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Safeguarding Children, Child Protection and the Prevent Duty

(Including recording and reporting, liaising with other agencies, suitable people and allegations against staff)

Policy statement

Bradpole Preschool recognises that it has a duty to be aware that abuse does occur in our society. This policy outlines the procedures to be followed if there is any reason to believe that a child in our care is subject to any form of abuse or neglect. Our primary responsibility is the welfare and wellbeing of each individual child in our care regardless of age, disability, gender, racial heritage, religious beliefs, sexual orientation or identity. We believe we have a duty to the children, parents/carers and staff to act quickly and responsibly should a concern come to our attention. The purpose of our policy is to provide staff and volunteers with guidance and the procedures they should adopt in the event that they suspect a child or young person may be experiencing harm or be at risk of harm. This policy applies to all staff, committee members, volunteers, students and anyone working on behalf of Bradpole Preschool.

Procedure

It is the duty of any staff member to report any suspected abuse to the Designated Safeguarding Lead (DSL) Kathryn Cosser. Should the DSL not be available, Shirley Paul is the deputy DSL. We recognise that working in partnership with children, young people, their parents/carers and other agencies, is essential in promoting young people's welfare.

We will seek to safeguard children and young people by:

- Valuing them, listening to and respecting them;
- Adopting child protection guidelines through procedures and a code of conduct for staff and volunteers;
- Recruiting staff and volunteers safely;
- Ensuring that all necessary checks are made;
- Sharing information about child protection and good practice with children, parents/carers, staff and volunteers;
- Informing all visitors, once they have signed the visitors register, who the DSL for safeguarding is and to report to any concerns to that Lead;
- Sharing information about concerns, with the agencies that need to know, and involving parents/carers and children appropriately;
- Providing effective management for staff and volunteers through supervision, support and training;
- Reviewing our policy and practice annually, or as the need arises



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Procedures for when there is a concern regarding a child/children

Bradpole Preschool is committed to responding promptly and appropriately to all incidents or concerns of abuse that may occur and to work with statutory agencies in accordance with the procedures that are set down in 'Working Together to Safeguard Children' (DFE, 2013...update.) and in line with the guidance and procedures of the Dorset Safeguarding Children's Board (DSCB, contained in the red file on the shelf by the main entrance).

If there is a concern about a child, Bradpole Preschool has a duty to contact Children's Social Care (CSC), linked to the area where a child lives. The contact numbers for each area are displayed on the notice board in the preschool room and in the staff office. The DSL or deputy should speak to the CSC duty officer to share their concerns over an incident or emerging patterns of concerns. The duty officer will discuss with their own manager and decide upon further action if applicable. If the initial contact is taken by CSC as a referral, the setting should send a written report within 48 hours, which will be completed on the CSC Referral Form. All records will be kept confidential and on a need to know basis.

Types of Abuse

We acknowledge that abuse of children can take many different forms: physical, emotional, and sexual, as well as neglect. When children are suffering from physical, sexual or emotional abuse, or maybe experiencing neglect, they may demonstrate this through the things they say (direct or indirect disclosure), or through changes in their approaches, behaviour or their play. This is of particular importance when working with nonverbal children or children with a disability.

Physical abuse and the procedure:

Action will be taken if staff have a reason to believe that there has been a physical injury to a child, including deliberate poisoning, where there is a definite knowledge, or reasonable suspicion that the injury was inflicted or knowingly not prevented.

