



Safeguarding Policy

Statement of Intent

Our setting will work with children, parents and the community to ensure the safety of children and to give them the very best start in life. Our policy is in line with Suffolk's Safeguarding Children's Board guidance.

Definition of Safeguarding

In relation to children and young people, safeguarding and promoting their welfare is defined in 'Working together to safeguard children' as:

Protecting children from maltreatment

Preventing impairment of children's health or development

Ensuring that children are growing up in circumstances consistent with the provision of safe and effective care

Taking action to enable all children to have the best outcomes.

Safeguarding action may be needed to protect children and learners from:

Neglect

Physical abuse

Sexual abuse

Emotional abuse

Bullying, including online bullying and prejudice-based bullying

Racist, disability and homophobic or transphobic abuse

Gender-based violence/violence against women and girls

Radicalisation and/or extremist behaviour

Child sexual exploitation and trafficking

The impact of new technologies on sexual behaviour, for example sexting

Teenage relationship abuse

Substance misuse

Issues that may be specific to a local area or population, for examples gang activity and youth violence

Domestic violence

Female genital mutilation

Breast Ironing

County Lines

Witchcraft

Forced marriage

Fabricated or induced illness

Poor parenting, particularly in relation to babies and young children

Other issues not listed here but that pose a risk to children, young people and vulnerable adults.

Safeguarding is not just about protecting children, learners and vulnerable adults from deliberate harm, neglect and failure to act. It relates to broader aspects of care and education, including:

Children's and learners' health and safety and well-being

The use of reasonable force

Meeting the needs of children and learners with medical conditions

Providing first aid

Educational visits

Intimate care and emotional well-being

Online safety and associated issues

Appropriate arrangements to ensure children's and learners' security, taking into account the local context.

Key Commitments

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

Our setting 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 are worried a child is being abused' 2015. The EYFS (2021) and "Keeping Children Safe in Education – (April 2015)" and Working Together to Safeguard Children (2018).

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

Our aims are to carry out this policy by:

promoting children's right to be strong, resilient and listened to by creating an environment in our setting that encourages children to develop a positive self image, which includes their heritage arising from their colour and ethnicity, their languages spoken at home, their religious beliefs, cultural traditions and home background;

promoting children's right to be strong, resilient and listened to by encouraging children to develop a sense of autonomy and independence;

promoting children's right to be strong, resilient and listened to by enabling children to have the self confidence and the vocabulary to resist inappropriate approaches;

helping children to establish and sustain satisfying relationships within their families, with peers, and with other adults;

Working with parents to build their understanding of and commitment to the principles of safeguarding all our children.

To discuss the changes Coronavirus has changed our to our practice and communications with other professionals

The Designated Safeguarding Lead for Stowupland Pre-School is Kayleigh Simpson.

The Deputy Designated Safeguarding Lead is Hannah Burrows

The named Safeguarding Committee member is Sarah Faliveno

At our setting we recognise that it is everybody's responsibility to keep children safe

All up to date information is found on:

The Suffolk Local safeguarding children's' board (LSCB) www.suffolkscb.org

The legal framework for this work is:

Primary legislation

The Children Act 2004

The Protection of Children Act 1999

Data Protection Act 1998

The Children Act 2004 (Every Child Matters)

Education Act 2002 175/157

Freedom of Information Act 2004

Vulnerable groups Act 2006

Inspection Act 2006

Laming report 2010

Munro report 2011

Serious Crime Act 2014

The Counter Terrorism and Security Act 2015

Guidance/legislation

What to do if You are Worried a Child is Being Abused 2015

The Framework for the Assessment of children in Need and Their Families (2000)

Working Together to Safeguard Children 2018

The Common Assessment Framework 2005

EYFS 2021

Suffolk Safeguarding Children Board Website

Keeping Children Safe in Education – April 2022.

And KCSIE 2016

The Prevent Duty 2021

Channel guidance 2015

Secondary Legislation/guidance

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

Rehabilitation of Offenders Act 1974

Equalities Act 2010

The Wood Review 2016

Liaison with other bodies

If a member of the team has any concerns regarding the safety of a child, they have a duty under the 1989 Children Act to contact external agencies. We are committed to working in line with the Government's statutory Guidance "Working Together to Safeguard Children" (2018).

We work within the Suffolk Safeguarding Children Board guidelines.

