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# *SAFEGUARDING CHILDREN (“CHILD PROTECTION”) POLICY*

*We create an environment in which children are safe to play and learn, free from abuse. Any suspicion of abuse is promptly and appropriately responded to.*

*We meet children’s needs as individuals through observation, assessment and planning, working in partnership with parents/carers and with other professionals.*

*We encourage children to become independent and confident, promoting their right to be strong and resilient and to have their voice heard.*

*Our setting will work with children, parents and the community to ensure the rights and safety of children, young people and vulnerable adults.*

*There are three members of our ‘Child Protection Team’: two designated members of staff and one designated officer from the Management Committee. The designated persons are:-*

* *Nicola Davy, Pre-School Manager,*
* *Siobhan Morley, Deputy Pre-School Manager*
* *Committee member - see information board in the Pre-School entrance hall*

*This group is responsible for carrying out child protection procedures. The designated persons will have links with statutory organisations with regard to safeguarding children.*

* *Customer First (Social Care) 08088 004005*
* *Professional Consultation Line 0345 6061499*
* *Suffolk Police 01473 613500*
* *Ofsted 0300 123 1231*
* *Ofsted (complaints) 0300 123 1231*
* *LADO 0300 123 2044*

***The ‘Referral Flow Chart’ and telephone numbers for relevant authorities*** *are on display on the Pre-School Notice Board in the Pre-School entrance.*

***We adhere to the following legal frameworks:***

*Children Act 1989 Sections 17 and 47*

*Protection of Children Act 1999*

*Data Protection Act 1998*

*Children Act 2004*

*The Childcare Act 2006*

*Childcare Act 2016*

*The Protection of Vulnerable Groups Act 2006*

*The Sexual Offences Act 2000*

*Human Rights Act 1998/2000*

*Freedom of Information Act 2000*

*Race Relations Act 1996*

*Race Relations Amendment Act 2000*

*Sex Discrimination (Gender Reassignment) Regulations 1999*

*Rehabilitation of Offenders Act 1974*

*The Equality Act 2010*

*Working Together to safeguard Children 2015 guidance*

*Statutory framework for the early year’s foundation stage 2014*

*THE CHILDREN ACT 1989*

*General Data Protection Regulations (GDPR) (2018)*

*The Paramouncy Principle*

*The children and young people in our care are our first priority, not the needs of their parents/carers or the setting and its staff.*

***Guidance for this Policy:***

*What to do if you’re worried that a child is being abused (2015)*

*Framework for the Assessment of Children in Need and Their Families (2000)*

*Working Together to Safeguard Children 2015*

*Common Assessment Framework 2015*

*Information Sharing (2015)*

*Safeguarding Disabled Children. Practice Guidance (2009)*

*Recognised, Valued and Supported . Next Steps for Carers Strategy (2010)*

[*www.suffolkscb.org.uk*](http://www.suffolkscb.org.uk) *(Suffolk Safeguarding Children Board)*

[*www.doh.gov.uk*](http://www.doh.gov.uk) *(Department of Health)*

***Local Authority Designated Officers***

*West Suffolk, Bury St Edmunds (01284 758816)*

*South Suffolk, St Edmund House, Ipswich (01473 581871)*

*North Suffolk, Clapham House, Clapham Road, Lowestoft (01502 405097)*

***Prevent Duty***

*Call the local police or 101*

*The Department for Education has a dedicated telephone helpline (02073407264) to enable people to raise concerns regarding to extremism directly or in non-emergency situations they can E Mail;* counter.extreism@ed.gsi.gov.co.uk

***Parental Responsibility***

*The Children Act 1989 emphasises the role of parents/carers in the health and well-being of their children. It is a legal, not social, statute. In law, mothers automatically have parental responsibility, whilst birth fathers do not, unless they are married to the mother at the time of the birth, or the couple marry later. Alternatively:*

* *Birth fathers who were not married to the mother before December 2003 can apply to the family court; or*
* *Birth fathers who were not married to the mother after December 2003 can go with the birth mother to jointly register shared parental responsibility.*

*As childcare practitioners, we recognise that children are seen as persons in their own right and that the name on the birth certificate does not necessarily convey the legal status of parental responsibility. If we have to deal with a situation that arises when we are requested not to allow contact with a child, we will ask to see the legal documentation.*

***Legal Contact***

*Where an adult, other than the person with parental responsibility, has legal contact with a child Pre-School must be informed of this person/s name/s. This may be, for instance, as a result of parental separation or additional support being given to the parents/child. The Pre-School will need to see the legal documentation naming the person with legal contact.*

