



## Safeguarding Children and Young People Policy and Procedure

### Section One – Purpose

Little Pennies Pre-School has a duty to be aware that abuse does occur in our society. This policy lays out the procedures to be followed if we have reason to believe that a child in our care is subject to any form of abuse or neglect.

Our primary responsibility is the welfare and wellbeing of each individual child in our care. As such we believe we have a duty to the children, parents/carers and staff to act quickly and responsibly in any concern that may come to our attention. It is the duty of any staff member to report any suspected abuse to the **Designated Safeguarding Lead (DSL)**

The DSL for The Little Pennies Pre-School is Ruth Meaden.

Katie Keeble will deputise, should the DSL not be available.

Becky Wallworth is the nominated member of the committee for Safeguarding.

### Section Two – concerns about a child / children

If there is a concern about a **child** The Little Pennies Pre-School has a duty to contact Children's Social Care (CSC).

All new referrals or safeguarding concerns about a child should be made to the Multi-Agency Safeguarding Hub (MASH) on 01202 228866.

Children's Social Care offices:

- Ferndown 01202 877445
- Christchurch 01202 474106
- Dorchester 01305 221450
- North Dorset 01258 472652
- Out of hours service 01202 657279

**The Local Authority Designated Officer (LADO) is Patrick Crawford 01305 221122.**

The DSL or Deputy DSL should speak to the CSC duty office (MASH) to share their concern over an incident or emerging pattern of concerns. The duty officer will discuss with their own manager and decide upon further action, if applicable. If the initial contact is taken by CSC as a referral, the setting should send a written report within 48hrs.

The Little Pennies Pre-School and its entire staff have a duty to be aware that abuse does occur in our society. This statement lays out the procedures that will be taken if we have reason to believe that a child in our care is subject to any type of abuse.

Our primary responsibility is the welfare and wellbeing of all children in our care. As such we believe we have a duty to the children, parents/main carers and staff to act quickly and responsibly in any instance that may come to our attention.

The Little Pennies Pre-School has a duty to report any suspicions around abuse to Childrens Social Care whether this stems from allegations against staff, volunteers, carers or the general public. The Children Act 1989 (Section 47(1)) places a duty on Social Services to investigate such matters. The Little Pennies Pre-School will follow the procedures set out in the Local Safeguarding Children's Board Procedures and as such will seek their advice on all steps taken subsequently.

The Little Pennies Pre-School will notify OFSTED if Social Services are investigating a child protection matter related to the group.

### **Section 3 - for staff and/or volunteers**

- Staff are informed that they are expected to disclose any convictions, cautions, court orders, reprimands and warnings which effect their ability to work with children whether before or during employment
- We abide by OFSTED requirements in respect of references and DBS checks for staff and volunteers, to ensure that no disqualified person or unsuitable person works at the setting or has access to the children.
- Volunteers do not work unsupervised with the children.
- We have procedures for recording the details of visitors to the setting and their identities.
- 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.

**Ruth Meaden** the designated member of staff for child protection liaison, will take the lead in dealing with any concerns raised initially, and will then decide whether to take advice from outside agencies such as Social Services, and the Police. If it is decided to discuss such issues with the parents/carers of the child this staff member will facilitate the discussions (although no discussions will take place if it is believed this would place the child at risk of significant harm).

An allegation of child abuse or neglect could lead to a criminal investigation so staff will not do anything that may jeopardise a police investigation, for example, ask a child leading questions or attempt to investigate the allegations of abuse.

Social services take the lead role in enquiring about child protection issues related to the child whilst the employer retains the responsibility for disciplinary actions related to their staff member, volunteer or carer.

### **Physical Abuse**

Action will be taken under this heading if the staff have reason to believe that there has been a physical injury to a child, including deliberate poisoning, where there is a definite knowledge, or reasonable suspicion that the injury was inflicted or knowingly not prevented.

### **Procedure**

- a. Any sign of a mark/injury to a child when they come into The Little Pennies Pre-School will be recorded by the designated member of staff for child protection liaison.
- b. The incident will be discussed with the parent/main carer and they will be asked to countersign a report form.
- c. Such discussion will be recorded and the parent/main carer will have access to such

records. (Discussion will take place unless it is believed that this would place the child at risk of significant harm)

- d. If there appear to be any queries regarding the injury Social Services and/or the Police will be notified

### **Sexual Abuse**

Action will be taken under this heading if the staff team have witnessed occasions where a child indicated sexual activity through words, play, and drawing or had an excessive pre-occupation with sexual matters or had an inappropriate knowledge of adult sexual behaviour.

#### **Procedure**

- a. The observed instances will be reported by the designated member of staff for child protection liaison.
- b. The matter will be referred to Social Services and /or the Police by that staff member

### **Emotional Abuse**

Action will be taken under this heading if the staff team have reason to believe that there is a severe, adverse effect on the behaviour and emotional development of a child caused by persistent or severe ill treatment or rejection.

#### **Procedure**

- a. The concern will be discussed with the parent/main carer by the designated member of staff for child protection liaison
- b. Such discussion will be recorded and the parent/main carer will have access to such records.  
(Discussion will take place unless it is believed that this would place the child at risk of significant harm)
- c. If there appear to be any queries regarding the circumstances, the matter will be referred to Social Services and /or the Police.

### **Neglect**

Action will be taken under this heading if the staff team have reason to believe that there has been persistent or severe neglect of a child (for example, by exposure to any kind of danger, including cold and starvation) which results in serious impairment of the child's health or development, including non-organic failure to thrive.

#### **Procedure**

- a. The concern will be discussed with the parent/main carer by the designated member of staff for child protection liaison.
- b. Such discussion will be recorded and the parent/main carer will have access to such records. (Discussion will take place unless it is believed that this would place the child at risk of significant harm)
- c. If there appear to be any queries regarding the circumstances Social Services and /or the Police will be notified.

### **Technology and Internet Safety**

The Little Pennies Pre-school operates a Camera, Mobile Phone and Recording Device policy as well as an Acceptable Use Policy to protect children, protect staff from allegations and to maintain high standards of care within the pre-school.

Children will only be photographed or recorded by the use of a camera or recording device that belongs to the pre-school.

Children will only be photographed or recorded if parental consent has been obtained.

### **Procedure**

- a. All mobile telephones, ipads etc. to be kept in a safe place within the locked pre-school office.
- b. Only the office computer and pre-school ipads will be connected to the internet, password protected /and used only for sourcing child related activities and recording observations/assessments on the Tapestry online learning journal . Staff and Trustees use only.
- c. Any member of staff using their own computer must adhere to the E-safety policy in all matters relating to the pre-school.

\*See Mobile phone and camera policy and our E-safety policy.

### **Current Safeguarding Concerns**

The following Safeguarding concerns are all considered to be child protection issues and should be referred immediately to the most relevant agency:

#### **Child Exploitation**

Children and young people can be exploited through their use of modern technology such as the internet, mobile phones and social networking sites. In order to minimise the risks to our children we have in place appropriate measures which are detailed in the following policies:

E-Safety

Acceptable Use Policy

Camera, Mobile Phone and Recording Device

#### **Under-age or Forced Marriage**

#### **Female Genital Mutilation (FGM)**

For some communities it is considered a religious act and cultural requirement, however it is illegal for someone to arrange for a child to go abroad with the intention of having her circumcised. Any concerns will be reported to the appropriate agency in order to prevent this form of abuse taking place.

#### **Honour Based Violence (HBV)**

So-called 'honour-based' violence (HBV) encompasses crimes which have been committed to protect or defend the honour of the family and/or the community, including Female Genital Mutilation (FGM), forced marriage, and practices such as breast ironing. All forms of so called HBV are abuse (regardless of the motivation) and should be treated as such.

#### **Trafficked Children and Modern Slavery**

Child trafficking involves moving children across or within national or international borders for the purposes of exploitation. Exploitation includes children being used for sex work, domestic work, restaurant/ sweatshop, drug dealing, shoplifting and benefit fraud.

## **Domestic Abuse**

The Government defines domestic abuse as “**Any incident of threatening behaviour, violence or abuse (psychological, physical, sexual, financial or emotional) between adults who are or have been intimate partners or family members regardless of gender or sexuality**”.

Staff understand what is required of them if children are members of the household where domestic abuse is known or suspected to be taking place. Actions to be taken include referrals to the Police and the Local Authority, this includes action to be taken where a member of staff is the alleged perpetrator or victim of domestic abuse.

At The Little Pennies Pre-school we will follow our safeguarding policy and report any suspected concerns regarding any of the above mentioned forms of abuse to the relevant agency.

## **The Prevent Duty and Promoting British Values**

From the 1st July 2015 all registered early years childcare providers are subject to a duty under section 26 of the Counter-Terrorism and Security Act 2015, in the exercise of their functions, to have “due regard to the need to prevent people from being drawn into terrorism” This duty is known as the Prevent Duty.

