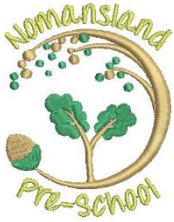


## General Welfare Requirement: Safeguarding and Promoting Children's Welfare

The provider must take necessary steps to safeguard and promote the welfare of children.



## Safeguarding children

### 1.2 Early Help, Safeguarding children and child protection

(Including managing allegations of abuse against a member of staff)

#### Policy statement

Our setting will work with children, parents, carers and the community to ensure the rights and safety of children and to give them the very best start in life. Our Early Help and Safeguarding policy is based on the three key commitments of the Pre-school Learning Alliance Safeguarding Children Policy.

#### EYFS key themes and commitments

<b>A Unique Child</b>	<b>Positive Relationships</b>	<b>Enabling Environments</b>	<b>Learning and Development</b>
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#### Procedures

We carry out the following procedures to ensure we meet the three key commitments of the Alliance Safeguarding Children Policy.

#### *Key commitment 1*

The Alliance is committed to building a 'culture of safety' in which children are protected from abuse and harm in all areas of its service delivery.

#### *Staff and volunteers*

- Our designated person (a member of staff) who co-ordinates child protection issues is:  
**Vicky Puddle – Senior Leader**
- Our designated officer (a committee member) who oversees this work is:  
**Nikola Bishop- (Committee member)**
- Our deputy designated person (a member of staff) who co-ordinates child protection issues is:  
**Magda Cordeiro – Deputy Leader**
- We ensure all staff and parents/carers are made aware of our safeguarding policies and procedures.
- We provide adequate and appropriate staffing resources to meet the needs of children.

- Applicants for posts within the setting are clearly informed that the positions are exempt from the Rehabilitation of Offenders Act 1974.
- Candidates are informed of the need to carry out 'enhanced disclosure' checks with the Disclosure and Barring Service before posts can be confirmed.
- All DBS disclosures are handled in accordance with the DBS's 'Code of Practice and Explanatory Guide'.
- Where applications are rejected because of 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 Disclosure and Barring Service 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. Only staff and volunteers who have been DBS checked and deemed fit will be allowed to work unsupervised with the children.
- We abide by the Protection of Vulnerable Groups Act 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 setting.
- 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.

#### *Key commitment 2*

The Alliance 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 'What to do if you're worried a child is being abused' (HMG 2015).

#### *Responding to suspicions of abuse*

- We acknowledge that abuse of children can take different forms - physical, emotional, and sexual, as well as neglect. The authorities will be notified if any professional suspects that a child is either suffering or at risk of suffering significant harm.
- Sometimes a single traumatic event constitutes 'significant harm' to a child; and, sometimes, a build-up of concerns or a series of incidents over time also gives rise to 'significant harm'.
- The law recognises the following categories of abuse under the Children Act (1989):
  1. **Physical-** Where adults physically hurt or injure a child by hitting, shaking, biting, burning etc. Giving children alcohol or inappropriate drugs or poisons is also considered physical abuse.
  2. **Sexual-** Where adults use children to meet their own sexual needs, this might be full intercourse, masturbation, oral sex, anal intercourse or fondling. Showing children pornography and using sexualised language with children is also sexual abuse.

**3. Emotional-** Where there is a persistent lack of love and affection that damages children emotionally. Being constantly shouted at, threatened or taunted can make a child very nervous or withdrawn. Seeing or hearing another person being harmed also constitutes emotional abuse, as in Domestic violence and Parental substance misuse.

**4. Neglect-** Where an adult fail to meet a child's basic needs, for example clothing or food. Children may also be left unsupervised and alone. Sometimes adults fail or refuse to give children their love and affection.

- 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 person to whom the disclosure is made makes a dated record of the details of the concern and discusses what to do with the 'designated person'. The information is stored securely on the child's personal file.
- We refer concerns to the Multi Agency Safeguarding Hub (MASH) and co-operate fully in any subsequent investigation.  
n.b. in some cases this may mean the police, or another agency identified by the Wiltshire Safeguarding Partnership.
- We take care not to influence the outcome either through the way we speak to children or by asking questions of children.
- We use the detailed procedures and reporting format contained in the Pre-school Learning Alliance's publication 'Child Protection Record for use in Early Years Settings' when making a referral to MASH or other appropriate agencies.

It is the responsibility of all staff to Safeguard children and other areas that staff are trained to be aware of and look for signs and symptoms are:

1. **Sexual Exploitation-** "Sexual exploitation of children and young people under 18 involves exploitative situations, contexts and relationships where young people (or a third person or persons) receive 'something' (e.g. food, accommodation, drugs, alcohol, cigarettes, affection, gifts, money) as a result of them performing, and/or another or others performing on them, sexual activities.