*If we are made aware a child has been privately fostered, we must inform social services within 28 days, this does not apply to a Grandparent.*

***Children’s rights and entitlements****.*

* *In line with the ‘Every Child Matters’ priority outcomes, we will strive to provide each child with an environment that is safe and healthy in which they can reach their full potential.*

* *The setting expects every adult and child to treat each other with respect and dignity. The needs of every child will be considered in respect of traditions, culture, disability and special educational needs. If a child is injured or treated inappropriately by another child then an Incident Form is completed and shared with the parent’s/carers of the child who has behaved inappropriately.*
* *All issues concerning discrimination, bullying and social isolation will be treated according to our Equality and Diversity Policy and Behaviour Management Policy.*
* *Children will be encouraged to develop independence through adult support in making choices and in finding names for their own feelings and acceptable ways to express them. This will enable children to have the self-confidence and vocabulary to resist inappropriate approaches.*
* *Pre-School recognises that early intervention is essential in supporting a child in need (see also Special Educational Needs Policy, Siobhan Morley is the SEN Coordinator).*
* *Development Matters in the Revised Early Years Foundation Stage (2012), will be used to support and promote children’s personal, social and emotional development*
* *Rigorous risk assessment procedures are in place to protect children from accidents and injuries. Children are supported to learn and play safely, exploring risk at a developmentally appropriate level. If a child has an accident/incident in Pre-School an Accident/incident Form is completed and shared with the child’s parents/carers at the end of the session.*
* *An adult who needs to take a child aside to talk about the child’s behaviour will remain in sight/hearing of another member of staff.*
* *The layout of the Pre-School will permit supervision of all children, whilst still allowing them to create some ‘private’ areas for themselves, such as ‘dens’.*

*Key commitment 1*

[We are/I am] committed to building a 'culture of safety' in which children, young people and vulnerable adults are protected from abuse and harm in all areas of our service delivery.

* [Group provision: Our designated person (a member of staff) who co-ordinates child, young person and vulnerable adult protection issues is:
* When the setting is open but the designated person is not on site, a suitably trained deputy is available at all times for staff to discuss safeguarding concerns.
* Our designated officer (a member of the management team) who oversees this work is:
* The designated person, the suitably trained deputy and the designated officer ensure they have relevant links with statutory and voluntary organisations with regard to safeguarding.
* The designated person (and the person who deputises for them) understands LSCB safeguarding procedures, attends relevant LSCB training at least every two years and refreshes their knowledge of safeguarding at least annually.]
* [Childminder: I am responsible for co-ordinating child, young person and adult protection issues and for liaison with statutory and voluntary organisations with regard to safeguarding.]
* [We/I] ensure all staff are trained to understand our safeguarding policies and procedures and that parents are made aware of them too.
* All staff have an up-to-date knowledge of safeguarding issues, are alert to potential indicators and signs of abuse and neglect and understand their professional duty to ensure safeguarding and child protection concerns are reported to the local authority children’s social care team or the NSPCC. 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 can be respectfully sceptical.
* All staff understand the principles of early help (as defined in *Working Together to Safeguard Children*, 2015) and are able to identify those children and families who may be in need of early help and enable them to access it.
* All staff understand LSCB thresholds of significant harm and understand how to access services for families, including for those families who are below the threshold for significant harm.
* All staff understand their responsibilities under the General Data Protection Regulations and the circumstances under which they may share information about you and your child with other agencies.
* 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 mobile phones), whistleblowing and dignity at work.
* 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 relation to children showing aggression towards other children.
* 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 living or 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;
* certificate of good conduct or equivalent where a UK DBS check is not appropriate;
* the date the disclosure was obtained; and
* details of who obtained it.
* 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).
* All staff and volunteers are required to notify us if anyone in their household (including family members, lodgers, partners etc.) has any relevant convictions, cautions, court orders, reprimands or warnings or has been barred from, or had registration refused or cancelled in relation to any childcare provision or have had orders made in relation to care of their children.
* [We/I] notify the Disclosure and Barring Service 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 [we/I] 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.
* Any personal information is held securely and in line with data protection requirements and guidance from the ICO.
* The designated person in the setting has responsibility for ensuring that there is an adequate online 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 children’s social care, the LADO, Ofsted or RIDDOR.

