

ABC PRESCHOOL

Akeman Street Baptist Church, Akeman Street, Tring HP23 6AA : 07510 372073

SAFEGUARDING CHILDREN POLICY

Our setting will work with children, parents and the community to ensure the safety of children and to give them the very best start in life.

The **Key Commitments** of this Policy for Safeguarding Children are:

1. The Preschool is committed to building a 'culture of safety' in which children are protected from abuse and harm in all areas of the service we provide, to the best of our ability.
2. We are committed to responding promptly and appropriately to all incidents 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 are worried a child is being abused' DfES 2006.
3. We are committed to promoting awareness of child abuse issues to the children and families we care for and make it a focus of our training for our staff and volunteers.

Aims

- Creating an environment in our Preschool that encourages children to develop a positive self-image. Encouraging children to develop a sense of autonomy and independence.
- Enable children to have the self-confidence and the vocabulary to resist inappropriate approaches.
- Help children to establish and sustain satisfying relationships within their families, with peers, and with other adults.
- Work with parents to build their understanding of and commitment to the principles of safeguarding all our children.

The legal framework for this work is:

Primary legislation

- The Children Act 1989 - s 47
- The Protection of Children Act 1999
- Data Protection Act 1998
- The Children Act 2004 (Every Child Matters)
- The Children (NI) Order
- The Children (Scotland) Order
- Counter-Terrorism and Security Act 2015 Section 26

Guidance

- Working Together to Safeguard Children (revised 2006)
- What to Do if You are Worried a Child is Being Abused (revised 2006)
- The Framework for the Assessment of children in Need and Their Families (2000)
- The Common Assessment Framework (2005)
- The Prevent Duty – Guidance for Early Years Practitioners, Herts for Learning.

- The Prevent Duty, Departmental advice for schools and childcare providers: The Department for Education June 2015

Secondary Legislation

- Sexual Offences Act (2003)
- Criminal Justice and Court Services Act (2000)
- Human Rights Act (1999)
- Race Relations (Amendment) Act (2000)
- Race Relations (Amendment) Act (1976) Regulations
- Rehabilitation of Offenders Act 1974

Liaison with other bodies

- We work within the Local '**Safeguarding Children Board**' guidelines.
- We have a copy of '**What to do if you are worried a child is being abused**' for parents and staff and all staff are familiar with what to do if they have concerns.
- We have procedures for contacting the local authority on child protection issues, 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 social services to work well together.
- We notify the registration authority (Ofsted) of any incident or accident and any changes in our arrangements which may affect the wellbeing of children.
- Details of the local National Society for the Prevention of Cruelty to Children (NSPCC) contacts are also kept.
- If a referral is to be made to the local authority social care department, we act within the area's Safeguarding Children and Child Protection guidance in deciding whether we must inform the child's parents at the same time.

Method

We carry out the following procedures to ensure we meet the three key commitments of this policy.

Key Commitment 1

We are committed to building a 'culture of safety' in which children are protected from abuse and harm in all areas of the service we provide to the best of our ability.

Staffing and volunteering

- Our Designated Person who co-ordinates child protection issues is Gillian Brownell.
- Our Designated Person for Akeman Street Baptist Church is Brian Walshe.
- We provide adequate and appropriate staffing resources to meet the needs of children.
- We have a robust staffing and recruitment policy which sets out how we safeguard the children in our care by careful and considered recruitment.
- We abide by Ofsted requirements in respect of references and Disclosure and Barring Service (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 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 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 understand E-Safety issues (see separate policy) and work to protect children from harm which may result from inappropriate use of electronic data, storage and devices.

Key Commitment 2

We are committed to responding promptly and appropriately to all incidents 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 are worried a child is being abused' (DfES 2006).

Responding to suspicions of abuse:

- We acknowledge that abuse of children can take different forms - physical, emotional, and sexual, as well as neglect.
- When children are suffering from physical, sexual or emotional abuse, or may be experiencing neglect, this may be demonstrated through the things they say (direct or indirect disclosure) or through changes in their appearance, their behaviour, or their play.
- 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 setting Leader or manager who is acting as the 'Designated Person'. The information is stored in a confidential record book which can only be accessed by the Designated Person or on a need to know basis.
- Staff in the setting take care not to influence the outcome either through the way they speak to children or by asking questions of children.

Allegations against staff

- We ensure that all parents know how to complain about staff or volunteer action within the setting, which may include an allegation of abuse.
- We follow the guidance of the Local Safeguarding Children Board when responding to any complaint that a member of staff or volunteer has abused a child.
- We respond to any disclosure by children or staff that abuse by a member of staff may have taken, or is taking place, by first recording the details of any such alleged incident.
- We refer any such complaint immediately to the local authority's social service department to investigate.
- We co-operate entirely with any investigation carried out by social services in conjunction with the police.
- Our policy is to suspend the member of staff on full pay 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 a volunteer is dismissed from the setting or internally disciplined because of misconduct relating to a child, we notify the Department of Health administrators so that the name may be included on the List for the Protection of Children and Vulnerable Adults.

Staff who are dismissed for unsuitability

Independent Safeguarding Authority (ISA) - there is a legal requirement for employers to make a referral to the ISA of any staff they dismiss who are not suitable to work with children, eg they have

- 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; or
- behaved towards a child or children in a way that indicates he or she would pose a risk of harm if they work regularly or closely with children.

