

## **Safeguarding and Welfare Requirement: Child Protection**

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

### **1.2 Safeguarding children and child protection**

(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, young people and vulnerable adults. Our safeguarding and child protection policy is based on the three key commitments of the Early Years Alliance Safeguarding Children Policy. It applies to all staff and volunteers working in the setting and these adults may be the first point of disclosure for a child.

#### **Procedures**

We carry out the following procedures to ensure we meet the three key commitments of the Alliance Safeguarding Children Policy, which incorporates responding to child protection concerns.

#### *Key commitment 1*

Downton Community Pre-school is committed to building a 'culture of safety' in which children are protected from abuse and harm in all areas of its service delivery.

#### *Staff and volunteers*

- Our designated safeguarding lead (a member of staff) who co-ordinates child, young person and vulnerable adult issues is: Please note that 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.  
Nicky Lanham/ Jenny Mason/ Becci Lanham (during coronavirus outbreak)

---

- Our designated officer (member of the management team) who oversees this work is:  
Matt Thelwell

---

- 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 Local Safeguarding Partners (LSPs) safeguarding procedures, attends relevant LSPs training at least every two years and refreshes their knowledge of safeguarding at least annually.]
- We ensure all staff are trained to understand our safeguarding and child protection policies and procedures and parents are made aware of them too. These are set out by the LSCB and we adhere to responsibilities under the Data Protection Act 1998 and GDPR 2018. The designated safeguarding leads have

## Safeguarding and Welfare Requirement: Child Protection

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

safeguarding training every two years and their knowledge and skills are refreshed annually. We also follow the 'What to do if you are worried a child is being abused (2015)', 'Working together to safeguard children (DfE 2018)' Keeping Children Safe in Education (2020) and the Freedom of Information Act 2000.

- 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 understand that safeguarding is their responsibility.
  - 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*, 2018) 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 the thresholds of significant harm and understand how to access services for families, including for those families who are below the threshold for significant harm, according to arrangements published by the LSPs.
  - All staff understand their responsibilities under the General Data Protection Regulation and the Data Protection Act 2018, and understand relevant safeguarding legislation, statutory requirements and local safeguarding partner requirements and ensure that any information they may share about parents and their children with other agencies is shared appropriately and lawfully.
  - We will support families to receive appropriate early help by sharing information with other agencies in accordance with statutory requirements and legislation.
  - We will share information lawfully with safeguarding partners and other agencies where there are safeguarding concerns.
  - We will be transparent about how we lawfully process data.
  - 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 and know how to follow local safeguarding procedures to resolve professional disputes between staff and organisations.
  - 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 cameras and 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.
- We provide adequate and appropriate staffing resources to meet the needs of children.

## **Safeguarding and Welfare Requirement: Child Protection**

Providers must have and implement a policy, and procedures, to safeguard 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.
- **There is a designated member of staff for safeguarding available at all times that the pre-school is open for staff or parents to discuss concerns.**
- All concerns must be raised to the DSL/DDSL without delay. There is adequate opportunity to discuss concerns about issues at meetings, but staff are aware they can always confidentially speak to the manager or DSL if there are immediate concerns.
- Applicants for posts within the provision 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 & Barring Service before posts can be confirmed.
  - 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.
- For individuals who have lived overseas we will ask the individual to get a Criminal Records check and/or a Certificate of Good Character/Conduct from the relevant country.
- Where applications are rejected because of information that has been 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.
- We abide by Ofsted requirements in respect of references and Disclosure & Barring Service checks for staff and volunteers, to ensure that no disqualified person or unsuitable person works at the provision or has access to the children. We hold a list of all DBS numbers of staff, committee and volunteers.

## Safeguarding and Welfare Requirement: Child Protection

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

- We record information about staff qualifications, and the identity checks and vetting processes that have been completed including:
  - the disclosure & barring service reference number;
  - the date the disclosure was obtained; and
  - details of who obtained it.
- We inform all staff 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).
- From 31 August 2018, staff and volunteers in childcare settings that are not based on domestic premises are **not** required to notify their line manager 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. For childminders and childcare provided from domestic settings they will be required to notify if anyone in their household has any relevant convictions, court orders or reprimands or had registration refused or cancelled in relation to childcare provision or have had certain Orders made in relation to the care of their children in accordance with the Childcare Disqualification and Childcare Regulations 2018, and Disqualification under the Childcare Act guidance effective from 31 August 2018.
- Staff receive regular supervision, which includes discussion of any safeguarding issues, and their performance and learning needs are reviewed regularly.
- In addition to induction and supervision, staff are provided with clear expectations in relation to their behaviour [outlined in the employee handbook].
- [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.
- We ensure staff receive information at induction on safeguarding and the procedures, and each member of staff is asked to complete online training. They are also made aware of confidentiality and are contractually bound not to disclose any private information.
- We are aware of the need for a staff behaviour policy (Policy 2.1a Staff Code of Conduct)
- Volunteers do not work unsupervised.
- We abide by the Safeguarding Vulnerable Groups Act (2006) 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. This includes a duty to make a referral to the Disclosure and Barring Service where a member of staff is dismissed (or would have been, had the person not left the setting first) because they have harmed a child or put a child at risk of harm. We must notify Ofsted of any significant event which is likely to affect the suitability of any person who is in regular contact with children on the premises. The disqualification of an employee could be an instance of a significant event. If an

