

Child Protection Policy

Statement of intent

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

Aims

Our aims are to:

- create an environment in our Pre-school which encourages children to develop a positive self-image, regardless of race, language, religion, culture or home background;
- help children to establish and sustain satisfying relationships within their families, with peers and with other adults;
- encourage children to develop a sense of autonomy and independence;
- enable children to have the self-confidence and the vocabulary to resist inappropriate approaches; and
- work with parents to build their understanding of and commitment to the welfare of all our children;

Staffing and Volunteers.

- Our named Safeguarding Leads are **Tina Horler, Paola Maher and Helen Lewis** of which at least one will be available at all times to coordinate Safeguarding issues.
- We ensure staff are trained to understand our safeguarding policies and procedures and that parents are made aware of them too.
- All staff have an up-to date knowledge of safeguarding issues, are alert to the signs and symptoms of abuse, and understand their professional duty to ensure safeguarding concerns are reported.
- 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 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.
- Enhanced criminal records and barred list checks and other suitability checks are carried out staff and volunteers prior to their post being confirmed, to ensure that no disqualified person or unfit person works at the Pre-school or has access to the children.
- Volunteers do not work unsupervised.
- All staff and volunteers are informed that they are expected to disclose any convictions, cautions, court orders or reprimands and warnings which may affect their suitability to work with children (whether received before or during their employment with us).
- All staff and volunteers are required to notify us if anyone in their household (including family members, lodgers, partners etc.) has any relevant convictions, court orders, reprimands and warnings or has been barred from, or had

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- registration refused or cancelled in relation to any childcare provision (see above questions), or have had orders made in relation to care of their 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.
 - 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 that no unauthorised person has unsupervised access to the children
 - Steps are taken to ensure children are not photographed or filmed on video for any other purpose than to record their development or their participation in events organised by us. Parents sign a consent form and have access to records holding visual images of their child.
 - We keep a written record of all complaints and concerns including details of how they were responded to.
 - We ensure that robust risk assessments are completed and that they are regularly reviewed and updated, in line with our health and safety policy.

Parents/Carers

- Ensure that parents have a clear understanding about our role and responsibilities;
- Encourage parents to discuss their child's needs;
- Encourage parents to discuss with the Manager any problems or concerns that result from a child being in our care.

Responding to Signs of Abuse.

All adults involved in the Pre-school acknowledge that abuse of children can take different forms –physical, emotional, sexual and neglect; and they can recognize the signs and symptoms of possible abuse.

When children are suffering from physical, sexual or emotional abuse, or experiencing neglect, this may be demonstrated through:

- significant changes in their behaviour;
- deterioration in their general well-being;
- their comments which may give cause for concern, or the things they say (direct or indirect disclosure);
- changes in their appearance, their behaviour, or their play;
- unexplained bruising, marks or signs of possible abuse or neglect; and
- any reason to suspect neglect or abuse outside the setting.

We consider factors affecting parental capacity and risk, such as social exclusion, domestic violence, parent's drug or alcohol abuse, mental or physical illness or parent's learning disability.

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We are aware of other factors that affect children's vulnerability such as, abuse of disabled children; fabricated or induced illness; child abuse linked to beliefs in spirit possession; sexual exploitation of children, such as through internet abuse; and Female Genital Mutilation and radicalisation; that may affect, or may have affected, children and young people using our provision.

We also make ourselves aware that some children and young people are affected by gang activity, by complex, multiple or organised abuse, through forced marriage or honour based violence or may be victims of child trafficking. While this may be less likely to affect young children in our care, we may become aware of any of these factors affecting older children and young people who we may come into contact with.

Staff are kept updated of the local authority guidelines for making referrals and attend safeguarding training at least every three years and have "in house" child protection training annually. We regularly ensure that all staff know the procedures for reporting and recording any concerns in the pre-school.

Disclosures and other concerns.

Where a child makes a disclosure to a member of staff, that member of staff:

- offers reassurance to the child;
- listens to the child; and
- gives reassurance that she or he will take action.

The member of staff does not question the child. The staff member will report the disclosure to the Designated Safeguarding Lead on duty:

Staff DSL: Tina Horler/ Paola Maher/Helen Lewis.

Committee DSL: Cheryl Nichols

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 including noting events leading up to the disclosure.
- The exact words spoken by the child as far as possible.
- The name of the person to whom the concern was reported.
- The names of any other persons present at the time.

These records are signed and dated and kept in a separate confidential file.

If a child is in immediate danger or considered at risk of harm staff will immediately call First Response and/or the police.

If a disclosure is made by a child the Designated Officer or staff member will contact:

First Response Team

Telephone: 0845 4600 001 or 01296 383962 within 24hours

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Out of hours 0800 999 7677.

We will complete a Multi-Agency Referral Form (MARF) and follow the advice given.

Bumps and 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.

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 Buckinghamshire Safeguarding Children's Board (BSCB) 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 Buckinghamshire Safeguarding Children's Board (BSCB)

If a report is to be made to the authorities, we act within the Buckinghamshire Safeguarding Children's Board (BSCB) guidance in deciding whether we must inform the child's parents at the same time.

