

# Child Protection Policy

## Statement of intent

Marlow Bottom Pre-school is fully committed to safeguarding and protecting the welfare of all children. We recognise our responsibilities to take all reasonable steps to promote safe practice and to protect children from harm, abuse and neglect.

Marlow Bottom Pre-school acknowledges its duty to act appropriately with regards to any allegations towards a member of staff or volunteer, or towards any disclosures or suspicion of abuse.

Marlow Bottom Pre-school recognises its duty of care to safeguard children as detailed under the Children Acts' 1989 and 2004 and Working Together to Safeguard Children.

Marlow Bottom Pre-school believes that:

- The welfare of all children is paramount.
- All children, whatever their age, culture, ability, gender, language, ethnicity, religious or spiritual beliefs and/or sexual identity, have the right to protection from abuse.
- All allegations, reports or suspicions of abuse should be taken seriously and responded to in a swift and appropriate manner.

Marlow Bottom Pre-school will ensure that:

- All children will be treated equally and with respect and dignity
- The welfare of each child will always be of highest priority.
- Bullying (in any form) is neither accepted nor condoned.
- Action will be taken to stop any inappropriate verbal or physical behavior
- There is a clear line of accountability with regards to safeguarding concerns.
- Staff and volunteers will be kept updated with regards to changes in legislation and policies for the protection of children and young people.
- Staff and volunteers will undertake relevant and appropriate development and training in relation to safeguarding children.
- All staff and volunteers within the organisation are fully aware of their responsibilities to safeguarding and their duty to the children and young people in their care, and that they fully understand the correct process for reporting concerns. The primary function of the Children Act is to promote and protect the rights of children

The legal framework for this work is:

- Working together to Safeguard children 2018
- The Childcare Act 2004/2006
- The Children Act 1989
- Human Rights Act 1998
- Data Protection Act 2018
- The Protection of Children Act 1999
- Safeguarding Vulnerable Groups Act (SVGA) 2006

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- United Nations|Convention on the rights of the child-article 19
- What to do if you are worried a child is being abused 2015.

### **Safeguarding Lead**

The Safeguarding Lead will provide a direct point of contact for any staff member or volunteer who has a child protection concern, record any concerns in a clear (and secure) manner, and ensure that the appropriate action is taken.

**The Safeguarding Lead for Marlow Bottom Pre-school is TINA HORLER.**

**Tel: 01628 478219**

If the Safeguarding Lead is not available (due to annual leave, sickness etc), staff and volunteers should report to the Deputy Safeguarding Lead who is **PAOLA MAHER..**

**Tel:01628 478219.**

If neither the Safeguarding Lead nor Deputy Safeguarding Lead is available, advice should be immediately sought from:

**The First Response Team on 01296 383962**

(outside of office hours call: 0800 999 7677)

**email: [secure-cypfirstresponse@buckscc.gov.uk](mailto:secure-cypfirstresponse@buckscc.gov.uk)**

NB. This email address is only secure if emailing from another secure account.

### **Staff Responsibilities.**

All staff and volunteers working within Marlow Bottom Pre-school must:

- Understand the different categories of abuse and neglect, and how to recognise the signs.
- Recognise that some parents/carers may require additional support in raising their children, for example as a result of mental health issues, learning disabilities, substance misuse or domestic abuse.
- Understand their responsibility to report any concerns that a child is being, or is at risk of being, abused or neglected. This includes reporting any concern they may have regarding another staff member or volunteer's behaviour towards a child or children.
- Understand the line of accountability for reporting safeguarding concerns, and be fully aware of the organisation's safeguarding lead and their role within the organisation.
- If appropriate; liaise with other agencies, contribute to safeguarding assessments and attend child protection meetings / core groups / conferences.

### **Types of Abuse:**

A form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others. Abuse can take place wholly online, or technology may be used to facilitate offline abuse. Children may be abused by an adult or adults, or another child or children.