At Little Pennies we take safeguarding very seriously, therefore to ensure that we adhere to and achieve the Prevent Duty we will endeavour to:

- Provide appropriate training for staff as soon as possible. Part of this training will enable staff to identify children who may be at risk of radicalisation.
- We will build the children’s resilience by promoting fundamental British values and enable them to challenge extremist views (In early years, the statutory framework for the EYFS sets standards for learning, development and care for children 0-5, thereby assisting personal, social and emotional development and understanding of the world)
- We will assess the risk of children being drawn into terrorism, including support for extremist ideas that are part of the terrorist ideology.
- We will ensure staff understand the risks so they can respond in an appropriate and proportionate way.
- We will be aware of the online risk of radicalisation through the use of social media and the internet.
- As with managing our safeguarding risks, our staff will be alert to changes in children’s behaviour, which could indicate that they may be in need of help or protection (children at risk of radicalisation may display different signs or may seek to hide their views). The key person approach means we already know our children well and so we will notice any changes in behaviour, demeanour or personality quickly.
- We will not carry out unnecessary intrusion into family life but we will take action when we observe behaviour of concern. The key person approach means we already have a rapport with our families so we will notice any changes in behaviour, demeanour or personality quickly.
- We will work in partnership with our local LSCB for guidance and support.
- We will build up an effective engagement with parents/carers and families (This is important as they are in a key person position to spot signs of radicalisation)
- We will assist and advise families who raise concerns with us. It is important to assist and advise families who raise concerns and be able to point them in the right direction and the right support mechanisms

- We will ensure that our Designated Safeguarding Lead will undertake Prevent awareness training (as a minimum) so that they can offer advice and support to other members of staff.
- We will ensure that any resources used in the setting are age appropriate for the children in our care and that our staff have the knowledge and confidence to use the resources effectively.

To help understand how this is put into practice a few examples are as follows:

### **Democracy:**

#### **Making decisions together: PSED (Personal, social & emotional behaviour)**

- Managers and staff can encourage children to see their role in the bigger picture, encouraging children to know their views count, value each other's views and values and talk about their feelings, for example when they do or do not need help. When appropriate demonstrate democracy in action, for example, children sharing views on what the theme of their role play area could be with a show of hands.
- Staff can 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.

### **Rule of Law:**

#### **Understanding rules matter: PSED**

- Staff can ensure that children understand their own and other's behaviours and its consequences, and to distinguish right from wrong.
- Staff can collaborate with children to create the rules and codes of expected behaviour, for example, to agree the rules about tidying up and ensure all children understand rules apply to everyone

### **Individual Liberty:**

#### **Freedom for all: PSED & UTW (Understanding the world)**

- Children should develop a positive sense of themselves. Staff can provide opportunities for children to develop their self-knowledge, self-esteem and increase their confidence in their own abilities, for example, allowing children to take risks on an obstacle course, mixing colours, talking about their experiences and learning.
- Staff should encourage a range of experiences that allow children to explore the language of feelings and responsibility, reflect on their differences and understand we are free to have different opinions, for example, in a small group discuss how they feel about the transition from nursery to school.

### **Mutual Respect and Tolerance:**

#### **Treat others as you want to be treated: PSED & UTW**

- Managers and leaders should create an ethos of inclusivity and tolerance where views, faiths, cultures and race are valued and children are engaged with the wider community.
- Children should acquire a tolerance and appreciation of and respect their own and other cultures: know about similarities and differences between themselves and other among families, faiths, communities, cultures and traditions and share practices, celebrations and experiences.
- Staff should encourage and explain the importance of tolerant behaviours such as sharing and respecting other people's opinions.

- Staff should promote diverse attitudes and challenge stereotypes, for example, sharing stories that reflect and value diversity of children's experiences and providing resources and activities that challenge gender, cultural and racial stereotyping.

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

- Actively promoting intolerance of other faiths, cultures and races.
- Failure to challenge gender stereotypes and routinely segregating boys and girls.
- Isolating children from the wider community.
- Failure to challenge behaviours (whether this is staff, children or parents) 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.

### **Allegations against a member of staff, committee member or volunteer**

Action will be taken under this heading if allegations of child abuse/neglect are made against a member of staff, committee member or volunteer working at the Pre-School.

\* please see our Whistle Blowing policy.

