



Safeguarding children and child protection policies

(Including managing allegations of abuse against a member of staff)

Policy statement

Our setting will work with children, parents and the community to ensure the rights and safety of children and to give them the very best start in life. Our safeguarding policy is based on the three key commitments of the Pre-school Learning Alliance Safeguarding Children Policy. (EYFS key themes and commitments: 1.3 Keeping safe; 2.1 Respecting each other; 2.2 Parents as partners; 3.4 The wider context; 4.4 Personal, social and emotional development)

Prevention

We recognise that high self-esteem, confidence, supportive friends and good lines of communication with a trusted adult helps to protect the children

We will establish and maintain an ethos where children feel secure and are encouraged to talk and are actively listened to.

We will ensure children know that there are adults in the setting whom they can approach if they are worried or in difficulty.

Procedures

We are committed to building a 'culture of safety' in which children are protected from abuse and harm in all areas of its service delivery.

We follow Cambridgeshire Local Safeguarding Children Board (LSCB)

We have regard for 'Working together to Safeguard Children' 2015, and 'What to do if you are worried a child is being abused' 2015.

Designated staff members

- ◆ Our designated people, who co-ordinate child protection issues, are Rachel Skelson, Joanne Sibthorpe and Mandy Butt.



- ◆ We ensure that a Designated Child Protection person is in the setting every session and are available during session to take advice from a child Protection specialist when managing complex cases and has access to social care at Local Authority for what if.
- ◆ Ensuring all staff training is updated every three year
- ◆ The leader of the setting will support give advice and give guidance on any child protection issues that are relevant.
- ◆ We will ensure all staff member know who the designated child protection persons are, their roles and how to pass on and record concerns about a child
- ◆ We ensure all staff and parents are made aware of our safeguarding policies and procedures.
- ◆ We provide adequate and appropriate staffing resources 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.
- ◆ Candidates are informed of the need to carry out 'enhanced disclosure' checks with the Disclosure and Barring Service (DBS) 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.
- ◆ 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.
- ◆ Volunteers do not work unsupervised.
- ◆ We abide by the Protection of Vulnerable Groups Act requirements in respect of any person who is dismissed from our employment, or resigns in circumstances that would otherwise have lead to dismissal for reasons of child protection concern.
- ◆ We have procedures for recording the details of visitors to the setting.
- ◆ We take security steps to ensure that we have control over who comes into the setting so that no unauthorised person has unsupervised access to the children.

We 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 2006)



Responding to suspicions of abuse

- ◆ We acknowledge that abuse of children can take different forms - **physical, emotional, and sexual**, as well as **neglect**.
- ◆ When children are suffering from physical, sexual or emotional abuse, or may be experiencing neglect, this may be demonstrated through the things they say (direct or indirect disclosure) or through changes in their appearance, their behaviour, or their play.
- ◆ Where such evidence is apparent, the staff member who has concerns makes a dated record of the details of the concern and discusses what to do with the Child Protection designated person. The information is stored on the child's personal Child Protection file and a red triangle symbol is marked on the Child's profile to make the Key Person aware they have a CP file open.
- ◆ The Child Protection Designated Person over sees and monitors any concerns and log concern forms made.
- ◆ We refer concerns to the local authority children's social care department and co-operate fully in any subsequent investigation.
NB In some cases this may mean the police or another agency identified by the Local Safeguarding Children's Board.
- ◆ We take care not to influence the outcome either through the way we speak to children or by asking questions of children.
- ◆ We use the detailed procedures and reporting format contained by the Cambridge county council in the education Child Protection booklet for use in Early Years Settings' when making a referral to children's social care or other appropriate agencies.
- ◆ See the end of this policy for contact numbers.

