



# SCORTON VILLAGE PRE-SCHOOL

## POLICIES AND PROCEDURES

### Safeguarding and Child Protection

Version	Description of Version	Approved	Date
1.0	Reformatted from original		
1.1	Updates September 2018 – statutory guidance update, referral process, computer use policy		
1.2	Updates January 2019 – Peer section	M Tait	09/04/19

# Safeguarding and Child Protection

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## **1. INTRODUCTION**

### **Related policies and procedures**

This policy is to be read in conjunction with Scorton Village Pre-School's following policies:

- Health and Safety
- Data Protection and Confidentiality
- Behaviour Support
- Children's Health and Hygiene

### **Representatives**

Lesley Dawson is our Designated Safeguarding Lead Practitioner and holds a recognised level 2 in Safeguarding. Andrea Wright is Deputy. All staff have the basic safeguarding awareness training, which is updated every 2 years.

## **2. SAFEGUARDING AND CHILD PROTECTION POLICY**

### **2.1. Introduction**

At Scorton Village Pre-School the welfare, protection and safety of every child in our care are a major priority and responsibility. We are committed to following the North Yorkshire Safeguarding Children Board (NYSCB) and North Yorkshire LEA's child protection procedure and guidance.

Everyone working in our setting recognise our responsibilities towards the children in our care. Our safeguarding policies and procedures are based upon the statutory guidance Working Together to Safeguard Children 2018, Keeping Children Safe In Education 2018 and supplementary guidance. We will refer to Social Care Department when appropriate, work with other agencies, attend and provide reports for child protection conferences and contribute where appropriate to any child protection plan.

Our first responsibility is to the child.

The layout of the playrooms will permit constant supervision of the children.

A home-accident book keeps a record of accidents at home e.g. bumps, bruises which is signed by parent.

Records and observations will be kept confidential in a secure filing cabinet. Our Data Protection Policy will be adhered to.

Confidentiality will be maintained at all times. Scorton Village Pre-School's Confidentiality Policy should be read and understood by all staff and parents.

Scorton Village Pre-School has a Mobile Phone and Camera Policy which all staff, parents and visitors must adhere to. This includes the taking and use of photographs.

All visitors to Pre-School must sign in on arrival. By signing in visitors agree that they have read the 'Keeping Children Safe' guide. A copy of our Policies and Procedures is available to all visitors prior to signing in.

Useful website: [www.safeguardingchildren.co.uk](http://www.safeguardingchildren.co.uk)

## **2.2. Adults**

Adults who do not hold a current DBS check will not accompany children to the bathroom alone. They will not be permitted to work unsupervised at any time in the setting.

All staff must have an Enhanced DBS check before working directly with the children. All staff and committee have subscribed to the up-date service. They will not be employed until this is in place. If a DBS check is updated on a member of staff and we have concerns about the suitability of this person we will immediately notify the Chairperson. The member of staff will be notified and depending on the nature of the DBS findings may be suspended.

Members of staff newly appointed will be checked against the DBS barred list (list of adults barred from working directly (regulated activity) with children. It is only permissible for DBS barred list checks to be undertaken in respect of those who are engaged in regulated activity (defined by the Independent Safeguarding Authority). Any person working/volunteering in the setting who does not fit the criteria for this check will be supervised at all times.

We will follow procedures for safe recruitment of staff. References will be requested, and a probation period agreed.

We will seek out training opportunities for all adults involved in the group to ensure we recognise the signs and symptoms of possible physical abuse, neglect, emotional abuse and sexual abuse and to ensure knowledge and understanding is reviewed and updated.

New staff will be made aware of policies/procedures and information sharing.

All committee members must have DBS clearance before representing the setting.

Safeguarding is a key component at all weekly staff meetings (minuted) and evident on the staff appraisals and supervision.

## **2.3. Children (Peers)**

In Pre-School children will be free to play and learn without fear of being hurt or hindered by anyone else. We aim to work towards a situation in which children can develop self-discipline and self-esteem in an atmosphere of mutual respect and encouragement. We will not tolerate any bullying of any child within Pre-School (refer to Behaviour Support Policy.).

Pre-School however recognises that children can be vulnerable to abuse by their peers which may require action to be taken in line with both the Behaviour Support Procedure and Safeguarding Procedures.

To ensure the safeguarding of all children within the setting Pre-School has included the following statements about sexually harmful behaviour.

We are aware that children may begin to show sexual behaviour at a young age through actions such as:

- kissing and hugging
- showing curiosity about private body parts
- talking about private body parts and using words like poo and bum
- playing 'house' or 'doctors and nurses'
- touching or showing their genitals or masturbating as a comforting habit

Sexualised behaviour which is significantly more advanced than we would normally expect for a child within the setting could be a cause for concern. E.g., a pre-school child who talks about sex acts or uses adult language.

If concerns are raised the following action will be taken by staff:

- If any concerns are raised by staff, the Designated Safeguarding Lead Practitioner will be notified immediately.
- Should a child report abuse of a sexual nature to a member of staff, the Designated Safeguarding Lead Practitioner will be notified immediately.
- The situation will be dealt with immediately and sensitively. A risk assessment will be carried out to ensure the safety of all children in the setting.
- Staff will instigate immediate support in a calm and consistent manner. It will be important to remember that the child who has displayed this behaviour may also be at risk of harm.
- Information will be gathered and recorded as soon as possible to establish the facts around what has occurred. Children will be asked to explain what happened and staff will use appropriate and consistent language suitable for each child's age and stage of development. Adults will not prompt or ask any leading questions
- The Designated Safeguarding Lead Practitioner will contact the Area Prevention Manager for advice and to report concerns or allegations. If a referral is deemed necessary, then the NYSCB procedures detailed below will be followed.
- After taking advice from the above, parents of the children involved will be notified as soon as possible.
- We are committed to supporting outside agencies involved in the safeguarding of any child in our care.

Pre-School teaches children in an age-appropriate way about building healthy relationships, self-respect and respect for others. It is important they begin to understand about consent, privacy and to recognise individual boundaries.

For further information and advice on how to help teach your child to stay safe visit [NSPCC.org.uk](https://www.nspcc.org.uk) and search the 'the underwear rule'

### **3. SAFEGUARDING AND CHILD PROTECTION PROCEDURE**

#### **3.1. Circumstances**

We will respond appropriately to:

- Suspicions of abuse
- Significant changes in children's behaviour
- Unexplained bruising or marks
- Comments which a child makes which may cause concern
- Deterioration in a child's well-being

Notes will be made as soon as possible using the exact wording.

If a child discloses, adults will not prompt or ask any leading questions.

Staff/key persons will immediately notify Pre-School Leader/Designated Safeguarding Lead Practitioner of any concerns.

Records and observations will be kept confidential in a locked filing cabinet.

Information shared with staff on a need to know basis.

We would seek to discuss concerns with parents/carers in a private and confidential manner, unless we consider such a discussion would place the child at an increased risk of significant harm.

There are cases where it would not usually be good practice to discuss concerns with parents/carers before referral. In these cases, who discusses the concerns with the parents, when and with who should be agreed in advance with Social Care and/or the Police.

Concerns must not usually be discussed with parents/carers before referral in the following circumstances;

- If the child is in immediate and serious risk of harm
- Where discussion would put a child or another person at significant risk of harm
- Where discussion would impede a Police investigation or social work enquiry
- Where sexual abuse is suspected
- Where organised or multiple abuse is suspected
- Where the fabrication of an illness is suspected
- Where to contact parents/carers would place you or others at risk
- Where it is not possible to contact parents/carers without causing undue delay in making the referral.

### **3.2. Sharing Information**

- Information will be shared with those that need to know and only at a private meeting in a secure area.
- Wherever possible we will share with parents the information we will share and with whom.
- We will respect parent's wishes if they do not give consent to share information, however we may feel there are sufficient concerns regarding harm to a child to override lack of consent.
- We will record our decision and reason whether we share information or not. These documents will be signed, dated and stored securely.

A reasoned judgement must be made in each case.

### **3.3. Referrals**

The NYSCB will be notified if there is sufficient information/concern to make a referral, using the Universal Referral Form.

If the situation is urgent the NYSCB Contact Resolution Centre will be contacted by telephone and a written referral using the Universal Referral Form must be sent to support this within 24 hours. A copy of this will be held on our records. When referring a child, a record of whom we spoke to and what they agreed to do next will be made. We will ask to be kept informed of action NYSCB has taken. If after a written referral no contact is made from NYSCB within 3 days, we will ring to confirm receipt, noting the name of the advisor we have spoken to.

It has been agreed that the Designated Safeguarding Lead Practitioner will make the referral to NYSCB.

It is not the responsibility of a member of staff to investigate abuse or decide if it has taken place. However, there is a duty to act on concern and refer to the investigating agencies.

We will seek support for staff that may be affected by any of these issues as required.

Child Protection copy records will be forwarded to other settings/schools when a child moves and retained by the setting as according to the NYSCB procedures.

