



## 5. CHILD PROTECTION POLICY

### INTRODUCTION

Safeguarding and promoting the welfare of children, in relation to this policy, is defined as:

- Protecting children from maltreatment
- Preventing the impairment of children's health or development
- Ensuring that children are growing up in circumstances consistent with the provision of safe and effective care

*(Definition taken from the HM Government document 'Working together to safeguard children')*

Our policy is to be used together with the 'Safeguarding Children's Manual 2014', which has been provided by the East Sussex Local Safeguarding Children Board. The safeguarding manual is a fully comprehensive guide for Early Years practitioners working with children aged 0 to 5 years, published in 2014 and 'The Prevent Duty 2015'.

### AGENCY'S VALUES AND PRINCIPLES

Children and young people have the right be protected from neglect and abuse. **Everyone** has a responsibility to protect children and young people and to report concerns.

Children's needs are paramount and take precedence over the needs of adults in any conflict between the two. Forest Row Community Pre-school's policy is to safeguard all children, to ensure they are all equally valued and to give them the best start in life.

All allegations and concerns are taken seriously and dealt with appropriately in accordance with this policy.

This setting has a comprehensive set of policies and procedures that are available to parents/carers in the setting at all times.

These policies must be adhered to by all staff, bank staff, volunteers, work experience students, committee members, and employees (contracted and non-contracted).

### LEGAL FRAMEWORK

The policy has regard to the following laws and statutory guidance:

*Children Acts 1989 and 2004* define safeguarding and promoting the welfare of children as

- protecting children from maltreatment
- preventing impairment of children's health or development
- ensuring that children are growing up in circumstances consistent with the provision of safe and effective care, and
- helping to enable those children to have optimum life chances and to enter adulthood successfully

*Working Together to Safeguard Children (2012)* sets out how organisations and individuals must work together to safeguard and promote the welfare of children and young people in accordance with Children Acts 1989 and 2004

#### *Local Safeguarding Children Board (LSCB) Child Protection and Safeguarding Procedures*

Ensures that there are prompt methods for alerting, reporting, investigating and managing a child's protection. The Procedures for Brighton and Hove, East Sussex and West Sussex Local Safeguarding Children Boards are available at

<http://pansussexscb.proceduresonline.com/chapters/contents.html>

#### *Statutory Framework for the Early Years Foundation Stage 2012*

The mandatory framework for all early years providers, maintained schools, non-maintained schools, independent schools and all providers on the Early Years Register. The safeguarding and welfare requirements are given legal force by regulations made under Section 39(1)(b) of the Childcare Act 2006

## **ROLES AND RESPONSIBILITIES**

- The Ofsted 'Registered Person' is the **Chair Person** and has overall legal responsibility for safeguarding. If concerns relate to the "Registered Person" Ofsted should be contacted through their whistle-blowing policy stating the setting's unique reference number: EY413894
- The Safeguarding Lead is the **Deputy Supervisor**, Sarah Darby (07596 844109) and the Safeguarding Deputy is Ashley Brindley (07890 646171). All safeguarding concerns relating to allegations against staff and volunteers should be reported to either of these individuals and recorded. If the concerns relate to the Safeguarding Lead person then the Registered Person should be contacted
- The Safeguarding Lead will usually be responsible for passing on concerns, or making referrals, to the Duty and Assessment Team. In their absence Safeguarding Deputy will assume responsibility
- All staff, volunteers, committee or contractors must adhere to the procedure for reporting concerns to the Safeguarding Lead or Registered Person
- All staff, volunteers, committee or contractors and visitors to the setting must sign a register and record their exact time of arrival and departure
- Staff appraisals and one-to-one meetings will record discussions regarding continuing professional development and subsequent identification and planning of training to meet those needs.

