



Safeguarding Children and Child Protection Policy

Statement of intent

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

Aims

Our aim is to carry out this policy by:

Promoting children's right to be strong, resilient and listened to by:

- Creating an environment in which children feel safe, valued and respected.
- Creating an environment in our setting that encourages children to develop a positive self -image, which includes their heritage arising from their colour and ethnicity, their languages spoken at home, their religious beliefs, cultural traditions and home background.
- Encouraging children to develop a sense of autonomy and independence.
- Enabling children to have the self- confidence and the vocabulary to resist inappropriate approaches.
- To raise awareness of all staff of the need to safeguard children and of their responsibilities in identifying and reporting concerns or possible cases of abuse.
- Working with parents to build their understanding of, and commitment to, the principles of safeguarding all our children.

The legal framework for this work is drawn from:

Primary legislation

The Children Act (section 47) (1989)
The Children Act (Every Child Matters) (2004)
Childcare Act (2006)
Safeguarding Vulnerable Groups Act (2006)
The Protection of Children Act (1999)
Data Protection Act (1998)_

Secondary legislation

Equality Act (2010)
Human Rights Act (2000)
Race Relations Act (1976) (2000)
Freedom of Information Act (2000)
Sexual Offences Act (2003)
Criminal Justice and Court Services Act (2000)
Rehabilitation of Offenders Act (1974)

Guidance

Statutory Framework for the Early Years Foundation Stage (2012)
Working Together to Safeguard Children (2013)
What to do if you're worried a child is being abused (2006 – copy

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The Common Assessment Framework (CAF) (2009)

Safeguarding Children and Safer Recruitment in Education (2006)

Liaison with other agencies

- We work within the Surrey Safeguarding Children Board (SSCB) guidelines and regularly refer to their online Manual of Child Protection Procedures to keep up to date with advice and information.
- We liaise with the Disclosure and Barring Service (DBS) to ensure safe, careful recruitment of staff.
- We have procedures for contacting and working with local agencies that support safeguarding children, including: the Children's Social Care Service, the Surrey Early Years & Childcare Service, the Surrey Safeguarding Children Board (SSCB), and the Police.
- We notify and work with The Office for Standards in Education, Children's Services and Skills (OFSTED) in the event of any incident or accident.
- We keep contact details for the National Society for the Prevention of Cruelty to Children (NSPCC).

Staff and Volunteers

- Our designated member of staff who co-ordinates child protection issues and acts as our Designated Safeguarding Lead (DSL) is Diane Crowe. The deputy DSL is manager Thea Arthur. These designated members of staff have completed the modular multi-agency Child Protection training courses delivered through the SSCB and attend the refresher/update training courses every two years.
- All staff who work directly with children in an unsupervised capacity have an enhanced check from the Disclosure and Barring Service (DBS). This is updated every three years.
- Volunteer helpers are not allowed to work with children in an unsupervised environment.
- In the setting's Contract of Employment, new staff are expected to disclose any convictions, cautions, court orders, reprimands and warnings which may affect their suitability to work with children. The setting's management undertake to follow up references and identity checks in order to ensure an individual's suitability to work with children.
- All members of staff are provided with child protection awareness at induction which includes reading and signing the Safeguarding Policy and reading the 'What to do if you're worried a child is being abused' booklet.
- All staff initially attend the Surrey Early Years Childcare Service (EYCS) Safeguarding training courses, followed with update training every two years. This training enables staff to identify signs of possible abuse and neglect at the earliest opportunity, and report their concerns to the DSL.
- All staff know the procedures for reporting and recording their concerns in the setting.
- This setting meets the responsibilities set out under the Safeguarding Vulnerable Groups Act (2006) and undertakes not to knowingly allow a barred person to work with children. If an employee is discovered to pose a risk to children their employment will cease. We also undertake to forward information about any person who harms or poses a risk to children on to the Independent Safeguarding Authority (ISA), through the DBS.
- We take security steps to ensure that we have control over who

children on to the Independent Safeguarding Authority (ISA), through the DBS.

- We take security steps to ensure that we have control over who comes into the setting so that no unauthorised person has unsupervised access to the children.
- We have procedures for recording the details of visitors to the setting.

Responding to suspicions of abuse

- Staff know that abuse of children can take different forms –the most common form of abuse is neglect. Other forms of abuse are physical, emotional and sexual.
- When children are suffering from physical, emotional, sexual abuse or suffering from neglect, this may be demonstrated through the things they say (direct or indirect disclosure) or through significant changes in their appearance, their behaviour, or their play.
- Where such evidence becomes apparent, the child's key person makes a dated record of the details of the concern and discusses what to do with the DSL and/or the setting manager. This information is kept in the Safeguarding Incident book, which is regularly reviewed to identify any possible safeguarding issue.
- In order to provide a formal framework that will prevent any concerns being allowed to drift and remain unresolved, keyworker supervision is carried out every eight weeks by the DSL to give the opportunity for each child's well-being and progress to be discussed.
- Staff take care not to influence any outcome arising from a concern through the way they relate to the child. Staff do not make suggestions or question the child.
- We refer concerns about a child to the Surrey County Council Contact Centre (children's services) and follow their detailed procedures.
- If staff have an urgent concern about a child, they will inform the DSL and/or the setting manager. If the child is seen to be in immediate danger we will follow SSCB guidelines and immediately call the police and/or the Surrey Contact Centre.
- If we have a concern about a child we will share these concerns with parents/carers. However, if sharing these concerns puts the child at risk of significant or further harm we will seek advice from the duty manager at the Surrey Contact Centre.

