



## **Safeguarding Children and Child Protection Policy**

**This policy is provided to ensure Churchill Pre-School meets the requirements of the 'Early Years Foundation Stage, Statutory Framework, Safeguarding and Welfare Requirements 2014', 'Working Together to Safeguard Children 2015, What to do if you're worried a child is being abused 2015', 'Information Sharing Advice for practitioners providing safeguarding services for children, young people, parents and carers (2015)' and 'The Prevent Duty Departmental Advice for Schools and Childcare Providers 2015.'**

### **Statement of Intent**

At Churchill Pre-School we work with children, parents and the community to ensure the safety of children and to give them the very best possible start in life. In relation to children and young people, safeguarding and promoting their welfare is defined in 'Working together to safeguard children' as:

- Protecting children from maltreatment
- Preventing impairment of children's health or development
- Ensuring that children are growing up in circumstances consistent with the provision of safe and effective care
- Taking action to enable all children to have the best outcomes.

### **Aim of the Policy**

Our overall aim is to ensure children in our care are kept safe from harm through implementing this policy and promoting children's right to be strong, resilient and listened to by:

- Creating an environment 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 age appropriate vocabulary to keep themselves safe.
- Helping children to establish and sustain satisfying relationships within their families, with peers, and with other adults.
- Working with parents to build their understanding of and commitment to the Principles of safeguarding all our children.
- Being alert to any issues for concern in the child's life at home or elsewhere.

This Policy will be included in our file and highlighted to parents when they register their children. North Somerset's Safeguarding Procedure for Early Years and Play Providers 2014 is always available in setting and on our website.

## **Liaison with other bodies/ Safeguarding documents**

- We work within the North Somerset Safeguarding Children Board guidelines.
- 'What to do if you are worried a child is being abused 2015' is accessible to parents and staff.
- We have regard to the Government's statutory guidance '*Working together to Safeguard Children 2015*'  
[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/419595/Working\\_Together\\_to\\_Safeguard\\_Children.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/419595/Working_Together_to_Safeguard_Children.pdf)
- If we have concerns about children's safety or welfare, we will notify agencies with statutory responsibilities without delay (This means the North Somerset's Children's Social Care Referral and Assessment Team, through the Single Point of Access number and, in emergencies, the Police)
- We follow North Somerset's Safeguarding Procedure for Early Years and Play Providers 2014.
- We notify Ofsted of any allegations of serious harm or abuse by any person, living working or looking after children on our premises. This is done within 14 days of these allegations.
- If a referral is to be made to North Somerset's Children's Social Care Referral and Assessment Team, we act under their guidance and within North Somerset's Safeguarding Procedure for Early Years and Play Providers 2014 in deciding whether we must inform the child's parents at the same time.

## **Staffing and volunteering**

- Our designated practitioner takes the lead responsibility for safeguarding children in the setting. Our designated practitioner is Samantha Stone.
- Our designated officer (Committee member/Owner) who oversees this work is Fran Yandell.
- The designated practitioner is responsible for liaising with North Somerset's Children's Social Care Referral and Assessment Team and the Police
- The designated practitioner will provide support, advice and guidance to any other staff on an ongoing basis, and on any specific safeguarding issue within the setting as required.
- The designated practitioner will undertake the appropriate level of child protection training (as detailed in the North Somerset Child Protection Training Pathway) to equip them to identify, understand and respond appropriately to signs of possible abuse and neglect and take the lead in responding to safeguarding concerns. This will be kept up to date.
- We provide adequate and appropriate staffing resources to meet the needs of children.
- Candidates are informed of the need to carry out 'enhanced disclosure' checks with the Disclosure Barring Service (DBS) before posts can be confirmed.
- We abide by Ofsted requirements in respect of references, Criminal records checks through the Disclosure and Barring Service and other suitability checks for staff, volunteers, students and others (including those living or working on the premises) to ensure that no disqualified person or unsuitable person works at the setting or has access to the children. This includes recording information about staff qualifications, checks and vetting processes and the carrying out of staff identity checks and asking about those adults a staff member lives with.
- We inform staff, volunteers, students and others of their requirement to disclose any convictions, cautions, court orders, reprimands and warnings which may affect their suitability to work with children (whether received before or during their employment at the setting). A reminder of this requirement is within their regular 1:1 or Supervision cycle.
- If we become aware of relevant information which may lead to disqualification of an employee we will take appropriate action to ensure the safety of the children.
- We will not employ or continue to employ a person who has a disqualification.