Recording suspicions of abuse and disclosures

- ◆ Where a child makes comments to a member of staff that gives cause for concern (disclosure), or if a member of staff observes signs or signals that gives cause for concern, such as significant changes in behaviour; deterioration in general well-being; unexplained bruising, marks or signs of possible abuse or neglect that member of staff:
 - listens to the child, offers reassurance and gives assurance that she or he will take action;



- Be sensitive
- does not question the child and put words into their mouths.
- makes a written record that forms an objective record of the observation or disclosure that includes:
 - the date and time of the observation or the disclosure;
 - the exact words spoken by the child as far as possible;
 - the name of the person to whom the concern was reported, with date and time; and the names of any other person present at the time.
- ◆ All staff must make the children aware that they cannot keep a secret and that they have done the right thing and it's not their fault.
- ◆ These records are signed and dated and kept in the child's personal file which is kept securely and confidentially.

Making a referral to the local authority social care team

- ◆ The Cambridge County Council provided an Education Child Protection booklet which contains detailed procedures for making a referral to the local social care team, as well as a template form for recording concerns and making a referral. This is based on 'What to do if you're worried a child is being abused' (HMG 2006).
- ◆ We keep a copy of this document in our kitchen area, and follow the detailed guidelines given.
- ◆ All members of staff are familiar Child Protection booklet and follow the procedures for recording and reporting.

Informing parents

- ◆ Parents are normally the first point of contact. Unless the child is at danger
- ◆ If a suspicion of abuse is recorded, parents are informed at the same time as the report is made, except where the guidance of the Local Safeguarding Children Board does not allow this.
- ◆ This will usually be the case where the parent is the likely abuser. In these cases the investigating officers will inform parents.



Liaison with other agencies

- ◆ *The setting will work to develop effective links with the relevant agencies and cooperates as required regarding child protection matters.*
- ◆ We work within the Local Safeguarding Children Board guidelines.
- ◆ We have a copy of 'What to do if you're worried a child is being abused' for parents and staff. All staff are familiar with what to do if they have concerns.
- ◆ We have procedures for contacting the local authority on child protection issues, including maintaining a list of names, addresses and telephone numbers of social workers, to ensure that it is easy, in any emergency, for the setting and social services to work well together. The contact numbers are at the end of this policy.
- ◆ We notify the registration authority (Ofsted) of any incident or accident and any changes in our arrangements which may affect the wellbeing of children.
- ◆ Contact details for the local National Society for the Prevention of Cruelty to Children (NSPCC – telephone number 0808 800 5000) are also kept.
- ◆ If a referral is to be made to the local authority Social Care Department, we act within the area's Safeguarding Children and Child Protection guidance in deciding whether we must inform the child's parents at the same time.

Allegations against staff

- ◆ The setting will ensure the immediate safety of the children.
- ◆ The setting will immediately contact the early years Named Senior Officer. If the Early years Named Senior Officer is not contactable then we will contact The Local Authority Designated Officer (LADO).
- ◆ We ensure that all parents know how to complain about the behaviour or actions of staff or volunteers within the setting, or anyone living or working on the premises occupied by the setting, which may include an allegation of abuse.
- ◆ We follow the guidance of the Local Safeguarding Children Board when responding to any complaint that a member of staff, or volunteer within the setting, or anyone living or working on the premises occupied by the setting, has abused a child. Please see our Whistle Blowing Policy.
- ◆ We respond to any disclosure by children or staff that abuse by a member of staff or volunteer within the setting, or anyone living or working on the premises occupied by



the setting, may have taken, or is taking place, by first recording the details of any such alleged incident.

- ◆ We refer any such complaint immediately to the local authority's social care department to investigate. We also report any such alleged incident to Ofsted and what measures we have taken. We are aware that it is an offence not to do this.
- ◆ We co-operate entirely with any investigation carried out by children's social care in conjunction with the police.
- ◆ Where the management committee and children's social care agree it is appropriate in the circumstances, the chairperson will suspend the member of staff on full pay, or the volunteer, for the duration of the investigation. This is not an indication of admission that the alleged incident has taken place, but is to protect the staff as well as children and families throughout the process.

Disciplinary action

- ◆ Where a member of staff or a volunteer is dismissed from the setting because of misconduct relating to a 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.

