

# **SAFEGUARDING CHILDREN AND CHILD PROTECTION POLICY AND PROCEDURES FOR WHIZZ KIDS PRE-SCHOOL**

Please also see

- Camera Policy
- Mobile Phone and Social Media Policy
- Prevent Duty Policy
- Whistleblowing Policy

## **General Welfare Requirement: Safeguarding and Promoting Children's welfare**

The provider must take necessary steps to safeguard and promote the welfare of children.

## **Policy statement**

Our 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.

Safeguarding procedures and Allegations against staff flowcharts are displayed in both room 1 and 2 for reference. All staff are aware government guidelines, SET procedures and further publications are available to refer to if required.

Safeguarding procedures are discussed at every staff meeting. Any new information is cascaded to staff by Safeguarding Lead.

## Procedures

We carry out the following procedures to ensure we meet all the commitments of our Safeguarding children policy.

We are 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 lead person who co-ordinates child protection issues is Mrs Sara Ward and in her absence Mrs Terina Wilkinson.
- We ensure all staff and parents are made aware of our Safeguarding Children Policy and Procedures.
- We provide adequate and appropriate staffing resources to meet the needs of children.
- 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 applicants 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 (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.
- We abide by the Protection of Vulnerable Groups Act requirements in respect of any person who is dismissed from our employment, or resigns in circumstances that would otherwise lead to dismissal for reasons of child protection concerns.
- We have procedures for recording the details of visitors to our pre-school.
- We take security steps to ensure that we have control over who comes into our pre-school 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 are asked to sign a consent form and have access to records holding visual images of their child.

Our 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 in 'What to do if you're worried a child is being abused' (March 2015) and 'Working Together to Safeguard Children' (March 2015).

### Responding to suspicions of abuse

- We acknowledge that abuse of children can take different forms - physical, emotional and sexual, neglect as well as being subjected to domestic violence.
- When children are suffering 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.
- 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, children with special educational needs, fabricated or induced illness, child abuse linked to beliefs in spirit possession, sexual exploitation of children such as through internet abuse and Female Genital Mutilation that may affect or may have affected children and young people using our pre-school.
- We also make ourselves aware that some children and young people are affected by gang activity, by complex, multiple or organised abuse, through forced marriage or honour based violence or maybe victims of child trafficking. While this may be less likely to affect young children in our care we may become aware of any of these factors affecting older children and young people who we may come into contact with.
- Where we believe a child in our care or known to us may be affected by any of these factors we follow the procedure for reporting child protection concerns.
- 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 pre-school management and the Lead person. The information is stored on the child's personal file.

- We take care not to influence the outcome either through the way we speak to children or by asking questions of children.
- The views of the young person will always be taken into account, but our pre-school 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 disclosure

- 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 assurance that she or he will take action
  - Does not question the child
  - Makes a written record that forms an objective record of the observation or disclosure that includes:
    1. The date and time of observation or the disclosure.
    2. The exact words spoken by the child as far as possible
    3. The name of the person to whom the concern was reported, with date and time
    4. The names of any other person present at the time
- These records are signed and dated by the Lead person and kept in the child's personal file which is kept securely and confidentially.
- The Lead person will discuss concerns with the Family Operations Hub 0345 603 7627.

## Informing parents

- 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 where 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 Family Operations Hub does not allow this, for example, where it is believed that the child may be placed in greater danger.
- This will usually be the case where the parent is the likely abuser. In these cases the social workers will inform parents.

#### Liaison with other agencies

- We have a copy of 'What to do if you are 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.
- We notify the registration authority (Ofsted) of any incident or accident and any changes in our arrangements which may affect the well-being of children or where an allegation of abuse is made against a member of staff.

## Allegations against staff

Safeguarding allegations will be:

- Dealt with fairly, quickly and consistently
- Dealt with in a way that provides effective protection for the child
- Support the person who is subject to the allegation
- We ensure all parents know how to complain about the behaviour or actions of staff or volunteers within our pre-school, or anyone living or working on the premises occupied by our pre-school, which may include an allegation of abuse.
- We respond to any disclosure by children or staff that abuse by a member of staff or volunteer within our pre-school, or anyone living or working on the premises occupied by our pre-school, may have taken, or is taking place.

The following procedure is followed:

- by first reporting to the Lead person for Safeguarding (unless they are the subject of the allegation).
- Reporting to the Manager (unless they are the subject of the allegation)
- Contacting the Local Authority Designated Officer (LADO)
- Contacting Ofsted as soon as possible within 14 days and documenting this.
- We have a legal duty to refer to the DBS anyone who has harmed, or poses a risk of harm to a child.
- **NO ACTION WILL BE TAKEN ABOUT THE ALLEGATION UNTIL WE HAVE SPOKEN TO LADO.**

Our pre-school 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

- We seek out training opportunities for all adults involved in our pre-school 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 all staff know the procedures for reporting and recording their concerns in our pre-school.

## Planning

- The layout of the rooms allows for constant supervision. No child is left alone with volunteers in a one-to-one situation without being visible to others.

## Curriculum

- We introduce key elements of keeping children safe into our programmes 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 our pre-school 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 LADO.

## Support to families

- We believe in building trusting and supportive relationships with families, staff and volunteers in our pre-school.
- We make clear to parents our role and responsibilities in relation to child protection, such as for the reporting of concerns, providing information, monitoring of the child, and liaising at all times with the local children's social care team.
- We will continue to welcome the child and the family whilst investigations are being made in relation to any alleged abuse.
- We follow the Child Protection Plan as set by the child's social care worker in relation to our pre-school's designated role and tasks in supporting that child and their family, subsequent to any investigation.
- Confidential records kept on a child are shared with the child's parents or those who have parental responsibility for the child in accordance with the Confidentiality and Client Access to Records Procedure and only if appropriate under the guidance of the Local Safeguarding Children Board.

## Legal Framework

- SET (Southend, Essex, Thurrock) Safeguarding and Child Protection Procedures (April 2019) [www.escb.co.uk](http://www.escb.co.uk)
- What to do if you are worried a child is being abused (March 2015)
- Working Together to Safeguard Children 2018
- GDPR (2018)
- Information Sharing (July 2018)
- Malicious Communications Act
- Children Act 2004
- The Counter Terrorism and Security Act
- Children and Social Work Act +
- Safeguarding Vulnerable Groups Act 2006
- Children and Social Work Act 2017

- Effective Support for Children and Families in Essex (July 2017)
- United Nations Convention of the Rights of the Child (UNCRC) 1991
- Independent Safeguarding Authority: [www.isa.gov.org.uk](http://www.isa.gov.org.uk)

This policy and its procedures were adopted at a meeting between Mrs Sara Ward, Manager and Mrs Terina Wilkinson, Manager on 26<sup>th</sup> November 2019 and will be reviewed annually or sooner if necessary.

Signed by Mrs Sara Ward  
Manager and Lead .....

And

Mrs Terina Wilkinson  
Manager .....