



Kingsbury Episcopi Preschool

Child Protection Policy including a Staff Behaviour Policy.

Introduction

"Safeguarding and promoting the welfare of children is everyone's responsibility. Everyone who comes into contact with children and their families and carers has a role to play in safeguarding children. In order to fulfil this responsibility effectively, all professionals should make sure their approach is child-centred. This means that they should consider, at all times, what is in the best interests of the child."

Keeping Children Safe in Education 2016

Key commitments

- We are committed to building a 'culture of safety' in which children, young people and vulnerable adults are protected from abuse, harm in all areas of preschool.
- We are committed to responding promptly and appropriately to all incidents, allegations 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) and the Care Act 2014.
- We are committed to promoting awareness of child abuse throughout training and learning for practitioners and adults in preschool. We are also committed to empowering children through our early childhood curriculum, promoting their right to be strong, resilient and listened to.

Aims

- To raise awareness of all staff working with children of the importance of safeguarding and child protection
- To ensure that all parents are aware of how seriously the setting will deal with potential child protection, safeguarding or abuse situations, and the course of action the setting will take
- To ensure that all staff understand their responsibilities and are able to follow the correct procedures for both the potential identifying and reporting of abuse
- To ensure that staff are aware of the correct procedures to follow when dealing with an allegation against a member of staff
- To ensure effective multi agency working

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- To support children in their development to enable them to become strong communicators who are independent, confident and secure

The Child Protection Policy

As an early years provider preschool must have and implement a child protection and staff behaviour policy and have procedures to safeguard children. This policy has been written in line with the guidance and procedures of South West Child Protection Procedures and Somerset Safeguarding Children Board

<http://www.proceduresonline.com/swcpp/somerset/index.html> this is the link to the Somerset Safeguarding Children Board Manual of procedures that is only accessible online. We have signed up for an update alert service.

The policy follows the Early Years Foundation Stage (EYFS) Safeguarding and Welfare Requirements that are designed to help providers create high quality settings which are welcoming, safe and stimulating, and where children are able to enjoy learning and grow in confidence, and is based upon the three key commitments of the Pre-school Learning Alliance safeguarding children policy. This policy will support preschool to take all necessary steps to keep children safe and well, explaining what preschool must do to: safeguard children; ensure the suitability of adults who have contact with children; promote good health; manage behaviour; and maintain records, policies and procedures.

Key guidance informing this policy includes:

- Children Act 1989 and The Children Act 2004
- The Early Years Foundation Stage - Section 3 - The Safeguarding and Welfare Requirements
- Effective Support for Children and Families in Somerset - Thresholds for assessment and services 2016
- What to do if you are worried a child is being abused 2015
- Working Together to Safeguard Children 2018
- Child care act 2006; Protection of children act 2004
- Keeping Children Safe in Education 2018
- Serious accidents, injuries and deaths that registered providers must notify to Ofsted and local child protection agencies 2011
- Somerset Safeguarding Children Board website for information, guidance and protocols.
- Information Sharing - Advice for Practitioners providing safeguarding services to children, young people, parents and carers 2018

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- Safeguarding Vulnerable Groups Act 2006
- Disqualification under the Childcare Act 2006
- The Prevent Duty 2015
- Prevent Duty <https://www.gov.uk/government/publications/prevent-duty-guidance> and Prevent Resources www.somerset.gov.uk/prevent and www.somerset.gov.uk/channel
- Inspecting Safeguarding in early years, education and skills settings - published August 2016.
- Early years inspection handbook 2015
- Early Years Compliance Handbook 2016
- NSPCC website
- Guidance for safer working practice for those working with children and young people in education settings 2015

Preschool commitment

- Establish and maintain an ethos where children, families and children feel secure, are encouraged to talk and are listened to
- Ensure that the children (and their families/carers) know that there are adults in the preschool who they can approach if they are worried or are in difficulty
- Make every effort to establish effective working relationships with parents and colleagues from other agencies
- Take all reasonable measures to minimize the risk of harm to the children
- Address quickly and effectively, concerns about the welfare of a child, working in partnership with other agencies
- Ensure robust child protection arrangements are in place and part of the daily life of the preschool
- Promote children's health and safety both in and outside the preschool
- Promote safe working practice for staff and volunteers and challenge unsafe practice whenever it arises
- Ensure that the procedures are in place to deal with allegations of abuse against all staff including volunteers and that all staff are aware of these.
- Meet the medical and health needs of children with medical conditions
- Take all reasonable measure to ensure school site security and monitor who accesses the site
- Promote that everyone has the duty to safeguard children inside and outside school

The Designated Safeguarding Lead

The supervisor, Lis Black, is the Designated Safeguarding Lead (DSL) with lead responsibility for safeguarding within preschool. In the absence of the DSL the deputy supervisor Kirstie Lloyds is the Deputy Designated Safeguarding Lead. Practitioners at preschool are always

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able to contact either the DSL or deputy DSL for advice or to discuss safeguarding concerns even if that individual is not at preschool.