***DBS***

All staff (and volunteers who work on a regular basis) are subject to enhanced checks through the Disclosure and Barring Service. They are expected to register online with the DBS checking service used by Stonham Aspal Pre-School and provide 3 forms of ID required within two weeks of being offered a position. Login details for the service will be provided at the time of the job offer.

All new members of staff must subscribe to the update service. Any new committee member must subscribe to the DBS update service, if a committee member has been with us for more than three years and is not on the update service then there DBS must be renewed.

***Safeguarding children and child protection***

* *The ‘designated persons’ will make this Policy available to every new family at Pre-School so that they understand the Policy of Pre-School on child protection issues. parents/carers will be asked to sign to say they have read the Policy.*
* *Through the key person approach, staff will work sensitively with families to build relationships of trust and respect which will encourage understanding and avoid misunderstanding and alienation. Records, such as the Learning Journey, are shared regularly to develop a shared understanding of the child’s development and needs.*
* *Staff at Pre-School, especially the child’s key person, will strive to work with any agency involved in working with families that have been referred.*
* *The Pre-School maintains individual Accident Records, Incident Records, Medication Records and Records of Concern. These are confidential and secured in a locked cupboard.*
* *Pre-School will seek advice from Customer First and other agencies to ensure that no other child, family or member of staff is put in danger where a child’s family member has had an allegation of abuse made against them.*
* *The premises are secured and supervised so that no unauthorised person can gain access to the children.*
* *The settings complaints procedure is made available to all parents/carers.*
* *Staff, members of the Committee and parents/carers will be made aware of the names of the designated persons and of the process for ‘referral’, whether they approach the designated persons to refer a child or make an allegation against an adult, or go direct to Customer First using the Customer First telephone number.*
* *The Management Committee and Pre-School Staff are clearly aware of their duty to care for the children (through training and this Policy) and have put in place a procedure outlining what to do if allegations are made against Staff, Committee Members or Volunteers and Visitors. The procedure is stated in this Policy and on the ‘Referral Flow Chart’ on the Notice Board.*
* *Staff will use the ‘whistle blowing’ procedures if they become aware another member of staff is behaving inappropriately with the children (this includes sharing inappropriate images).*
* *The setting recognises that ‘children in care’ may have experienced traumatic situations and will support the child’s emotional wellbeing appropriately. Children who are fostered and still forming secure attachments will be offered appropriate settling in/transition and their social worker will be closely involved in the process, reviewing this as part of the child’s care plan.*
* *Adults will not be left alone with individual children or small groups or spend time with children out of sight of other adults, for long periods.*
* *Parents/carers visiting Pre-School with their child will be asked not to go to isolated areas, such as the toilets, without a supervising member of staff.*
* *Children will only be released into the care of individuals named by the parents/carers.*
* *If a child has been absent for more than 2 sessions and the parent/carer has not informed us, we will give them a curtesy call to find out why they have been absent. We record absences if a child has been absent for more than 2 sessions if we have not had a prior notice from a parent/carer.*
* *If a child is not collected at expected time or at close of setting times, the procedure laid out in the Non Collection of Children Policy should be followed. Ensuring that two staff members are with the child in setting, not alone or taken to a staff member’s home, and that contact is continually sought with the child’s parents and emergency contacts. Customer first to be called when no contact can be made, full written account made of the situation and Ofsted should be notified if a child needs to be taken into social services’ care for non collection.*

***Suffolk Signs of Safety and Wellbeing***

*Suffolk Signs of Safety and Wellbeing is paramount at Stonham Aspal Pre-School. In the signs of safety, the child is the central part of the whole family. We will use the three houses to capture the child’s views.*

* *We will find out what the physical barriers are, we will listen to the child, what are they worried about*
* *We will take into consideration their thoughts and feelings, their physical wellbeing, what is working well for the child*
* *We assess what needs to happen to help the child move a little closer to achieving their goal*

***Use of Electronic Devices***

***Mobile Phones***

*We are aware of instances when mobile phones with cameras have been used to photograph children inappropriately. Therefore, staff and visitors must sign to say they have placed their mobile phones with cameras in the tin provided; this will be kept in the office in a locked filing cabinet. The Pre-School landline number can be given to relevant family members and friends for emergency contact use.*

*Whilst on trips, staff will carry personal mobile phones with them but only to enable them to keep in touch with each other.*

*Staff will not give out their personal phone number to parents/carers unless there is an acknowledged agreement with the Pre-School. In such cases phone numbers will be deleted once the reason for having them has passed.*