## **Safeguarding and Welfare Requirement: Child Protection**

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

employee becomes aware of any information which may lead to the disqualification of an employee, we take appropriate action to ensure the safety and wellbeing of the children is maintained. Any staff member found to have abused a child will be reported to DBS and this will affect their suitability to work with children in the future.

- 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 provision so that no unauthorised person has unsupervised access to the children. Visitors must sign in and out of the building and ID must be checked to see who they are, before they enter the room. Visitors are not allowed in if they do not have a purpose for doing so. Parents are also informed not to let people in, even if they know them. There is a sign on the door to remind parents of this.
- We take steps 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. This can be updated at any time. Staff respect and abide by the parent's wishes. Staff do not use personal cameras or filming equipment to record images. We have an e-safety policy and we maintain confidentiality at all times.
- Personal mobile phones are not used where children are present.
- 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, or where appropriate, the DOFA (Designated Officer for Allegations), Ofsted or RIDDOR.
- As a setting we are aware of our statutory duty to prevent children from being drawn into terrorism (prevent duty). We are alert to harmful behaviour by other adults in the child's life and familiar with signs of radicalisation. We ensure children learn right from wrong, mix and share with other children and value other's views, know about similarities and differences between themselves and others, and challenge negative attitudes and stereotypes (Prevent duty guidance for England & Wales, 2015). We are subject to a duty under Section 26 of the Counter Terrorism and Security Act 2015. We ensure staff have information so are able to identify if a child is at risk of radicalisation. We promote British Values, of which there are four; Democracy, The rule of law, Individual Liberty, Mutual respect for and tolerance of those with different faiths and beliefs and for those without faith, by encouraging children to make decisions, working together and focussing on PSE development, particularly self confidence and self awareness. We listen to the children's voice and ensure they know their views are important and that we are there to listen. We

## **Safeguarding and Welfare Requirement: Child Protection**

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

encourage questioning and allow children choice. We follow the rules of law, helping children to understand the rights of children (UNCRC). We work with children to develop 'golden rules' and staff model behaviour and acceptance, welcoming children and families into the setting. We are inclusive and if we believe a child is at risk of terrorist ideologies, we can carry out a risk assessment. We are aware of the online risk of radicalisation and staff are aware of behavioural changes. They know how to report this. The WSCB website helps with guidance and support for us and our staff are all up to date with training.

### *Key commitment 2*

Downton Community Pre-school is 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. All staff undergo training. They are aware of the signs and know how to respond to these.
- We ensure that all staff have an understanding of the additional vulnerabilities that arise from special educational needs and/or disabilities, plus inequalities of race, gender, language, religion, sexual orientation or culture, and that these receive full consideration in relation to child, young person or vulnerable adult protection.
- When children are suffering from physical, sexual or emotional abuse, or may be experiencing neglect, this may be demonstrated through:
  - significant changes in their behaviour;
  - deterioration in their general well-being;
  - their comments which may give cause for concern, or the things they say (direct or indirect disclosure/allegation);
  - changes in their appearance, their behaviour, or their play;
  - unexplained bruising, marks or signs of possible abuse or neglect; and
  - any reason to suspect neglect or abuse outside the setting.
- We understand how to identify children who may be in need of early help, how to access services for them
- We understand that we should refer a child who meets the s17 Children Act 1989 child in need definition to local authority children's social work services
- We understand that we should refer any child who may be at risk of significant harm to local authority children's social work services.
- We are aware of the 'hidden harm' agenda concerning parents with drug and alcohol problems and consider other factors affecting parental capacity and risk, such as social exclusion, domestic violence, radicalisation, mental or physical illness and parent's learning disability.