**The Local Authority Designated Officer (LADO), should be informed, see above for contact number. OFSTED must be informed within 14 days of any allegation against a member of staff or volunteer. Providers must meet their duties under the Safeguarding Vulnerable Groups Act 2006, which includes making 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.**

### **Procedure**

- a. The concern will be discussed with the parent/main carer by the designated member of staff for child protection liaison.
- b. Such discussion will be recorded and the parent /main carer will have access to such records.
- c. The designated staff member will report the incident to their employer (e.g. owner, board of trustees).
- d. The employer will need to decide how far to discuss it with the accused member of staff/volunteer without involving outside agencies, bearing in mind that an allegation of child abuse or neglect could lead to a criminal investigation, so they should not do anything to jeopardise a police investigation, for example, ask a child leading questions or attempt to investigate the allegations of abuse.
- e. We follow the guidance of the Local Safeguarding Children Board when responding to any complaint regarding a member of staff or volunteer in the setting.
- f. The employer will need to decide whether to suspend the member of staff/committee member/volunteer pending investigations.
- g. We refer any such complaint immediately to the local authorities social care department to investigate. The matter will also be reported to OFSTED within 14 days with the actions to be taken. We are aware that it is an offence not to do this.
- h. We co-operate entirely with the investigation carried out by children's social care in conjunction with the police.

\* please see our Whistle Blowing policy

## **Disciplinary Action**

All staff are expected to disclose any convictions, cautions, court orders, reprimands and warnings (with the exception of convictions or cautions that are protected for the purposes of the Rehabilitation of Offenders Act 1974), that may affect their suitability to work with children (whether received before or during their employment).

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) 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.

## **Disqualification (all registered providers)**

In the event of the disqualification of a registered provider, a person living in the same household as the registered provider, or a person employed in that household, the provider must not continue as an early years provider – nor be directly concerned in the management of such provision. Where an employer becomes aware of relevant information which may lead to disqualification of an employee, the provider must take the appropriate action to ensure the safety of children. In the event of disqualification of a person employed in early years provision, the provider must not continue to employ that person.

The provider must give OFSTED the following information when relevant:

- details of any order, determination, conviction, or other ground for disqualification from registration under regulations made under section 75 of the Childcare Act 2006;
- the date of the order, determination or conviction, or the date when the other ground for disqualification arose;
- The body or court which made the order, determination or conviction, and the sentence (if any) imposed; and
- a certified copy of the relevant order (in relation to an order or conviction).

The information must be provided to OFSTED as soon as reasonably practicable, but at the latest, within 14 days of the date the provider became aware of the information.

## **Staff Supervision**

This provides an opportunity for staff to discuss any issues particularly concerning children's Development or well-being. It identifies solutions to address issues as they arise and staff will receive coaching to improve their personal effectiveness.

Staff supervision occurs half termly.

## **Confidentiality**

The aim of this childcare setting is to promote an environment of respect with reference to confidential information relating to the children, families or group users and the groups business (please see our confidentiality policy.) However, if it becomes necessary to disclose information concerning a child and/or member of staff (if the allegation is made against a staff member/volunteer) to an outside agency, the following procedure will be followed:

- a. the consent of the parent/main carer of that child and/or the consent of the staff member to the disclosure will be sought first (unless it is believed that obtaining such consent would place the child at risk of significant harm).



b. if it is believed that obtaining such consent would place the child at risk of significant harm, the disclosure will be made without obtaining consent (bearing in mind the public interest in safeguarding the child's welfare overrides the need to keep information confidential).

Any information shared must be necessary for the purpose, shared only with those people who need to have it, be accurate and up to date, securely shared and the reason for sharing recorded. This must be carried out in line with the following guidance and legislation:

Working Together to Safeguard Children Act 2013

The Data Protection Act 1998

Early Years Foundation Stage 2014

### **Safer Recruitment and Selection**

It is a requirement for all agencies to ensure that all staff recruited to work with children and young people are properly selected and checked. At The Little Pennies Pre-school we will ensure that we have a member on every recruitment panel who has received the appropriate recruitment and selection training. That all of our staff are appropriately qualified and have the relevant employment history and checks to ensure they are safe to work with children in compliance with OFSTED regulations.

#### **PLEASE NOTE:**

**THERE ARE EXEPTIONS TO THE ABOVE PROCEDURES. IF ANY CHILD IS THOUGHT TO BE IN IMMEDIATE DANGER, LITTLE PENNIES PRE-SCHOOL STAFF WILL CONTACT SOCIAL SERVICES AND/OR THE POLICE IMMEDIATELY.**

Further information can be found online. [Www.workingtogetheronline.co.uk](http://www.workingtogetheronline.co.uk) and [www.dorsetlscb.co.uk](http://www.dorsetlscb.co.uk)

#### **Please see the following policies for more information:**

- Whistleblowing policy
- E-safety policy
- Camera, mobile phone and recording device policy
- Acceptable use policy

This policy was adopted at a meeting of Trustees held on .....

and was checked and re-affirmed on .....

Signed on behalf of The Little Pennies Pre-School

..... (Chairperson)