Disclosures

Where a child makes a disclosure to a member of staff, that member of staff:

- Offers reassurance to the child.
- Listens to the child.
- Does not question the child.
- Does not make promises to the child (e.g. that everything will be ok)
- Does not attempt to investigate the disclosure/allegation themselves, or do anything that may jeopardise a possible police investigation.

Recording suspicions of disclosures and abuse

It is vital to keep accurate, signed and dated records. These records may be required in future court cases. Therefore, in the Safeguarding Incident book staff make a record of:

- The child's full name.
- The child's address.

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- The child's full name.
- The child's address.
- The date of birth and the age of the child.
- The date and time of the observation or disclosure.
- An objective record 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, with the date and time.
- The names of any other person present at the time.

Making a Referral to the Surrey County Council Social Care Services (now Multi Agency Safeguarding Hub)

If we believe that a child is in immediate danger we will call the Police and call the Surrey County Council Contact Centre. **Now MASH 0300 470 9100**
The Local Area contact is 0300 123 1640

Consistent with local, inter-agency protocols, we will call the Contact Centre if we have a child protection concern and will subsequently submit any referral in writing using the Surrey Children's Social Care Multi-Agency Referral Form.

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 Surrey Safeguarding Board does not allow this.
- This will usually be the case where the parent is the likely abuser. In these cases the investigating officers will inform the parents.

Allegations against Staff

- We ensure that all parents know how to report a child protection concern that they may have regarding a member of staff or volunteer. We do this by keeping an up-to-date information sheet, containing relevant contact details, at the entrance of the pre-school.
- We follow the Safeguarding Children Board's Online Manual procedures when responding to an allegation against a member of staff.
- In the event of an allegation against a staff member being made, we notify:
 - Ofsted within 24 hours and follow up this notification in writing within the next fourteen days.
 - The Surrey Local Authority Duty Officer (LADO) Team within 24 hours. 0300 123 1650
 - The Early Years Childcare Service named person.Up-to-date contact details of Ofsted, LADO and EYCS are kept by the registers in the main pre-school cupboard.
- We co-operate entirely with any investigation carried out by Surrey Social Services in conjunction with the police.
- Any member of staff who is the subject of a safeguarding allegation will be suspended on full pay 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 process.
- If a staff member is subsequently dismissed from the setting because of misconduct relating to a child, we will notify the Independent Safeguarding Authority (ISA) via the Disclosure and Barring Service.

Whistleblowing on staff (including Managers)

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We inform staff of the setting's procedures for whistleblowing:

- Raise any child protection concerns with the DSL or the deputy DSL.
- If staff would find this difficult we advise them to contact the Ofsted Whistleblowing Hotline or 'Concern At Work' (whistleblowing charity).
- Up-to-date contact details are kept on display inside the doors of the pre-school main cupboard.

Confidentiality

- All suspicions and investigations are kept confidential and shared only with those who need to know.
- All information relating to particular Safeguarding concerns, including the Safeguarding Incident Book, are kept in a locked cupboard on the pre-school premises.
- Any information is shared using the guidance of the Surrey Safeguarding Children Board Online Manual in conjunction with the 'Surrey County Council Multi Agency Information Sharing Protocol for Surrey' and HM Government 'Information Sharing: Guidance for Practitioners and Managers' (2008).

One on one contact – taking children to the toilet

- This Safeguarding policy sets out that "No child is left alone with staff or volunteers in a one to one situation without being visible to others". The only potential divergence from this would be when a member of staff takes a child to the toilet.
- Our overriding policy is to encourage children, wherever possible, to go the toilet independently. However, we recognise that this is not always possible, and is not always in the best interests of the child e.g. when they are "potty training". If a member of staff is asked to take a child to the toilet – either by the child or by the parent – the member of staff must notify another member of staff that they are taking a child to the toilet.

Use of Mobile Phones

- Staff are not permitted to carry their mobile phones.
- All personal mobile phones must be stored in the secure kitchen area; a record is kept of when staff access their phones.
- The setting mobile phone is for use on outings (including Forest School) for emergencies and the manager and deputy manager are responsible for this.
- Parents are not allowed to use their mobile phones while in the setting. This is communicated to parents via the newsletter and a sign is up in the hall to remind them. If we see a parent using their phone, a member of staff will ask them to go outside or put the phone away.

