

Policy statement

At the Woodhall Farm Pre-school we are committed to the Protection and safety of the children, parent/carers and the community to ensure the rights and safety of the children and give them the very best start in life. We maintain rigorous procedures for Child Protection and we expect everyone working with in the Pre-school to take responsibility for following these procedures and to comply with the national and local Children's Safeguarding Board.

Procedures

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

Staff and volunteers

- Our designated person (a member of staff) who co-ordinates child protection issues and lead person in the Prevent Duty is: Abisola Kukoyi
- Our designated officer who oversees this in the absence of the designated person and lead person in the Prevent Duty is: Susan Pomroy
- We ensure all staff and parents/carers are made aware of our safeguarding policies and procedures at their initial key person meeting.
- 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. This means that all criminal convictions, cautions, bind overs and spent convictions must be listed. The information provided will be confidential and will be considered only in relation to this application.
- Candidates are informed of the need to carry out 'enhanced disclosure' checks with the Disclosure and Barring Service (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 take security steps to ensure that we have control over who comes into the setting so that no unauthorised person has unsupervised access to the children.

Responding to suspicions of abuse

The Preschool responds 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 "Recognise, Respond and refer" guidelines.

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 in the Safeguarding folder.
- Changes in children's behaviour, physical appearance and general well-being will be monitored and discussed with the parent at first.
- We refer concerns to the local authority 'Children's Schools and Families' and co-operate fully in any subsequent investigation.
NB 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.
- Suspicions and investigations will be kept confidential and shared only with those directly involved. I.e. staff, keyperson and the Pre-school Leader.

Recording suspicions of abuse and disclosures

Where a member of staff is subject to a child who makes comments that gives cause for concern, observes 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. They will follow the procedure set out as follows

- Listen to the child and offer reassurance
- Listen without asking too many questions
- make 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 the names of any other person present at the time.

These records are signed and dated and passed to the designated person who will follow the Pre-schools Safeguarding procedures. These records will be kept in the Child's personal file in the Safeguarding folder which is kept securely and confidentially.

Making a referral to the local authority social care team

- The Woodhall Farm Pre-school follow procedures according to the Local Safeguarding board when referring a child. This is based on the 'Recognise, Respond and Refer' guidelines. 'We keep a copy of this document and follow the detailed guidelines given.
- All members of staff are familiar with the Pre-schools 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 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.

On Liaison with other agencies

- We work within the Local Safeguarding Children Board guidelines.

- We have a copy of 'Recognise, Respond and Refer' for parents and staff and all staff are familiar with what to do if they have concerns.
- We make parents/carers aware of our child protection procedures at our initial key person meeting; we provide them with a copy of our child protection statement as well as signposting them to our Safeguarding policies and procedures available daily. The 'Recognise, Respond and Refer' card is displayed on the Pre-school notice board.
- 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 'Children's, Schools and Families', 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.

Reporting concerns

If any member of staff, student, volunteer or parent/carer has a concern raised by a disclosure from a child they must report it immediately to Abisola Kukoyi. Abisola Kukoyi will document all evidence in accordance with the 'Local Children's Safeguarding Board.'

Allegations against staff

- We ensure that all parents/carers 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 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 setting, has abused a child.
- We respond to any disclosure by children or staff of 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. If the allegation is made against the designated person, the allegation must be reported to the other named designated person.
- We refer any such complaint immediately to the 'Local Area Designated Officer (LADO) 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 the LADO in conjunction with the police.
- Where the management and LADO agree it is appropriate in the circumstances, the Pre-school managers will suspend the volunteer or 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 because of misconduct relating to a child, we notify the Independent Barring Board administrators (DBS) so that the name may be included on the Protection of Children and Vulnerable Adults Barred List.

The Pre-school is committed to promoting awareness of child abuse issues throughout its training and learning programmes for adults. We also empower children to become more assertive through the Early Years Foundation stage curriculum by 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 and neglect and 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 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.

