**Safeguarding children**

**1.2 Safeguarding children and child protection**

**Policy statement**

Burghclere Pre-School will work with children, parents and the community to ensure the rights and safety of children and to give them the very best start in life. Our safeguarding policy is based on the three key commitments of the Pre-school Learning Alliance Safeguarding Children Policy.

**EYFS key themes and commitments**

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| **A Unique Child** | **Positive Relationships** | **Enabling Environments** | **Learning and Development** |
| 1.3 Keeping safe | 2.1 Respecting each other2.2 Parents as partners | 3.4 The wider context | 4.4 Personal, social and emotional development |

**Procedures**

Burghclere Pre-School carry out the following procedures to ensure Burghclere Pre-School meets the three key commitments of the Alliance Safeguarding Children Policy.

# *Key commitment 1*

The Alliance 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 and volunteers*

* Our designated person (a member of staff) who coordinates child protection issues is:

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| Hayley Lynch – 07749 316968 |

* Our designated officer (a committee member) who oversees this work is:

 Hayley Davies- 07587202128

* Burghclere Pre-School ensures all staff and parents are made aware of our safeguarding policies and procedures.
* Burghclere Pre-School provides 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.
* Candidates are informed of the need to carry out 'enhanced disclosure' checks with the Disclosure and barring service 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.
* Burghclere Pre-School abide by Ofsted requirements in respect of references and Disclosure and barring service checks for staff, and for any regular volunteers (**please see policy 1.22.1 for more information**) to ensure that no disqualified person or unsuitable person works or regular volunteers at the setting or has access to the children.
* Volunteers do not work unsupervised.
* Burghclere Pre-School abides 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.
* Burghclere Pre-School has procedures for recording the details of visitors to the setting. This is in the form of a signing in book, which includes times and date of in and out and reasons for visit.
* Burghclere Pre-School takes 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. The main door to the hall is securely locked with an alarm and the main gates are securely padlocked. The manager or deputy manager will be the only person to open the door to visitors whilst children are on site.

# *Key commitment 2*

The Alliance 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’re worried a child is being abused' (HMG 2006).

*Responding to suspicions of abuse*

* Burghclere Pre-School acknowledges that the abuse of children can take different forms - physical, emotional, and sexual abuse, 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.
* Burghclere Pre-School refers concerns to the local authority children’s social care department and co-operates 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.
* Burghclere Pre-School takes care not to influence the outcome of the investigation either through the way the staff speak to the children or by asking questions of the children. Early years Alliance’s publication ‘Child Protection Record for use in Early Years Settings’ when making 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 (disclosure), or 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. That member of staff:
* listens to the child, offers reassurance and gives assurance that she or he 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.
* the names of any other person present at the time.
* These records are then signed and dated and kept in the child's personal file which is kept securely and confidentially.

*Making a referral to the local authority social care team*

* The Early years Alliance's publication '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’ (HMG 2006).
* Burghclere Pre-School keeps a copy of this document and follows the detailed guidelines given.
* All members of staff are familiar with the Alliance’s 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.

*Liaison with other agencies*

* Burghclere Pre-School works within the Local Safeguarding Children Board guidelines.
* Burghclere Pre-School has a copy of 'What to do if you’re worried a child is being abused' for parents and staff and all staff are familiar with what to do if they have concerns.
* Burghclere Pre-School has 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 social services to work well together.
* Burghclere Pre-School will 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 local authority social care department, Burghclere Pre-School acts within the area’s Safeguarding Children and Child Protection guidance in deciding whether the staff must inform the child's parents at the same time.

*Allegations against staff*

* Burghclere Pre-School ensures that all parents know how to complain about the behaviour or actions of staff or volunteers within the setting, or anyone living or working on the premises occupied by the setting, which may include an allegation of abuse.
* Burghclere Pre-School follows 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 living or working on the premises occupied by the setting, has abused a child.
* Burghclere Pre-School responds to any disclosure by children or staff that abuse by a member of staff or volunteer within the setting, or anyone living or 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.
* Burghclere Pre-School refers any such complaint immediately to the local authority's social care department to investigate. Burghclere Pre-School also report any such alleged incident to Ofsted and what measures have been taken. Burghclere Pre-School is aware that it is an offence not to do this.
* Burghclere Pre-School co-operates entirely with any investigation carried out by children’s social care in conjunction with the police.
* Where the management committee 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 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, Burghclere Pre-School will notify the Independent Barring Board administrators so that the name may be included on the Protection of Children and Vulnerable Adults Barred List.

# *Key commitment 3*

The Alliance is committed to promoting awareness of child abuse issues throughout its training and learning programmes for adults. It is also committed to empowering young children, through its early childhood curriculum, promoting their right to be strong, resilient and listened to.

*Training*

* Burghclere Pre-School 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.
* Burghclere Pre-School ensures 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*

* Burghclere Pre-School introduces key elements of keeping children safe into our 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.
* Burghclere Pre-School creates 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.
* Burghclere Pre-School ensures 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.

*Support to families*

* Burghclere Pre-School believes in building trusting and supportive relationships with families, staff and volunteers in the group.
* Burghclere Pre-School makes 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.
* Burghclere Pre-School will continue to welcome the child and the family whilst investigations are being made in relation to any alleged abuse.
* Burghclere Pre-School follows 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.
* **If you have a concern about a member of staff working with children (in either a paid or voluntary capacity), please contact the Local Area Designated Officer (LADO) on****01962 876364**

**Legal framework**

### *Primary legislation*

* Children Act (1989 s47)
* Protection of Children Act (1999)
* Data Protection Act (1998)
* The Children Act (Every Child Matters) (2004)
* Safeguarding Vulnerable Groups Act (2006)

### *Secondary legislation*

* Sexual Offences Act (2003)
* Criminal Justice and Court Services Act (2000)
* Human Rights Act (1999)
* Race Relations (Amendment) Act (2000)
* Race Relations (Amendment) Act (1976) Regulations
* Equalities Act (2006)
* Data Protection Act (1998) Non Statutory Guidance

### Further Guidance

* Working Together to Safeguard Children (revised HMG 2006)
* What to do if you’re Worried a Child is Being Abused (HMG 2006)
* Framework for the Assessment of Children in Need and their Families (DoH 2000)
* The Common Assessment Framework (2006)
* Statutory guidance on making arrangements to safeguard and promote the welfare of children under section 11 of the Children Act 2004 (HMG 2007)
* Information Sharing: Practitioners’ Guide (HMG 2006)

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| This policy was adopted at a meeting of | Burghclere Pre school | name of setting |
| Held on | 25th April 22 | (date) |
| Date to be reviewed | April 2023 | (date) |
| Signed on behalf of the management committee | L.Gosney |
| Name of signatory | Lesley Gosney |
| Role of signatory (e.g. chair/owner) | Committee member |

**Other useful Early years Learning Alliance publications:**

* Child Protection Record (2007)