

## SAFEGUARDING CHILDREN & CHILD PROTECTION POLICY

### Safeguarding & Welfare Requirement: Child Protection

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

### POLICY STATEMENT

All members of staff at St Eval Pre-school work with children, parents / carers and the community to ensure the rights and safety of children and to give them the very best start in life. All members of staff are aware of their duty to safeguard and promote the welfare of children. Indeed, the protection of children is of paramount importance.

Designated Child Protection Coordinator:

Rachael Richards

Designated Child Protection Committee Member:

Safeguarding and promoting the welfare of children includes:

- Protecting children from maltreatment
- Preventing impairment of children's health or development
- Ensuring that children are growing up in circumstances consistent with the provision of safe and effective care
- Undertaking that role so as to enable those children to have optimum life chances and enter adulthood successfully
- Recognising & protecting children of risk of radicalisation in line with the PREVENT duty 2015

### Neglect

The persistent or severe neglect of a child which results in significant impairment of the child's health or development, such as:

- Failure to provide adequate food, clothing or shelter
- Failure to protect from physical or emotional harm
- Failure to meet the child's basic emotional needs
- Failure to ensure adequate supervision
- Failure to ensure access to appropriate medical care

### Physical Abuse

Deliberate or intended injury to a child, such as:

- Hitting, shaking, throwing, burning, scalding, drowning, suffocating, or poisoning
- Deliberate inducement of an illness

### Sexual Abuse & Child Sexual Exploitation

Actual or likely sexual exploitation, such as:

- Use of force or enticement to take part in sexual activity penetrative, or non-penetrative
- Involvement in non-contact activities such as looking at or making abusive images

- Encouraging children to watch sexual activities
- Encouraging children to behave in sexually inappropriate ways
- Any sexual activity with a child under the age of 16 (with or without agreement)

We are aware of the factors & the signs of sexual exploitation of children & their extended family members; such as unexplained absences, changes in mood etc. We also recognise the signs of Female Genital Mutilation.

## Emotional Abuse

Persistent or severe emotional ill treatment or rejection which adversely affects the child's emotional and behavioural development, such as:

- Conveying to a child that they are worthless, unloved or inadequate
- Overprotection, limiting exploration and learning preventing normal social interaction or imposing inappropriate expectations
- Causing a child to feel frightened or in danger by the witnessing of violence towards another person whether domestic or not

## Pre-school Learning Alliance Key Commitments

St Eval Pre-school adheres fully to the Pre-school Learning Alliance key commitments for safeguarding children. These are as follows:

1. To build a 'culture of safety' in which children are protected from abuse and harm in all areas of its service delivery.
2. To respond 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're worried a child is being abused' (HMG 2015).
3. To promote awareness of child abuse issues throughout its training and learning programmes for adults. It is also committed to empowering young children, through its early childhood curriculum, promoting their right to be strong, resilient and listened to.

## Aims

Our aims are to carry out this policy by promoting children's right to be strong, resilient and listened to by creating an environment in our pre-school that encourages children to develop a positive self-image, which includes their heritage arising from their colour and ethnicity, their languages spoken at home, their religious beliefs, cultural traditions and home background. We endeavour to promote children's right to be strong, resilient and listened to by encouraging children to develop a sense of autonomy and independence.

We encourage all children's right to be strong, resilient and listened to by enabling children to have the self-confidence and the vocabulary to resist inappropriate approaches. We support children to establish and sustain satisfying relationships within their families, with peers and with other adults. At St Eval Pre-school we work in partnership with parents to build their understanding of and commitment to the principles of safeguarding all our children.

## Liaison with Regulatory & Voluntary Organisations

- We notify the registration authority (Ofsted) of any incident or accident and any changes in our arrangements
- We work within the guidelines outlined by the Local Safeguarding Children Board and South West Child Protection Procedures
- We work in conjunction with the Social Services Team



- We have a copy of 'What to do if you are worried a child is being abused' for parents
- All staff are made aware of 'what to do' if they have concerns
- We have procedures for contacting the local authority on child protection issues
- We work together with Police Child Protection Team

If a referral is made to the local authority social services department the MARU, we act within the Local Safeguarding Children Board's guidance in deciding whether we must inform the child's parents at the same time.

## Methods

We are committed to building a 'culture of safety' in which children are protected from harm and abuse in all areas of its service delivery. 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're worried a child is being abused' (HMG 2015).

## Staffing and Volunteering

The safeguarding children & child protection co-ordinators are responsible for liaising with the local child protection agencies and Ofsted in any child protection situation. All other members of staff are aware of child protection issues and are aware of procedures that must be followed if they have concerns about the welfare of a child if the designated member of staff is absent.