Curriculum

- We introduce to the children varied and inclusive strategies of communicating their needs 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 setting a culture of value and respect for the individual, having positive regard for children's culture 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 Board.

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Support to families

- We believe in building trusting and supportive relationships with families, staff and volunteers in the group.
- We make clear to parents/carers 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 Schools and Families.' We will continue to welcome the child and the family
- Whilst investigations are being made in relation to any alleged abuse.

We will work towards supporting families in a non-Judgemental way, our main concern will be to build the child's self-esteem, maintain continuity for the child attending Pre-school.

- 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 Records procedure and only if appropriate under the guidance of the Local Safeguarding Children Board.
- Care and Safety of the child is paramount and the Pre-school will do all in its power to support the work with the child's family.

The Prevent duty - safeguarding children from being drawn into terrorism

From 1 July 2015, all schools and childcare providers must have due regard to the need to prevent people from being drawn into terrorism.

The Prevent duty is the duty in the Counter-Terrorism and Security Act 2015 on specified authorities, including schools and childcare providers

We will ensure through our policies, procedures and practice that every effort is being made to identify and support those vulnerable to potential radicalisation.

It is our duty to identifying those who may be vulnerable to becoming radicalised and supporting terrorism.

When looking for those at-risk consideration is given to individuals' engagement with terrorist and similar organisations, their intent to cause harm and their capability.

From 1st September 2015 Ofsted's revised common inspection framework (CIF) for education, skills and early years makes specific reference to: "make sure that arrangements to protect children meet all statutory and other government requirements, promote their welfare **and prevent radicalisation and extremism.**" (Early Years Inspection handbook Ofsted June 2015)

All managers and staff need to be aware of the Prevent duty and their responsibilities. This is part of our wider safeguarding duties in protecting children from harm. All staff will read the guidance from the DfES. The Prevent Duty Department Advice for schools and Childcare providers. Abisola Kukoyi and Susan Pomroy have attend the 'Workshop to Raise Awareness of Prevent (WRAP) training and have shared this information with the staff team.

Promoting British values

Within our early years setting we develop children's resilience to radicalisation by building their self-esteem, help them to make choices and decisions, learn to respect each other and let them have a voice.

The Early Years Foundation Stage supports and promotes the fundamental British values of democracy, rule of law, individual liberty, mutual respect and tolerance.

The Woodhall Farm Pre-school will actively promote British values, and in doing so are helping to prevent children becoming radicalised.

Safeguarding children from Female Genital Mutilation (FGM)

Female Genital Mutilation (FGM) is illegal in England and Wales under the FGM Act 2003 ("the 2003 Act"). It is a form of child abuse and violence against women. FGM comprises all procedures involving partial or total removal of the external female genitalia for non-medical reasons. Section 5B of the 2003 Act1 introduces a mandatory reporting duty which requires regulated health and social care professionals and teachers in England and Wales to report 'known' cases of FGM in under 18s which they identify in the course of their professional work to the police.

The duty applies from 31 October 2015 onwards. 'Known' cases are those where either a girl informs the person that an act of FGM – however described – has been carried out on her, or where the person observes physical signs on a girl appearing to show that an act of FGM has been carried out and the person has no reason to believe that the act was, or was part of, a surgical operation within section 1(2) (a) or (b) of the FGM Act 20032

The Pre-school managers and staff have a duty to have an awareness of FGM.

If any member of staff, student, volunteer or parent/carer has a concern that a child is at risk of FGM they must report it immediately to Abisola Kukoyi.

Abisola Kukoyi will then follow the procedures set out in the 'Mandatory Reporting of Female Genital Mutilation' – procedural information document. Make a report to the policy of the local area where the girl resides by calling 101

Ofsted

We report any alleged incident to Ofsted within 24 hours to inform them of what measures we have taken. We are aware that it is an offence not to do so.

Mrs A. Kukoyi
Pre School Manager

Mrs S. Pomroy
Deputy Pre School Manager

Woodhall Farm Pre-School