child abuse made against a member of staff or volunteer. This may come from a parent, another staff member or a child's disclosure.
- Hagbourne Pre-school follows the guidance of the Local Safeguarding Children Board when responding to any complaint that a member of staff or volunteer within the setting has abused a child
- Parents are made aware of our Complaint Policy and Procedure, which is on display in the entrance hall

#### **Procedure**

- The allegation must be reported to the Local Authority Designated Officer (LADO) as soon as possible. They will provide advice on how the investigation should proceed and what action needs to be taken to ensure all the children concerned are appropriately safeguarded. The following procedure should be followed;
  - A record is made of the details of the disclosure/information, which gives cause for concern. This is recorded in the child's file
  - The designated person within the setting will inform the Chair of the management committee and the Local Authority Designated Officer (LADO)
  - Ofsted will be informed as soon as possible, as to what measures we have taken. At the latest within 14 days of the allegation being made, as we are aware that is an offence not to do this
  - Where the children's social care and management committee 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 staff, as well as children and families throughout the investigation
  - Hagbourne Pre-school will cooperate fully with any investigation carried out
  - If the results of the investigation are proved to be justified, then disciplinary action will be taken and legal advice sought

#### **Disciplinary Action**

IF a member of staff or a volunteer is dismissed from the Pre-school due to engaging in activities that give cause for concern for the safeguarding of children or vulnerable adults, or internally disciplined because of misconduct relating to a child, we will notify the Independent Safeguarding Authority (ISA) of any relevant information.

A referral will also be made to the Disclosure and Barring Service if a dismissal has occurred, as the individual could pose a threat to children

See also Disciplinary & Grievance Policy

#### **Planning**

- The layout of the room allows for constant supervision. Where children need to spend time away from the rest of the group the door is left ajar, for example to go to the toilet, or place things in their book bag

#### **Training**

- All staff are Safeguard trained, to allow them to recognise signs and symptoms of possible abuse and neglect and to ensure all staff are fully aware of the local authority guidelines.

- We ensure that the designated person receives training in accordance with the Local Safeguarding Children Board
- Hagbourne Pre-school ensures all staff know the procedures for reporting and recording any concerns regarding child safety and welfare
- All staff are aware of the Whistle Blowing Policy

### **Curriculum**

- We introduce key elements of child protection into our foundation stage curriculum, so that children can develop understanding of why and how to keep safe, by promoting their personal, social and emotional development
- We create within the Pre-school a culture of value and respect for the individual, having a positive regard for the children's heritage arising from their ethnicity, language spoken at home, culture and social background
- We ensure that this is carried out in a way that is appropriate for the ages and stages of our children.

### **Confidentiality**

- All suspicions and investigations are kept confidential and shared only with those who need to know.
- All information is shared under the guidance of the Local Safeguarding Children Board

### **Support to families**

- Hagbourne Pre-school believes in building trust and supportive relationships with families, staff and volunteers within the setting
- We make it clear to parents our role and responsibilities in relation to child protection, such as for the reporting of concerns, information sharing, monitoring the child and liaising at all times with the local children's social care team
- The child and the family are welcome whilst investigations are being made in relation to the alleged abuse
- We follow the Child Protection Plan as set out 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 which are kept on the 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, only if appropriate under the guidance of the Local Safeguarding Children Board

### **Didcot Foodbank referrals**

- The Chairperson and the Early Years Manager can make a referral to the local foodbank for families in urgent need. If a family is in need and would like support of this nature they can approach the playleader or chairperson for more information.

The relevant legal information is:

The Rehabilitation of Offenders Act  
The Children Act (1989)  
Human Rights Act (1998)  
The Protection of Children Act (1999)  
Data Protection Act (1999)  
Safeguarding Vulnerable Groups (2006)

Further guidance



Working Together to Safeguard Children (2018)  
Safeguarding Children (2010) Preschool Learning Alliance  
Essential Policies and Procedures (2012) Pre-school Learning Alliance

Useful Telephone Numbers

NSPCC 0800 850 5000  
Ofsted 0300 123 1231  
Local Safeguarding Children Board 01865 815 959 or 323457  
(LADO)  
Police Enquiry Centre 0845 850 5505

This policy was reviewed and updated (where required) on \_\_\_9<sup>th</sup> February 2024\_\_\_\_\_ (date)

Reviewed/updated by \_\_\_\_\_ Sophie Garland \_\_\_\_\_ (Chairperson)

Reviewed/Updated by \_\_\_\_\_ Sheila Bayliss \_\_\_\_\_ (Manager)