

Safeguarding Children Policy

Overall Aim of Policy

To work with children, parents and the community to ensure the safety and welfare of children and to give them the very best start in life.

Specific Objectives and Procedures for this Policy

Little Crickets Pre-school recognises that all children have a right to protection from abuse. We take seriously our responsibility to protect and safeguard the welfare of children and young children.

We will:

- Respond swiftly and appropriately to all suspicions or allegations of abuse, and provide parents and children with the opportunity to voice their concerns;
- Have a system for dealing with concerns about possible abuse;
- Maintain good links with statutory child care authorities;
- Work, if necessary, with other agencies, attend and provide reports for child protection conferences and contribute where appropriate to any Child Protection plan;
- Ensure all new staff members and volunteers are given robust induction on all safeguarding procedures;
- Seek out training opportunities for all adults involved in the setting to ensure that they are able to recognise the signs and symptoms of possible abuse.
- All adults working within our preschool are required to complete the Basic Safeguarding Online Course or attend a training course. Our Preschool request Early Years Practitioners keep training up to date annually.
- The designated Practitioner and Deputy Designated Practitioner also attend the Level 2 Safeguarding Course. This is updated every three years.

Little Crickets Pre-school recognises that many children and young people today are the victims of neglect, and physical, sexual and emotional abuse. The policy sets out agreed guidelines relating to responding to allegations of abuse, including those made against staff and volunteers. We recognise the need to build constructive links with the child care agencies. These guidelines have been prepared in accordance with the North Yorkshire Area Child Protection Procedures. They will be kept under review and be supported by appropriate training.

The policy applies to all staff and volunteers who act on behalf of the organisation and who come directly into contact with children. Every individual has a responsibility to inform the designated child protection person (Pre-school Manager) or the Deputy of concerns relating to safeguarding children. The designated person must decide if the concerns should be communicated to social services or the police.

Definitions of Abuse

Physical Abuse

Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institution or community setting; by those known to them, or more rarely by a stranger. Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child. Physical harm may also be caused when a parent/carer feigns the symptoms of, or deliberately causes ill health to a child whom they are looking after.

Emotional Abuse

Emotional abuse is the persistent emotional ill treatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to the child that they are worthless or unloved, inadequate, or valued only insofar as they meet the need of another person. It may involve causing a child frequently to feel frightened or in danger, other exploitation or corruption of a child. Some level of emotional abuse is involved in all types of ill treatment of a child, though it may occur alone.

Sexual Abuse

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, whether or not the child is aware of what is happening. The activities may involve physical contact of a sexual nature. They may include non-contact activities such as involving children in looking at, or in the production of sexual activities or materials, or encouraging children to behave in sexually inappropriate ways.

Neglect

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. It may involve a parent or carer failing to provide adequate food shelter and clothing, failing to protect a child from physical harm or danger, or the failure to ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to a child's basic emotion.

Female genital mutilation

This type of physical abuse is practised as a cultural ritual by certain ethnic groups and there is now more awareness of its prevalence in some communities in England including its effect on the child and any other siblings involved. Symptoms may include bleeding, painful areas, and acute urinary retention, urinary infection, wound infection, septicaemia, and incontinence, vaginal and pelvic infections with depression and post-traumatic stress disorder as physiological concerns. If you have concerns about a child in this area, you should contact children's social care team in the same way as other types of physical abuse.

Fabricated illness

This is also a type of physical abuse. This is where a child is presented with an illness that is fabricated by the adult carer. The carer may seek out unnecessary medical treatment or investigation. The signs may include a



carer exaggerating a real illness or symptoms, complete fabrication of symptoms or inducing physical illness, e.g. through poisoning, starvation, inappropriate diet. This may also be presented through false allegations of abuse or encouraging the child to appear disabled or ill to obtain unnecessary treatment or specialist support.