## **1. REPORTING PROCEDURES AND MAKING A REFERRAL**

- The police will be informed immediately if it is suspected a criminal offence has been committed
- The Safeguarding Lead will contact the Single Point of Advice (SPOA) to either discuss a concern or report an incident on 01323 464222. After hours, the Emergency Duty Service – Children's Services on 01273 335906 or 01273 335905.
- The timing of referrals will reflect the level of perceived risk and will always be **within one working day** of recognition of risk
- All referrals made verbally must be confirmed in writing by the referrer within 24 hours
- Any allegation or concern about a member of staff or volunteer must be reported immediately to the Local Authority Designated Officer (LADO), via SPOA, by the Safeguarding Lead on 01323 464222.

## **RECORD KEEPING**

- All staff will record concerns on a child protection record sheet and share them with the Safeguarding Lead. Concerns should be monitored daily and discussed with the Duty and Assessment Team

- The Safeguarding Lead will telephone the Duty and Assessment Team to notify them of a safeguarding concern and follow instructions on completion of paperwork. All referrals should include:
  - The child's name;
  - Address;
  - Gender;
  - Date of birth;
  - Name(s) of Person(s) with parental responsibility (for consent purposes) and primary carer(s) if different.
  - Details of all concerns regarding the child including witness statements etc.
- Where concerns relate to an allegation against a member of staff, contractor, committee member or volunteer the referral should include the first four items listed above, together with full details of the complaint/allegation, including witness statements
- All records will be held confidentially but will be shared with other agencies e.g. the police, children's social care, Ofsted, where this assists an on-going investigation. Records will be held until the child's 25<sup>th</sup> birthday, in case they are needed for any future investigation

## **DAILY RECORD KEEPING**

### **The Home Incident Book**

If a child arrives at Pre-school with any marks or injuries, then an explanation for them will be sought from the parent/carer. This is documented in the Home Incident Book and signed for by both parent and staff member.

### **The Register**

A daily register is kept of the children's attendance and their times of arrival and collection. Late or early drop-off and collection will be noted on the register.

### **Absenteeism/Sickness**

All parent/carers are required to notify staff if their child will not be attending a session, prior to the start of session. This reason for absence or sickness is recorded on a separate register. If a child that is due in for a session does not arrive and staff have not been notified then it is the doorman's responsibility to ask the Supervisor or Administrator to contact the parent/carer of the child to find out why they have not arrived. If no contact can be made after several attempts, and the child does not attend their next session it is at the Supervisor's discretion to contact the Children's Social Care. Any child currently on the Child Protection register, who is absent without explanation for two days, is referred to social services.

## **SAFER WORKFORCE**

All management, staff, volunteers and contractors working at this childcare setting will undergo rigorous suitability checks including:-

- Compliance with vetting and barring regulations (see <https://www.gov.uk/disclosure-barring-service-check/overview>)
  - At least two satisfactory references, one of which is from a previous employer
  - Proof of qualifications
  - Health check questions
- All staff will have clear job descriptions that explicitly reference the individual's safeguarding responsibilities
  - All new staff will be required to complete the East Sussex County Council e-learning programme 'safeguarding children' as part of their induction (which is to be renewed annually) and to have read and understood this safeguarding policy and procedure

- A minimum of one member of staff or committee, and the administrator, participating in the recruitment processes such as short-listing, interviewing or induction will have completed “safer recruitment” training
- Any allegations against employees or volunteers will be dealt with immediately and recorded appropriately

## **TRAINING AND DEVELOPMENT**

We are committed to ensuring all staff are qualified, have opportunities for professional development and have relevant up-to-date training in safeguarding children.

- All new staff, volunteers and students will participate in an induction process and will be supported by an experienced member of staff or the Supervisor for this period.
- All staff will be required to complete on-line child protection training upon appointment. This will be consolidated by formal Local Authority approved training at Level 1 as soon as training is available.
- All volunteers, committee members and students will be required to complete the on-line child protection training (and refresh it annually)
- The designated Safeguarding Lead and the Safeguarding Deputy will be required to complete the online Child Protection Training and the Local Authority approved level 1 and Level 2 Safeguarding training
- All training must reflect the requirements of *Working Together to Safeguard Children (2015)* and informed by the East Sussex Safeguarding Children Board training strategy and plans
- Staff will refresh their child protection training every 3 years by attending Local Authority approved courses and annually update their on-line child protection training.
- Staff appraisals, 6 weekly one-to-one supervisions and monthly team meetings will record discussions regarding continuing professional development and subsequent identification and planning of training to meet those needs.