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

Training

- ◆ We seek out training opportunities for all adults involved in the setting to ensure that they are able to recognise the signs and signals of possible physical abuse, emotional abuse, sexual abuse and neglect and that they are aware of the local authority guidelines for making referrals.
- ◆ We ensure that all staff know the procedures for reporting and recording their concerns in the setting.
- ◆ We ensure all staff have undergone a basic Child Protection Course.



Planning

- ◆ The layout of the rooms allows for constant supervision. No child is left alone with staff or volunteers in a one-to-one situation without being visible to others.
- ◆ We ensure a staff member is aware we are in the toilet area when we are changing a child's clothes or nappies. We have a separate intimate care policy in place.
- ◆ We undertake professional manner at all times.

Curriculum

- ◆ We introduce key elements of keeping children safe into our programme to promote the personal, social and emotional development of all children, so that they may grow to be *strong, resilient and listened to* and that they develop an understanding of why and how to keep safe.
- ◆ We create within the setting a culture of value and respect for the individual, having positive regard for children's heritage arising from their colour, ethnicity, languages spoken at home, cultural and social background, as well as any child with SEND.
- ◆ We ensure that this is carried out in a way that is developmentally appropriate for the children.

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.
- ◆ Staff will only disclose any information about a child to other members of staff on a need to know basis only.
- ◆ If any doubt about confidentiality, staff will seek advise from social care.
- ◆ We have a confidentiality policy, see for more information.
- ◆ The Local Safeguarding Children's Board (LSCB) As information on the children in need and need of protection can be accessed from the LSCB website www.cambslsbc.org

Support to families



- ◆ We believe in building trusting and supportive relationships with families, staff and volunteers in the group.
- ◆ 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 the family whilst investigations are being made in relation to any alleged abuse.
- ◆ We follow the Child Protection Plan as set by the child's social care worker in relation to the setting's designated role and tasks in supporting that 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 in accordance with the Confidentiality and Client Access to Records procedure and only if appropriate under the guidance of the Local Safeguarding Children Board.

Supporting the Child at risk

- We recognise that children who are abused or have witnessed violence may find it difficult to develop a sense of self worth and trust around them. They may feel unhappiness ,humiliation and some sense of self blame.
- We recognise that some children actually can adopt abusive behaviour and that these children must be referred for appropriate support and intervention.
- The setting will support the child through activities to encourage self-esteem and self-motivation.
- Make the setting ethos that actively promotes a positive, supportive and secure environment and values adults and children.
- We will liaise with others agencies to support the child such as social care.
- The setting has a behaviour policy and co-ordinator to support vulnerable children, are make children aware that some behaviour is unacceptable but is valued and not to be blamed for any abuse which has occurred.



- Monitoring children's welfare, keeping records and seeking advice or making a referral to other agencies, e.g. social care, when necessary.

Peer on Peer abuse

If we to were/are notice peer on peer abuse the staff member is to fill out a Pejudice-related incident report form and report it to The DP CP coordinator, The forms then will be shared with the parents/carers and Early Years Childrens Service. The forms will then be filed in the DP's Children protection file.

The forms are on the wall near the kitchen.



The Prevent Duty guidance

All staff are aware of, and have read, the *Prevent Duty – departmental advice for schools and childcare providers, dated June 2015*. A copy of this advice is kept on file within the setting.

Prevention of Radicalisation

The Government's 'Prevent Strategy' has raised awareness of the specific need to safeguard all children, young people and families from violent extremism. The Counter Terrorism and Security Act 2015 places a duty on professionals to have due regard to the need to prevent people from being drawn into terrorism.

If a member of staff has any concerns that a child, parent or staff member may be at risk of radicalisation or involvement in terrorism, they will speak with the Designated Child Protection Person who will contact the **MASH 0345 045 1362** unless it is immediate concern who will call 101 the non emergency number for support and advise as well as the department for Education has dedicated telephone helpline 02073407264 for any concerns that can be raised about extremism.

Child Sexual Exploitation (CSE)

If CSE is suspected, the setting will complete a 'logging a concern' form, and referral will be made to social care. LSCB has a referral risk assessment.

