



HARLINGTON VILLAGE PRE-SCHOOL & WRAP AROUND CARE

Child Protection/ Safeguarding Children

(Including managing allegations of abuse against a member of staff)

Policy statement

Harlington Village Pre-School & Wrap Around Care (HVPS & WAC) will work closely with children, parents and the community to ensure the rights and safety of children and to give them the very best start in life. This policy identifies how, when and what we do to ensure early interventions are made where necessary.

We pay full regard to 'Keeping Children Safe in Education (DfE, 2016). Safer recruitment practice includes scrutinising applicants, verifying identify and academic or vocational qualifications, obtaining professional and character references, checking previous employment history and ensuring that a candidate has the health and physical capacity for the job. It also includes undertaking interviews and appropriate checks through Disclosure Barring Service (DBS).

Procedures

We are committed to building a 'culture of safety' in which children are protected from all kinds of abuse and harm.

Staff and volunteers

- Pre-school's designated person who co-ordinates child protection issues is:

MISS SUZANNE BUMFREY

In the absence of the designated person **MRS REBECCA HOCKING** will deal with any Safeguarding issues.

If the designated person is working out their period of notice, the new lead would shadow them during this phase. If this is not possible however, the deputy safeguard lead will step in to ensure a full hand over and transition into the role.

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- We ensure all staff are trained to understand our safeguarding policies and procedures and that parents and visitors are made aware of them too.
 - All staff have an up-to-date knowledge of safeguarding issues within the setting where required. Safeguarding is a permanent agenda item for the weekly staff meeting.
 - We provide adequate and appropriate staffing resources 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.
 - 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 a person volunteers on a regular basis (e.g. weekly), this will be required.
 - Where applications are rejected because of obtaining 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 checks for staff and volunteers, to ensure that no disqualified person or unsuitable person works at HVPS & WAC or has access to the children. Volunteers do not work unsupervised. However, where a volunteer attends regularly (ie. Weekly), we will request that they complete a DBS check.
 - We record information about staff qualifications, and the identity checks and vetting processes that have been

completed including:

- the Disclosure & Barring Service reference number;
 - the date the disclosure was obtained; and
 - details of who obtained it. (All staff sign up to the update service.)
- We inform all staff 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).
 - Every six weeks (as part of the Supervisions) all staff are asked if there have been any changes to family circumstances or any situation that may cause concern in regard to safeguarding.
 - We abide by the Safeguarding Vulnerable Groups Act (2006) 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 a child protection concern.
 - We take security steps to ensure that we have control over who comes into Pre-school or WAC and have procedures for recording the details of visitors. This includes adults who volunteer or who are on the premises for any other reason. They will not have unsupervised access to the children.
 - When starting Pre- School, Parents provide names of people who they authorise to collect their child. A password is also given by the Parent for any unauthorised person to collect their child from Pre- School should this be necessary.
 - 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 sign a consent form and have access to records holding visual images of their child.
 - Parents must notify us of any injuries on arrival which we record and ask parents to sign. This is then recorded (see Appendix A)
 - All mobile phones are kept visible in a clear box inside the office. Children do not have access to this area.
 - Staff are advised that they should not be friends on social media with parents of children that attend Pre-school and Wrap Around Care.
 - We have a Safeguarding leaflet for visitors and volunteers to ensure that they conform to our safeguarding procedures and to inform them of the procedure for reporting any concerns.

Responding to suspicions of abuse

We respond promptly and appropriately to all incidents 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).

- We acknowledge that abuse of children can take different forms - physical, emotional, and sexual, neglect, radicalisation and we are also vigilant for signs of peer on peer abuse (inclusive of all kinds of abuse stated).
- When children are suffering from any kind of abuse (as stated above), this may be demonstrated through:
 - significant changes in their behaviour;
 - deterioration in their general well-being;
 - their comments which may give cause for concern (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 pre-school.
- We consider factors affecting parental capacity, such as social exclusion, domestic violence, parent's drug or alcohol abuse, mental or physical illness or parents with special educational needs and disabilities.
- We are aware of other factors that affect children's vulnerability that may affect, or may have affected children using HVPS & WAC. For example: abuse of disabled children; fabricated or induced illness; child abuse linked to beliefs in spirit possession; sexual exploitation of children, such as through internet abuse; Female Genital Mutilation; and signs or radicalization and extremism.

- 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 encounter.
- Where we believe that a child in our care, or that is known to us (e.g. sibling or other family member), may be affected by any of these factors, we follow the procedures below for reporting child protection concerns.
- Where such evidence is apparent, the child's key person/other staff member 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', i.e. Alicia Denton. The information is stored on the child's personal file.
- We refer concerns to the local authority children's social care department 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 considered, 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.
- From March 2017, we became a part of the RELAY initiative. Any incidence of domestic abuse reported to the police where a child is on our register or linked to HVPS/WAC at the time the incident occurred will be reported by telephone to our designated safeguarding lead within the setting by a member of the RELAY Locality team.

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 (refer to signs of abuse on page two) 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: 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. See Appendix A and B.
- These records are signed and dated and kept in the child's personal file, which is kept securely and confidentially.
- Any incidents/occurrences are recorded on a chronology form which is used to give an overview of all relevant information and clearly identifies areas of concern.
- The member of staff acting as the 'designated person', Suzanne Bumfrey (or Rebecca Hocking in her absence) is informed of the issue at the earliest opportunity.
- 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

- When making a referral, we follow Central Bedfordshire guidelines. A list of up-to-date telephone numbers and email address can be found on the back of the office door, the kitchen notice board and in the foyer where it is available to

parents.

