



Growing and Learning Together

Safeguarding Children Policy and Procedure

Little Jesters Pre-School wants to work with children, parents and the community to ensure the safety of the children and to give them the very best start in life. In accordance with the reformed EYFS 2021 **Little Jesters** will have regard to the Government's statutory guidance 'Working Together to Safeguard Children 2018'. If our staff have concerns about children's safety or welfare the setting will notify agencies with statutory responsibilities without delay. This means the local children's social care services and in emergencies, the police.

The Prevent Duty

- All staff have attended an awareness training session on Prevent Duty.
- We have a duty to comply under section 26 of the Counter Terrorism and Security Act 2015, in the exercise of their functions, to have 'due regard to the need to prevent people from being drawn into terrorism'. This duty is known as the Prevent Duty.
- Contact details of the Prevent Team are stored with the referral form within our Safeguarding File.

All staff have attended Channel Training and will follow the procedures recommended. Channel is a programme which focuses on providing support at an early stage to people who are identified as being vulnerable to being drawn into terrorism.

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.
- Ensure a safe environment in which children feel valued, can learn and develop, feel secure and are encouraged to talk and be listened to.
- Ensure the welfare of all children is paramount and any suspicion of abuse will be dealt with immediately.
- Enable children to have the self-confidence and the vocabulary to resist inappropriate approaches.
- Work with parents to build their understanding of and commitment to the welfare of all our children.
- In order to fulfil the Prevent Duty, staff are able to identify children who may be vulnerable to radicalisation, and know what to do when they are identified (this is similar to protecting children from drugs, gangs, neglect and sexual exploitation).

The legal framework for this work is:

- The Rehabilitation of Offenders Act
- The Children Act 1989
- The Children's Act 2004
- The Childcare Act 2006 & 2016
- Human Rights Act 1998
- Data Protection Act 1998
- General Data Protection Regulation 2018
- The Protection of Children Act 1999
- Safeguarding Vulnerable Groups Act 2006
- Adoption and Children Act 2002
- Working Together to Safeguard Children 2018
- Keeping children safe in Education
- Forced Marriages (Civil Protection) Act 2007
- The Prevent Duty Guidance for England and Wales July 2015
- Serious crime Act 2015

Liaison with other bodies

- We work within the guidelines set out from the Local Safeguarding Children Board.
- We have a copy of Local Safeguarding Guidelines available for staff and parents to see.

- We notify the registration authority (OFSTED) of any incident or accident and any changes in our arrangements, which affect the wellbeing of children or any circumstances affecting the wellbeing of a child (eg. Allegation made against a member of staff).
- We have procedures for contacting the local authority on child protection issues and necessary SAF forms (Single Assessment Form) will be completed.
- We follow the procedures laid out in the booklet 'What to do if you are worried a child is being abused' and adhere to the document produced by DCSF – Working Together to Safeguard Children: A guide to inter-agency working to safeguard and promote the welfare of children.
- If a report is to be made to the authorities; we act within the guidelines from the Local Safeguarding Children Board in deciding whether we must inform the child's parents at the same time.

Staff and volunteering

- Our named person (a member of staff) who coordinates child protection issues is **June Griffiths (Manager)**. We provide adequate and appropriate staffing resources to meet the needs of children. The named person has accessed a Level 2 course in Safeguarding and will refresh this training every 3 years.
- Intimate care routines are carefully addressed, leaving the door open at all times. Due to the layout of the setting no child or member of staff is put in a position where safeguarding issues may arise.
- Applicants for posts within the pre-school are clearly informed that the positions are exempt from the Rehabilitation of Offenders Act 1974. Candidates are informed of the need to carry out checks 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.
- Pre-existing injuries that have happened away from the setting are recorded for the parent to sign, accident and incident forms are completed within the setting.
- 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 pre-school. Volunteers do not work unsupervised.
- Staff will not allow a child to leave the setting with any person who is under the age of 16 years unless they are the parents of the child.
- 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.
- Staff members have the right to share concerns directly with the Lincolnshire Safeguarding Children Board customer services centre (tel. 01522 782111) or the police if they feel this is appropriate.
- All staff are aware of possible indicators of child abuse and procedures through regular training sourced from Lincolnshire County Council, the nominated person and staff meetings.
- Recruitment procedures ensure the suitability of staff and volunteers working with children and will follow EYFS safeguarding and welfare requirements with regard to the Disclosure and Barring Service (DBS) checks, and references. Where there is a delay in obtaining the enhanced DBS check, staff will not have unsupervised contact with children.
- All staff are trained in the setting's safeguarding policy and procedures within the first week of employment by completing the induction process and will be required to access and attend appropriate training. Training will be refreshed every 3 years.
- Even very young children may be vulnerable to radicalisation by others, whether in the family or outside and display concerning behaviour. Staff will take action when they observe behaviour of concern of a child. They will follow the procedures 'Working together to safeguard children'. If necessary, a referral will be made to Channel. Channel is a programme which focuses on providing support at an early stage to people who are identified as being vulnerable to being drawn into terrorism. Staff celebrate British Values with children which is included in the prime areas of learning in the Early Years Foundation Stage. This helps children to gain self-confidence.