## **INFORMATION SHARING AND WORKING TOGETHER WITH OTHER AGENCIES**

The setting respects confidentiality at all times and complies with Data Protection Law (Data Protection Act 1998).

However the setting will share information as part of its day-to-day work in order to safeguard and protect children from harm but also to work together to support families to improve outcomes for all. This may involve liaising with Police, Children’s Social Care, participation in multi-agency meetings e.g. case conferences and participation in Serious Case Reviews if requested to do so.

## **QUALITY ASSURANCE**

This setting is registered with Ofsted Early Years Register and is required to meet the Requirements of the Early Years Foundation Stage 2014. These registers clearly state the minimum standards that must be met by law.

As a subsequence the setting is subject to routine and regular inspection by Ofsted. The most recent Ofsted report is available to view in the cloakroom at Pre-school or on-line at <http://reports.ofsted.gov.uk/inspection-reports/find-inspectionreport/provider/CARE/EY413894>.

## COMMISSIONING AND PROCUREMENT

Any external agencies visiting the premises must respect this setting's policies and procedures at all times and not discuss overheard conversations or information regarding children and families outside the setting. Any concerns regarding safeguarding must immediately be advised to the Safeguarding Lead or Safeguarding Deputy or, if concerns relate to either of these members of staff, the complainant must contact the Local Authority Designated Officer (LADO), via SPOA on 01323 464222.

Breaches of this Safeguarding Policy by external contractors or visitors will be taken very seriously and appropriate action will be taken.

## WHISTLE-BLOWING AND COMPLAINTS

- A separate complaints procedure exists which should be followed by any individual that has concerns about staff or practice in the setting. (See *Reporting Complaints Policy number 20*)
- All concerns regarding Safeguarding must be directed to the Safeguarding Lead or Safeguarding Deputy.
- If the complaint relates to the Safeguarding Lead the complaint must be directed to the Registered Person.
- If the complaint relates to the Registered Person the complainant must contact the Local Authority Designated Officer (LADO), via SPOA Tel: 01323 464222 and Ofsted Helpline 0300 123 1231.

## BREACHES OF POLICY

Breaches of this policy will be taken very seriously and disciplinary action will ensue for members of staff.

## POLICY REVIEW

This policy will be reviewed annually by the Safeguarding Lead and Safeguarding Deputy and re-read by all staff and committee to promote continuing awareness of safeguarding policies and procedures.

## SAFEGUARDING CHILDREN PROCEDURES

The Procedures provide detailed instructions on what employees, volunteers and others should do to ensure they safeguard children appropriately and comply with this setting's Safeguarding Policy.

## DEFINITIONS

The following are terms commonly used in relation to Safeguarding children and provide information on the different categories of abuse.

### **Children and young people**

The definition of a child for safeguarding purposes is anyone under 18 years of age, regardless of circumstances, as defined in the Children Act 1989.

### **Significant harm**

- *Harm* means ill treatment, or the impairment of health or development, including, for example, impairment suffered from seeing or hearing the ill treatment of another
- *Development* means physical, intellectual, emotional, social or behavioural development

- *Health* includes physical and mental health
- *Ill treatment* includes Sexual Abuse and forms of ill treatment, which are not physical, and
- Where the question of whether harm suffered by the child is *significant* turns on the child's health and development, his/her health and development must be compared with that which could reasonably be expected of a similar child.

### Types of abuse

Abuse and neglect are forms of maltreatment of a child.

