

Policy Adopted	December 2007
Policy updated	June 2018
Approved by	Board of Trustees

## **SAFEGUARDING & CHILD PROTECTION (incl. Counter Terrorism Policy)**

*To be read in conjunction with: Child Protection Policy, Confidentiality Policy, Lost Child policy, Physical Handling Policy, Duty to Act (Whistleblowing) policy*

**“Community Childcare Centres is committed to safeguarding and promoting the welfare of Children and Young people and expects all staff, parents, students and volunteers to share this commitment”**

Our designated Safeguarding & Child Protection Officer is: Jackie Warren (Group Manager/Chief Executive Officer). Each manager is the nominated person for safeguarding within the setting.

### **Definitions**

‘Safeguarding’ includes:

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

‘Child Protection’ signifies the action that is put in place to protect specific children who are suffering from, or at risk of suffering from, significant harm.

### **Our legal duty of care**

#### **HM government - Working Together to Safeguard Children (2015)**

Safeguarding and promoting the welfare of children is defined for the purposes of this guidance as:

- protecting children from maltreatment;
- preventing impairment of children's health or 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 outcomes.

Under section 10 of the Children Act 2004, a similar range of local agencies, including the police and health services, are required to cooperate with local authorities to promote the well-being of children in each local authority area (see chapter 1). This cooperation should exist and be effective at all levels of the organisation, from strategic level through to operational delivery.

#### **Ofsted - Safeguarding requirements for leaders and managers**

Governing bodies, registered providers and management committees must ensure that the policies, procedures and training in their early years settings are effective and comply with the law at all times. The responsibilities placed on governing bodies, registered providers and management committees include, and are not limited to:

- their contribution to inter-agency working to support children who have additional needs



- having due regard to the need to prevent people from being drawn into terrorism in accordance with the Counter-Terrorism and Security Act 2015
- carrying out reasonable checks, for example for links with extremism, on all visitors who are intending to work with children and/or staff or to address assemblies
- ensuring that an effective child protection policy is in place, together with a staff behaviour policy, where applicable
- prioritising the welfare of children and creating a culture where staff are confident to challenge senior leaders over any safeguarding concerns
- making sure that children are taught how to keep themselves safe
- putting in place appropriate safeguarding responses to children who go missing from early years and education settings, particularly on repeat occasions.

Governing bodies, registered providers and management committees should prevent people who pose a risk of harm from working with children by:

- adhering to statutory responsibilities to check staff who work with children
- taking proportionate decisions on whether to ask for checks beyond those that are required
- ensuring that volunteers are appropriately supervised
- making sure that, in relation to maintained schools, at least one person on any appointment panel has undertaken safer recruitment training
- ensuring that there are procedures in place to handle allegations against members of staff and volunteers
- making sure that there are procedures in place to handle allegations against other children

Registered providers must inform Ofsted or their childminder agency of any allegations of serious harm or abuse by any person living, working, or looking after children at the premises (whether the allegations relate to harm or abuse committed on the premises or elsewhere). Registered providers must also notify Ofsted or their childminder agency of the action taken in respect of the allegations. These notifications must be made as soon as is reasonably practicable, but at the latest within 14 days of the allegations being made. A registered provider who, without reasonable excuse, fails to comply with this requirement, commits an offence.

## **SAFEGUARDING @ GROWING PLACES**

Our setting will work with children, parents and the community to ensure the safety of children and to give them the very best start in life.

The key commitments of the Community Childcare Centres policy for safeguarding children are:

1. The Company is committed to building a 'culture of safety' in which children are protected from abuse and harm in all areas of its service delivery.
2. The Company 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 are worried a child is being abused' (DfES 2006).



3. The Company is committed to promoting awareness of child abuse issues throughout its training and learning programmes. It is also committed to empowering young children, through its early childhood curriculum, promoting their right to be safe and listened to.