Female Genital Mutilation (FGM)

Signs to look out for- Long unexplained absences, Reluctant to being undressed after having a wet accident, Spending a longer period of time to the toilet, Displaying unusual behaviour after being off preschool and Difficulty walking , sitting or standing.

Any FGM indications where a child is at risk will be dealt with sensitively and let them know that they can talk to you again, using simple language and to the point questions.

The setting will make an immediate child protection referral and/or contact the police, Social care will deal with this.

Model of Stage Intervention (MOSI)



MOSI is in place to provide for children's needs and see that their welfare comes first. This is a shared responsibility with other professionals, to work together to achieve better outcomes for children within their home and community.

The MOSI has four levels of needs/services which aids practitioners in understanding the thresholds in supporting children's needs, and that they are met at the earliest opportunity.

~ The setting has the four level MOSI chart in our child welfare file in our filing cabinet.

~ When a EHA form is filled out, the MOSI levels help to complete these forms.

(an addition: 29/01/16)

There is now the single point of contact where professionals refer all safeguarding and well being concerns for children and young people these are Pathways for support and advice. (MASH AND EHH)

Multi-Agency Safeguarding Hub (MASH) - Act as the 'Front door' to manage all safeguarding referrals and professional advice and guidance including the undertaking of child protection investigations where required.

USE - 0345 045 1362 to phone an urgent referral to children' social care.

Referrals should be sent to mash.c&f@cambridgeshire.gcsx.gov.uk

Early Help Hub (EHH) – Act as the 'front door' for Early Help support and submission of Early Help Assessments (EHAs)

Early Help Hub is a Early Help Assessment submission and support/advice

Contact 01480 376666 Email – early.help@cambridge.gcsx.gov.uk

Emergency Duty Team (EDT) 01733 234724 (Out of Hours)

For all advice and to make a child protection referral contact:

Parents will normally be the first point of reference, but if they are not in a position to allay any legitimate anxieties, the matter will also be taken up with the Social Services Department.

Early Help Hub 01480 376666

◆ MASH Multi-Agency Safeguarding Hub
Telephone 0345 045 1362

◆ Early Years Namer Senior Officer (LADO) 01223 714760

◆ Local Authority Designated Officer (LADO DIRECT) 01223 727967

◆ South Cambridge Social Services, Signet Court, Cambridge.
Telephone 01223 718011

◆ URGENT Emergency Duty Team OUTSIDE OF WORKING HOURS
TELEPHONE 01733 234724

◆ OFSTED: 03001231 231

◆ Police _ Multi Agency Referral Unit (MARU) 01480 847743

In exceptional circumstances, the Social Services Department may be the first point of reference. Alternatively staff may feel the threat so great, to call

Cambridge Police on: 01223 358966

All such suspicions and investigations will be kept confidential, shared only with those who need to know. The people most commonly involved will be the member of staff/keyworker, the pre-school leader, designated person(s).

Legal framework

Primary legislation

- ◆ Children Act (1989 s47)
- ◆ Protection of Children Act (1999)
- ◆ Data Protection Act (1998)
- ◆ The Children Act (Every Child Matters) (2004)
- ◆ Safeguarding Vulnerable Groups Act (2006)

Secondary Legislation

- ◆ Sexual Offences Act (2003)
- ◆ Criminal Justice and Court Services Act (2000)

- ◆ Human Rights Act (1999)
- ◆ Race Relations (Amendment) Act (2000)
- ◆ Race Relations (Amendment) Act (1976) Regulations
- ◆ Equalities Act (2006)
- ◆ Data Protection Act (1998) Non Statutory Guidance
- ◆ SEND Code of Practice
- ◆ The Counter Terrorism and Security Act 2015

Further Guidance

- ◆ Working Together to Safeguard Children (2013)
- ◆ What to do if you're Worried a Child is Being Abused (HMG 2006)

- ◆ The Common Assessment Framework (2006)

- ◆ Information Sharing: Practitioners' Guide (HMG 2006)

This policy was adopted at a meeting of Over Puddleducks Pre-school held on

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Signed on behalf Over Puddleducks Pre-school

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June 2017