We have a copy of the leaflet 'What to do if you are worried a child is being abused 2015' for parents and staff and all staff are familiar with what to do if they have concerns.

A list of contact numbers, including Children's Services and Suffolk Police and the MASH team (professional's helpline 0345 6961499) is displayed at the setting. (Leaders office and staff board)

We have procedures for contacting the local authority on child protection issues. A flowchart detailing the procedure for referral is displayed at the setting.

If a referral is to be made to the local authority social services department, we act within the Suffolk Safeguarding Children Board guidance in deciding whether we must inform the child's parents at the same time. The current protocol is meetings over the phone via SKYPE or via online communications via TEAMS. It is vital communications via the telephone or online remain accurate and well established

Key Commitment 1

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

Staffing and volunteering

Our setting Manager and Designated Safe guarding lead Deputy (Kayleigh Simpson or Hannah Heron) co-ordinate child protection issues at Stowupland Pre-School.

Either the DSL and Deputy DSL are available at all times, set as per the EYFS 2021

This work is supported by the Pre-School Committee.

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' DBS checks with the Criminal Records Bureau before posts can be confirmed and for prohibition checks on staff, suitability to work with children and disqualification by association declaration.

During the pandemic, if recruitment is necessary, all Safer Recruitment procedures must take place, interviews, references, DBS and inductions are mandatory for the safety of the children.

The Managers oversee the 'tracking' updates of all individuals holding a DBS on an annual basis.

All staff are required to renew and sign a declaration of their suitability to work with children on an annual basis, this is covered in the staffs termly supervisions. They are also required to declare if there is a declaration by association.

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 Disclosure and Barring Services 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 and all volunteers undergo an enhanced DBS check.

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, when they arrive and leave 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. Maintenance work at the Pre-School does not take place at the Pre-School in the hours of operation. Contractors are accompanied by a Manager at all times. Independent delivery people are accompanied on site by a senior member of staff. Committee members complete relevant Ofsted forms and obtain DBS checks. Management make staff aware of what is needed to be disclosed- linking to disqualification by association and disqualification from working with children in general

Injuries

If a child comes into the setting with an injury a practitioner will ask and record how and when this happened, including a description of the injury. The setting Manger reviews these half termly.

Key Commitment 2

Our setting 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 are worried a child is being abused' (2015)

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 adult involved makes a dated record of the details of the concern and discusses what to do with the Senior designated team member. The information is stored in the child's individual file, which will be stored appropriately to ensure confidentiality.

Practitioners in setting take care not to influence the outcome.

Should any member of staff have concerns for the welfare of any child they will immediately inform the Designated Safeguarding Lead (or Deputy in their absence). Child care responsibilities do not include investigating the suspected abuse. However, the staff will keep accurate records of their observations and anything said to them by the child or others in connection with the suspected abuse. It is always important to listen to the children.

The first concern will be to the child.

Staff must be aware of a change in children's behaviour or appearance and react accordingly.

Staff must be prepared to listen carefully and sympathetically to any children who wish to confide in them and to take them seriously.

An adult speaking to a child victim should never promise to keep the facts a secret.

Children whose condition or behaviour has given cause for concern will be listened to, reassured and helped to understand that they are valued and respected and have not been at fault.

It is rare for young children to make false accusation, especially of sexual abuse, and it must always be investigated.

Staff will ask open ended questions, they will be reflective listeners, repeating what the child has actually said.

Children must not feel that the staff are interviewing them.

Whenever worrying changes are observed a specific and confidential record will be set up, separate from the child's progress records.

Allegation of child abuse against a member of staff, volunteer or student

It is important that staff avoid putting themselves in situations that may lead to allegations being made against them. However, if an allegation is made:

The setting leader or most senior member of staff and Chairperson should be informed on the same day as the allegation is made.

The Chairperson will contact the person/s concerned individually and outline the allegations that have been made, and inform the person that it is the duty of the management to contact the Local Authority Designated Officer (LADO) (Tel no. 01284 758590) of the allegation within 24 hours, and ask them for advice on how to proceed.

A referral for the child(ren) will be made to Customer First.

The Chairperson has a duty to inform OFSTED at Manchester, which is the registering authority (Tel. no. 0300 1231231).

If the allegation has been made against a student, their placement officer or course tutor must be informed and the student will be asked not to attend until further notice.