## **Safeguarding and Welfare Requirement: Child Protection**

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

- We are aware that children's vulnerability is potentially increased when they are privately fostered and when we know that a child is being cared for under a private fostering arrangement, we inform our local authority children's social care team.
- We are prepared to take action if we/I have concerns about the welfare of a child who fails to arrive at a session when expected. The designated person will take immediate action to contact the child's parent to seek an explanation for the child's absence and be assured that the child is safe and well. If no contact is made with the child's parents and the designated person has reason to believe that the child is at risk of significant harm, the relevant professionals are contacted immediately and LSPs procedures are followed. If the child has current involvement with social care the social worker is notified on the day of the unexplained absence.
- We are aware of other factors that affect children's vulnerability that may affect, or may have affected, children and young people using our provision, such as abuse of children who have special educational needs and/or disabilities; fabricated or induced illness; child abuse linked to beliefs in spirit possession; sexual exploitation of children, including through internet abuse; Female Genital Mutilation (FGM) and radicalisation or extremism.
- In relation to radicalisation and extremism, we follow the Prevent Duty guidance for England and Wales published by the Home Office and LSPs procedures on responding to radicalisation.
- The designated person completes online Channel training, online Prevent training and attends local WRAP training where available to ensure they are familiar with the local protocol and procedures for responding to concerns about radicalisation.
- We are aware of the mandatory duty that applies to teachers, and health workers to report cases of FGM to the police. We are also aware that early years practitioners should follow local authority published safeguarding procedures to respond to FGM and other safeguarding issues, which involves contacting police if a crime of FGM has been or may be about to be committed.
- We also make ourselves aware that some children and young people are affected by gang activity, by complex, multiple or organised abuse, through forced marriage or honour based violence or may be victims of child trafficking. While this may be less likely to affect young children in our care, [we/I] may become aware of any of these factors affecting older children and young people who [we/I] may come into contact with.
- If we become concerned that a child may be a victim of modern slavery or human trafficking we will refer to the National Referral Mechanism, as soon as possible and refer and/or seek advice to the local authority children's social work service and/or police.
- We will be alert to the threats children may face from outside their families, such as that posed by organised crime groups such as county lines and child sexual exploitation, online use and from within peer groups and the wider community.

## **Safeguarding and Welfare Requirement: Child Protection**

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

- Where we believe that a child in our care or that is known to us may be affected by any of these factors we follow the procedures below for reporting child protection and child in need concerns and follow the local procedures as published by the local safeguarding partners.
- Where such indicators are apparent, the child's key person makes a dated record of the details of the concern and discusses what to do with the member of staff who is acting as the designated person. The information is stored on the child's personal file.
- In the event that a staff member or volunteer is unhappy with the decision made of the designated person in relation to whether to make a safeguarding referral they must follow escalation procedures.
- [We/I] refer concerns about children's welfare to the local authority children's social care team 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 partners.
- All staff are also aware that adults can also be vulnerable and know how to refer adults who are in need of community care services.
- All staff know that they can contact the NSPCC whistleblowing helpline if they feel that or organisation and the local authority have not taken appropriate action to safeguard a child and this has not been addressed satisfactorily through organisational escalation and professional challenge procedures.
- We have a whistleblowing policy in place.
- Staff/volunteers know they can contact the organisation Public Concern at Work for advice relating to whistleblowing dilemmas.
- We are aware that we should look for "soft" signs that could indicate that a child is being abused or neglected, such as excessive clinginess, low self-esteem and over-friendliness towards strangers (Child Abuse and Neglect Draft Guidance, NICE, 2017).
- We take into account factors affecting parental capacity, such as social exclusion, domestic violence, parent's drug or alcohol abuse, mental or physical illness or parent's learning disability.
- We are aware of other factors that affect children's vulnerability such as abuse of disabled children or those with special educational needs, fabricated or induced illness, child abuse linked to beliefs in spirit possession, sexual exploitation of children such as through internet abuse and Female Genital Mutilation that may affect or may have affected children and young people using our provision (Inspecting safeguarding in early years, education and skills settings, 2016).
- We also make ourselves aware that some children and young people are affected by gang activity, by complex, multiple or organised abuse, through forced marriage or honour based violence or may be victims of child trafficking. While this may be less likely to affect young children in our care we may become aware of any of these factors affecting older children and young people who we may come into contact with.
- Where we believe a child in our care or known to us may be affected by any of these factors we follow the procedure for reporting child protection and safeguarding concerns.

## **Safeguarding and Welfare Requirement: Child Protection**

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

- Where such evidence is apparent, the child's key person makes a dated record of the details of the concern and discusses what to do with member of staff who is acting as the 'designated person'. The information is stored on the child's personal file.

CSE- Child Sexual Exploitation. This is a type of abuse where children are sexually exploited for money, power or status. Young people may be tricked into believing they are in a consensual relationships. Staff will report any concerns to the DSL or DDSL and they will follow the reporting procedure outlined by the WSCB.

CCE-Safeguarding incidents and behaviour can be associated with factors outside of the setting. All staff should consider whether children are at risk of abuse or exploration in situations outside of families. Extra familial harm takes a variety of different forms and children can be vulnerable to multiple harms including CSE, Child Criminal Exploitation (CCE) and Serious Youth Violence. Both CCE and CSE are forms of abuse and both occur where an individual takes advantage of an imbalance of power to coerce, manipulate or deceive a child into sexual or criminal activity. Power imbalance can be due to factors including age, gender, sexual identity, cognitive ability, physical strength, status and access to economic or other resources. In some cases, abuse will be in exchange for something the victim needs or wants. The abuse can be perpetrated by anyone- an individual, a group, male, female, children or adults. It can be a one off or a series of incidents overtime. It can involve force, or other enticement-based methods of compliance and can also be accompanied by violence or threats. The victims can be exploited and being physical can be facilitated and take place online.

