



Lyndhurst Pre-School

Safeguarding Children and Child Protection Policy

Policy Statement

Our Pre-School wants to work with children, parents and the Community to ensure the safety of children and to give them the very best start in life. Our Safeguarding Policy is based on the three key commitments.

EYFS key themes and commitments

A Unique Child	Positive Relationships	Enabling Environments	Learning & Development
1.3 Keeping Safe	2.1 respecting each other 2.2 parents as partners	3.4 The wider context	4.4 Personal, social and emotional development

Procedures

We carry out the following procedures to ensure we meet the three key commitments.

Key Commitment 1

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

Staff & Volunteers

- Our named member of Staff who coordinates safeguarding children issues is **Janet Malcom**
- Our named member of our Board of Directors who oversees this work is **Mary Willis**
- We ensure all staff and parents are made aware of our Safeguarding policies and procedures at Introductory / Induction sessions (by emailing Policy prior to Home visit and Introductory session) - they sign to say they have read the policy on the registration form.
- We provide adequate and appropriate staffing resources to meet the needs of children.
- Applicants for posts within the Pre-School 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 police checks for staff and volunteers, to ensure that no disqualified person or unfit person works at the Pre-School or has access to the children.
- Volunteers do not work unsupervised. Volunteers are not involved in toileting children.
- We abide by the Protection of Children Act 1999 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 a child protection concern.
- We have procedures for recording the details of visitors to the Pre-School.
- We take security steps to ensure that we have control over who comes into the Pre-School to ensure that no unauthorised person has unsupervised access to the children.

Key Commitment 2

Lyndhurst Pre-School 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'.(2015)

Responding to suspicions of abuse

- We acknowledge that abuse of children can take different forms - physical, emotional, sexual, institutional as well as neglect.
- When children are suffering from physical, institutional, sexual or emotional abuse or may be experiencing neglect this may be demonstrated through 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 Safeguarding Officer and the Pre-School Manager. The information is stored on the child's keyperson file.
- We refer concerns to the Local Authority Children's Social Care Department and co-operate fully in any subsequent investigation.
- We take care not to influence the outcome through the way we speak to children or by asking questions of children.
- We use the detailed procedures and reporting format contained in the 'Confidential Incident Record for use in Early Years Settings' when marking a referral to children's Social Care or other appropriate agencies

Recording suspicions of abuse and disclosures

- Where a child makes comments to a member of staff that gives cause for concern (disclosures), or staff observe signs or signals that give 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 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:
 - the name of the person to whom the concern was reported, with date and time and place
 - The names of any other person present at the time.
- These records are signed and dated and kept in the child's keyperson file and/or in the 'Confidential Incident Record' which is kept confidential

Making a referral to the Local Authority Social Care Team

- The 'Child Protection Record' contains detailed procedures for making a referral to the local Social Care Team, as well as a template form for recording concerns and making a referral. This is based on 'What to do if you're worried a child is being abused' (2015)
- We keep a copy of this document and follow the detailed guidelines given.
- All members of staff are familiar with the Child Protection Record and follow the procedures for recording and reporting.

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 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.

Liason with other agencies

- We work within the Local Safeguarding Children Board guidelines.
- We have a copy of 'What to do if you're worried a child is being abused' for parents and staff, on the office wall and in the Safeguarding file, 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, including maintaining a list of telephone numbers of helpline, out of hours, Local Authority Designated Officer, to ensure that it is easy, in any emergency, for the Pre-School and social services to work well together.
- We notify the Registration Authority (Ofsted) 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, *Children's Social Care, Children's Services Team at Hants Direct 01329225379*, we act within the Safeguarding Children and Child Protection guidance in deciding whether we must inform the child's parents at the same time.