* ***Cameras and Electronic Devices***

*We are aware that photographing children inappropriately is a form of abuse.*

*The Pre-School camera or tablet will be used to take photographs of a child for their Learning Journey, for our term books or display and for promotional mediums such as the Pre-School’s website, brochures and postcards. Consent is sought upon registration and parents/carers sign the pre-school permission form to acknowledge this. A full explanation is in the Photography Policy. Cameras/tablet will not be taken into the toilet area when children are present in Pre-School. It is not permissible for parents/carers to use their own camera when visiting the setting, apart from occasions such as the Christmas Play, when separate permission is sought from all parents/carers.*

*The Pre-School tablet is accessed through a secure password so children cannot gain access to the internet. Any wifi capable defence will be disconnected when not in use. Any electronic device will always be monitored by a member of staff.*

*Personal cameras which belong to staff will not be used to take any pictures of children in Pre-School.*

***Photography Statement:***

***Special Events***

*We seek all parents’ consent for their child to be photographed as part of a group by*

*Parents/carers whilst on a trip or other special event i.e. Christmas Play. Where*

*there is an objection parents/carer will be informed that no photographs may be taken. Please see photography and filming policy. Where photographs are permissible parents/carers are informed they must not put Pre-School photographs on any social network sites or in any other public domain.*

*We will ask parents/carers to sign to say we can keep their child’s photograph in the Pre-School’s photograph albums once they have moved on to their next setting.*

*We seek parent’s/carers permission for their child to appear in the background of another child’s photograph which is to be used in their Learning Journey.*

***Social Networking Sites and the Internet***

*Staff members, committee members and volunteers are to be made aware of relevant policies and procedures in place to manage online behaviour and sensitive data and information management in order to reduce risk of online abuse. Staff using social networking sites shall make no reference to Stonham Aspal Pre-School (Refer to Social Networking Policy). They are aware of their responsibility to the safeguarding of all children and understand the procedures to be followed where they become aware of a first, second or third-party disclosure through a social networking site. Staff are made aware of the disciplinary and grievance procedures with regard to inappropriate access to information on the internet with regard to abuse of children. Procedures to follow if an adult connected to Pre-School is accused of child abuse are contained in this Policy.*

*Staff are aware of confidentiality, any breach in social networking sites/internet subject to disciplinary.*

***Baby Sitting***

*Any member of staff and parent/carer who agrees to babysit for parents/carers children who they care for in Pre-School will sign a Pre-School agreement that they will not discuss any child in the setting with the parent.*

*Suitability to work with children*

*Parents/carers, students on work placements must sign the suitability to work with children agreement. This is for the persons to sign to say they have not had a caution or conviction against them.*

***Information Sharing***

* *Staff will gain informed consent from the person with parental responsibility to share confidential information. We will explain the purpose of sharing the information, how the information will be shared, who the information will be shared with, how the information will be stored and for how long. The conversation/meetings will be dated and recorded in the child’s Record of Concern.*
* *Where a family does not agree to Pre-School sharing information with other agencies, this will be respected unless Pre-School feels a satisfactory explanation for the child’s ‘condition’ has not been given, in which case Pre-School will seek advice from Customer First/Professional Consultation Line and consider how the child’s needs will be met.*
* *Any relevant information collected will be accurately recorded, dated and signed and shared only with those who ‘the designated persons’ deem ‘need to know’ i.e., staff at Pre-School. It will always be stored in the child’s confidential Record of Concern and locked in a secure cabinet. Only the key people involved will have access to the Record of Concern. Open Records of Concern will be passed by hand or sent by recorded delivery, to the child’s next setting, and we will keep a copy. Closed Records of Concern will be stored securely at Pre-School indefinitely.*
* *Where it is decided that referral is not necessary, a report, explaining the reasons why, will be signed and dated and kept with the closed Record of Concern.*
* *If we are sharing data outside the EU i.e. an American Base, we will check protocol with the Access Team at Customer First.*
* *Staff will always be willing to work in an ‘inter-agency’ approach that will ensure continuity of care and prevent harm to the child. Where the child is on the Child Protection Plan, staff (especially the child’s key person) will work closely with agencies involved.*

***The setting may share information without consent when:-***

* *it safeguards the child from abuse or neglect*
* *it safeguards the child from harming themselves or others*
* *it is a medical emergency (parents/carers are asked to give permission for emergency medical treatment upon registration)*
* *information is requested by the Police, the Court or Social Care (not Solicitors or local authority)*
* *a crime is committed (not reporting a crime could be seen as colluding)*

*We will always keep a record of the decision to share information or not, and why this decision is made*