Upskirting- The Voyeurism (Offences) Act, which is commonly known as the Upskirting Act, came into force on 12 April 2019. 'Upskirting' is where someone takes a picture under a persons clothing (not necessarily a skirt) without their permission and or knowledge, with the intention of viewing their genitals or buttocks (with or without underwear) to obtain sexual gratification, or cause the victim humiliation, distress or alarm. It is a criminal offence. Anyone of any gender, can be a victim.

Breast Ironing- It is a practice whereby the breasts of girls typically aged 8-16 are pounded using tools such as spatulas, grinding stones, hot stones, and hammers to delay the appearance of puberty. Breast ironing is often carried out by the girl's mother with the belief that she is:

- Protecting her daughter from sexual harassment and / or rape
- Preventing the risk of early pregnancy by "removing" signs of puberty
- Preventing her daughter from being forced into marriage, so she will have the opportunity to continue with her education

Breast ironing is a cultural custom originating in Cameroon, where up to 24% of girls are believed to have experienced it. It is also practiced in other nations such as: Ginea-Bissau, Chad, Togo, Benin, Guinea. However, there are indications that the tradition has now spread to Central and West African Diaspora living within the UK.

Breast ironing is often a well-kept secret between the girl and her mother. This can make it difficult for professionals to identify. Care must be taken to navigate the deep-seated cultural belief and familial sensitivity of this practice. Many girls will not disclose that they are a victim of breast ironing for fear that their mother will get into trouble; or they believe it is being done for their own good.

Some signs that a girl is at risk from breast ironing include:

- Unusual behaviour after an absence from school or college including depression, anxiety, aggression, becoming withdrawn

## Safeguarding and Welfare Requirement: Child Protection

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

- Reluctance in undergoing medical examinations
- Some girls may ask for help, but may not be explicit about the problem due to embarrassment or fear
- Fear of changing for physical activities due to scars showing or bandages being visible

Like other forms of FGM, breast ironing is an extremely painful process for the victim. Contrary to the beliefs of its proponents, breast ironing does not decrease the likelihood of its victims experiencing sexual violence or becoming sexually active. Many Cameroonian men have been unaware that the practice exists until recently, due to the growth in campaigns to tackle the issue.

The process of breast ironing combined with insufficient aftercare leaves young girls exposed to significant health risks, such as:

- Cysts and lesions
- Breast cancer
- An inability to produce breast milk
- Complete or partial eradication of single or both breasts

There is currently no known research on the effects on the psychological wellbeing of victims.

The practice of breast ironing is not explicitly covered under legislation. However, it is understood by the Government to be physical abuse.

If you are concerned that a child you know is at risk of breast ironing:

- In an emergency contact the Police
- Or contact Children's Services on 0300 555 1384

FGM- Female Genital Mutilation. This comprises all procedures that involve partial or total removal of the external female genitalia, or other injury to the female genital organs for non-medical reasons (WHO). It is illegal and must be reported immediately. A child who is at immediate risk of FGM may not know what is going to happen but may talk about 'becoming a woman' or 'being taken home to visit family'. The effects of FGM are painful and dangerous and can cause Bleeding, shock, infections, organ damage and blood loss, and problems can continue into adulthood. The FGM helpline number is 08000283550 if you are worried. Again, report your concerns to the DSL/DDSL who will follow the guidelines from the WSCB. Private fostering- this is when a child under 16 is cared for by someone who isn't a parent or 'close relative'. This is a private arrangement for longer than 28 days. You must notify the local authority of any private fostering arrangement. If you have a concern, speak to your DSL/DDSL who can notify the local authority for you. **Bullying- *Bullying*** We take bullying very seriously. Bullying involves the persistent physical, verbal or emotional abuse of another child or children. It is characterised by intent to hurt, often planned, and accompanied by an awareness of the impact of the bullying behaviour. We are also aware that bullying may be instigated by parents and other adults. Examples of this are; Physical- hitting, kicking, spitting, Verbal- Name calling, Emotional- being excluded from games, activities and discussions with those who are thought to be their friends. A child who is bullying has reached a stage of cognitive development where he or she is able to plan to carry out a premeditated intent to cause distress to another. If a child bullies another child or children:

- we show the children who have been bullied that we are able to listen to their concerns and act upon them;
- we intervene to stop the child who is bullying from harming the other child or children;
- we explain to the child doing the bullying why her/his behaviour is not acceptable;

## **Safeguarding and Welfare Requirement: Child Protection**

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

- we give reassurance to the child or children who have been bullied;
- we help the child who has done the bullying to recognise the impact of their actions;
- we make sure that children who bully receive positive feedback for considerate behaviour and are given opportunities to practise and reflect on considerate behaviour;
- we do not label children who bully as 'bullies';
- we recognise that children who bully may be experiencing bullying themselves, or be subject to abuse or other circumstances causing them to express their anger in negative ways towards others;
- we recognise that children who bully are often unable to empathise with others and for this reason we do not insist that they say sorry unless it is clear that they feel genuine remorse for what they have done. Empty apologies are just as hurtful to the bullied child as the original behaviour;
- we discuss what has happened with the parents of the child who did the bullying and work out with them a plan for handling the child's behaviour; and
- we share what has happened with the parents of the child who has been bullied, explaining that the child who did the bullying is being helped to adopt more acceptable ways of behaving.