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When children are suffering from physical, sexual or emotional abuse, this may be demonstrated through changes in their behaviour, or in their play. Where such changes in behaviour occur, or where children's comments gives us cause for concern, the pre-school will investigate.

### **Physical Abuse:**

A form of abuse which may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child.

Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.

**Emotional Abuse:** The persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond a child's developmental capacity, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyberbullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, although it may occur alone.

**Sexual Abuse:** Involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex), or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse. Sexual abuse can take place online, and technology can be used to facilitate offline abuse. Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

**Neglect:** The persistent failure to meet a child's basic physical and / or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance misuse. Once a child is born, neglect may involve a parent or carer failing to:

- Provide adequate food, clothing and shelter (including exclusion from home or abandonment)
- Protect a child from physical and emotional harm or danger
- Ensure adequate supervision (including the use of inadequate care-givers) or
- Ensure access to appropriate medical care or treatment

It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

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## **Bumps & Bruises.**

If a child arrives at pre-school bruised or bumped, the parent will be questioned and the details of the incident reported and signed as a true statement by the parent. The form will be held in the incident file and if deemed necessary passed on to the child's next educational setting. All members of staff are aware of the four levels of need indicated on the Thresholds guidance and know the procedures for recording and reporting and accessing services to support the family if appropriate.

**Child Sexual Exploitation:** This is a form of child sexual abuse. It occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18 into sexual activity: (a) in exchange for something the victim needs or wants, and/or (b) for the financial advantage or increased status of the perpetrator or facilitator. The victim may have been sexually exploited even if the sexual activity appears consensual. Child sexual exploitation does not always involve physical contact; it can also occur through the use of technology.

## **Peer on Peer.**

We have an awareness of peer on peer abuse and recognize the following:

- Children and young people are capable of abusing their peers.
- Peer on peer abuse relates to situations such as sexual exploitation, gang violence, financial abuse, coercive control and exploitative relationships.
- Staff are vigilant to challenge attitudes or behaviours that could escalate to peer on peer abuse.
- We encourage children to speak out, and we support children and parents to discuss their concerns.
- <https://www.gov.uk/bullying-at-school>

**Female Genital Mutilation (FGM).** A collective term for a range of procedures which involves partial or total removal of the external female genitalia for non-medical reasons. We will report to the Police any suspicions or awareness of known cases of FGM which is considered as child abuse in the UK. Tel 020 7008 1500 (see FGM duty Oct 2015.) <https://www.gov.uk/female-genital-mutilation-help-advice>

**Child Criminal Exploitation:** As set out in the Serious Violence Strategy, published by the Home Office, where an individual or group takes advantage of an imbalance of power to coerce, control, manipulate or deceive a child or young person under the age of 18 into any criminal activity: (a) in exchange for something the victim needs or wants, and/or (b) for the financial or other advantage of the perpetrator or facilitator and/or (c) through violence or the threat of violence. The victim may have been criminally exploited even if the activity appears consensual. Child criminal exploitation does not always involve physical contact; it can also occur through the use of technology.

**Extremism:** Extremism goes beyond terrorism and includes people who target the vulnerable - including the young - by seeking to sow division between communities on the basis of race, faith or denomination; justify discrimination towards women and

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girls; persuade others that minorities are inferior; or argue against the primacy of democracy and the rule of law in our society. Extremism is defined in the Counter Extremism Strategy 2015 as “the vocal or active opposition to our fundamental values, including the rule of law, individual liberty and the mutual respect and tolerance of different faiths and beliefs. We also regard calls for death of members of our armed forces as extremist.”

**County Lines:** As set out in the Serious Violence Strategy, published by the Home Office, County Lines is a term used to describe gangs and organised criminal networks involved in exporting illegal drugs into one or more importing areas within the UK, using dedicated mobile phone lines or other forms of ‘deal line’. They are likely to exploit children and vulnerable adults to move and store the drugs and money, and they will often use coercion, intimidation, violence (including sexual violence) and weapons.