The DSL responsibilities include the following:

- Managing all child protection issues - the chair of committee leads on allegations against staff
- Take responsibility as the setting liaison between services for children attending that have a CP (Child Protection) or CIN (Child in Need) plan in place. To write the appropriate records and reports as requested and ensure confidentiality and security of all records and plans.
- To take the lead on safeguarding and child protection inductions for all new members of staff, students or volunteers.
- To provide support and advice to other members of staff following the correct protocols and procedures.
- To ensure all staff have current and relevant safeguarding and child protection training in place.
- To lead on early help assessments within the setting, liaising with the appropriate services as required.
- Work with staff to ensure there is a culture of listening to and taking account of each child within the setting.
- Instil the message that safeguarding and child protection are everyone's responsibility.

Safer recruitment

- Staff must disclose any convictions, cautions, court orders, reprimands and warnings that may affect their suitability to work with children (whether received before or during their employment at the setting).
- We maintain records about staff qualifications and the identity checks and vetting processes that have been completed (including the criminal records disclosure reference number, the date a disclosure was obtained and details of who obtained it).
- 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 requirements of EYFS in respect of references and DBS 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.
- Volunteers do not work unsupervised.

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- We have a duty to make a referral under the Safeguarding Vulnerable Groups Act 2006 to the Disclosure and Barring Service where a member of staff is dismissed or would have been, had the person not left preschool first because they have harmed a child or put a child at risk of harm.
- We ask staff and committee members each year to declare their continued suitability.
- All committee members must complete an EY2 form to notify Ofsted of their position on the committee and will undergo a DBS check. Volunteers remain under the supervision of staff members, a DBS check will be carried out on individuals who make a long term commitment to volunteering at preschool.

Induction and staff training.

- All staff, volunteers, committee members and parents are informed who has the role of Designated Safeguarding Lead.
- All staff understand that safeguarding is their responsibility
- All staff and volunteers understand their responsibilities in being alert to the signs of abuse and responsibility for referring any concerns to the designated safeguarding lead.
- All staff are given this policy to read after each annual policy review.
- Staff induction includes information about safeguarding, specifically their role in relation to this policy.
- Safeguarding children is a regular item for discussion at staff meetings and management committee meetings.
- The designated safeguarding lead and deputies are expected to have completed both the Introduction To and Working Together training and ensure their training is updated every two years.
- Other staff complete Basic Awareness training and this must be updated every three years.
- The DSL will provide staff and committee with updates on safeguarding and child protection as least annually
- The nominated person on the committee will also attend basic awareness training as appropriate (consideration will be given as committee members may have already received training through their job and be up to date).

Supervision

- Regular supervision of staff provides support, coaching and training for the member of staff whilst promoting the interests of the children.
- Supervision occurs during staff meetings, in one-to-one meetings between the supervisor and each staff member and following sessions or specific activities.
- Supervision supports the professional development of staff and feeds into the annual training programme.
- The supervisor receives supervision from the deputy supervisors and chair person of the committee.

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Managing allegations against staff and volunteers

If it is alleged that a member of staff or a volunteer has:

- 1) behaved in a way that has harmed a child, or may have harmed a child;
- 2) possibly committed a criminal offence against or related to a child; or
- 3) behaved towards a child or children in a way that indicates they may pose a risk of harm to children,

The criteria has been met for the DSL to **contact the LADO within 1 working day**. The referral should be made via Somerset Direct.

The setting **should not start any investigation** prior to speaking with the LADO who will advise them as to the correct process to follow.

The LADO's role is to provide advice and guidance, to liaise with the police and other agencies and to monitor the progress of the case to ensure it is dealt with as quickly as possible, following a consistent, thorough and fair process.

Ofsted will be informed of any allegations of serious harm or abuse by any person working or looking after the children at the premises (whether the allegations relate to harm or abuse committed on the premises or elsewhere). We will also notify Ofsted of the action taken in respect of the allegations. These notifications must be made as soon as is reasonably practicable and at least within 14 days of the allegations being made.

Mobile phones, cameras and digital devices.

