



# Safeguarding Children Policy

## Key contact personnel in the setting

Early Years Designated Safeguarding Lead Persons:  
**Victoria Egarr and Lisa Keogh.**

## Contact details for Education Safeguarding Team and LADO

The LADO receives concerns, complaints and referrals regarding the conduct of adult professionals or volunteers working with children, not child protection referrals. Child Protection referrals are made to the Multi-Agency Safeguarding Hub (MASH).

**Early years Team:** 01628 796684 / 01628 796534

**RBWM MASH:** 01628 683150

**Slough Referral & Assessment:** 01753 506418 / 01753 506420

**Reading MASH:** 01189 373641

**Bucks CC:** 0845 4600001 or 01296 383962

**Out of Hours Duty Team:** 01344 786543

**RBWM LADO Team contact number:** 01628 685325 (Sharon Richards)

**Police:** 999 / 101

**NSPCC Helpline:** 0808 800 5000

**Parentline plus:** 0808 800 2222

**Ofsted Whistle blowing hotline:** 0300 1233155 (Mon-Fri 8am-6pm)

**NSPCC Whistle blowing helpline:** 0800 0280285

All staff should have access to this policy and sign to the effect that they have read and understood its content.

Date reviewed: March 2017

Date of next review: March 2018

Little Me Pre-School Safeguarding Children policy has been developed in accordance with the principles established by the Children Acts 1989 and 2004 and related guidance. This includes:

- The Early Years Foundation Stage (2017)
- DfE guidance Keeping Children Safe in Education (2015)
- Working Together to Safeguard Children (2015)
- Framework for the Assessment of Children in Need and their Families (2000)

- What to do if you're worried a child is being abused (2015)
- Information sharing (2015)
- The Prevent duty (2015)
- Inspecting safeguarding in early years, education and skills settings (2016)

### Our aim

*'Every child deserves the best possible start in life and the support that enables them to fulfil their potential. Children develop quickly in the early years and a child's experiences between birth and age five have a major impact on their future life chances. A secure, safe and happy childhood is important in its own right.'*  
(EYFS 2017 p5)

The Proprietor of Little Me Pre-School considers all those directly involved with our setting have an essential role to play in making it safe and secure. Our setting aims to create the safest environment within which every child has the opportunity to achieve their full potential and we take seriously our responsibility to promote the welfare and safeguard all the children and young people entrusted to our care.

As part of our aim of the setting we are committed to:

- Maintaining children's welfare as our paramount concern;
- Providing an environment in which children feel safe, secure, valued and respected, confident to talk openly and sure of being listened to;
- Providing suitable support and guidance so that children have a range of appropriate adults who they feel confident to approach if they are in difficulties;
- Using learning at the setting to provide opportunities for increasing self-awareness, self-esteem assertiveness and decision-making. This is so that young children have a range of contacts and strategies to ensure their own protection and understand the importance of protecting others;
- Working with parents to build an understanding of the setting's responsibility to ensure the welfare of all children including the need for referral to other agencies in some situations;
- Ensuring all staff have regular training and are able to recognise the signs and symptoms of abuse and are aware of the setting's procedures and lines of communication;
- Monitoring children who have been identified as 'in need' including the need for protection, keeping confidential records which are stored securely and shared appropriately with other professionals.
- Developing effective and supportive liaison with other agencies.

### Attend training / awareness courses

We have successfully completed training related to child protection issues to ensure that we are able to recognise the symptoms of possible physical abuse, neglect, emotional abuse and sexual abuse.

All staff have completed a full Paediatric First Aid course.

All staff have attended Prevent training.

Victoria Egarr and Lisa Keogh have attended designated persons training and attend regular networking meetings to ensure our knowledge is up-to-date.

Safeguarding is on every staff meeting agenda every 6 weeks.

### Prevent abuse by means of good practice

Adults without DBS clearance will not be left alone with any child. Children will be encouraged to develop a sense of autonomy and independence through support in making choices and in finding names for their own feelings and acceptable ways to express them. This will enable children to have the self-confidence and the vocabulary to resist inappropriate approaches.

