

Pedmore Pre-School Centre

Child Protection/Safeguarding and Staff Behaviour Policies

We intend to create in our Pre-School an environment in which children are safe from abuse and in which any suspicion of abuse is promptly and appropriately responded to. Pre-School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

Parents are informed prior to their child starting here of our duty to follow child protection procedures.

Please also refer to the following policies: Behaviour Management, Complaints, Conflict of Interest in the Workplace, Images (Capturing), Internet Safety and Social Networking, Empty Pocket, No Smoking, Drugs and Alcohol, Physical Handling of Children, The Prevent Duty & Promoting British Values, Procedure in the event of being unable to find a child, Procedure in the event of non-collection of children, Recruitment and Selection, Safety and Security incl. Arrival and Departure Procedures and Whistle Blowing.

STATEMENT OF INTENT

The safety and welfare of all our children at Pedmore Pre-School Centre is our highest priority. We aim to know everyone as an individual and to provide a secure and caring environment so that every child can learn in safety. We expect respect, good manners and fair play to be shown by everyone so that every child can develop their full potential and feel positive about themselves as individuals. In all matters relating to child protection, the setting will follow the procedures laid down by our own (or where appropriate the relevant child's) Local Safeguarding Children Board (LSCB) which is Dudley, together with DfE guidance contained in 'Working Together to Safeguard Children. This policy is applicable to the whole Pre-School.

All members of staff and volunteers have a duty to safeguard our children's welfare and must therefore familiarise themselves, and comply, at all times with these policies. All staff are aware that safeguarding incidents can happen at any time and anywhere and are required to be alert to any possible concerns. Further, they should understand that safeguarding issues are rarely a stand-alone event; multiple issues will overlap with one another. Although referrals are usually passed to the Designated Lead Persons for Child Protection, all members of the Pre-School are aware that anyone can refer a child to the Single Point of Access (SPA) or Multi Agency Safeguarding Hub (MASH) if necessary.

WHAT IS SAFEGUARDING/CHILD PROTECTION?

Safeguarding is a term which is broader than 'child protection'. Child Protection refers to the procedures we use for children at risk of significant harm or those who have been harmed. Safeguarding relates to what we do for all children in order to promote their welfare, protect them from harm and address their needs.

Training is given to all staff involved in the Pre-School to enable them to recognise the signs of abuse and what to do if concerns arise about possible abuse/neglect. Information can be found in the Dudley Safeguarding Children's Board's "Your role and responsibility in Child Protection" (purple booklet) and our policies and procedures to safeguard children are in line with the Dudley Local Safeguarding Children Board guidelines.

Staff should, in particular, be alert to the potential need for early help for looked after children, children who are disabled, have special educational needs, are young carers, show signs of engaging in anti-social or criminal behaviour, or are in a family presenting challenges such as adult mental health issues or substance abuse.

Safeguarding is everyone's responsibility and is defined in 'Working Together to Safeguard Children' as:

- Protecting children from maltreatment
- Preventing impairment of children's health and 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 life chances

Pre-School staff must always act in the best interests of the children in their care and ensure they take all reasonable steps to prevent harm to them. Safeguards in place within the PreSchool protect and promote the welfare of children. These safeguards include our Child Protection and Staff Behaviour and Code of Conduct (p9) and procedures for dealing with issues of concern or abuse, filtering and monitoring of the internet, liaison with other agencies and professionals and regular training.

If a child arrives at Pre-School with a noticeable bruise or injury the parent/carer is asked to sign an 'existing injury form' and any necessary enquiries are made, making any referrals if appropriate.

If a child does not regularly attend nursery due to illness we would make enquires via parent/carer, monitoring the situation and make any referrals if appropriate.

Children are encouraged to develop a sense of autonomy and independence through adult support in making choices and in finding names for their own feelings and acceptable ways to express them. This enables children to have the self-confidence and the vocabulary to resist inappropriate approaches.

