

CHILD PROTECTION AND SAFEGUARDING POLICY

Statement of Intent

Tisbury Pre-school fully recognizes its responsibilities for child protection and considers it the duty of manager, committee members, staff and volunteers to protect the children who they come into contact with from abuse.

Additionally Tisbury Pre-school recognize that because of their day to day contact with children pre-school staff are well placed to observe the outward signs of abuse.

Aims

- To provide all staff with the necessary information to enable them to meet their statutory responsibilities to promote and safeguard the wellbeing of children.
- To ensure consistent good practice in the setting
- To demonstrate the settings commitment with regard to safeguarding children.

Index

- Purpose of the policy
- Child Protection procedures and guidelines
- Safer Recruitment
- Safer working practices
- Staff behavior
- Managing allegations against staff and volunteers
- What constitutes child abuse and neglect
- Early Help
- Responding to disclosures ; guidance for staff
- Reporting concerns
- Monitoring of children subjected to a Child Protection Plan
- Children with Special Educational Needs and Disabilities
- Follow-up support of vulnerable children
- Welcoming other professionals
- Off site visits
- Photography and images

Appendix 1: Flowchart 'Allegations against adults'

Appendix 2: Definitions and indicators of abuse and neglect

Appendix 3a: Child welfare and CP record sheet

Appendix 3b: Overview sheet

Appendix 4: Flowchart 'What to do if you're worried a child is being abuse or neglected'

This policy also makes reference to documents produced by Wiltshire Safeguarding Children Board Tisbury Pre-school staff are advised to maintain an attitude of 'it could happen her' as far as safeguarding is concerned. When concerned about the welfare of a child, staff members should always act in the interest of the child.

TERMINOLOGY

Safeguarding and promoting the welfare of children refers to the process of protection children from abuse or neglect, preventing the impairment of their health or development, ensuring that children grow up in circumstances consistent with the provision of safe and effective and nurturing care and undertaking that role so as to enabled those children to have optimum life chances and to enter adulthood successfully.

Child Protection refers to the process undertaken to meet statutory obligations laid out in the Children act 1989 and associated guidance in respect of those children who have been identified as suffering, or being at risk of suffering harm.

Our setting does not work in isolation and Safeguarding is the responsibility of all adults and especially those working or volunteering with children. Our Pre-school aims to help protect the children in its care by working consistently and appropriately with all agencies to reduce risk and promote the welfare of children.

Purpose of this Policy

- To raise awareness of all staff of the importance of safeguarding children and of their responsibilities for identifying and reporting actual or suspected abuse.
- To ensure children and parents are aware that the setting takes the safeguarding agenda seriously and will follow the appropriate procedures for identifying and reporting abuse and for dealing with allegations against staff.
- To promote effective liaison with other agencies in order to work together for the protection of all children.
- To support children's development in ways which will foster security, confidence and independence
- To integrate a safeguarding curriculum within the existing activities allowing for continuity and progress through all developmental stages
- To take account of and inform policy in related areas such as bullying and e-safety.

Tisbury Pre-school staff are advised to maintain an attitude of 'it could happen here' as far as safeguarding is concerned. When concerned about the welfare of a child, staff members should always act in the interest of the child. Settings do not operate in isolation. Safeguarding is the responsibility of all adults and especially those working or volunteering with children. The setting aims to help protect the children in its care by working consistently and appropriately with all agencies to reduce risk and promote the welfare of children. All professionals work within the same safeguarding procedures.

There are three main elements to the safeguarding policy:

1. PREVENTION (positive and safe environment, careful and vigilant teaching, accessible support to pupils, good adult role models).
2. PROTECTION (agreed procedures are followed, staff are trained and supported to respond appropriately and sensitively to safeguarding concerns).
3. SUPPORT (to children, v/lo may have been at risk of significant harm and the way staff respond to their concerns and any work that may be required).

Child Protection procedures and guidelines

What is Child Protection?

Child Protection is one very important aspect of safeguarding. It refers to the activity, which is undertaken to protect specific children who are suffering, or at risk of suffering, significant harm. Safeguarding, in addition to child protection, encompasses issues such as pupil health and safety, bullying/cyber-bullying, appropriate medical provision. These areas have specific policies and guidance, which should be read in conjunction with this document.

What is significant harm?

The Children's Act 1989 introduced the concept of significant harm as the threshold that justifies compulsory intervention by statutory agencies in family life in the best interests of children. There are no absolute criteria on which to rely when judging what constitutes significant harm. Sometimes it might be a single traumatic event but more often it is a compilation of significant events, which damage the child's physical and psychological development. Decisions about significant harm are complex and require discussion with the statutory agencies.

Responsibilities

The responsibility for child safeguarding falls on everybody who is employed and volunteer at our setting. All adults who work at Tisbury Pre-school are expected to support the Child Protection Policy. All staff, including volunteers, have a statutory obligation to report to the Designated Safeguarding Lead (DSL) if there is suspicion of abuse or neglect of a child or if a child discloses abuse or allegations of abuse.

We will follow the child protection procedures set out by the Wiltshire Safeguarding Children Board and will have regard to statutory guidance issued by the Department for Education Statutory Framework for the Early Years Foundation Stage, 2014.

The **Designated Safeguarding Lead** is member of staff designated to take lead responsibility for:

- Managing all child protection issues (the Chair of Committee leads on allegations against staff.)
- Keep secure child protection plans, write records and reports
- Child protection policy and procedures: lead in evaluation, review and revision, ensure available to staff and parents
- Induction of staff and volunteers/staff training/ensure staff are aware of safeguarding policy and procedure
- Providing advice, information and support to other staff/adults in the setting on safeguarding issues
- Understand (and participate in) early help assessments and process for early help
- Liaising with the local authority and local safeguarding children board
- Working in partnership with other agencies; referrals and support; information sharing
- Ensure a culture of listening to children and taking account of their wishes and feelings.

The Designated Safeguarding Lead is: Sharon Moore

The deputy Designated Safeguarding Lead is: Amanda Burford

The Designated safeguarding Lead on the Committee is: David St.John

Safer Recruitment

The Management committee is responsible for ensuring that people recruited to work with the children at this setting are safe to do so and a recruitment of Staff Policy is in place to ensure the correct procedures are in place. (See Recruitment of Staff Policy)

Staff training and induction

- The DSL will attend safeguarding training at least once every three years, attend safeguarding forums and keep up to date with recommendations from serious case reviews, changes to national and WSCB policy and guidance.
- The whole-setting staff group will receive safeguarding training at least every three years with annual up-dates and notifications of any necessary changes reminders being made available as required.
- All new staff and volunteers will receive Safeguarding induction to ensure understanding of the safeguarding policy.
- The CP policy and Code of Conduct will be provided to all staff –including temporary staff and volunteers-on induction.

Safer working practice

The aims of a safer working practice are to safeguard children and reduce the risk of staff being falsely accused of improper or unprofessional conduct.

Safe working practice ensures that children are safe and that all staff and volunteers:-

- Are responsible for their own actions and behaviour and should avoid any conduct which would lead any reasonable person to question their motivation and intentions
- Work in an open and transparent way
- Work with other colleagues where possible in situations open to question
- Discuss and/or take advice from management over any incident which may give rise to concern

- Record any incident of decisions made
 - Apply the same professional standards regardless of gender, age, disability or sexuality
 - Be aware of confidentiality policy
 - Are aware that breaches of the law and other professional guidelines could result in criminal or disciplinary action being taken against them.
- (see also Social Networking Policy)

As part of our Good Practice Tisbury Pre-school agree to the following:-

- To treat all children with respect
- Set a good example to conducting ourselves appropriately
- Ensure that staff are positive role models to children
- Encourage positive and safe behaviour among children
- Be good listeners
- Be alert to changes in children's behaviour
- Recognise that challenging behaviour may be a sign of abuse
- Read and understand this settings safeguarding documents and attend regular training
- Ask the child's permission before doing anything which is of a physical nature
- Maintaining appropriate standards of conversation and interaction with and between children
- Any form of manual or physical support is provided as a last resort and is done openly
- Establish a safe environment in which children can learn and develop

This setting does not:-

- Use any kind of physical punishment
- Behave in ways that frighten or demean any child
- Use racist, sexist, discriminatory or offensive language
- Engage in rough or physical games
- Let allegations a child makes go unchallenged, unrecorded or not acted upon

See Behaviour Management Policy and Procedure and Staff Code of conduct

Managing allegations against staff and volunteers

Registered providers must inform Ofsted or their childminder agency 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) Registered providers must also notify Ofsted or their childminder agency 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. A registered provider who, without reasonable excuse, fails to comply with this requirement, commits an offence.

The Allegation Management WSCB flowchart has been included in Appendix 1.

Any report of concern about the behaviour of a member of staff or volunteer, or allegation of abuse against a member of staff must immediately be reported to the Play-leader/Manager who will refer to the appropriate designated officer from the local authority:

Wiltshire Designated Office: 01225 718079 or 01225 713945

Any concern or allegation against the Play-leader/Manager will be reported to the Chair of Committee without informing the Play-leader/ Manager

Any allegation of abuse will be dealt with in a fair and consistent way that provides effective protection for the child and at the same time supports the person who is the subject of the allegation.

In some circumstances the member of staff will, without prejudice, be asked to take a period of paid leave pending the results of the investigation.

Tisbury Pre-school will make every effort to maintain confidentiality and guard against unwanted publicity while an allegation is being investigated or considered.

Malicious allegations against staff will be investigated and dealt with by the Play-leader/Manager and, if appropriate, the committee.

If staff members have concerns about another staff member or volunteer then this should be referred to the Play-leader/Manager.

Where there are concerns about the Play-leader/Manager this should be referred to the Chair of Committee.

Staff who are concerned about the conduct of a colleague may worry that they have misunderstood the situation and they will wonder whether a report could jeopardize their colleague's career. All staff must remember that the welfare of a child is paramount. The setting's whistle blowing code enables staff to raise concerns or allegations in confidence and for a sensitive enquiry to take place.

Whistle Blowing Procedure

In general it is a serious disciplinary matter to an employee to breach confidentiality by revealing information about employee's activities. But where disclosure would reveal or prevent malpractice or an un-lawful act there may be a just cause defense in disclosing.

It is in these cases that the Public Interest disclosure Act 1998 protects employees and workers from victimization or dismissal, provided that they comply with statutory procedures.

Tisbury Pre-school specifies that whistle blowing disclosure procedure will be carried out through the usual grievance procedure.

If a member of staff, volunteer or management committee member is suspected of child abuse whether within or outside of the setting or aspects of their behaviour give cause for concern the Designated Officer for Allegations should be contacted for advice.

➤ What can be disclosed for a disclosure to be protected,

1. A criminal offence
2. Failure to comply with any legal obligation
3. Miscarriage of justice
4. Danger to an individual's health and safety
5. Damage to the environment
6. Deliberate concealment of information
7. Child protection issues

Even if the disclosure shows one or more of the above, the disclosure is not protected if the worker commits an offence by making the disclosure.

- Who can it be disclosed to, a disclosure is protected if it is made to:
 1. The committee (DSL) as the employer
 2. Someone to whom the committee authorizes – The committee chairman
 3. Someone who the staff member believes in good faith has a legal responsibility for the matter
 4. A legal advisor

What constitutes child abuse and neglect?

All adults who work or volunteer with children should be able to identify concerns about child abuse. The four types of abuse, described in Working Together to Safeguard Children 2015 are:

Physical abuse
Emotional abuse
Sexual abuse
Neglect

Additionally there are Specific safeguarding issues which Tisbury Pre-school recognizes including:-

Child Sexual Exploitation, Female Genital Mutilation, bullying (including cyber-bullying), domestic violence, drugs, fabricated or induced illnesses, faith abuse, forced marriage, gangs and youth violence, gender-based violence/violence against women and girls, mental health, radicalization, sexting, teenage relationship abuse, trafficking.

And our setting will endeavor to identify and act upon any forms of abuse according to our procedures.

For more information, including definitions, indicators and other safeguarding issues, please refer to Appendix 2.

Early Help

Tisbury Pre-school recognizes that providing early help is more effective in promoting the welfare of children than reacting later. Early help means providing support as soon as a problem emerges, at any point in a child's life, from the foundation years (Pre-school) through to the teenage years.

Effective early help relies upon local agencies working together to:

- Identify children and families who would benefit from early help
- Undertake an assessment of the need for early help to provide targeted early help services to address the assessed needs of a child and their family which focuses on activity to improve the outcomes for the child.

At Tisbury Pre-school, whenever possible, we will ensure that early intervention is actioned via a referral to Early Help as soon as the criteria are met.