- Preschool has a digital camera that is kept locked on the premises when not in use.
- Permission is sought from parents to take photos of the children for inclusion in their learning journeys and for use on the preschool website or face book page.
- Staff mobile phones are kept secured in staff bags etc. and out of use during session times
- During activities when parents and family have been invited, such as the nativity and sports day, they are encouraged to take photos and if they wish to share any photos on social media these should focus on their own child/children.
- At other times visitors are asked not to use their mobile phones or cameras
- The use of computer resources by the children is always observed and supervised by a member of staff.

Child protection

The 4 types of child abuse are categorised as: physical, emotional, sexual and neglect.

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The SSCB provides clear information on the definitions of child abuse and neglect that are accessible online

http://www.proceduresonline.com/swcpp/somerset/p_respond_abuse_neg.html#def_ch_abuse

We are also aware of and recognise other specific safeguarding issues, including:

Child sexual exploitation; female genital mutilation (there is a mandatory duty to report this to the police); bullying and cyber bullying; domestic violence; drugs; county lines; cuckooing; human trafficking; contextual safeguarding; fabricated or induced illness; faith abuse; forced marriage; gangs and youth violence; gender based violence/violence against women and girls; mental health; private fostering; preventing radicalisation; sexting; teenage relationship abuse; and trafficking.

In the event of unexplained and unplanned absences, for example, if there is a break in the child's normal attendance pattern with no explanation, preschool will make every effort to contact the family and ascertain the reason for non-attendance and share any concerns. A contact log should be kept of all attempts to make contact.

We are aware of the 'hidden harm' agenda concerning parents with drug and alcohol problems and consider other factors affecting parents' capacity and risk, such as social exclusion, domestic violence, radicalisation, mental or physical illness and parent's learning disability.

Responding to disclosures – guidance for staff

If a child makes a disclosure or allegation at the setting, it is very important that you:

- Stay calm and listen carefully.
- Reassure the child that they have done the right thing in telling you and that you believe them
- Does not question the child, although it is OK to ask questions for the purposes of clarification
- Reinforce that this is not their fault
- Do not make promises that you cannot keep
- Explain that you will need to tell other people in order to stop this happening
- DO NOT investigate or ask leading questions, encourage the child to use their own words
- Inform the DSL within the setting immediately / as soon as possible
- Only tell the people that it is necessary to inform
- Record on the appropriate form the child's name, address and date of birth. The time and date of the incident, what the child said, what you said and your observations of the child's behaviour and emotional state.

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- It is the DSL's responsibility to follow the appropriate procedures when considering the next steps

Reporting concerns

If you are worried about a child or young person who could be in danger please contact

- Children's Social Care on 0300 123 2224
- by email at childrens@somerset.gov.uk
- or the police

You can contact the police directly by dialling 101 and they will discuss with Children's Social Care what action should be taken. **In an emergency always contact the police by dialling 999.**

If you would like to speak to a social worker outside of office hours please phone the Emergency Duty Team (EDT) on 0300 123 23 27

The DSL must consider the level of need through use of the 'Effective support for children and families in Somerset threshold document'. The DSL can contact the First Response Team (CSC) through the designated leads consultation line to ask for advice if they are not sure the level of need is at level 3 complex or level 4 acute.

Further information on referrals can be found on the SSCB site

http://www.proceduresonline.com/swcpp/somerset/p_referrals.html

Informing parents

Concerns are normally discussed with parents to gain their view of events, unless it is felt that this may put the child at risk. Parents will be informed when we make a record of concerns in our safeguarding file and note any discussions we have with them regarding a concern. If a suspicion of abuse warrants referral to social care, parents are informed at the same time that the referral will be made, except where it is believed that the child may be placed at risk. If there is a possibility that advising a parent beforehand may place a child at greater risk the DSL should consider seeking advice from children's social care/Somerset Direct and should record the advice given.

Early Help

Providing Early Help is more effective in promoting the welfare of children and young people and their families than reacting later. Early Help means providing support as soon as a problem emerges, at any point in a child's life, from the foundation years through to the teenage years. At preschool we make every effort to build up trusting and supportive relationships with families so that the care and safety of the child can be paramount.

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The Early Help Assessment (EHA) is a simple, easy to use assessment, which captures all of a child/young person's and family's needs at the earliest opportunity, and with consent (without consent the Early Help Advice Hub will not be able to register the EHA). It is a shared tool which can be used by all agencies in Somerset who are delivering early help in a co-ordinated way, so that they understand and respond to the needs of children/young people.