### Aims

Our aims are to carry out this policy by:

- Promoting children's right to be safe and listened to by:
  - Creating an environment in our setting that encourages children to develop a positive self-image, which includes their heritage arising from their colour and ethnicity, their languages spoken at home, their religious beliefs, cultural traditions and home background.
  - Encouraging children to develop a sense of autonomy and independence.
  - Enabling children to have the self-confidence and the vocabulary to resist inappropriate approaches.
- Helping children to establish and sustain satisfying relationships within their families, with peers, and with other adults.
- Working with parents to build their understanding of and commitment to the principles of safeguarding all our children.

### Liaison with other bodies

- We work within the Local Safeguarding Children Board guidelines.
- Refer to a copy of the Department of Education 'What to do if you're worried a child is being abused' for practitioners and other stakeholders who need to be familiar with what to do if they have concerns: <https://www.gov.uk/government/publications/what-to-do-if-youre-worried-a-child-is-being-abused--2>
- Leadership teams and CEO have procedures for contacting the local authority on child protection issues, including maintaining a list of names, addresses and telephone numbers of social workers, to ensure that it is easy, in any emergency, for the setting and children's services to work well together.
- We notify Ofsted and Hampshire Children's Services of any incident or accident and any changes in our arrangements which may affect the wellbeing of children.
- 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

### Method

We carry out the following procedures to ensure we meet the three key commitments of the Safeguarding Children Policy

#### **Key Commitment 1**

The Company is committed to building a 'culture of safety' in which children are protected from abuse and harm in all areas of its service delivery.

#### **Staffing / Professionalism:**



- Applicants for posts are clearly informed that positions applied for are exempt from certain provisions of the Rehabilitation of Offenders Act 1974.
- 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.
- Candidates are informed, in their letter of appointment, that any offer of employment is conditional on the following documentation being obtained:
  - two satisfactory references
  - a satisfactory enhanced Disclosure and Barring check (DBS)
  - verification of qualifications and training
  - evidence of their right to work in the UK*additionally a health declaration which demonstrates fitness for work*
- Where applications are rejected because of information that has been disclosed, applicants have the right to know and to challenge incorrect information.
- A single central record of DBS details is available in setting and online
- New employees (incl. apprentices and volunteers) do not work unsupervised until they have completed the induction process and all conditional documentation has been received
- All staff must have Level 1 Safeguarding Training (including Child Protection) as part of Induction, then must attend Level 2 within first year of employment. This is refreshed every 3<sup>rd</sup> year. Manager / Group Manager has received advanced training to at least Level 3
- We abide by the Protection of Children 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.

## Other

- Keeping children safe: we provide appropriate levels of staffing; children are never left unsupervised; toys and equipment are regularly checked;
- We have visitor procedures for recording the details of visitors to the setting, including supervision on site
- We have procedures and security in settings to ensure that no unauthorised person has unsupervised access to the children
- All incidents that occur in the setting will be recorded and reported to appropriate stakeholders, including parents, Trustees, agencies, dependent on the circumstance

## Key Commitment 2

The Company 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 are worried a child is being abused' (HM Govt. 2006).

## Responding to suspicions of abuse

- All staff will receive Child Protection training and will be familiar with the procedures
- 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 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 leader or manager who is acting as the 'designated person'. The information is stored on the child's personal file.
- Staff in the setting take care not to influence the outcome either through the way they speak to children or by asking questions of children.

### **Allegations against staff**

- We ensure that all parents know how to complain about staff or volunteer action within the setting, which may include an allegation of abuse.
- We follow the guidance of the Local Safeguarding Children Board (LSCB) when responding to any complaint that a member of staff or volunteer has abused a child.
- We respond to any disclosure by children or staff that abuse by a member of staff 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 service department to investigate, the name and contact number for the Fareham, Gosport & Havant area LADO is 01962 876364.
- We inform OFSTED of any such complaints
- We co-operate entirely with any investigation carried out by children's services in conjunction with the police
- Our policy is to suspend the member of staff on full pay 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.

### **Disciplinary action**

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

### **Key Commitment 3**

The Company is committed to promoting awareness of child abuse issues throughout its continuous professional development training. It is also committed to empowering young children, through its early childhood curriculum, promoting their right to be safe and listened to.

### **Training**

- Staff are trained on Company procedure for safeguarding children through Induction process and on-going professional development review meetings.
- We seek out training opportunities for all adults involved in the setting to ensure that they are able to recognise the signs and symptoms of possible physical abuse, emotional abuse, sexual



abuse and neglect and so that they are aware of current local authority guidelines for making referrals.

- We keep up-to-date with national safeguarding guidance and ensure that all staff are informed of any new legislation, practice, findings accordingly (e.g. female genital mutilation, bruising protocol)
- 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.

We introduce key elements of safeguarding to promote the personal, social and emotional development of all children, so that they develop an understanding of why and how to keep safe.

- 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.

### **Disclosures**

Where a child makes a disclosure to a member of staff, that member of staff:

- offers reassurance to the child
- listens to the child
- gives reassurance that she or he will take action
- will explain that they cannot promise confidentiality

The member of staff does not question the child

### **Recording suspicions of abuse and disclosures**

Staff make a record, within 24 hours of the disclosure being made, of:

- the child's name
- the child's address
- the age of the child
- the date and time of the observation or the disclosure
- an objective record of the observation or disclosure
- the exact words spoken by the child as far as possible
- the name of the person to whom the concern was reported, with date and time
- the names of any other person present at the time

These records are signed and dated and kept in the child's personal file.

### **Making a referral to the Referral and Assessment Team.**

- Complete the Company 'Concern for a child report' form. This is based on 'What to do if you are worried a child is being abused' (HMG 2006).



Manager **Only** may call **Children's Services 0300 555 1384** if they have worries about a specific child. Can make initial enquiry to Professional Helpline **01329 225379** to see if child/family are known and any ongoing support/actions.

### **Informing parents**

- Parents are normally the first point of contact.
- 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 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.

### **Confidentiality**

- All suspicions and investigations are kept confidential and shared only with those who need to know. Any information is shared following the Information Sharing Protocol under the guidance of the Local Safeguarding Children Board.

### **Support to families**

- The setting believes in building trusting and supportive relationships with families, staff and volunteers in the group.
- The setting makes clear to parents its role and responsibilities in relation to Safeguarding Children, such as for the reporting of concerns, providing information, monitoring of the child, and liaising at all times with the local children's services department.
- The setting continues 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 Children's Services in relation to the setting's designated role and tasks in supporting the child and the 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 procedure and only if appropriate under the guidance of the Local Safeguarding Children Board.
- If a child leaves - confidential records of any concerns with regard to a child will be shared with other professionals as necessary to protect the child whilst following the Information Sharing Protocol (Local safeguarding board).

### **CHILD PROTECTION @ GROWING PLACES**

In the event of any serious concerns, it is the duty of the setting staff to refer the family to the Child Protection Team in Children's Services.

In the interest of the safety of a child, it may be a duty to share confidential information with others involved in protecting that child. We will comply with the local child protection procedures approved by the Area Child Protection Committee.

### **Procedure**



- All incidents, which occur in the setting, will be recorded and reported to parents in order to explain any marks or injuries on the child, e.g. bruising, bite marks or other.
- All worrying behaviour will be reported to parents and will be closely monitored in liaison with parents.
- Parents are asked to report any unusual marks or bruising to staff, in order to avoid any misunderstanding, and to report ALL accidents that have occurred outside of setting so they can be recorded.
- As required by Ofsted, a confidential Safeguarding folder will be kept to record any signs, symptoms, concerns or information given by parents. Parents may have access to this record at any time.
- We will work in liaison and partnership with parents, and support any family in asking for professional help with any problems they are having.

