

SAFEGUARD AND CHILD PROTECTION POLICY

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

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.

Little Crickets Pre-school recognises that many children and young people today are the victims of neglect, and physical, sexual and emotional abuse. Accordingly Little Crickets Pre-school has adopted the policy contained in this document (hereafter "the policy").

The policy sets out agreed guidelines relating to responding to allegations of abuse, including those made against staff and volunteers. Little Crickets Pre-school recognises the need to build constructive links with the child care agencies. These guidelines have been prepared in accordance with the North Yorkshire Safeguarding Children Partnership 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 Safeguarding Lead or their deputy of concerns relating to safeguarding children. The Safeguarding Lead must decide if the concerns should be communicated to Children and Families Service or the police.

Responsibilities of designated lead practitioner

The Designated Lead Practitioner's (DLP) details are displayed on the parent's notice board. Little Crickets Pre-School Safeguarding DLP is Rebecca Vass; Diane Hall is the Deputy Designated Lead Practitioner (DDLDP).

The welfare of the child is paramount and will always be the priority of the DLP. The DLP's role must include:

- Referring a child to Children and Families Service if there are any concerns about suspected abuse, neglect or radicalisation. Any referral should be made by telephone and followed up in writing
- Liaising with other agencies and services as appropriate.
- Talking to parents about concerns (where appropriate).
- Attending multi-agency child protection meetings.

- Contributing to Child in Need or Child Protection Plan.
- Providing support, advice and guidance to all staff and ensuring that they are aware of the Safeguarding policy.
- Keeping and storing securely child protection records.
- Seeking advice and support for staff from relevant agencies where appropriate.

Every individual - staff member/volunteer has a responsibility to inform the DLP of concerns relating to safeguarding children.

Responsibilities of registered person/ committee

It is the overall responsibility of the registered person i.e. The committee, (the Chairperson & the pre-school manager are nominated persons) to ensure that all necessary measures are in place to safeguard children.

The registered person will ensure that the manager has appropriate monitoring systems and audit the setting's safeguarding arrangements; they will carry out an annual review of relevant policies and procedures. The audit will include completed welfare checklists for child protection, and suitable people, the training records and the single central record.

The registered person will ensure that safer recruitment measures are in place and at least one member of the interview panel will have undertaken Safer Recruitment training. All staff & volunteers will have the relevant DBS checks to ensure their suitability to work with children.

All known abusers will be excluded. All recruitment advertisements will contain our safeguarding statement. All posts involved are exempt from the provision of the Rehabilitation of Offenders Act.

The registered person will ensure that any allegations against any persons working in Little Crickets Pre-School are dealt with effectively. (Process as detailed below)

The registered person is responsible for ensuring that all new employees, including volunteers, receive a comprehensive induction.

The registered person is responsible for ensuring that the child protection training record is maintained and monitored.

We will respond, confidentially, swiftly and appropriately to all suspicions or allegations of abuse, and provide parents/carers, children, staff and volunteers with the opportunity to openly voice their concerns. All parties will be treated fairly and with respect.

We have a systematic approach to dealing with concerns about possible abuse and take guidance from the North Yorkshire Safeguarding Children Board and other statutory childcare authorities

Our Pre-School Committee recognises and welcomes the need to build constructive links with the childcare agencies.

We will encourage all parents/carers to notify Children and Families Service about existing or planned arrangements for private fostering. The pre-school will inform Children and families services (on 01609 780 780) about all private fostering arrangements, ensuring a multi-agency approach across the Children and Families Services.

Staff who deal with possible abuse, neglect or radicalisation will often find the situation very upsetting and stressful. The committee will offer guidance and emotional support and where appropriate will seek support from external agencies

Duty to inform Ofsted

For any child cared for on the premises, the registered person (Committee) or nominated persons must inform Ofsted of:-

- Any food poisoning affecting two or more children.
- Any serious accident or injury to, or serious illness of, or the death of a child and the action taken.
- Any allegation of serious harm against, or abuse of a child by any person looking after children on the premises, (whether that allegation relates to harm or abuse committed on the premises or elsewhere,) or by the registered person or any person working or employed on the premises, or
- Any other abuse which is alleged to have taken place on the premises, and the action taken in respect of these allegations;
- Any other significant event that is likely to affect the suitability to look after children of the registered person or any person caring for children on the premises.

