**Safeguarding Children Policy**

Safeguarding children is:-

The action we take to promote the welfare of children and protect them from harm – this is everyone’s responsibility. Everyone who comes into contact with children and families has a role to play (ref:- Working together to safeguard children DfE 2013).

**Safeguarding and Welfare is fully embedded in all of Patcham Village Pre-school’s policies and should be read in conjunction with this policy. Also correlates with Working Together to Safeguard Children (2015), Data Collection Policy, EYFS April 17 – Section 3 – The safeguarding and welfare requirements; all of which sets out the frameworks for supporting staff, parents, carers and children.**

**For quick reference: - Contact details:**

**Front door for Families – 01273 290400 email: FrontDoorforFamilies@brighton-hove.gcsx.gov.uk**

**Ofsted:- Telephone 0300 123 1231** [**https://online.ofsted.gov.uk/OnlineOfsted/public/ContactUs.aspx**](https://online.ofsted.gov.uk/OnlineOfsted/public/ContactUs.aspx)

**Local Authority Designated Officer (LADO) – Darrel Clews – 01273 295643, Mobile: 07795335879 or email:** [**Darrel.clews@brighton-hove.gov.uk**](mailto:Darrel.clews@brighton-hove.gov.uk)

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| Brighton and Hove Safeguarding Children Partnership (BHSCP)**:-** [**www.brightonandhovelscb.org.uk**](http://www.brightonandhovelscb.org.uk) **Tele:: 01273 295920**  **Pan Sussex: https://sussexchildprotection.procedures.org.uk/**  **The Multi Agency Safeguarding Hub (MASH), Early Help Hub and Family Information Service have merged to become the Front Door for Families.**  **The Front Door for Families service includes:**   * Referral Officers who receive your calls, e-mails and online notifications. They provide information, advice and guidance * Social Workers who assess the needs or concerns you’ve raised about a child or young person * Police Officers who assess information and notifications about children and young people who come to their attention * Specialist Nurse Safeguarding Children who gather health information and assess the risk and impact on the children’s development and well-being * Education Safeguarding Officers who advise schools where there are safeguarding needs identified for a child * Family Coaches who triage contacts that meet the threshold for targeted Early Help and Parenting Support and will assist partner agencies in setting up Team Around the Family meetings and plans |  |

**Lead Practitioners for safeguarding at Patcham Village Pre-school: Janet Hornsby and Nicola Chubb – The lead practitioners are responsible for liasoning with local statutory children’s agencies and with the LSCB. They will support, advice and give guidance to any other staff on an ongoing basis, i.e staff training, staff meetings, supervision meetings and annual appraisals.**

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**Categories of Abuse:**

* **Physical abuse – Causing actual physical harm to a child or young person. May involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child. It also includes when a parent or carer fabricates the symptoms of, or deliberately induces illness in a child.**
* **Sexual abuse – Forcing or enticing a child or young person to take part in sexual activities, whether or not the child is aware of what is happening. Includes involvement in or exposure to pornography, involving children in watching sexual activities, sexualized language, grooming a child for abuse as well as more direct forms of sexual activity.**
* **Emotional abuse – Persistent emotional ill-treatment of a child such as to cause severe and persistent adverse effects on the child’s emotional development. May involve making children feel worthless, or unloved, interactions inappropriate to the child’s development capacity or over-protection. A child witnessing domestic violence. It also includes serious bullying, including cyber bullying, or the exploitation or corruption of children.**
* **Neglect – Persistent failure to meet a child’s basic physical and psychological needs, likely to result in the serious impairment of the child’s health or development. This could include: not providing adequate food or clothing, supervision, access to medical treatment, or protection from physical and emotional harm or danger.**

**Statement of intent:**

Patcham Village Pre-school works with children, parent/carers, multi-agencies and the community *to* ensure the safety *of* children and to give them the very best start in life.

