



Safeguarding Policy

2nd October 2017

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Statement of intent

Seashell Pre-School wants to work with children, parents and the community to ensure the safety of children and to give them the very best start in life.

The Key commitments of the Pre-School's policy for safeguarding the children in our care are:

1. We are committed to building a culture of safety in which all the children in our care are protected from abuse and harm in all areas of the Pre-School.
2. Seashell Pre-School is committed to responding promptly and appropriately to any incidents or concerns of abuse that may occur and to work with statutory agencies in accordance with procedures that are set down in "what to do if you are worried a child is being abused"(2004).
3. The Pre-School is committed to promoting awareness of child abuse issues through staff training programmes. The Pre-School is also committed to empowering the children, through our early childhood curriculum, promoting their right to be strong, resilient and to be listened to.

Aims

Promote children's rights to be strong, resilient and listened to by creating an environment in our Pre-School which 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.

Help children to establish and sustain satisfying relationships within their families, with peers and with other adults.

Promote the children's rights to be resilient, strong and listened to by encouraging them to develop a sense of autonomy and independence.

Promoting the children's rights to be strong, resilient and listened to by enabling children to have the self-confidence and the vocabulary to resist inappropriate approaches.

Work with parents to build their understanding of and commitment to the principles of safeguarding all our children.

The legal framework for this work is:

Primary legislation

- The Prevent Duty 2015
- Safeguarding Vulnerable Groups Act 2006
- The Protection of Children Act 1999
- Data Protection Act 1998
- The Children Act 1989
- The Children Act 2004 (Every Child Matters)
- The Children (NI) Order
- The Children (Scotland) Order

Secondary Legislation

- Sexual Offences Act (2003)
- Criminal Justice and Court Services Act (2000)
- Human Rights Act (1999)
- Race Relations (Amendment) Act (1976) Regulations
- Race Relations (Amendment) Act (2000)

- Rehabilitation of Offenders Act 1974

Guidance

- 'What to do if You Are Worried a Child is Being Abused' (2004)
- The Framework for the Assessment of children in Need and Their Families (2000)
- Working Together to Safeguard Children (revised 1999)
- The Common Assessment Framework (2005)

Liaison with other bodies

We work within the Local Safeguarding Children Board guidelines.

We have a copy of 'What to do if you are worried a child is being abused' (2004) for parents and staff and staff are familiar with what to do if they have concerns.

We notify the registration authority (Ofsted) of any incident or accident and any changes in our arrangements which affect the well-being of children.

Details of the local National Society for the Prevention of Cruelty to Children (NSPPC) contacts are also kept.

We have procedures for contacting the local authority on child protection issues, including maintaining a list of addresses and telephone numbers of social workers, to ensure that it is easy, in any emergency, for the Pre-School and social services to work well together.

If a referral is to be made to the Local Authority Social Care Department, we act within the Local Safeguarding Children Boards Child Protection guidance in deciding whether we must inform the child's parents at the same time.

Methods

Staffing and volunteers

Our named person (a member of staff or a committee member) who coordinates child protection issues is Sheena Poole.

We provide adequate and appropriate staffing resources to meet the needs of children.

Applicants for posts within the Pre-School 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 Criminal Record Bureau before posts can be confirmed. 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 Criminal Record Bureau checks for staff and volunteers, to ensure that no disqualified person or unsuitable person works at the Pre-School or has access to the children.

The Pre-school will work in line with ISA law/guidelines; ensuring that from July 2010 any new employees are checked against ISA registration.

Volunteers do not work unsupervised.

We abide by the Protection of Children 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 Pre-School.

We take security steps to ensure that we have control over who comes into the Pre-School so that no unauthorised person has unsupervised access to the children.

Training

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

Planning

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

Curriculum

We introduce key elements of child protection into our program to promote the personal, social and emotional development of the children, so they will grow to be strong, resilient and listened to and so they may develop an understanding of why and how to keep safe.

We create within the Pre-School a culture of value and respect for the individual, having positive regard for the children's heritage arising from their colour, ethnicity, and 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.

Complaints against Staff

We ensure that all parents know how to complain about staff or volunteer action within the Pre-School, which may include an allegation of abuse. Staff know about the procedure to follow should they have a concern about another member of staff in the setting.

We follow the guidance of the Local 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, or is taking place, by recording the details of any such alleged incident.

How do I contact someone if I am concerned about a child?

If you do need to speak to somebody about your concerns:

- Contact a social worker: 024 7678 8555
- Social worker (out of office hours): 024 7683 2222

What should I do if a child is in immediate danger or left alone?