Early Help Single Point of Entry : 01225 718230

Responding to disclosures: guidance for staff

If a child wishes to confide in you the following guidelines should be adhered to:

Create a safe environment

- Take the child to a private and safe place if possible
- Stay calm
- Reassure the child and stress that he/she is not to blame
- Tell the child that you know how difficult it must have been to tell someone.
- Listen to the child and tell them that you believe them and are listening.
- Tell the child what you are going to do next after the disclosure

Be honest

- Do not make promises that you cannot keep
- Explain that you are likely to have to tell other people in order to stop what is happening

Record on the appropriate form exactly what the child has said to you as soon as possible and include the following

- Child's name, address, date of birth
- Date and time of any incident
- What the child said and what you said
- Your observations e.g. child's behaviour and emotional state

(see concerns sheet appendix 3a and overview sheet in appendix 3b)

- Be clear about what the child says and what you say
- Do not interview the child and keep questions to a minimum. > Encourage the child to use his/her own words and do not try to lead them into giving particular answers

Maintain confidentiality

- Only tell those people that it is necessary to inform

Do not take sole responsibility

- immediately consult your Designated Safeguarding Lead so that any appropriate action can be taken to protect the child if necessary
- The Designated Safeguarding Lead will consider the information and decide on the next steps.

Reporting concerns

The 'What to do' WSCB flowchart has been included in Appendix 4.

Where any adult in the setting has concerns about a child they should discuss these in the first instance with the Designated Safeguarding Lead, or in their absence, the deputy. In exceptional circumstances, staff members can speak directly to Children's Social Care.

Children's Social Care referrals:

Multi-Agency Safeguarding Hub (MASH); 0300 456 0108
Out of hours: 0300 456 0100

If you believe the child is at immediate risk of significant harm or injury, then you must call the police on 999.

Sharing Concerns with Parent

Tisbury Pre-school shares a purpose with parents to educate, keep children safe from harm and have their welfare promoted.

We are committed to working with parents positively, openly and with courtesy.

We respect parents' rights to privacy and confidentiality and will not share sensitive information until parents have given permission or it is necessary to do so in order to protect the child.

Tisbury Pre-school will share with parents any concerns we may have about their child unless to do so may place a child at risk of harm.

We encourage parents to disclose any concerns that they may have with Tisbury Pre-school. We make parents aware of our Child Protection Policy which is also available on the parents noticeboard or can be e-mailed or printed for them on request.

There is a commitment to work in partnership with parents or carers and in most situations it will be appropriate to discuss initial concerns with them.

However there will be some circumstances where the Designated Safeguarding Lead will not seek consent from the individual or their family, or inform them for example, if doing so would:

- . place a child at increased risk of significant harm;
- . place an adult at increased risk of serious harm;
- . prejudice the prevention, detection or prosecution of a serious crime;
- . lead to unjustified delay in making enquiries about allegations of significant harm to a child, or serious harm to an adult.

In some circumstances, the Designated Safeguarding Lead will seek advice from Children's Social Care by ringing the MASH to obtain advice about the recommended course of action.

Recording concerns

When a concern about a child is raised by an adult in the setting, that person is responsible for making a written record of the disclosure as soon as possible after reporting it urgently to the Designated Safeguarding Lead, or their deputy.

Discussions should be recorded on the child welfare and CP record form (see Template in Appendix 3), with details of the concern and any agreed action that is to be taken. The records must be signed and dated.

Record keeping of child protection concerns

The setting will:

- Keep clear written records of all child welfare and child protection concerns using the standard recording form, with a body map where injuries need to be noted (see Template in Appendix 3a), including actions taken and outcomes as appropriate.
- Ensure all child welfare and child protection records are kept securely, and in a locked location. The record must be signed and dated and kept securely in a file under the child's name, away from the other records (medical forms, academic records etc.) The Designated Safeguarding Lead is responsible for ensuring that concerns and discussions are written up properly and acted on appropriately.

Where a child moves from Tisbury Pre-school all child protection records relating to that child will be passed on to the new setting, where this is known, securely, promptly and separately from their Learning Journey records, a copy will be kept by Tisbury Pre-school, confirmation of receipt of the documentation will be sought.

Where Child Welfare records are below child protection but there is continuing relevance to the child's wellbeing these should also be transferred with parental consent.

Information sharing -internal process

Information concerning children considered at risk of harm will be shared with all members of staff on a "need to know" basis. The Designated Safeguarding Lead will make a judgement in each individual case about who needs and has a right to access particular information.

Historical Abuse

There are occasions when a child will disclose abuse that occurred in the past. This information needs to be treated in exactly the same way as a disclosure of current child abuse. The reason for this is that the abuser may still represent a risk to children now.

Monitoring of children subjected to a Child Protection Plan

Pupils who are the subject of a Child Protection Conference will have either an agreed multi-disciplinary action plan or child protection plan. The Designated Safeguarding Lead will attend planning meetings and core group specified in the plan and contribute to assessments and plans.