- A copy of 'What to do if you're worried a child is being abused' can be found on the legislation notice board in the foyer for parents.

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 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 except in cases where it is deemed dangerous to inform parents. This will usually be the case where the parent is the likely abuser. In these cases, the social workers will inform parents.
- If a suspicion of abuse warrants referral to the access and referral hub, 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 in greater danger.

Liaison with other agencies

- We work within the Local Safeguarding Children Board guidelines.
- We have the current version of 'What to do if you're worried a child is being abused' available for parents and staff and ensure that 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, address 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 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 (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.
- Contact details for the local National Society for the Prevention of Cruelty to Children (NSPCC), **Telephone 0800 800 5000**, are also kept.
- When a child transfers from another setting, we would request that any information, including any safeguarding paperwork, be sent via special/recorded delivery to our setting. This would also be the preferred method for sending information from HVPS/WAC to another setting.

Allegations against staff

- We ensure that all parents know how to complain about the behaviour or actions of staff or volunteers within HVPS & WAC, or anyone 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 or any other person working with the children, 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 HVPS & WAC, or anyone working on the premises occupied by the pre-school, has abused a child.
- We respond to any disclosure by children or staff that abuse by a member of staff or volunteer within pre-school, or anyone working on the premises occupied by pre-school, may have taken, or is taking place, by first recording the details of any such alleged incident.

- We refer any such complaint immediately to the Local Authority Designated Officer (LADO) to investigate:

0300 300 4833

- We also report any such alleged incident to Ofsted, 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.
- Where the management team and children's social care agree it is appropriate in the circumstances, the chair will suspend the member of staff on full pay, or the volunteer, 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 make a referral to the Disclosure and Barring Service (DBS) so that individuals who pose a threat to children (and vulnerable groups) can be identified and barred from working with these groups.

Training

We are committed to promoting awareness of child abuse issues through training and regular updates. We are also committed to empowering young children, through our early childhood curriculum, promoting their right to be strong, resilient and listened to.

- We seek out training opportunities for all adults involved in HVPS & WAC to ensure that they can recognise the signs and signals of possible physical abuse, emotional abuse, sexual abuse, neglect, radicalisation/extremism and that they are aware of the local authority guidelines for making referrals.
- We ensure that designated persons receive training in accordance with that recommended by the Local Safeguarding Children Board.
- We ensure that all staff know the procedures for reporting and recording any concerns they may have about HVPS & WAC.
- All staff are Prevent Duty trained.

Planning

- The layout of the rooms allows for constant supervision. No child is left alone in a closed area with a staff member or volunteers in a one-to-one situation e.g. when the staff use the accessible toilet, in the main room, to change a child's nappy the door is always kept partially open.

Curriculum

- We introduce key elements of keeping children safe 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 an understanding of why and how to keep safe.
- We create within pre-school and wrap around care, a culture of value and respect for individuals, 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 Local Safeguarding Children Board.

Support to families

- We believe in building trusting and supportive relationships with families, staff and volunteers.
- We make clear to parents our role and responsibilities in relation to child protection, such as for the reporting of concerns, information sharing, monitoring of the child, and liaising 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 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

HVPS & WAC will fulfil their local and national responsibilities as laid out in the following documents:

- Children Act (1989 s47)
- Keeping Children safe in Education: Statutory Guidance for schools and colleges (DfE July 2015)
- Data Protection Act (1998); GDPR (2018)
- Protection of Children Act (1999)
- The Education Act 2002 (s175/s157)
- The Children Act (Every Child Matters) (2004)
- Safeguarding Vulnerable Groups Act (2006)
- Sexual Offences Act (2003)
- Equalities Act (2010)

Further Guidance

- Working Together to Safeguard Children (March 2015)
- What to do if you're Worried a Child is Being Abused (HMG 2006)
- Mental Health & Behaviour in Schools: Departmental Advice (DfE 2014)
- Prevent Duty, Counter Terrorism and Security Act 2015
- Serious Crime Act 2015
- The Common Assessment Framework for Children and Young People: A Guide for Practitioners (September 2015)
- Statutory guidance on making arrangements to safeguard and promote the welfare of children under section 11 of the Children Act 2004 (HMG 2007)
- Information Sharing: Guidance for Practitioners and Managers (HMG 2008) (HMG 2006) (HMG 2015)0
- Independent Safeguarding Authority: www.isa.homeoffice.gov.uk 7
- Safeguarding children and young people (July 2014)
- Statutory guidance for the EYFS (2017)

Other useful Pre-school Learning Alliance publications

- Safeguarding Children (2010)

This policy was adopted at a meeting of

Harlington Village Pre-School & Wrap
Around Care Committee

Held on

September 2018

Date to be reviewed

July 2019

Signed on behalf of HVPS & WAC

Nina Biscoe

Name of signatory

Nina Biscoe

Role of signatory

Committee Chairperson

Safeguarding and Welfare Requirement: Child Protection

Providers must have and implement a policy, and procedures, to safeguard children.

Appendix A

Harlington Village Pre-school & Wrap Around Care
Record of Conversations, Comments and Concerns

Summary of Discussion

Conversation between

Action Taken

Follow up

Signed..... Date

RECORD OF CONCERN (HVPS/WAC)

Child's Name :			
Child's DOB :			
Male/Female :	Ethnic Origin :	Disability Y/N :	Religion :
Date and time of concern :			
Your account of the concern : (what was said, observed, reported and by whom)			
Additional information : (your opinion, context of concern/disclosure)			
Your response : (what did you do/say following the concern)			
Your name :			
Your signature :			
Your position in setting :			
Date and time of this recording :			
Action and response of AD/Manager			
Name:			
Date:.....			