

Mortimer Hall Pre-school

Safeguarding and Welfare Requirement: Child Protection

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

1.2 Safeguarding children and child protection

Policy statement

Our setting will work with children, parents and the community to ensure the rights and safety of children and to give them the very best start in life. Our Safeguarding Policy is based on the three key commitments of the Pre-school Learning Alliance Safeguarding Children Policy.

Procedures

We carry out the following procedures to ensure we meet the three key commitments of the Alliance Safeguarding Children Policy.

Key commitment 1

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

- Our designated person (a member of staff) who co-ordinates child protection issues is:
Janet Crane (Supervisor) and in her absences Caroline Hudson (Deputy Supervisor)

- Our designated officer (a member of the management team) who oversees this work is:]
Stephanie Best

- We ensure all staff are trained to understand our safeguarding policies and procedures and that parents are made aware of them too.
- All staff have an up-to-date knowledge of safeguarding issues.
- All staff understand their responsibilities under the General Data Protection Regulations and the circumstances under which they may share information about you and your child with other agencies.
- Adequate and appropriate staffing resources are provided to meet the needs of children.
- Applicants for posts within the setting are clearly informed that the positions are exempt from the Rehabilitation of Offenders Act 1974.
- Enhanced criminal records and barred lists checks and other suitability checks are carried out for staff and volunteers prior to their post being confirmed, to ensure that no disqualified person or unsuitable person works at the setting or has access to the children.
- Where applications are rejected based on information disclosed, applicants have the right to know and to challenge incorrect information.

- 35 ■ Enhanced criminal records and barred lists checks are carried out on anyone living or working on
36 the premises.
- 37 ■ Volunteers do not work unsupervised.
- 38 ■ Information is recorded about staff qualifications, and the identity checks and vetting processes
39 that have been completed including:
- 40 - the criminal records disclosure reference number;
 - 41 - the date the disclosure was obtained; and
 - 42 - details of who obtained it.
- 43 ■ All staff and volunteers are informed that they are expected to disclose any convictions, cautions,
44 court orders or reprimands and warnings which may affect their suitability to work with children
45 (whether received before or during their employment with us).
- 46 ■ We notify the Disclosure and Barring Service of any person who is dismissed from our
47 employment, or resigns in circumstances that would otherwise have led to dismissal for reasons of
48 a child protection concern.
- 49 ■ Procedures are in place to record the details of visitors to the setting.
- 50 ■ Security steps are taken to ensure that we have control over who comes into the setting so that no
51 unauthorised person has unsupervised access to the children.
- 52 ■ Steps are taken to ensure children are not photographed or filmed on video for any other purpose
53 than to record their development or their participation in events organised by us. Parents sign a
54 consent form and have access to records holding visual images of their child.
- 55 ■ All staff and volunteers ensure that safeguarding arrangements to protect children meet all
56 statutory and other government requirements to promote their welfare and prevent radicalisation
57 and extremism.

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60 *Key commitment 2*

61 We are committed to responding promptly and appropriately to all incidents or concerns of abuse that
62 may occur and to work with statutory agencies in accordance with the procedures that are set down in
63 'What to do if you're worried a child is being abused' (HMG 2006).

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65 *Responding to suspicions of abuse*

- 66 ■ We acknowledge that abuse of children can take different forms - physical, emotional, and sexual,
67 as well as neglect.
- 68 ■ When children are suffering from physical, sexual or emotional abuse, or experiencing neglect,
69 this may be demonstrated through:
- 70 - significant changes in their behaviour;
 - 71 - deterioration in their general well-being;
 - 72 - their comments which may give cause for concern, or the things they say (direct or indirect