***RESPONDING APPROPRIATELY AND RECORDING INCIDENTS WHEN CONCERNED ABOUT A CHILD’S WELFARE:***

*See Appendix A for signs of neglect and abuse.*

*The system of recording incidents and referral (see ‘Flowchart for Referral’) will be posted on the Notice Board so that all adults can access it, along with the relevant telephone numbers to use if they are concerned about a child and need to contact Customer First directly.*

*The names of the designated persons for safeguarding children are listed at the beginning of this policy. Incidents regarding children’s welfare should be reported to the officer who is most senior and appropriate.*

* *A parent/carer can report abuse or neglect of their own child (first party) to Customer First. They can record and share without consent. We (the practitioner) can direct them to the Referral Flow Chart and offer the booklet ‘What to do if you are concerned about a child’. The information shared with us (the practitioner) should be recorded, dated and signed.*
* *We (the practitioner, second party) can record abuse and share information without consent with Customer First when we have either observed abuse or neglect, or a child has made a disclosure to us. The recorded information will be dated and signed. A Record of Concern will be opened and a Multi-Agency Referral Form completed.*
* *Anyone else (i.e. another parent/carer, neighbour etc., third party) can record/report abuse that they have observed directly to Customer First. In this case, if they share information with us, we must record (sign and date) what action is being taken by us (i.e. directing the person to the Referral Flow Chart and ‘What to do if you are concerned about a child’)*
	+ *If a child arrives at Pre-School with an injury (i.e. a bruise or cut) the parent/care are asked to complete an ‘Outside Pre-School Incident/Accident form’.*
	+ *When a disclosure is made by a child an accurate record will be made, signed and dated and placed in a Record of Concern.*
	+ *The child will be listened to but not questioned, and the member of staff will be offered emotional support from the designated persons who will use their professional judgement to decide on the appropriate course of action. Members of staff should use the ‘body map’ picture to record bruising or physical abuse accurately. This should be signed, timed and dated.*
	+ *If it is considered the child may be in imminent danger of abuse the child will not be released into the care of the parents or carers. The ‘designated person’ will contact Customer First and the Police for support. Actions will be recorded, dated and signed. Any written reports will be passed on to Customer First where an allegation of serious abuse is made, within the same day. A Multi-Agency Referral Form will be completed and sent by secure email (We will phone Customer First to let them know we have sent a referral form to them).*
	+ *Those members of staff involved in cases with a Record of Concern will be prepared to be part of a core group and attend case conferences, share information and continue their work with the family when specific issues have been identified.*
	+ *A Record of Concern must be kept in date order in a confidential file separate to other records. Such records will be kept in a locked cabinet and available only to those directly involved, and at the ‘designated person’s’ professional judgement (see Sharing Information).*
	+ *Providing it is not considered that sharing information with parents or carers will put the child at risk (see Information Sharing paragraph above), staff will meet with the child’s parents or carers to discuss their concerns.*
	+ *A Common Assessment Framework form will be completed with the family to support and empower parents to meet a child’s needs. We can fill out a pre-assessment checklist to see if a child and their family need to fill in a Common Assessment Framework form. This is a preventative measure and not a response to abuse or neglect.*
	+ *Staff will seek advice from Customer First Department/Professional Consultation Line where they are concerned about the best course of action.*
	+ *Allegations of abuse of children will be reported to Ofsted and Suffolk Safeguarding Children Board on the same day the allegations are made.*
	+ *All concerns and investigations will remain confidential, shared only by those who need to know, usually the ‘designated persons’. Staff or adults involved in the concerns will keep the information confidential (See Confidentiality Policy).*

