

Safeguarding Children.

Safeguarding Children and Child Protection.

Policy Statement

At Jack and Jill's Pre-School we work with children, families, and the community to ensure the rights and safety of all children are met, to provide them with the best start in life. We provide a safe and stimulating environment, with knowledgeable trained staff. We work alongside the Pre-School Learning Alliance Safeguarding Children policy and follow the Early year's foundation stage framework to make sure we are meeting these requirements. We support children within our care, to protect them from maltreatment and have robust procedures in place to prevent the impairment of children's health and development.

PRACTICES AND PROCEDURES

- All staff understand the safeguarding requirements and practices are fully implemented.
- Safeguarding is identified in the setting Improvement Plan and effective self-evaluation procedures are in place.
- All staff involved in safeguarding liaises regularly to ensure continuity in the support they provide.
- Appropriate Risk Assessment procedures are in place and up-dated.

At Jack and Jill's, within the setting we incorporate the prevent duty, staff can identify children who may be vulnerable to radicalisation, and know what to do when they are identified. We have a duty of care to protect children from the risk of radicalisation, this is similar in nature to protecting children from other harms (e.g. drugs, gangs, neglect, sexual exploitation) we have clear procedures in place for protecting children at risk of radicalisation, through monitoring children's attendance, finding out as much as we can about the child and their family, offering support if needed. We also follow the statutory guidance, Working Together to Safeguard Children 2015 and Keeping children safe in Education 2016 to keep children safe from the risk of radicalisation.

We teach British Values through involving children in our local community, making decisions together, respecting each other and people around us, following the rules, boundaries and celebrating special days. Staff encourage children to see their role in the bigger picture, encouraging children to know their views count, value each other's views and values and talk about their feelings and emotions.

When appropriate we demonstrate democracy in action, for example through children sharing their views on what the theme of their role play could be using a show of hands or choice boards and photographs.

We support decisions that the children make and provide activities that involve turn taking, sharing and collaboration. We encourage children to develop their enquiring minds, in an atmosphere where questions are valued. Providing them with a positive

sense of self-worth, and giving children opportunities to develop their self-esteem, self-knowledge, building their confidence in their own abilities, we do this by allowing children to take their own risks, communication through language, gesture or sign and choosing their own activities and resources.

Staff encourage and explain the importance of tolerant behaviours such as sharing and respecting other opinions, this links in with our behaviour policy.

We promote diverse attitudes and challenge stereotypes, for example we share stories that reflect and value the diversity of children's experiences and provide resources and activities that challenge gender, cultural and racial stereotyping.

Staff and volunteers

Working Together to Safeguard Children 2015 states:

All professionals share appropriate information in a timely way and can discuss any concerns about an individual child with colleagues and local authority children's social care;

All professionals contribute to whatever actions are needed to safeguard and promote a child's welfare and take part in regularly reviewing the outcomes for the child against specific plans and outcomes;

No professional should assume that someone else will pass on information which they think may be critical to keeping a child safe. If a professional has concerns about a child's welfare and believes they are suffering or likely to suffer harm, then they should share the information with local authority children's social care.

EYFS Statutory Framework 2017

A practitioner must be designated to take lead responsibility for safeguarding children in every setting. Childminders must take the lead responsibility themselves. The lead practitioner is responsible for liaison with local statutory children's services agencies, and with the LSCB. They must provide support, advice, and guidance to any other staff on an ongoing basis, and on any specific safeguarding issue as required.

Local Safeguarding Children's Board.

The Local Safeguarding Board is Hampshire Safeguarding Children's Board, it is a vital tool to "help children, young people, parents, carers and professionals to access policies, procedures and guidance covering a range of safeguarding and child protection topics" (HSCB, 2017). Allowing professionals to be aware of any changes, documents, and procedures that should be followed and any updates that need to be put in place.

Jack and Jill's Preschool 2017

It is everyone's responsibility to report any safeguarding/child protection concerns, the lead safeguarding practitioner supports staff to liaise with other professionals and

coordinates the collection of information for any relevant child protection conference with practitioners.