We provide adequate and appropriate staffing resources to meet the needs of the children. At least two members of staff, one of whom is either the Manager or Deputy, are present when children are on the premises. Risk assessments are carried out to ensure children are not made vulnerable within any part of our premises, nor by any activity. Applicants for posts within the setting are clearly informed that the positions are exempt from the Rehabilitation of Offenders Act 1974. All applications must be on an official staff application form. We check identity and qualification documents when candidates come to interview. We ask to see documents confirming a candidate's current address. Where necessary, we ask to see work permit documentation. Candidates are informed of the need to carry out 'enhanced disclosure' checks with the Disclosure Barring Service before posts can be confirmed. We obtain two references for candidates, before the post is offered. Where applicants are rejection because of 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.

We keep a record of the following from DBS checks:

- Name of recipient
- Date of disclosure
- Type of disclosure
- Position in question
- Disclosure number

We ensure that our supply staff have an enhanced DBS check and that 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. Where a member of staff or a volunteer is dismissed from the pre-school or internally disciplined because of misconduct relating to a child, we notify the Department of Health administrations so that the name may be included on the List for the Protection of Children and Vulnerable Adults.



Visitors and volunteers are asked to record their time of arrival and time of departure in the Record of Visitor's log book, which is kept in the foyer. Visitors are asked to verify their identity, by a senior member of staff, before being permitted to enter 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. The main door of the pre-school is kept locked during session times and lunch club, and will only be unlocked by a senior member of staff. Parents sign and time the arrival and departure of their child/ren. All staff members record their times of arrival and departure.

## Children in our Setting

We keep full up to date records on all the children, this information is stored safely and confidentially – this information includes:

- Their full name(s)
- Address
- Gender
- Date of birth
- Name of person with parental responsibility

A copy of our Complaints Procedure & Safeguarding Children & Child Protection policy are kept in the foyer, and parents are made aware of their location.

The open plan layout of the classrooms allow for constant supervision of the children. Children are supervised at all times. If children need assistance with toileting, the toilet doors are left open and the child's dignity is respected. Adults have respect for children's privacy and personal space. We are aware that not all children choose to be cuddled, touched or picked up, and we respect their wishes. Children will not be spoken to aggressively or sarcastically.

## Responding to Suspicions of Abuse

We will respond to all suspicions of child abuse. We acknowledge that abuse of children can take different forms – physical, emotional, sexual and neglect. We recognise that children suffering from any form of abuse can demonstrate this through changes in their behaviour, or in their play. Where there is cause for concern the pre-school will investigate.

When a member of staff has concerns about a child's welfare, the staff member makes a dated record of the details of the concern and discusses what to do with the named Child Protection Officer. The information is stored in a confidential pupil Child Protection file.

We allow investigation to be carried out with sensitivity. Staff endeavour not to influence the outcome either through the way they speak to children or ask questions of children. We do not attempt to investigate the allegation of abuse. We also communicate with the child in a way appropriate to their age, understanding and preference.

## Disclosure by the Child

If a member of staff has direct disclosure from a child we will do the following:

- Listen to the child, be attentive, stay calm
- Do not make any promises that what has been said by the child can be kept secret
- Be reassuring and non-judgemental
- Keep an open mind
- Be careful not to question the child- just listen
- Explain what you are going to do next



- Explain that you will need to write down what has been said

## Observed Concerns

Staff will record the observation which has given cause for concern all notes are written up as soon as possible. The following will be recorded:

- Date, time, place and circumstances
- Who else was present, what was observed, what was said or did and concerns reported
- All notes signed and dated
- Concerns will reported immediately to the designated person

## Pre-existing Injuries

If a child arrives at the setting with a visible injury, Staff will record details of the injury on a Pre-existing injury form, which is signed by the member of staff and the parent or carer of the child. These forms are then kept in the child's personal file, in a locked filing cabinet. This form includes the following information:

- Child's name, date of birth and time of arrival at Pre-school
- A brief description of the injury and where possible how it was sustained
- Site of injury shown on a diagram
- Advisable action to be taken
- Any allergies the child may have to plasters
- Signatures of staff and parent or carer

## Reporting Suspicions of Abuse or Neglect

South West Child Protection Procedures	<a href="http://www.swcpp.org.uk">www.swcpp.org.uk</a>
Local Safeguarding Children Board	<a href="http://www.safechildren-cios.co.uk">www.safechildren-cios.co.uk</a>
Emergency Services	999 / 101
Devon and Cornwall Police	0845 777444

Multi Agency Referral Unit (MARU)	0300 1234 101
Children's Social Care - out of hours	01208 251300
Cornwall Safeguarding Children Unit	01872 254549

Suspicions of child abuse/neglect will be reported to one of the above. If a referral is made by telephone we will confirm this in writing within 48 hours. This should be acknowledged by social services within one working day. If not we will re-contact them after 3 days.

