

STAMPERS PRE-SCHOOL

Safeguarding and Child Protection policy (reviewed 23.7.17)

Statement of intent

Stampers preschool wants to work with children, parents and the community to ensure the safety and wellbeing of children and to give them the very best start in life. 'Working together to Safeguard children', March 2015, defines this as:

- protecting children from maltreatment;
- preventing impairment of children's health or development;
- ensuring that children grow up in circumstances consistent with the provision of safe and effective care; and
- taking action to enable all children to have the best outcomes

This includes keeping them safe from being influenced by radicalisation, as required by the **Counter Terrorism and Security Act 2015**.

United Nations Convention on the Rights of the Child:

In 1989, governments across the world promised all children the same rights by adopting the UN Convention on the Rights of the Child. The Convention says what countries must do so that all children grow as healthy as possible, can learn at school, are protected, have their views listened to, and are treated fairly. More information:

http://www.unicef.org.uk/Documents/Publications/Child_friendly_CRC_summary_final.pdf

In England, there is much legislation to ensure that children's rights are upheld.

Aims

Our aims are to:

- Create an environment in our preschool, which encourages children to develop a positive self image, regardless of race, language, religion, culture or home background.
- Build children's resilience to radicalisation by promoting fundamental British values and enabling them to challenge extremist views. Some of the points below contribute to this. Also see other policies about the curriculum. The fundamental British values of: democracy, rule of law, individual liberty, mutual respect and tolerance for those with different faiths and beliefs are already implicitly embedded in the 2014 Early Years Foundation Stage, which is closely adhered to, as legally required, by Stampers Preschool. Practical examples of how this can be done in an early years setting:
http://www.foundationyears.org.uk/files/2015/03/Fundamental_British_Values.pdf
- Help children to establish and sustain satisfying relationships within their families, with peers, and with other adults. At Stampers we have a strong culture of very active listening to our children. We listen to and respect what they say and do. We actively support children in learning to respect each other, and challenge behaviour that hurts another child in any way.
- Encourage children to develop a sense of autonomy and independence.
- Enable children to have the self-confidence and the vocabulary to resist inappropriate approaches. This includes using words for their private/sexual body parts if the occasion arises eg during toileting.
- Work with parents/carers to build their understanding of, and commitment to, the welfare of all our children, including safety online.
- Enable additional support to children who need it to optimise their outcomes - please see Inclusion Policy.
- To ensure all staff are fully aware of the policy and procedures and are informed through training, both in-house and external, of their responsibilities in safeguarding children.
- To ensure that filters are in place to protect children from access to inappropriate materials online.

Liaison with other bodies

- We work within the Northumberland Safeguarding Children Board (NSCB) guidelines. The safeguarding section of the Northumberland County Council Website is updated every 72 hours. There is a great deal of useful information on this site for both staff and parents/carers – please go and look.
<http://www.northumberland.gov.uk/Children/Safeguarding/Info.aspx?nccredirect=1>
- We have a copy of NSCB Guidelines (black covered book with picture of man & child) available for staff and parents to see – 2016 version – available on the Stampers computer desk top, and on Siobhan Stephenson's memory stick. Link:
http://northumberlandlscb.proceduresonline.com/chapters/quick_guide.html
- We work within the HM Government's 'Working together to Safeguard children' guidelines (copy found on the Stamper's computer desktop)
- We notify the registration authority (OFSTED) of any incident or accident and any changes in our arrangements which affect the wellbeing of children. **0300 123 1231**
enquiries@ofsted.gov.uk
Ofsted, Piccadilly Gate, Store Street, Manchester, M1 2WD
- We have procedures for contacting the local authority on child protection issues, including maintaining a list of names, addresses and telephone numbers of, Children's Services and FACT to ensure that it is easy, in any emergency, for the preschool and social services to work well together. See staff notice board, above printer, for the contact for Hexham area, and for flowchart for referral.
- If a report is to be made to the authorities, we act within the NSCB guidance.
- We access the internet via the school system. This has appropriate filters in place to protect children from inappropriate material. This is monitored by Northumberland County Council.
- Contact numbers attached

Any one raising any concerns pertaining to allegations against people who work with children should refer to the DO (previously LADO) flow chart (on the wall above the printer) and follow the procedures stipulated.

Concerns MUST be referred to DO (previously LADO) within 1 day.

The DO works within Children's Services and should be alerted to all cases in which it is alleged that a person who works with children has:

- behaved in a way that has harmed, or may have harmed, a child
- possibly committed a criminal offence against children, or related to a child
- behaved towards a child or children in a way that indicates s/he is unsuitable to work with children.

