



## **Safeguarding Children and Child Protection**

Bierton Pre School 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.

We are committed to building a 'culture of safety' in which children are protected from abuse and harm in all areas of our service delivery.

The Designated Safeguarding Officer (DSO), member of the management team who co-ordinates child protection issues is: **KATIE BRYANS - Manager**

We also have Designated Safeguarding Support Officers, members of staff who support this role or take the lead in the absence of the DSO: **NICKY ELMES and JENNY WOOD**

The Committee member who supports if necessary is: **SARAH HEARN - Chairperson**

All the above named staff undertake the relevant training for this role.

### **Staff and Volunteers**

- We ensure all staff are trained to understand our safeguarding policies and procedures and that parents are made aware of them too.
- All staff have up-to-date knowledge of safeguarding issues.
- We provide adequate and appropriate staffing resources to meet the needs of children.
- It will be made clear to any applicant for a post within pre school that the position is exempt from the Rehabilitation of Offenders Act 1974.
- Candidates are informed of the need for Bierton Pre School to carry out Enhanced Criminal Records check via the Disclosure and Barring Service (DBS).
- Where applicants are rejected because of obtaining information that has been disclosed, applicants have the right to know and challenge incorrect information.
- We abide by Ofsted requirements in respect of references and DBS checks for staff and volunteers, to ensure that no disqualified person or unsuitable person works at the setting or has access to the children.
- Volunteers do not work unsupervised.
- We inform all staff that they are expected to disclose any convictions, cautions, court orders, reprimands or warnings which may affect their suitability to work with children (whether received before or during employment with us).
- We abide by the Safeguarding Vulnerable Groups Act (2006) 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 a child protection concern.
- We record information 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.
- We have procedures for recording the details of visitors to the setting.
- We take security steps to ensure that we have control over who comes into the setting so that no unauthorised person has unsupervised access to the children.
- We take steps 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 are committed to responding promptly and appropriately to all incidents or concerns of abuse that may occur and to work with the statutory agencies.

### Responding to suspicions of abuse

- We acknowledge that abuse of children can take different forms – physical, emotional, sexual and neglect. Female Genital Mutilation, Child Sexual Exploitation, Domestic Violence and Peer on Peer abuse are also recognised as forms of abuse.
- When children are suffering from abuse, 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;
  - any reason to suspect neglect or abuse outside the setting.
- We take into account factors affecting parental capacity, such as social exclusion, domestic violence, parents drug or alcohol abuse, mental or physical illness or parent's learning disability.
- We are aware of other factors that affect children's vulnerability such as, peer on peer abuse, 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. Female Genital Mutilation, staff complete FGM Recognising and Preventing training. Radicalisation, that may affect, or may have affected, children and young people we come into contact with.
- Protecting children from the risk of radicalisation is seen as part of our wider safeguarding duties and is similar in nature to protecting children from other harms e.g. neglect, sexual exploitation. Our staff complete 'Prevent Awareness Training' as well as child protection training to support them in identifying children at risk of being drawn into terrorism and to challenge extremist ideas and know what procedures they must follow to support those at risk.
- 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 will follow the procedures for reporting child protection concerns.
- Where evidence is apparent, the child's key person or member of staff will make a dated record of the details of the concern which is then passed to the Designated Officer. This information is stored with the child's personal records.
- We refer concerns to the First Response Team (**01296 383962**) and co-operate fully in any subsequent investigation. In some cases, this may mean the police or another agency identified by Buckinghamshire Safeguarding Children Partnership (BSCP).
- We take care not to influence the outcome either through the way we speak to children or by asking questions of children.
- We take into account 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 we feel 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.

### **Recording suspicions of abuse and disclosures**

- Where a child makes comments to a member of staff that gives 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 he or she will take action.
  - does not question the child.
  - makes a written record that forms an objective record of the observation or the disclosure that includes: the date and time of the observation or 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 with the child's records, which is kept secure and confidential.
- The Designated Officer, Pre School Manager is informed of the issue immediately.
- Where the BSCP stipulates the process for recording and sharing concerns, we include those procedures alongside this procedure and follow the steps set down.

