



## ***Safeguarding and Welfare Requirement: Child Protection***

*Providers must have and implement a policy and procedures to safeguard children*

### **1.2 Safeguarding children and child protection**

#### **Policy statement**

Our setting will 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. Our safeguarding procedures ensure all staff are;

- Protecting children from maltreatment.
- Preventing the impairment of a child's development/health.
- Ensuring home life is consistent with the provision of safe and effective care.
- Ensuring all children exercise their rights to best outcomes irrespective of background and ability.

#### **Procedures**

- Pirton pre-school's designated safeguarding people (DSP) who co-ordinate child protection issues are:
  - Karen Illsley (Manager) and Karen Roberts (Assistant Manager)
- The Management Committee also complete Safeguarding training. Our Chair of Committee is point of contact should the DSP's both be absent from the setting.
- Management ensure all staff are trained to understand our safeguarding policies and procedures and that parents are made aware of them too.
- Any member of staff, including DSP's can refer to <http://hertsscb.proceduresonline.com/index.htm> for guidance (the Hertfordshire Safeguarding Children Board Inter Agency Child Protection Procedures manual can be found here).
- The designated persons understand Hertfordshire Safeguarding Children Board's (HSCB) safeguarding procedures, attend relevant HSCB training at least every two years and refresh their knowledge of safeguarding at least annually.
- All staff understand that Safeguarding is their responsibility.
- All staff have an up-to-date knowledge of safeguarding issues, are alert to the potential indicators and signs of abuse and neglect and understand their professional duty to ensure safeguarding and child protection concerns are

reported to the DSP. They receive updates on safeguarding at least annually.

- All staff are confident to ask questions in relation to any safeguarding concerns and know not to just take things at face value but to be respectfully sceptical.
- All staff understand the principles of early help (as defined in Working Together to Safeguard Children, July 2018) and are able to identify those children and families who may be in need of early help and enable them to access it. Non Urgent Early Help Advice can be sought on 01438 737511.
- All staff understand 'Keeping Children safe in education' Part 1 September 2018
- All staff understand HSCB thresholds of significant harm and understand how to access services for families, including for those families who are below the threshold for significant harm.
- Staff are aware of the Hertfordshire Safeguarding Board website where they can find advice and guidance – <http://hertsscb.proceduresonline.com/index.htm>
- All staff understand their responsibilities under the General Data Protection Regulations and the Data Protection Act 2018 and the circumstances under which they may share information about you and your child with other agencies.
- We will be transparent about how we lawfully process data.
- All staff understand how to escalate their concerns in the event that they feel either the local authority and/or their own organisation has not acted adequately to safeguard.
- All staff understand what the organisation expects of them in terms of their required behaviour and conduct, and follow our policies and procedures on positive behaviour, online safety (including use of cameras, tablets and mobile phones) and whistleblowing.
- Children have a key person to build a relationship with, and are supported to articulate any worries, concerns or complaints that they may have in an age appropriate way.
- All staff understand our policy on promoting positive behaviour and follow it in order to be positive role models and support children in understanding the expectations of their behaviour.
- Adequate and appropriate staffing resources are provided to meet the needs of children.
- Applicants for posts within the setting are clearly informed that the positions are exempt from the Rehabilitation of Offenders Act 1974.
- Enhanced criminal records and barred lists checks and other suitability checks are carried out for staff and volunteers prior to their post being confirmed, to ensure that no disqualified person or unsuitable person works at the setting or has access to the children.

- Where applications are rejected based on information disclosed, applicants have the right to know and to challenge incorrect information.
- Enhanced criminal records and barred lists checks are carried out on anyone working on the premises.
- Volunteers must:
  - be aged 17 or over;
  - be considered competent and responsible;
  - receive a robust induction and regular supervisory meetings;
  - be familiar with all the settings policies and procedures;
  - be fully checked for suitability if they are to have unsupervised access to the children at any time.
- Information is recorded about staff qualifications, and the identity checks and vetting processes that have been completed including:
  - the criminal records disclosure reference number;
  - the date the disclosure was obtained; and
  - details of who obtained it.
  - certificate of good conduct or equivalent where a UK DBS check is not appropriate