- 73 - disclosure);
- 74 - changes in their appearance, their behaviour, or their play;
- 75 - unexplained bruising, marks or signs of possible abuse or neglect; and
- 76 - any reason to suspect neglect or abuse outside the setting.
- 77 ■ We take into account factors affecting parental capacity, such as social exclusion, domestic
- 78 violence, parent's drug or alcohol abuse, mental or physical illness or parent's learning disability.
- 79 ■ We are aware of other factors that affect children's vulnerability such as, abuse of disabled
- 80 children; fabricated or induced illness; child abuse linked to beliefs in spirit possession; sexual
- 81 exploitation of children, such as through internet abuse; and Female Genital Mutilation; exposure
- 82 to radicalisation and extremism; that may affect, or may have affected, children and young people
- 83 using our provision.
- 84 ■ We also make ourselves aware that some children and young people are affected by gang
- 85 activity, by complex, multiple or organised abuse, through forced marriage or honour based
- 86 violence or may be victims of child trafficking. While this may be less likely to affect young children
- 87 in our care, we may become aware of any of these factors affecting older children and young
- 88 people with whom we may come into contact.
- 89 ■ Where we believe that a child in our care or that is known to us may be affected by any of these
- 90 factors we follow the procedures below for reporting child protection concerns.
- 91 ■ Where such evidence is apparent, the child's key person makes a dated record of the details of
- 92 the concern and discusses what to do with the member of staff who is acting as the 'designated
- 93 person'. The information is stored on the child's personal file.
- 94 ■ We refer concerns to the local authority children's social care department and co-operate fully in
- 95 any subsequent investigation. NB In some cases this may mean the police or another agency
- 96 identified by the Local Safeguarding Children Board.
- 97 ■ We take care not to influence the outcome either through the way [we/I] speak to children or by
- 98 asking questions of children.
- 99 ■ We take account of the need to protect young people aged 16-19 as defined by the Children Act
- 100 1989. This may include students or school children on work placement, young employees or
- 101 young parents. Where abuse is suspected we follow the procedure for reporting any other child
- 102 protection concerns. The views of the young person will always be taken into account, but the
- 103 setting may override the young person's refusal to consent to share information if it feels that it is
- 104 necessary to prevent a crime from being committed or intervene where one may have been, or to
- 105 prevent harm to a child or adult. Sharing confidential information without consent is done only
- 106 where not sharing it could be worse than the outcome of having shared it.

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108 *Recording suspicions of abuse and disclosures*

- 109 ■ Where a child makes comments to a member of staff that give cause for concern (disclosure), or a
- 110 member of staff observes signs or signals that give cause for concern, such as significant

111 changes in behaviour; deterioration in general well-being; unexplained bruising, marks or signs of
112 possible abuse or neglect; that member of staff:

113 - listens to the child, offers reassurance and gives assurance that she or he will take action;

114 - does not question the child;

115 - makes a written record that forms an objective record of the observation or disclosure that
116 includes: the date and time of the observation or the disclosure; the exact words spoken by
117 the child as far as possible; the name of the person to whom the concern was reported, with
118 the date and time; and the names of any other person present at the time.

119 ■ These records are signed and dated and kept in the child's personal file, which is kept securely
120 and confidentially.

121 ■ The member of staff acting as the 'designated person' is informed of the issue at the earliest
122 opportunity.

123 ■ Where the Local Safeguarding Children Board stipulates the process for recording and sharing
124 concerns, we include those procedures alongside this procedure and follow the steps set down by
125 the Local Safeguarding Children Board.

126 127 128 *Making a referral to the local authority children's social care team*

129 ■ The Pre-school Learning Alliance's publication Safeguarding Children contains procedures for
130 making a referral to the local children's social care team, as well as a template form for recording
131 concerns and making a referral.

132 ■ We keep a copy of this document alongside the procedures for recording and reporting set down
133 by our Local Safeguarding Children Board, which we follow where local procedures differ from
134 those of the Pre-school Learning Alliance.

135 136 *Informing parents*

137 ■ Parents are normally the first point of contact. Concerns are discussed with parents to gain their
138 view of events, unless it is felt that this may put the child in greater danger.

139 ■ Parents are informed when we make a record of concerns in their child's file and that we also
140 make a note of any discussion we have with them regarding a concern.

141 ■ If a suspicion of abuse warrants referral to social care, parents are informed at the same time that
142 the referral will be made, except where the guidance of the Local Safeguarding Children Board
143 does not allow this, for example, where it is believed that the child may be placed in greater
144 danger.

145 ■ This will usually be the case where the parent is the likely abuser. In these cases the social
146 workers will inform parents.