### Respond appropriately to suspicions of abuse

Changes in children's behaviour

Deterioration in children's general well-being.

Unexplained bruising, marks or signs of possible abuse or neglect.

Children's comments which give cause for concern.

Any reasons to suspect neglect or abuse outside the setting, for example in the child's home; and/or inappropriate behaviour displayed by other members of staff, or any other person working with the children. For example, inappropriate sexual comments; excessive one-to-one attention beyond the requirements of their usual role and responsibilities; or inappropriate sharing of images.

Parents will normally be the first point of reference, though suspicions will also be referred as appropriate to the Social Services Department if needed.

All such suspicions and investigations will be kept confidential, shared only with those who need to know.

**If a complaint is made against a member of staff it will be reported to Ofsted and that member of staff will stop working until the appropriate investigations have been completed.**

### Keeping records

Whenever worrying changes are observed in a child's behaviour, physical condition or appearance, a specific and confidential record will be set up, quite separate from the usual on-going records of children's progress and development. The record, in addition to the name, address and age of the child, will include: timed and dated observations describing objectively the child's behaviour and appearance, without comment or interpretation; where possible, the exact words spoken by the child; the name and signature of the recorder.

### Confidentiality and information sharing

We recognise that all matters relating to child protection are confidential. The EYDSL

will disclose any information about a child to other members of staff on a need to know basis.

All staff must be aware that they have a professional responsibility to share information with other agencies in order to safeguard children. All staff must be aware that they cannot promise a child to keep secrets which might compromise the child's safety or wellbeing. Further advice is available in the document Information Sharing advice for safeguarding practitioners (2015). 'Child Protection - Dealing with Disclosures in Early Years Settings' provides advice on dealing with disclosures.

### **Supervision and support**

The proprietor of Little Me Pre-School recognises regular, planned and accountable supervision, which is a two-way process, offers support and develops the knowledge, skills and values of an individual, group or team. We see its purpose is to monitor the progress of professional practice and to help staff to improve the quality of the work they do, thus improving outcomes for children as well as achieving agreed objectives. Supervision also provides an opportunity to discuss sensitive issues including the safeguarding of children and any concerns raised about an individual or colleague's practice.

All of our staff and volunteers are expected to have regular and planned supervision sessions. Uninterrupted time will be set aside to ensure any supervision sessions effective for both practitioner and management. Further guidance on supervision can be found in the Early Years Supervision booklet.

### **Suitable people**

Little Me Pre-School is committed to ensuring all steps are taken to recruit staff and volunteers who are safe to work with our children and have their welfare and protection as the highest priority. It is the responsibility of the proprietor to ensure that effective systems are in place so that all staff and volunteers are properly checked to make sure they are safe to work with the children who attend our setting.

We do not allow people, whose suitability has not been checked, including through a Disclosure and Barring Scheme (DBS) check, to have unsupervised contact with children being cared for.

We advise all staff that they are expected to disclose any reason that may affect their suitability to work with children including convictions, cautions and warnings.

Additionally, we make all staff aware that they may also be disqualified because they live in the same household as another person who is disqualified.

### **Liaise with other bodies**

We operate in accordance with Ofsted guidelines. Confidential records kept on children will be shared with the Social Services Department if we feel that adequate explanations for changes in the child's condition have not been provided.

If a report on a child is to be made to the authorities, the child's parents will be informed on the same day, immediately after the report is made.

We will 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). We will also notify Ofsted of the action taken in respect of the allegations.

These notifications will be made as soon as is reasonably practicable, but at the latest within 14 days of the allegations being made.

### **Support families**

The care and safety of the children must always be paramount. We shall take every step to build up trusting and supportive relationships with families. Where abuse at home is suspected, we shall continue to welcome the child and family while investigations proceed.

Confidential records kept on a child will be shared with the child's parents as appropriate.