### **3.4. Concerns about staff**

If a member of staff/Leader/volunteer/or any other adult is suspected of or accused of abusing a child, we will:

- Follow the NYSCB procedures ([www.safeguardingchildren.co.uk](http://www.safeguardingchildren.co.uk))
- Seek advice and guidance from the Local Authority Designated Officer (LADO) and Ofsted. The Chairperson will also be notified.

- If LADO, Police and NYSCB have no objections to the member of staff continuing to work during the investigation the appointed case manager should be as inventive as possible to avoid suspensions. Therefore, we will:
- Never allow the accused member of staff to be left unsupervised with any child in the setting. That member of staff will not undertake any personal or intimate care for any child.

#### **4. SAFEGUARDING CONTACTS**

Contacts for Pre-School and other agencies listed in this policy are:

- Scorton Village Pre-School Designated Safeguarding Lead Practitioner 01748 812825
- Ofsted 0300 1231231
- NYSCB Contact Resolution Centre 01609 780780
- Emergency Duty Team 01609 780780

Additional Contacts available from Pre-School are:

- Area Prevention Manager
- Local Authority Designated Officer (LADO)

Further information is available on the following websites:

- [www.safeguardingchildren.co.uk](http://www.safeguardingchildren.co.uk)
- [www.northyorks.gov.uk](http://www.northyorks.gov.uk)

The dedicated helpline for raising concerns about extremism is held within the setting as are other important contact numbers.

In case of risk to life, contact the Police on 999. A written referral using the Universal Referral Form must be sent to support this within 24 hours, following the procedure above.

#### **5. WHISTLEBLOWING PROCEDURE.**

This statement makes it clear that staff can speak up without fear of harassment, victimisation including informal pressure, discrimination or disadvantage.

Major concerns would include:

- Conduct which a member of staff may consider to be a criminal offence
- Health and safety risks including risks to the public and other staff
- Possible fraud or corruption
- Breaches of procedures
- Environmental risks
- Failure to comply with legal obligations
- Sexual, physical or verbal abuse of children, parents, staff or any other behaviour which a member of staff genuinely finds unacceptable or inappropriate



- The deliberate concealing of information relating to the above matters

In short, any serious concerns that a member of staff has about any aspect of their employment can be reported.

Choose the most appropriate person or body to contact:

- Chairperson (e-mail address in your starter pack)
- Designated Safeguarding Lead Practitioner (in person or via telephone)
- Ofsted
- Local Authority Designated Officer

If a member of staff suspects another of abuse they must report this immediately to the Local Authority Designated Officer (Contact details in Pre-School) and notify Ofsted.

Staff can raise concerns verbally or in writing. Staff are advised to set out the background and history of the complaint giving names, dates and places where possible and the reason for making the disclosure. All disclosures will be treated in confidence.

If a member of staff makes an allegation in good faith, but it is not confirmed by the investigation, no action will be taken against them. If, however, a member of staff makes an allegation frivolously, maliciously or for personal gain disciplinary action may be taken against them.

A comprehensive summary of the allegation, how it was followed up, and the decisions made, and action taken will be kept on file for 10 years or until retirement.

## **6. PREVENT DUTY**

Schools and childcare providers can build pupils' resilience by promoting fundamental British values and enable them to challenge extremist views (see British Values Policy). From 1st July 2015 all schools and registered early years providers are subject to a duty under section 26 of the Counter-Terrorism and Security Act 2015 to have "due regard to the need to prevent people from being drawn into terrorism". This duty is known as the Prevent Duty. The statutory guidance on the Prevent Duty summarises the requirements on schools and childcare providers in terms of four general themes set out below.

**Risk Assessment:** Scorton Village Pre-School is committed to assessing risks. If a child's behaviour gives cause for concern the safeguarding procedures discussed above will be followed. Advice may be sought from the local police force and any concerns we have can be discussed in confidence. DfE has a dedicated telephone helpline to enable staff/governors/committee to raise concerns relating to extremism directly.

**Working in Partnership:** Pre-School will take advice and liaise with appropriate agencies to ensure they fulfil the requirements of the Prevent duty. Safeguarding arrangements take into account the policies and procedures of the LSCB. Strong partnerships with parents/families allow staff to be vigilant to any changes in family circumstances.

Staff Training: Full time members of staff have attended training on the Prevent duty. Leader and deputy have also attended further training including the Workshop to Raise Awareness of Prevent (WRAP). Staff continue to take training regularly and a staff record of training is kept.