**Aims:**

* **For all staff to work on the basis of the 5 R’s:**

1. **Recognise:- The ability to recognise behaviour that may indicate abuse.**
2. **Respond:- Respond promptly and appropriately to any recognised indicators. Respond sensitively to the situation and person.**
3. **Report:- Ensure report is forwarded to the appropriate person – Janet Hornsby or Nikki Chubb or an appropriate agency**
4. **Record:- Record precisely & promptly what has been alleged, ensuring details are accurate & factual. Do not ask questions & do not investigate. Complete Reporting Form & forward to Janet Hornsby or Nikki Chubb. Do not record yours or others opinions as your report may be used as legal evidence**
5. **Refer:-** **Janet Hornsby and Nicola Chubb will decide if referral is appropriate.**

* To create an environment in our pre-school which encourages children to develop a positive self image, regardless *of* race, language, religion, culture or home background.
* Help children to establish and sustain satisfying relationships within their families, peers, and other adults.
* Encourage children to develop a sense *of* autonomy and independence.
* Enable children to have the self confidence and the vocabulary to resist inappropriate approaches.
* Work with parents to build their understanding of ourcommitment to the welfare ofall children.

**The legal framework for this work is:**

* The Statutory Guidance for The Early Years Foundation Stage (April 2017)
* Working together to safeguard children (2017)
* Childcare Act 2006 – Section 40: Duty to implement the EYFS.
* The Female Genital Mutilation Act 2003
* The Rehabilitation *of* Offenders Act
* The Children Act 1989 – defines a ‘child in need’
* Human Rights Act 1998
* Safeguarding Vulnerable Groups Act 2006
* Data Protection Act 1984
* The Protection of Children Act 1999
* The Children (NI) Order
* The Children (Scotland) Order
* Children's Act 1989, 2004.
* Every Child Matters
* Counter Terrorism & Security Act 2015 – Prevent guidance for England and Wales 2015.
* Keeping Children Safe in Education 2016

**Staff Training:**

All staff undertake Safeguarding training provided by Brighton and hove City Council as part of their induction process and is updated regularly. In addition, they receive information via email, network news, e-bulletins and newsletters on safeguarding and child protection at least annually.

There is a designated senior member of staff (Janet Hornsby) and deputy (Nicola Chubb) in charge of safeguarding arrangements at Patcham Village Pre-school, who have been trained to the appropriate level and understands their responsibilities relating to the protection of children and the safeguarding of all learners. These designated members of staff will undertake safeguarding training every two years and their knowledge and skills refreshed at regular intervals, at least annually. Either Janet Hornsby or Nicola Chubb will be available during opening hours for staff to discuss safeguarding concerns.

Prevent Training which protects children and young learners against being radicalised forms part of every staff members induction process and is re-visited regularly, as does FGM e-training at <https://www.fgmelearning.co.uk/>

**Extremism – the Prevent Duty**

Under the Counter-Terrorism and Security Act 2015 we have a duty to refer any concerns of extremism to the police (In Prevent priority areas the local authority will have a Prevent lead who can also provide support).

This may be a cause for concern relating to a change in behaviour of a child or family member, comments causing concern made to a member of the team (or other persons in the setting) or actions that lead staff to be worried about the safety of a child in their care.

Alongside this we will be alert to any early signs in children and families who may be at risk of radicalisation, on which we will act and document all concerns when reporting further.

* **Risk assessment:**

If staff have concerns for the welfare of a child they should contact the FDFF, Tel: 01273 290400

* **Working in partnership:**

Our policy and practice meets the requirements and recommendations of the Brighton and Hove Local Safeguarding Children Board <http://www.brightonandhovelscb.org.uk/>

* **Staff training:**

We will support our staff to feel confident to recognise signs of people at risk of being recruited by terrorist or extremist groups through accessing advice via the LSCB. Key staff are encouraged to access the Channel awareness course: [Channel Awareness Course](http://course.ncalt.com/Channel_General_Awareness/01/index.html)

* **IT policies:**

Internet safety will be maintained at all times, alongside our social media policy.