### **Informing parents**

- Parents are normally the first point of contact. We discuss concerns with parents to gain their view of events, unless we feel this may put the child in greater danger.
- We may contact First Response for advice/guidance, we will follow instructions given by them. A referral might be necessary. Parents will be informed by us if recommended by the First Response team.
- We would not inform parents when it is believed that the child may be placed in greater danger by doing so.
- This will usually be the case where the parent is the likely abuser. In these cases, the social workers will inform the parents.

### **Liaison with other agencies**

- We work within the Buckinghamshire Safeguarding Children Partnership (BSCP) guidelines.
- We refer to 'Working together to Safeguard Children' (July 2018).
- We have the current version of 'What to do if you're worried a child is being abused' available and ensure that all staff are familiar with what they need to do if they have concerns.
- We notify the registration authority (OFSTED) of any incident or accident and any other 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 least within 14 days of the allegations being made.
- Contact details for the National Society for the Prevention of Cruelty to Children (NSPCC) are available.

### **Allegations against staff**

- We ensure that all parents know how to complain about the behaviour or actions of staff or volunteers within the setting, which may include an allegation of abuse.
- We respond to any inappropriate behaviour displayed by members of staff or any other person working with the children, which includes:
  - inappropriate sexual comments.
  - excessive one-to-one attention beyond the requirements of their usual role and responsibilities.
  - inappropriate sharing of images.
- We follow the guidance of BSCP when responding to any complaint that a member of staff or volunteer within the setting has abused a child.
- We respond to any disclosure by children or staff that abuse by a member of staff or volunteer within the setting, may have taken, or is taking place, by first recording the details of any such alleged incident.
- We refer any such complaint immediately or within 24 hours, to the Local Authority Designated Officer (LADO) to investigate **(01296 382070)**. We also report any such alleged incident to Ofsted, within 14 days, 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 children's social care in conjunction with the police.
- Where the management team and children's social care agree it is appropriate in the circumstances, the chair person 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**

- 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 or vulnerable adults can be identified and barred from working with these groups.

We are committed to promoting awareness of child abuse issues throughout our training and learning programmes for staff and volunteers. We are also committed to empowering young children, through our early childhood curriculum, promoting their right to be strong, resilient and listened to.

### **Training**

- We seek out training opportunities for all adults involved in the setting to ensure that they are able to recognise the signs and signals of possible abuse, physical, emotional, sexual and neglect, also Female Genital Mutilation, Child Sexual Exploitation, Domestic Violence and peer on peer abuse. We ensure that they are aware of the local authority guidelines for making referrals.

- We ensure that designated persons receive training in accordance with that recommended by Buckinghamshire Safeguarding Children Partnership (BSCP).
- We ensure that all staff know the procedures for reporting and recording any concerns they may have about the provision.

### **Planning and curriculum**

- The layout of the room allows for constant supervision, excluding the toilet area, please refer to our Intimate Care Policy. If it becomes necessary for a child/children to be alone with a member of staff for example, supervising hand washing, assisting a child using the toilet or intimate care, that person must have had an Enhanced Criminal Records check via the Disclosure and Barring Service.
- We introduce key elements of keeping children safe into our planning to promote the personal, social and emotional development of all the children, so that they grow to be strong, resilient and listened to. That they develop an understanding of why and how to keep themselves 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.

### **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 local children's care team.
- We will follow the Child Protection Plan as set by the child's social care worker in relation to the setting's designated role and tasks in supporting that child and their family, subsequent to any investigation.
- 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 policy and only if appropriate under the guidance of Buckinghamshire Safeguarding Children Partnership.

### **Use of mobile phone and cameras**

- Please refer to separate policy.

### **Tapestry online learning journals**

- Please refer to separate policy.

<https://www.bucksscp.org.uk/parents-carers/>

<https://www.bucksscp.org.uk/professionals/>

<https://www.bucksscp.org.uk/concerned-about-child/>

Date: **01/10/2019**

Signed:.....

Name: **SARAH HEARN**

Role of signatory: **CHAIRPERSON**

Signed, all staff: