

Safeguarding and Children Protection Policy and procedure



Statement of intent.

Teaching Tots work with children, parents and the community to ensure the safety and protection of children and to give them the very best start in life. It is the responsibility of every member of staff to prevent the physical, sexual or emotional abuse of children, young people and vulnerable adults.

Aims.

Our aims are to:

- create an environment in our setting which is safe and secure for all the children;
- enable children to have the self confidence and the vocabulary to resist inappropriate approaches;
- encourage children to establish and sustain satisfying relationships within their families, with peers, and with other adults;
- encourage children to develop a sense of autonomy and independence;
- to work with parents/carers to build their understanding of and commitment to the welfare of all our children.

Teaching Tots are committed to responding promptly and appropriately to all incidents or concerns of abuse that may occur and to work with statutory agencies in accordance with the procedures that are set down in 'What to do if you're worried a child is being abused'.

Responding to suspicions of abuse

- We acknowledge that abuse of children can take different forms - physical, emotional, and sexual, as well as neglect.
- When children are suffering from physical, sexual or emotional abuse, or experiencing neglect, this may be demonstrated through:
 - significant changes in their behaviour;
 - deterioration in their general well-being;
 - their comments which may give cause for concern, or the things they say (direct or indirect disclosure);
 - changes in their appearance, their behaviour, or their play;
 - unexplained bruising, marks or signs of possible abuse or neglect; and
 - any reason to suspect neglect or abuse outside the setting.
- We take into account factors affecting parental capacity, such as social exclusion, domestic violence, parent's drug or alcohol abuse, mental or physical illness or parent's learning disability.
- We are aware of other factors that affect children's vulnerability such as, abuse of disabled children; fabricated or induced illness; child abuse linked to beliefs in spirit possession; sexual

exploitation of children, such as through internet abuse; and Female Genital Mutilation; that may affect, or may have affected, children and young people using our provision.

- We also make ourselves aware that some children and young people are affected by gang activity, by complex, multiple or organised abuse, through forced marriage or honour based violence or may be victims of child trafficking. While this may be less likely to affect young children in our care, we may become aware of any of these factors affecting older children and young people who we may come into contact with.

Where we believe that a child in our care or that is known to us may be affected by any of these factors we follow the procedures below for reporting child protection concerns.

- Where such evidence is apparent, the child's key person/staff member makes a dated record of the details of the concern and discusses what to do with the member of staff who is acting as the 'designated person'. The information is stored securely.
- We refer concerns to the local authority children's social care department/Multi Agency Safeguarding Hub and co-operate fully in any subsequent investigation. NB In some cases this may mean the police or another agency identified by the Local Safeguarding Children Board.
- We take care not to influence the outcome either through the way we speak to children or by asking questions of children.
- We take account of the need to protect young people aged 16-19 as defined by the Children Act 1989. This may include students or school children on work placement, young employees or young parents.
- We allow investigation to be carried out with sensitivity. Staff in the setting take care not to influence the outcome either through the way they speak to children or ask questions of children.
- Where a child show signs and symptoms of "failure to thrive" or neglect, we make appropriate referral. We seek parent's permissions before making a referral unless by seeking this permission we put a child at risk.
- We work co-operatively with the parent unless this is inconsistent with the need to ensure the child's safety.

Where abuse is suspected we follow the procedure for reporting any other child protection concerns. The views of the young person will always be taken into account, but the setting may override the young person's refusal to consent to share information if it feels that it is necessary to prevent a crime from being committed or intervene where one may have been, or to prevent harm to a child or adult. Sharing confidential information without consent is done only where not sharing it could be worse than the outcome of having shared it.

Recording suspicions of abuse and disclosures

- Where a child makes comments to a member of staff that give cause for concern (disclosure), or a member of staff observes signs or signals that give cause for concern, such as significant changes in behaviour; deterioration in general well-being; unexplained bruising, marks or signs of possible abuse or neglect; that member of staff:
 - listens to the child, offers reassurance and gives assurance that she or he will take action;

- does not question the child;
- make a written record that forms an objective record of the observation or disclosure that includes:
 - the date and time of the observation or the disclosure;
 - the exact words spoken by the child as far as possible;
 - the name of the person to whom the concern was reported, with the date and time; and the names of any other person present at the time.
- These records are signed and dated and kept in the child's personal file, which is kept securely and confidentially.
- We also record any bruises or marks that are noted upon arrival either by observation or by information received from parent/carer, or that are discovered during a session. Parents/carers are asked to sign a home incident log ~ they are given a copy for their records. Any concerns would be followed up.
- The member of staff acting as the 'designated person' is informed of the issue at the earliest opportunity.
- Where the Local Safeguarding Children Board stipulates the process for recording and sharing concerns, we include those procedures alongside this procedure and follow the steps set down by the Local Safeguarding Children Board.