This information is collated on our Single Central Record (SCR)

- 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).
- Management will notify the Disclosure and Barring Service (DBS) of any person who is dismissed from our employment, or resigns in circumstances that would otherwise have led to dismissal for reasons of a child protection concern.
- Procedures are in place to record the details of visitors to the setting.
- Security steps are taken to ensure that staff have control over who comes into the setting so 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.
- Personal mobile phones are not used where children are present. Visitors are also made aware of this upon arrival.
- Any personal information is held securely and in line with data protection requirements (GDPR) and guidance from the Information commissioner's office.
- The designated person/people in the setting has responsibility for ensuring that there is an adequate e-safety policy in place.
- 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, that they are seen and signed by all relevant staff and that they are regularly reviewed and updated, in line with our health and safety policy.
- The designated officer will support the designated person to undertake their role adequately and offer advice, guidance, supervision and support.
- The designated person will inform the designated officer at the first opportunity of every significant safeguarding concern, however this should not delay any referrals being made to the children's services, the LADO, Ofsted or Riddor.
- Staff use tablets to record children's development and gather evidence for their learning journey. Pirton Pre School requires all staff members to sign an Electronic Device Agreement which clearly states the safeguarding measures required to be upheld.
- Children's development at Pirton Pre School is recorded electronically on a system called Tapestry. All parents are required to complete a Tapestry online agreement form before any data is inputted into the system.

Staff at Pirton pre-school 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). (A copy is held in the safeguarding folder) and the Care Act 2014.

### *Responding to suspicions of abuse*

- We acknowledge that abuse of children can take different forms - physical, emotional, and sexual, as well as neglect.
- We ensure that all staff have an understanding of the additional vulnerabilities that arise from special educational needs and/or disabilities, plus inequalities of race, gender, language, religion, sexual orientation or culture, and that these receive full consideration in relation to child, young person or vulnerable adult protection.
- 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 are aware of the 'hidden harm' agenda concerning parents with drug and alcohol problems and consider other factors affecting parental capacity

and risk, such as social exclusion, domestic violence, radicalisation, mental or physical illness and parent's learning disability.

- We are aware that children's vulnerability is potentially increased when they are privately fostered and when we know that a child is being cared for under a private fostering arrangement, we inform our local authority children's social care department.
- We are aware of other factors that affect children's vulnerability such as, abuse of children who have special educational needs and/or disabilities; 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 (FGM helpline 0800 028 3550) and radicalisation; that may affect, or may have affected, children and young people using our provision.
- In relation to radicalisation and extremism, we follow the Prevent Duty guidance for England and Wales published by the Home Office and HSCB procedures on responding to radicalisation.
- The designated person completes online Channel training, online Prevent training and attends local WRAP training where available to ensure they are familiar with the local protocol and procedures for responding to concerns about radicalisation.
- We are aware of the mandatory duty to report cases of Female Genital Mutilation to the police.
- 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.
- Where we believe that a child in our care or that is known to us may be affected by any of these factors we follow the procedures below for reporting child protection concerns and follow the HSCB procedures.
- Where such evidence is apparent, the child's key person makes a dated record of the details of the concern and discusses what to do with the member of staff who is acting as the 'designated person'. The information is stored on the child's personal file.
- In the event that a staff member or volunteer is unhappy with the decision made of the designated person in relation to whether to make a safeguarding referral they must follow escalation procedures.
- We refer concerns to the Children's services (contactable on 0300 123 4043) and co-operate fully in any subsequent investigation. NB In some cases this may mean the police or another agency identified by the Hertfordshire Safeguarding Children Board.
- We take care not to influence the outcome either through the way we speak to children or by asking questions of children.

