

## Safeguarding Children

Children have a right to feel safe and should be protected from all forms of abuse. We intend to create a Pre-school environment in which children are safe from harm and in which suspicion of abuse is promptly and appropriately responded to. In order to achieve this, we will follow our policies on recruitment and will do everything possible to deter unsuitable applicants and exclude known abusers

### Exclude known abusers

- People applying for a position within the Pre-school will be made aware that the position is exempt from the Rehabilitation of Offenders Act 1974.
- Not employ staff who are living with known abusers.
- All applicants who work within the Pre-school, whether voluntary or paid, will be interviewed and asked to provide references. All such references will be followed up. Explanations will be sought regarding unexplained gaps in employment history of applicants or if the applicant has moved rapidly from one job to another.
- All staff recruited must provide original documents to provide evidence of identification and qualifications. Photocopies will be retained.
- All appointments, both paid and voluntary will be subject to a three-month probationary period with provision to extend to six months. This will only be confirmed when the Pre-school is confident that the applicant can be safely entrusted to be with the children.
- All staff, volunteers and Students will be subjected to secure suitability checks through the Disclosure Barring Service using Capita, our DBS service provider.
- DBS checks will be carried out on all staff within a five-year rolling programme on ascending date order of their last check.
- Random checks will be carried out if all staff have had DBS checks within five years.
- Reference to our Recruitment Policy No.20 and Suitable Person Policy No. 34.

### Training

- All new staff will be sent on a safeguarding course at the end of their probation. However, they will be given in house training throughout their probationary period.
- All staff will undergo extended training in the area of safeguarding children and to enable them to recognise potential abuse and neglect. This training will be updated regularly which should not exceed 3 years.
- Extended training will be updated every two years for the designated roles of Safeguarding. This includes our Deputy, Senco and the Managers who take overall responsibility.
- Clever Cloggs prescribes to Pre-school Learning Alliance which gives accessibility to online safeguarding training for all staff.
- Safeguarding is a fixed agenda item at team meetings.
- Provide scenario training to reflect on practice at least yearly.
- To continue a peer mentoring programme and practice observations.
- Managers to attend conferences and network meetings to keep abreast of current legislation guidelines and national/international trends.

### **Prevent abuse by means of good practice.**

- Update personal information and we have the right to dismiss any member of staff that meets disqualification by association.
- Annual suitability checks, annual appraisals and regular supervision.
- Comply with all welfare requirements of the Early Years Foundation Stage (Children's Act 2006 Section 40)
- To designate named practitioners to take lead on Safeguarding within the setting to liaise with children's services and agencies as appropriate. This person is to be identified within the setting to parents providing support and knowledge to families.
- Provide information to support all staff including the booklet "what to do if you're worried a child is being abused" (March 2015)
- The layout of the room reduces the chances of an adult or child, being left in a vulnerable position either as an individual or a small group for long periods. Any adult who needs to give a child time out will do so within the Pre-school room in the presence of other staff.
- An adult will only be permitted to take children to the toilet unaccompanied after all checks have been completed through a reputable vetting agency and the managers feel they are competent. An adult not on change duty will refer a child to the change person or inform the change person they have been asked to assist by the child.
- Any parent requesting cream to be applied during a nappy change, will be asked to complete and sign a permission form. The adult changing will enlist another member of staff to supervise this action.
- Children will be encouraged to develop their self-confidence and vocabulary in order to enable them to resist inappropriate approaches.
- The layout of the Pre-school room enables constant supervision.
- Not allow mobile phones where children have access. Parents entering the building on their mobile phones are challenged to end the call or leave the building until the call is completed.
- All children and staff within the building are recorded in and out of the setting. All visitor's names, date and time of arrival and departure are recorded alongside DBS numbers for visiting professionals.

### **Monitoring Attendance**

- Ensure children's welfare by monitoring children's attendance using our registers.
- Calls from parent's notifying us of absences are recorded.
- Absences are documented and monitored.
- Follow up continued unknown absences identified with a telephone call to parents.
- Practitioners to raise awareness of continued absence of children.

### **Staff/Adult code of conduct**

- Respect privacy of individuals.
- Provide 'cuddles' only when the child has requested after being hurt or upset; no adult to force a cuddle on a child or cuddle for long periods of time (over 5 minutes). Children should be encouraged to interact with others.
- On attending hurt or upset children, adults will not 'kiss it better'.
- Discourage children who wish to give a kiss by turning to avoid contact and explain why. Hugs but not kisses.
- Video or digital Cameras used for curriculum purposes will not be permitted in the bathroom area.