Our designated safeguarding officer is RACHEL BUTCHER (safeguarding level 4) she is responsible for any safeguarding issues within the setting, SAM YOUREN (safeguarding level 3) coordinates alongside Rachel ensuring there is always a safeguarding officer in the setting. Any safeguarding concerns go straight to Rachel or Sam to determine what happens next. The safeguarding officer will:

- Provide support, supervision and advice for any staff member, volunteer or student with a safeguarding or child protection concern.
- Provide safeguarding and child protection induction for new staff, students, and volunteers.
- Ensure their own safeguarding training is up to date and refreshed every three years.
- Liaise with, and make/support referrals to, appropriate agencies, including the Local Authority Designated Officer (LADO).
- Ensure that the Child Protection policy is regularly reviewed and up-dated and that all staff have read and understood this policy.
- Making sure that policies and procedures relating to safeguarding are fully implemented by the setting and followed by staff, students, and volunteers.
- Embed robust safeguarding and child protection practices across all areas of the provision.
- Co-ordinate the development of integrated practice for vulnerable children and families including using the Common Assessment Framework (CAF), and Team Around the Child (TAC).
- Co-ordinate and support the setting when working with a child who has a Child in Need or a Child Protection Plan.
- Liaising with OFSTED about safeguarding concerns.
- Set up and manage clear, accurate and secure record keeping systems.
- Ensure all Safeguarding and Child Protection training is cascaded to the whole staff team.
- Ensure that a record is kept of staff who have completed child protection training and refreshed every three years.
- Ensure that all staff and volunteers receive information on safeguarding policies and procedures from the point of induction.

- Ensure that all staff and volunteers understand and are aware of the settings reporting and recording procedures and are clear about what to do if they have a concern about a child.
- Act as the first point of contact with regards to all safeguarding matters.
- Keep up to date with changes in local policy and procedures and are aware of any guidance issued by the DFE concerning Safeguarding, pass this information on to all staff.

The Manager Rachel Butcher is responsible for:

- Ensuring that Safeguarding policies and procedures are in place; that the policy is updated annually, and that all staff have read and understood this policy.
- Ensuring that the safeguarding and child protection policy and procedures are implemented and followed by all staff.
- Ensuring all staff feel able to raise concerns about poor or unsafe practices and that such concerns are handled sensitively and in accordance with the settings whistle blowing policy.
- Meeting statutory requirements.
- Ensuring that robust systems for Safe recruitment and selection of staff and volunteers are in place.
- Ensuring recruitment and selection policies and processes are completed.
- Ensuring that all staff and volunteers will have updated enhanced DBS.
- All staff and volunteers receive appropriate safeguarding training which is updated every three years.
- Ensure staff understand the prevent duty and how to identify early indicators of potential radicalisation and terrorism threats and act upon them in line with national and local procedures.
- Make referrals relating to extremism to the police or government helpline.
- All temporary staff and volunteers are made aware of the settings safeguarding policy and arrangements that policies and procedures are fully implemented by the setting and followed by staff, students, and volunteers.
- Liaise with OFSTED about safeguarding concerns.

- Set up and manage clear, accurate and secure record keeping systems.
- develop effective links with other relevant agencies and co-operate as required with any enquiries regarding child protection issues.
- Have systems in place to Monitor any unexplained absence of children, especially vulnerable children or a child who is subject to a child protection
- Keep and maintain up to date information on children on where and with whom the child is living, parental responsibility, attendance, referrals to and support from other agencies and any other significant event in a child's life.
- Ensure that all records are kept confidentially and securely.

Committee Members ensure the setting has:

- A designated officer for safeguarding and child protection.
- A child protection policy and procedures that are consistent with the local authority and legislation requirements, reviewed annually and made available to parents on request.
- The safeguarding policy is regularly reviewed and updated and complies with local safeguarding procedures.
- Procedures for dealing with allegations of abuse made against members of staff, including allegations made against the manager.
- Safer recruitment procedures that include the requirement for appropriate checks in line with national guidance; that enhanced DBS checks are in place.
- Ensure they understand the prevent duty and how to identify early indicators of potential radicalisation and terrorism threats and act upon them in line with national and local procedures.
- Arrangements to ensure that all temporary staff and volunteers are made aware of the settings arrangements for child protection.