- We take account of the need to protect young people aged 16-19 as defined by the Children Act 1989. This may include students or school children on work placement, young employees or young parents. Where abuse is suspected we follow the procedure for reporting any other child protection concerns. The views of the young person will always be taken into account, but the setting may override the young person's refusal to consent to share information if it feels that it is necessary to prevent a crime from being committed or intervene where one may have been, or to prevent harm to a child or adult. Sharing confidential information without consent is done only where not sharing it could be worse than the outcome of having shared it.
- We have a whistle blowing policy in place.
- Staff/volunteers know they can contact the NSPCC whistleblowing helpline on 0800 028 0285 if they feel that an organisation and/or local authority have not taken appropriate action to safeguard a child.
- Staff can also contact the Whistleblowing Charity 'Public Concern at Work' for advice on whistleblowing dilemma's on 020 7404 6609

### *Recording suspicions of abuse and disclosures*

- Where a child makes comments to a member of staff that give cause for concern (disclosure), or a member of staff observes signs or signals that give cause for concern, such as significant changes in behaviour; deterioration in general well-being; unexplained bruising, marks or signs of possible abuse or neglect; that member of staff:
  - listens to the child, offers reassurance and gives assurance that she or he will take action;
  - does not question the child;
  - makes a written record that forms an objective record of the observation or disclosure that includes: the date and time of the observation or the disclosure; the exact words spoken by the child as far as possible; the name of the person to whom the concern was reported, with the date and time; and the names of any other person present at the time.
- These records are signed and dated and kept in the child's personal file, which is kept securely and confidentially.
- The member of staff acting as the 'designated person' is informed of the issue at the earliest opportunity, and within 1 working day.
- The HSCB stipulates the process for recording and sharing concerns (Recognise, Respond and Refer) – we include those procedures alongside this procedure.

### *Making a referral to the Children's Services*

- We will contact the Children's Services on 0300 123 4043 and follow any advice given.
- A Child Protection Referral form is completed which can be found here <https://www.hertfordshire.gov.uk/media-library/documents/childrens-services/hscb/child-protection-referral-form.pdf>
- All records and documentation are kept and confidentially stored.

### *Escalation process*

- If we feel that a referral made has not been dealt with properly or that concerns are not being addressed or responded to, we will follow the HSCB escalation process.
- We will ensure that staff are aware of how to escalate concerns.

### *Informing parents*

- Parents are normally the first point of contact. Concerns are normally discussed with parents to gain their view of events, unless it is felt that this may put the child at risk, or interfere with the course of a police investigation. Advice will be sought from Children's Services if necessary on 0300 123 4043.
- Parents are informed when we make a record of concerns in their child's file and that we also make a note of any discussion 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 the guidance of the Hertfordshire Safeguarding Children Board does not allow this, for example, 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, (or interfere with a police response) the designated person should seek advice from Children's services (contactable on 0300 1234043), about whether or not to advise parents beforehand, and should record and follow the advice given.

### *Liaison with other agencies and multi agency working*

- We work within the Hertfordshire Safeguarding Children Board guidelines.
- The current version of 'What to do if you're worried a child is being abused and 'working together to safeguard children 2018' available for parents and staff and all staff are familiar with what they need to do if they have concerns along with a copy of 'Information Sharing' (July 2018)
- We have procedures for contacting the local authority regarding child protection issues and any concerns about children's welfare, including maintaining a list of names, addresses and telephone numbers of social

workers, to ensure that it is easy, in any emergency, for the setting and children's social care to work well together.

- We notify Ofsted of any incident or accident and any changes in our arrangements which may affect the well-being of children or where an allegation of abuse is made against a member of staff (whether the allegations relate to harm or abuse committed on our premises or elsewhere). Notifications to Ofsted are made as soon as is reasonably practicable, but at the latest within 14 days of the allegations being made.
- Contact details for the local National Society for the Prevention of Cruelty to Children (NSPCC) are also kept.

### *Allegations against staff and persons in position of trust*

- 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.
- All staff and anyone else working in the setting knows how to raise concerns that they may have about the conduct or behaviour of other people including staff/colleagues, in relation to Safeguarding.
- We respond to any inappropriate behaviour displayed by members of staff, volunteer or any other person 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 recognise and respond to allegations that a person who works with children has;
  - Behaved in a way that has harmed a child or may have harmed a child
  - Possibly committed a criminal offence against or related to a child
  - Behaved towards a child or children in a way that indicates that they pose a risk of harm to children
- We follow the guidance of the Hertfordshire Safeguarding Children Board 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 my/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.
- A 'Professional Referral Form to LADO' will be completed by the DSP.

