



# Bowes Pre-School & Holiday Club

## 1.2 Safeguarding Children and Child Protection Policy (including managing allegations of abuse against a member of staff)

**Safeguarding and Welfare requirement: Safeguarding and Promoting children’s Welfare**  
Bowes Pre-school must take necessary steps to safeguard and promote the welfare of children.

Bowes Pre-School will work with children, parents /carers 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 three key commitments of the Pre-school Learning Alliance Safeguarding Children Policy.

### EYFS Key themes and commitments

<u>A unique child</u>	<u>Positive relationships</u>	<u>Enabling environments</u>	<u>Learning &amp; Development</u>
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

### Procedures

We carry out the following procedures to ensure we meet the three key commitments of the Alliance Safeguarding Children Policy.

#### Key commitment 1:-

Bowes 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 member of staff, who co-ordinates child protection issues is:

**Manager – Nicky Alderson**

**Deputy – Ruthie Painter**

- We ensure all staff are trained to understand our safeguarding policies and procedures and that parents are made aware of them too.
- All staff have up to date knowledge of safeguarding issues.
- We provide adequate and appropriate staffing resources to meet the needs of the 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 Disclosure and Barring

Service 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 record information about staff qualifications, and the identity checks and vetting processes that have been completed including:
  - The Disclosure and Barring 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).
- 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 led to dismissal for reasons of child protection concern.
- We have procedures for recording the details of visitors to the setting (see visitor policy)
- 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 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. (See mobile phone and camera policy)

### **Key commitment 2:-**

Bowes 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,(including FGM) emotional, sexual and neglect
- 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);
  - 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 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; fabricated or induced illness; child abuse linked to beliefs in spirit possession; sexual exploitation of children, such as through internet abuse; Female Genital Mutilation (FGM); that may affect, or may have affected, children and young people using our provision.
- 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 the setting Manager, who is acting as the 'designated person'. The information is stored on the child's personal file.
- 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 concerns.
- We refer concerns to the Local Safeguarding Children's Board (LSCB) and co-operate fully in any subsequent investigation. This may mean the police or another agency

identified by the LSCB.

- We will inform Ofsted of any allegations of serious harm or abuse within 14 days.
- We take care not to influence the outcome either through the way we speak to children or by asking questions of children.
- We take account of the need to protect young children 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 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.

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

Where a child makes comments to a member of staff that gives cause for concern (disclosure), 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 assurances that he or she will take action
- Does not question the child
- Makes a written record that forms an objective record of the observation or disclosure that includes:
  - The date and time 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
  - 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 secure and confidential.

### **Making a referral to the Local Safeguarding Children's Board**

- The Pre-school Learning Alliance's publication Safeguarding Children contains procedures for making a referral to the local children's 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).
- A copy of 'What to do if you're worried a child is being abused' can be found in the policies and procedures file, along with the procedures for recording and reporting set down by our LSCB.

To make a referral we follow the guidelines set out on the LSCB website. Where there are serious concerns for a child, we must contact 'First Contact' on 03000 267979.

All members of staff will follow the procedures for recording and reporting.

### **Informing Parents/Carers**

- Parents are normally the first point of contact. We discuss concerns with parents to gain their view of events, unless we feel this may put the child in greater danger.
- 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 guidance of Local Safeguarding Children Board 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 investigating officers will inform parents.

### **Liaison with other agencies**

- We work within the Local Safeguarding Children's Board guidelines
- These guidelines can be accessed online – [www.durham.lscb.org.uk](http://www.durham.lscb.org.uk)
- We have a copy 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, 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 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 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

Email: [help@nspcc.org.uk](mailto:help@nspcc.org.uk) Telephone: 0808 800 5000

### **Allegations against staff**

- We ensure that all parents know how to complain about the behaviour or actions of staff or volunteers within the setting, or anyone working on the premises occupied by the setting, which may include an allegation of abuse.
- 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's Board when responding to any complaint that a member of staff, or volunteer within the setting, or anyone working on the premises, has abused a child.
- We respond to any disclosure by children or staff that abuse by a member of staff or volunteer within the setting, or anyone 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 Designated Officer to investigate. Name: Sharon Lewis Number: 03000 268835
- 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 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 due to engaging in activities that caused concern for the safeguarding of children, we will notify the Independent Safeguarding Authority (ISA) of relevant information so that individuals who pose a threat to children can be identified and barred from working with these groups.