The **member of staff will discuss** the incident with **Tracey Woods or Kelly Lilley** and a decision will be made about who should be notified. If a child's safety is at risk the **Children's Services team** will be contacted immediately. We will take advice from them regarding information then given to parents.

In a case where a child is not in immediate danger we try to discuss the matter with the parents before making any referrals. However it is the welfare of the child which is paramount and this is at the forefront of all our actions. We are aware that many children have suffered because of the lack of communication between agencies, and that government guidance now encourages the full sharing of information. We shall therefore use our professional judgement in sharing information with the agencies that "need to know", being open and honest with the parents and children as to why we feel we need to share the information.

Full records of conversations will be maintained when any referrals or discussions are held with any other agencies or with parents prior to a referral. These records will include dates and times of conversation, who we speak to, and the advice we were given.

Informing parents

- Parents/carers are normally the first point of contact. Concerns are discussed with parents/carers to gain their view of events, unless it is felt that this may put the child in greater danger.
- Parents are informed when we make a record of concerns in their child's file and that we also make a note of any discussion we have with them regarding a concern.
- If a suspicion of abuse warrants referral to MASH, parents are informed at the same time that the referral will be made, except where the guidance of the Local Safeguarding Children Board

does not allow this, for example, where it is believed that the child may be placed in greater danger.

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

Liaison with other agencies

- We work within the Local Safeguarding Children Board guidelines.
- The current version of 'What to do if you're worried a child is being abused' is available for parents and staff and all staff are familiar with what they need to do if they have concerns.
- We have procedures for contacting the local authority regarding child protection issues, including maintaining a list of contact names, telephone numbers and email addresses, to ensure that it is easy, in any emergency, for the setting and children's social care to work well together.
- We notify Ofsted of any incident or accident and any changes in our arrangements which may affect the well-being of children or where an allegation of abuse is made against a member of staff (whether the allegations relate to harm or abuse committed on our premises or elsewhere). Notifications to Ofsted are made as soon as is reasonably practicable, but at the latest within 14 days of the allegations being made.
- Contact details for the local National Society for the Prevention of Cruelty to Children (NSPCC) are also kept.

Staffing and volunteering

- We have a named person who coordinates safeguarding children issues
 - **(Tracey Woods Pre-school Manager Director Overdale Tots)**
 - **(Kelly Lilley Pre-school Manager Goldington Tots)**
- We provide adequate and appropriate staffing resources to meet the needs of children.
- All staff have a duty to maintain the well-being of children in their care.
- Applicants for posts within the setting are clearly informed that the positions are exempt from the Rehabilitation of Offenders Act 1974. Candidates are informed of the need to carry out Disclosure and Barring Enhanced Services (DBS) and existing staff hold a CRB check. We take up references before post 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 police checks for staff and volunteers, to ensure that no disqualified person or unfit person works at the setting or has access to the children.
- 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 they would otherwise have led to dismissal for reasons of safeguarding children concern.
- We have procedures for recording visitors to the setting.
- We take security steps to ensure that we have control over who comes into our setting so that no unauthorised person has unsupervised access to the children.

- Staff sign to say they have read and UNDERSTOOD the policies.
- Staff are familiar and have read working together 2015
- All staff sign to say that they have no member of their household has a conviction or disqualifications yearly
- All staff must follow our social media policy
- All staff has regular supervisions.

Allegations against staff

- We ensure that all parents know how to complain about the behaviour or actions of staff or volunteers within the setting, or anyone working on the premises occupied by the setting, which may include an allegation of abuse.
- We respond to any inappropriate behaviour displayed by members of staff, volunteer or any other person living or working on the premises, which includes:
 - inappropriate sexual comments;
 - excessive one-to-one attention beyond the requirements of their usual role and responsibilities, or inappropriate sharing of images.
- We follow the guidance of the Local Safeguarding Children Board when responding to any complaint that a member of staff or volunteer within the setting, or working on the premises occupied by the setting, has abused a child.
- We respond to any disclosure by children or staff that abuse by a member of staff or volunteer within the setting, or anyone working on the premises occupied by the setting, may have taken, or is taking place, by first recording the details of any such alleged incident.
- The Designated Officer will respond to and refer any such complaint immediately to the Local Authority Designated Officer (LADO) or to any other statutory service.
- We also report any such alleged incident to Ofsted, as well as what measures we have taken. We are aware that it is an offence not to do this.
- We co-operate entirely with any investigation carried out by children's social care in conjunction with the police.
- Where the management team and children's social care agree it is appropriate in the circumstances, the member of staff or volunteer will be suspended for the duration of the investigation. This is not an indication of admission that the alleged incident has taken place, but is to protect the individual, as well as children and families throughout the process.