- Any sign of a mark or injury to a child when they come into Bradpole Preschool, will be recorded on a 'injury upon arrival' form, discussed with the parents/carer and the parent/carer will be asked to countersign the form
- Parents/carers are made aware of this procedure when they join the setting. The form is stored in the accident file which is reviewed monthly so that we can identify if there is a frequency or pattern of injury occurring
- If there appears to be any discrepancy or query regarding the injury or the injury is discovered after the parent/carer has left and the child discloses the name of the person who caused the injury, this will be shared with the CSC who may notify the police if there is any concern that the child is in danger of significant harm



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Sexual abuse and the procedure:

Action will be taken if staff have witnessed occasions when a child indicates sexual activity through words, play, drawing or has an excessive pre-occupation with sexual matters or has an inappropriate knowledge of sexual behaviour

- The observed instances will be recorded on a 'record of concern' form
- The matter will be referred to the CSC who will notify the police if there is any concern that the child is in danger of significant harm

Emotional abuse and the procedure

Action will be taken if staff have reason to believe that there is a severe, adverse effect on the behaviour and emotional development of a child by persistent or severe maltreatment or rejection

- The observed instances will be recorded on a record of concern
- The matter will be referred to the CSC who will notify the police if there is any concern that the child is in danger of significant harm

Neglect and the procedure

Action will be taken if staff have reason to believe that there has been persistent or severe neglect of a child (for example by exposure to any kind of danger, including cold or starvation) which results in the serious impairment of the child's health or development, including non-organic failure to thrive

- The observed instances will be recorded on a 'record of concern' form
- The matter will be referred to CSC who will notify the police if there is any concern that the child is in danger of significant harm.

Incidental and minor concerns and the procedure

We also have procedures to record incidental and minor concerns (e.g. repeated nappy rash that is not addressed, disclosure by a child that does not raise immediate concern, poor attendance).

- When children are absent, we expect parents/carers to contact us and let us know the reason for their child's absence. If they do not contact us, a member of staff will phone parents to establish a reason for the absence. We keep a record of the children's absences and when a concern arises about attendance, we will talk to the family to identify any issues. A CAF (common assessment framework) maybe initiated if it is felt that the family would benefit from additional support. Any concerns/incidents discussed with parents, are recorded on an 'incident/concern' form and kept in the 'Staying safe' file locked in the locker in the staff cupboard



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- When the concern is significant, this should be recorded on a 'record of concern' sheet and put in the Child Protection File which is in the locker in the staff cupboard
- Staff and parents/carers, are made aware that additional information on the definitions and typical indications of abuse can be found on the NSPCC website: <http://www.nspcc.org.uk>
- Allegations of child abuse or neglect could lead to a criminal investigation so staff will not do anything to jeopardise this, for example ask a child leading questions or attempt to investigate allegations themselves. If initial clarification is needed or requested by CSC, staff may use open ended questions; we use the model T.E.D, (Tell me, Explain to me, Describe to me), but should be mindful that CSC and the police are responsible for child protection matters.

Recording and Reporting suspicions of abuse and disclosures

We use the detailed procedures and reporting format outlined on Dorset Safeguarding Children's Board website (www.dorsetscb.co.uk). When a member of staff has concerns they:

- Listen to the child, offer reassurance and give assurance that she he or she will take action;
- Do not question the child;
- Make 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
- The DSL/deputy is informed of the issue at the earliest opportunity

These records are signed and dated and kept in the 'Child Protection File' which is kept securely and confidentially. They are also logged by the DSL on a chronological record of events/concerns.

Liaising with other agencies; making a referral to the local authority social care team

The Dorset Safeguarding Children's Board website (www.dorsetscb.co.uk) contains detailed procedures for making a referral to the local social care team, as well as a template form for recording concerns and making a referral. This is based on 'What to do if you're worried a child is being abused' (HMG 2006). We keep a summary of this document. All members of staff are familiar with and follow the procedure for recording and reporting and this is covered as part of their induction.