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 Pre-School, which may include an allegation of abuse.
- We follow the guidance of Local Safeguarding Children Board when responding to any complaint that a member of staff, or volunteer within the setting, or anyone working on the premises occupied by the Pre-School, has abused a child.
- We respond to any disclosure by children or staff that abuse by a member of staff or volunteer within the Pre-School, or anyone working on the premises occupied by the Pre-School, 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 *Local Authority Designated Officer LADO 01962876364* to investigate. We also report any such alleged incident to Ofsted and 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 Directors 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 to protect the staff as well as the children and families throughout the process.

Disciplinary Action

- Where a member of staff or a volunteer is dismissed from the Pre-School because of misconduct relating to a child, we notify the Disclosure and Barring Service
Tel: 03000 200190 so that the name may be included on the Protection of children and Vulnerable Adults Barred List.

Key commitment 3

Lyndhurst Pre-School is committed to promoting awareness of child abuse issues throughout its training and learning programmes for staff. It is also committed to empowering young children, through its Early Childhood curriculum, promoting their right to be strong, resilient and listened to.

We recognise the Prevent Duty - Preventing terrorism and radicalisation within our communities.

- Prevent is the name given to a national strategy which aims to stop people from becoming violent extremists or supporting terrorism.

All staff are aware of the Prevent Duty Procedure -

- Take concerns to the Lead Safeguarding officer and Supervisor.
- Ring 101 to talk in confidence and get support and advice.
- Department of Education dedicated helpline 02073407264 to raise concerns related to extremism directly.
- In non-emergency situations the Department of Education can be emailed directly at counter.extremism@education.gov.uk

We also recognise "Female Genital Mutilation (FGM) within our communities.

- "FGM is the procedure involving partial or total removal of the external female genitalia or other injury to the female genital organs whether for cultural or non-therapeutic reasons."
- FGM is considered child abuse in the UK and a grave violation of the human rights of girls and women. In all circumstances where FGM is practised on a child it is a violation of the child's right to life, their right to their bodily integrity, as well as their right to health.

All staff are aware of Female Genital Mutilation :

- through training and cascading safeguarding training termly.
- The Safeguarding Officer makes sure that staff are kept up to date on their training.
- Any sign, symptoms or concerns will be referred to child protection- MASH team (Multi Agency Safeguarding Hub).
- All interventions should be accurately recorded and kept in the safeguarding file.

Training

We seek out training opportunities for all staff involved in the pre-school to ensure that they are able to recognise the signs and signals of possible Physical Abuse, Emotional Abuse, Sexual Abuse and Neglect and Prevent and so that they are aware of the Local Authority guidelines for making referrals.

We ensure that all staff know the procedures for reporting and recording their concerns in the Pre-School.

Planning/Floor Layout

- The layout of the room and the layout outside allows for constant supervision.

Curriculum

- We introduce key elements of keeping children safe into our learning 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.
- We create within the Pre-School a culture of value and respect for the individual, having positive regard for children's heritage arising from their colour, ethnicity, language spoken at home, cultural and social background.
- We promote children's welfare preventing radicalisation and extremism
- We ensure that this is carried out in a way that is appropriate for the ages and stages of our 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 Board.

Support to families

- The Pre-School takes every step in its power to build up trusting and supportive relationships 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, providing information, monitoring of the child, and liaising at all times with the Local Children's Social Care Team.
- The Pre-School continues to welcome the child and the family whilst investigations are being made in relation to any alleged abuse
- 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's Board.

Recording Pre-Existing Marks

We will ensure that all pre-existing injuries or marks that children arrive at Pre-School with are recorded by Staff in the Pre-Existing Injuries book and that Parents or Carers sign the book to acknowledge this.

Any information given by a Parent or Carer about pre-existing injuries is also recorded in this way.

Informing Parents

We share the Safeguarding Children Policy & Procedures with all new Parents by emailing them before the Home Visit and Introduction session. Parents sign their Registration form to acknowledge this.

(The Safeguarding Children Policy is always accessible and available in Pre-School, located in the Policy File by the door)

This policy was adopted at a meeting of Lyndhurst Pre-school Board of Directors

Held on (date)

Signed on behalf of the Pre-School

This policy was adapted and taken from the PLA Policy and Procedures.