- We will meet our disqualification requirements within the Early Years Foundation Stage, Statutory Framework, Safeguarding and Welfare Requirements 2014.
- We do not allow people whose suitability has not been checked, including a criminal records check through the Disclosure Barring Service to have unsupervised contact with children being cared for.
- Students on a paid placement will follow the same safer recruitment process we use for all staff
- Students are on a placement from a school or college and over the age of 16 we as a setting will obtain checks that have been undertaken by the training provider prior to the student starting their placement. The training provider also has a responsibility to share appropriately any information it holds on the student before the student begins any placement
- 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 and will make a referral to the Disclosure and Barring team if the two main conditions of referral have been met.
- We will notify Ofsted of any significant event which is likely to affect the suitability of any person who is in regular contact with children on the premises where childcare is provided. The disqualification of an employee could be an instance of a significant event.
- We will give Ofsted the details relating to disqualification laid out in section 3.17 of the Early Years Foundation Stage, Safeguarding and Welfare Requirements.
- Ofsted will be informed within 14 days of the date that as a provider we are aware of the information.
- Volunteers do not work unsupervised. If they are classed as regular volunteers (volunteers that are 'regular' are once a week, 4 or more times in 30 days or overnight) and over 16 then a DBS criminal records check will need to be carried out.
- All staff will be required to read this policy and North Somerset's Safeguarding Procedure for Early Years and Play Providers 2014 during their induction and confirm they have read and understood the contents by signing the register at the back of our copy of North Somerset's Safeguarding Procedure for Early Years and Play Providers. They will be required to read and confirm understanding of the contents of the above documents annually.
- We have procedures for recording the details of visitors to the setting plus checking their identification and recording this.
- We take all reasonable security steps to ensure we have control over who comes into the setting so that no unauthorised person has unsupervised access to the children.
- All staff and carers have access to copies of and understanding our written procedures for managing harm to a child or learner. They know how to make a complaint and understand policies on whistleblowing and allegations against staff

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

- We acknowledge that abuse of children can take different forms - physical, emotional, and sexual, as well as neglect.
- When children are suffering from physical, sexual or emotional abuse, or may be experiencing neglect, this may be demonstrated through the things they say (direct or indirect disclosure) or through changes in their appearance, their behaviour, or their play.

- Where such evidence is apparent, the child's key person makes a dated record of the details of the concern and discusses what to do with the setting designated practitioner. The information is stored on the child's personal file. The practitioner will follow North Somerset's Safeguarding Procedure for Early Years and Play Providers
- Staff in the setting must take care not to influence the outcome either through the way they speak to children or by asking questions of children.
- Absences are followed up and highlighted to Children's Social Care where there have been other concerns or a family has Social Worker involvement.

Safeguarding action may be needed to protect children and learners from:

- Neglect
- Physical abuse
- Sexual abuse
- Emotional abuse
- Bullying, including online bullying and prejudice-based bullying
- Racist, disability and homophobic or transphobic abuse or prejudice to the family
- Gender-based violence/violence against women and girls
- Radicalisation and/or extremist behaviour
- Child sexual exploitation and trafficking
- Issues that may be specific to a local area or population
- Domestic violence
- Female genital mutilation
- Fabricated or induced illness
- Poor parenting, particularly in relation to babies and young children
- Other issues not listed here but that pose a risk to children

Safeguarding is not just about protecting children from deliberate harm, neglect and failure to act. It relates to broader aspects of care and education, including:

- Children's health and safety and well-being
- The use of reasonable force
- Meeting the needs of children with medical conditions
- Providing first aid
- Educational visits
- Intimate care and emotional well-being
- Online safety and associated issues appropriate arrangements to ensure children's security, taking into account the local context.