Categories of concern

Neglect: The persistent or severe neglect of a child which results in significant impairment of the child's health or development.

Examples include:

- Failure to provide adequate food, clothing or shelter (including abandonment or exclusion from home)
- Failure to protect from physical or emotional harm.
- Failure to meet a child's basic emotional needs.
- Failure to ensure adequate supervision.
- Failure to ensure access to appropriate medical care.

Physical abuse: Deliberate or intended injury to a child.

Examples include:

- Hitting, shaking, throwing, burning, scalding, drowning, suffocating or poisoning.
- Deliberate inducement of an illness.

Sexual abuse: Actual or likely sexual exploitation.

Examples include:

- Use of force or enticement to take part in sexual activity, penetrative or non-penetrative.
- Involvement in non-contact activities such as looking at or making abusive images.
- Encouraging children to watch sexual activities
- Encouraging children to behave in sexually inappropriate ways.
- Any sexual activity with a child under the age of 16 years (with or without agreement).

Emotional Abuse: Persistent or severe emotional ill treatment or rejection which adversely affects the child's emotional and behavioural development.

Examples include:

- Conveying to a child that they are worthless, unloved or inadequate.
- Overprotection, limiting exploration and learning, preventing normal social interaction or imposing inappropriate expectations.
- Causing a child to feel frightened or in danger by the witnessing of violence towards another person whether domestic or not.

Grooming:

Vulnerability to risk from radicalisation: Even very young children may be vulnerable to radicalisation by others, whether in the family or outside and display concerning behaviour. General safeguarding principles apply to keeping children safe from the risk of radicalisation as set out in the relevant statutory guidance, Working together to safeguard children and Keeping children safe in education. <https://www.gov.uk/government/publications/working-together-to-safeguard-children--2> Mar 2015

<https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>

Methods

Staffing and volunteering:

- Our named people who co-ordinate child protection issues, known as the **'Designated Safeguarding Leads for Child Protection,'** are **Claire McKinney** (Chair of Stampers and head teacher of Stamfordham First School, and **Siobhan Stephenson** (Pre-School leader, and designated person for safeguarding). **Kirsty Mclean** is our named deputy designated person for Child Protection. Siobhan or Kirsty are present at all times in Stampers, and Claire McKinney is always available in the school where Stampers is located.

- 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 Disclosure and Barring Service (DBS) 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. Staff, volunteers and students are required to inform the Preschool Leader immediately (or the Chairperson of committee in Leader's case) if they are no longer 'suitable' to work with children, including 'by association', and to sign a form annually, at September staff training day, to confirm this.
- 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.
- We have clear whistleblowing procedures, which reflect the principles in Sir Robert Francis's Freedom to Speak Up review and are suitably referenced in staff training and codes of conduct, and a culture that enables issues about safeguarding and promoting the welfare of children to be addressed;
- We have appropriate supervision and support for staff, including undertaking safeguarding training. This includes having termly 1:1 supervision meetings, to review their own practice to ensure they improve over time. All staff undergo face to face Child Protection training at the earliest opportunity after starting work, either paid or unpaid, and at least every 3 years after that. Staff undergo online safeguarding training from the Preschool Learning Alliance within 6 weeks of starting work, and annually after that. The designated lead and deputy undergo Designated Person training every 2 years. We talk through awareness of symptoms of abuse and practice relating to this annually at staff training prior to the start of the new academic year, in September.
- staff are given a mandatory induction, which includes familiarisation with child protection responsibilities and procedures to be followed if anyone has any concerns about a child's safety or welfare;
- At weekly staff meetings, we always ensure we discuss any concerns about children in our care.

During the Preschool Day:

- We ask all visitors to preschool to turn off their mobile phones.
- We record all accidents/incidents that happen on the premises and report these to parent/carers. We monitor these for any suspicious patterns.
- We keep a diary of anything of note that happens in preschool.
- We ask parents/carers to inform staff of the words they use with their children to refer to private/sexual body parts. If the occasion arises, we use this vocabulary with the child eg during toilet-training.
- If we are carrying out any intimate care routines, eg nappy changing, bottom wiping, then we try to do so with another adult nearby. At a minimum, we call to another adult to inform them what we are doing. All intimate care is recorded. When possible a child's keyworker will carry out intimate care.

What we ask of parents/carers:

- **We ask that parents/carers report any accidents/incidents from home, and fill in our forms to record these. If staff find any bruising/injury that is unexplained, we will contact parents/carers to find out the reason for it. (except in cases of suspected sexual or physical abuse, which would be referred directly to Childrens' Services)**
- We ask parents/carers to inform staff of the words they use with their children to refer to private/sexual body parts. If the occasion arises, we use this vocabulary with the child eg during toilet-training. This is to encourage a culture where children have the language to describe if they are abused, giving them a voice.

- To ensure you pick up your child on time and that you are in a **fit state**. For example, if your breath smells of alcohol, staff are expected to make a judgement as to whether it is safe to release your child back into your care. If, for example, you have had a few drinks, please **be responsible** and arrange for someone else to pick up your child.
- If someone else is picking up your child, ensure they have been authorised by you to do so on your registration form - you can update this at anytime - please just write a note, with the name and contact details of who you are authorising to pick up your child, and sign it and it will be stapled in to your registration form. Alternatively, if an unauthorised person is picking up your child, please give both them and us a password when you drop off in the morning, that they **must** tell us when they pick up.
- **Please DO NOT leave younger siblings/other children in your car whilst picking up children.**
- We ask parents/carers to inform preschool as soon as possible if your child is not going to be attending preschool. If an absence is unexplained, Stampers will contact you to find out why. Ongoing unexplained absence is referred to social services.
- We ask parents/carers to become aware of how to keep their children safe online. For more information <http://stamperspreshool.org/?p=925>
- We ask parents/carers NOT to take any photos of children whilst in preschool. **This includes at occasions such as Sports Day, Christmas Play, or Leavers Celebrations.**

Disciplinary Action

- Where a member of staff or a volunteer is dismissed from the pre-school or internally disciplined because of misconduct relating to a child, we notify the Department of Health administrators so that the name may be included on the List for the Protection of Children and Vulnerable Adults.

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 preschool. The designated lead and deputy lead person for child protection goes on a designated person training course every 2 years. Other staff attend basic training or top up training every 3 years.

Planning

- The layout of the room allows for constant supervision.

Curriculum

- We introduce key elements of child protection into our foundation stage curriculum, so that children are able to develop an understanding of why and how to keep safe.
- We create within the preschool 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 development of our children.

Allegations against staff

- We ensure that all parents know how to complain about staff or volunteer action within the preschool, which may include an allegation of abuse.
- We follow the guidance of the Northumberland Safeguarding Children Board/DO and inform DO whenever a complaint is made that a member of staff or volunteer has abused a child.

- We follow the disclosure and recording procedures when an allegation is made 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, neglect, or grooming.
- When children are suffering from neglect, 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 staff in pre-school record these concerns, signing and dating this record. This is reported to the designated person for child protection - Siobhan Stephenson, or the deputy designated person for child protection, Kirsty Mclean. If a referral to social services needs to be made, this will be within 24 hours.
- Staff in the preschool take care not to influence what a child says either through the way they speak to children or ask questions of children.
- Northumberland County Council procedures are followed.
- Where a child shows signs and symptoms of 'failure to thrive' or neglect, we make appropriate referrals.
- It is recognised that a child with special educational needs may be particularly at risk of abuse or neglect.
- If there is any bruising on a child who is not mobile eg in a wheelchair, Stampers **are legally obliged** to refer this to Children's Services.
- If it is found that a child has suffered 'female genital mutilation,' this will be referred immediately to Children's Services, and reported to the police.
- If staff are concerned that illness has been 'fabricated or induced' (FII), this will be referred immediately to Children's Services.

Disclosures of abuse

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

- offers reassurance to the child
- listens to the child
- gives reassurance that action will be taken.

The member of staff does not question the child.

Recording suspicions of abuse and disclosures

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
- The names of any other person present at the time
- These records are signed and dated and kept in the **cause for concern folder**.
- All members of staff know the procedures for recording and reporting
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Informing Parents/carers

Parents/carers are normally the first point of contact. If a suspicion of abuse is recorded, parents/carers are informed at the same time as the report is made, except where the guidance of the local Safeguarding Children Board does not allow this. This will usually be the case where the

parent/carer is the likely abuser. In these cases the investigating officers will inform parents/carers.

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 Northumberland Safeguarding Children Board.

Support to families

- The preschool takes every step in its power to build up trusting and supportive relations among families, staff and volunteers in the group.
- The preschool 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 Northumberland Safeguarding Children Board.
- 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.

Further information

- <http://www.childrenscommissioner.gov.uk/about-us>

See also: Behaviour Management Policy, Complaints Policy, Confidentiality Policy, Equality and Diversity Policy, Parental Involvement Policy, Personal and Intimate Care Policy, Staffing and Employment Policy, Student Placement Policy, Sun Protection Policy, Inclusion Policy, Whistle blowing Policy, Health and Safety Policy and Recruitment Policy.

This Policy was adopted by the Stampers Pre-school Management Committee.

Signed Date.....
Chair of Stampers Pre-school Management Committee