**Female Genital Mutilation**

**Government documents**:

Female Genital Mutilation is a form of child abuse and as such is dealt with under the nursery’s safeguarding and child protection policy. The UK government has written advice and guidance on FGM that states; “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. The UK Government has signed a number of international human rights laws against FGM, including the convention on the Rights of the Child.”

“Girls are at particular risk of FGM during school summer holidays. This is the time when families may take their children abroad for the procedure. Many girls may not be aware that they may be at risk of undergoing FGM. UK communities that are most at risk of FGM include Kenyans, Somalis, Sudanese, Sierra Leoneans, Egyptians, Nigerians and Eritreans. However women from non-African communities that are at risk of FGM include Yemeni, Kurdish, Indonesian and Pakistani women.”

**Indications that a child is at risk of FGM:**

* The family comes from a community that is known to practice FGM – especially if there are elderly women present.
* In a conversation a child may talk about FGM
* A child may express anxiety about a special ceremony
* The child may talk or have anxieties about forthcoming holidays to their country of origin
* Parent /guardians request permission for authorised absence for overseas travel or you are aware that absence is required for vacations
* If a woman has already undergone FGM – and it come to the attention of any professional, consideration needs to be given to any Child Protection implications e.g. for younger siblings, extended family members and a referral made to Social Care of the Police if

Appropriate.

If we have concerns that children in our nursery are at risk or victims of FGM then we refer to the Front Door for Families.

**Liaisoning with other bodies**

* We work within the Working together to safeguard children (March 2013) guidelines, of which is available for staff and parents to see.
* We notify the registration authority (Ofsted – Telephone 0300 1233 1231) of any incident or accident and any changes in our arrangements which affect the Health, safety and well-being *of* children.
* We have procedures for contacting the L.S.C.B on any safeguarding of children issues, including name, address, and telephone numbers to ensure that it is easy, in an emergency, for the Pre-school and the L.S.C.B towork well together.

If a report is to be made to the authorities, we act within the Local Safeguarding Children's Board's guidance in deciding whether we must inform the child's parent at the same time.

**Methods**

Staffing and volunteering

* Our named person who co-ordinates safeguarding children issues is Janet Hornsby and Deputy Nicola Chubb.
* We provide appropriate staffing resources to meet the needs of the 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 checks 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 The DBS (Disclosure and Barring Service) for staff and volunteers, to ensure that no disqualified person or unfit person works at the Pre-school or has access to the children. We conduct regular ongoing suitability checks on staff, including disqualification by association.
* Volunteers do not work unsupervised.
* 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 lead to dismissal for reasons of 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, so as no unauthorised person has unsupervised access to the children.

**Disciplinary Action**

Where a member of staff or a volunteer is dismissed from the Pre-school or internally disciplined because of misconduct relating to a child, we notify the Disclosure and Barring Service so that the name may be included on the List for the Protection of Children and Vulnerable Adults. Local Authority Designated Officer (LADO) – Darrel Clews.

We seek out training opportunities for all adults involved in the Pre-school to ensure that they are able to recognise in adults and children and respond appropriately to:

* Significant changes in children’s behaviour.
* Deterioration in children’s general well-being
* Unexplained bruising, marks or signs of possible abuse or neglect
* Children’s comments which give cause for concern
* any reasons to suspect neglect or abuse outside the setting, for example in the child’s home or that a girl may have been subjected to (or is at risk of) female genital mutilation and/or
* • inappropriate behaviour displayed by other members of staff, or any other person working with the children, for example: inappropriate sexual comments; excessive one-to-one attention beyond the requirements of their usual role and responsibilities; or inappropriate sharing of images.

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

**Allegations against staff**

An ‘allegation’ refers to any information or concern which suggests an adult who works with children has:

* Behaved in a way that has harmed, or may have harmed, a child;
* Possibly committed a criminal offence against, or related to, a child; or
* Behaved in a way that indicates s/he is unsuitable to work with children.