### **Sexualised behaviour**

- Whilst every family has its own set of names for parts of the body, at our setting we will use the terminology 'private parts' when referring to the areas covered by underwear, and will be reinforced as part of keeping children safe at our setting.
- We use the Brook 'Traffic Light System' to determine age-expected sexual behaviour. <http://www.brook.org.uk/old/index.php/traffic-light-tool-0-to-5>
- Any observations of sexual behaviour that isn't age-expected will be recorded and followed up in the same way as other suspicions of abuse.

## **Allegations against staff**

- We ensure that all parents know how to complain about staff or volunteers within the setting, including an allegation of abuse.
- All staff and volunteers are made aware of the role of North Somerset LADO (Local Authority Designated Officer)
- We follow the guidance of the North Somerset Safeguarding Children Board when responding to any complaint that a member of staff or volunteer has abused a child.
- We respond to any disclosure by children or staff that abuse by a member of staff may have taken place, or is taking place, by first recording the details of any such alleged incident.
- We refer any such complaint immediately to the Local Authority Designated Officer (LADO) and Early Years Team Safeguarding lead to investigate.
- We co-operate entirely with any investigation carried out by the Local Authority Designated Officer in conjunction with the police and Ofsted.
- Our policy is to suspend the member of staff 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 the staff as well as children and families throughout the process.
- We notify Ofsted of any allegations of serious harm or abuse by any person, living, working or looking after children on our premises (whether the allegations relate to harm or abuse committed on the premises or elsewhere). This will be done as soon as is reasonably practicable, but at the very latest within 14 days of these allegations
- Where a member of staff or a volunteer is dismissed from the setting or internally disciplined because of misconduct relating to a child, we notify Ofsted as soon as is reasonably practicable, but at least within 14 days of the incident

## **Training**

- The designated practitioner will attend local authority recognised child protection.
- In line with North Somerset's Child Protection Training Pathway for staff working in childcare settings, all staff (other than the designated practitioner) are trained to understand and implement our safeguarding policy and procedures i.e. at least to Basic Awareness level.
- The training will enable staff to identify signs of possible abuse and neglect at the earliest opportunity, and to respond in a timely and appropriate way. This will also include inappropriate behaviour displayed by other members of staff, or any other person working with the children. For example, inappropriate sexual comments; excessive one-to-one attention beyond the requirements of their usual role and responsibilities; or inappropriate sharing of images (Refer to North Somerset Safeguarding Procedure for Early Years and Play Providers 2014)
- All staff have had the Dfe document 'The Prevent duty Departmental advice for schools and childcare providers' highlighted to them.
- The designated safeguarding lead will attend the local authority 'workshop to raise awareness of prevent' when these are available and will cascade the information to all staff.
- All training will be kept up to date.

## **Early Years Foundation Stage/ Curriculum**

- We introduce key elements of child protection into our programme at a developmentally appropriate level for our children.

- We actively promote children's safety through our activities to enable children to feel safe.
- We aim to promote positive adult:child relationships and positive attachments through the key person system.
- Children's personal, social and emotional development is promoted so that they feel emotionally safe in our setting and grow to be strong, resilient, and listened to and develop an understanding of why and how to keep themselves safe.
- Children are provided with opportunities and experiences which foster a culture of mutual value and respect through having positive regard for each other's heritage arising from their colour, gender, ethnicity, languages spoken at home, cultural and social background.
- Positive behaviour is promoted consistently. Staff use effective de-escalation techniques and creative alternative strategies that are specific to the needs of individual children.
- Staff are experienced in managing risks and discussing these with the children involved.

### **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
- If appropriate, gives reassurance that she or he will take action

The member of staff does not question the child and does not promise to keep the disclosure secret, even if this is requested by the child.