### **Respond appropriately to suspicions of abuse**

- Children whose condition or behaviour has given cause for concern will be listened to, reassured and helped to understand that they themselves are valued and respected and have not been at fault.
- Changes in children's behaviour/appearance will be recorded and investigated.
- Parents will normally be the first point of contact; however, if they cannot give adequate explanations for the changes in the child then Children Services may be contacted. In exceptional circumstances, the Children's Services Department may be the first point of contact. A record will be kept of any conversations and explanations given by parents/carers. The Children's Act 1989 the child will be assessed to determine if the child is in need (Section 17) or is suffering, or likely to suffer significant harm. (Section 47)
- Refer to local safeguarding children's board threshold document which assesses under section 17 of The Children's Act 1989 to collaborate with other services. The setting may need to initiate a CAF (Common Assessment Framework) with consent of the family.
- Every child will have a chronological log of any concerns kept in their personal file within a locked filing cabinet within the office area. This log will be passed on to any new childcare provider if the child moves settings. A photo copy of the log will be kept for at least three years after the child has left the setting or the legal amount of time required by OFSTED.
- Any member of staff or volunteer identified of causing or being accused of any form of child abuse, will be interviewed immediately by the Management. The LADO will be informed who will instruct the management if deemed necessary to inform Children's Services and Ofsted following a LADO interview. The person accused may choose to be accompanied by a friend or colleague and seek advice from an Early Year's representative. If the allegation is made against the Management of the Pre-school, the LADO, will be directly informed and will take the lead on any investigation against management. Any person accused will be informed of the allegation and may be suspended if advised on full pay pending a full investigation. If the accusation is against an unknown member of staff a report will be recorded and an allegation incident form will be sent to the LADO. The LADO will investigate the allegation using the local authority policies and guidelines.

The Duty and Assessment Team 0300 555 1381

24 hours a day

### **Whistle Blowing**

Whistle blowing is the term used for an employee raising concerns about practices and procedures in their workplace. There may be times when employees and those working with young children will want to report concerns about practices and procedures for the safeguarding of children and young people in the work place.

You can contact the OFSTED hotline in three ways:

- Telephone: 0300 123 3155 (Monday to Friday from 8.00am to 6.00pm).
- Email: [whistleblowing@ofsted.gov.uk](mailto:whistleblowing@ofsted.gov.uk).
- Or write to:  
WBHL  
The National Business Unit, Ofsted, Piccadilly Gate, Store Street,  
Manchester. M1 2WD

Whistle blowing is very different from making a complaint. Whistle blowing is where you feel as a parent or carer that misconduct has occurred. You are within your rights to contact Ofsted without any warnings to the setting.

If you are someone who wishes to complain about a service you use that Ofsted inspect or regulate, Ofsted will deal with your concerns through their normal complaints procedure, where for a complaint the setting should be the first point of call.

#### *Before you contact the hotline*

You can get free, confidential advice from Public Concern at Work. If you have witnessed wrong doing at Pre-school and are unsure about what to do, a Public Concern at Work adviser can help you to decide whether and/or how to raise your concern. You can call on 020 7404 6609 or email [helpline@pcaw.co.uk](mailto:helpline@pcaw.co.uk).

You can visit their website for further information: [www.pcaw.gov.uk](http://www.pcaw.gov.uk).

#### **Keeping records**

- All accidents, existing injuries, medication and any incidents are recorded and collated on a single child's record sheet. A welfare sheet is kept within the child's file for relevant conversations from parents regarding the child's welfare.
- Records will be kept of any worrying changes observed in any child. Such records will be kept separate from all other records and will only be accessible to people directly involved such as Pre-school Managers, key worker, or Health Visitor and Children's Centre when advice is necessary. If concerns have been raised they would be shared with Children's Services.

#### **Liaise with other bodies**

- The Pre-school operates in accordance with guidelines laid down by the registering authority Officers for Standards in Educations, Children's Services and Skills (OFSTED) using the guide from HM Government "Working together to safeguard children" March 2015
- Providers must under the government's statutory guidelines notify agencies who if they have concerns about a child's safety or welfare, they must notify agencies without delay. These means local children's social care services and in emergencies the police.
- The group will maintain ongoing contact with the registering authority, together with contact names and numbers to ensure that it would be easy, in an emergency, for the Pre-school and Children Services Department to work well together.