To *protect* staff from any allegations Patcham Village Pre-school ensures that:

* No members of staff are left alone with children for any length *of* time
* Small groupings *of* children are under supervision of adults with enhanced checks from the Disclosure and barring service.
* When children arrive with any cuts, bruising or other injury, this is recorded in the home incidents book, recording: Date, Child's name, nature of injury, signature of staff member who dealt with the incident, Parents will be asked to sign the incident.
* All staff notify other staff members when they are changing a child’s nappy or clothes.

If an allegation is made against a member of staff, Patcham Village Pre-school will ensure the following procedure is followed:

* All allegations are taken seriously and acted upon
* The Local Authority Designated Office (LADO) should be the first point of contact: Darrel Clews 01273 295643 email: [darrel.clews@brighton-hove.gov.uk](mailto:darrel.clews@brighton-hove.gov.uk) and then Ofsted. The LADO has overall responsibility for the management of allegations.
* Any allegation that meets the threshold for ‘harm’ or ‘risk of harm’ will be reported to police and social care for investigation.
* If such allegations were made against a member *of* staff this is reported to Janet Hornsby (Manager) who will decide on the actions and take advice from Ofsted (Telephone: 033 123 1231) and the LADO. If allegations are made against Janet Hornsby, other staff members will contact LADO directly.
* Any action taken will depend on findings of the investigation. The member of staff in question may be suspended whilst investigations take place.
* If the complaint is found to be invalid, the staff member would be reinstated. If it is found to be valid, they would be dismissed.

Outcomes of investigations of allegations

* Substantiated – there is sufficient evidence to prove the allegation
* Malicious – sufficient evidence to disprove the allegation and there is a deliberate act to deceive.
* False – sufficient evidence to disprove the allegation
* Unsubstantiated – insufficient evidence to either prove or disprove the allegation. This term, therefore, does not imply guilt or innocence.

**Planning**

The layout of the room allows for constant supervision. Where children need to spend time away from the rest of the group, the door is left ajar.

**The EYFS – Safeguarding and Welfare Requirements**

* We acknowledge that abuse of children and adults can take different forms - physical, emotional, sexual and neglect.
* When children or adults are suffering from physical, sexual or emotional abuse, this may be demonstrated through conversation with the child, changes in their behaviour, or in their play. Where such changes in behaviour occur, or where children's play gives cause for concern, the Pre-school will record and monitor all instances that raise concern.
* We allow investigations to be carried out with sensitivity. Staff in the pre-school take care not to influence the outcome either through the way they speak to children or adults or ask questions.
* Where a child or adult shows signs and symptoms of 'failure to thrive' or neglect, we make appropriate referrals to outside agencies.

**Disclosures**

When a disclosure is made to a member of staff, that member of staff:

* Offers reassurance.
* Listens.
* Gives reassurance that she or he will take action.

The member of staff does not question.

**Recording suspicions of abuse and disclosure**

**All** concerns about a child should initiate some form of action. Concerns that are of a non-urgent or low-level nature should still be recorded centrally using Patcham Village Pre-schools safeguarding children recording system. Initially, a “Niggles Sheet” (one page per child) will be completed by the staff member with the concern and handed to a Janet Hornsby or Nikki Chubb to take appropriate action, they will add the child’s name to the chronology of concerns form – this will be reviewed each time a child is added in order to identify any patterns or repeated concerns. Parents or carers should be informed of the concern, unless informing them would put the child at risk of harm.

**Informing parents and carers** We ensure that parents and carers have an understanding of our responsibility to promote the safety and welfare of children by making our obligations clear in our pre-school welcome pack. In most cases parents and carers should be informed when concerns have been raised about their child. It is important that parents and carers are given an opportunity to address concerns raised. Parents and carers should generally be informed if a referral is to be made to Front door for Families or any other agency. Parents must not be informed if it is believed that by doing so would put the child at risk, for example if the child has made a disclosure of sexual or physical abuse. In this event immediate advice will be sought from Front doors for families. Recording and acting upon low level or non-urgent concerns about a child is important in order to recognise the cumulative effect of some types of abuse.

The manager or Supervisors will make a record of:

* The child's/adults name;
* The child's/adults address
* The age (where the concern relates to a child
* The date and time of the observation or the disclosure
* An objective record of the observation or the disclosure
* 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 a separate confidential folder.

All members of staff know the procedures for recording and reporting.

The written record is shared with parents/carers if it is deemed safe to do so and does not contravene safeguarding children.

**Allegations against staff**

When an allegation is made against a member of staff the Local Authority Designated Office (LADO) will be the first point of contact and then Ofsted. Darrel Clews - 01273 295643 – email: [Darrel.clews@brighton-hove.gov.uk](mailto:Darrel.clews@brighton-hove.gov.uk)

**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 LSCB 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 the parents.

**Monitoring children’s attendance**

As part of our requirements under the statutory framework and guidance documents we are required to monitor children’s attendance patterns to ensure they are consistent and no cause for concern.

Parents should please inform the pre-school prior to their children taking holidays or days off, and all sickness should be called into the pre-school on the day so we are able to account for a child’s absence.

This should not stop parents taking precious time with their children, but enables children’s attendance to be logged so we know the child is safe.

**Home Incident Book:**

Our home incident book is reviewed termly by the management of Patcham Village Pre-school to ensure there are no patterns to children’s injuries encountered away from pre-school.

**Use of mobile phones:**

Photographs of children will only be taken on Pre-school tablets. NO PHOTOGRAPHS WILL EVER BE TAKEN WITH STAFF PERSONAL CAMERAS, OR MOBILE PHONE CAMERAS. Staff mobile phones are stored away prior to children arriving. However, in the case of an emergency: they will be left on the kitchen worktop and answered only with the permission of the manager or supervisors. Any member of staff found using a mobile phone without permission will be subject to disciplinary action.

**Use of personal mobile phones and cameras by parents/carers and visitors**

**Patcham Village Pre-school recognises that visitors may wish to have their personal mobile phones with them for use in case of emergency.**

**However, safeguarding of children within the setting is paramount and it is recognised that personal mobile phones have the potential to be used inappropriately and therefore Patcham Village Pre-school implement the following policy:**

**Mobile phones and cameras should only be used away from the children off site. Visitors will be asked to surrender their phones whilst in the setting; these will be stored in the kitchen in a container/tray.**

**Patcham Village Pre-school’s main telephone number can be used for emergencies: 01273 554060.**

**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 L.S.C.B.

**Support to Families**

* Patcham Village Pre-school takes every step in its power to build up trusting and supportive relations among families, staff and volunteers in the group.
* Patcham Village Pre-school continues to welcome the child and their family whilst investigations are being made in relation to abuse in the home situation.
* Confidential records kept on a child are shared with the child's parents or those who have parental responsibility for the child, only if appropriate under the guidance of the Local Safeguarding Children's Board.

With the proviso that the care and safety of the child is paramount, we do all in our power to support and work with the child's family.

If **parents or staff** are concerned and **require advice** they can call in the first instance The Front door for Families Assessment team **as soon** as the concern arises:

**Front door for Families – 01273 290400**

**– The Front door for Families is a team of professionals from a range of services. It provides support for professionals working with a child, young person or family where the professionals need additional information, advice or support to improve outcomes. The Front door for Families offers 3 services to professionals:**

* **Information and signposting to services**
* **Advice**
* **Finding appropriate services and professionals in the city to provide interventions for the child, young person or family.**

It is recognized that some situations will immediately meet the criteria for a direct referral to the Front door for Familiesas a ‘Child in Need’ which may include a child in need of protection. A referral to Front door for Families will be made with the parents/carers consent unless there are child protection issues.

This policy was reviewed on 5th July 2019 and replaces that which was adopted by Patcham Village Pre-school on 8th August 2018.

Signed by

Manager (Janet Hornsby)

Date