Disciplinary Action

Where an allegation is made against a member of staff, we will ensure that we cooperate with any investigation. Allegations will be reported to the line manager who will discuss the issue with the Local Authority Designated Officer who will help coordinate enquiries and minimise delay.

The above applies if it is alleged that the person has:

- 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 s/he is unsuitable to work with children.
- Disciplinary action may follow depending on the result of an investigation. The Independent Safeguarding Authority (ISA), customer service centre, OFSTED and LADO (Local Authority Designated Officer) will be informed if a member of staff is under investigation with regard to Safeguarding.

Training

We seek out training opportunities for all adults involved including committee members in the pre-school to ensure that they are able to recognise 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.

Planning

The layout of the room allows for constant supervision.

Curriculum

- We introduce key elements of child protection into our curriculum, so that children can develop an 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

We ensure that all parents know how to complain about staff or volunteer actions within the pre-school, which may include an allegation of abuse.

Allegations made against adults who work with children

Child Protection procedures must be followed whenever any member of staff or volunteer becomes aware of a concern, or an allegation of abuse is made, about an adult who works with children. The Manager must be notified or, where the allegation is against the Manager, the Chair of the Committee must be informed. **All allegations of alleged or suspected abuse against an adult who works with children must be reported to Lincolnshire's Local Authority Designated Officers (LADO).** 01522 782111. The Emergency Duty Team should be contacted outside normal working hours 01522 782333.

For Lincolnshire the Manager or Chair of Committee must contact the LADO to discuss allegations of abuse made against staff/volunteers. **If you are unsure, please seek advice from the LADO team.**

Where an allegation is upheld, the setting will make a referral to the ISA Vetting and Barring Scheme, in accordance with our responsibilities under the Vulnerable Groups Act 2006. Where there is an indication or evidence to suggest that a member of staff failed to execute their duty to safeguard a child/ren at the setting or elsewhere he/she will be subject to the settings safeguarding and/or disciplinary procedure.

Responding to suspicions of abuse

- We acknowledge that abuse of children can take different forms – physical, emotional, sexual and neglect.
- 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.

Early Help

Early Help is the term used to describe arrangements and services that identify the need for help for children and families as soon as the problems start to emerge, or when there is a strong likelihood that problems will emerge in the future.

[Working Together to Safeguard Children \(2015\)](#) identifies the critical features of effective Early Help as:

A multi-disciplinary approach that brings a range of:

- Practice that empowers families and helps them to develop the capacity to resolve their own professional skills and expertise through a "Team around the Child" approach.
- A relationship with a trusted lead professional who can engage with the child and their family, and coordinate the support needed from other agencies
- A holistic approach that addresses the children's needs in the wider family context
- Simple, streamlined referral and assessment process
- Early Help in Lincolnshire includes both the TAC and ESCO process. Signs of Safety is embedded throughout. ESCO is similar to the TAC process but specifically supports the care coordination of Children with Disabilities (CWD) Further information can be seen at www.lincolnshire.gov.uk/ESCO All forms and guidance for Early Help including Signs of Safety, TAC Handbook, TAC Consultants contact details etc. are available at www.lincolnshirechildren.net

What is Team Around the Child (TAC)