Child sexual exploitation (CSE) can occur through the use of technology without the child's immediate recognition; for example, being persuaded to post sexual images on the Internet/mobile phones without immediate payment or gain. In all cases, those exploiting the child/young person have power over them by virtue of their age, gender, intellect, physical strength and/or economic or other resources.

Violence, coercion and intimidation are common, involvement in exploitative relationships being characterised in the main by the child or young person's limited availability of choice resulting from

their social/economic and/or emotional vulnerability.”

**(DfE 2014)**

- 2. Female Genital Mutilation-** “Female Genital Mutilation (FGM) comprises of all procedures involving partial or total removal of the external female genitalia or other injury to the female genital organs, whether for cultural or non- therapeutic reasons.” (World Health Organisation 1997)

The UK Government has written advice and guidance on FGM that states:

“FGM is considered child abuse in the UK and a grave violation of the human rights of girls and women. In all circumstances where FGM is practiced on a child, it is a violation of the child’s right of life, their right to their bodily integrity, as well as their right to health. The UK Government has signed a number of international human rights laws against FGM, including the Convention on the Rights of the Child”.

“Girls are at particular risk of FGM during school holidays. This is the time when families may take their children abroad for the procedure. Many girls may not be aware that they may be at risk of undergoing FGM”.

- 3. Radicalisation-** Radicalisation refers to the process by which a person comes to support terrorism and forms of extremism leading to terrorism.

Extremism is defined by the Government in the Prevent Strategy as:

Vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs. We also include in our definition of extremism calls for the death of members of our armed forces, whether in this country or overseas.

There is no such thing as a “typical extremist”: those who become involved in extremist actions come from a range of backgrounds and experiences, and most individuals, even those who hold radical views, do not become involved in violent extremist activity.

Pupils may become susceptible to radicalisation through a range of social, personal and factors - it is known that violent extremists exploit vulnerabilities in environmental individuals to drive a wedge between them and their families and communities. It is vital that school staff are able to recognise those vulnerabilities.

Nomansland Pre-School follows the Department of Education’s Prevent Duty advice to ensure we can prevent children from the risk of radicalisation.

## **Private fostering**

Private fostering is an arrangement made by parents, or someone with parental responsibility, for their child to be cared for away from home by another adult who is not closely related to the child.

It is not private fostering if the carer is a grandparent, brother, sister, uncle, and aunt or step parent.

Children and teenagers who are under 16 (18 if disabled) are considered to be privately fostered if they live with someone who is not a close relative for 28 consecutive days or more.

The law states that carers and parents must notify the children's services department of any private fostering before the arrangement begins. If the arrangement has already begun then you must notify us immediately. You will then be contacted by a social worker who will visit and discuss the arrangements with you. Children's services must make sure the child is safe, healthy and happy, and offer support and advice to private foster carers and parents where needed.

Teachers, health and other professionals have a responsibility to notify Wiltshire Council's children's services of any private fostering arrangement that comes to their attention.

**Please see appendix for further definitions, signs and symptoms of abuse and neglect.**

#### *Recording existing injuries*

- Where a child arrives at the setting with an existing injury, it is the duty of staff members to record details of the injury, which the parent/carer will be required to sign, and which will be filed in the setting's accident book/existing injuries file.

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

- Where a child makes comments to a member of staff that give cause for concern (disclosure), observes signs or signals that give cause for concern, such as: significant changes in behaviour; deterioration in general well-being; unexplained bruising, marks or signs of possible abuse or neglect; that member of staff:
  - listens to the child, offers reassurance and gives assurance that she or he will take action;
  - does not question the child;
  - makes 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 date and time; and
    - the name(s) of any other person present at the time.

These records are signed and dated and kept securely and confidentially in the child's personal file.

#### *Making a referral to the Multi Agency Safeguarding Hub*

- The Pre-school Learning Alliance's publication 'Child Protection Record' 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 2015).
- We keep a copy of this document and follow the detailed guidelines given.
- All members of staff are familiar with the Alliance's Child Protection Record and follow the procedures for recording and reporting.

### *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 Wiltshire Safeguarding Partnership 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.

### *Liaison with other agencies*

- We work within the Wiltshire Safeguarding Partnership guidelines.
- We have a copy of 'What to do if you're worried a child is being abused' for parents, carers and staff and all staff are familiar with what to do if they have concerns.
- We have procedures for contacting the local authority on child protection issues, including maintaining a list of names, addresses and telephone numbers of social workers, to ensure that it is easy, in any emergency, for the setting and social services to work well together.
- We notify the registration authority (Ofsted) of any incident or accident and any changes in our arrangements which may affect the wellbeing of children.
- Contact details for the National Society for the Prevention of Cruelty to Children (NSPCC) are also kept. National helpline 0808 800 5000 [help@nspcc.org.uk](mailto:help@nspcc.org.uk)
- If a referral is to be made to the local authority social care department, we act within the area's Safeguarding Children and Child Protection guidance in deciding whether we must inform the child's parent(s) at the same time.