Pre-School is alert to any issues for concern in the child's life at home or elsewhere. Staff share any concerns about any changes observed in a child's behaviour, physical condition or appearance. If required a specific and confidential record will be set up, quite separate from the usual on-going records of children's progress and development. The record will include, in addition to the name, address and age of the child; timed and dated observations, describing objectively the child's behaviour/appearance, without comment or interpretation; where possible, the exact words spoken by the child; the date, name and signature of the recorder. All staff have received relevant Child Protection training, updated as necessary.

The responsibility rests with the individual and action is taken as soon as possible on the day that any concern is identified.

Accurate records of all actions are kept and are signed and dated.

If a member of staff is unsure if their concerns meet the critical threshold for referral, they will immediately seek advice from the Designated Lead Persons for Child Protection (Manager, Sandra Pinder).

Staff awareness of specific safeguarding issues is raised through safeguarding training, reading the NSPCC's definitions and signs of abuse help staff to identify child abuse and neglect; Your Role and Responsibility in Child Protection and Safeguarding; local authority and independent safeguarding newsletters, safeguarding updates at termly managers' meetings, supervisions and staff appraisals.

TRANSPARENCY

Pre-School prides itself on its respect and mutual tolerance. Parents/guardians have an important role in supporting our Pre-School. A copy of this policy and other policies relating to issues of safeguarding, are available from the office as a paper copy. We hope that parents and guardians will always feel able to take up any issues or worries that they may have with the Pre-School. Allegations of child abuse or concerns about the welfare of any child will be dealt with consistently in accordance with this policy. Open communication is essential.

RECRUITMENT AND SELECTION POLICY

Pre-School Pre-School follows the Government's recommendations for the safer recruitment and employment of staff who work with children and acts at all times in compliance with the Ofsted regulations.

It is made clear to applicants for posts within the Pre-School, that the position is exempt from the provisions of the Rehabilitation of Offenders Act 1974.

All applicants for work within the Pre-School, whether voluntary or paid, are interviewed before an appointment is made and are asked to provide names of at least two referees. All such references are followed up. In the case of applicants with unexplained gaps in their employment history, or who have moved rapidly from one job to another, explanations are sought.

All staff have received an enhanced DBS check prior to working with the children.

A child care worker may be disqualified from registration in accordance with regulations made under Section 75 of the Childcare Act 2006. Where a person is disqualified, Pre-School would not employ that person in connection with any early years' provision. If we become aware of any relevant information that may lead to disqualification of an employee, we would take the appropriate action to ensure the safety of the children. The information would be provided to Ofsted as soon as reasonably practicable but at the latest within 14 days of the date we became aware of the information.

All appointments, both paid and voluntary, are subject to a probationary period and are not confirmed unless the Pre-School is confident that the applicant can be safely entrusted with children.

In addition to carrying out safe recruitment procedures as set out in the Statutory Framework for the Early Years Foundation Stage, members of the teaching and non-teaching staff at the PreSchool, including part time staff, volunteers, supply staff and visiting staff such as musicians and photographers, are subject to the necessary statutory child protection checks, including disqualification by association, before starting work. Confirmation is obtained that appropriate child protection checks and procedures have been applied to any staff employed by another organisation and working with the nursery children at Pre-School or elsewhere. All relevant staff are asked to sign a declaration confirming that they do not live in the same household where another person who is disqualified lives or is employed.

Our policies are reviewed by the management team annually. Please refer to the Recruitment and Selection Procedures for further details.

TRAINING AND REVIEWING

Regular training of staff refreshes their awareness of safeguarding and child protection issues and attention is drawn to new legislation pertaining to these areas when the need arises. Within the bounds of confidentiality, and with due regard to discretion, staff are alerted to specific, individual concerns about child protection or safeguarding.

Mrs Liane Pinder is the designated safeguarding lead for our setting, responsible for Child Protection to whom all staff would report. In her absence, Mrs Helen Bennett, would take on this designated role.

The role of Designated Lead Person for Child Protection (DLPCP) can be briefly summarised as follows:

- To formulate Pre-School policy in accordance with Dudley policy and procedures – reviewing and updating annually.
- To ensure all staff are aware of policy and procedures.
- To instruct staff that they are expected to disclose any convictions, cautions, court orders, reprimand and warnings that may affect their suitability to work with children (whether received before or during their employment at Pre-School).
- To attend training as required.
- To organise training for staff including induction for new staff.
- To receive suspicions of abuse and determine an appropriate response in accordance with agreed policy.

- To forward suspicions or allegations of abuse to the appropriate agency and liaising with DSCB – LADO (Local Authority Designated Officer)
- To attend or report to case conferences and other interagency meetings as required.
- To implement relevant aspects of Child Protection Plans and liaise with the Key Person.
- To ensure effective channels for communication are in place within Pre-School and with local statutory children's services agencies and with the DSCB.
- To monitor children on Child Protection Plans and other children about whom the Pre-School may have concerns, to ensure the appropriate provision for their needs is made.
- To ensure that when a child on a Child Protection Plan transfers school, the receiving school is informed of that fact.
- To develop the personal safety aspects of the Pre-School curriculum.
- To ensure that support mechanisms are in place for staff distressed by/involved in cases of abuse.
- To ensure that all internal recording systems are consistent and meet Data Protection requirements.
- To have and share clear guidelines on acceptable staff behaviour towards children at nursery.
- To have systems and procedures in place to protect staff from malicious allegations.
- To know the procedures for allegations against staff including Whistle Blowing.
- To make a referral to the Disclosure and Barring Service where a member of staff is dismissed (or would have been, had the person not left the setting first) because they have harmed a child or put a child at risk of harm.

INDUCTION AND TRAINING

Every new member of staff, including part-time staff and volunteers working in the Pre-School, received appropriate induction training on their responsibilities in being alert to the signs of abuse, bullying, female genital mutilation and radicalisation and on the procedures for recording and referring any concerns to the DLPCP or to SPA (Single Point of Access) Dudley, 0300 555 0050. Everyone attends refresher training every three years in line with the EYFS and guidance from the DSCB and all staff are alerted to updated legislation. Training in safeguarding is an important part of the induction process. Training includes a review of the Pre-School's policies. Students are supervised by qualified staff at all times.

CHILD PROTECTION

PROCEDURES FOR DEALING WITH ALLEGATIONS OR CONCERNS ABOUT A CHILD

The Pre-School treats the safeguarding of children in our care as the highest priority and recognises the important role it has to play in the recognition and referral of children who may be at risk or in need. All our Pre-School staff are made aware of their duty to safeguard and promote the welfare of children in the Pre-School's care.

Every member of staff, including part-time and volunteer staff working in Pre-School, is required to report instances of actual or suspected child abuse to the appropriate DLPCP.

All such concerns are kept confidential, shared only with those who need to know. The people most commonly involved are the member of staff/Key Person and the named Designated Lead Role for Child Protection, Mrs. Sandra Pinder, Manager, and Mrs. Liane Pinder, Deputy Manager of Pre-School.

The Manager and Deputy are responsible for contacting the SPA (Single Point of Access) (children's services referral and advice service) duty officer on 0300 555 0050, 9.00am – 5.00pm Mon – Fri. At all other times the Emergency Duty Team is contactable on 0300 555 8574.

Any referrals are confirmed by completing a Multi-Agency Referral Form (MARF) within 24 hours of making a verbal referral.

All members of staff are aware of the Pre-School's confidentiality policy.

The Pre-School takes every step in its power to build up trusting and supportive relationships between families and staff and volunteers in the group.

Where abuse at home is suspected, the Pre-School continues to welcome the child and family while Local Authority investigations proceed.

With the proviso that the care and safety of the child must always be paramount, the Pre-School does all in its power to support and work with the child's family.

PROCEDURES FOR DEALING WITH ALL DISCLOSURES/ALLEGATIONS OF ABUSE

Allegations of abuse may be made against a member of staff, a volunteer, another child, parent or other person connected with the Pre-School.

ALLEGATION AGAINST A MEMBER OF STAFF

Allegations of abuse against staff will be dealt with according to the Dudley Safeguarding Management of Allegations about Adults Working with Children and Young People procedures and follow the Allegations/Concerns against Staff flow chart.

If a member of staff is made aware of any allegation of abuse, or if knowledge of possible abuse comes to his/her attention, it is his/her duty to listen to the child, to provide reassurance and to record the child's statements, but not to probe or put words into the child's mouth.

The member of staff should talk to the DLPCP and record an accurate account so that appropriate agencies can be informed. The DLPCP will contact the Local Authority Designated Officer (LADO) 01384 813061 for advice or direction. We will inform Ofsted 0300 123 4666 within 14 days of any allegations of serious harm or abuse by any person living, working or looking after children at the premises (whether that allegation relates to harm or abuse committed on the premises or elsewhere) or any other abuse which is alleged to have taken place on the premises, and of the action taken in respect of these allegations.

Should the allegation of abuse concern one of the DLPCPs (who are the Manager and Deputy) the member of staff should inform either the Manager or Deputy (whomever the allegation is not made against)

If the allegation concerns a member of staff, a volunteer or another child they would normally be informed as soon as possible after the result of any initial investigation authorised or conducted by the LADO is known. However, advice will always be sought from the LADO before this happens.

If the LADO or any of the statutory child protection authorities decide to take the case further, any staff member concerned may be suspended if this is felt appropriate. The reasons and justification for suspension will be recorded and the staff member informed of them. In the case of staff, the matter will be dealt with in accordance with the Pre-Schools Disciplinary Procedure.

During the course of the investigation the Pre-School, in consultation with the LADO, will decide what information should be given to parents, staff and other pupils and how press enquiries are to be dealt with.

At the end of such an investigation, no matter what the outcome, Pre-School will conduct an internal workings audit to look at any possibilities for change in practice and opportunities for more training which could assist in the process of preventing similar events from reoccurring.

WHISTLEBLOWING (please see Whistleblowing Procedure)

If a member of staff has concerns about the behaviour of another member of staff towards a child, he or she should report it at once to the Manager/Deputy. Any concern will be thoroughly investigated under the Pre-School's Whistleblowing Procedures. Where there are allegations of criminal activity, the statutory authorities will always be informed. Wherever possible, and subject to the right of the child, the member of staff will be informed of the outcome of the investigation. No one who reports a genuine concern in good faith needs to fear retribution. Under the Public Interest Disclosure Act 1998, the member of staff may be entitled to raise a concern directly with an external body where the circumstances justify it.

STAFF BEHAVIOUR AND CODE OF CONDUCT

At the start of their employment, all staff are issued with and follow the guidelines in the Pre-School Learning Alliance (PLA) employee handbook)

Staff need to ensure that their behaviour does not inadvertently lay them open to allegations of abuse. They need to treat all children with respect and try, as far as possible, not to be alone with a child. Where this is not possible, it is good practice to ensure that others are within earshot. Any physical contact should be the minimum required for care, instruction or restraint.

Communication with Children/Parents Staff should not give their personal mobile phone numbers or email addresses to children or parents, nor should they communicate with them by text message or personal email. If they need to speak to a child/parent by telephone, they should use one of the Pre-School's telephones and email using the Pre-School system.

Physical Contact with Children There are occasions when it is entirely appropriate and proper for staff to have physical contact with children, but it is crucial that they only do so in ways appropriate to their professional role. Staff should, therefore, use their professional judgement at all times. Staff should not have unnecessary physical contact with children and should be alert to the fact that minor forms of friendly physical contact can be misconstrued by children or onlookers.

A member of staff can never take the place of a parent in providing physical comfort and should be cautious of any demonstration of affection.

Physical contact should never be secretive or of the gratification of the adult, or represent a misuse of authority. If a member of staff believes that an action could be misinterpreted, the incident and circumstances should be recorded as soon as possible, the DLPCP informed and, if appropriate, a copy placed on the child's file.