- We will contact the Local Authority Designated Officer (LADO) to investigate and/or offer advice within one working day of the concern being raised on 01992 556986 (Mel Leicester-Evans).
- We also report any such alleged incident to Ofsted unless advised by LADO that this is unnecessary due to the incident not meeting the threshold, as well as what measures we have taken. We are aware that it is an offence not to do this.
- We co-operate entirely with any investigation carried out by Hertfordshire Local Authority in conjunction with the police.
- Where the management team and Local authority agree it is appropriate in the circumstances, the member of staff or volunteer will be suspended 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*

Where a member of staff or volunteer has been dismissed due to engaging in activities that caused concern for the safeguarding of children or vulnerable adults, we will notify the Disclosure and Barring Service of relevant information, so that individuals who pose a threat to children and vulnerable groups can be identified and barred from working with these groups.

### *Training*

- Training opportunities are sought for all adults involved in the setting to ensure that they are able to recognise the signs and signals of possible physical abuse, emotional abuse, sexual abuse, including child sexual exploitation, and neglect and that they are aware of the local authority guidelines for making referrals. We also provide training on extra familial threats such as radicalisation and grooming and Female Genital Mutilation.
- Designated persons receive appropriate training, as recommended by the HSCB, every two years and refresh their knowledge and skills at least annually.
- All staff receive training in accordance with that recommended by the HSCB.
- We ensure that all staff know the procedures for reporting and recording any concerns they may have about the provision.
- We ensure that all staff receive updates on safeguarding via emails, newsletters, online training and/or discussion at staff meetings at least once a year.

### *Planning*

- The layout of the rooms allows for constant supervision. No child is left alone with staff or volunteers in a one-to-one situation without being within sight and/or hearing of other staff or volunteers.

### *Curriculum*

- We introduce elements of keeping children safe into our daily routine to promote the personal, social and emotional development of all children, so that they may grow to be strong, resilient and listened to and so that they develop an understanding of why and how to keep safe.
- We create within the setting a culture of value and respect for individuals, having positive regard for children'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 developmentally appropriate for the children with the use of our golden rules and in line with our Valuing Diversity and Promoting Inclusion and Equality policy.

### *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 HSCB and in line with GDPR, Data Protection Act 2018, Working Together 2018 and Information Sharing 2018

### *Support to families*

- We believe in building trusting and supportive relationships with families, staff and volunteers.
- We make clear to parents our role and responsibilities in relation to child protection, such as for the reporting of concerns, information sharing, monitoring of the child, and liaising at all times with the HSCB.
- We will continue to welcome the child and the family whilst investigations are being made in relation to any alleged abuse.
- We follow the Child Protection Plan as set by the child's social care worker, if applicable, in relation to the setting's designated role and tasks in supporting that child and their family, subsequent to any investigation.
- We will engage with any child in need plan or early help plan as agreed.
- 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 Confidentiality and Client Access to Records procedure and only if appropriate under the guidance of the Hertfordshire Safeguarding Children Board.

## Legal framework

### *Primary legislation*

- Children Act (1989 s47)
- Protection of Children Act (1999)
- Data Protection Act (1998)
- General Date Protection Regulations (GDPR 2018)
- Working together to Safeguard Children (2018)
- Information Sharing 2018
- Keeping children safe in education 2018
- The Children Act (Every Child Matters) (2004)
- Safeguarding Vulnerable Groups Act (2006)
- Care Act (2014)
- Counter-Terrorism and Security Act (2015)
- 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

- What to do if you're Worried a Child is Being Abused (DfE 2015))
- Disclosure and Barring Service: [www.gov.uk/disclosure-barring-service-check](http://www.gov.uk/disclosure-barring-service-check)
- Inspecting Safeguarding in Early Years, Education and Skills Settings, (Ofsted, 2016)

<b><i>This policy was adopted at a meeting of Pirton Pre-School Committee.</i></b>	
Held on (date)	
Signed on behalf of the Management Committee / Proprietor	
Role of signatory (e.g. chairperson)	