

SAFEGUARDING AND CHILD PROTECTION POLICY

Policy Statement

EYFS key themes and commitments

A Unique Child	Positive Relationships	Enabling Environments	Learning and Development
Practitioners: identify any need for additional support, and keep children safe	Positive relationships are: sensitive and responsive to the child's needs, feelings and interests, and built on key person relationships	Enabling environments: value all people and value learning, and offer support for children to take risks and explore	The framework covers the education and care of all children... including children with special educational needs and disabilities

For the purposes of this policy, we take our definition of safeguarding and promoting the welfare of children from the DfE Working Together to Safeguard Children 2015:

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

Policy

At St Paul's Pre-School, we are committed to safeguarding children's welfare. Safeguarding is everyone's responsibility and early intervention is key. We support children to get the most out of life and to prevent any impairment of their health or development. We wish to ensure that children are safe from maltreatment in a way which respects the child's rights and reinforces the adults' responsibilities to the children.

This policy has been developed in accordance with the principles established by the Children Act 2004 and the DfE Working Together to Safeguard Children 2015 and the Statutory Framework for the Early Years 2012. We have regard to the five outcomes of Every Child Matters which underpin our Early Years Foundation Stage Safeguarding and Welfare requirements:

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- Being healthy
- Staying safe
- Enjoying and achieving
- Making a positive contribution
- Economic well-being

Many items of legislation have influenced our policy and procedures, including:

- Prevention of Cruelty to Children Act (1989)
- The United Nations Convention on the Rights of the Child (1989)
- Statutory framework for the Early Years Foundation Stage (2014)
- What to do if you're worried a child is being abused (2015)
- Information sharing- Advice for practitioners providing safeguarding services to vulnerable children, young people, parents and carers (2015)
- Sussex Child Protection and Safeguarding Procedures
(Available online; <http://www.proceduresonline.com/pansussex/scb/>)
- Prevent Duty Guidance (HMG 2015)

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Procedures

We will endeavour to safeguard children by:

- Understanding that the child's needs are paramount, and the needs and wishes of each child should be put first.
- Following carefully the procedures for vetting through the Disclosure and Barring Service, and recruitment and selection of staff in accordance with "Protection of Children Act 1999" and "The Police Act 1997".
- Ensuring that adults who are in the process of being vetted are not left alone with children (See Parent/Regular Helper Policy, Policy for Placement Students).
- Requiring all staff and regular volunteers to confirm that they are not disqualified from working with children due to association.
- Renewing the DBS check for each member of staff every five years.
- Following the Sussex Child Protection and Safeguarding Procedures by regularly checking the online manual and sharing updates with staff at regular staff meetings.
- Ensuring that members of staff receive appropriate training, also providing regular in-house training in response to changes and developments.
- Recording the statutory information required for each child before their admission, including name, address, gender, date of birth, names of persons with parental responsibility, legal contact and who the child normally lives with. Key Persons will update this information at each appointment and at the point of transition.
- Regularly reviewing the accident book, incident book and any recorded concerns to monitor or identify possible safeguarding issues. (See Health and Safety Policy)
- Using tools such as the WSCC Threshold Guidance and Neglect Identification and Measurement Tool in order to make judgements about the interventions necessary.
- Sharing information about concerns with the Multi Agency Safeguarding Hub (MASH) in a timely way and involving parents and children as necessary, with regard to confidentiality.
- Being aware of signs of neglect and keeping confidential written records of concerns, even if there is no need to make an immediate referral. (Also see Drop off and collection policy)
- Following up unexplained absences from Pre-School on the second day.
- If sharing concerns puts the child at risk of significant or further harm, we will seek advice from the Local Safeguarding Officer.

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- Sharing our values with the children to help them become compassionate, considerate adults who form part of a fair and equal society.

Supervision

We will provide effective management for staff through supervision, support and training. For the purposes of this policy, we define supervision as a process which provides:

- Accountability – explaining the actions and decisions of staff
- Support – providing support and structure for staff.
- Oversight – ensuring the quality of the provision
- Development – promoting the knowledge and skills of staff
- Values – developing the shared values of the staff team

Supervision sessions will be in the form of a one-to-one meeting with the Supervisor for each Key Person which will take place each 6-8 weeks throughout the year. We intend to ensure that we create a safeguarding culture in our setting.

We have a responsibility to ensure that all staff are given opportunities to access safeguarding training through West Sussex ECS and LSB. All staff receive induction training to help them understand their roles and responsibilities and we have an ongoing Training and Development Plan.

We will review our policy and good practice at regular intervals (INSET) – all staff will receive copies of decisions and actions.

Our procedures for safeguarding children will be in line with the West Sussex LSCB Procedures. These procedures are in place to ensure a speedy and effective response for dealing with concerns about the physical, emotional or sexual abuse of children or their neglect.