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- Contact phone numbers are on display on the staff information board in the preschool room and in the office.
- A flow diagram for making referrals is displayed on staff information board in the office

Suitable people

In accordance with the Childcare Act 2006 and EYFS Safeguarding and Welfare Requirements (2014), all staff working at Bradpole Preschool will be subject to rigorous checks (Enhanced criminal records checks by the disclosure and Barring service, a health check, and two references will be obtained, identity checks in line with our employment policy 2(a) will be carried out. We are also committed to maintaining a continuous process of vigilance and building a culture of safety. We do this by:

- Ensuring staff familiarise themselves with the Safeguarding and Child Protection and Whistleblowing Policy 1(j) as part of the induction process.
- Ensuring applications for posts within the setting are clearly informed that the positions are exempt from Rehabilitation of Offenders Act 1974
- Informing candidates of the need to carry out 'enhanced disclosure' checks with the Disclosure and Barring service before posts can be confirmed
- Informing candidates when applications are rejected because of obtaining information that has been disclosed, that they have the right to know about and challenge incorrect information
- Meeting Ofsted requirements in respect of references and checks for staff and volunteers, to ensure that no disqualified/unsuitable person works at the setting or has access to the children
- Recording information about staff qualifications and identity checks that have been completed including:
 - The disclosure reference number
 - The date disclosure was obtained
 - The details of who obtained it
 - The company completing the check
- Having a thorough induction process which covers a three month probationary period
- Requiring all staff to attend training in Safeguarding Children and Young People. Training is updated every three years for staff, the DSL and deputy DSL. A Level 3 member of committee also has a Level 3 Safeguarding qualification.
- Carrying out annual appraisals which discuss an individual's performance, attitude and behaviour. This is used to identify training needs



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- Informing all staff that we expect them to complete an annual declaration, disclosing any convictions, cautions, court orders, reprimands or warnings which may affect their on-going suitability to work with children (whether received before or during their employment with us)
- Ensuring all staff have regular supervision meetings with the manager in order for issues/concerns to be raised (a family concern checklist may be used to support this) and to identify solutions to address issues, as well as to identify areas of their practice which may require coaching to improve their personal effectiveness.
- Highlighting their responsibility to safeguard children and to report any concerns to the DSL within their job description
- Ensuring that the conduct of staff is at all times exemplary and does not put the child in danger or bring the setting into disrepute, as set out in the 'settings code of conduct for employees', and adhere to DSCBs guidance/training regarding safer working practice
- Making staff aware via the Employee Handbook and 'Social Networking' policy of our rules regarding being 'friends' with parents on social network sites to ensure we follow guidelines for safer working practice
- Meeting 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
- Having procedures in place for recording the details of visitors to the setting
- Taking 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
- Ensuring children are not photographed or filmed, for any other purpose than to record their development or participation in events organised by us. Parents sign a consent form and have access to records holding visual images of their child
- Expecting staff to inform the preschool leader when they have contact with a child who attends preschool outside of the setting. This is recorded in the individual's personnel file
- Ensuring that volunteers/students who have not undergone checks are fully supervised and never left alone with children. Volunteers/students are asked to sign and read information regarding safeguarding children and acceptable conduct before they work with the children
- Making staff aware via the Employee Handbook and the Employment Policy 2(a) that if we have reason to believe that they may be under the influence of alcohol or any other substance that may affect their ability to care for the children, they will not be allowed to work directly with the children and further action will be taken



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Allegation against a member of staff or volunteer and the procedure

Action will be taken if a concern is raised or an allegation is made against a member of staff or volunteer which suggests that a child has been harmed or is vulnerable to abuse. We follow procedures and guidance as set out by DSCB and the Pan-Dorset Multi Agency Safeguarding Policies and Procedures Manual. Available via link:

<http://pandorsetscb.proceduresonline.com/index.htm>

We ensure that all parents know how to complain (9(c) making a complaint) about the behaviour or actions of staff or volunteers within the setting, or those working on the premises occupied by the setting, which may include an allegation of abuse.