***SAFE RECRUITMENT AND TRAINING:***

* *It will be made clear to applicants for posts within the Pre-School, that any position is exempt from the provisions of the Rehabilitation of Offenders Act 1974.*
* *All applicants who work within the Pre-School, whether voluntary or paid, will be interviewed before an appointment is made and will be asked to provide at least two references. All such references will be followed up. In the case of applicants with unexplained gaps in their employment history, or who have moved rapidly from one job to another, explanations will be sought. Applicants who are rejected have the right to approach Pre-School for an explanation.*
* *Staff will be inducted and trained in Child Protection procedures and made aware of the definitions of abuse and neglect (see Appendix A). During the induction process new members of staff sign to say they have read and understood this policy.*
* *New staff complete a probationary period of 4 months. A probationary period will not be confirmed unless the Pre-School is confident that the applicant can be safely entrusted with children.*
* *Good practice is maintained through staff appraisal, supervision, peer observations, regular staff meetings, training and appropriate child to adult ratios.*
* *Staff and the designated officer from the Committee will attend Safeguarding Children training at the appropriate level, as soon as possible after their recruitment, and repeat this every three years along with any other relevant training. Senior members of staff will update their safeguarding training to their role at pre-school. Committee Members and parents/carers are also able to access this training.*
* *To avoid the possibility of known abusers being employed all staff currently working at the Pre-School (both paid and voluntary) undergo an enhanced Disclosure and Barring Service (DBS) check either undertaken by Ofsted or the Pre-School’s agent. All new DBS checks will then use the update service.*
* *Students on placement will be required to have a current DBS from their College /University, if they do not then we will require them to do a DBS if they are with us for longer than 3 weeks.*
* *All members of staff will be requested to sign a statement at their annual appraisal confirming that they have not been convicted, or had allegations made against them, of child abuse. Parents/carers who help on an occasional basis will also be asked to sign this statement.*
* *Adults who have not been registered as fit persons (or are not familiar to the children) will not take children to the toilet, change nappies, change clothing or be left alone, out of sight of another adult, with a child or group of children.*
* *Students on work experience placements will be able to help children with intimate care under the supervision of a member of staff. Students will never be left alone with individuals or a group, and will be supervised to ensure appropriate conduct.*
* *This Policy will be reviewed by Staff once a year at a Staff Meeting.*
* *This Policy will be reviewed by the Management Committee on an annual basis or more often if changes occur at Pre-School or if there is new legislation.*

***ALLEGATIONS OF ABUSE MADE AGAINST A MEMBER OF STAFF***

* *Allegations of abuse (see Appendix A) made against a member of staff should be reported to the ‘designated person, Nicola Davy (Pre-School Manager), Siobhan Morley (Deputy Pre-School Manager) or the ‘designated person’ on the Management Committee depending on who is most senior and appropriate in the circumstances. Allegations of abuse can also be made directly to Customer First using the Customer First telephone number.*
* *The designated person, will contact the LADO (local authority designated officer) informing them of the allegation. The LADO will call a strategy meeting and inform the setting of what they should do. The address is Clapham House, Clapham Road, Lowestoft, Tel. 01502 405097.*
* *The designated person will then refer the child involved to Customer First to protect or support them.*
* *The designated person will inform Ofsted.*
* *Before suspending the member of staff, the designated person will contact the IAA (Information, Advice, Assist) at Suffolk Families Information Service (0845 60 800 33) for advice.*
* *A signed, dated and timed record will be made of the allegation if it is made verbally. Records will be kept securely by ‘the designated person’.*
* *A member of staff who has had an allegation made against them will not make any contact with the concerned parties.*
* *We recognise the importance of not interfering in any investigation by social care or the police.*
* ***Confidentiality*** *will be observed at all times and only those people directly involved in the situation, i.e., the family of the child, the ‘designated person’ and authorities will be informed.*
* *Where staff have been suspended they will only be reinstated if allegations have been investigated and are found to be incorrect.*
* *Where the allegation is deemed to be misconduct by the designated persons, the settings Disciplinary Procedures will be put in place (see Employment Policy). Where a member of staff or a volunteer is dismissed from the setting because of misconduct relating to a child, we will notify Suffolk Safeguarding Children Board and OFSTED.*

***ALLEGATIONS OF ABUSE MADE AGAINST A MEMBER OF THE COMMITTEE***

* *Allegations of abuse (see Appendix A) made against a member of the committee should be reported to ‘the designated persons’, Nicola Davy (Pre-School Leader), Siobhan Morley(Deputy Pre-School Manager, or the designated person with responsibility for Safeguarding Children on the Management Committee depending on who is the most appropriate in the circumstances. Allegations of abuse can also be made directly to Customer First using the Customer First telephone number.*
* *The designated person will contact the LADO (local authority designated officer) within 24 hours of the allegation who will call a strategy meeting and inform the setting of what they should do. The address is Clapham House, Clapham Road, Lowestoft, Tel. 01502 405097.*
* *Customer First will be contacted about the child so that they can be referred for support and the setting will inform them that they have contacted the LADO.*
* *The designated person will inform Ofsted.*
* *A signed and dated (and timed) record will be made of the allegation if it is made verbally. Records will be kept securely by the ‘designated person’.*
* *The adult who has had an allegation made against them will not make any contact with concerned parties.*
* *Before suspending the member of the committee the designated person will contact the IAA at Suffolk Families Information Service (0845 60 800 33) for advice.*
* *We recognise the importance of not interfering in any investigation by social care or the police.*
* ***Confidentiality*** *will be observed at all times and only those people directly involved in the situation, i.e. the family of the child, the ‘designated officer’ and authorities (i.e., Police, Social Care and Ofsted) will be informed.*
* *Committee members will only be reinstated if allegations have been investigated and are found to be incorrect.*

