

## SAFEGUARDING POLICY & PROCEDURE (CHILD PROTECTION)

### Statement of Intent

New Millside Pre-school has a duty to safeguard and promote the welfare of children. The protection of children is of paramount importance. We have ensured that our policy is in line with Standard 13 of the National Standards, the DfES summary, 'What to do if you are worried a child is being abused' & BCC EYCS Safeguarding/Child Protection Information & Guidance.

### Aims

Our aims are to;

- Create an environment in our pre-school which encourages children to feel safe and secure enabling them to develop a positive self-image, regardless of race, language, religion, culture or home background;
- Help children to establish and sustain satisfying relationships within their families, with peers and with other adults;
- Encourage children to develop a sense of autonomy and independence;
- Enable children to have the self confidence and the vocabulary to resist inappropriate approaches and to seek help if necessary in an appropriate way; and
- Work with parents to build their understanding of and commitment to the welfare of all our children – parents are encouraged to inform us of any existing injury on arrival so that they may be recorded.

New Millside Pre-school is a Rights Respecting Early Years Setting and has the UN Convention on the Rights of Child at the heart of its core values. We prepare the community to recognise the universality of children's rights and to support the rights of other locally and globally and ensure we have strong arrangements for protecting children from all forms of abuse and harassment – This relates to Article 19 of United Nations Convention on the Rights of the Child – protection from all forms of violence.

**In an exceptional circumstance such as a Pandemic please refer to the relative Risk Assessment for all associated updated actions in relation to this policy.**

Liaison with other bodies

- We work within the Buckinghamshire Safeguarding Partnership (formerly Safeguarding Children's Board) Guidelines.
- We have a copy of Buckinghamshire Safeguarding Children's Partnership Guidelines available for staff and parents.
- We notify the registration authority (Ofsted) of any incident or accident and any changes in our arrangement which affect the wellbeing of children.
- We have procedures for contacting the local authority on child protection issues, including maintaining a list of names, addresses and telephone numbers of social workers, to ensure that it is easy, in any emergency, for the pre-school and social services to work well together.
- Records of the local NSPCC contacts are also kept.
- If a report is to be made to the authorities, we act within the Buckinghamshire Safeguarding Children's Partnership in deciding whether we must inform the child's parents at the same time.

### Methods

Staffing & Volunteering

- Our named persons who co-ordinate safeguarding issues are **KAREN BARNES & ANEKA UL HUSNAIN. Our committee Safeguarding Lead is KAREN BRAITHWAITE.**
- We provide adequate and appropriate staffing resources to meet the needs of children.
- Applicants for posts within the pre-school are clearly informed that the positions are exempt from the Rehabilitation of Offenders Act 1974. Candidates are informed of the need to carry out checks before posts can be confirmed. 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 police checks for staff and volunteers, to ensure that no disqualified person or unfit person works at the pre-school or has access to the children.
- Volunteers do not work unsupervised.
- 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. We have procedures for recording the details of visitors to the pre-school.
- We take security steps to ensure that we have control over who comes into the pre-school, so that no unauthorised person has unsupervised access to the children.

### Action following allegations against staff/volunteers

- a) Report to LADO and follow advice
- b) Discuss incident with staff member
- c) Outcome following discussion on advice from LADO
- d) Suspension - Following enquiry allowing for future investigation
- e) Dismissal – If dismissed, Department of Health Administrators will be informed and Ofsted. LADO will also be updated.

### Training

We seek out training opportunities for all adults involved in the pre-school to ensure that they are able to recognise the signs and symptoms of possible physical abuse, emotional abuse, sexual abuse and neglect and so that they are aware of the local authority guidelines for making referrals. We ensure that all staff know the procedures for reporting and recording their concerns in the pre-school. We ensure that all staff are kept up to date with and are aware of all signs of abuse including –

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Date of Policy: November 2016 Date of Updates: Nov 2019, March 2020, Nov 2020, May 2021, Oct 2021

Breastironing  
Bullying  
Online and cyber bullying  
Child trafficking  
County lines  
Cuckooing  
Domestic abuse  
Fabricated or induced illness  
FGM  
Financial  
Grooming  
Mental Health  
Non-recent  
Upskirting  
Radicalisation and extremism  
Sexual exploitation  
Abuse linked with faith or belief including witchcraft  
Disguised compliance.

### **Prevent Duty**

*We are required to 'have due regard to prevent people from being drawn into terrorism'. To be both effective and lawful, we must meet specific legal duties, including those arising from the Prevent Duty. This sets out the need for 'British Values' to help everyone live in safe and welcoming communities where they feel they belong. These British Values are designed as:*

- Democracy
- The rule of law
- Individual liberty and mutual respect
- Tolerance of those with different faiths and beliefs

These values are universal aspirations for equality. As such they are fundamental to helping all children become compassionate, considerate adults who form part of a fair and equal society. We will demonstrate these values through the management and implementation of the Early Years Foundation Stage and through policies and procedures relating to equality, behaviour and safeguarding, with which the Prevent Duty is entirely consistent. We will ensure that we share these beliefs and that they are understood and applied by all staff, volunteers, and where appropriate, parents. We will ensure:

- Staff will undertake Prevent awareness training.
- Staff are able to identify children who may be vulnerable to radicalization, and know what to do when they are identified
- They assess the risk of children being drawn into terrorism and work in partnership with local parents such as the police, Prevent Co-ordinators and LADO, to take account of local risks and respond appropriately.
- They take action when they observe behaviour of concern
- They focus on children's personal, social and emotional development, ensuring children learn right from wrong, mix and share with other children, value other's views, know about similarities and differences between themselves and others and challenge negative attitudes and stereotypes.
- They make referrals to local Channel Panels, Police or local LSCP if there are concerns that an individual may be vulnerable to being drawn into terrorism or extremism
- They assess their training needs in the light of their assessment of the risk

Our key person approach means we already know our key children well and we will notice any changes in behaviour, demeanour or personality quickly. We will assist and advice families who raise concerns with us

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

Collective term for a range of procedures which involve partial or total removal of the external female genitalia for non-medical reasons, sometimes referred to as female circumcision, or genital cutting

This is against the law, yet for some communities it is considered a religious act and cultural requirement. It is illegal for someone to arrange for a child to go abroad with the intention of having her circumcised. If any of the above areas of concern is brought to the attention of Mew Millside Pre-school we will report those concerns to the appropriate agency in order to prevent this form of abuse taking place.

The legal framework for this work is;

- Family Act 2014
- The Rehabilitation of Offenders Act
- The Children Act 1989
- Human Rights Act 1998
- Data Protection Act 2018
- The Protection of Children Act 1999
- The Children (NI) Order
- The Children (Scotland) Order
- The Education Act 2002 (section 78)

### **Planning**

The layout of the room allows for constant supervision. Where children need to spend time away from the rest of the group, the door is left ajar.



## **Curriculum**

- We introduce key elements of child protection into our foundation stage curriculum, so that children can develop understanding of why and how to keep safe.
- We create within the pre-school a culture of value and respect for the individual.
- We ensure that this is carried out in a way that is appropriate for the ages and stages of our children.

## **Procedure**

- We ensure that all parents know how to complain about staff or volunteer action within the pre-school, which may include an allegation of abuse.
- We ensure the guidance of the Buckinghamshire Safeguarding Children's Partnership when investigating any complaint that a member of staff or volunteer has abused a child.
- We follow all the disclosure and recording procedures when investigating an allegation that a member of staff or volunteer has abused a child as if it were an allegation of abuse by any other person.
- Responding to suspicions of abuse.
- We acknowledge that abuse of children can take different forms – physical, emotional, sexual and neglect.
- When children are suffering from physical, sexual or emotional abuse, this may be demonstrated through changes in their behaviour, or in their play. Where such changes in behaviour occur, or where children's play gives cause for concern, the pre-school investigates.
- We allow investigation to be carried out with sensitivity. Staff in the pre-school take care not to influence the outcome either through the way they speak to children or ask questions of children.
- Where a child shows signs and symptoms of 'failure to thrive' or neglect, we make appropriate referrals.

## **Disclosures**

Where a child makes a disclosure to a member of staff, that member of staff will:

- Offer reassurance to the child.
- Listen to the child; and
- Give reassurance that she/he will take action.
- The member of staff does not question the child, but will not promise confidentiality.

## **Recording suspicions of abuse and disclosure**

Staff make a record of:

- The child's name;
- The child's address;
- The age of the child;
- 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;
- The name of the person to whom the concern was reported, with date and time; and
- The names of any other person present at the time.

These records are signed and dated and kept in a separate confidential file.

All members of staff know the procedure for recording and reporting.

If a referral is made by telephone we will confirm this in writing within 48 hours. This should be acknowledged by social services within one working day. If not we will re-contact them after 3 days

## **Informing parents**

Parents are normally the first point of contact. If a suspicion of abuse is recorded parents are informed at the same time as the report is made, except where the guidance of the local Buckinghamshire Safeguarding Children's Partnership does not allow this. This will usually be the case where the parent is the likely abuser. In these cases investigating officers will inform parents.

## **Keeping New Millside Informed of Sickness and/or Holidays**

If your child misses 2 or more of their allocated sessions/days and we have tried to contact you with no response, in the first instances under safeguarding guidelines we have a duty of care to your child to contact First Response for Advice. It is therefore vital that you communicate with us when there is sickness/holidays.

## **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 Buckinghamshire Safeguarding Children's Partnership.

## **Support to families**

- The pre-school takes every step in its power to build up trusting and supportive relations among families, staff and volunteers in the group.
- The pre-school continues to welcome the child and the family whilst investigations are being made in relation to abuse in the home situation.
- Confidential records kept on a child are shared with the child's parents or those who have parental responsibility for the child only if appropriate under the guidance of the Buckinghamshire Safeguarding Children's Partnership.
- With the proviso that the care and safety of the child is paramount, we do all in our power to support and work with the child's family.

## **Helplines and Referrals**

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### **Helplines & Referrals**

Buckinghamshire County Council  
Bucks Customer Services

08453 708090

Ask for Duty Social Worker

Aylesbury Area

01296 387957

Ask for the relevant Referral &  
Assessment Team

Social Work Emergencies  
Emergency Duty Team

01494 675802

Social Services First Response

01296 383962 (Out of hours – 0800 999 7677)

Care Line

0800 137 915

NSPCC

0800 800 5000

Ofsted

0300 123 1231

NCMA Helpline

0800 688 4486

Advice from Bucks EYDCS

0845 370 8090

Child Protection & Sexual Crime Unit

01628 816935

Thames Valley Police Child Abuse Investigation Unit 08458 505 505

Local Authority Designated Officer

01296 382070