All staff are made aware (1(j)Whistleblowing policy) that they have a responsibility to 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 requirement of their usual role and responsibilities, or inappropriate sharing of images

All staff have regular supervision meetings with the preschool leader providing them with opportunities to come forward and report any issues/concerns regarding another member of staff

When concerns are reported, the DSL/Employer will contact the CSC for advice and direction. When a concern is about the DSL then the staff/committee are made aware of how they can contact CSC or Ofsted directly

Ofsted and Local Authority Designated Officer (LADO) are notified of the allegation within 14 days

In all cases a record of the report is made, which is timed, dated and includes a clear name and signature

The staff handbook details disciplinary procedures. When the management team and Children's Social Care agree it is appropriate in the circumstances, the employee will be suspended, on full pay, until the matter has been investigated fully. This is not an indication of admission that the alleged incident has taken place, but it is to protect staff, as well as children and families throughout the process

Disciplinary action

If, following an investigation there is no proof of misconduct and a suspended person is to return to work, appropriate support will be put in place (e.g. mentoring/management of contact with the child/children/parents who made the allegation). If the complaint is upheld the staff member would be dismissed on the grounds of misconduct following usual disciplinary procedures.



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Where a member of staff or a volunteer is dismissed from the setting because of misconduct relating to a child, we notify the Disclosure and Barring Service and administrators so that the name may be included on the Protection of Children and Vulnerable Adults Barred List.

Working with parents and carers

We ensure that parents are made aware of our safeguarding policies and procedures when their child starts attending the preschool. Details of our policy and procedures regarding safeguarding are explained in a clear way so as not to frighten, upset or accuse, but to impress upon them the commitment to their child's well-being. All policies are available to view on the preschool website and hard copies of all policies are kept in the preschool room. Parents/carers will be reassured that allegation against staff, students or volunteers, of abuse or neglect, will be taken seriously and will be reported to CSC and investigated fully. At all times the child or young person's well-being comes first. Bradpole Preschool has the right to seek advice, regarding a concern that they have about a child, before discussing it with the child's parents/carer. If the child is thought to be at risk of significant harm, a referral may be made to CSC without having first discussed it with the parent. The investigating officer from the local Children's Social Care Team, will notify the parents/carers.

- 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 the reporting of concerns, providing information, monitoring of the child, liaising at all times 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 preschools designated role supporting the 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 policy 9(d) under the guidance of the Local Safeguarding Children Board

Planning

The layout of the rooms and staff deployment/ratios allow for constant supervision. No child is left alone with staff/volunteers/students in a one to one situation without being visible to others.

Curriculum

We are committed to empowering young children, through the Early Years curriculum, promoting their right to be strong, resilient and to be listened to.



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- We introduce key elements of keeping children safe into our activities to promote the personal, social and emotional development of all children, so that they may grow up 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 preschool, a culture of value and respect for the individual, having positive regard for children's heritage arising from their colour, ethnicity, language spoken at home, and cultural and social backgrounds
- We ensure that this is carried out in a way that is developmentally appropriate for the children

Legal Framework

Primary Legislation

- Children Act (1989 s47)
- Protection of Children Act (1999)
- Data Protection Act (1998)
- The Children Act (Every Child Matters) (2004)
- Safeguarding Vulnerable Groups Act (2006)

Secondary Legislation

- Sexual Offences Act (2003)
- Criminal Justice and Court Services Act (2000)
- Equalities Act (2010)
- Data Protection Act (1998) Non Statutory Guidance

Further Guidance

- Working Together to Safeguard Children (HMG 2006 – under revision 2012)
- What to do if you're Worried a Child is Being Abused (HMG 2006)
- Framework for the Assessment of Children in Needs and their Families (DoH 2000)
- The Common Assessment Framework for Children and Young People: A Guide for Practitioners (CWDC 2010)
- Statutory guidance on making arrangements to safeguard and promote the welfare of children under section 11 of the Children Act 2004 (HMG 2007)
- Information Sharing: Guidance for Practitioners and Managers (HMG 2008) (HMG 2006)
- Independent Safeguarding Authority: www.isa.homeoffice.gov.uk