Tisbury Pre-school recognises that children who are the subjects of abuse or who live in situations of domestic violence may exhibit distressed or challenging behaviour and may not be reaching their full academic potential. We will ensure that appropriate support is in place at our setting.

Children who may be particularly vulnerable

To ensure that all children receive equal protection special consideration and attention should be given to:-

- Disabled or children with special educational needs
- Those living in a known domestic abuse situation
- Those affected by known parental substance misuse
- Asylum seekers
- Those living in temporary accommodation
- Those living in chaotic, neglectful and unsupportive home situation
- Those vulnerable to discrimination and maltreatment on grounds of race, ethnicity, religion or sexuality
- Those who do not have English as a first language.

Adults are therefore expected to take extra care to interpret correctly apparent signs of abuse or neglect. Indications of abuse will be reported as for other children.

Wiltshire Council provides targeted support services for children and young people with Special Educational Needs and or a Disability who need additional support.

The SEND service can be contacted on 01225 757 9A5,

Follow-up support of vulnerable children

Tisbury Pre-school recognize that children who are abused or witness violence may find it difficult to develop a sense of self-worth. They may feel helplessness, humiliation and some sense of blame. Our setting may be the only stable, secure and predictable element in the lives of children at risk. When attending our setting their behaviour may be challenging and defiant or they may be withdrawn. The setting will endeavor to support the children through:

- Key person
- The content of the activities
- The setting's ethos which promotes a positive, supportive and secure environment and gives children a sense of being valued
- Liaison with other agencies supporting the child such as Children's Social Care, Children's Centres, the SEND team, etc. and where appropriate initiate and/or contribute to a CAF and Team Around the Child (TAC) meetings.

Support for those involved in a child protection issue

Child neglect and abuse is devastating for the child and can also result in distress and anxiety for staff who become involved. Tisbury Pre-school will support the children and their families and staff by:-

- Taking all suspicions and disclosures seriously
- Respond sympathetically to any request from a member of staff for time out to deal with distress or anxiety
- Maintain confidentiality and sharing information on a need-to-know basis only with relevant individuals and agencies
- Store records securely
- Follow procedures laid down in our whistle blowing, complaints and disciplinary procedures
- Cooperate fully with relevant statutory agencies

In order to create a culture of safety in our setting, Tisbury Pre-school will ensure that safeguarding is a standing item on all meetings agendas.

Welcoming other Professionals

Visitors with a professional role, such as social workers will have had the appropriate vetting checks undertaken by their own organization. Any professionals visiting the setting should provide evidence of their professional role and employment details (an identity badge for example). If felt necessary, the setting will contact the relevant organization to verify the individual's identity.

Professionals will complete the signing in/out book.

Off-site visits

Appropriate risk assessments are in place prior to any off-site visit taking place such as going to the Sports Centre or to St. Johns School.

Safeguarding concerns or allegations will be responded to following the WSCB procedures (as above). The member of staff in charge of the visit will report any safeguarding concerns to the Designated Safeguarding Lead and Manager, who will pass to Social Care if appropriate. In emergency the staff member in charge will contact the police and/or social care.

Use of Mobile Phones

The setting has a policy of not allowing the use of mobile phones in areas used by children. See E-Safety policy.

Photography and images

To protect children we will:

- Seek parental consent for photographs to be taken which contributes to the work of the pre-school such as for Learning Journeys or display
- We will request separate consent for photographs to be used on our Facebook page or published in newspapers
- Only use the setting equipment
- Only take photos and videos of children to celebrate achievement
- Use only the child's first name with an image
- Ensure that children are appropriately dressed
- Encourage children to tell us if they are worried about any photographs that are taken of them.

Where parents are invited to events where they may wish to take photographs they will be asked to sign an undertaking that these photographs are for personal use only and are not to be shared on social media.

LINKS TO OTHER POLICIES

Safeguarding children is an everyday issue and needs to be normalized. It is inherent within all of the Policies employed by this setting. The following is a cross reference list for consideration on reviewing this policy.

- Anti-bullying Policy
- E-safety Policy
- Volunteers Policy
- Safer Recruitment Policy
- Special educational Needs Policy
- Staffing and Employment Policy
- Parent Helper Policy
- Nappy Changing Policy
- Behaviour Management Policy
- Staff Code of Conduct.
- Social Networking Policy
- Escalation Policy

This policy will be reviewed annually and updated as necessary

Date of Last review October 2015

Date of next review October 2016

This policy was adopted at a meeting of the Tisbury Pre-school Committee held on

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Signed..... Position

Date.....