



## Safeguarding Children and Young People Policy and Procedure

### 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 Designated Safeguarding Lead (DSL) for The Little Pennies Pre-School is Ruth Meaden. She will co-ordinate child protection issues.

Becky Wallworth is fully trained and will deputise, should the DSL not be available.

Karen Adams is the nominated member of the committee for Safeguarding.

*We are committed to responding promptly and appropriately to all incidents, allegations 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, 2015) and the Care Act 2014.*

### 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.

### **Responding to suspicions of abuse**

- We acknowledge that abuse of children can take different forms - physical, emotional, and sexual, as well as neglect.
- 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 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 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.
- 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 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 LSCB 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 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 LSCB procedures on responding to radicalisation.
- The DSL completes 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 Female Genital Mutilation to the police.
- We also make ourselves aware that some children 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 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 and follow the LSCB procedures.
- 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 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 refer concerns 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 Children Board.
- 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 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 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.
- 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.
- We have a whistleblowing policy in place.
- Staff/volunteers know they can contact the organisation Public Concern at Work for advice relating to whistleblowing; if they feel that the organisation has not acted

adequately in relation to safeguarding they can contact the NSPCC whistleblowing helpline.

### **Staff and/or volunteers**

The DSL, Deputy DSL and nominated person for the committee ensure they have relevant links with statutory and voluntary organisations with regard to safeguarding. They understand local safeguarding procedures, attend relevant LSCB training at least every 3 years.

- 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 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. They receive updates on safeguarding at least annually.
- 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*, 2015) 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 LSCB thresholds of significant harm and understand how to access services for families, including for those families who are below the threshold for significant harm.
- 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.
- 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 mobile phones) and whistleblowing.
- 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.
- Adequate and appropriate staffing resources are provided 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.
- 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 working on the premises.
- Volunteers must:
  - be aged 16 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.
- Information is recorded about staff qualifications, and the identity checks and vetting processes that have been completed including:
  - the criminal records disclosure reference number;
  - certificate of good conduct or equivalent where a UK DBS check is not appropriate;
  - the date the disclosure was obtained; and
  - details of who obtained it.
- All staff and volunteers are informed 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).
- All staff and volunteers are required to notify us 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.
- We 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.
- Procedures are in place to record the details of visitors to the setting.
- Security steps are taken to ensure that we have control over who comes into the setting so that no unauthorised person has unsupervised access to the children.
- Steps are taken 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.
- Any personal information is held securely and in line with data protection requirement.
- 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 nominator person for the committee will support the DSL to undertake their role adequately and offer advice, guidance, supervision and support.
- The DSL will inform the nominated person at the first opportunity of every significant safeguarding concern, however this should not delay any referrals being made to children's social care, the LADO, Ofsted or Riddor.

**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.

### **Indicators of abuse**

#### **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 E-safety 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 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

**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 is 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.

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

- Where a child makes comments to a member of staff that give cause for concern (disclosure), or a member of staff observes signs or signals that give 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;
  - does not question the child, although it is OK to ask questions for the purposes of clarification;
  - makes a written record that forms an objective record of the observation or disclosure that includes: the date and time of the observation or the disclosure; the exact words spoken by the child as far as possible; the name of the person to whom the concern was reported, with the 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.
- The member of staff acting as the designated person is informed of the issue at the earliest opportunity, and within one working day.
- Where the Local Safeguarding Children Board 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 Children Board.

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

- 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.
- We keep a copy of this document alongside the procedures for recording and reporting set down by our Local Safeguarding Children Board, which we follow where local procedures differ from those of the Pre-school Learning Alliance.

### **Escalation process**

- 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 LSCB escalation process.
- We will ensure that staff are aware of how to escalate concerns.

### **Informing parents**

- Parents are normally the first point of contact. Concerns are discussed with parents to gain their view of events, unless it is felt that this may put the child at risk, or interfere with the course of a police investigation. Advice will be sought from social care if necessary.
- Parents are informed 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 the Local Safeguarding Children Board does not allow this, for example, where it is believed that the child may be placed at risk.
- This will usually be the case where the parent is the likely abuser.
- If there is a possibility that advising a parent beforehand may place a child at greater risk (or interfere with a police response) the DSL should seek 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 Children Board guidelines.
- The current version of 'What to do if you're worried a child is being abused' is available for parents and staff and all staff are familiar with what they need to do if they have concerns.
- We have procedures for contacting the local authority regarding 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 children's social care 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 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.

### **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**

- We ensure that all parents know how to complain about the behaviour or actions of staff or volunteers within the setting, or anyone living or working on the premises occupied by the setting, which may include an allegation of abuse.
- We respond to any inappropriate behaviour displayed by members of staff, volunteer or any other person living or working on the premises, 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 setting, or anyone living or working on the premises occupied by the setting, has abused a child.
- We ensure that all staff and volunteers know how to raise concerns about a member of staff or volunteer within the setting. We respond to any concerns raised by staff and volunteers who know how to escalate their concerns if they are not satisfied with our response.
- We respond to any disclosure by children, parents 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. The child's parents will have access to the report.
- We refer any such complaint immediately to the Local Authority Designated Officer (LADO) to investigate and/or offer advice.
- We also report any such alleged incident to Ofsted within 14 days (unless advised by LADO that this is unnecessary due to the incident not meeting the threshold), as well as 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.
- The designated staff member will report the incident to the Chair of the committee.
- Where the management team and children's social care agree it is appropriate in the circumstances, the member of staff or volunteer will be suspended for the duration of the investigation. This is not an indication of admission that the alleged incident has taken place, but is to protect the staff, as well as children and families, throughout the process.

### **Disciplinary action**

Where a member of staff or volunteer has been dismissed due to engaging in activities that caused concern for the safeguarding of children or vulnerable adults, we will notify the Disclosure and Barring Service 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.

\* please see our Whistle Blowing policy

### **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:

- 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).
- 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 2015

The General Data Protection Regulations (GDPR) (2018)

Early Years Foundation Stage 2017

**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.

**Retention and Disposal of Child Protection Records**

Child protection records must be retained by the last school or college that the young person attends. The records should be kept until the person has their 21<sup>st</sup> birthday and then securely disposed of. Please see our **Transfer of records policy for more information.**

**PLEASE NOTE:**

**THERE ARE EXCEPTIONS 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)

**All staff understand their responsibilities under the General Data Protection Regulations and the circumstances under which they may share information with other agencies.**

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

- Whistleblowing policy
- E-safety policy
- Information sharing policy
- Acceptable use policy
- Transfer of records policy
- GDPR Privacy notice

**Further guidance**

- Working together to Safeguards Children (HMG 2015)
- What to do if you're Worried a Child is Being Abused (HMG, 2015)
- The Common Assessment Framework for Children and Young People: A Guide for Practitioners (CWDC 2010)

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)