### **Prevent Duty.**

Marlow Bottom Pre-school named Prevent Lead is **Tina Horler- Manager.**

As of 1<sup>st</sup> July 2015 all schools and childcare providers are subject to a duty under section 26 of the Counter Terrorism and Security Act 2015 to have “due regard” to the need to prevent people from being drawn into terrorism”. This duty is known as Prevent Duty. As a provider we complete training to ensure staff are able to identify children or their families who may be vulnerable to radicalization, and know what to do when they are identified.

We also build our children’s resilience to radicalization by promoting fundamental British Values and enabling them to challenge extremist views. All staff are instructed to challenge extremist and radical views and report as necessary to the designated safeguarding officer.

If a member of staff has a concern about a particular child or their family they will follow the settings normal safeguarding procedures.

### **Lockdown (Threat of hazard from outside) –See Lockdown policy.**

We recognize the potentially serious risks to children, staff and visitors in emergency or harmful situations. A lockdown may take place where there is a perceived risk of threat to the preschool, its staff, children or visitors.

### **Disclosure of abuse:**

If a child or young person discloses to you that abuse or inappropriate behaviour has / may / is taking place, you should:

- ◆ Listen to the child. Allow them to tell you what has happen in their own way, and at their own pace. Do not interrupt a child.
- ◆ Remain calm. Be reassuring and supportive but try not to respond emotionally.
- ◆ Do not ask leading questions. Only ask questions if you are seeking clarification about something they have said. Use TED; Tell, Explain, Describe.
- ◆ When you are able to, make an accurate record of what you have been told, taking care to note any times, dates or locations mentioned. Use the child’s own words where

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possible. Do not substitute anatomically correct names for body part names used by the child.

- ◆ Reassure the child that they did the right thing in telling someone and you are glad they told you. Reassure the child that they have not done anything wrong.
- ◆ Do not promise to keep their disclosure a secret, but reassure the child that you will only share the information with the right people who will be able to help them..Explain what you will do next.
- ◆ At your earliest opportunity, speak to your Safeguarding Lead regarding the disclosure.

If your Safeguarding Lead and deputy Safeguarding Lead are not available, ring First Response for advice. **01296 383962** within 24hours ( 0800 999 7677 out of hours), complete a Multi Agency Referral Form (MARF-available online) and follow the advice given.

[www.bucks-iscb.org.uk/concerned-about-child/secure-bscb@buckscc.gcsx.gov.uk](http://www.bucks-iscb.org.uk/concerned-about-child/secure-bscb@buckscc.gcsx.gov.uk)

**If there is immediate risk of harm to a child DO NOT DELAY, ring 999**

### Partnership with 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 Buckinghamshire Safeguarding Children's Partnership (BSCP) 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.
- The Pre-school takes every step in its power to build up trusting and supportive relations among families, staff and volunteers in the group.
- Where a concern does not meet the criteria for a First Response referral but it is apparent a family needs help we will refer to the Threshold document and with the parent's consent refer them to the appropriate services such as Health Visitor, Bucks Family Support Service for support and guidance.
- The Pre-school continues to welcome the child and the family whilst investigations are being made in relation to abuse in the home situation

### Allegations of abuse against staff and volunteers

Disclosures of abusive or inappropriate behaviour towards children may be made in relation to staff members or volunteers within the pre-school. Alternatively, staff members or volunteers may have concerns regarding behaviour they have witnessed from another member of staff or volunteer towards children.