### **Recording suspicions of abuse and disclosures**

Staff make a record of:

- The child's name
- The child's address
- The age of the child
- The date and time of the observation or the 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 date and time
- The names of any other person present at the time
- Action taken and by whom

These records are signed and dated and kept in the child's personal safeguarding file/log. Written records are made in a timely way, as soon as possible after disclosure, and are held securely.

### **Making a referral to the local authority Referral and assessment Team**

- We follow North Somerset's Safeguarding Procedure for Early Years and Play Providers 2014 when contacting North Somerset Children's Social Care with any concerns.
- If a referral is to be made to North Somerset's Children Social Care Referral and Assessment Team through Single Point of Access, we act within North Somerset's Safeguarding Procedure for Early Years and Play Providers 2014 in deciding whether we must inform the child's parents at the same time

### **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 North Somerset Safeguarding Children 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 parents.

### **Confidentiality**

- Sharing information is an intrinsic part of any practitioner's role.
- We follow the document 'Information Sharing Advice for Practitioners providing safeguarding services to children, young people, parents and carers March 2015'
- 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 North Somerset Safeguarding Children Board.

### **Support to families**

- The setting believes in building trusting and supportive relationships with families, staff and volunteers in the group.
- 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 children's social care department.
- The setting continues 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 social care department in relation to the setting's designated role and tasks in supporting the child and the family, subsequent to any investigation.
- We may be asked to participate further assessment of the child through an early help assessment, a child in need assessment or a child protection enquiry. We will actively contribute to this process which will be led by a Social Worker
- 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 procedure and only if appropriate under the guidance of the Local Safeguarding Children Board.

### **Procedure for checking the identity of visitors**

- If the visitor or prospective parent is unknown to the setting we check their credentials and reason for visit before allowing them to enter the setting
- We ask for at least 1 form of identification to verify who they are and, if appropriate, which organisation they work for (eg official identity badge, driving licence, bankcard which shows signature)
- If we require further verification we will contact the main landline telephone number of their organisation and ask to be put through to the visitor's manager
- We ensure that the visitor or prospective parent is supervised whilst we are carrying out these checks, and throughout their visit
- We record that ID has been checked, together with the visitor's name, reason for visit, time and date in our Visitor's book/log. The Visitor or prospective parent is required to sign the book/log and their signature is then checked against their identification

- If the visitor or prospective parent is known to the setting we check that they have a valid reason to enter. They are then required to complete the visitor's book/log and will not be left unsupervised in the setting.

## **The legal framework for this Policy**

### *Primary legislation*

Data Protection Act 1998  
 The Children Act 1989 - s 47  
 The Children Act 2004 (Every Child Matters)  
 Safeguarding Vulnerable Groups Act 2006  
 Protection of Freedoms Act 2012

### *Guidance*

Working Together to Safeguard Children (2015)  
 What to Do if You are Worried a Child is Being Abused (2015)  
 North Somerset's Safeguarding Procedure for Early Years and Play Providers 2014  
 Information Sharing Advice for practitioners providing safeguarding services for children, young people, parents and carers (2015)  
 Prevent duty guidance for England and Wales on the duty of schools and other providers in the Counter-Terrorism and Security Act 2015 to have due regard to the need to prevent people from being drawn into terrorism. H M Government 2015  
 Sexual behaviours traffic light tool 0-5, 5-9 Brook

### *Secondary Legislation*

Sexual Offences Act (2003)  
 Criminal Justice and Court Services Act (2000)  
 Human Rights Act (1999)  
 Equality Act 2010  
 Rehabilitation of Offenders Act 1974

## **Helpful links**

- North Somerset Safeguarding Children Board: [www.northsomersetscb.org.uk](http://www.northsomersetscb.org.uk)
- North Somerset Council Child Protection and Safeguarding: <http://nsod.nsomerset.gov.uk/kb5/northsomerset/directory/site.page?id=gE-ZtDakyBs>

***This policy was adopted by Churchill Pre-School at a meeting of the Management Committee and Leadership Team***

**Held on: 20th April 2016**

**Review date 1st April 2017**