***ALLEGATIONS OF ABUSE MADE AGAINST A VOLUNTEER OR VISITOR***

* *Allegations of abuse (see Appendix A) made against a volunteer or visitor should be reported to Nicola Davy (Pre-School Leader) as the ‘designated person’, Siobhan Morley (Deputy Pre-School Manager) or the designated person for Safeguarding Children on the Management Committee, depending on who is the most appropriate in the circumstances. Allegations of abuse can also be made directly to Customer First using the Customer First telephone number.*
* *The designated person at Pre-School will contact the LADO (local authority designated officer) within 24 hours of the allegation who will call a strategy meeting and inform the setting of what they should do. The address is Clapham House, Clapham Road, Lowestoft, Tel. 01502 405097.*
* *Customer First will be contacted about the child so that they can be referred for support and the setting will inform them that they have contacted the LADO.*
* *The designated person will inform Ofsted.*
	+ *A record which is signed and dated with the time will be made of any allegation if it is made verbally. Records will be kept securely by the ‘designated officer/person’.*
	+ *Before suspending the volunteer/visitor the designated person will contact the IAA at Suffolk Families Information Service (0845 60 800 33) for advice.*
	+ *The adult who has had an allegation made against them will not make any contact with concerned parties.*

* + *We recognise the importance of not interfering in any investigation by child protection authorities or the police.*
	+ ***Confidentiality*** *will be observed at all times and only those people directly involved in the situation, i.e. the family of the child, the ‘designated officer’ and authorities will be informed.*
	+ *The volunteer or visitor will only be able to attend Pre-School again if allegations have been investigated and are found to be incorrect.*

***Links into other policies:***

*Special Educational Needs Policy*

*Equality and Diversity Policy*

*Alcohol and Drugs Policy*

*Lost Child on an Outing*

*Lost Child in Pre-School*

*Trips Policy*

*Health and Safety Policy*

*Behaviour Management Policy*

*Working in Partnership with Parents*

*Settling in Transitions*

*Social Networking*

*Complaints*

*Confidentiality*

*Documentation*

*Non collection of Children*

*Employment*

 *The Learning Environment*

 *Photography Policy*

*Through this policy we promote the five Every Child Matters Priority Outcomes:*

* *Stay Safe*
* *Being Healthy*
* *Enjoy and Achieve*
* *Make a Positive Contribution*
* *Achieve Economic Well-being*

***Responsibility:***

* *Stonham Aspal Pre-School will ensure that all staff, parents/carers, volunteers and others involved in its work will follow and implement this policy.*
* *The managerial responsibility for this policy will lie with the Stonham Aspal Pre-School management committee and staff team.*
* *This Safeguarding Children Policy (“Child Protection”) will be evaluated and reviewed by the management committee. Staff contribute on an annual basis and parents/carers will also be invited to contribute.*
* *We will listen to children’s points of view and consider this when making and reviewing policies.*

***This Safeguarding Children (“Child Protection”) Policy was adopted at a meeting of the Stonham Aspal Pre-School Committee***

|  |  |
| --- | --- |
| ***Date*** | ***June 2018*** |
| ***To be reviewed again by:*** | ***June 2019*** |
| ***Chairperson signature*** |  |
| ***Pre-School leader signature*** |  |

Stonham Aspal Pre-School is committed to safeguarding and promoting the welfare of children and young people. We expect all staff, visitors and volunteers to share this commitment.

Appendix A

Abuse and neglect are forms of maltreatment – a person may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children and young people may be abused in a family or in an institutional or community setting; by those known to them or, more rarely, by a stranger.

**Physical Abuse** may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.

**Emotional Abuse** is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child’s emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only in so far as they meet the needs of another person. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the child’s developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying, causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

**Sexual Abuse** involves forcing or enticing a child or young person to take part in sexual activities, including prostitution, whether or not the child is aware of what is happening. The activities may involve physical contact, including penetrative (e.g. rape, buggery or oral sex) or non-penetrative acts. They may include non-contact activities, such as involving children in looking at, or in the production of, sexual on-line images, watching sexual activities, or encouraging children to behave in sexually inappropriate ways.