A paid member of staff will immediately be asked to take leave with full pay.

A volunteer will be immediately asked to take leave.

They will be asked to immediately hand over any keys and confidential information e.g. registers and records of the children and staff are not to enter the group premises except by prior arrangement with the setting leader or Chairperson.

Suitable arrangements will be made to pay staff members on paid leave.

The Chairperson or delegated committee member, setting leader or most senior staff members will immediately arrange for any required back up paid staff or volunteers to come in and ensure there are enough staff to cover all sessions.

The Chairperson will contact the Local Authority Designated Officer (LADO) and OFSTED and ask for advice on how to proceed.

Under no circumstances will the setting conduct any interviews or investigations themselves

Any concerns about conduct or safeguarding will be recorded on the member of staff's personal file.

It is important that practitioners avoid situations occurring that may lead to allegations being made against them.

To protect practitioners from allegations we have implemented the follow good practices.

Medication forms

First aid and incident forms

Emergency first aid

Safeguarding children forms

Sun cream consent

Physical touch and handling policy

Two practitioners are present within each area of the setting at all times

Student/volunteer supervision

Security systems in place

References checked and police checks before staff members starting

Signing in and out sheet/register

Safer working practices information

We ensure that all parents know how to complain about staff or volunteer action within the setting, which may include an allegation of abuse. The OFSTED complaints poster and the setting complaints procedure are displayed in reception and on our website.

See our Allegations of Abuse Against Staff Policy.

Possible indicators of inappropriate behaviour of a staff member

Pays an unusual amount of attention to children providing them with presents, money or favours

Seeks out vulnerable children

Seeks opportunities to spend significant amounts of time alone and unsupervised with a child or children.

Spends a significant amount of time alone with a single child or a small group of children on a regular basis.

Encourages secretiveness about their activities and time spent with children.

Takes a child or children to his/her own home.

Is vague about previous employment.

Has an unusual amount of physical contact with a child or children.

Touches a child in an inappropriate manner.

Talks to a child in a sexually inappropriate manner.

Avoids close supervision and management at work.

Handling complaints

If a complaint is made against a member of staff it will be investigated. Both Social Services and OFSTED must be informed.

Staff and the Chairperson should keep a record of all conversations they have, both face to face and on the telephone, concerning the matter and also copies of correspondence.

Staff may wish to seek legal advice, either independently or through a professional association. The setting is a member of the Pre-School Learning Alliance and they can be called on for legal advice and support.

False allegations

False allegations can sometimes be made against a member of staff, perhaps because a genuine mistake has been made or a misunderstanding has happened. A false allegation may be made through malice, jealousy or revenge or even as a cry of help from a child. If allegations are made against you that you know to be false:

Stay calm

Follow the setting Managers instructions

Co-operate with questions and enquiries

Seek advice and support from appropriate professional advisors.

Do not confront your accuser.

False allegations are usually found to be so once inquiries have been made.

Contact numbers

Social Services telephone numbers

Customer First 24 Hours 0808 800 4005

Suffolk Police telephone number

Suffolk Police 01473 613500

In an emergency dial 999

Suffolk Child Protection Committee 01473 583453

Local Authority Designated Officer (LADO) 01284 758590

NSPCC helpline 0800 0560566

Child Protection helpline 0808 8005000

Disciplinary action

Where a member of staff or a volunteer is dismissed from the setting or internally disciplined because of misconduct relating to a child, we will seek advice from the Suffolk Safeguarding Children Board and Local Authority.

Cameras and Mobile/Smart Phones

Please refer to our policy on acceptable use of ICT, smart/mobile phones and cameras and our policy for safe social networking. Please also refer to our guidance: Developing safe working practises.

Key Commitment 3

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

Training

As a requirement of their employment, all Staff members are required to undertake Safeguarding Children mandatory training, and to refresh this training every 3 years. In addition to this mandatory training, the DSL and deputy undertake a variety of other training relating to the Safer recruitment procedures, Assessment, Referrals and Thresholds and Roles and Responsibilities. The setting Manager ensures that training is planned and undertaken through the implementation of a training plan.

We seek out training opportunities for all adults involved in the setting 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. This ensures all staff have an up to date knowledge of safeguarding issues

We ensure that all practitioners understand the procedures for reporting and recording their concerns in the setting. Every staff meeting contains relevant Safeguarding updates, including legislation changes.

