



## *Child Protection*

- We provide adequate and appropriate staffing resources to meet the needs of children.
- Applicants for posts within the setting are clearly informed that the positions are exempt from the Rehabilitation of Offenders Act 1974.
- Candidates are informed of the need to carry out 'enhanced disclosure' checks with the DBS 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 DBS checks for staff and volunteers, to ensure that no disqualified person or unsuitable person works at the setting or has access to the children.
- Volunteers do not work unsupervised.
- We abide by the Protection of Vulnerable Groups 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 setting.
- We have security steps in place to ensure that we have control over who comes into the setting so that no unauthorised person has unsupervised access to the children.
- We take steps to ensure our children understand British Values and our staff are aware of their duty to prevent people of being drawn into terrorism under Section 26 of the Counter Anti-Terrorism Act and the procedures to do so.
- All staff undertake Prevent Duty training.

### *Key commitment 2*

Comeytrove Under Fives Preschool is 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' (HMG 2015).

### *Responding to suspicions of abuse*

- We acknowledge that abuse of children can take different forms not limited to what is listed below – physical; bruising, burns, scalds, fractures, scars, emotional; withdrawn, delayed, aggressive, frozen watchfulness, attachment, and sexual; pain and blood in the abdominal area, sexualised behaviour, injuries to genital and anal area, including female genital mutilation (FGM), itching and masturbation, as well as neglect; excessive absence, lack of food and clean clothing, poor hygiene, apathetic and not responsive, failure to thrive. Staff all undertake Safeguarding Training every 2 years.

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- FM

Is a separate issue and is when someone is forced into marriage rather than an arranged marriage.

- FGM

Is a procedure that intentionally alters female genital organs for non medical reasons under the mistaken impression that it is hygienic, or for religious beliefs, family honour or a more desirable bride to name a few. Countries practicing this are not limited to but include Egypt, Nigeria, Kenya, Afghanistan, Sudan, Sumalia, Sierra Leon. FGM is illegal and should be reported to police i.e. if a family is intending a prolonged holiday for a 'special ceremony' in countries where FGM is practiced or if you notice bleeding when changing children from their genitals. Staff undertake FGM training.

- CSE

Child sexual exploitation is a crime with devastating and long-lasting consequences for its victims and their families. Childhoods and family life can be ruined, and this is compounded when victims, or those at risk of abuse, do not receive appropriate, immediate and on-going support. The first response to children, and support for them to access help, must be the best it can be from social workers, police, health practitioners and others who work with children and their families.

- Cuckooing

Cuckooing is a new type of crime which involves a drug dealer befriending a vulnerable individual who lives on their own. Like a cuckoo, the dealer moves in, takes over the property, and turns it into a drugs' den.

- When children are suffering from physical, sexual or emotional abuse, or may be experiencing neglect, this may be demonstrated through the things they say (direct or indirect disclosure) or through changes in their appearance, their behaviour, or their play.

- Where such evidence is apparent, the child's key person makes a dated record of the details of the concern and discusses what to do with the setting manager or the 'designated person'. The information is stored on the child's personal file unless otherwise advised by children's social care.

- We refer concerns to the local authority children's social care department and LADO and co-operate fully in any subsequent investigation. In some cases, this may mean the police or another agency identified by the Local Safeguarding Children's Board.

- We take care not to influence the outcome either through the way we speak to children or by asking questions of children (capturing the voice of the child).

- We use the detailed procedures and reporting format when making a referral to children's social care or other appropriate agencies.

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### *Recording suspicions of abuse and disclosures*

- Where a child makes comments to a member of staff that gives cause for concern (disclosure), staff observe signs or signals that gives 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;
  - makes 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 (capturing the voice of the child);
    - the name of the person to whom the concern was reported, with date and time; and
    - the names of any other person present at the time.
- These records are signed and dated and filed securely and confidentially.

### *Making a referral to the local authority social care team (will be done by DSL)*

- Staff use the Threshold guidance, “Levels of Need” flowchart & guidance to identify the appropriate steps they must take to meet the child’s needs once they have been identified. This document is updated regularly so the most recent version is referred to in order to reflect the current guidance.
- When a member of staff has concerns about a child’s wellbeing they will first discuss them with the Designated Safeguarding Lead. With parental consent an Early Help Assessment may be completed in order to identify support needs.
- The Pre-school ‘Child Protection Record’ is a detailed form for making a referral to the local Children’s Services team, as well as recording concerns. This is based on ‘What to do if you’re worried a child is being abused’ (HMG 2015) and up to date information given on Safeguarding Children courses.
- We keep a copy of this document and follow the detailed guidelines given. Information is displayed on the notice board in the foyer and on the staff notice board.

Local Authority Designated Officer (LADO): [somersetlado@somerset.gov.uk](mailto:somersetlado@somerset.gov.uk)

Children’s Social Care – 0300 123 2224

Early Help Advice Hub – 01823 355803

Consultation Line for DSLs and GPs – 0300 123 3078

Email – [children@somerset.gov.uk](mailto:children@somerset.gov.uk)

Police – 101 or in an emergency 999

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### *Informing parents*

- If a suspicion of abuse is recorded, parents are informed at the same time as the report is made, except where the guidance of the Local Safeguarding Children's Board does not allow this.
- This will usually be the case where the parent is the likely abuser. In these cases, the investigating officers will inform parents.