We will ensure that:

- We have a nominated, designated member of staff who will undertake the initial designated member of staff training and subsequent refresher courses every two years – currently this is the Supervisor, Tracey Flanagan.
- We have a member of staff to act in the designated member of staff's absence – currently this is the Deputy, Natalie White.
- All members of staff are provided with Child Protection Training at least every three years.

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Child Protection

Ways in which you may become aware of the actual or likely occurrence of abuse:

- A child might tell
- Someone else might report that a child has told them or that they strongly believe that a child has been or is being abused (e.g. another child or parent)
- A child might show some signs of physical injury for which there appears to be no satisfactory explanation
- A child's behaviour may indicate to them that it is likely that she or he is being abused
- A relationship makes them feel uncomfortable
- Observing one child abusing another

We recognise four main forms of abuse:

- Physical abuse – caused through a deliberate act or through omission or failure to act to protect
- Emotional abuse – treatment which causes severe or persistent adverse effects on emotional development. Some level of emotional abuse is involved in all types of ill treatment of a child, though it may occur alone. It can involve bullying and cyber-bullying, exploitation or the corruption of children.
- Sexual abuse – taking part in sexual activities or involving children in observing sexual activity, encouraging children to behave in sexually inappropriate ways or grooming a child for abuse (including via the internet).
- Neglect – leading to serious impairment of the child's health or development

Recognising Abuse

Recognising abuse is not easy and it is not our responsibility to decide whether or not child abuse has taken place or if a child is at significant risk. We do, however, have a responsibility to act if we have a concern.

Response to Signs or Suspicions of Abuse

If a child makes an allegation of abuse:

- Stay calm
- Listen carefully

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- Do not promise to keep secrets – this information will need to be shared with others – explain this to the child as early on as possible.
- Allow the child to continue at his or her own pace.
- Ask for clarification only and at all times avoid asking questions that suggest a particular answer.
- Reassure the child that they have done the right thing by telling you.
- Tell them what you will do next and who you are going to tell.
- Record in writing what was said, using the child's own words, as soon as possible. Note date, time, any names mentioned, to whom the information was given and ensure that the record is signed and dated. Start an Early Help plan if appropriate.
- If uncertain, contact the **MASH, 01403 229900** or email MASH@westsussex.gcsx.gov.uk completing a Request for Support Form. This is available at <http://sussex.procedures.org.uk>
- Advice can be obtained, without disclosing names, from the NSPCC – 0808 800 5000
- If the safeguarding concern is urgent, treat it as an emergency and call 999 to contact the Police.

See our further policy, "What to do if you think a child is being abused."

If the parent/carer presents as being unable to offer safe care

- Be mindful of Staff safety and the safety of the children.
- Make an assessment of whether the adult's needs compromise their ability to meet the child's basic physical and psychological needs.
- Ascertain whether there is another responsible adult to contact.
- If the safeguarding concern is urgent, contact the MASH straightaway, and the Police if necessary.

See our further policy, Drop off and collection of children

We believe that it is important that all adults working with our children understand that the nature of their work and the responsibilities related to it, place them in a position of trust.

- All staff receive clear advice on appropriate and safe behaviours for working with children. (See Use of Technology Policy and Supervision Agreement)
- All staff, volunteers and students have a duty to disclose any concerns they have about the conduct of other staff, volunteers and students.

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- This policy is shared regularly with staff at INSET.

Positive or appropriate touch

We understand that it is necessary for adults to respond to children who are in distress, have emotional needs or communication difficulties with appropriate touch. Touch is a physical response to trauma, distress and emotional need that can comfort, protect and enhance secure relationships. We agree that appropriate touch is not invasive, humiliating, erotic and does not cause physical or emotional discomfort. We will create, maintain and monitor a physically and emotionally secure environment for children and adults by ensuring that all physical touch is reasonable, proportionate and necessary.

Prevent Duty

We will ensure that our values are based on “British Values”, which are universal aspirations for equality. We will ensure that our values are understood and applied by all staff and volunteers. Staff will be alert to harmful behaviours by influential adults in the child’s life. Staff will all undertake Channel General Awareness training so that they are able to identify children who are vulnerable to radicalisation, and know what to do when they are identified. We will work with local partners such as the Police and the LSCB, to take account of local risks and respond appropriately.

ALLEGATIONS AGAINST STAFF

In the event of an allegation being made against a member of staff or volunteer we will: -

- Inform the Local Authority Designated Officer (LADO) for WSCC within one day. Also inform the Chair of the Pre-School Committee and the parents of the child concerned. **LADO – Lindsey Tunbridge-Adams 0330 2223339 The Assistant LADO is Claire Coles**
- Contact **Ofsted, 0300 1234 666**. Ofsted must be informed about any allegations as soon as is reasonably possible and a written report must be submitted within 14 days of the allegations being made.
- Follow advice from Local Safeguarding Officer or LADO.
- If an allegation is made outside office hours we will contact the Social Care Emergency Duty Team or local Police and inform the LADO as soon as possible.
- The member of staff will be suspended for the period of the investigation and will be kept informed of the process involved and its progress and outcomes.

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