Parents and families

- We believe in building trusting and supportive relationships with families.
- We make parents and families aware of the safeguarding policy and procedures, and our roles and responsibilities in relation to safeguarding ad child protection, such as for the reporting of concerns, information sharing, monitoring of the child and liaising always with the local children's social care team.
- Parents and families are always the first point of contact, discussing concerns with parents, unless we feel this would put the child in greater danger.
- We inform parents when we make a record of concern in their child's file and record any discussions we have with the family.

- If a suspicion of abuse warrants a referral, parents are informed at the same time as the referral is made, except where the guidance of the Local Safeguarding Children's Board does not allow this, again where this is believed that the child may be placed in greater danger. This will usually be the case where the parent is the likely abuser, in these cases the investigating officer will inform parents.
- We will continue to welcome and support the child and family whilst investigations are being made in relation to any alleged abuse.
- We follow the Child Protection plan as set out by the child's social care worker in relation to the settings designated role and tasks in supporting the 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.
- We do our utmost to make families feel confident in asking for support and make a conscious effort to build a trusting, secure partnership, always being honest and open.

Confidentiality and Sharing Information

The setting will ensure all staff understands that child protection issues warrant a high level of confidentiality. This is not only out of respect for the child and staff involved but also to ensure that information being released into the public domain does not compromise evidence.

- Staff will only discuss concerns with the designated person or manager.
- Staff ensure that confidentiality protocols are followed and information is shared appropriately.
- Designated officer discloses any information on a need to know basis only.
- All staff and volunteers must understand that they have a professional responsibility to share information with other agencies in order to safeguard children. All staff and volunteers must be clear with children that they cannot promise to keep secrets.
- All staff must be aware of communicating any concerns with parents/carers, this is the parent with parental responsibility, unless there is a concern that this will place the child at greater risk, and any description or other explanations made by the parent or carer would be recorded word for word.

Recording and Reporting Concerns

All staff, volunteers and visitors have a responsibility to report any concerns about the welfare and safety of a child and all such concerns must be taken seriously. If a concern arises all staff, volunteers and visitors must:

- Speak to the Designated Safeguarding officer or the person who acts in their absence.

- Agree with this person what action should be taken, by whom and when it will be reviewed.
- Record the concern using the settings safeguarding recording system.
- In the case of a general concern, the person who witnessed or who was communicated to, has a duty of care to record and report this concern to the social care team (01329 225379) the safeguarding officer will support this person with any action they take.

Child Protection Conferences and Core Group Meetings

- Members of staff may have to attend a child protection conference or other relevant core group meetings about an individual child and will need to have as much relevant updated information about the child as possible. A child protection conference will be held if it is considered that the child/children are suffering or at risk of significant harm.
- All reports for a child protection conference should be prepared in advance of the meeting and will include information about the child's physical, emotional, intellectual development and wellbeing as well as relevant family related issues. This information will be shared with the parents/carers unless it may cause more harm for the child.

All parents are made aware of our safeguarding policies and procedures when they first join the setting, through verbal communication, parent packs and having access to them on the website and parent mail.

All staff are trained in safeguarding children and attend the appropriate training, any changes or safeguarding issues are brought up at regular staff meetings to ensure all staff are made aware and have up to date knowledge on the subject.

All staff have an enhanced disclosure and barring service (DBS) check, thus helping employers make safer recruitment decisions and prevent unsuitable people from working with vulnerable groups including children. this ensures practitioners are safe to work with young children.

We abide by ofsted's requirements in respect of references and DBS checks.

Volunteers and parent helpers do not work unsupervised.

We record and store information about staff qualifications, DBS checks and vetting processes these include

- The DBS reference number.
- The date the disclosure was obtained
- Details of who obtained it.

All staff must disclose any convictions, cautions, court orders and warnings which may affect their suitability to work with children. (whether received before or during their employment with us). Staff sign a declaration to confirm they have done this on an annual basis.

We take security steps to ensure we have control over who comes into the setting, so no unauthorized persons have unsupervised access to the children.

We have procedures for recording details of all visitors into the setting.

The layout of the setting allows for constant supervision, no child is left alone with staff or volunteers in a one to one situation without being visible to others.

When outside children are supervised and never left alone with staff.

We take the relevant steps to ensure children are not photographed or filmed for any other purpose than to record their development. Parents sign a consent form when their child starts preschool and have access to records holding visual images of their child.

We introduce key elements of keeping children safe into the setting to promote the personal, social, and emotional development of all children, so they grow strong, resilient and listened to and that they develop an understanding of why and how to keep safe, ensuring this is carried out in a way that is developmentally appropriate for the children.

Responding to suspicions of abuse

The effects of abuse can be damaging and if untreated they can cause serious problems or even death. All staff have had significant training to ensure they are able to identify the signs and symptoms of child abuse, the main categories of abuse are, Physical abuse and injury, Emotional, Sexual, Neglect, Domestic Abuse, and Female genital mutilation (FGM).

Physical abuse is deliberately hurting a child causing injuries such as bruises, broken bones, burns or cuts, this can be through hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child, including when parents or carers make up or cause the symptoms of illness in their child, for example giving them medicine they don't need and making the child unwell – this is known as fabricated or induced illness (FII). Disabled children are over 3 times more likely to be abused than non-disabled children.

Emotional abuse is the “persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child’s emotional development” it can be when adults deny children love or affection, or constantly threaten or humiliate them, by causing children to frequently feel frightened or in danger, or the exploitation or corruption of children, and through degrading punishment., Shaming children, preventing the child participating in normal social interaction and ignoring a child are all forms of emotional abuse, anything that undermines a child's confidence and sense of self-worth is defined as emotional abuse. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

Sexual abuse is when an adult or young person sexually uses a child. This includes sexual touching of any part of the body whether the child's wearing clothes or not, rape or penetration by putting an object or body part inside a child's mouth, vagina, or anus, forcing or encouraging a child to take part in sexual activity and making a child take their clothes off, or touch someone else's genitals or masturbate, sexual abuse is also making a child watch or hear sexual acts online abuse including making, or through viewing or distributing child abuse images and showing pornography to a child or encouraging children to behave in sexually inappropriate ways.

Neglect is the “persistent failure to meet a child’s basic physical and/or psychological needs, likely to result in the serious impairment of the child’s health or development” this could be through inadequate food, water, clothing and housing, medical care or lack of adult supervision or love and affection. A child may be put in danger of physical or emotional harm. Neglect can cause serious long term effects.

Domestic abuse is any kind of controlling, bullying, threatening or violent behavior between people in a relationship. Witnessing domestic abuse is child abuse, Children are often subject to abuse themselves if domestic abuse occurs within their home. Children who are exposed to domestic violence become fearful and anxious.

Female genital mutilation is” all procedures that involve partial or total removal of the external female genitalia, or other injury to the female genital organs for non-medical reasons complications through FGM can include severe pain, shock, hemorrhage, tetanus or sepsis, open sores in the genital region and injury to nearby genital tissue, urinary tract infections, cysts and infertility.

A child may not always experience just one type of abuse, “It has to be stressed that there may be overlaps and connections between the different forms of abuse. Thus, a child may be physically and sexually abused, physically abused, and neglected and so on, emotional abuse, while theoretically able to occur by itself, is also almost certain to accompany or to be a consequence of the other forms of abuse.”

All staff have an important role in recognizing the signs that suggest child abuse and in providing help to protect children, although the signs are not always obvious, by noticing and being aware of changes in behavior such as being withdrawn, Changes in personality. Outbursts of anger. acts of violence, regular recoiling in response to sudden but innocent actions, Showing violence to animals, toys, peers, or adults. There could be a lack of attachments, or if a child does not receive adequate medical attention after injuries. Whilst these signs do not automatically mean a child is being abused, they should be recorded and investigated to protect the child.