### *Liaison with other agencies*

- We work within the Local Safeguarding Children's Board guidelines.
- Practitioners from the setting may be involved in Team Around the Child / Family (TAC/ TAF) meetings with professionals and the child's parents when additional needs have been identified.
- We have a copy of 'What to do if you're worried a child is being abused' (HMG 2015) for parents and staff and all staff are familiar with what to do if they have concerns.
- We have procedures for contacting the local authority on child protection issues.
- We notify the registration authority (Ofsted) of any incident or accident and any changes in our arrangements which may affect the wellbeing of children.
- Contact details for the local National Society for the Prevention of Cruelty to Children (NSPCC) are also kept.
- If a referral is to be made to the local authority social care department, we act within the area's Safeguarding Children and Child Protection guidance in deciding whether we must inform the child's parents at the same time.
- If any child under a child protection plan is absent for more than 2 days, the key person's social care team must be informed.

### *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 follow the guidance of the Local Safeguarding Children's 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.
- We refer any such complaint immediately to the local authority's social care department to investigate. We also report any such alleged incident to Ofsted and the LADO and what measures we have taken. We are aware that it is an offence not to do this.

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- We co-operate entirely with any investigation carried out by children's social care in conjunction with the police.
- Where the management committee and children's social care agree it is appropriate in the circumstances, the chairperson will suspend the member of staff on full pay, or the volunteer, 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 staff as well as children and families throughout the process.
- Under the new DBS Guidelines, staff are required to fill in a suitability declaration form annually which incorporates members of their household's suitability as well (disqualification by association). In the instance where an adult member of the household may be on the barred list the staff member would be suspended (without pay) pending agreement from Ofsted for them to continue their role within the preschool.

### *Disciplinary action*

- Where a member of staff or a volunteer is dismissed from the setting because of misconduct relating to a child, we notify the Independent Barring Board administrators so that the name may be included on the Protection of Children and Vulnerable Adults Barred List.

### *Key commitment 3*

Comeytrove Under Fives Preschool is committed to promoting awareness of child abuse issues throughout its training and learning programmes for adults. It is also committed to empowering young children, through its early childhood curriculum, promoting their right to be strong, resilient and listened to.

### *Training*

- We seek out training opportunities 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, neglect and vulnerability to radicalism and that they are aware of the local authority guidelines for making referrals.
- A copy of this policy is included in the induction pack for Students, which they sign to say that they have read. The pack also includes the flow chart on the parent's notice board and a sheet helping them to recognise the signs and symptoms of abuse.
- We ensure that all staff know the procedures for reporting and recording their concerns in the setting.

### *Planning*

- The layout of the rooms allows for constant supervision. No child is left alone with staff or volunteers in a one-to-one situation without being visible to others.

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- Staff change children in the main cloakroom area in the ladies' toilets. They always inform other staff that they are going out to change a child and which one. Details are logged of date, time, details of the care provided, who changed the child and their signature in the intermit care folder

### *Curriculum*

- We introduce key elements of keeping children safe into our programme to promote the personal, social and emotional development of all children, so that they may grow to be *strong, resilient and listened to* and that they develop an understanding of why and how to keep safe, including visits from community police, fire brigade etc to discuss safety issues.
- We create within the setting a culture of value and respect for the individual, 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 developmentally appropriate for the children.

### *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 Local Safeguarding Children's Board.
- Mobile phones and cameras of staff, visitors, students and volunteers are kept in their bags in the kitchen on silent and are not used whilst in the premises. The only time a staff member may have a mobile phone is on a small group outing; used only when another staff member is present in the case of an emergency.

### *Support to families (and staff)*

- We believe in building trusting and supportive relationships with 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, providing information, monitoring of the child, and liaising at all times with the local children's social care team. This is in the Parental agreement which all parents sign.
- 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 to 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

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Records procedure and only if appropriate under the guidance of the Local Safeguarding Children Board.

- We recognise that staff involved in child protection issues may feel vulnerable themselves and find situations stressful and upsetting and therefore will ensure that during supervision sessions and walk in sessions with the designated safeguarding lead, they have an opportunity to talk and seek further support as appropriate.

## **Legal framework**

### *Primary legislation*

- Children Act (1989 s47) (2004 s11)
- Protection of Children Act (1999)
- Data Protection Act (1998) (2003)
- The Children Act (Every Child Matters) (2004)
- Safeguarding Vulnerable Groups Act (2006)
- Prevent Duty (2016) (Counter Terrorism)
- What to do if you are Worried a Child is Being Abused (2015)
- Keeping Children Safe in Education (2016)

### *Secondary legislation*

- Sexual Offences Act (2003)
- Criminal Justice and Court Services Act (2000)
- Human Rights Act (1999)
- Race Relations (Amendment) Act (2000)
- Race Relations (Amendment) Act (1976) Regulations
- Equalities Act (2006)
- Data Protection Act (1998) Non Statutory Guidance

## **Further Guidance**

- Statutory Framework for the Early Years Foundation Stage (2017)
- Working Together to Safeguard Children (revised HMG 2015)
- 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 (2006)
- 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: Practitioners' Guide (HMG 2006)
- Working Together to Safeguard Children (2013)

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- Inspecting Safeguarding in Early Years, Education and Skills Settings (2016)
- Effective Support for Children and Families in Somerset (2017)
- Serious Accidents, Injuries and Deaths (2011)
- Incident Reporting in Schools (HSE)

This policy was adopted at a meeting of

Comeytrowe Under Fives Preschool

Held on

\_\_\_\_\_ (date)

Date to be reviewed

\_\_\_\_\_ (date)

Signed on behalf of the management committee

Name of signatory

Role of signatory (e.g. chair/owner)

\_\_\_\_\_  
Chair of Management Committee