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 Boards 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. We will provide relevant information to social services or the police about the child or family members. 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.

The pre-school will continue to welcome the child and family whilst investigations are being made in relation to abuse in the home situation. 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 Local Safeguarding Children Board. With the proviso that the care and safety of the child is our first priority, we will do all we can to support and work with the child's family.



## Sharing Concerns with Parents & Carers

There will be many situations where concerns will be shared with parents or carers quite naturally. We will discuss concerns with the Referral and Assessment Team before making an official referral. A decision can then be made as to who should inform the parent. If we think that a child will suffer further harm if a parent is told about the referral, we will not inform them

## Exceptions to Sharing Concerns with Parents & Carers

- Where there is suspicion of sexual abuse in the family
- Possible organised abuse involving more than one child by another child
- Where the person who is alleged to have abused the child is known to be violent or where immediate action needs to be taken
- Where the situation is such that immediate action needs to be taken, for example where a parent cannot be contacted
- Where there is a real fear that the child would be removed immediately

In the above exceptions we will not contact parents or carers before contacting Children's Social Care.

## Allegations against a Staff Member

We ensure that all parents know how to make a complaint about staff or volunteers within the setting, which may include an allegation of abuse. We follow the guidance of the Local Safeguarding Children Board (LSCB) and the South West Child Protection Procedures when responding to any complaint that a member of staff, or a volunteer, or anyone working on the premises, has abused a child. Any allegations that a member of staff or a volunteer has abused a child are referred straight to the Manager. If the allegation is against the Manager, the referral is made to the Management Committee.

The Manager refers any such complaint immediately to the local authority's designated officer to investigate. In the event that the allegation of abuse is against the Manager, the Management Committee will make the referral, please see Allegations Against Staff or Volunteers Policy. We co-operate entirely with any investigation carried out by social services in conjunction with the police. We take advice from the local authority's Designated Officer regarding the issues of whether 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.

We report any alleged incidences to Ofsted and inform them of what action we have taken. We acknowledge that it is in offence not to do so.

LADO – [01872 326 536](tel:01872326536)

## 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.

## Support to Families

We believe in building trusting and supportive relationships with families, staff and volunteers in the setting. We make clear to parents our role and responsibilities in relation to child protection, such as for the reporting of concerns, providing information, monitoring of the child, and liaising at all times with the



local children's social care team. We will continue to welcome the child and family whilst investigations are being made in relation to alleged abuse.

We follow the Child Protection Plan as set by the child's social care worker in the relation to the setting's designated role and tasks in supporting the 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 and only if appropriate under the guidance of the Local Safeguarding Children Board.

## Disciplinary Action

Where a member of staff or a volunteer is dismissed from the pre-school or internally disciplined because of misconduct relating to the child, we notify the Independent Barring Board administrators so that the name may be included on the Protection of Children and Vulnerable Adults Barred List.

## Awareness

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

## Training

We are committed to promoting awareness of child abuse issues through seeking out training opportunities for all adults involved in the setting to enable them to recognise and respond to signs and signals of possible neglect or abuse and so that they are aware of the local authority guidelines for making referrals. We ensure that all staff know the procedure for reporting and recording their concerns in the setting.

The designated member of staff with responsibility for child protection receives training in inter-agency procedures in order to gain the knowledge and skills needed to fulfil their responsibilities. This should be refreshed at two yearly intervals. The responsibilities of the designated staff member include training other adults involved in the setting. We keep records of staff Child Protection training. Relief staff and volunteers are made aware of the setting's arrangements for child protection and their responsibilities.

## Curriculum

We introduce key elements of keeping children in our planning 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 understanding of why and how to keep safe.

We create within our setting a culture of value and respect for each child, 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 have an anti-bullying policy.

## Relevant Information for Staff

It is extremely important that all staff '[who need to know](#)' are informed if a child is on the child protection register, due to the size and the running practises of St Eval Pre-school it is generally the case that all members of staff are made aware of specific situations. It is important to be aware of who has parental responsibility for such children. This information can be found on the child's enrolment form. Events or discussions that involve any child protection issues should be recorded.



This policy is reviewed annually, next review date: APRIL

APPROVAL

Signature:

Name & Position: Rachael Richards -  
Manager

Date:

AGREED

Signature:

Name & Position: On behalf of the  
committee

Date:

