



Safeguarding Children Policy

Statement of Intent

Barnett Wood Pre-School will work with children, parents and the community to ensure the safety of children and to give them the very best start in life. All staff, students and volunteers will follow the Safeguarding Children Policy and procedures.

Aims

Our aims are to:

- create a safe Pre-School environment 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, with peers and with 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; and
- work with parents to build their understanding of, and commitment to, the welfare of all our children.
- raise awareness and provide knowledge to all staff regarding safeguarding issues, and to define their roles and responsibilities in reporting cases of abuse;
- to identify children who are suffering, or likely to suffer, significant harm;
- to ensure effective communication between all staff on child protection issues;

In the Department of Education document Working Together to Safeguard Children (April 2018), safeguarding and promoting the welfare of children is defined as:

- protecting children from maltreatment
- preventing impairment of children's health or development
- ensuring that children are growing up in circumstances consistent with the provision of safe and effective care
- taking action to enable all children to have the best outcomes

Designated Safeguarding Lead (DSL)

Barnett Wood Pre-School works to provide an environment in which children are safe from abuse and in which there is a prompt and appropriate response to any suspicion of abuse. The Designated Safeguarding Lead has responsibility for coordinating action within the Pre-School and liaising with other agencies when needed. **The Designated Safeguarding Lead for the Pre-School is Kate Morgan-Watts. The Deputy DSL is Louise Pruthi.**

The DSL's role is to:

- ensure Surrey's Safeguarding Children's Partnership (SSCP) safeguarding procedures are followed in the Pre-School.
- make sure all staff know where to seek advice and guidance.
- ensure that appropriate training is up to date and support is provided to all staff.
- develop effective working relationships with other agencies and services.
- decide whether to take further action about specific concerns following SSCP procedures.
- seek advice and make referrals through CSPA (The Surrey Children's Single Point Access) and liaise with Social Work teams and the Police over suspected cases of child abuse.
- ensure confidential records relating to individual children are accurate and stored securely.
- submit reports to appropriate agencies and attend safeguarding conferences.
- ensure the Pre-School effectively monitors children who have been identified as 'at risk'.
- provide guidance to parents, children and staff about obtaining suitable support.
- keep up to date with all relevant procedures, legislations and legal requirements.
- attend TAC (Team Around the Child) and CP (Child Protection) meetings.

Recruiting Suitable Staff

All staff working at Barnett Wood Pre-School in a paid or voluntary capacity are recruited using the following procedure:

- Applicants for posts within the Pre-School are clearly informed that positions are exempt from the Rehabilitation of Offenders Act 1974.
- All job applicants, whether voluntary or paid, will be interviewed before an appointment is made and will be asked to provide two references. All such references will be followed up. In the case of applicants with unexplained gaps in their employment history, or who have moved rapidly from one job to another, explanations will be sought.
- Ofsted requirements in respect of references and Disclosure and Barring Service (DBS) checks for staff and volunteers are followed to ensure that no disqualified person or unsuitable person works at the Pre-School or has access to the children.
- All appointments, both paid and voluntary, will be subject to a probationary period and will not be confirmed unless the Pre-School is confident that the applicant can be safely entrusted with children. It is a requirement in EYFS that members of staff are required to disclose any convictions, cautions, court orders, reprimands and warnings which may affect their suitability to work with children (whether received before or during their employment at the setting).
- We ensure that, as part of their induction training, all members of staff are aware of the procedures for reporting and recording concerns about safeguarding.
- Volunteers do not work unsupervised.
- Staffing levels are appropriate to ensure the safety of the children:
2 - 3 years - 1 adult for every 4 children, 3 – 4 years - 1 adult for every 8 children.
- A copy of 'What to do if you are worried a child is being abused' 2015 is kept on the premises to be referred to in the event of suspected abuse.
- Barnett Wood Preschool has access to the Surrey Safeguarding Children Partnership's procedure online at www.surreyscp.org.uk The site is checked by the DSL for updates and amendments at the beginning of each term.

Staff Training

- Safeguarding training is provided by SSCP and accessed by all staff and volunteers during the induction process to ensure they are able to recognise the signs and symptoms of physical, emotional, sexual abuse and neglect. Staff refresh this training every three years. The DSL also does an annual inhouse training session for all staff as a refresher.
- Staff must also complete the following safeguarding training in the first 3 months of employment:
 - Female Genital Mutilation (e-learning)
 - Prevent Training (e-learning)
- The DSL's will complete SSCB Foundation Modules 1 and 2 and refresh their training every two years. They will also complete the following online training:
 - Channel Awareness (e-learning)
 - Child Sexual Exploitation (e-learning)
 - Domestic abuse (e-learning)
 - Forced marriage (e-learning)

Safeguarding Practice Guidelines

- We are committed to building a 'culture of safety' in which children are protected from abuse and harm in all areas of our service delivery.
- Security measures are in place to ensure control over who comes into the Pre-School so that no unauthorised person has unsupervised access to the children.
- Details of visitors to the Pre-School are recorded.
- Any personal information is held securely and in line with data protection requirements and guidance from the Information Commissioners Office (ICO).
- Children are encouraged to develop a sense of autonomy and independence through adult support in making choices and in finding names for their own feelings, and acceptable ways to express them. This will enable children to develop understanding of why and how to keep safe and to have the self-confidence and vocabulary to resist inappropriate approaches.
- Barnett Wood Pre-School staff work to create a culture of value and respect for the individual, having positive regard for children's heritage arising from their ethnicity, languages spoken at home, cultural and social background. This is carried out in a way that is developmentally appropriate for the children.

- Information taken from families before admission (name, date of birth, address, contact details) is updated on entry, and then updated annually, or more frequently as required.
- All staff understand their responsibilities under the General Data Protection Regulation 2018 and the circumstances under which they may share information about parents and their children with other agencies.
- We keep a written record of all complaints and concerns including details of how they were responded to.
- We ensure that robust risk assessments are completed, that they are seen and signed by all relevant staff and regularly reviewed and updated in line with our health and safety policy.

Respond appropriately to suspicions of abuse

Barnett Wood Pre-School will respond promptly and appropriately to all incidents or concerns of abuse that may occur and will 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' Summary 2015.

The abuse of children can take different forms - physical, emotional, and sexual abuse and exploitation as well as neglect. When children are suffering from physical, sexual or emotional abuse, or experiencing neglect, this may become apparent through the things they say (direct or indirect disclosure) or through changes in their appearance, their behaviour, or their play.

Possible signs of abuse may include:

- significant changes in children's behaviour;
- deterioration in 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.

Where such evidence is observed in a child's behaviour, a specific and confidential record will be set up, separate from the usual on-going records of children's progress and development. (Such record keeping may also be prompted by a pattern being detected in entries to the incident book, such as a child regularly arriving at the Pre-School with specific injuries.)

The record will include:

- the date and time of the observation or disclosure
- an objective record of the observation or disclosure;
- where possible, the exact words spoken by the child;
- the names of any other person present at the time; the name and signature of the recorder
- should any marks be found on the child, a body map will be used in the presence of a witness
- when and to whom the disclosure was reported
- any action taken.

These records will be kept in a separate file, which is stored in a secure place, and will not be accessible to anyone other than the DSL, DDSL and relevant key person or others as deemed appropriate by the DSL.

Disclosures

Should a child make a disclosure to a member of staff, that member of staff should reassure the child and let them know they are not to blame, but it is also important not to promise the child confidentiality as this will not be possible in the event of further investigations. The role of staff is to listen to and support the child, not to put words in their mouth and taking care not to influence the outcome either through the way they speak to the child or by asking questions of the child. Staff will capture all information from the disclosure on a Disclosure Log form.

Children Arriving at Pre-School with Injuries

Parents of children arriving at nursery with noticeable injuries are asked the reasons for the injury. Staff are made aware of injuries and a record of where marks appear, and details about size etc are made on a Pre-Safeguarding Children Policy

Existing Injury form using a named body map. Parent/carer will be asked to read and sign Pre-Existing injury forms.

Non attendance

When a child misses their session at Barnett Wood Preschool with no explanation the Manager or Deputy will make contact with the family via email or a telephone call. If the family is already receiving support from Surrey Safeguarding Children's Partnership then an email will be sent to their social worker on the day of the missed session. For further information please see Attendance Policy.

If a vulnerable child is not attending Pre-School for an extended period of time (excluding holidays), the setting will ensure that we keep in contact with the family via phone/email to check on their welfare. The setting will also inform and work alongside the family's Social Worker to ensure the family is supported.

Informing Parent/Carers of Concerns

If a suspicion of abuse is recorded, parent/carer are informed. However, if sharing information is likely to put the child at risk of significant harm, we will seek advice from Surrey's C-SPA team.

Parents/carer are informed when we make a record of concern in their child's file and any discussions with parents/carer relating to the concern

If it is felt that the child will be at risk of significant harm if allowed to go home with a parent / carer, we will seek advice from Surrey's C-SPA team. If necessary, the police will be contacted to stop the child from leaving the Pre-School.

Making Referrals

Referrals are made to the C-SPA team on 0300 470 9100. Referrals are confirmed in writing within 48 hours, using the Multi-Agency Referral Form including a body map where appropriate.

Escalation Process

If we feel that a referral made has not been dealt with properly or that concerns are not being addressed or responded to, we will follow Surrey's Safeguarding Children Partnership's escalation process.

Allegations against Staff, Students, or Volunteers

In the event of an allegation against a member of staff, volunteer or student, the incident will be reported to the Local Authority Designated Officer (LADO) on 0300 123 1650 within 24 hours and followed up in writing within 14 days. This includes situations where the staff member resigns.

The LADO role is to:

- advise on next steps
- offer advice and guidance on how to manage the concern
- advise how to inform parent/carer
- offer support on how to safeguard children in the nursery throughout the investigation.

The LADO may advise that it is necessary to suspend the member of staff whilst an investigation is conducted. Suspension is a neutral act, and in no way implies that the person is guilty of any wrongdoing. However, it is acknowledged that this would be distressing for the person concerned, and the Pre-School will do all it can to balance the interests of any individual with that of the need to keep children safe

A risk assessment will be carried out into how the incident occurred and any actions identified.

Ofsted must be notified of any action taken in respect of an allegation. It is good practice to ring Ofsted within 24 hours of the allegation being made (0300 1234 666) and to follow this up in writing no later than 14 days. It is an offence to fail to comply with this requirement.

It is the responsibility of the Manager to gather information where an allegation has been made against a member of staff, not the DSL.

In order to protect all parties from rumour and false allegations unintentional or otherwise, staff members may be required to sign a confidentiality form, requesting that the allegation is not discussed outside of the Safeguarding Children Policy

Pre-School or amongst themselves at work. Staff may be asked to give a statement which could later be used as evidence in Court.

Unless the allegation is found to be malicious, records will be kept for 10 years or until the individual, subject to investigation, retires, whichever is longer. Any written records relating to such an incident will be kept in a secure location.

If the Pre-School dismisses or removes a member of staff or volunteer from working with children because they have harmed or may have harmed a child, the Manager has a legal duty to inform the DBS.

If the member of staff resigns during an investigation or before they are dismissed, the DBS must still be informed. Compromise agreements are not to be used in these situations. Informing the DBS does not mean the person will be automatically barred from working with children.

Allegations against the Manager

In the event that an allegation of child abuse is made against the Manager, the Manager will be informed of the allegation by the Committee and may be suspended on full pay while an investigation is carried out.

A risk assessment must be carried out into how the incident occurred and any actions identified.

The LADO must be notified within 24 hours and in writing within 14 days, even if the Manager resigns.

In order to protect all parties from rumour and false allegations unintentional or otherwise, staff members may be required to sign a confidentiality form, requesting that the allegation is not discussed outside of the Pre-School or amongst themselves at work. Staff may be asked to give a statement which could later be used as evidence in Court.

Unless the allegation is found to be malicious, records will be kept for 10 years or until the individual, subject to investigation, retires, whichever is longer. Any written records relating to such an incident will be kept in a secure location.

If Barnett Wood Pre-School dismisses or removes the Manager from working with children because they have harmed or may have harmed a child, the Committee has a legal duty to inform the DBS. If the Manager resigns during an investigation or before they are dismissed, the DBS must still be informed. Informing the DBS does not mean the person will be automatically barred from working with children.

Support for families

Barnett Wood Pre-School will take every step to build trusting and supportive relationships between families and staff and volunteers in the nursery, with the proviso that the care and safety of the child must always be paramount.

Where abuse at home is suspected, Barnett Wood Pre-School will continue to support the child and family while investigations proceed.

Liaison with Other Agencies

Barnett Wood Pre-School maintains contact with the Surrey C-SPA team who will be the official first point of contact when needed.

Confidentiality

Confidentiality is vital in keeping children safe. 'Working Together to Safeguard Children (2018)' states that all practitioners must have due regard to the relevant data protection principles which allow them to share personal information. Legally under the Data Protection Act (2018) all personal information that is obtained must be processed fairly and lawfully. All data needs to be disclosed under appropriate circumstances and must be relevant and accurate. Barnett Wood Pre-School will follow statutory retention periods when storing personal identifiable data. It is a lawful requirement for all safeguarding documents to be locked away and stored securely.

Safeguarding Priorities

Prevent

- In relation to radicalisation and extremism, we follow the 'Revised Prevent Duty guidance for England and Wales' (July 2015) published by the Home Office and SSCP procedures on responding to radicalisation.

- All staff complete online Prevent training to ensure they are familiar with the protocol and procedures for responding to concerns about radicalisation.
- We will support children within our setting to avoid radicalisation and extremism by promoting British Values in everything that we do.
- If we believe a child is at risk of radicalisation or extremism, we will take the necessary action immediately following SSCP procedures.

Female Genital Mutilation (FGM)

- All staff are aware that FGM is illegal in the UK and the mandatory duty to report cases to the police. We follow procedures set down by SSCP and guidance within the SSCP procedures manual.
- All staff complete Home Office 'Recognising and Preventing FGM' E-learning training.
- While FGM may be less likely to affect young children in our care, we may become aware of any of these factors affecting older children and young people who we may come into contact with.
- Where staff suspect a child or young person may be at risk of FGM they will in the first instance discuss their concerns with the DSL/DDSL.
- The DSL/DDSL will follow the procedures set down by SSCP.

Child Sexual Exploitation

- Child sexual exploitation is a form of child abuse which involves children and young people (male and female, of a range of ethnic origins and ages, in some cases as young as 10) receiving something in exchange for sexual activity.
- Perpetrators of child sexual exploitation are found in all parts of the country and are not restricted to particular ethnic groups. All staff complete 'Awareness of Child Exploitation' Level 1 training and as such are aware of the key indicators of children being sexually exploited.
- Staff understand that many children and young children who are victims of sexual exploitation do not recognise themselves as such.
- Where staff suspect a child or young person is at risk of sexual exploitation they will discuss their concerns in the first instance with the DSL/DDSL.
- The DSL/DDSL will follow procedures set down by SSCP and contact Surrey C-SPA team. Where there is a risk to the life of a child or a likelihood of serious immediate harm, we will contact the Police.

Forced Marriage and Honour Based Violence

- Staff are aware that some children and young people are affected by gang activity, by complex, multiple or organised abuse, through forced marriage or honour-based violence or may be victims of child trafficking.
- While this may be less likely to affect young children in our care, we may become aware of any of these factors affecting older children and young people who we may come into contact with.
- Where staff suspect a child or young person has been affected or at risk of forced marriage or honour-based violence they will in the first instance discuss their concerns with the DSL/DDSL.
- The DSL/DDSL will follow procedures set down by SSCP. Where there is a risk to the life of a child or a likelihood of serious immediate harm we will contact the Police.

Technology

Mobile phones – staff and visitors

- Members of staff and other adults visiting the setting are not permitted to use mobile phones whilst children are on the premises. It is a requirement that mobile phones are kept in the staff lockers in the lockable store cupboard or in the office – away from children.
- Members of staff are permitted to use their mobile phones in the office or in the den.
- "No Mobile Phones" signs are clearly displayed on the premises
- Our staff and volunteers ensure that the setting telephone number is known to family and other people who may need to contact them in an emergency.
- Members of staff are aware that parents should not use mobile phones whilst on the premises and will ask parents to put them away, or use them outside.
- If members of staff have concerns, they are aware that these should be reported to the Pre-School Manager or Deputy Manager as soon as possible.

- The setting has a mobile phone which practitioners can take on outings with the children. This mobile does not have a camera. Practitioners are not permitted to take their own mobile phone on outings with the children.
- No liability for loss or damage to personal mobile phones will be accepted by the Pre-School.
- Parents, contractors and any other visitors are made aware of the policy on the use of mobile phones. They are requested to store their mobile phone in the office or in the storage cupboard whilst on the premises. Should they need to make a phone call whilst visiting the setting, they will be asked to do so in the office or den.
- Use of cameras on mobile phones is strictly prohibited.
- Members of staff are aware that their personal mobile phones should not be used to contact parents/carers, except in the event of an emergency.

Smart watches

Staff are asked to disable their Bluetooth connection during working hours to avoid unnecessary distractions.

Cameras and videos

- Our staff and volunteers must not bring their personal cameras or video recording equipment into the setting.
- Photographs and recordings of children are only taken for valid reasons i.e. to record their learning and development, or for displays within the setting, with written permission received by parents (see the enrolment form). Such use is monitored by the manager.
- Parents/carers are permitted to take photos of children during events (e.g. Christmas Concert) on the understanding that these are for personal use only and not posted on social networking sites.
- Any photos of children which are stored on the laptop or other devices will be deleted when the child leaves.
- Occasionally photos will be uploaded onto the Pre-School's website. However prior written permission is sought from the parents/carers before this can take place (via the enrolment Form).
- Photos cannot be taken in the toilets or changing areas.

For further information please see our ICT Policy.

Whistleblowing

Whistleblowing is an important aspect of safeguarding where staff, volunteers and students are encouraged to share genuine concerns about a colleague's behaviour. The behaviour may not be child abuse but they may not be following the code of conduct or could be pushing the boundaries beyond normal limits.

Whistleblowing is very different from a complaint or a grievance. The term whistleblowing generally applies when you are acting as a witness to misconduct that you have seen and that threatens other people or children.

The Public Interest Disclosure Act 1998, known as the Whistleblowing Act, is intended to promote internal and regulatory disclosures and encourage workplace accountability and self-regulation. The Act protects the public interest by providing a remedy for individuals who suffer workplace reprisal for raising a genuine concern, whether it is a concern about child safeguarding and welfare systems, financial malpractice, danger, illegality, or other wrongdoing.

The statutory guidance from the DfE Working Together to Safeguard Children 2018, makes it clear that all organisations that provide services for, or work with children must have appropriate whistleblowing procedures. They must also have a culture that enables concerns about safeguarding and promoting the welfare of children to be addressed by the organisation. The concern may relate to something that is happening now, has happened in the past or could happen in the future.

All staff, volunteers and students of Barnett Wood Pre-School are aware that any concerns they may have can be shared with the setting manager (in the first instance) or, should the concern relate to the manager,

the directors can be contacted direct by emailing marktiley@hotmail.com. The welfare and safety of the children is paramount.

Staff, volunteers and students who are unsure whether or not to raise a concern can contact an independent body for advice such as Public Concern at Work. Public Concern at Work is a whistleblowing charity. Tel: 0207404 6609. Email: helpline@pcaw.co.uk.

Early Help Assessment (EHA)

Staff work with the Surrey’s Family Resilience Guidance to ensure that targeted help can be sign posted and appropriate support given. Where more complex needs are evident an EHA may be used to help identify these needs. It is a holistic approach used by practitioners to assess children's additional needs within their families and wider community and decide how these should be met.

The EHA is designed to be used when;

- a practitioner is worried about how well a child or young person is progressing (e.g. concerns about their health, development, welfare, behaviour, progress in learning or any other aspect of their wellbeing)
- a child or young person, or their parent/carer, raises a concern with a practitioner
- a child's or young person's needs are unclear, or broader than the practitioner's service can address.
- The process is entirely voluntary and informed consent is mandatory, so families do not have to engage and if they do they can choose what information they want to share. Children and families should not feel stigmatised by the EHA, indeed they can ask for an EHA to be initiated.
- The EHA process is not a 'referral' process but a 'request for services'.
- The EHA should be offered to children who have additional needs to those being met by universal services. Unless a child is presenting a need, it is unlikely the EHA will be offered. The practitioner assesses needs using the EHA.

Useful Contact Details	Contact number
Surrey Children’s Services C-SPA team. Confirm referral in writing within 48 hours	0300 470 9100 (Mon-Fri 9-5) 01483 517898 (Out of Hours) cspa@surreycc.gov.uk
Allegations Against Staff LADO (phone within 24 hours)	0300 123 1650
OFSTED (phone within 24 hours of allegation and compulsory to submit written report within 14 days)	0300 1234 666
OFSTED Whistleblowing Hotline Whistleblowing disclosures can also be submitted to OFSTED by email: whistleblowing@ofsted.gov.uk or by post to: WBHL, OFSTED, Piccadilly Gate, Store Street, Manchester, M1 2WD	0300 123 3155
Local Police (ask for Child Protection Team) Police (non-urgent) Police (emergency)	01483 571 212 101 999
NSPCC Helpline www.nspcc.org.uk	0808 800 5000
Stop It Now (child sexual abuse awareness, prevention and advice organisation) www.stopitnow.org.uk	0808 1000 900

Links to legislation:

- Race Relations Act 1976 & Amendment Act 2000
- Children Act 1989, 2004, 2006
- Convention on the Rights of the Child, UNICEF 1989
- Sex Discrimination Acts 1975 and 1986

- Sex Discrimination Act (Gender Reassignment) Regulations 1999
- Human Rights Act 2000
- Equality Act 2010
- Freedom of Information Act 2000
- General Data Protection Regulation 2018, 1998
- Working Together to Safeguard Children 2018
- Statutory Framework for the Early Years Foundation Stage 2014
- Safeguarding Vulnerable Groups Act 2006
- HM Government Revised Prevent Duty Guidance for England and Wales 2015
- Keeping Children Safe in Education 2021

Safeguarding Policy Update

Parents/carers of children at the Pre-School are informed via the Pre-School newsletter when policies have been updated. All policies are available to read on the Pre-School's website and a hard copy is also available from the office.

Policy written August 2021