We allow investigation to be carried out with sensitivity. Staff in the Pre-school take care not to influence the outcome either through the way they speak to children or by asking leading questions of children.

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.
- We make clear to parents our roles and responsibilities in relation to child protection such as the reporting of concerns, information sharing, monitoring of the child and liaising with the local safeguarding team.,
- 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, local Children's Centre 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

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- Confidential records kept on a child are shared with the child's parents or those who have parental responsibility for the child only if appropriate under the guidance of the Buckinghamshire Safeguarding Children's Board (BSCB).
- With the proviso that the care and safety of the child is paramount, we do all in our power to support and work with the child's family.

Allegations of abuse against staff and volunteers

- We ensure that all parents know how to complain about the behaviour or actions of staff or volunteers within the setting, or anyone working on the premises occupied by the setting, which may include an allegation of abuse.
- We respond to any inappropriate behaviour displayed by members of staff, volunteer or any other persons working on the premises, which includes:
inappropriate sexual comments, excessive one-to-one attention beyond the requirements of their usual role and responsibilities, or inappropriate sharing of images.
- We follow the guidance of the Local Safeguarding Children Board and report to the Local Authority Designated officer (LADO) asap or within 24hours when responding to any complaint that a member of staff, or volunteer within the setting, or anyone working on the premises occupied by the setting, has abused a child.
- We ensure that all staff or volunteer know how to raise concerns about a member of staff or volunteer within the setting. We respond to any concerns raised by staff and volunteers who know how to escalate their concerns if they are not satisfied with our response
- We respond to any disclosure by children or staff that abuse by a member of staff or volunteer within the setting or anyone working on the premises occupied by the setting, may have taken, or is taking place, by first recording the details of any such alleged incident.
- We refer any such allegation immediately to the local authority's Local Authority Designated Officer and follow their advice.
- **LADO Telephone 01296 382070**
Ofsted Telephone 0300 123 1231 (within 14 days at the latest.)
- Where the management committee and Child Protection Authorities 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

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Should a member of staff or a volunteer be dismissed or resign from the Pre-school because of misconduct relating to a child, we would notify the Disclosure and Barring Service (DBS) and Ofsted so that individuals who pose a threat to children and vulnerable groups can be identified and barred from working with these groups.

Our Designated Officer on the Committee for dealing with any allegations against staff is Cheryl Nichols and our Chairman Rebecca Lewis

Planning

The layout of the room allows for constant supervision. Where children need to spend time away from the rest of the group, the door is left open, i.e. the toilets. Nappies are changed discreetly and in view of another adult. If a child needs to be changed into dry/clean clothes or helped with toileting a fully vetted member of staff will make other staff aware of their whereabouts and the toilet door remains open throughout the changing procedure. Any changing of wet/soiled clothes is recorded in a book with name of child, time, reason and member of staff name.

Curriculum

- We introduce key elements of child protection into our foundation stage curriculum, so that children may grow to be strong, resilient and listened to and can 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 each child'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 appropriate for the ages and stages of our children.

Prevent Duty.

As of 1st 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. **Tina Horler/ Paola Maher/ Helen Lewis**

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

The use of mobile phones and cameras at Pre-school

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- All staff members are reminded that mobile phones should be stored in the box in the kitchen or remain in their bag locked in the Managers cupboard. If they do need to use them they should ask permission from the Manager.
- 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.
- We 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.
- We ensure that we have 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.

Social Networking.

Marlow Bottom pre-school recognises that some employees may use the internet for personal purposes and may participate in social networking on sites such as Facebook and Twitter. Employees must ensure they do not breach the law or disclose any confidential information about the pre-school children or families.

This applies to all pre-school employees, members of the Committee, volunteers and students.

- They must not disclose any information that is confidential to the pre-school or any third party or disclose personal data or information about any individual child, colleague or service user which could be in breach of the Data Protection Act.
- They must not name or post photos of the children or their families, staff, committee members or the pre-school premises
- They must not make defamatory remarks about the setting, colleagues or service users.
- They must not misrepresent the pre-school by posting false or inaccurate statements.

Staff should not

- give their personal email details to children and parents who use the setting.
- Send social networking site "friend requests" to, or accept them from children or parents who use the setting.
- Failure to adhere to the rules and guidelines in this policy may be considered misconduct and could lead to disciplinary and/or criminal investigations.

Legal Framework

- 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)
- Childcare Act 2006
- Sexual Offences Act (2003)
- Criminal Justice and Court Services Act (2000)
- Equalities Act (2010)
- Data Protection Act (1998) Non Statutory Guidance
- Childcare (Disqualification) Regulations 2009
- Children and Families Act 2014
- Serious Crime Act 2015

Further guidance

- Working Together to Safeguard Children (2015)
- What to do if you're Worried a Child is Being Abused (DfE 2015))
- Framework for the Assessment of Children in Need and their Families (DoH 2000)
- The Common Assessment Framework for Children and Young People: A Guide for Practitioners (CWDC 2010)
- 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: Guidance for Practitioners providing Safeguarding Services (DfE 2015)
- Disclosure and Barring Service: www.gov.uk/disclosure-barring-service-check
- Keeping Children Safe in Education (2015)

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