### *Allegations against staff, Volunteers or Committee.*

- We ensure that all parents and carers know how to complain about the behaviour or actions of staff or volunteers within the setting, or anyone living or working on the premises occupied by the setting, which may include an allegation of abuse. Please refer to section 1.10 Making a complaint.
- We follow the guidance of the Wiltshire Safeguarding Partnership when responding to any complaint that a member of staff, or volunteer within the setting, or anyone living or working on the premises occupied by the setting, has abused a child.
- We respond to any disclosure by children or staff that abuse by a member of staff or volunteer within the setting, or anyone living or working on the premises occupied by the setting, whether that disclosure relates to harm committed on the premises or elsewhere, may have taken, or is taking place, by first recording the details of any such alleged incident.
- We refer any such complaint immediately to the local authority's designated officer for allegations (DOFA) to investigate. We also report any such alleged incident to Ofsted and what measures we have taken. We are aware that it is an offence not to do this.

- We co-operate entirely with any investigation carried out by children's social care in conjunction with the police.
- Where the management committee and children's social care agree it is appropriate in the circumstances, the chairperson 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 the staff as well as children and families throughout the process.

#### *Disciplinary action*

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

#### *Key commitment 3*

The Alliance is committed to promoting awareness of child abuse issues throughout its training and learning programmes for adults. It is also committed to empowering young children, through its early childhood curriculum, promoting their right to be strong, resilient and listened to.

#### *Training*

- We seek out training opportunities for all adults involved in the setting to ensure that they are able to recognise the signs and signals of possible physical abuse, emotional abuse, sexual abuse and neglect and that they are aware of the local authority guidelines for making referrals.
- We ensure that all staff are aware of the procedures for reporting and recording their concerns in the setting.

#### *Planning*

- The layout of the rooms allows for constant supervision. No child is left alone with staff or volunteers in a one-to-one situation without being visible to others.

#### *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 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 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.

### *Confidentiality*

- 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 Wiltshire Safeguarding Partnership.

### *Support to families*

- We believe in building trusting and supportive relationships with families, staff and volunteers in the group.
- We make clear to parents/carers our 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 MASH.
- 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 setting's designated role and tasks in supporting that child and their family, subsequent to any investigation.
- Confidential records kept on a child are shared with the child's parent(s) or those who have parental responsibility for the child in accordance with policy 1.4 Confidentiality and Client Access to Records, and only if appropriate under the guidance of the Local Safeguarding Children Board.

Other Policies linked to Safeguarding children include...

- 1.2a Missing Child
- 1.6 Use of mobile phones and cameras
- 1.7 Arrival and Collection
- 1.9a Whistle Blowing
- 7.1 Achieving Positive Behaviour
- 8.2 Maintaining children's safety and security on the premises

## **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)
- Human Rights Act (1999)
- Race Relations (Amendment) Act (2000)
- Race Relations (Amendment) Act (1976) Regulations
- Equalities Act (2006)
- Data Protection Act (1998) Non Statutory Guidance

### **Further Guidance**

- Working Together to Safeguard Children (revised HMG 2015)
- What to do if you're Worried a Child is Being Abused (HMG 2015)
- Framework for the Assessment of Children in Need and their Families (DoH 2000)
- The Common Assessment Framework (2006)
- 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: Practitioners' Guide (HMG 2015)
- Statutory Framework for the Early Years Foundation Stage (March 2017)
- WSCB Escalation policy (Oct 2016)
- Revised Multi – Agency thresholds for Safeguarding Children and flowchart
- Disqualification under the Childcare Act 2006
- Wiltshire Safeguarding Partnership: Working together to protect the vulnerable (2019)
- Channel / Prevent Referral Process
- WSCB Website

### **Other useful Pre-school Learning Alliance publications:**

- Child Protection Record (2007)

<b><i>This policy was originally adopted at a meeting of Nomansland Pre-school</i></b>	
<b><i>Held on</i></b>	<b><i>28 April 2010</i></b>
<b><i>Last review/update approved</i></b>	<b><i>January 2020</i></b>
<b><i>Date to be reviewed</i></b>	<b><i>January 2021</i></b>
<b><i>Signed on behalf of the management committee</i></b>	
<b><i>Name of signatory</i></b>	<b><i>Nikola Bishop</i></b>
<b><i>Role of signatory</i></b>	<b><i>Chair</i></b>