IT Policies: Pre-School are committed to ensure children remain safe when using computers in the setting. Refer to Computer Use Policy

Building children's resilience to radicalisation: Refer to British Values Policy

## **7. TRAFFICKING AND THE NATIONAL REFERRAL MECHANISM**

Refers to the movement of a child (i.e. anyone under the age of 18) from one place to another for the purposes of being exploited. Scorton Village Pre-School is aware of the need to be vigilant and are committed to ensuring any concerns with regard to a child believed to be a victim of human trafficking are immediately referred to the Children and Families Service and the police notified. More information is held within the setting and will be referred to by all staff in the event of any concerns.

## **8. FEMALE GENITAL MUTILATION (FGM)**

Pre-School is aware of the legal obligation to inform police if they believe an act of FGM has been carried out on a girl under the age of 18. Police must be notified if

- a girl tells us she has had FGM
- has signs which appear to show she has had FGM.

The Designated Safeguarding Lead Practitioner has training and has cascaded this to all staff.

## **9. LOST CHILD**

In the event of a child being lost;

Staff will check all areas of Pre-School including indoor and outdoor play areas, cupboards, bathroom and office.

Two members of staff will search the adjoining hall, foyer, toilet and café areas.

The same two members of staff will then conduct a priority search of the grass and area around Pre-School, the Village green, footpath areas including public footpath to The Manor House. Bus shelter.

After 5 minutes staff will contact the police and parents.

Staff who have conducted the search will speak with the police and parents. They will collate information to pass on to the police including:

- Description of the child.
- Age of the child.
- Description of what the child is wearing.

Two members of staff will remain with the other children in a different area of Pre-School making sure they are cared for and reassured at all times.

Should a child go missing whilst on a trip away from the setting the owner of the premises being visited will be notified immediately and their policy with regard to missing children followed. A systematic search will be undertaken by a member of staff who will give the search party a description of the missing child. Members of staff will remain with the other children at all times. After 5 minutes police and parents will be notified. Member of staff will assist police with description of child.

Ofsted will be notified.

Any incident will be recorded in the incident book, including a review of the policy/procedure. The report will be written by the leader liaising with staff involved and kept in a locked filing cabinet.

#### **10. UNCOLLECTED CHILD**

We will only release a child into the care of Parents/Carers; Persons authorised to collect from Pre-School. i.e.

- a. Named on registration form as authorised to collect.
- b. Collection form completed and signed by parent/carer and staff made aware of arrangement.

We will not release a child into the care of anyone less than 16 years of age.

It is the policy of Scorton Village Pre-School not to release any child into the care of an adult we would deem unfit through alcohol or drugs.

A child is considered uncollected 15mins after the end of the session.

- a. 12noon
- b. 3.30pm

Staff will attempt to contact parent/carer on telephone number provided on application form after 15mins then again after another 5mins.

If parent is contacted they may authorise someone else to collect child.

If parent cannot be contacted staff will then try all emergency numbers on application form. Child may be collected by emergency contact persons.

If after one hour no one can be contacted and child is still uncollected then Social Care will be contacted on telephone no. **08450349410**

Staff will care for and reassure the child throughout the process.

2 adults will remain on the premises at all times.

Any incident will be recorded in the incident book by the leader liaising with staff. The report will include a review of the policy/procedure.

Ofsted will be notified.

### **11. MOBILE PHONE AND CAMERA POLICY**

Scorton Village Pre-School does not permit the use of personal mobile phones or devices (belonging to staff or visitors) whilst children are on the premises.

Only Pre-School cameras or devices shall be used to photograph the children with permission of the Pre-School Leader.

Our Privacy Notices and Consent Forms detail how these photographs will be used and consent can granted or declined accordingly.

The use of photographs on our website will be limited, we will only use those which are not front facing (so the child is not recognisable).

Staff mobile phones and devices are stored in a locked box in the office. Phones will be signed in/out by the Pre-School Leader or Deputy.

Visitors and volunteer mobile phones and devices will be stored in a visitor box in the office. They can be collected on leaving the setting.

Visitors and volunteers will be reminded of this policy.

### **12. COMPUTER USE POLICY**

Scorton Village Pre-School computers and devices are a supplementary learning resource to enhance learning.

Only Pre-School computers and devices shall be used whilst children are on the premises.

All computers and devices will have virus protection installed.

Children are supervised when using the computers and devices.

Children will only use age appropriate software.

Children will only have access to the internet under supervision.

Pre-School will provide parents with links to suitable online safety websites such as NSPCC etc.

Staff use of computers is limited during Pre-School hours. Any use of the computer within Pre-School hours is to be agreed with the Pre-School Leader.

Staff will not use the computers for personal use whilst children are on the premises.