The procedure for responding to specific child protection/safeguarding concerns about a child at risk of significant harm

- All staff know the procedure for responding and reporting their concerns.
- Any concerns or incidents are observed and recorded either by using a body map or a concerns form.
- Records should include exact and unbiased accounts, the date, year and time of the incident, the name, date of birth and address of the child, action taken and who information has been shared with.
- The practitioner would report the concerns or incident to the safeguarding officer straight away, together they would then gather any other or further information that could assist them.
- Concerns would be discussed with the child's parents, this is the parent with parental responsibility, unless there is a concern that this will place the child at greater risk, and any description or other explanations made by the parent or carer would be recorded word for word.
- The practitioner who observed and gathered the information would work alongside the safeguarding officer and would then contact, the children's services department and inform them of the concern or incident, being advised on what to do next, a referral is then filled in and sent to children services within 48 hours, or if no further action is needed then the conversation with children services is recorded and kept together with all the evidence gathered and kept in a locked and safe place, to follow confidentially procedures.
- In an emergency take the action necessary to help the child, for example, call 999.
- To stop other activity and focus on what we have seen or are being told.
- To understand that responding to suspicion of abuse takes immediate priority.
- Report any concerns we have to the Designated Safeguarding officer immediately.
- To ask the parent/carer about what has been observed, so long as it does not put the child at increased risk. We will also ask the child if he/she is old enough, and note what they tell us and how they behave.
- If we decide not to discuss our concerns with the child's parents we will record this and the reason why we made that judgement.
- To take action to obtain urgent medical attention for the child, if required.
- To record what we have heard or seen, what has been said, and what we did. We will use a body map.
- To keep the notes taken at the time, without amendments, omissions, or addition, whatever subsequent reports may be written (dated and signed on each page).
- If the Designated Safeguarding officer has any reason to believe that a child is subject to either physical, emotional, sexual abuse or neglect, he/she will immediately report these concerns to the social care team (professional line on 01329 225379) who will refer to a duty social worker. However, if we are seriously

concerned about a child's immediate safety, we will dial 999. The setting will keep records of all decisions or actions agreed.

- To operate on a need-to-know basis only – do not discuss the issue with colleagues, friends, or family.
- We work cooperatively alongside with any outside agencies that may be involved with the child or who come into support that child's needs.
- We understand the need to work effectively alongside other professionals to ensure the correct care is provided to support a child's needs, through working together this ensures the child is at the center of our concern, thus allowing us to support and protect the child to the best of our knowledge.
- Through early interventions we can make a positive contribution to a child's learning and development.

Managing Allegations and concerns against staff and volunteers

- We ensure that all parents know how to complain about the behaviour or actions of staff or volunteers within the setting, which may include an allegation of abuse.
- The setting follows the procedures recommended by Hampshire local safeguarding children board when dealing with allegations made against staff and volunteers.
- All allegations made against a member of staff and volunteers, will be dealt with quickly and fairly and in a way, that provides effective protection for the child while at the same time providing support for the person against whom the allegation is made.
- We refer all complaints and allegations immediately to the local Authority Designated Officer to investigate on **01962 876364**. We also report any incident to OFSTED and what measures we have taken, we are aware that it is an offence to not report this.
- The designated officer/manager will complete training on Safer recruitment and managing allegations of professional abuse.
- Any concern or expression of disquiet made by a child will be listened to seriously and acted upon as quickly as possible to safeguard his or her welfare.
- We will make sure that the child or adult who has expressed the concern or made the complaint will be informed not only about the action to be taken but also where

possible about the length of time required to resolve the complaint. We will endeavour to keep the child or adult informed about the progress of the complaint/expression of concern.

- We cooperate entirely with any investigation carried out by children's social care in conjunction with the police.
- Where the committee, management and social care agree it is appropriate in the circumstances, the chairperson will suspend the member of staff on full pay for the duration of the investigation. This is not an indication of admission that the incident has taken place, but is to protect the staff member as well as children and families throughout the process.