- **Physical abuse** may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.
- **Sexual Abuse** involves forcing or enticing a child or young person to take part in sexual activities, including prostitution, whether or not the child is aware of what is happening. The activities may involve physical contact, including penetration of any part of the body, or non-penetrative acts. They may include non-contact activities, such as involving children in looking at or in the production of sexual images, including the internet, watching sexual activities, or encouraging children to behave in sexually inappropriate ways.
- **Female Genital Mutilation (FGM)** is a procedure where external female genital organs are fully or partially removed for non-medical reasons. It is a deeply rooted tradition, widely practiced among specific ethnic populations in Africa and parts of the Middle East and Asia. FGM serves as a complex form of social control of women's sexual and reproductive rights.
- **Emotional abuse** is the persistent emotional maltreatment of a child so as to cause severe and persistent adverse effects on the child's emotional development. It may involve:
  - making a child feel worthless, unloved or inadequate (high criticism and/or low warmth)
  - conveying to the child that they are only there to meet another's needs
  - inappropriate age or developmental expectations
  - overprotection and limitation of exploration, learning and social interaction
  - seeing or hearing the ill-treatment of another (e.g. domestic violence)
  - serious bullying causing children frequently to feel frightened or in danger, or
  - exploitation or corruption

Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

- **Neglect** is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born it may involve a parent failing to:
  - provide adequate food, clothing and shelter (including exclusion from home or abandonment)
  - protect a child from physical and emotional harm or danger
  - ensure adequate supervision (including the use of inadequate care-givers), or
  - ensure access to appropriate medical care or treatment

It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

## WHAT TO DO IF CHILD ABUSE IS SUSPECTED: RECOGNITION AND REFERRAL

Any concern regarding safeguarding must immediately be reported to the Safeguarding Lead or Safeguarding Deputy.

### In an emergency immediate steps must be taken to ensure the safety of the child:

- if it is suspected a criminal offence has been committed or that the child is in need of immediate protection telephone the Police **immediately**
- request medical assistance if required
- Telephone the Single Point of Advice (SPOA) on 01323 464222. After hours, the Emergency Duty Service – Children’s Services on 01273 335906 or 01273 335905.
- notify parents or legal guardians if appropriate

### In other circumstances the following steps must be taken to safeguard the child:

- The Safeguarding Lead or Safeguarding Deputy must:
  - Speak to parents where it is felt this will not put the child at further risk and inform Single Point of Advice (SPOA).
  - make referrals relevant to the perceived risk but **at least within one working day of the recognition of the risk**
  - Ensure clear information is provided regarding the child, including:
    - The child’s name;
    - Address;
    - Gender;
    - Date of birth;
    - Name(s) or Person(s) with parental responsibility (for consent purposes) and primary carer(s) if different.
    - Details of all concerns regarding the child including witness statements etc
  - Ensure clear records are kept and that verbal notifications are followed up by a written confirmation within 24 hours
  - Ensure that information is shared on a “need to know basis only” and that, where appropriate, parents are kept informed and/or supported appropriately
  - Keep records of concerns confidentially in a lockable filing cabinet
  - Participate in on-going enquiries or multi-agency meetings as appropriate

### Dealing with allegations or concerns against any employee or volunteer

It is essential to act quickly and effectively if an allegation is made, or if there is suspicion or concern about a professional or volunteer’s relationship with a child, young person or group of children/young people, particularly if they have:

- Behaved in a way that has harmed, or may have harmed, a child
- Possibly committed a criminal offence against or related to, a child
- Behaved towards a child or children in a way that indicates she/he is unsuitable to work with children

If an allegation is made, or a concern arises, about a member of staff or volunteer, ensure that the Settings Named Person is informed immediately; **the Named Person must immediately contact the Local Authority Designated Officer (LADO), via SPOA on 01323 464222.**

The LADO is available to provide advice or support in any allegations process, including advising whether or not immediate suspension of the person concerned should be initiated.

**If the concern is raised out of hours then the Emergency Duty Service – Children’s Services must be called on 01273 335906 or 01273 335905 or, in an emergency, the police must be contacted.**

Records should be secured and will be strictly limited to relevant staff and external professionals on a need to know basis only.

The member of staff or volunteer should be treated fairly and honestly, helped to understand the concerns expressed, the process being followed and any outcomes of the process. The member of staff will be suspended on full-pay whilst the investigation is on-going. This is necessary in order to protect both parties.