**Neglect** is the persistent failure to meet a child’s basic physical and/or psychological needs, likely to result in the serious impairment of the child’s health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born it may involve a parent failing to:

* + - provide adequate food, clothing and shelter (including exclusion from home or abandonment)
		- protect a child from physical and emotional harm or danger
		- ensure adequate supervision (including the use of inadequate care-givers)
		- ensure access to appropriate medical care or treatment

It may also include neglect of, or unresponsiveness to, a child’s basic emotional needs.

Safeguarding Issues

All safeguarding concerns will be referred to Customer First. All of the following concerns are linked to guidance and local procedures which can be found on Suffolk Safeguarding Children Board. www.suffolkscb.org.uk

Trafficked Children

Child trafficking is the recruitment and the movement of children for the purposes of exploitation. Children are most commonly exploited for sexual purposes, exploited to carry out forced labour or criminal activity or held in servitude.

Female Genital Mutilation

Female genital mutilation (FGM) is also known as female circumcision.

Religious, social or cultural reasons are sometimes given for FGM. However, FGM is child abuse. It is dangerous and a criminal offence.

Child Exploitation

Child exploitation is a type of sexual abuse in which children are exploited for money, power or status.

Children or young people may be tricked into believing they are in a loving, consensual relationship. Children at Stonham Aspal Pre-School may be groomed and offered gifts/rewards for sexual favours.

Prevent Duty

Radicalism refers to the process by which a person comes to support terrorism and forms of extremism.

Protecting children from the risk of radicalisation is seen as part of our pre-school wider safeguarding duties, and is similar in nature to protecting children from other forms of harm or abuse. During the process of radicalisation, it is possible to intervene to prevent vulnerable people being radicalised.

There is no single way of identifying an individual who is likely to be susceptible to an extremist ideology.

Specific background factors may contribute to vulnerability which are often combined with specific influences such as family, friends or online, and which specific needs for which an extremist or terrorist group may appear to provide an answer.

The internet and the use of social media in particular has become a major factor in the radicalisation of young people.

We promote children’s personal, social and emotional welfare through our British Values.

British Values

Stonham Aspal Pre-School agrees with the Department for Education on promoting British Values.

Democracy

Children at Stonham Aspal Pre-school listen to each other through small group games and experiences. We have a poster called ‘Our Views’ which children have made statements on with regards to how they treat others, for example, ‘Kind words’ and ‘We share’. We have a behaviour policy which staff must adhere to and we all then have the same expectations of children’s behaviour. Our learning journeys reflect the children’s voice, where they can express their opinions on different aspects of pre-school.

Individual Liberty

At pre-school children make choices; we have open fronted storage cupboards where children can access their own resources. Children get to know what resources we have and will ask adults to help them to find them if they are in store cupboards which cannot be accessed without the help of an adult. We have a daily routine where children can access child or adult led activities based on their own interests; we have a rolling snack time where children choose when they would like their snack.

Mutual Respect

Our school Ethos emphasises how we all come together and support each other. We learn rules such as sharing, taking turns and routines of the day. Adults support children in their learning of these values.

The Rule of Law

We have visits from local police officers who tell us about their jobs and how they keep us safe; we also have a visit to the fire station once a year to find out about what they do. Staff all work together so children understand the rules and boundaries within pre-school and the world around us, so children can have a safe environment to play in.

Tolerance of those of different Faiths and Beliefs

Through knowledge and understanding of the world we celebrate different cultures and beliefs. In our learning and routines at Pre-School we promote tolerance and understanding while celebrating British values, this will help children respect other cultures while developing a sense of national identity. We visit the church for Harvest Festival and Easter, we celebrate British traditions such as May Day and the Royal Family events and we also observe traditions from other cultures such as Chinese New Year and Diwali.

Babysitting for a parent with a child at Stonham Aspal Pre-School

I understand that it is only appropriate for (staff name ....................................................) to discuss the care my child receives at Stonham Aspal Pre-School whilst at the Pre-School. Whilst (staff name .......................................................) is babysitting they are not acting as an employee of Stonham Aspal Pre-School but is bound by the setting’s Confidentiality

Policy.

Child’s Name ...........................................................................................

,

Parent’s Name .........................................................................................

Parent’s Signature ..................................................................................

Member of Staff’s Name ....................................................................

Signature of Member of Staff ..........................................................

Date ...........................................................................................................

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