### **Alcohol and drugs**

To ensure that all staff within our setting are alert to any dangers and able to protect your child, we must not be under the influence of alcohol or any form of drugs (including some prescription medication).

Staff within the setting will not drink any alcohol during working hours or immediately before.

### **Use of cameras and photos**

We will seek your permission to allow a camera or other digital device to take and store photographs for record keeping or display purposes.

If using a camera or other digital device to take photographs of your child, the photographs will be used for observations, or from time to time advertising purposes, the photographs will then be removed from the devices.

We will not distribute or publish any images of your child without your consent.

We will always be able to justify to Ofsted the reason for taking the photographs.

We will always ensure children are appropriately dressed.

We are registered with the Information Commissioners Office - the Data Protection Act.

## Responsibilities

### All staff

The EYFS 2017 requires providers *‘to take all necessary steps to keep children safe and well’* and accordingly, everyone involved in the care of young children has a role to play in their protection. Any member of staff in Little Me Pre-School is part of the wider safeguarding system for children and is in a unique position to observe any changes in a child’s behaviour or appearance.

All staff have a responsibility to identify children who may be in need of extra help or who are suffering, or are likely to suffer, significant harm. All staff then have a duty of care to take appropriate action, working with other services as needed.

### The Early Years Designated Safeguarding Lead Persons

The EYFS 2017 states; *‘a practitioner must be designated to take lead responsibility for safeguarding children in every setting’*; The proprietor of Little Me Pre-School, whose responsibility it is to ensure all legal requirements are met, has appointed an appropriately qualified and experienced Early Years Designated Safeguarding lead to fulfil this role in our setting. Additionally, they are committed to ensuring the Early Years Designated Safeguarding lead is properly supported in being able to carry out this role fully, including providing them with appropriate time and resources away from other job commitments.

The EYDSLSP has overall responsibility for the day to day oversight of safeguarding and child protection systems in the setting. These responsibilities include:

- Liaising with other professionals in all agencies, including social services, police and health colleagues
- Keeping apprised of any updates in policy and practice as agreed by RBWM Safeguarding Children Board (via the Education Safeguarding Team)
- Being a source of support, advice and guidance to any other setting staff, both paid and voluntary. This is on an ongoing basis and on any specific safeguarding issue as required
- Co-ordinating child protection action within the setting, including making referrals as necessary and maintaining a confidential recording system
- Ensuring all staff, visitors and volunteers are aware of the setting policies and procedures and their responsibilities in relation to safeguarding children
- Ensuring all staff, both paid and voluntary, have received appropriate and up to date child protection training at least every 3 years
- Ensuring their training is kept up to date by attending appropriate designated person training every 2 years
- Representing or ensuring the setting is represented, by an appropriate senior member of staff, at inter-agency meetings in particular Strategy Discussions, Child Protection Conferences and core groups
- Managing and monitoring the setting’s part in child in need and child protection plans

**The welfare and safety of children, however, are the responsibility of all staff in**

**the setting and ANY concern for a child's welfare MUST be reported any of the Early Years Safeguarding Designated Lead Persons: Victoria Egarr and Lisa Keogh**

On occasion, staff may pass information about a child to the Early Years Designated Safeguarding Lead Person, but remain anxious about action subsequently taken. Staff should feel able to clarify with the Designated Safeguarding Lead Person, further progress, so that they can reassure themselves the child is safe and their welfare is being considered. If following this process, the staff member remains concerned that appropriate action is not being taken, it is the responsibility of that staff member to seek further direct consultation from either a member of the Education Safeguards Team or the local Specialist Children's Services Team (numbers as above) who will be able to discuss the concern and advise on appropriate action to be taken.

### Recognition and categories of abuse

Working Together to Safeguard Children 2015 defines 'abuse' as '*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.*'

All staff should be aware of the definitions and signs and symptoms of abuse. There are four categories of abuse:

- Physical
- Neglect
- Emotional
- Sexual

The most up to date definitions and possible indicators and signs of abuse are found in Appendix 1 of Working Together to Safeguard Children document mentioned above. This also includes information on current safeguarding priorities relating to female genital mutilation, child sexual exploitation and the Prevent strategy.