If a child is in immediate danger or left alone, you should contact:

- *Police Child Abuse Investigation Unit: 024 7653 9044 or telephone 999 in an emergency.*

Or call one of the following for advice

- *NSPCC Helpline 0808 800 5000*
- *Child Line (for children and young people) 0800 1111*

We will co-operate fully with any investigation carried out by social services/Children's Services Dept. in conjunction with the police.

Our policy is to suspend the staff member 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 the children and families throughout the process.

Disciplinary action

Where a member of staff or a volunteer is dismissed from the setting or internally disciplined because of misconduct relating to a child, we would notify the Department of Health administrators so that their name may be included on the List for the Protection of Children and Vulnerable Adults and Ofsted.

We are 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 are worried a child is being abused' (2004).

Responding to suspicions of abuse

We acknowledge that abuse of children can take different forms - physical, emotional, sexual and neglect.

When children are suffering from physical, sexual or emotional abuse, this may be demonstrated through the things that they say (direct or indirect disclosure) or through changes in their appearance, behaviour or their play.

Where such evidence is apparent, the child's key worker makes a dated record of the details or the concern and discusses what to do with the Pre-School supervisor or designated person. This information will be kept in a personal file in a locked cupboard.

Staff in the Pre-School take care not to influence the outcome either through the way they speak to children or ask questions of children.

If we have concerns that a child is being abused we will report these concerns to the Children's Services Department and follow this up in writing within 48 hours. Ofsted will also be contacted on 0300 123 4234 and if necessary in writing to:

Ofsted Early Years
National Business Unit
Royal Exchange Buildings
St. Anne's Square
Manchester M2 7LA

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
- Gives reassurance that she or he will take action.

The member of staff does not question the child or promise complete confidentiality.

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; and
- The names of any other person present at the time.

These records are signed and dated and kept in a personal file for the child.

All members of staff know 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 Local Area 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

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 Local Safeguarding Children Board.

Records relating to suspicions of abuse are retained by the setting in case they are required as evidence. They are kept for a minimum of 19 years until the child has reached 21 years and exceeded the liability time of a claim.

Support to families

The Pre-School takes every step in its power to build up trusting and supportive relations among families, staff and volunteers in the group.

The Pre-School makes clear to parents its roles 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 local Social Services Department.

The Pre-School continues to welcome the child and the family whilst investigations are being made in relation to any alleged abuse.

Our setting will follow the child protection plan as set by the Local Authority Social Care Department in relation to the setting's designated role and tasks in supporting the child and the 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 procedure but only if appropriate under the guidance of the Local Safeguarding Children Board.

Prevent Duty

The *Prevent Duty Guidance* came into force on 1 July 2015 and it places duties on schools and registered childcare providers around keeping children safe and promoting their welfare. As an early year's provider we are required to *'have due regard to prevent people from being drawn into terrorism'*.

We are required to meet specific legal duties including those arising from the Prevent Duty. This sets out the need for 'British Values' which you will find more information on in our 'Curriculum'

section. These help everyone live in safe and welcoming communities where they feel they belong 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 universal aspirations for equality and as such they are fundamental to helping all children become compassionate, considerate adults who form part of a fair and equal society.

We demonstrate these values through the implementation of the Early Years Foundation Stage (EYFS), and through policies and procedures relating to equality, behaviour and safeguarding. All staff share these values, and understand the importance. To fulfil the Prevent Duty, we ensure:

- that we focus on children's personal, social and emotional development, ensuring they learn right from wrong, mix and share with other children, value other's views, know about similarities and differences between themselves and others, and challenge negative attitudes and stereotypes
- that we are alert to harmful behaviours by influential adults in the child's life. This could include discriminatory and/or extremist discussions between parents, family and/or staff members
- that we take action when we observe behaviour of concern
- that we are able to identify children who may be vulnerable to radicalisation, and know what to do when they are identified
- that we assess the risk of children being drawn into terrorism, and work in partnership with local partners such as the police, Prevent Co-ordinators, Channel Police Practitioners and their LSCB, to take account of local risks and respond appropriately
- that we know how to make referrals to local Channel Panels, Channel Police Practitioners or the LSCB, if there are concerns that an individual may be vulnerable to being drawn into terrorism or extremism
- that we assess our training needs in the light of any assessment of risk

We have completed an online course to increase our knowledge in relation to our duties and responsibilities.

If you would like more information you could follow the link below.

http://www.foundationyears.org.uk/files/2015/03/Fundamental_British_Values.pdf

<https://www.gov.uk/government/publications/prevent-duty-guidance>