Where a member of staff or volunteer has been dismissed due to engaging in activities that caused concern for the safeguarding of children, we notify the Independent Safeguarding Authority (ISA) of all relevant information, so that individuals who pose a threat to children can be identified and barred from working with these groups.

Whilst caring for other people's children, we are in a position of trust and our responsibilities to them must be a priority at all times. The Statutory Framework for the Early Years Foundation Stage (EYFS) Safeguarding and Welfare Requirements (2017) requires every setting to ensure that staff can recognise and respond in a timely and appropriate way to inappropriate behaviour displayed by other members of staff, or any other person working with children.

Liaison with outside agencies

The Preschool Learning Alliance publication Child Protection Record, contains detailed procedures for making a referral to the local social care team, as well as a template form for recording concerns and making a referral, we keep a copy of this within the setting alongside the procedures for recording and reporting set out by the local safeguarding children's board which we follow where local procedures differ from those of the preschool alliance. The Hampshire safeguarding children's board has all the information on how to make a referral and who to contact with any concerns, available at <http://www.hampshiresafeguardingchildrenboard.org.uk/>

We work within the Hampshire Local Safeguarding Children's Board guidelines.

Within the setting there is a copy of "what to do if you're worried a child is being abused" this is for all staff and parents as a guide for what to do if they have concerns.

We have procedures for contacting the local authority on child protection issues, including maintaining a list of names, addresses and telephone numbers of who to contact, ensuring it is easy in an emergency for the setting and social services to work well together.

We notify OFSTED of any incident or accident and any changes in our arrangements which may affect the wellbeing of children, or where an allegation of abuse is made.

Notifications are made as soon as possible or practical but at least 14 days of the allegation being made.

'Working Together to Safeguard Children' (2015) promotes and aims to help professionals recognize what they need to do, and what they can expect of one another, to safeguard children, emphasizing the importance of professionals working together and contributing

to “whatever actions are needed to safeguard and promote a child’s welfare” through following and ensuring we are all familiar with this document, staff are aware of their duty and the need to work effectively alongside other professionals ensuring the correct care is provided to support each individual child’s needs, through working together this ensures the child is at the center of our concern, thus allowing staff to support and protect the child to the best of our knowledge.

Through early interventions we can make a positive contribution to a child’s learning and development, being aware and understanding of the roles and responsibilities of colleagues in other agencies we can work together effectively, as only then can the knowledge, expertise and skills of each participant (including the parents) be used to the full advantage.

Confidentiality

All suspicions and investigations are kept confidential and shared only with those who need to know, this is in line with our confidentiality policy, any information shared is under the guidance of the Local Safeguarding Children’s Board.

At Jack and Jill’s, we take safeguarding and child protection very seriously, we understand the importance of Safeguarding babies and young children from abuse and neglect is fundamental within early years’ practice, practitioners are responsible for children’s care and well- being, therefore it is vital that all staff and volunteers have a good understanding of the safeguarding laws, policies, and procedures.

Anyone who is worried that a child is at risk of abuse should follow the safeguarding and child protection procedures that are in place.

Useful contact numbers-

- Social Care Professional line 01329 225379
- Local Authority Designated Officer 01962 876364
- NSPCC Helpline 0808 800 5000
- Hampshire safeguarding Children’s Board 01962 876355
- OFSTED 0300 123 1231
- Emergency Services 999 or non-emergency number 101.

Legal Framework

- Children Act 1989/2004
- Protection of Children Act 1999.
- Data Protection Act 1998.
- The Children Act 2004.
- Safeguarding Vulnerable Groups Act 2006.
- Working Together to Safeguard Children 2015.
- Early Years Foundation Stage 2017.
- Keeping Children safe in Education 2016.
- Hampshire Safeguarding Children Board.

This policy was adopted at a meeting of Jack and Jill's Preschool.

Held on Thursday 21st September 2017

Date to be reviewed 21st September 2018

Signed on behalf of the management committee

Name of signatory

Role of signatory.