The registered person must also inform Ofsted of any changes to the registration of the setting.

Notification must be made as soon as is reasonably practicable, but always within 14 days. A registered provider who, without reasonable excuse, fails to comply with these requirements commits an offence.

DEFINITIONS

Child/Young Person

Anyone who has not yet reached their 18th birthday. The fact that a child has reached 16 years of age, is living independently or is in further education, is a member of the armed forces, is in hospital or in custody in the secure estate, does not change his/her status or entitlements to services or protection.

Abuse

A form of maltreatment of a child. 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 institutional or community setting by those known to them or, more rarely, by others. Abuse can take place wholly online, or technology may be used to facilitate offline abuse. Children may be abused by an adult or adults, or another child or children.

Physical Abuse

A form of abuse which 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 or carer fabricates the symptoms of, or deliberately induces, illness in a child.

Emotional Abuse

The persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person.

It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children.

These may include interactions that are beyond a child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill treatment of another.

It may involve serious bullying (including cyber bullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

Sexual Abuse

Involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing.

They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation

for abuse. Sexual abuse can take place online, and technology can be used to facilitate offline abuse. Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

Child Sexual Exploitation

Child sexual exploitation is a form of child sexual abuse. It occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18 into sexual activity.

This can be in exchange for something the victim needs or wants, and/or (b) for the financial advantage or increased status of the perpetrator or facilitator. The victim may have been sexually exploited even if the sexual activity appears consensual. Child sexual exploitation does not always involve physical contact; it can also occur through the use of technology.

Neglect

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. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to:

- a) provide adequate food, clothing and shelter (including exclusion from home or abandonment)
- b) protect a child from physical and emotional harm or danger
- c) ensure adequate supervision (including the use of inadequate care-givers)
- d) ensure access to appropriate medical care or treatment It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

Extremism

Extremism goes beyond terrorism and includes people who target the vulnerable – including the young – by seeking to sow division between communities on the basis of race, faith or denomination; justify discrimination towards women and girls; persuade others that minorities are inferior; or argue against the primacy of democracy and the rule of law in our society.

Extremism is defined in the Counter Extremism Strategy 2015 as the vocal or active opposition to our fundamental values, including the rule of law, individual liberty and the mutual respect and tolerance of different faiths and beliefs. We also regard calls for the death of members of our armed forces as extremist.

Children with special educational needs

Disabled children have exactly the same human rights to be safe from abuse and neglect, to be protected from harm and achieve the 'Every Child Matters' outcomes as non-disabled children. Disabled children do however require additional support. This is because they experience greater risks and 'created vulnerability' as a result of

negative attitudes about disabled children and unequal access to services and resources, and because they may have additional needs relating to physical, sensory, cognitive and/ or communication impairment (Safeguarding Children, DCSF, July 2009). We will ensure that our disabled children are listened too and responded to appropriately where they have concerns regarding abuse.

In order to do this we will ensure that our staff and volunteers receive the relevant training to raise awareness and have access to specialist staff in the event they have concerns regarding abuse of a child.

Prevention of radicalization

The government defines extremism as vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs.

Some children and families are at risk of being radicalised: adopting beliefs and engaging in activities which are harmful, criminal or dangerous. Islamic extremism is the most widely publicised form and providers should also remain alert to the risk of radicalisation into white supremacy extremism.

All staff and committee members receive training to help to identify signs of extremism. Opportunities are provided for children to discuss issues of religion, ethnicity and culture and the provider follows the Department for Education (DfE) advice Promoting fundamental British Values as part of the Early Years Foundation Stage September 2014.

Further information on Preventing Radicalisation' has been included in Keeping Children Safe in Education in line with:

Prevent Duty Guidance: for England and Wales, published in March 2015 as part as the UK's Counter Terrorism strategy (p.10-15) for schools, registered childcare providers and further education).

The Prevent Duty, Departmental advice for schools and childcare providers, published in June 2015. This non-statutory departmental advice is for Management committees, proprietors, managers and staff in registered childcare settings.

The document clarifies what the prevent duty means for schools and childcare providers and what actions are necessary to demonstrate compliance with the duty. It also provides sources of information, advice and support.