What you should do if you suspect abuse:

1. The following information is recorded, signed, dated and kept in the child's personal file:
 - the child's name, address and age
 - the date and time of the observation or the disclosure
 - an objective record of the observation or disclosure
 - the exact words spoken by the child as far as possible
 - the name of the person to whom the concern was reported, with date and time
 - the names of any other person present at the time

2. You must report concerns as soon as possible to the designated child protection person (Pre-school Manager) phone number 01423 561352 who is nominated by the Pre-school management board to act on their behalf in referring allegations of suspicions of neglect or abuse to the statutory authorities. In the absence of the designated person, the matter should be brought to the attention of the deputy designated person (Pre-school Deputy Manager); phone number 01423 561352. If it is an emergency, and the designated persons cannot be contacted please seek the Early Intervention Manager on 01609 534235 who will then instruct you of the actions to take which may require you to contact social services 01609 536993 or the police.

3. If the suspicions relate to the designated person, then the deputy or the Pre-school management Chair Person must be informed who would then contact the Early Intervention Manager for advice and if necessary social services will be contacted.

4. Suspicions should not be discussed with anyone, other than those named above.

5. It is not the responsibility of staff to investigate abuse or decide if it has taken place.

6. It is the right of any individual to make direct referrals to the child protection agencies. We would hope that an individual would use this procedure. However, if you feel that the organisation has not responded appropriately to your concerns, it is open to you to contact the child protection agencies direct.

7. Once a referral is made the professional has a right to follow up with the local authority if they feel the outcome is not satisfactory

Allegations of physical injury, emotional abuse or neglect

If a child has an injury which may be a non-accidental injury, or symptoms of neglect and a referral is to be made then:



1. The designated person should contact social services. If there has been a deliberate injury or where there are concerns about the child's safety the child's parents should not be contacted before first consulting with social services.
2. Where emergency medical attention is necessary it should be sought immediately. The designated person should inform the doctor of any suspicion of abuse.
3. If a referral is being made without the parent's knowledge and non-urgent medical treatment is required, social services should be informed. Otherwise, speak to the parent/carer and suggest medical attention be sought for the child.
4. If appropriate the parent/carer should be encouraged to seek help from the Social Services Department prior to a referral being made. If they fail to do so in situations of real concern the designated person will contact social services directly for advice.

Allegations of sexual abuse

In the event of allegations of sexual abuse the designated person will:

1. Contact the Social Services or Police Child Protection Team directly. The designated person will not speak to the parents.
2. Under no circumstances should the designated person, or any other member of the organisation, attempt to carry out any investigation into the allegations or suspicions of sexual abuse. The role of the designated person is to collect the exact details of the allegations or suspicion and to provide this information to the child protection agencies that will investigate the matter under the Children Act 1989.

Prevent Duty

From 1st July 2015 all schools, registered early years childcare providers and registered later 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. Here at Little Crickets Pre-school we take Safeguarding very seriously, therefore to ensure that we adhere to and achieve the Prevent duty we will:

1. Provide appropriate training for existing staff as soon as possible and for new staff as part of their induction process. Training of staff will be carried out to ensure that they are aware of the process of radicalisation including raising awareness of behaviour, demeanour or personality that would give rise to concerns and help to identify children who may be at risk of radicalisation.
2. We will build the children's resilience to radicalisation by promoting fundamental British values and enabling them to challenge extremist views (for early years providers the statutory framework for the EYFS sets standards for learning, development and care for children from 0-5, thereby assisting their personal, social and emotional development and understanding of the world).
3. We will assess the risk, by means of a formal risk assessment, of children being drawn into terrorism, including support for extremist ideas that are part of terrorist ideology.
4. We will ensure that our staff understand the risks so that they can respond in an appropriate and proportionate way.



5. We will be aware of the online risk of radicalisation through the use of social media and the internet.
6. As with managing other 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 seek to hide their views).
7. The Key Person approach means we already know our key children well and so we will notice any changes in behaviour, demeanour or personality quickly.
8. We will work in partnership with our LSCB for guidance and support.
9. We will build up an effective engagement with parents/carers and families. (This is important as they are in a key position to spot signs of radicalisation).
10. 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 to the right support mechanisms.
11. We will ensure that our Designated Safeguarding Officer will undertake Prevent awareness training (as a minimum) so that they can offer advice and support to other members of staff.
12. We will ensure that any resources used in the Pre-School are age appropriate for the children in our care and that our staff have the knowledge and confidence to use the resources effectively.