It is a tool for practitioners to identify the needs of children/young people and their families and make 'request for services' involvement where required, if services already involved are not able to meet the identified needs. Early Help services can be found on the Professional Choices Website www.professionalchoices.org.uk

Prevent

Keeping Children Safe in Education 2015 places a duty on schools to prevent students from being drawn into terrorism according to the Counter-Terrorism and Security Act. Exposure of children to extremist ideology can hinder their social development and educational attainment alongside posing a very real risk that they could support or partake in an act of violence. Radicalisation of young people can be compared to grooming for sexual exploitation. Extremism can take several forms, including Islamist extremism and far-right extremism.

It appears a decision by a family or young person to become involved in violent extremism:

- May begin with a search for answers to questions about identity, faith and belonging
- May be driven by the desire for 'adventure' and excitement
- May be driven by a desire to enhance the self-esteem of the individual
- Is likely to involve identification with a charismatic individual and attraction to a group which can offer identity, social network and support
- Is likely to be fuelled by a sense of grievance that can be triggered by personal experiences of racism or discrimination

Recognising extremism - early indicators may include:

- Showing sympathy for extremist causes
- Glorifying violence
- Advocating messages similar to illegal organisations
- Out of character changes in dress, behaviour and peer relationships.

Reporting concerns

- Please refer to SCC Prevent team: prevent@somerset.gov.uk for support and advice
- Gather more information and consult The Effective Support document, (<http://sscb.safeguardingsomerset.org.uk/protocols-procedures-and-reviews/threshold-documents>) complete an Early Help Assessment and forward this assessment to the police Prevent Team. channelsw@avonandsomerset.pnn.police.uk
- You do not need consent to refer a case to the prevent team regardless of age
- For adults contact police prevent team on 01278 647466.

Staff behaviour

All staff and adults associated with preschool should behave in a manner that will safeguard both children and adults.

- Confidentiality - all staff are aware of their duty to maintain confidentiality regarding the children and their families as per the Confidentiality Policy. Staff are aware that issues relating to safeguarding and child protection need to be shared with other professionals and amongst the staff who are working directly with the child or family.
- Power and positions of trust - it is desirable that families and children attending preschool may view staff members as being able to provide information and guidance about child care. It is recognised that this position of trust amongst families and colleagues requires staff to give appropriate advice based upon up to date theory and monitored through supervision and clear communication between staff.
- Gifts, rewards and favouritism - it is recognised that families may wish to give small gifts to the preschool staff i.e. at Christmas or the end of the year; these gifts are given and received in an open manner. Staff are advised not to accept larger gifts or those that come with special conditions or requests; these should be reported to the supervisor who can discuss the issue with the family. Staff should not give individual children or families personal gifts.
- Dress and appearance - staff should wear clothes that allow them to engage in the range of activities that we offer the children (sporting activities; messy activities; in and outside or sitting on the floor). Clothing should be respectful and appropriate for meeting families and other professionals.
- Social networking - staff are aware that contact with preschool families through social networks should be conducted in the same manner as face to face contact. If staff have any concerns about contacts with families they should report this to the supervisor/DSL.
- Physical contact - staff are aware that physical contact with the children should be appropriate to their age and stage of development and context for each child i.e. comforting an upset or anxious child.
- Intimate care - it is recognised that the children attending preschool will need differing levels of help with personal care, staff should inform each other when they are helping children with the toilet or changing clothing. Lifting and handling of children can be avoided by using a changing mat on the floor if needed.
- Behaviour management -this is discussed at staff meetings and during supervision.

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Links to other policies

Accidents and incidents; Behaviour management; Confidentiality policy; Emergency closure and fire procedure; Food and drink policy; Health and safety policy; Medication policy; Missing child policy; Fees policy - non-attendance of children; Non collection of children policy; Whistle blowing policy

Online links

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

Prevent resources www.somerset.gov.uk/prevent www.somerset.gov.uk/channel

Information about managing allegations against staff or volunteers

<http://www.proceduresonline.com/swcpp/somerset/contents.html>

SSCB definitions of child abuse

http://www.proceduresonline.com/swcpp/somerset/p_respond_abuse_neg.html#def_ch_abuse

SSCB protocol for reporting concerns <http://www.somerset.gov.uk/childrens-services/safeguarding-children/report-a-child-at-risk/>

SSCB information about referrals

http://www.proceduresonline.com/swcpp/somerset/p_referrals.html

This policy was adopted by agreement of Kingsbury Episcopi Pre-school Committee

Signed on behalf of the pre-school _____

Name of signatory _____

Position _____

Date _____

This policy will be reviewed annually by the supervisor, DSL and chair person of the management committee.