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Other useful Preschool Alliance Publications

- Safeguarding Children (2010)

The Prevent Duty

There is no single way of identifying an individual who is likely to be susceptible to a terrorist ideology. As with managing other safeguarding risks, staff should be alert to changes in behaviour which could indicate that they may be in need of help or protection. Children at risk of radicalisation may display different signs or seek to hide their views. Staff should use their professional judgement in identifying children who might be at risk of radicalisation by others, whether in the family or outside and display concerning behaviour. The prevent duty does not require childcare providers to carry out unnecessary intrusion into family life but as with any other safeguarding risk, they must take action when they observe behaviour or concerns. Staff should complete an online general awareness training module through the Channel Programme, to support their understanding in identifying individuals. This can be found at: <http://course.ncalt.com/ChannelGeneralAwareness/01/index.html>.

IT policy

As with any other online risk, staff need to be aware of the risk of any extreme or terrorist activity online. This is minimised at preschool due to children not accessing the Internet directly.

Building Children's Resilience to Radicalisation

The fundamental British values are already imbedded in the Early Years Foundation Stage curriculum (2014) and are defined as:

- Democracy
- The rule of law
- Individual liberty and mutual respect
- Tolerance of those with different faiths and beliefs

These values are not unique to the British but are universal aspirations for equality. As such, they are fundamental to helping all children to become compassionate, considerate adults who form part of a fair and equal society. They are implemented through policies and procedures relating to equality, behaviour, safeguarding, child protection, with which the prevent duty is entirely consistent. To fulfil the prevent duty, the preschool will ensure that:

- Staff are able to identify children who may be vulnerable to radicalisation
- Staff members are aware that if they observe concerning behaviour or actions, the Designated Safeguarding Lead, Kathryn Cosser, will be informed, or in her absence, the Designated Safeguarding Deputy Lead, Shirley Paul



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The department for education tel. 02073407264. Counter.extremism@education.gsi.gov.uk.

Please note that the helpline is not intended for use in an emergency situation, such as a child being in immediate risk of significant harm or security incident, in which case follow normal emergency procedures.

- We take into account factors affecting parental capacity such as: social exclusion, domestic violence, parents drug or alcohol abuse, mental or physical illness or parents 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, spirit possessions, sexual, exploitation of children such as through Internet abuse and female genital mutilation that may affect or has affected, children and young people using our preschool
- We also make ourselves aware that some children and young people are effected by gang activity, by complex multiple or organised abuse, through forced marriage or honour based violence or victims of child trafficking. While this is 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
- We actively protect children and teach them to value British values
- The layout of the room allows for constant supervision
- We introduce key elements of keeping children safe through our personal, social and emotional development (we use the Rainbow Seal Guidance) so that children grow to be strong, resilient and listened to so they develop an understanding of why and how 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 ethnicity, language, language 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 best way to help children resist extremist views, is to teach them to think critically and become independent learners which is fundamental to the characteristics of effective learning and teaching embedded in the EYFS
- We endeavour to support our children through the EYFS by providing playful learning opportunities to help them develop positive, diverse and communal identities, as well so their wellbeing, their empathy and emotional literacy while continuing to take action to eradicate inequalities, bullying, discrimination, exclusion, aggression and violence; all of which fosters and secures children's pro social behaviour and responsible citizenship and real sense of belonging
- We will build up an effective engagement with parents/carers and families as they are in a key position to spot signs of radicalisation. We will assist and advice families who raise a concern with us
- We will ensure that the designated safeguarding lead will undertake prevent awareness training



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- We will ensure that all resources used in the preschool are age appropriate for the children in our care

This policy was adopted at a meeting of: The Committee of Bradpole Preschool

Held on _____19/1/2016_____ *date*

Date to be reviewed _____19/1/2018_____ *date*

Signed on behalf of the provider _____

Name of signatory _____L Burkey_____

Role of signatory _____Chair_____