Physical Restraint (please see Physical Handling of Children Policy)

Confidentiality Staff members should never give absolute guarantees of confidentiality to children or adults wishing to tell them about something serious. They should guarantee only that they will pass on information to the minimum number of people who must be told in order to ensure that the proper action is taken to sort out the problem and that they will not tell anyone who does not have a clear need to know. They will also take whatever steps they can to protect the informing child or adult from any retaliation or unnecessary stress that might be feared after a disclosure has been made.

DAILY CONDUCT REQUIREMENTS FOR STAFF

Attendance and Timekeeping Should a staff member need to be absent or expect to be late for any reason, of a routine matter he/she should, in the first instance, ask the Manager, in advance when possible. If this is not possible, he/she is asked to contact the Manager at the earliest opportunity. In the case of absences that are not considered routine, all staff should consult the Manager.

Eating and Drinking Food and drink should not normally be consumed in the Pre-School café/kitchen.

Smoking To promote a healthy and pleasant working environment and because of the fire risk, smoking is not allowed (a) anywhere on the nursery premises, (b) whilst directly supervising children when off-site and (c) within sight of children, whether at the nursery premises or elsewhere. (please see No Smoking, Alcohol and Drugs Policy)

Alcohol and Illegal Drugs Consumption of alcohol or illegal drugs is not permitted on our premises or whilst supervising children off-site. Employees' conduct and performance must not be adversely impacted by alcohol or drugs when undertaking their duties at any time. (please see No Smoking, Alcohol and Drugs Policy)

Security Staff should be vigilant at all times. Visitors are required to follow procedures which include signing in, wearing a visitor's badge and being supervised at all times. (please see Safety & Security Policy & Procedure)

Personal Appearance The Pre-School receives visits regularly from parents, prospective parents and others and naturally wishes to convey an impression of efficiency and organisation. Therefore, whilst not wishing to impose unreasonable obligation of staff they are, nonetheless, required to dress in uniform and appropriately for their working environment.

ACTION IF A CHILD IS MISSING (Missing child policy)

ACTION IF A CHILD IS ABSENT WITHOUT EXPLANATION

- Pre-School to telephone parent/carer at end of session on first day of absence.
- If no reply after 24 hours, try to establish contact with any of the other named contacts on registration form.
- If no replies within 48 hours, Manager or Deputy to visit home, accompanied by another staff member.
- The Local Authority will be informed of any child who is absent for a continuous period of a maximum of 5 days school days without adequate explanation. It is understood that a child going missing from Pre-School is a potential indicator of abuse, neglect, FGM or radicalisation.

BULLYING Bullying, harassment and victimisation and discrimination will not be tolerated. We treat all our children and their parents fairly and with consideration and we expect them to reciprocate towards each other, the staff and the Pre-School. Any kind of bullying is unacceptable and the Pre-School keeps a record of any incidents. (Please see our Behaviour Management Policy for further details).

CYBERBULLYING Pre-School make it clear that cyberbullying of staff or volunteers whether by parent/carers, or those linked to parent/carers, e.g. other family members is unacceptable. Pre-School follow the guidelines as set out in Dudley Safeguarding Cyberbullying 2016. Pre-School also make it clear that it is not acceptable for parent/carers, those linked to parent/carers or colleagues to disparage and bully staff or volunteers via social media in the same way that it is unacceptable to do so face-to-face. Pre-School encourage all staff, volunteers, parent/carers and those linked to parent/carers to use social media responsibly. (See Internet safety and Social Networking Statement)

PEER ON PEER ABUSE This is most likely to manifest itself in bullying. Safeguarding concerns of this sort should be dealt with in the same way as other forms of abuse: one of the DLPCPs should be alerted promptly and a written record made of the concern.

COMPLAINTS (please see Complaints Procedure)

Copies of the Pre-School's complaints procedure can be accessed from the office. Any complaint arising from the implementation of this policy will be considered under the Pre-School's complaints procedure.