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/439598/prevent-duty-departmental-advice-v6.pdf

If a member of staff has concerns that a child, parent or staff member may be at risk of radicalisation or involvement in terrorism, they must speak with the DLP.

Child exploitation

Child Sexual Exploitation (CSE) involves exploitative situations, contexts and relationships where young people receive something (for example food, drugs, alcohol, gifts or in some cases simply affection) as a result of engaging in sexual activities.

Exploitation is marked out by an imbalance of power in the relationship and involves varying degrees of coercion, intimidation and sexual bullying including cyber bullying and grooming.

If CSE is suspected, the DLP will complete a Log of Concern and make a referral to Children and families service. Customer Contact Screening Team **01609 780780**

Female Genital Mutilation (FGM)

Female Genital Mutilation includes procedures that intentionally alter or injure the female genital organs for non-medical reasons. It is carried out on children between the ages of 0 and 15, depending on the community in which they live. FGM is extremely harmful and has short and long term effects on physical and psychological health.

FGM is internationally recognized as a violation of the human rights of girls and women, and is illegal in most countries, including the UK.

Little Crickets Pre-School takes these concerns seriously and staff will be made aware of the possible signs and indicators that may alert them to the possibility of FGM. Any indication that FGM is a risk, is imminent, or has already taken place will be dealt with under the Child Protection procedures outlined in this policy.

Frequent absences

If a child is absent from the setting and there has been no telephone call or explanation from the parent/carer then every effort will be made to contact the family to find out the reason for the absence.

If there are frequent, regular periods of absence from the setting the DLP will contact the parent for an explanation. If contact is unsuccessful the DLP will follow the channel awareness procedures, and in the case of funded 2 year olds, will contact the local children's centre and Children and Families Service.

Private Fostering

Private fostering is an arrangement made between the parent and the private foster carer, who then becomes responsible for caring for the child in such a way as to safeguard and promote his/her welfare.

A privately fostered child means a child under the age of 16 (18 if a disabled child) who is provided with accommodation and cared for, for more than 28 days and where the care is intended to continue. This care is provided by someone other than:

- A parent.
- A person who is not a parent but has parental responsibility.
- A close relative.
- A Local Authority.

Little Crickets Pre-School has a statutory duty to inform children and families services where we are made aware of a child or young person who may be subject to private fostering arrangements.

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 need to understand what is required of them if children are members of the household where domestic abuse is known or suspected to be taking place. Our policy includes action to be taken regarding referrals to the Police and Children and Young People's Services and any action to be taken where a member of staff is the alleged perpetrator or victim of domestic abuse. At Little Crickets Pre-School we will follow our safeguarding policy and report any suspected concerns regarding Domestic Abuse to the relevant agency.

Awareness of Abuse and Neglect

Training support and supervision

Little Crickets Pre-school will provide all staff with adequate safeguarding training in order to carry out their role and responsibilities under this policy. Individuals within the organisation need to be alert to the potential abuse of children both within their families and also from other sources including abuse by members of that staff and volunteers.

- Staff will be trained in how to keep records and what to do about concerns about possible abuse or neglect. General information sharing, non-specific to a particular child, is encouraged including informing new staff of correct procedures.
- We will actively pursue our aim to ensure that all staff members will complete a Basic Awareness Course of Safeguarding Children within the first week of employment. Designated staff will complete Level 2 training within 1 year of taking the position. Full details are kept regarding staff and volunteers attending training courses.

- The registered person will ensure that supervision and appraisal practice includes opportunities to discuss welfare concerns and to identify any development or training needs of staff to fulfil their safeguarding responsibilities.
- We will hold staff meetings once a month during which they will discuss any safeguarding issues (but not specific cases, it will be related to recent serious case reviews, legislation or local updates). At least twice termly the DLP will do spot scenario questions with the staff to ensure they keep up to date with what safeguarding procedures to follow.
- All staff will undertake prevent duty training within their induction period and every two years after that.
- All staff will refresh their knowledge and skills (this might be via e-bulletins or simply taking time to read and digest safeguarding developments) at regular intervals, as required, but at least annually, to allow them to understand and keep up with any developments relevant to their role.
- All staff /volunteers and students have access to and understands the setting safeguarding and child protection policy and procedures

All members of Little Crickets Pre-school should to respond to any suspected or actual abuse of a child in accordance with these procedures. It is good practice to be as open and honest as possible with parents/carers about any concerns; however, you must not discuss your concerns with parents/carers in the following circumstances:

- a) delay in sharing relevant information with an appropriate person or authority would increase the risk of harm to the child or young person
- b) asking for consent may increase the risk of harm to the child, young person, you or anyone else.