Staff should refer to what to do if you are worried a child is being abused which says:

"Staff need to remember that child welfare concerns may arise in many different contexts, and can vary greatly in terms of their nature and seriousness. Children may be abused in a family or in an institutional or community setting, by those known to them or by a stranger, including, via the internet. In the case of female genital mutilation, children may be taken out of the country to be abused. They may be abused by an adult or adults, or another child or children. An abused child will often experience more than one type of abuse, as well as other difficulties in their lives. Abuse and neglect can happen over a period of time, but can also be a one-off event. Child abuse and neglect can have major long-term impacts on all aspects of a child's health, development and well-being.

"The warning signs and symptoms of child abuse and neglect can vary from child to child. Disabled children may be especially vulnerable to abuse, including because they may have an impaired capacity to resist or avoid abuse. They may have speech, language and communication needs which may make it difficult to tell others what is happening. Children also develop and mature at different rates so what appears to be

worrying for a younger child might be normal behaviour for an older child. Parental behaviours may also indicate child abuse or neglect, so staff should also be alert to parent-child interactions which are concerning and other parental behaviours. This could include parents who are under the influence of drugs or alcohol or if there is a sudden change in their mental health. By understanding the warning signs, we can respond to problems as early as possible and provide the right support and services for the child and their family. It is important to recognise that a warning sign doesn't automatically mean a child is being abused."

## **Female Genital Mutilation (FGM)**

In accordance with the Genital Mutilation Act 2003 and the UN Convention on the Rights of the Child (Article 24, Health and health services; Article 12, Respect for the views of the child; Article 19, Protection from all forms of violence; Article 6, Survival and development) female genital mutilation is illegal in the UK.

FGM is a form of child abuse and as a childcare practitioner it is our statutory duty to safeguard females under the age of 18 years who are at risk of FGM; We have completed training on Female Genital Mutilation: Recognising and Preventing FGM (V1.3) and are aware of:

- Recognising the signs of FGM and preventing FGM
- Understanding what FGM is and understanding the four types of FGM
- Key health risks and consequences of FGM how and when FGM is carried out
- How to identify who is at risk of FGM
- Our role in preventing FGM and supporting those who have undergone FGM

If we suspect or have any concerns that a child has suffered FGM or is at risk of undergoing FGM we will seek advice from the NSPCC FGM Helpline on 0800 028 3550. It is also our duty to report the issue to the Local Safeguarding Children's Board.

## **Prevent Duty**

As part of our role as Early Years Practitioners, we have a duty to keep all staff up to date with all legislation involved with Safeguarding the children in the pre-school.

Most recent documentation includes the new Prevent Duty Guidance which childcare providers must comply with as of July 2015. The document can be found here:

<https://www.gov.uk/government/publications/prevent-duty-guidance>

Please note: the relevant documentation is the second one on the list titled 'Prevent Duty Guidance for England and Wales'.

The Counter Terrorism and Security Act places a duty on Early Years setting to "have due regard to the need to prevent people from being drawn into terrorism".

The new documentation will be used and referred to alongside other safeguarding documents such as "Working Together to Safeguard Children" and information referring to British Values.

## **Peer on peer abuse**



We recognise that children and young people are capable of abusing their peers. Peer on peer abuse relates to situations such as sexual exploitation, gang violence, financial abuse, coercive control and exploitative relationships. We want all children to feel safe here and, as part of our commitment to keep them safe, we regularly observe children's interactions and aim to be approachable so they will speak to us if they are concerned about any aspects of their relationships with others. Parents know they can contact us at any mutually convenient time to discuss concerns children might raise at home.

### **Online safety**

We occasionally use iPad's and laptops as part of the children's learning. It's important that children understand how to use and keep themselves safe online, we will have basic rules and parental controls to stop children from seeing unsuitable or harmful contents. Children will also be supervised at all times.