

Child protection policy and procedures

Statement of intent

Seend playgroup wants to work with children, parents and the community to ensure the safety of children and to give them the very best start in life.

Aims

Our aims are to:

- * create an environment in our pre-school which encourages children to develop a positive self image, regardless of race, language, religion, culture or home background;
- * help children to establish and sustain satisfying relationships within their families, with peers, and with other adults;
- * encourage children to develop a sense of autonomy and independence;
- * enable children to have the self confidence and the vocabulary to resist inappropriate approaches; and
- * work with parents to build their understanding of and commitment to the welfare of all our children.

The legal framework for this work is:

- * The Rehabilitation of Offenders Act 2014
- * The Children Act 2004/1989
- * Human Rights Act 1998
- * Data Protection Act 1998, 2018
- * The Protection of Children Act 1999
- * The Childcare Act 2006
- * The Statutory Framework for the Early Years Foundation Stage 2017
- * Working together to safeguard children 2014
- * Safeguarding Vulnerable Groups Act 2006
- * Counter-Terrorism Act and Security Act 2015
- * Female Genital Mutilation Act 2003

Liaison with other bodies

- * We work within the Local Safeguarding Children's Board guidelines. Please refer to the following documents from the Wiltshire Safeguarding Children's Board (WSCB):
Revised Multi-Agency Thresholds for Safeguarding Children (Dec. 2014) and Escalation Policy for Dispute Resolution (Oct. 2016)
- * We notify the registration authority (Ofsted) of any incident or accident and any changes in our arrangements which affect the wellbeing of children.
- * We have procedures for contacting the local authority on child protection issues. There is a flow chart with current contact details on the notice board.
- * If a report is to be made to the authorities, we follow the WSCB flowchart in deciding whether we must inform the child's parents at the same time.

Staffing and volunteering including Safer Recruitment

- * Our Designated Safeguarding Lead is Nicky Haines. Our deputy is Rose Dick.
- * Our Designated Management Committee Member is Amy Plumb..
- * We provide adequate and appropriate staffing resources to meet the needs of children.
- * Applicants for posts within the pre-school are clearly informed that the positions are exempt from the Rehabilitation of Offenders Act 1974 and 2014. Candidates are informed of the need to carry out enhanced DBS checks with barred list information, before posts can be confirmed. Where applications are rejected because of information that has been disclosed, applicants have the right to know and to challenge incorrect information.
- * Identity checks will be made.
- * Qualifications will be checked. Copies of certificates will be kept on file.

- * We abide by Ofsted requirements in respect of references and DBS checks for staff, volunteers, and committee members, to ensure that no disqualified person or unfit person works at the pre-school or has access to the children.
- * Two references will be taken up for all new staff, and followed up personally by phone.
- * The selection and interview procedure of the setting will be adhered to when appointing all new staff.
- * At least two members of staff have attended Safer Recruitment training. Staff receive Safeguarding Training every 3 years with updates as required.
- * All new staff, Committee members, and parents are made aware of our Safeguarding Policy.
- * A full enhanced DBS check with barred list information will be carried out on all permanent staff. Checks will be recorded on a single central record.
- * Members of staff sign annually to declare they have no convictions and that no member of their household is barred from working with children.
- * No member of staff or volunteer will be left in sole charge of the children.
- * We have a code of conduct for staff and volunteers.
- * Personal cameras and mobile phones will not be used to take photos of the children.
- * We abide by the Safeguarding 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 pre-school.
- * We take security steps to ensure that we have control over who comes into the pre-school so that no unauthorised person has unsupervised access to the children.
- * We monitor absences and record any notable patterns.
- * We have procedures to follow if a member of staff or volunteer has allegations made against them.
- * We hold Staff Supervision meetings termly to identify any safeguarding concerns.
- * We complete an annual child protection audit for Wiltshire Council.

Staff training and induction

- * Our DSL will attend safeguarding training at least once every three years, attend safeguarding forums and keep up to date with recommendations from serious case reviews, changes to national and WSCB policy and guidance.
- * All our staff, new staff, volunteers, and management committee will be made aware of all safeguarding policies, which is reviewed annually.
- * The CP policy will be provided to all staff – including temporary staff and volunteers – on induction.

Whistleblowing.

Staff who are concerned about the conduct of a colleague may worry that they have misunderstood the situation, and wonder whether a report could jeopardize their colleague's career. All staff must remember that the welfare of the child is paramount. Any concerns should be reported to the DSL, or the Designated Committee Member. If concerns remain, the member of staff should consult the Wiltshire Designated Officer whose contact details are on the notice 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 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.

Training

We seek out training opportunities for all adults involved in the pre-school to ensure that they are able to recognize the signs and symptoms of possible physical abuse, emotional abuse, 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 pre-school. All staff have refresher training at least every 3 years.

Planning

The layout of the room allows for constant supervision. Where children need to spend time away from the rest of the group, the door is left ajar.

Curriculum

- * We introduce key elements of child protection into our foundation stage curriculum, so that children can develop understanding of why and how to keep safe.
- * We create within the pre-school a culture of value and respect for the individual.
- * We ensure that this is carried out in a way that is appropriate for the ages and stages of our children

Complaints including allegations against staff or volunteers

- * We ensure that all parents know how to complain about staff or volunteer action within the pre-school, which may include an allegation of abuse.
- * We follow the WSCB allegations flow chart when investigating any complaint that a member of staff or volunteer has abused a child.
- * The child and/or alleged abuser should not be questioned, but a record made of what has been reported. This should immediately be reported to the DSL, who unless there is clear evidence to prove the allegation is incorrect, will immediately contact the Wiltshire DOA (Designated Officer for Allegations.) Current names and phone numbers are displayed on our notice board in the hallway.
- * We respond to suspicions of abuse.
 - * We acknowledge that abuse of children can take different forms - physical, emotional, sexual and neglect. We are also aware of other safeguarding issues: Child Sexual Exploitation, Female Genital Mutilation, bullying,(including cyber bullying), domestic violence, drugs, fabricated or induced illnesses, mental health, radicalization and the legislation concerning private fostering.
- * When children are suffering from physical, sexual or emotional abuse, this may be demonstrated through changes in their behaviour, or in their play. Where such changes in behaviour occur, or where children's play gives cause for concern, the pre-school investigates.
- * We allow investigation to be carried out with sensitivity. Staff in the pre-school take care not to influence the outcome either through the way they speak to children or ask questions of children.
- + Where a child shows signs and symptoms of 'failure to thrive' or neglect, we make appropriate referrals. This may involve "Early help" (Please refer to our SEN Policy)

Disclosures

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

- * offers reassurance to the child, and stresses that he/she is not to blame.
- * listens to the child and tells them that they believe them and are taking what is being said seriously.
- * gives reassurance that she or he will take action, and explains that they may have to tell other people in order to stop what is happening.

The member of staff does not question the child.

Recording suspicions of abuse and disclosures

Staff make a record on the appropriate form 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;
- * What the child said and what you said.
- * Your observations e.g. child's behavior and emotional state.
- * The name of the person to whom the concern was reported, with date and time; and
- * The names of any other person present at the time.
- * Staff / volunteers **MUST** report any suspicion / disclosure of abuse to the DSL as soon as possible.
- * The DSL **MUST** inform the designated child protection member of the management committee of any suspicions / disclosure of abuse, before speaking to the child's parents.
- * Then at the earliest opportunity the DSL or designated committee member **MUST** discuss any behavioural changes they have noticed, with the child's parents / carers to see if there is any known reason for this.
- * If concerns still persist or in the case of a disclosure, the DSL **MUST** contact an appropriate agency for guidance and support in how to deal with the situation and confirm the appropriate action to take. A disclosure must be reported to the agency, and also to Ofsted.
- * All records are signed and dated. They **MUST** be kept in a secure place, and kept confidential. Parents have a right to see any records kept on their children. It is important that only those who need to know, do so, to avoid rumours and gossip that could affect the child, parents and the setting.
- * All child protection records relating to a child who moves to another setting or school are passed on to the new setting securely, with a copy being kept in this setting.