Use of Cameras

- We photograph the children extensively at pre-school, during the regular daily sessions and during Forest School sessions. These photographs primarily record children's achievements and the images are used in their online learning journeys (Tapestry), scrapbooks and for display projects or activities.
- We have six tablets which we use to take photographs, as well as the setting mobile phone. Each member of staff has their own dedicated tablet.
- Each member of staff is responsible for uploading their photographs to the setting account on Tesco Photo for printing. Once photo's

- dedicated tablet.
- Each member of staff is responsible for uploading their photographs to the setting account on Tesco Photo for printing. Once photo's have been printed they are deleted from the tablets and from the Tesco account.
- When not in use the tablets are locked away in a secure cupboard on the pre-school premises.
- No photographic images of the children will be stored on any member of staff's personal device or home computer.
- In the setting registration form we seek signed permission from parents to take photographs of their children.
- We use photographs of children on our pre-school website. When we do this we do not identify children. We have permission form parents to use photographs of their children on our setting website.
- The setting registration form requires parents to sign to agree to use any photographs or videos taken at pre-school events (sports day, Christmas show etc.) for their private family use only, and not to use them on social networking sites.
- In the event that the Press take photographs of the children we will ensure that they know of the sensitivity of linking names/details of children to photographs and therefore understand why such information will not be given.

Internet Use and Social Networking

The setting uses one desktop computer:

- To enable the children to experience and develop IT skills, the children use a number of age appropriate programmes that are on disc.
- The computer/internet is only available to use during pre-school session times and is located in an open plan area.
- The children do not have unsupervised access to the internet and their use of the computer is constantly monitored.
- We do not use webcams.
- Staff sometimes use the Internet to source information on a topic (e.g. the Planets) for the children. Staff are aware that they need to check the site before any children are invited to view the computer screen.
- The setting registration form requires parents to sign to agree to use any photographs or videos taken at pre-school events (sports day, Christmas show etc.) for their private family use only, and not to use them on social networking sites.
- Staff are aware of who to report concerns to (including Whistleblowing) if they suspect misuse of the internet.
- All staff are aware that they must not post anything onto a social networking site that may damage the reputation of the setting; and may not be-friend a parent on social media (unless the friendship pre-dates the staff/parent relationship).

Staff taking medication /other substances

In line with advice from the EYFS:

- Staff know that they must not attend work under the influence of alcohol or any other substance that may affect their ability to care for children.
- If staff members require prescribed medication they will seek advice as to whether they are able to continue working with the setting children.
- Staff medication will be stored securely in the medical cupboard in the kitchen area, out of reach of the children, at all times.
- Staff know that they must not carry any medication on them

- Staff medication will be stored securely in the medical cupboard in the kitchen area, out of reach of the children, at all times.
- Staff know that they must not carry any medication on them personally (pockets/rucksacks etc.) while they are at work.

Bruising in non-mobile babies and children

- If we see a bruise on an infant under 6 months old who is not independently mobile, we **must** suspect non-accidental injury.
- If the infant appears seriously ill or injured we will seek emergency treatment and will notify Police/Children's Services of our concerns.
- We will follow the Protocol as set out in the SSCB Manual.
- Our responsibilities for reporting concerns apply to all children we see – not just those in our care.

Female Genital Mutilation

- We have a duty to report any concerns we may have about any child, if we suspect a child may become or has become victim to FGM.
- We will follow the procedures as set out in the SSCB Manual.

Radicalisation

- We also have a duty to report any suspicions we may have concerning radicalisation – this applies to any member of a family which we come into contact with.
- Again, we will follow the procedures as set out in the SSCB Manual.

Honour Based Violence; Forced Marriage; Breast Ironing; Child Sexual Exploitation; Disguised Compliance; Spirit Possession and Witchcraft

- These are all issues on which we have a duty to report any concerns we may have about a child or family member.
- Again, we will follow the procedures as set out in the SSCB manual.

Pre-School Curriculum

- 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 that they develop an understanding of how and why to keep safe.
- We create within the setting a culture of value and respect for the individual, 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.

Support to families

- The setting believes in building trusting and supportive relationships with families, staff and volunteers in the group.
- Where a concern about a child is identified to be driven by specific needs, the setting will use the Common Assessment Framework (CAF) in order to help clarify the child's special needs and possibly trigger a multi-agency response. This will be done in collaboration with the parents.
- The setting makes clear to parents its role and responsibilities in relation to Child Protection, such as for the reporting of concerns, providing information, monitoring of the child, and liaising at all times with the Surrey social services department.
- The setting continues to welcome the child and the family whilst investigations are being made in relation to any alleged child abuse.
- We will follow the Child Protection Plan as set by the social care department in relation to the setting's designated role and tasks in

- investigations are being made in relation to any alleged child abuse.
- We will follow the Child Protection Plan as set by the social care department in relation to the setting's designated role and tasks in supporting the child and the family, subsequent to any investigation.

This Policy will be reviewed annually or updated as necessary according to new legislation or SSCB advice.

This Policy was adopted/updated by Child's Play Pre-School, Guildford
On 21/02/17

Signed by co-owner/managers:

Thea Arthur

Susan Raftery