Homophobic, transgender and other forms of bullying are unacceptable and parents will be informed and records written and kept confidentially. We will also agree a mutual action plan to move the situation on and to support the individual needs of the child(ren). If necessary, outside agencies may be contacted to support the parents, carers, children and the setting itself. Definitions are outlined in the Safeguarding Children: Working Together under the Children Act 2004.

- With regard to the Government's statutory guidance "Working together to safeguard children 2018", we refer concerns to the agencies with statutory responsibilities without delay such as 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 (WSCB).
- Although GDPR has come into place, sharing information with relation to safeguarding, is treated as 'special category personal data' and according to the Data Protection Act 2018 this will allow practitioners to be able to share information, even if its not possible or in the best interest of the child to gain consent from the parent/carer (Working Together to Safeguard Children 2018 and Working Together to Safeguard Children Statutory Framework 2018)
- We take care to respond to disclosures sensitively and appropriately and take care not to influence the outcome either through the way we speak to children or by asking questions of children, although we may check out/clarify details of what we think they told us with them.
- We take account of the need to protect young people aged 16-19 as defined by the Children Act 1989. This may include students or school children on work placement, young employees or young parents. Where abuse is suspected we follow the procedure for reporting any other child protection concerns. The views of the young person will always be taken into account, but the setting may override the young person's refusal to consent to share information if it feels that it is necessary to prevent a crime from being

## **Safeguarding and Welfare Requirement: Child Protection**

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

committed or intervene where one may have been or to prevent harm to a child or adult. Sharing confidential information without consent is done only where not sharing it could be worse than the outcome of having shared it.

- **Mental Health-** staff are aware that mental health can be an indicator a child has suffered or is at risk of suffering abuse, neglect or exploitation. Only trained professionals should make the diagnosis of mental health issues. However staff can observe children and identify those whose behaviour suggests they are experiencing mental health problems or who are at risk of developing one. Where children have suffered abuse, neglect or a potentially traumatic adverse childhood experiences, this can have a lasting impact throughout childhood and adulthood. It is key that staff are aware of how these experiences can have an impact on mental health, behaviour and education. If staff have a mental health concern in addition to a safeguarding concern, then immediate action should be taken, following the child protection policy and speaking to the DSL/DDSL.
- **Children potentially at greater risk of harm -Children who need a social worker (Child in Need and Child Protection Plans)-** Children may need a social worker due to safeguarding or welfare needs. Children may need this help due to abuse, neglect and complex family circumstances. A child's experiences of adversity and trauma can leave them vulnerable to further harm, as well as educationally disadvantaged in facing barriers to attendance, learning, behaviour and mental health. Local authorities should share the fact a child has a social worker, and the designated safeguarding lead should hold and use this information so that decisions can be made in the best interests of the child's safety, welfare and educational outcomes. This should be considered as a matter of routine. There are clear powers to share this information under existing duties on both local authorities and schools and colleges to safeguard and promote the welfare of children. Where children need a social worker, this should inform decisions about safeguarding (for example, responding to unauthorised absence or missing education where there are known safeguarding risks) and about promoting welfare (for example, considering the provision of pastoral and/or academic support, alongside action by statutory services).
- **County lines** County lines is a term used to describe gangs and organised criminal networks involved in exporting illegal drugs (primarily crack cocaine and heroin) into one or more importing areas [within the UK], using dedicated mobile phone lines or other form of "deal line". Exploitation is an integral part of the county lines offending model with children and vulnerable adults exploited to move [and store] drugs and money. Offenders will often use coercion, intimidation, violence (including sexual violence) and weapons to ensure compliance of victims. Children can be targeted and recruited into county lines in a number of locations including schools, further and higher educational institutions, pupil referral units, special educational needs schools, children's homes and care homes. Children are often recruited to move drugs and money between locations and are known to be exposed to techniques such as 'plugging', where drugs are concealed internally to avoid detection. Children can easily become trapped by this type of exploitation as county lines gangs create drug debts and can threaten serious violence and kidnap towards victims (and their families) if they attempt to leave the county lines network. One of the ways of identifying potential

## **Safeguarding and Welfare Requirement: Child Protection**

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

involvement in county lines are missing episodes (both from home and school), when the victim may have been trafficked for the purpose of transporting drugs and a referral to the National Referral Mechanism<sup>103</sup> should be considered. If a child is suspected to be at risk of or involved in county lines, a safeguarding referral should be considered alongside consideration of availability of local services/third sector providers who offer support to victims of county lines exploitation. Further information on the signs of a child's involvement in county lines is available in guidance published by the Home Office.

- Domestic abuse- The cross-government definition of domestic violence and abuse is: any incident or pattern of incidents of controlling, coercive, threatening behaviour, violence or abuse between those aged 16 or over who are, or have been, intimate partners or family members regardless of gender or sexuality. The abuse can encompass, but is not limited to: psychological; physical; sexual; financial; and emotional. All children can witness and be adversely affected by domestic abuse in the context of their home life where domestic abuse occurs between family members. Exposure to domestic abuse and/or violence can have a serious, long lasting emotional and 103 National Crime Agency - Modern slavery and human-trafficking. This can have a psychological effect on children and in some cases, a child may blame themselves for the abuse or may have had to leave the family home as a result.
- Operation Encompass operates in the majority of police forces across England. It helps police and schools work together to provide emotional and practical help to children. The system ensures that when police are called to an incident of domestic abuse, where there are children in the household who have experienced the domestic incident, the police will inform the key adult (usually the designated safeguarding lead) in school before the child or children arrive at school the following day. This ensures that the school has up to date relevant information about the child's circumstances and can enable support to be given to the child according to their needs. Police forces not signed up to operation encompass will have their own arrangements in place. National Domestic Abuse Helpline Refuge runs the National Domestic Abuse Helpline, which can be called free of charge and in confidence, 24 hours a day on 0808 2000 247. Its website provides guidance and support for potential victims, as well as those who are worried about friends and loved ones. It also has a form through which a safe time from the team for a call can be booked. Additional advice on identifying children who are affected by domestic abuse and how they can be helped is available at: • NSPCC- UK domestic-abuse Signs Symptoms Effects • Refuge what is domestic violence/effects of domestic violence on children • SafeLives: young people and domestic abuse.

### *Recording suspicions of abuse and disclosures/allegations*

- It is important we are knowledgeable about the child protection issues, who to refer to, what to do and why we do it. Where a child makes comments to a member of staff that gives cause for concern (disclosure/allegation), 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;

## **Safeguarding and Welfare Requirement: Child Protection**

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

- does not question the child;
- makes a written record that forms an objective record of the observation or disclosure/allegation that includes:
  - the date and time of the observation or the disclosure/allegation;
  - 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.
- These records are signed and dated and kept in the child's personal file which is kept securely and confidentially and are locked away.
- The manager acting as the Designated Lead is informed of the issue at the earliest opportunity.
- We record observations and concerns, and any discussions with appropriate people. We are aware of existing injuries, and will either call parents for an explanation or get parents to explain how the injury occurred at pick up. This is recorded.
- We will notify the Office of Children and Young Peoples Services (OCYPS) if we need to exclude a child on the Child Protection register, or if there is an unexplained absence of two or more days. We will also notify them if a child leaves our setting.
- Where the Local Safeguarding Children Partners safeguarding procedures stipulates the process for recording and sharing concerns, we include those procedures alongside this procedure and follow the steps set down by the Local Safeguarding Partners (LSP).

### *Making a referral to the local authority social care team*

- The Safeguarding Children (PSLA 2013) and *Wiltshire Council LSCB Flowchart* contains procedures for making a referral to the local children's social care team, as well as a template forms for recording concerns to assist with making a referral.
- We keep a copy of this document alongside procedures for recording and reporting set down by our Local Safeguarding Partners which we follow where local procedures differ from those of the Early Years Alliance.

### *Escalation process known as Case Resolution Protocol*

- If we feel that a referral made has not been dealt with properly or that concerns are not being addressed or responded to, we will follow the LSPs escalation process known as the Case Resolution Protocol.
- We will ensure that staff are aware of how to escalate concerns.
- We will follow local procedures published by safeguarding partners to resolve professional disputes.
- Staff are aware that if they are not happy with the information they have received from a MASH consultation or referral, that they can use this Case Resolution Protocol to escalate their concerns and challenge the MASH team.

## **Safeguarding and Welfare Requirement: Child Protection**

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

### *Informing parents*

- Parents are normally the first point of contact. Concerns are normally discussed with parents to gain their view of events, unless it is felt that this may put the child or other person at risk, or may interfere with the course of a police investigation, or may unduly delay the referral, or unless it is otherwise unreasonable to seek consent. Advice will be sought from social care, or in some circumstances police, where necessary.
- We inform parents when we make a record of concerns in their child's file and that we also make a note of any discussion we have with them regarding a concern.
- If a suspicion of abuse warrants referral to social care, parents are informed at the same time that the referral will be made, except where the procedures of the Local Safeguarding Partners does not allow this, for example, where it is believed that the child may be placed in greater danger.
- This will usually be the case where the parent is the likely abuser. In these cases the social workers will inform parents.
- If preschool staff receive third party information, they must make it clear that they cannot guarantee confidentiality, if doing so would put the child at risk of greater danger.
- This will usually be the case where the parent is the likely abuser or where sexual abuse may have occurred.
- If there is a possibility that advising a parent beforehand may place a child at greater risk (or interfere with a police response) the designated person should consider seeking advice from children's social care, about whether or not to advise parents beforehand, and should record and follow the advice given.