All members of staff know the procedures for recording and reporting.

What constitutes child abuse and neglect?

All adults who work or volunteer with children should be able to identify concerns about child abuse. The four types of abuse, described in *Working Together to Safeguard Children 2015* are:

Physical Abuse: physical signs may involve unexplained bruises/marks in unlikely areas, facial bruising, hand/finger marks, bite marks, burns, laceration or abrasions. Staff may notice several behavioural signs that also indicate physical abuse such as a child that shy's away from physical contact, is withdrawn or aggressive towards others or their behavior changes suddenly.

Emotional Abuse: physical signs of emotional abuse may include a general failure to thrive, not meeting expected developmental milestones and behaviourally a child may be attention seeking, telling lies, have an inability to have fun and join in play, low self-esteem, speech disorders, and be inappropriately affectionate towards others.

Sexual Abuse: physical signs may include bruising consistent with being held firmly, discomfort in walking/sitting, pain or itching in the genital area, discharge of blood on or under clothes, or loss of appetite. Behavioural signs may include drawings or play showing indicators of sexual activity, sexual explicit language, and knowledge of adult sexual behavior, seductive behavior towards others, poor self-esteem and a child who is withdrawn.

Neglect: the persistent failure to meet basic physical and psychological needs, which may result in the serious impairment of the child's medical problems, emaciation or under nourishment. Staff may notice behavioural signs such as a child who always seems hungry, tired, has ill-fitting clothes, poor personal hygiene, e.g. soiled, unchanged nappies, etc.

Other specific safeguarding issues

Seend Playgroup recognizes other safeguarding issues: Child Sexual Exploitation, Female Genital Mutilation, bullying, domestic violence, drugs, forced marriage, gender based violence/violence against women and girls, mental health, radicalization, trafficking.

The setting will endeavor to identify and act upon any forms of abuse according to the procedures listed above.

Prevent Duty

In Line with section 26 of the counter-terrorism and security act (2015) we understand the importance of staff members being able to recognise and identify vulnerable children and to have "due regard to the need to prevent people from being drawn into terrorism".

We recognise the importance of protecting children from the risk of radicalisation and promoting British values in the same way we would protect and safeguard children from any other abuse.

We will ensure all staff members are able to notice changes in children's behaviour as we would do with any kind of safeguarding matter as there is no single way of being able to identify a child who is at risk of being vulnerable or susceptible to radicalisation/extremism.

Regular reviews on our e-safety policy and use of mobile phones and internet policy are carried out as we recognise the increased risk of online radicalisation.

Sharing concerns with parents

We are committed to working with parents positively, openly and honestly. We ensure that all parents are treated with respect, dignity and courtesy. We respect parents' rights to privacy and confidentiality, and will not share sensitive information until we have permission or it is necessary to protect the child.

Seend Playgroup will share with parents any concerns we may have about their child unless to do so may place a child at risk of harm.

In these cases the investigating officers will inform parents.

We encourage parents to disclose any concerns they may have with Seend Playgroup. We make parents aware of our Child Protection Policy, which is also available on demand.

Monitoring children with a CP Plan

Children who are the subject of a child protection conference will have either a multi-disciplinary action plan or a child protection plan. The DSL will attend meetings and contribute to assessments and plans.

The setting recognizes that children who are the subjects of abuse or live in situations of domestic violence may find it difficult to develop a sense of self-worth. The setting will endeavour to support the children through:

- Their key person.
- The content of the activities.
- Providing a positive, secure, and caring environment giving the child a sense of being valued.
- Liaison with other agencies as appropriate.

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's Board.

This policy should be read alongside the following:

Behaviour Management (Including anti-bullying policy)

Special Educational Needs (Children with SEN are statistically more likely to suffer abuse)

Health and Safety

Outings

Equality and Diversity.

ICT and Social Media

Alcohol or substance abuse

Lost/uncollected child procedure

Staff code of conduct

Female Genital Mutilation

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