EQUAL TREATMENT We are committed to equal treatment for children regardless of sex, sexuality, gender, race, disability, religion or belief. We keep a record of any incidents that breach this code of conduct. Discriminatory and derogatory language is not tolerated.

We aim to create a friendly, caring and perceptive environment in which every individual is valued. We endeavour to contribute positively towards the growing autonomy, self-esteem and safety of each child.

FEMALE GENITAL MUTILATION Staff are aware of the importance of identifying and taking action regarding concerns about Female Genital Mutilation. There is a mandatory reporting duty placed upon practitioners in England and Wales to personally report to the police where they discover, either through disclosure by the victim or visual evidence, that Female Genital Mutilation appears to have been carried out on a girl under 18. Those failing to report such cases will face disciplinary sanctions.

LOOKED AFTER CHILDREN The Manager, Deputy and Key Person have responsibility for any looked-after children. They will ensure the welfare and progress of these children, including liaising with the child's social worker, keeping abreast of information from the local authority, implementing care plans and ensuring adherence to contact arrangements.

SPECIAL EDUCATION NEEDS Children with special educational needs (SEN) and disabilities can face additional safeguarding challenges. We recognise that there can be barriers to identifying abuse and neglect in this group of children. These can include:

- Assumptions that indicators of possible abuse such as behaviour, mood and injury relate to the child's disability without further exploration.
- Children with SEN and disabilities can be disproportionately impacted by things like bullying without outwardly showing any signs.
- Communication barriers.

TEACHING CHILDREN HOW TO KEEP SAFE Circle times and visitors in are used to teach children how to protect themselves, reduce risk and build resilience.

CONFLICT OF INTEREST IN THE WORKPLACE At Pedmore Pre-School Centre, we aim to highlight any conflict of interest staff may have within the workplace by completion of a Conflict of Interest Declaration Form annually. (please see Conflict of Interest Policy)

EMPTY POCKET POLICY Pre-School Pre-School operates an empty pocket policy in order to ensure the welfare and safety of all children. We prohibit the use of personal mobile phones and cameras in our PreSchool setting when working with children or when on outings. (please see Empty Pocket Policy)

IMAGES (CAPTURING) Photographs should only be taken of children with their parents' permission (provided in writing via consent form). Photographs should only be taken by staff members. Where photographs are taken by staff to give evidence of children's progress, photos are only taken with the PreSchool equipment. They must then be downloaded onto Pre-School memory sticks, where they are stored securely. Photos cannot be used or passed on outside the Pre-School. Neither staff nor children may use their own mobile phones to take photographs within our setting (please see Images (Capturing) Policy)

INTERNET SAFETY AND SOCIAL NETWORKING STATEMENT At Pedmore Pre-School Centre, we recognise the exciting opportunities that technology can provide for the children in our care and the way we communicate to parents/carers/staff. We take e-safety very seriously. We aim to minimise the risk of misplaced or malicious allegations being made against staff and to make aware and support parent/carers in e-safety. (please see Internet Safety and Social Networking Policy)

PREVENT (please see Prevent Duty and Promoting British Values)

The DLPCPs for Pre-School implement our Prevent Policy. The DLPCPs have undertaken training via the Prevent and Channel General Awareness module and all staff are aware of the need to report concerns about children's behaviour that may indicate radicalisation.

MONITORING AND EVALUATION OF CHILD PROTECTION/SAFEGUARDING/STAFF BEHAVIOUR POLICIES

The Pre-School monitors and evaluates all Policies and Procedures through the following activities: • Annual review of Child Protection/Safeguarding and Staff Behaviour policies and procedures • Management team discussion sessions with staff • Scrutiny of attendance data • Regular analysis of a range of risk assessments • Incident logs regarding children are reviewed • Regular review of parental concerns and parental questionnaires

This policy was compiled onSeptember 2017
and to be reviewed annually.

SignedManager

- Appendix 1:Form for recording concerns about a child with body map