### **Key Commitment 3:-**

Bowes Pre-school is committed to promoting the 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 designated persons receive training in accordance with that recommended by the Local Safeguarding Children Board.
- We ensure that all staff know the procedures for reporting and recording their concerns they may have about the provision.

### **Planning**

- The layout of the setting allows for constant supervision. Wherever possible no child is left alone with staff or volunteers in a one-to-one situation.

### **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.
- 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's Board.

### **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 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 settings designated role and tasks in supporting that child and their family, subsequent to any investigation.
- Confidential records kept on the child are shared with the child's parents or those who have parental responsibility for the child in accordance with the Confidentiality Procedure and only if appropriate under the guidance of the Local Safeguarding Children's Board.

### **The Prevent Duty & British Values in the Early Years (Statutory Requirement 2015)**

Early Years teams have a responsibility to safeguard children from radicalisation and extremism. This is called the prevent duty. Fundamentally to ensure we are delivering best practice in meeting this duty, we need to be able to do two things;

- Staff need to be able to identify children who are at risk of radicalisation, whether the risk is from within their family or from others;
- Staff should build children's resilience by promoting fundamental 'British Values', within activities and conversations which are suitable for their age and understanding.
- In Early Years, the fundamentals of British Values are apparent in every-day activities, for example democracy in action: children sharing their views on what the theme of their role play area could be with a show of hands, decision making together.

Encourage children to know that their views count, value each other's views and values, and talk about their feelings managing risk, good relationships with key people/buddies. Democracy making decisions together, understanding rules, developing a positive sense of themselves, mutual respect and tolerance.

Staff to support the decisions that children make and provide activities that involve turn-taking, sharing and collaboration. Children should be given opportunities to develop enquiring minds in an atmosphere where questions are valued as part of the focus on self-confidence and self-awareness as cited in Personal, Social and Emotional Development.

### **What is not acceptable:-**

- Having notices on the walls or multi-faith books on shelves will fall short of 'actively promoting' intolerance of other faiths, cultures and races
- Failure to challenge gender stereotypes and routinely segregate girls and boys
- Isolating children from their wider community
- Failure to challenge behaviours (whether staff, students, children, parents/carers and community members) that are not in line with the fundamental British Values of democracy, rule of law, individual liberty, mutual respect and tolerance for those with different faiths and beliefs.

- If a child discloses a situation or incident which leads you to believe that they are at risk of radicalisation, the First Contact Team should be contacted and the standard safeguarding procedure followed.

Any concerns that are raised should follow the standard procedure for any safeguarding concern.

All staff should familiarise themselves with the full documentation provided by the Department for Education online, which includes more specific practice examples

<https://www.gov.uk/government/publications/prevent-duty-guidance>

**Useful contact details** (These can also be found on the stationery cupboard door, next to office)

The parent/carer or different member of staff can, if they feel it more appropriate, contact LADO, Ofsted or the First Contact Team without informing the setting.

Local Authority Designated Officer, Sharon Lewis – 03000 268835  
 First Contact Service 03000 267979  
 Ofsted 0300 123 1231  
 Kirsty Wilkinson – 07880044639  
 (DCC Safeguarding Lead)

Prevent Team 0191 375 2905  
 Durham Constabulary 0191 375 5255  
 Community Safety 03000 260 000

[www.durham.police.uk](http://www.durham.police.uk)  
[www.durham.gov.uk](http://www.durham.gov.uk)

## 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

### Further Guidance

- Working together to Safeguard Children (March 2015)
- What to do if you're worried a child is being abused (HMG 2006)
- 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 (Jan 2010)
- Statutory guidance on making arrangements to safeguard and promote the welfare of children under section 11 of the Children Act 2004 (HMG 2007)
- Information Sharing: Practitioners Guide (HMG 2006)
- Independent Safeguarding Authority: [www.isa.gov.org.uk](http://www.isa.gov.org.uk)

Other useful Pre-school Learning Alliance publications

- Safeguarding Children (2010)

This policy is fully supported by the Manager, Staff, Committee and Parents/Carers of Bowes Pre-school.

Signed:-..... (Chairperson)

Print Name:- ..... Date: .....

Signed:- ..... (Manager)

Print Name:- ..... Date: .....

Review Date: .....

Signed by: ..... (Staff member)

Print name: ..... Date: .....

Signed by: ..... (Staff member)

Print name: ..... Date: .....

Signed by: ..... (Staff member)

Print name: ..... Date: .....