The named lead for managing allegations is:

**TINA HORLER ( Manager ) 01628 478219**  
[tina.horler@marlowbottompreschool.org.uk](mailto:tina.horler@marlowbottompreschool.org.uk)

**KYLIE PALMER designated Committee Safeguarding Lead**  
[secretary@marlowbottompreschool.org.uk](mailto:secretary@marlowbottompreschool.org.uk)

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In response to any allegation, the named person should respond in line with the BSCB Procedure for Managing Allegations and, where appropriate, must contact the **Local Authority Designated Officer (LADO) on 01296 382070**

If the concern relates directly to the named person for managing allegations, you will need to approach the LADO directly for advice. In order to support the managing allegations process, the preschool will do to:

- Follow all advice given by the LADO throughout the investigation process, including how to manage the staff member or volunteer against whom the allegation is made, as well as supporting other staff and volunteers within the workplace.
- Follow all advice given by the LADO relating to supporting the child making the allegation, as well as other children and young people connected to the organisation.
- Ensure feedback is provided to the LADO about the outcome of any internal investigations within your agency.

Should an individual staff member or volunteer be involved in child protection, other safeguarding procedures or Police investigations in relation to abuse or neglect, they must inform the Pre-school Manager.

All staff members and volunteers should undertake basic Child Protection training (as a minimum) if they are working with children or young people.

We display the poster in the preschool foyer with information for parents on how to complain about a staff member or volunteer including allegations of abuse.

All allegations against staff or volunteers or committee members will be reported to:

- **Local Authority Designated Office (LADO)**  
BSCB  
4<sup>th</sup> Floor  
County Hall  
Bucks HP20 1UZ  
Tel – **01296 382070**

And to Ofsted **0300 123 1231** (within 14 days at the latest.)

[Secure-LADO@buckscc.gcsx.gov.uk](mailto:Secure-LADO@buckscc.gcsx.gov.uk)

### **Safer Staff Recruitment.**

- Marlow Bottom Pre-school has a robust recruitment and selection process in place for all staff applying to work with the children. By ensuring a high standard of safe practice from the initial recruitment, we have an opportunity to identify and reject inappropriate candidates at interview stage (See staff recruitment policy).



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- Marlow Bottom Pre-school follows the safer recruitment practices in line with the Buckinghamshire Safer Recruitment Toolkit.
- 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 checks 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 police checks for staff and volunteers, to ensure that no disqualified person or unfit person works at the Pre-school or has access to the children.
- 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.
- Full Staff will attend safeguarding training at least every 3 years and have additional “in house” child protection training as needed. We regularly ensure that all staff know the procedures for reporting and recording their concerns and are kept updated with the local authority guidelines for making referrals.
- All relief staff members and volunteers undertake basic Child Protection training (as a minimum) if they are working with children or young people
- Volunteers do not work unsupervised.

### **Record keeping.**

- When a disclosure of abuse, or an allegation against a member of staff or volunteer, has been made, we will ensure all records are kept confidential and secure.
- Any allegations made against a member of staff, a comprehensive, confidential summary of the allegation will be kept on their personnel file. This record will be kept until normal retirement age, or 10 years after the allegation.
- This record will include a clear outcome, including when cases have been investigated and found to be without substance.
- When a staff member is disclosed to, and shares that information with the Safeguarding Lead, it is the Safeguarding Lead’s responsibility to ensure that the information is recorded and stored in a confidential way. These records will be kept as per the statutory prescribed requirements or a minimum of 6 years. This record will not be shared with any other member of staff or volunteer.

### **Confidentiality.**

- All staff and volunteers are aware of the confidential nature of child protection information and all investigations are kept confidential and shared only with those who need to know under the guidance of the Bucks Safeguarding Children’s Partnership (BSCP).
- Child protection concerns, disclosures from children or safeguarding allegations made against another staff member or volunteer **MUST NOT** be discussed across the workforce as a whole. This information should be shared solely with the Safeguarding Lead / Deputy Safeguarding Lead (and/or with First Response / the LADO as appropriate)



