Safeguarding and Welfare Requirement:

3.5 Providers must have and implement policies, and procedures, to keep children safe.

3.6 Safeguarding policies must include:

* The action to be taken when there are safeguarding concerns about a child. (EYFS 2021)

# Safeguarding Policy: Child Protection

**Our aims:**

* Our aim is to create an environment in which children are safe from abuse and protected from harm as is their right.
* Safeguarding is everyone’s responsibility.
* Every child should be at the centre of any procedure put in place.

**To further these aims:**

* Arrange the layout of the playroom and outdoor area to permit constant supervision of all children.
* Have clear expectations of acceptable behaviour and an effective behaviour management policy that is appropriate to the stage, development and individual needs of the child.
* Take security steps to control entry of unauthorised persons (Intercom system in place). Persons wishing to gain access to Whitkirk Primary School will be directed to the main entrance to be signed in.
* Have a password system in operation for child collection in an emergency.
* Provide opportunities within pre-school to help children develop the skills, concepts, attitudes and knowledge to promote their safety and well-being that is appropriate to their understanding and individual needs.
* Ensure everyone is vigilant to the signs of abuse and knows the procedures to ensure the children are protected.
* Keep abreast of safeguarding legislation, guidance and good practice and revise policies and procedures accordingly.
* Staff to receive update training every two years. CPO and Deputy CPO to receive training annually.

**Procedures for protecting children:**

* Operate in accordance with Ofsted, Childcare Act 2006, Protection of Children Act 1999, LSCP guidelines, Munroe Review of Child Protection 2011, Protection of Freedom Bill 2013, Working together Keep Children Safe ,2022,.
* Have a copy of LSCP guidelines available for staff. Ensure that all staff are conversant of the guidelines.
* Respond appropriately to suspicions of abuse (see guidance, "What to do if you think a child is being abused" and “Sharing Information” and Appendix One, "Definitions and indicators of abuse")
* Record any concerns immediately on a "Cause for Concern" form. The CPO and Key Person should then be made aware of the concerns. If necessary, an "Ongoing Monitoring Form" should be completed for any further incidents.
* Disclosure of abuse by a child will be dealt with sensitively remembering that the interest of the child is our primary concern. Deal with any disclosure in line with guidance in Appendix Two, "Dealing with a disclosure of abuse".
* If adequate explanations for changes in a child's condition have not been provided, the designated Child Protection Officer (CPO) and Safeguarding Lead, **Tori Pattison**, or Deputy Child Protection Officer and Deputy Safeguarding Lead, **Lizzie Booth or Sarah Nevison,** will contact the Duty and Advice Team and inform the parents accordingly. It may sometimes be necessary to speak to the Duty and Advice Team before speaking to the parent/carer, if we are concerned about the welfare of the child. **Do not disclose to a parent/carer any information held on a child, if it would put the child at risk of significant harm.**
* When contacting Duty and Advice a ‘Record of Contact Form’ must be completed and sent via secure email.

Incidences involving staff or volunteers

* Notify any Child Protection agency identified by Local Safeguarding Children Partnership immediately or the Police if there is an immediate risk of serious harm to a child.
* An **urgent** initial consideration should be made to assess whether there is substance to any allegation by the designated CPO, or Deputy CPO, if the CPO is for any reason unavailable.
* If it is deemed that there is sufficient substance to an allegation of abuse then the member of staff or volunteer who has been alleged of committing the abuse will be immediately suspended. The LADO will be notified. An investigation will be carried out and Ofsted, the Department of Health and the relevant Child Protection agency identified by the Local Safeguarding Children Partnership will be notified. These notifications must be made within 14 days at the latest of the allegation being made.
* All members of staff to be aware of this procedure.

See Whistleblowing Policy for further information regarding concerns against staff members/volunteers.