What to do if children talk to you about abuse or neglect

It is recognised that a child may seek you out to share information about abuse or neglect, or talk spontaneously to individuals or in groups.

In these situations you must:

- ✓ Listen carefully to the child. DO NOT directly question the child.
- ✓ Give the child time and attention.
- ✓ Allow the child to give a spontaneous account; do not stop a child who is freely recalling significant events.
- ✓ Make an accurate record of the information you have been given taking care to record the timing, setting and people present, the child's presentation as well as what was said. Recordings must be kept secure and in accordance with organisation procedures.
- ✓ Use the child's own words where possible.
- ✓ Explain that you cannot promise not to speak to others about the information they have shared.
- ✓ Reassure the child that: you are glad they have told you; they have not done anything wrong; what you are going to do next. Explain that you will need to get help to keep the child safe.

Children should not be required to provide multiple accounts of events within the organisation.

You must:

- ✓ Treat all children and young people with respect
- ✓ Ensure that, whenever possible, there is more than one adult present during activities with children and young people or at least that you are within sight or hearing of others
- ✓ Respect a young person's right to personal privacy
- ✓ Encourage young people and adults to be comfortable and caring enough to raise any concerns
- ✓ Recognise that caution is required when you are discussing sensitive issues with children or young people
- ✓ Operate within the organisation's principles and guidance and any specific procedures
- ✓ Challenge unacceptable behaviour and report all allegations/suspensions of abuse.

You must not:

- ✓ Have inappropriate physical or verbal contact with children or young people.
- ✓ Allow yourself to be drawn into inappropriate attention-seeking behaviour/ make suggestive or derogatory remarks or gestures in front of children or young people.
- ✓ Reach conclusions about others without checking facts.
- ✓ Either exaggerate or trivialise safeguarding issues.
- ✓ Show favouritism to any individual

What you should do if you suspect abuse

You may become concerned about a child for a number of reasons, for example:

- They have not spoken to you or avoid speaking to you
- They are upset
- Because of your observations, or
- You are given information from another party about a child.

It is good practice to ask a child why they are upset or how a cut or bruise was caused, or respond to a child wanting to talk to you. This practice can help clarify concerns and result in appropriate action. If you are concerned about a child you must share your concerns.

Initially you should talk to the Safeguarding Lead or their deputy. You should make a note of your concerns and any actions agreed following your discussion with the Safeguarding Lead or their deputy.

Informing parents

The GDPR and Data Protection Act 2018 place greater significance on organisations. Little Crickets Pre-school will be transparent and accountable in relation to their use of data for collecting, storing, and sharing information.

Information to be shared with another agency will usually require explicit consent except where there are concerns for the welfare or safety of the child. In these circumstances the need for consent changes where it is believed that a child has or is likely to suffer:

- Significant harm and/or;
- Has developmental and welfare needs which are likely only to be met through provision of family support services (with agreement of the child's parent).

For cases not reaching this threshold, it is good practice to be open and honest at the outset with the parents/carers about concerns, and the need for a referral. All reasonable efforts should be made to inform parents/carers prior to discussing concerns with Children and Families Service; however, this should not be delayed if concerns cannot be discussed with the parents.

Where the child expresses a wish for his or her parents not to be informed, their views should be taken seriously and a judgement made based on the child's age and understanding, as to whether the child's wishes should be followed (see <http://www.nspcc.org.uk/preventing-abuse/child-protection-system/legal-definitionchild-rights-law/gillick-competency-fraser-guidelines/> or hard copy Appendix 1A).

There may be some circumstances where it is not appropriate to seek consent, either because the individual cannot give consent, it is not reasonable to obtain consent, or because to gain consent would put a child or young person's safety or well-being at risk. Where a decision to share information without consent is made, a record of what has been shared should be kept along with the reason why consent was not obtained.