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- Personal information which is shared by the child on a 1:1 level, such as sexual orientation or gender identification, should not be disclosed to the workforce as a whole.
- If staff and volunteers wish to discuss situations in order to gain a wider perspective from colleagues, this should be done on an anonymous basis, with names and identifying information relating to the child and their family remaining strictly confidential.
- When responding to a concern about a child, making a referral to First Response or contacting the LADO, the safeguarding lead should consult the thresholds document to clarify whether consent from the child / family is required.
- **Threshold document**-identify when a child may need additional support to reach their full potential. This is described through four levels of need.
- Level 1-children whose needs are met within universal services.
- Level 2-children whose additional needs showing early signs of vulnerability requiring early help.
- Level 3-children in need who require statutory or specialist services and targeted early help.
- Level 4- children who are suffering or likely to suffer serious harm.  
In any situation where a child is at risk of harm, consent is not required.  
<http://www.bucks-Isqb.org.uk/concerned-about-child/professionals-report-a-concern/>

### **The use of mobile phones and cameras at Pre-school**

- Visitors, volunteers and parent helpers are reminded that they are not permitted to use mobile phones, cameras, or videos to take or record images of children without consent from the Pre-school.
- Staff take photographs of the children during pre-school activities using the pre-school camera only. These are a good way of providing parents and children with a visual reference as well as an opportunity to share our events and reflect on how they are doing. The photographs are placed in the child's learning diaries and any unused photographs are shredded to maintain confidentiality.
- As confirmed in the Data Protection Act we ensure we have written consent to take photographs of the child from their parents/carers and the child is happy for us to do so. We have a duty to safeguard the privacy, dignity, safety and wellbeing of children and their families.

### **Visitors.**

We have procedures for recording the details of visitors to the Pre-school. Visitors will have to sign in and note time on arrival and sign out as they leave.

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

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All visitors must adhere to the mobile phone guidelines as displayed and not use a mobile phone while on the premises.

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## Telephone Contact List.

### **Buckinghamshire County Council**

First Response is a single point of contact for Buckinghamshire's Children's Social Care.

Telephone: 0845 4600 001 (local rate call 01296 383962)

Out of hours: 0800 999 7677

E mail: [cypfirstresponse@buckscc.gov.uk](mailto:cypfirstresponse@buckscc.gov.uk)

[secure-cypfirstresponse@buckscc.gcsx.gov.uk](mailto:secure-cypfirstresponse@buckscc.gcsx.gov.uk)

All allegations against staff must be reported to Ofsted and to the Designated Officer detailed below:

Local Authority Designated Officer  
(LADO)

Children & Young People  
New County Offices  
Walton Street, Aylesbury  
Bucks, HP20 1YU  
Tel: 01296 382070

The Early Years Designated Manager can provide advice and support in the event of an allegation or query/concern.

Early Years Designated Senior Manager for allegations against the childcare workforce

Alison Terry

Tel: 01296 387147

Early Education Funding Project Leader

E-Mail: [aterry@buckscc.gov.uk](mailto:aterry@buckscc.gov.uk)

Deputy Early Years Designated Manager

Mark Green

Tel: 01296 383309

Early Education Funding Project Leader

e-mail: [mtgreen@buckscc.gov.uk](mailto:mtgreen@buckscc.gov.uk)

**Education Safeguarding Advisory Service:** Tel: 01296 382912

**Buckinghamshire Family Information Service (BFIS)** 0845 688 4944

**Buckinghamshire Safeguarding Children Board:** [www.bucks-lscb.org.uk](http://www.bucks-lscb.org.uk)  
(includes guidance on managing allegations and safe recruitment practices).

**Ofsted**

0300 123 1231

**Family Resilience Service**

Tel: 08454 600 300

E-Mail: [familyresilience@buckscc.gov.uk](mailto:familyresilience@buckscc.gov.uk)

**Disclosure and Barring Service (DBS)**

01325 953 795

**NSPCC** 0808 800 5000

**PACEY Helpline** 0845 880 0044

**Child Protection and Sexual Crime Unit (Police)** 01628 816935

If you think someone is being hurt, please call Care line on free phone 0800 137915.

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# Child Protection Policy

This policy was agreed and adopted at a Committee Meeting held on	
Signed .....	For and on behalf of Marlow Bottom Pre-school CIO

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