Disciplinary action

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

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

Training

- Training opportunities are sought for all adults involved in the setting to ensure that they are able to recognise the signs and signals of possible physical abuse, emotional abuse, sexual abuse and neglect and that they are aware of the local authority guidelines for making referrals.
- Opportunities for confidential discussion of concerns are in place.
- **Tracey Woods** and **Kelly Lilley** (Designated people) receives training in accordance with that recommended by the Local Safeguarding Children Board.
- We ensure that all staff know the procedures for reporting and recording any concerns they may have about the provision.

Planning

The layout of the room and outside area allows for constant supervision by staff. We minimise the opportunities where Staff may be alone with children (e.g. toileting). We have daily risk assessments, yearly risk assessments and we risk assess the incident and accident books.

Curriculum

- We create within the setting a culture of value and respect for individuals, having positive regard for children's heritage arising from their colour, ethnicity, languages spoken at home, cultural and social background. We ensure that this is carried out in a way that is appropriate for the ages and stages of our children.
- We introduce key elements of safeguarding children into our Early Years Foundation Stage (EYFS) or activity planning so that children can develop an understanding of why and how to keep safe. We also promote British values into our day to day curriculum. (see British values policy), (E.g. Stranger Danger, Road Safety)

Confidentiality

All suspicions and investigations are kept **confidential** and are shared only with those who need to know. If there are concerns within the setting it is important that **Tracey Woods** is made aware of them. However children will work with a number of different adults in a setting and they should also be made aware that there are concerns about an aspect of well-being of the child in question. Any information shared with external agencies is done under the guidance of the **Local Safeguarding Children Board**.

Complaints

- We ensure that all parents know how to complain about staff or volunteers action within the setting, which may include an allegation of abuse.
- We have a procedure on allegations made against a member of staff.
- We notify **Ofsted** and the Intake and assessment team when we receive an allegation made about a member of staff, in line with our procedure and also contact the LADO
- We follow all the disclosures and recording procedures when investigating an allegation that a member of staff or volunteer has abused a child as if it were an allegation of abuse by any other person.

Support to families

- Teaching Tots takes every step in its power to build up a trusting and supportive relation among families, staff and volunteers in the group.
- We make clear to parents our role and responsibilities in relation to child protection, such as for the reporting of concerns, information sharing, monitoring of the child, and liaising at all times with the local children's social care team.
- We will continue to welcome the child and the family whilst investigations are being made in relation to any alleged abuse.
- We follow the Child Protection Plan as set by the child's social care worker in relation to the setting's designated role and tasks in supporting that child and their family, subsequent and following any investigation.
- Confidential records kept on a child are shared with the child's parents or those who have parental responsibility for the child in accordance with the Confidentiality and Client Access to Records procedure and only if appropriate under the guidance of the Local Safeguarding Children Board.

Legal framework

Primary legislation –

- Children Act (1989 s47)
- Protection of Children Act (1999)
- Data Protection Act (1998)
- The Children Act (Every Child Matters) (2004)
- Safeguarding Vulnerable Groups Act (2006)

Secondary legislation –

- Sexual Offences Act (2003)
- Criminal Justice and Court Services Act (2000)
- Equalities Act (2010)
- Data Protection Act (1998) Non Statutory Guidance

Further guidance –

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

Numbers to contact:

Children's Social Care MASH Multi Agency Support Hub	01234 718700
Ofsted	0300 1231231
Emergency Duty Team - (Mon-Thur 5pm—9am, Fri 4pm— Mon 9am)	0300 3008123
Police	101 / 01234 271212
Immediate Danger	999
Designated Officer (LADO)	01234 276693

Responsible for managing allegations against people working (paid and unpaid) in a position of trust with children

Bedfordshire Local Safeguarding Children's Board	01234 228494
Bedford family information Service	0800 023 2057
NSPCC 24 hr helpline	0808 8005000

Other policies that work in partnership with safeguarding children are Mobile/camera policy, Internet and Social networking policy and Intimate care.