### *Liaison with other agencies*

- We work within the Local Safeguarding partners guidelines and check our policy and procedures with theirs.
- We have the current version of 'What to do if you're worried a child is being abused' for parents and staff and all staff are familiar with what to do if they have concerns.
- We have procedures for contacting the local authority on child protection issues and concerns about a child's welfare, 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.
- We notify the registration authority (Ofsted) of any incident or accident and any changes in our arrangements which may affect the well-being of children or where an allegation of abuse is made against a member of staff (whether the allegations relate to harm or abuse committed on our premises or elsewhere). Notifications to Ofsted are made as soon as is reasonably practicable, but at the latest within 14 days of the allegations being made. Contact details for the NSPCC are also kept: **08088005000**
- If a child protection referral is made to Children's Social Care which implicates a member of staff, Ofsted must be informed and the referrer must confirm verbal and phone referrals in writing within 24 hours. Any CAF reports which are relevant from outside agencies should be attached to the referral as well.

## Safeguarding and Welfare Requirement: Child Protection

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

### *Allegations against staff and volunteers*

- We ensure that all parents know how to complain about the behaviour or actions of staff or volunteers within the provision, or anyone living or working on the premises occupied by the setting, which may include an allegation of abuse. Any allegations need to be written or told to the DSL/DDSL/Chair (who has safeguarding responsibilities).
- We respond to any inappropriate behaviour displayed by members of staff, or any other person working with the children, which includes:
  - inappropriate sexual comments;
  - excessive one-to-one attention beyond the requirements of their usual role and responsibilities, or
  - inappropriate sharing of images.
- We follow the guidance of the Local Safeguarding Children Board when responding to any complaint that a member of staff, or volunteer within the provision, or anyone living or working on the premises occupied by the setting, has abused a child. - *See flowchart on pin board in the office*
- We ensure that all staff volunteers and anyone else working in the setting knows how to raise concerns that they may have about the conduct or behaviour of other people including staff/colleagues.
- We differentiate between allegations, and concerns about the quality of care or practice and complaints and have a separate process for responding to complaints.
- We will recognise and respond to allegations that a person who works with children 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
  - behaved towards a child or children in a way that indicates they may pose a risk of harm to children
- [We/I] respond to any concerns raised by staff and volunteers who know how to escalate their concerns if they are not satisfied with [our/my] response
- We respond to any disclosure/allegation 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. This includes someone who has or may have behaved in a way that indicates they may not be suitable to work with children.
- [We/I] refer any such complaint immediately to a senior manager within the organisation and the Local Authority Designated Officer (DOFA) as necessary to investigate and/or offer advice:

*03004560108* *(name and phone number)*
- 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. This must be done within 14 days and never question a member of staff about the information you have received unless instructed to by social care.
- We co-operate entirely with any investigation carried out by children's social care in conjunction with the police.

## **Safeguarding and Welfare Requirement: Child Protection**

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

- Where the management team and children's social care agree it is appropriate in the circumstances, the chair/director/owner 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. Where it is appropriate and practical and agreed with the DOFA, we will seek to offer an alternative to suspension for the duration of the investigation, if an alternative is available that will safeguard children and not place the affected staff or volunteer at risk.
- Flow charts are displayed in the office, lobby and in all policy folders.

### *Disciplinary action*

- Where a member of staff or volunteer has been dismissed due to engaging in activities that caused concern for the safeguarding of children or vulnerable adults, we will notify the Independent Safeguarding Authority (ISA) and Ofsted of relevant information so that individuals who pose a threat to children (and vulnerable groups), can be identified and barred from working with these groups.

### *Key commitment 3*

Downton Community Pre-school is 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, including child sexual exploitation and neglect and that they are aware of the local authority guidelines for making referrals. Training opportunities should also cover extra familial threats such as online risks, radicalisation and grooming, and how to identify and respond to families who may be in need of early help and organisational safeguarding procedures.
- We ensure that designated leads receive training in accordance with that recommended by the Local Safeguarding Children Partners, every two years and refresh their knowledge and skills at least annually.
- We ensure that all staff know the procedures for reporting and recording any concerns they may have about the provision.
- All staff are given and are required to read a pack of updated policies, procedures and relevant guidance on child protection and safeguarding annually or on an ad-hoc basis if relevant.
- All training is recorded and safeguarding information is spoken about during the induction.
- We ensure that all staff receive updates on safeguarding via emails, newsletters, online training and/or discussion at staff meetings at least once a year.

## **Safeguarding and Welfare Requirement: Child Protection**

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

### *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. Similarly, we recognise the risk of peer to peer abuse and children are not left unattended or unsupervised together at any time (Policy 7.1 Achieving Positive Behaviour).