148 *Liaison with other agencies*

- 149 ■ We work within the Local Safeguarding Children Board guidelines.
- 150 ■ The current version of 'What to do if you're worried a child is being abused' is available for parents
151 and staff -
152 [https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/419604/What_to_do_if_you_re_worried_a_child_is_being_abused.pdf)
153 [/419604/What to do if you re worried a child is being abused.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/419604/What_to_do_if_you_re_worried_a_child_is_being_abused.pdf) - and all staff are familiar
154 with what they need to do if they have concerns.
- 155 ■ We have procedures for contacting the local authority regarding child protection issues, including
156 maintaining a list of names, addresses and telephone numbers of social workers, to ensure that it
157 is easy, in any emergency, for the setting and children's social care to work well together.
- 158 ■ We notify Ofsted of any incident or accident and any changes in our arrangements which may
159 affect the well-being of children or where an allegation of abuse is made against a member of staff
160 (whether the allegations relate to harm or abuse committed on our premises or elsewhere).
161 Notifications to Ofsted are made as soon as is reasonably practicable, but at the latest within 14
162 days of the allegations being made.
- 163 ■ Contact details for the local National Society for the Prevention of Cruelty to Children (NSPCC)
164 are also kept: 0808 800 5000 or email: help@nspcc.org.uk.
- 165 ■ If a member of staff or volunteer thinks a child may be vulnerable to radicalisation, a referral to
166 Channel may be made through calling 0845 050 7666 during office hours and asking to be put
167 through to the **Oxfordshire MASH (for a child)**.
- 168 ■ To prevent any pre S.G., the new EHA (Early Help Assessment) is being rolled out and training for staff is
169 now available.

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171 *Allegations against staff*

- 172 ■ We ensure that all parents know how to complain about the behaviour or actions of staff or
173 volunteers within the setting, or anyone living or working on the premises occupied by the setting,
174 which may include an allegation of abuse.
- 175 ■ We respond to any inappropriate behaviour displayed by members of staff, volunteer or any other
176 person living or working on the premises, which includes:
 - 177 - inappropriate sexual comments;
 - 178 - excessive one-to-one attention beyond the requirements of their usual role and
179 responsibilities, or inappropriate sharing of images.
- 180 ■ We follow the guidance of the Local Safeguarding Children Board when responding to any
181 complaint that a member of staff or volunteer within the setting, or anyone living or working on the
182 premises occupied by the setting, has abused a child.
- 183 ■ We respond to any disclosure by children or staff that abuse by a member of staff or volunteer
184 within the setting, or anyone living or working on the premises occupied by the setting, may have
185 taken, or is taking place, by first recording the details of any such alleged incident.

186 ■ We refer any such complaint immediately to the Local Authority Designated Officer (LADO) to
187 investigate.

188 **Please contact: MASH (urgent): 0345 050 7666 LCSS (no names): 0800 833 408 (see area**
189 **no.'s below) LADO (allegations): 01865 810603, email:**

190 LADO.safeguardingchildren@oxfordshire.gov.uk **Oxfordshire SG children board:**
191 www.oscb.org.uk

192 ■ We also report any such alleged incident to Ofsted, as well as what measures we have taken. We
193 are aware that it is an offence not to do this.

194 ■ We also report any such alleged incident to RIDDOR.

195 ■ We co-operate entirely with any investigation carried out by children's social care in conjunction
196 with the police.

197 ■ Where the management team and children's social care agree it is appropriate in the
198 circumstances, the member of staff or volunteer will be suspended for the duration of the
199 investigation. This is not an indication of admission that the alleged incident has taken place, but
200 is to protect the staff, as well as children and families throughout the process.

201 202 *Disciplinary action*

203 Where a member of staff or volunteer has been dismissed due to engaging in activities that caused
204 concern for the safeguarding of children or vulnerable adults, we will notify the Disclosure and Barring
205 Service of relevant information, so that individuals who pose a threat to children and vulnerable
206 groups can be identified and barred from working with these groups.

207 208 *Key commitment 3*

209 We are committed to promoting awareness of child abuse issues throughout our training and learning
210 programmes for adults. We are also committed to empowering young children, through our early
211 childhood curriculum, promoting their right to be strong, resilient and listened to.

212 213 *Training*

214 ■ Training opportunities are sought for all adults involved in the setting to ensure that they are able
215 to recognise the signs and signals of possible physical abuse, emotional abuse, sexual abuse and
216 neglect and that they are aware of the local authority guidelines for making referrals.

217 ■ Designated persons receive training in accordance with that recommended by the Local
218 Safeguarding Children Board.

219 ■ We ensure that all staff know the procedures for reporting and recording any concerns they may
220 have about the provision.

222 *Planning*

- 223 ■ No child is left alone with staff or volunteers in a one-to-one situation without being visible to
224 others.

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226 *Curriculum*

- 227 ■ We introduce key elements of keeping children safe into our programme to promote the personal,
228 social and emotional development of all children, so that they may grow to be strong, resilient and
229 listened to and so that they develop an understanding of why and how to keep safe.
- 230 ■ We create within the setting a culture of value and respect for individuals, having positive regard
231 for children's heritage arising from their colour, ethnicity, languages spoken at home, cultural and
232 social background.
- 233 ■ We ensure that this is carried out in a way that is developmentally appropriate for the children.

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235 *Confidentiality*

- 236 ■ All suspicions and investigations are kept confidential and shared only with those who need to
237 know. Any information is shared under the guidance of the Local Safeguarding Children Board.

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239 *Support to families*

- 240 ■ We believe in building trusting and supportive relationships with families, staff and volunteers.
- 241 ■ We make clear to parents our role and responsibilities in relation to child protection, such as for
242 the reporting of concerns, information sharing, monitoring of the child, and liaising at all times with
243 the local children's social care team.
- 244 ■ We will continue to welcome the child and the family whilst investigations are being made in
245 relation to any alleged abuse.
- 246 ■ We follow the Child Protection Plan as set by the child's social care worker in relation to the
247 setting's designated role and tasks in supporting that child and their family, subsequent to any
248 investigation.
- 249 ■ Confidential records kept on a child are shared with the child's parents or those who have parental
250 responsibility for the child in accordance with the Confidentiality and Client Access to Records
251 procedure and only if appropriate under the guidance of the Local Safeguarding Children Board.

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253 **Legal framework**

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255 *Primary legislation*

- 256 ■ Children Act (1989 s47)
- 257 ■ Protection of Children Act (1999)
- 258 ■ General Data Protection Regulations (GDPR) (2018)
- 259 ■ The Children Act (Every Child Matters) (2004)

260 ■ Safeguarding Vulnerable Groups Act (2006)

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262 *Secondary legislation*

- 263 ■ Sexual Offences Act (2003)
- 264 ■ Criminal Justice and Court Services Act (2000)
- 265 ■ Equalities Act (2010)
- 266 ■ Counter-Terrorism and Security Act (2015)

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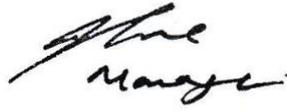
268 **Further guidance**

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- 270 ■ Working Together to Safeguard Children (2013)
- 271 ■ What to do if you're Worried a Child is Being Abused (HMG 2006)
- 272 ■ Framework for the Assessment of Children in Need and their Families (DoH 2000)
- 273 ■ The Common Assessment Framework for Children and Young People: A Guide for Practitioners (CWDC 2010)
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- 275 ■ Statutory guidance on making arrangements to safeguard and promote the welfare of children under section 11 of the Children Act 2004 (HMG 2007)
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- 277 ■ Information Sharing: Guidance for Practitioners and Managers (HMG 2008) (HMG 2006)
- 278 ■ Disclosure and Barring Service: www.gov.uk/disclosure-barring-service-check
- 279 ■ Revised *Prevent* Duty Guidance: for England and Wales, (HMG July 2015)

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| This policy was adopted by | Mortimer Hall Pre-school |
| On | <hr/> 29 th January 2020 |
| Date to be reviewed | <hr/> May 2022 |

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| Signed on behalf of the provider |  | Reviewed with one amendment, 07-May-2021 |
| Name of signatory | <hr/> Janet Crane | |
| Chair | <hr/> Pre-School Leader | |

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282 **Other useful Pre-school Learning Alliance publications**

- 283 ■ Safeguarding Children (2013)
- 284 ■ The Prevent Duty mini guide (2015)

Summary of Amendments

Inclusion of link to online version of 'What to do if you're worried a child is being abused'