What you need to do if you think a child is being abused

If abuse, neglect or radicalisation is suspected then the DLP (Rebecca Vass, 01423 561352) should be informed immediately. In the absence of the DLP, or if the matter relates to the DLP, the matter should be brought to the attention of the Deputy DLP (Diane Hall, 01423 561352). In an emergency where the DLP cannot be contacted, then Children and Families Service (Tel: 01609 780780 Mon – Fri 8am-8pm & Sat 9am-5pm or emergency duty team (all other hours) Tel: 01609 780780) or the Police in a less urgent situation (Tel: 101) will be contacted.

Where staff are concerned that the DLP or other responsible person may not be taking concerns sufficiently seriously or not taking appropriate action they should contact either their local Area Prevention Manager, Children and Families Service or the police directly. They should also inform Ofsted. Where their concern is about a person working with children, they should contact the LADO directly.

Following any information raising concern, the DLP should consider:

- Any urgent medical needs of the child
- Whether to make an enquiry to the Central Database 01609 536462 to establish if the child is or has been subject of a Child Protection Plan
- Seeking advice from the Area Prevention Manager, Rachel Copping -01609 798 560.
- Discussing the matter with other agencies involved with the family
- Consulting with appropriate persons e.g. Health Visitor, Children and Families Service
- The child's wishes and any fears or concerns she/he may have

Then decide:

- Wherever possible, to talk to parents, unless to do so may place a child at risk of significant harm, impede any police investigation and/or place the member of staff or others at risk.
- Whether to make a child protection referral to Children and Families Service because a child is suffering or is likely to suffer significant harm and if this needs to be undertaken immediately (including when the child is already an open case to CFS e.g. a looked after child).

OR

- Not to make a referral at this stage.
- If further monitoring is necessary.
- If it would be appropriate to undertake an assessment (e.g. Early help) and/or make a referral for other services such as the Prevention Services at the Local Children Centres.

All information and actions taken, including the reasons for any decisions made, should be fully documented. All referrals to social care should be accompanied by a standard referral form. In cases where the setting disagrees with decisions by others then they must follow the NYSCB procedures (Resolution of Professional Disagreements) in order to ensure that children are safeguarded.

In the event of a child making a disclosure, staff should not investigate but should, wherever possible, elicit enough information to pass on to the DLP in order that she/he can make an informed decision of what to do next.

Staff should:

- Listen to and take seriously any disclosure or information that a child may be at risk of harm.
- Ensure that the person/child disclosing, does not have to speak to another member of staff explain that only those who 'need to know' will be told.
- Clarify the information with the child.
- Keep questions to a minimum and of an 'open' nature e.g. 'Can you tell me what happened?' rather than 'Did x hit you?'
- Reassure and support the child as far as possible.

- Explain sensitively to the child that they have a responsibility to refer the information to the DLP.
- Explain what will happen next.
- Communicate clearly with the child, ensuring any personal feelings or judgements against the alleged abuser are not demonstrated.

Peer on peer

Bullying

While bullying between children is not a separate category of abuse and neglect, it is a very serious issue that can cause considerable anxiety and distress. At its most serious level, bullying can have a disastrous effect on a child's wellbeing and in very rare cases has been a feature in the suicide of some young people.

Children may be harmed by other children or young people. Staff will be aware of the harm caused by bullying and will use anti-bullying procedures where necessary. However, there will be occasions when a child's behaviour warrants a response under child protection rather than anti-bullying procedures. In particular, research suggests that up to 30 per cent of child sexual abuse is committed by someone under the age of 18.

The management of children and young people with sexually harmful behaviour is complex and the Little Crickets Pre-School will work with other relevant agencies to maintain the safety of the provider. Young people who display such behaviour may be victims of abuse themselves and the child protection procedures will be followed for both victim and perpetrator. Staff, who become concerned about a child's sexual behaviour, including any known online sexual behaviour, should speak to the DLP as soon as possible.

Whistleblowing

The setting has a separate whistle-blowing policy which aims to help and protect both staff and children by:

- Preventing a problem getting worse;
- Safeguarding children and young people;
- Reducing the potential risks to others.

The earlier a concern is raised, the easier and sooner it is possible for the setting to take action. The responsibility for expressing concerns about unacceptable practice or behaviour rests with all staff, students and volunteers.