This will be in liaison with the Local Authority Designated Officer (LADO)

Key Commitment 3

We are committed to promoting awareness of child abuse issues to the children and families we care for and make it a focus of our training for our staff and volunteers.

Training

- We engage all our staff in a regular programme of training to ensure that they are able to recognise the signs and symptoms of possible physical abuse, emotional abuse, Female Genital Mutilation (FGM), sexual abuse and neglect and so that they are aware of the local authority guidelines for making referrals.
- We ensure that all staff know the procedures for reporting and recording their concerns in the setting.
- We keep abreast of changes in legislation, procedure and process and update our staff on a regular basis.

Planning

- The layout of the rooms allows for constant and proper supervision.
- We introduce key elements of child protection into our programme 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 our Preschool a culture of value and respect for the individual, 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.
- We build strong relationships with the parents and carers and provide the families with information on safeguarding children issues, including current E-Safety advice, and offer help and support when appropriate.

Disclosures

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

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

The member of staff does not question the child.

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.
- the exact words spoken by the child as far as possible.
- the name of the person to whom the concern was reported, with date and time.

- the names of any other person(s) present at the time.

These records are signed and dated and kept in the confidential file.

Making a referral to the local authority social care department.

- We make referrals using guidance in the booklet 'What to do if you are worried a child is being abused'. All members of staff are familiar with this process and the current guidelines are displayed on the Preschool notice board for easy access.

Informing parents

- Parents are normally the first point of contact unless this is deemed to be dangerous for the child.
- 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 Safeguarding Children Board 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 Local Safeguarding Children Board. Please see our confidentiality policy.

Support to families

- ABC Preschool believes in building trusting and supportive relationships with families, staff and volunteers in the group.
- Our Preschool makes clear to parents its role and responsibilities in relation to Safeguarding Children, such as for the reporting of concerns, providing information, monitoring of the child, and liaising at all times with the local social services department.
- We continue to welcome the child and the family whilst investigations are being made in relation to any alleged abuse.
- We will assist to the best of our abilities with any ongoing tasks aimed at supporting the child and the 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 procedure and only if appropriate under the guidance of the Local Safeguarding Children Board.

Key commitment 4:

We are committed to doing all we can to ensure children we care for are safe and are not vulnerable to being radicalised and drawn into extremist behaviour which could later lead to acts of terrorism. To do this we follow the Government's guidelines set out by the Department for Education in the Prevent Duty document which clarifies the key points as follows:

Terrorism is the use or threatened use of violence (terror) in order to achieve a political, religious, or ideological aim.

Extremism is defined as the individual, or group, going to extremes especially in political matters. The government has defined this within the Prevent Duty as "vocal or active opposition to fundamental **British Values**, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs."

Radicalisation refers to the process by which a person comes to support terrorism and forms of extremism leading to terrorism. During the process of radicalisation it is possible to intervene to prevent vulnerable people being drawn into terrorist-related activity.

We acknowledge that even very young children may be vulnerable to radicalisation by others, whether in the family or outside, and display concerning behaviour.

- We recognise that the Prevent duty does not require providers to carry out unnecessary intrusion into family life but as with any other safeguarding risk; they must take action when they observe any behaviour of concern.

We comply with the Prevent Duty by:

- Ensuring all staff carry out Prevent Duty on-line training and are supported at regular intervals – for example every three years.
- Ensuring staff are aware of what signs to look for in children and families which may suggest they are being radicalised and drawn into extremist behaviour.
- Understanding and promoting British values within our setting. The British values we promote are –
 - Democracy: making decisions together
 - Rule of law: understanding rules matter
 - Individual liberty: freedom for all
 - Mutual respect: treat others as you want to be treated

We handle any concerns we have in accordance with this safeguarding policy and procedures issued by Herts for Learning :

- The child's key person or person with the concern makes a dated record of the details of the concern and discusses what to do with the 'Designated Person'. The information is stored in a confidential record book which can only be accessed by the Designated Person or on a need to know basis.
- The Designated Person will ensure these concerns are recorded and will contact MASH (multi agency safeguarding hub) on the number shown below who will advise the appropriate action to be taken.
- Where risks of vulnerability to being drawn into terrorism are suspected or confirmed practitioners should make a referral to the PREVENT team at prevent@herts.pnn.police.uk using the Channel referral form available from the Designated Person.

List of Contact Names and Addresses/Telephone Numbers

Designated Person for Preschool	Gillian Brownell	07963 222485
Designated Person for Preschool	Kate Bater	07970 933342
Church Designated Person	Brian Walshe	07484 751869
Church Deputy Designated Person	Anna Washington	07889 741026
Hertfordshire Safeguarding Children Board	Office	01992 588285
Children, Schools and Families Child Protection Liaison Officer		0300 1234043
MASH (Multi Agency Safeguarding Hub)		01438 737511
Local Authority Designated Officer (LADO)		01992 555420
OFSTED	Helpline	0300 1231231
NSPCC Child Protection Helpline	24 hours	0808 800 5000
Childline		0800 1111
Childline Minicom (2.00 pm – 9.00 pm)		0800 400222
Thirtyone Eight (formerly CCPAS)	Greenbox Storage, College Rd, Swanley, BR8 7LT	0303 003 1111

Please also see our Confidentiality and E-Safety Policies