All staff have read and understood and accepted KCSIE 2015 Part 1.

A thorough induction is carried out with all staff. This includes training relating to; changes in children's behaviours, general well-being, unexplained injuries or marks, communication with parents that may give cause for concern. We also cover inappropriate behaviour from staff and what these might be and what to do should a member of staff has concerns regarding another member of the team. This training is also given to volunteers and work experience students as part of their induction. Regular staff refresher meetings are held during each term.

Attendance – we monitor attendance closely, following up unexplained absence with a phone call and refer to the Suffolk County Council guidance document on attendance for children of non compulsory school age.

PREVENT (all see Prevent Duty Policy)

All staff, volunteers and students are trained in the PREVENT Duty.

Prevent aims to stop people becoming terrorists or supporting terrorism. Our approach and curriculum supports children to become critical thinkers, voice their views, act on the world in positive ways for others and challenge unwanted behaviours.

We recognise that anyone can be vulnerable and that concerns should be shared and promote a culture of openness.

The Counter Terrorism and Security Act 2015 places a duty on us as a school to have “due regard to the need to prevent people from being drawn into terrorism. The Prevent Duty reinforces existing duties we recognise placed on us as an educational establishment for keeping children safe.

Staff are trained to assess risks of parents and children being drawn into terrorism and to recognise radicalisation and extremism. This training ensures that staff have the knowledge and confidence to identify children or parents at risk of being drawn into terrorism and to challenge extremist ideas. If we have concerns we know to refer to the DSL (Kayleigh Simpson) and that the Channel process is there to support those at risk of radicalisation.

We refer to the document VTR flowchart which is displayed within the Pre-School office.

We recognise that radicalisation refers to the process by which a person comes to support terrorism and extremist ideologies associated with terrorist groups and extremism is the “vocal or active opposition to fundamental British values including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs. We also include in our definition of extremism calls for the death of members of our armed forces.”

Where a member of the team has concerns that an individual may be vulnerable to violent extremism a VTR referral form will be completed and sent to the MASH and relevant CYPS team if under 18. THE MASH will notify special branch to carry out checks and make an initial assessment prior to any further information gathering about the individual. Channel is a multi agency process which provides support to those who may be vulnerable to being drawn into terrorism, Channel uses existing collaboration between partners to support individuals.

Curriculum

We introduce key elements of child protection 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 understanding of why and how to keep safe, including e- safety

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.

Our systems are filtered to ensure access to material is restricted and staff use if monitored regularly.

We aim to focus on PSED and Leuven's wellbeing scale especially during the lockdown periods due to the pandemic.

To identify and monitor closely the development of children through Cohort tracking and to identify possible effected areas of learning (such as Communication and Language, Personal, Social and Emotional development). To identify vulnerable children to help secure and promote their safety and learning.

Disclosures

Where a child makes a disclosure to a practitioner, they:

offer reassurance to the child;

listen to the child;

give reassurance that she or he will take action.

The practitioner will ask questions of the child to encourage the continuation of conversation and ask open ended questions that add context to the information given. **For example, what, when, who, how.** The questions should not put words in the child's mouth or ideas into their heads.

The practitioner will not continue the conversation if the child is becoming upset or distressed

(Safe guarding children. Roles and responsibilities; Section 1)

Recording suspicions of abuse and disclosures

Practitioners make a record of:

the child's name

the age of the child;

the date and time of the observation or the disclosure;

an objective record of the observation or 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.

These records are signed and dated and kept in the child's personal file.

All practitioners know the procedures for recording and reporting.

Informing parents

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 Safeguarding Children Board does not allow this.

This will usually be the case where the parent is the likely abuser or sexual abuse is suspected. In these cases, the investigating officers will inform parents.

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 Suffolk Safeguarding Children Board.

Support to families

The setting believes in building trusting and supportive relationships with families, practitioner and volunteers in the group.

The setting continues to welcome the child and the family whilst investigations are being made in relation to any alleged abuse.

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 procedure and only if appropriate under the guidance of the Suffolk Safeguarding Children Board.

Frequency of review: 6 monthly Annually Two Yearly

Staff Declarations

I declare that I have read and understood the above named policy. I will endeavour to uphold the principles and ethos of this policy, and follow the procedures as described.

Staff Members Name	Signature	Date