Link to e-policy social network, camera and phone including smart watches

Every effort will be made to ensure that the setting's ICT technologies are used in a responsible way, so that there is no risk to the safety or security of the children or adults or to the safety, reputation or sustainability of Little Crickets Pre-School. This applies to the use of technologies on the registered premises of this setting and in any locations

visited in connection with the running of the business. It applies to technologies owned by the setting and those owned by others. [The term 'Technologies' refers to computers / laptops, iPads, mini-books, any device with internet access, memory sticks, cameras and equipment that store personal information, databases, electronic records, contact details.]

Please see our E-safety & Technology policy for information regarding this.

Allegations against staff or volunteers

In the event of an allegation being made against a person who works with children that they have:

- Behaved in a way that has harmed or may have harmed a child.
- Possibly committed a criminal offence against or related to a child.
- Behaved towards a child or children in a way that indicates she/he would pose a risk of harm to children.

The setting protects staff from allegations by enforcing policies and procedures to support them when dealing with positive behaviour, lone working and nappy changing. We will apply the same principles and follow the NYSCB procedures when dealing with an allegation against staff. (See Managing Allegations Against Staff Document www.safeguardingchildren.co.uk)

Actions to be taken

- If any parent/carer, staff member or child should have cause for concern or a complaint about a member of staff, volunteer or others working in or on behalf of the setting they should immediately report this concern to the manager (See Whistleblowing Policy). These allegations need to be reported to the duty LADO (01609 534900) or the Area Prevention Manager (01609 798 560).
- The registered person will take steps, where necessary, to secure the immediate safety of children and any urgent medical needs. In some cases this may result in moving the member of staff involved to another area of the setting, or onto a different duty. It is important to consider how you will protect and support the staff member at this point as well as the children.
- The registered person will contact the LADO to inform them of the allegation and to seek advice on how to move forward with the investigation, including discussion of whether the member of staff should be suspended on full pay whilst any investigation is undertaken. We will work together with other agencies and follow the NYSCB procedures.
- All providers must inform Ofsted of any allegations of serious harm or abuse by any person living, working, or looking after children at the premises (whether the allegations relate to harm or abuse committed on the premises or elsewhere). The providers must also notify Ofsted of the action taken in respect of the allegations. These notifications must be made as soon as is reasonably practicable, but at the latest within 14 days of the allegations being made. Failure to do so without reasonable excuse is a criminal offence.

- As with all child protection matters, the situation will be dealt with confidentially and information only shared on a need to know basis
- Consideration should be given throughout to the support and information needs of children, parents and staff where applicable
- Gross misconduct procedures may be implemented (see Disciplinary policy) or the Complaints procedure depending on the findings.
- Suspension of an staff member will be considered where a child is at risk of significant harm; allegations require a police investigation, where the allegation could result in possible dismissal or where suspension would facilitate a comprehensive and unhindered investigation
- Accurate and detailed records will be kept securely in a locked cabinet.
- A comprehensive summary of the allegation, how it was followed up; the decisions made and the action taken will be kept securely in a locked cabinet for 10yrs after the allegation is made. The staff member/volunteer will be given a copy.
- If the allegations are proven to be false, the staff member/volunteer will be informed formally both verbally and in writing of the allegation and that it is without foundation. They will also be informed that no further action will be taken and offered support as necessary.

Recruitment (including disqualification by association)

- Little Crickets Pre-School have a duty to ensure that people looking after children are suitable to fulfil the requirements for their role. Little Crickets Pre-School will follow Safer Recruitment practices including verifying qualifications and ensuring enhanced Disclosure and Barring Service (DBS) and reference checks are undertaken. We will not allow staff or volunteers to work with our children unless the appropriate DBS checks have been carried out & approved (see Recruitment policy).
- Staff are expected to disclose any convictions, cautions, court orders, reprimands and warnings which may affect their suitability to work with children (whether received before or during their employment at the setting).

Disqualification by Association

- The manager has a responsibility to ensure staff are suitable to work with children and not disqualified. All staff will need to declare (using the setting's DBA Declaration Form) if they live in the same household as someone who is disqualified. Staff that may be disqualified may apply to Ofsted for a 'waiver' of disqualification but cannot work in the setting until a waiver is confirmed.
- We will ensure that any disciplinary proceedings against staff relating to child protection matters are concluded in full even when the member of staff is no longer employed at the setting and that notification of any concerns is made to the relevant agencies, the (DBS) and references included in where applicable.