### *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 so that they develop an understanding of why and how to keep safe, including teaching and managing risks.
- 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.
- We ensure that this is carried out in a way that is developmentally appropriate for the children.
- Staff are aware of comments which give cause for concern.

### *Confidentiality*

- Staff are required to maintain confidentiality and sign this form during induction. They are contractually bound not to discuss any private information.
- 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 Partners and in line with GDPR, Data Protection Act 2018, Safeguarding Children in Education 2020 and Working Together 2018. All incident forms must be completed and returned to the DSL/DDSL as soon as possible after being recorded, ensuring confidentiality is maintained.

### *Support to families*

- We believe in building trusting and supportive relationships with families, staff and volunteers in the group.
- Concerned parents know they may contact staff with their concerns.
- We make clear to parents our role and responsibilities in relation to child protection, such as for the reporting of concerns, information sharing, monitoring of the child, and liaising at all times with the local children's social care team.
- We believe that children's wishes and feelings are vital and should be sort according to their age and stage of development and level of understanding of the individual. They should be used when assessing risk and formulating protection plans. References to guidance and the matrix tool can be found on the pinboard in the office or in the blue child protection lever arch file in the office.

## **Safeguarding and Welfare Requirement: Child Protection**

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

- 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.
- We will engage with any child in need plan or early help plan as agreed.
- 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 Partners.

### **Legal framework**

#### *Primary legislation*

- Working Together to Safeguard Children Statutory Framework 2018
- Working Together to Safeguard Children 2018
- Working together to safeguard children, 2013 & 2015
- Children Act (1989 s47)
- Protection of Children Act (1999)
- Data Protection Act (2018)
- The Children Act (Every Child Matters) (2004)
- Safeguarding Vulnerable Groups Act (2006)
- Information sharing: Advice for practitioners providing safeguarding services (2015)
- Prevent duty guidance for England & Wales (2015)
- Inspecting safeguarding in early years, education and skills settings, 2016
- Childcare Act (2006)
- Child Safeguarding Practice Review and Relevant Agency (England) Regulations 2018

#### *Secondary legislation*

- Sexual Offences Act (2003)
- Criminal Justice and Court Services Act (2000)
- Equalities Act (2010)
- GDPR (2018)
- Childcare (Disqualification) Regulations (2009)
- Children and Families Act (2014)
- Care Act (2014)

## Safeguarding and Welfare Requirement: Child Protection

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

- Serious Crime Act (2015)
- Counter-Terrorism and Security Act (2015)

### Further Guidance

- UNCRC
- Safeguarding Children: Working together under the Children Act (2004)
- Working Together to Safeguard Children (2018)
- What to do if you are Worried a Child is Being Abused (HMG 2015)
- Framework for the Assessment of Children in Need and their Families (DoH 2000)
- The Common Assessment Framework for Children and Young People: A Guide for Practitioners (CWDC 2010)
- Statutory guidance on making arrangements to safeguard and promote the welfare of children under section 11 of the Children Act 2004 (HMG 2008)
- Information Sharing: Guidance for Practitioners and Managers (HMG 2008)
- Independent Safeguarding Authority: [www.isa.gov.org.uk](http://www.isa.gov.org.uk)
- Child Abuse and Neglect Draft Guidance, NICE, 2017
- Information sharing: advice for practitioners providing safeguarding services to children, young people, parents and carers (2018)
- Counter Terrorism and Security Act 2015
- GDPR 2018
- World Health Organisation (WHO)
- Hidden Harm – Responding to the Needs of Children of Problem Drug Users (ACMD, 2003)
- Information Sharing: Advice for Practitioners providing Safeguarding Services (DfE 2018)
- Disclosure and Barring Service: [www.gov.uk/disclosure-barring-service-check](http://www.gov.uk/disclosure-barring-service-check)
- Revised Prevent Duty Guidance for England and Wales (HMG, 2015)
- Inspecting Safeguarding in Early Years, Education and Skills Settings, (Ofsted, 2016)
- Safeguarding Children (Pre-school Learning Alliance 2013)
- Safeguarding through Effective Supervision (Pre-school Learning Alliance 2013)
- Mental Health and Behaviour in Schools (2018)
- The New Early Years Employee Handbook (Pre-school Learning Alliance 2016)
- People Management in the Early Years (Pre-school Learning Alliance 2016)

This policy was adopted at a meeting of	Downton Community Preschool	(name of provider)
Held on	September 2020	(date)
Date to be reviewed	September 2021	(date)
Signed on behalf of the management committee	<i>M.Thelwell and S.Peacock</i>	
Name of signatory	Matt Thelwell and Sam Peacock	

## **Safeguarding and Welfare Requirement: Child Protection**

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

Role of signatory (e.g. chair/owner)

Co-Chairs

### **Other useful Pre-school Learning Alliance publications**

- Safeguarding Children (2010)