**Ofsted Contact Details:** Ofsted, Piccadilly Gate, Store Street, Manchester, M1 2WD

Telephone: 0300 123 1231

**Childrens Services Emergency Duty No:** 0300 555 1384 / 1373 (OUT-OF-HRS)

## **Counter Terrorism and Security Act 2015**

We have a due regard to the need to prevent people from being drawn into terrorism. Where we believe a child's or family's behaviour suggests an influence outside of the nursery that may fall under the Counter Terrorism and Security Act, we will follow the HM Prevent Duty Guidance 2015.

Under provisions in the Counter-Terrorism and Security Act 2015, local authorities will be required to establish Channel panels from 12 April 2015. The panels will assess the extent to which identified individuals are vulnerable to being drawn into terrorism and arrange for support to be provided to those individuals. Panels must include the local authority and the chief officer of the local police. There are also a number of panel partners, including those within the criminal justice system, education, child care, health care and police who are required to cooperate with the panel in the discharge of its functions. Local authorities and their partners should consider how best to ensure that these assessments align with assessments under the Children Act 1989.

## **PREVENT DUTY @ GROWING PLACES**

Even very young children may be vulnerable to radicalisation by others, whether in the family or outside, and display concerning behaviour. They may also be victims of the extremism behaviour of their family by being taken out of the country or away from their families as part of the action of the individual. Early

years providers must take action to protect children from harm and should be alert to harmful behaviour by other adults in the child's life.

These are the main points clarifying what Growing Places does to demonstrate compliance with the Prevent Duty, including sources of information / advice / support.

- Early Years Foundation Stage practice encompasses the fundamental British values of democracy, rule of law, individual liberty, mutual respect and tolerance for those of different faiths and beliefs (EYFS Practice documentation)





- We will raise awareness and identify vulnerable children or families by staff completing an Educare (Pre-School Learning Alliance) online module in “The Prevent Duty in an Early Years environment”
- Additionally, staff in setting complete an absence register for managers to monitor any patterns or concerns with absences
- Managers inform CEO / Group Manager of any Prevent Duty concerns on monthly reflection, as part of Dashboard data reviews
- CEO / Group Manager will investigate any concerns raised and will then seek further support and guidance from Channel should it be required

**What nursery staff should be looking for?**

- Changes in family behaviour
- Changes in the children’s behaviour, e.g. aggression towards others
- Comments made by a child which may cause concern, e.g. commenting on what their mummy or daddy has said
- Comments made by family members, e.g. about certain faiths, beliefs, cultures
- Any other signs that family members may be showing extremism

**What can we do to eliminate extremism and support acceptance in our setting?**

You can support children through the teaching of personal, social and emotional skills and development and enable children to be accepting and tolerant of other’s views and beliefs whilst challenging constructively what they disagree with. For example:

- Working through disagreements with their peers over resource sharing, activity choosing and role taking
- Role modelling desired behaviours and mannerisms
- Talking about feelings and opinions
- Celebrating all faiths and beliefs
- Supporting British Values

<i>The legal framework for this work is:</i>	<i>Guidance</i>
<i>The Children Act 1989 - s 47</i> <i>The Protection of Children Act 1999</i> <i>Data Protection Act 1998</i> <i>The Children Act 2004 (Every Child Matters)</i>	<i>The Framework for the Assessment of children in Need and Their Families (2000)</i> <i>Ofsted – Inspecting Safeguarding in Early Years and Skills settings</i> <i>DofE Statutory Framework for the Early Years Foundation Stage (2014)</i> <i>The Common Assessment Framework (2015)</i> <i>Safeguarding Children &amp; Safer Recruitment in Education (DCSF 2007)</i> <i>Safeguarding Our Children - <a href="http://www.hampshiresafeguardingchildrenboard.org.uk/">http://www.hampshiresafeguardingchildrenboard.org.uk/</a> including 4LSCB</i> <i>Child Protection Procedures Manual: <a href="http://4lscb.proceduresonline.com/">http://4lscb.proceduresonline.com/</a></i> <i>What To Do If You Are Worried A Child is Being Abused (HM Govt. 2006)</i> <i>Dealing with Allegations against Teachers and Other Staff (DfE 2011)</i> <i>Counter Terrorism and Security Act (2015)</i>