**Staffing/volunteers**

* Have a policy of Safe Recruitment and employ Suitable People. (See Statutory Guidance to the Early Years Foundation Stage 2021)
* Exclude known abusers (Rehabilitation of Offenders Act 1974).
* Request all applicants for work within the pre-school to supply two references and have sight of an Enhanced Disclosure and Barring certificate, including the barred list, before the post is confirmed.
* Require all staff are signed up to the DBS update service.
* Apply a probationary period for all adults in the group to ensure they are suitable for the post.
* Staff to complete safeguarding training to ensure that they recognise the symptoms of possible abuse and are aware of local authority guidelines for making a referral.
* All staff to complete an annual declaration form for Disqualification by Association.
* Provide appropriate staffing to meet the needs of the children.
* Record details of visitors – security steps are taken to ensure no unauthorised person will have unsupervised access to children.
* All visitors to be identified by visitor badges.
* Volunteers will not work unsupervised and will be made aware of the Child Protection Policy particularly with regard to intimate/personal care of children.
* Seek out training opportunities for all adults in the group to ensure that they recognise the symptoms of possible abuse and are aware of local authority guidelines for making a referral.
* Personal mobile phones and cameras are not allowed in the play areas and smart watches disabled of notifications and messaging.
* The DBS will be informed if an employee is dismissed due to causing harm or posing a risk to the children
* Work experience- Templegate Tiny Tots offers work experience placements. Where the student is under 18 years of age staff should regard them as a child and treat all disclosures with the same procedures for the preschool children. The student should not be left with just one adult at anyone time unless previously agreed. The students college or school should be notified of any disclosures or made aware of any absences.
* **Parents and families**
* If a suspicion of abuse is recorded, parents will normally be informed at the same time as the report is made, except when it is suspected the child is in danger. In these cases the investigating officer will inform parents.
* We will support families as appropriate and where abuse at home is suspected, continue to welcome the child and family while investigations proceed.
* If a child attending pre-school has an existing injury the parent/carer will be asked to complete an existing injury form.
* If a child attending pre-school is injured an accident/incident form will be completed and the parent will be asked to acknowledge that they have been made aware of the injury.

**Prevent Duty**

**Aim:** To prevent staff, children and their families from being radicalised by extremist groups.

* The preschool will promote British values through the teaching of Personal, Social and Emotional Development and Understanding of the World.
* Staff will be role models for tolerance and inclusion.
* Staff will be aware of other staff members, children and their families who may be at risk from radicalisation
* Staff will be aware to changes in other staff member’s, children’s/family’s behaviour which could indicate the need for help or protection.
* If staff suspect a staff member, child or their family are potentially being radicalised the procedure is the same as any other safeguarding concern and staff should follow the procedures outlined in this policy (see Procedures for Protecting Children above) and the Whistleblowing policy.
* **Confidentiality**
* Written confidential records of any worrying changes in a child's behaviour/appearance will be kept.
* All suspicions and investigations will be kept confidential and only shared with those who need to know.
* A written request must be made for personal files on children. General Data Protection Regulations will be taken into account when disclosing records that refer to third parties. Parents have free access to developmental records on their children.
* **Other Agencies**
* We will cooperate with other agencies, e.g. Social Care, in the best interest of the child wherever appropriate.

 LADO – 0113 378 9687 or via email lado@leeds.gov.uk

 Local Authority call centre 0113 376 0336

Out of hours 0113 535 0600

Ofsted Duty Officer 0300 123466

Early Years Improvement team helpline 0113 378 5555

**The persons responsible for coordinating child protection issues are Tori Pattison and Lizzie Booth as deputy.**

**This Policy was adopted at a meeting of the pre-school on September 2023**

 **Signed on behalf of the pre-school T Pattison**

**APPENDIX TWO**

**Dealing with a disclosure of abuse**

**What to do if a child tells me about abuse s/he has suffered**

* Stay calm.
* Do not transmit shock, anger or embarrassment.
* Reassure the child. Tell her/him you are pleased that s/he is speaking to you.
* Never enter into a pact of secrecy with the child. Assure her/him that you will try to help but let the child know that you will have to tell other people in order to do this. State who this will be and why.
* Tell her/him that you believe them. Children very rarely lie about abuse; but s/he may have tried to tell others and not been heard or believed.
* Tell the child that it is not her/his fault.
* Encourage the child to talk but do not ask "leading questions" or press for information.
* Listen and remember.
* Check that you have understood correctly what the child is trying to tell you.
* Praise the child for telling you. Communicate that s/he has a right to be safe and protected.
* Do not tell the child that what s/he experienced is dirty, naughty or bad.
* It is inappropriate to make any comments about the alleged offender.
* Be aware that the child may retract what s/he has told you. It is essential to record all you have heard.
* At the end of the conversation, tell the child again who you are going to tell and why that person or those people need to know.
* As soon as you can afterwards, make a detailed record of the conversation using the child's own language. Include any questions you may have asked. Do not add any opinions or interpretations.

**Immediately afterwards**

**You must not deal with this yourself.** Clear indications or disclosure of abuse must be reported to social services without delay by the Child Protection Officer/Designated staff using the correct procedures as stated in the guidelines.