#### **Support families**

- The Pre-school will take every step to build up a trusting and supportive relationship between families and staff in the group.
- Where it is evident that a family may benefit from support from other agencies we will initiate discussion regarding a common assessment framework (CAF) There is a procedure to follow to work with a family within a voluntary process. The contact details are:-  
West Newport Early Help Centre 01983 537390  
Children's Services Manager Laura Groves Email [laura.groves@barnardos.org.uk](mailto:laura.groves@barnardos.org.uk)  
CAF Co-ordinator is Carol Attrill.

- Where abuse at home is suspected, the provider has a duty to contact agencies to provide the child with a safe environment to live in. The Pre-school will continue to welcome the child and family while investigations proceed and act in accordance to outside agencies directions.
- Records kept on a child may not be shared with the parents if concerns have been raised identifying the parent as a cause for concern, where sharing the records would put the child at risk of harm.
- The care and safety of the child as paramount, the pre-school will do all in its power to support and work with the child's family.

### **Collection by known collectors**

Where the person collecting is not whom is expected.

- The parent should inform staff if someone else is collecting. All adults authorised by parents to collect are recorded on the child's information form. Staff will check they have authority to collect and this is recorded in the collection book. Parents can notify us by telephone giving us and their collector a password. If not already a collector, we would request for their name to be added to their collectors list on the child's record of information.
- We will notify parents if we have not been made aware of a change of collector to confirm any arrangements made.
- Any collector who is noticed to be under the suspicion of alcohol or drugs and showing signs of concern will be challenged. In certain circumstances. if the collector appears not to be competent we would seek advice prior to releasing the child. (The child's safety is paramount)

### **Collection of child by unknown person(s)**

Where the person collecting, a child is not known to the Pre-school certain procedures will be carried out.

- The parent/carer should always notify the Pre-school before the end of the session, if someone different is collecting their child.
- The person should carry a form of identification and a note from the parent/carer or use the family's password.
- The parent/carer should telephone the group by the end of the session, if a letter has not been given to the person collecting the child.
- If a person comes to collect a child and the group have not been notified, the child will not be released to that person until the Manager has confirmed by telephone with the parent/carer that it is safe to let the child go.
- The child's safety is paramount.
- The setting is under no legal obligation to forbid collection of a child from a legal guardian.
- We are unable to legally stop a parent with parental responsibility to collect unless a legal injunction is in place or any restrictions in force from a child protection court order. However if there is any discrepancies between parents a telephone call will be made to our recorded main carer to confirm collection prior to releasing the child.

### **Late collections and non-collection procedure**

In the case of a child not being collected at the end of a session there is a separate procedure to be followed in our Non-Collection Policy.

### To be aware of wider issues in Society

- We ensure that our staff are aware of the wider issues within society that could impact on the safety of a child. Ensuring that we monitor children's attendance, their development, including social and emotional behaviour and maintain close family relationships will give us an insight to highlight any concerns. Our safeguarding policies and procedures ensure that concerns are referred to children's services without delay. This ensures that families will be given the support necessary to ensure their child's safety.
- To protect children within the social media of society providing parents with knowledge and understanding of E-Safety Refer to E-Safety Policy No. 27
- PREVENT is the national strategy which aims to stop individuals from manipulation of others to becoming involved in or supporting terrorism or physically active in violent extremist activities. Instilling British Values to have respect for each other within our activities and experiences offered and role modelling appropriate behaviour between individuals within the team will promote this strategy.
- HONOR BASED VIOLENCE is a collection of practices to control behaviour within families or other social groups to protect perceived cultural and religious beliefs and/or honour. We ensure we have close relationships with families to offer help from a variety of outside agencies.
- Female Genital Mutilation (FGM) is the mutilation of the female sexual organs and is illegal within the United Kingdom. However, FGM is deeply embedded as a social norm within some families. It is our duty to protect our children from this form of abuse.
- SEXUAL EXPLOITATION is a form of abuse involving children and young people to comply with requests, often receiving 'something' such as gifts to comply with the requests made of sexual acts or groomed to post sexual images. Our children are nurtured to become independent and confident children to ensure they have the language and understanding to voice their objections to stay safe.
- MISSING, EXPLOITED, TRAFFICED - FORCED MARRIAGE a form of abuse usually in young adults. We aim to ensure our families are safe by forming close relationships, monitoring attendance and enquiring about absences.