TAC is a shared assessment and planning framework which is in use by a variety of agencies across the county and is employed in similar format throughout the country. It aims to help with the early identification of additional needs of children and young people and promote a co-ordinated multi agency response to meet them. TAC can be used to support children and young people between 0–19 years, including unborn babies and can also be used with consent up to the age of 24 where a young person has a learning difficulty or disability. There are four main stages in setting up a TAC;

- Early identification of needs
- Assessing strengths and needs in a consistent and methodical framework
- Developing and delivering an integrated service
- Reviewing and refining the support arrangements

Confidentiality

- Parents are normally the first point of contact. 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 Area Child Protection Committee 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 the parents.
- The pre-school takes every step in its power to build up trusting and supportive relationships among families, staff and volunteers in the group.
- The pre-school continues to welcome the child and the 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.
- With the provision that the care and safety of the child is paramount, we do all in our power to support and work with the child's family.

Mobile Phones

We aim for the children in our setting to be able to learn, develop and grow in a safe and secure environment. All staff, relief staff, students and volunteers, personal mobile phones *are made aware that mobiles* are kept in a locked cupboard during working hours. *If anyone needs to contact them in emergency during working hours then they need to contact the pre-school mobile or the main school landline* Pre-school has its own mobile phone, which does not have a camera, this is solely for the use of contacting parents in an emergency or parents contacting pre-school for a child's absence etc. Alternatively, the main school landline can be used. Visitors to the setting are always escorted and never left alone with the children and again all bags, phones etc. are locked away.

Cameras

Photographs are regularly taken of the children to aid observations and plan for children's next stages of development, *and* are deleted regularly. It is also important for children to have use of cameras to aid their knowledge and understanding of technology. The cameras remain constantly at the setting and are only taken out of the setting by a member of staff to be used to take photographs on special trips arranged by the setting.

Internet

Before the child attends the setting, parents sign to confirm that any photographs that they have taken during special events eg. Sports day, are not to be shown on social network sites or in the public domain. Staff will not discuss their work with other persons or parents whilst on social networking sites or download photographs or images of children from the pre-school.

Misuse by staff of the above may result in a disciplinary action. Misuse by parents will be addressed by the settings Manager.

For more information, please refer to pre-school Social Networking, Health and Safety and ICT Policies.

Contact Numbers

Concerns regarding safeguarding children will be directed to the following in accordance with the LSCP's Policy and the requirements of the EYFS.

Advice on any aspect of Child Protection can be sought from the Child Protection Team;

Designated Safeguarding Lead for preschool – **June Griffiths**

Local Contact Numbers are: -

Safeguarding of children concerns

(Children living in Lincolnshire)

01522 782111 Lincolnshire's Children's Services Customer Service Centre for reporting concerns and Early Help Team for Advice

01522 782333 (6pm-8am + weekends and Bank Holidays)
Emergency Duty Team

OFSTED – 0300 123 1231

POLICE (emergency) – 999

POLICE (non emergency) - 101

Definitions of Abuse

PHYSICAL : This involves hitting, shaking, throwing, burning, suffocating or other physical harm. Deliberately causing a child to have ill health also constitutes physical abuse.

SEXUAL : This involves forcing or enticing a child to participate in sexual activities whether or not the child is aware what is happening. The activities may involve inappropriate physical contact; penetrative or non-penetrative. Showing children pornographic materials, sexual activity or encouraging children to behave in sexual ways also constitutes sexual abuse.

EMOTIONAL : It involves persistent or severe emotional ill treatment or torture causing, or anything that causes adverse effects on the emotional stability of a child. Emotional abuse is present in almost all child protection incidents but can also constitute abuse in its own right.

NEGLECT : This is the persistent failure to meet a child's basic physical needs ie. Lack of food or clothing, emotional or psychological needs. Therefore has a severe impact on a child's health, development or emotional stability.

Summary

- **Think child**
- **If you are concerned you must act**
- **You have a professional responsibility to refer to social services**
- **The child protection team will support you**

This policy has been approved and adopted by Little Jesters

Signed on behalf of the setting by:

Signed.....member of Little Jesters preschool committee

Signed.....Preschool Manager

Date:

Review.....