What to do once a child has talked to you about abuse

1. Where a child makes a comment to a member of staff which may cause concern, that member of staff:
 - offers reassurance to the child
 - listens to the child and
 - gives reassurance that she or he will take action but does not question the child
2. Make a note immediately of what the child has said, writing down exactly what the child has said, write down what you said in reply, when they said it and what was happening immediately beforehand. Record dates and times of the events and when the record was made. Keep all notes secure.
3. Report your discussion as soon as possible to the designated person.
4. Once a child has talked about abuse the designated person must consider if it is safe for a child to return home to a potentially abusive situation. On a rare occasion it might be necessary to take immediate action to contact social services and/or the police to discuss putting into effect safety measures for the child so that they do not return home.
5. The information is stored on the child's personal registration file, which is kept in the locked office area.

Procedure if allegations are made against a member of staff or volunteers



- Parents are able to complain about staff or volunteers within the setting, which may include an allegation of abuse. The complaint should be made in confidence to the Pre-school Leader or Pre-school Deputy Leader or Management Board Chairperson and this will be investigated as appropriate.
- We follow the guidance of the North Yorkshire Safeguarding Board when responding to any complaint that a member of staff or volunteer has abused a child.
- We would contact the Local Authority Designated Officer (LADO): 01609 534974 within 24 hours of the allegation
- We refer any complaint which relates to abuse or neglect by a member of staff immediately to the Local Authority to investigate.
- We co-operate entirely with any investigation carried out by Social Care in conjunction with the police.
- Our policy is to suspend the member of staff on full pay 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.
- **Ofsted** should be informed of any significant event which is likely to affect suitability to care for children; any allegation of serious harm or abuse by a person looking after children, whether that be on the premises or elsewhere: tel 0300 1231231 or 0300 1234666. This should be done as soon as reasonably practicable, but at least, within 14 days.

Disciplinary action

Where a member of staff or a volunteer is dismissed from the setting or internally disciplined because of misconduct relating to a child, we notify relevant agencies and Ofsted.

Arrangements for the protection of children within our setting

- We record the details of visitors to the setting.
- We take security steps to ensure that we have control over who comes into the setting so that no unauthorised person has unsupervised access to the children.
- We have procedures in place if a child is not collected or if a parent / carer collects a child whilst under the influence of alcohol / drugs (see Lost / Uncollected Child Policy).
- Volunteers do not work unsupervised.
- The layout of the rooms allows for constant supervision. No child is left alone with staff or volunteers in a one to one situation without being visible to others.
- Use of mobile phones and cameras and personal recording devices are not permitted in the pre-school setting, without prior approval of the Pre-school Manager (see Mobile Phone Policy & Camera Use Policy).
- We introduce key elements of child protection into our programme to promote the personal, social and emotional development of all children, so that they may grow to be 'strong, resilient and listened to' and so that they develop understanding of why and how to keep safe.
- We create 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.

Procedure for the safe recruitment of staff

- 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 before posts can be confirmed.



- All staff vacancies will be advertised internally and externally. Job descriptions will be updated on an annual basis and sent out to all perspective candidates.
- All perspective candidates will fill out an application form which provides full employment history and qualifications prior to interview.
- A minimum of two written references will be required before interviews take place, one of which to be the candidate's most recent employer.
- All short listed candidates will be interviewed by a panel including management board members and Pre-school Manager or Deputy (at least one member of the interview panel will have taken the safer recruitment course) At interview candidates will be required to bring proof of identity for eligibility for work.
- 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 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.
- All new staff members and volunteers are employed on a 3 month probation period following a robust induction procedure. Terms and conditions of employment will be provided during this period.
- We abide by the Protection of Children Act requirements in respect of any person who is dismissed from our employment, or resigns in circumstances that would otherwise have led to dismissal for reasons of child protection concern.
- An exit interview is held with all staff members when they leave their positions.

References to other Policies:	Lost/Uncollected Child Policy, Mobile Phone and Social Networking Policy, Use of Camera and Recording Devices Policy, Volunteer Policy, Induction Training and Development Policy, Confidentiality Policy, Promoting Positive Behaviour Policy, Sick Child Policy, Health & Safety Policy, Whistleblowing Policy, Discipline Policy, Student Policy, Recruitment and Employment policy.
Policy Monitoring and Evaluation:	This policy will be reviewed on an on-going basis
Signature:	
Review Date:	27 th November 2015
Date of Next Review:	November 2016