- For further information, refer to the Safer Recruitment Policy.

Consultation with the Children and Families Service

Where concerns have been highlighted to the Safeguarding Lead, they will contact the Customer Contact Centre to discuss the concerns with the Children and Families Service. Please see below for contact information.

You may also wish to consult with the Children and Families Service in the following circumstances:

- When you have been unable to contact the Safeguarding Lead or their deputy and you believe the child is at risk of harm
- When you remain unsure after internal consultation as to whether safeguarding concerns exist
- When there is disagreement as to whether safeguarding concerns exist, or
- When the concerns relate to any member of the organising committee.

Consultation is not the same as making a referral but should enable a decision to be made as to whether a referral to Social Services or the Police should progress.

Making a Referral to the Children and Families Service

In order to make a referral to Children and Families Service, the Customer Contact Centre should be contacted in the first instance. This will usually be by the Safeguarding Lead or their deputy. The Customer Contact Centre can be contacted by the following methods:

During Office Hours By Phone: 01609 780780

Email: children&families@northyorks.gov.uk

Outside Office Hours Emergency Duty Team (for evenings, weekends and bank holidays): 01609 780780 12

For further information please see: <https://www.northyorks.gov.uk/contact-us-out-hours>

Confirmation of Referral

A written confirmation of the referral must be completed and submitted within 24 hours. This will normally be completed by the Safeguarding Lead. Where possible, North Yorkshire Multi-Agency Support Team (MAST) request that you use the "Universal Referral Form Referral Form" (Appendix 1B) to ensure that all relevant information is provided to ensure that the referral can be progressed as effectively as possible.

When contacting the Customer Service Centre the staff should:

- Clearly identify themselves, their agency/relationship with the child(ren) and family,

- Give details of where they can be contacted.
- Provide as much relevant family information as possible and, clearly stating the name of the child, the parents/carers and any other children known to be in the household, the dates of birth and addresses and any previous addresses known
- Provide details of any special needs or communication needs of either the child or any family member
- State why they feel the child is suffering, or is likely to suffer, significant harm.
- Share their knowledge and involvement of the child(ren) and family
- Share their knowledge of any other agency involved
- Indicate the child's, parent's/carer's knowledge of the referral and their expectations
- Ensure they record within their agency files the concerns and action taken

Contact Details

North Yorkshire Customer Contact Screening Centre – North Yorkshire multi-agency screening Team (MAST)	01609 780780
Early Help Team – Should you wish to speak to our local Children & Families Services, Early Help, formally known as the Prevention Service	01609 534842
North Yorkshire Police	In an emergency always ring 999. You should call 101 to report crime that does not need an emergency response. If you believe the situation is urgent, you should contact the Customer Resolution Centre directly by telephone (01609 780780) to make telephone contact.
LADO	01609 532477
Area Prevention Manager	Rachel Coping 01609 798 560
Little Crickets Safeguarding Lead	Rebecca Vass 01423 561352 if Rebecca is not on the premises and you feel the issue is urgent you may ask another staff member to contact her and state it is to discuss a safeguarding issue. Rebecca will then contact you back. Alternatively please contact the North Yorkshire Customer Contact Screening Centre.
Little Crickets Deputy Safeguarding Lead	Diane Hall 01423 561352

Pre-school Committee	<p>Staff - Please contact Jenny Baldry, his contact details are available on site at Little Crickets or contact via the committee email lc.committee.hgt@gmail.com leaving your contact details and ask to arrange a telephone call to discuss a safeguarding matter, please do not leave any other information in this email.</p> <p>For parents please use the email contact as above.</p>
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This policy was adopted at a Little Crickets Committee meeting	
Signed on behalf of Management Committee	
Name of Signatory	Rebecca Vass
Role of Signatory	Manager
Countersigned Pre-School Manager	
Review Date:	May 2024
References to other Policies:	1.1 Safeguarding Children Policy; 1.2 Confidentiality ; 1.3 E- Safety and Technology Policy; 1.4 Intimate Care Policy; 1.5 Lost / Uncollected Child Policy; 1.6 Mobile Phone & Social Networking Policy; 1.7 Safer Working / Staff Behaviour Policy; 1.8 Whistleblowing Policy