The Named person must make a referral to the Disclosure & Barring Service (DBS) 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.

**Senior managers should seek advice from the LADO, via SPOA, or Police before informing the person who is subject to an allegation.**

### **Record keeping**

The Safeguarding Lead or Safeguarding Deputy will:

- keep full and contemporaneous notes, signed and dated, of child protection concerns, referrals, information shared (with or without child’s/parent’s consent), multi-agency discussions and agreed actions in the child’s record
- record decisions regarding safeguarding on the parents’/carers’ records (if these are kept separate from the child’s) as well as the child’s record
- identify family members and other significant individuals in the child’s record to enable cross-referencing
- protect the confidentiality of personal information and abide by the setting’s information security standards

Records relating to safeguarding should be kept in line with national guidelines – this currently stands until the child’s 25<sup>th</sup> birthday.

### **SAFER RECRUITMENT AND SELECTION**

**Advertisement of posts and application packs** will make reference to the commitment of the setting to safeguarding, including:

- Compliance with vetting and barring regulations
- Clear statements in the job description and person specification that explicitly reference the individual’s safeguarding responsibilities
- Providing information about the Safeguarding Policy and practices to applicants

### **The application form will request:**

- Full identifying details including current and former names, date of birth, current address, National Insurance number
- Details of any disability or long term illness (physical or mental)
- A statement of academic and/or vocational qualifications the applicant has obtained with details of the awarding body and date of award
- A full educational history in chronological order
- A full employment history in reverse chronological order, starting with present job/volunteer role with commencement and end dates and explanations for periods not in employment and reasons for leaving employment



- A section on self-disclosure, which gives the applicant an opportunity to declare any criminal record that they have and provide a signed statement that their declaration is accurate and complete
- Reiterating as per the advert that the position for which the applicant is applying involves contact with children and is exempt from the Rehabilitation of Offenders Act 1974 and all subsequent amendments. (England and Wales)

**The selection process will:**

- Comply with vetting and barring regulations (<https://www.gov.uk/disclosure-barring-service-check/overview>)
- Always use an application form (CVs should not be accepted)
- Have a minimum of two people checking for any gaps in employment history and explore these gaps during interview
- Ensure at least one reference is from a previous employer and specifically ask if there have been any Safeguarding concerns or allegations about the applicant’s behaviour towards children and/or the outcome of any enquiry or any disciplinary action
- Confirm with the referee the applicant’s responsibilities. Compare this information with that provided by the applicant; any inconsistencies or concerns regarding the information provided in a personal reference must be followed up directly with the referee
- Ensure that any concerns arising from the applicant’s medical reference are followed up directly with the applicant and with the applicant’s doctor
- Seek to explore at the interview the applicant’s attitudes towards children and young people, their motivation for pursuing the role and managing boundaries
- Always ensure that any other uncertainty or inconsistency about the information provided about the applicant is followed up and resolved
- Check qualifications are valid by requesting original certificates are presented
- Check identity by requesting original documentation, to include a passport, driving license or similar
- Ensure at least one member on the short listing/interview panel has been suitably trained on safer recruitment

**SAFER RECRUITMENT AND THE PREVENT DUTY**

In order to comply with the Prevent Duty, all permanent staff will undertake Prevent Duty online training to enable them to identify children who are vulnerable to radicalisation and act accordingly to manage these risks. These risks will be managed in the same way as any safeguarding risk whether these risks come from within the family or from outside influences.

We will build the children’s resilience to radicalisation by promoting fundamental British values. (Please refer to our separate policy number 31, Promoting British Values (Prevent Duty), for more details). Where we feel it is appropriate we will refer risks to the Channel Programme. This programme provides support at an early stage to any individuals who may be vulnerable to radicalisation.

<b>Date Updated</b>	<b>Reviewed</b>	<b>Next Review</b>
July 2016		January 2017
September 2016		September 2017
	March 2018	March 2019

Chair of the Committee’s signature: .....

Supervisor’s signature: .....

Deputy’s signature: .....

Date: .....