



Safeguarding and Child Protection

April 2018

What all staff, students and volunteers must know

Safeguarding and child protection leadership

At Adventure Pre-School we take our safeguarding responsibilities very seriously and are proactive in enacting our policies.

If there are any concerns about a child's safety or welfare they must be raised with a Designated Safeguarding Lead immediately.

Our **Designated Safeguarding Leads (DSL)** are:

- Dom Haydn-Davies (Manager)
- Felicity Knight (Assistant Manager)
- Lyndsay Pratt (Deputy Manager)

DSLs attend:

- Update Level 4 training every two years
- Local Authority network and update sessions three times per year
- Initial Children Protection Conferences; Child in Need and Child Protection Plan reviews and core groups

Safer recruitment and ongoing suitability

Our **safer recruitment** procedures insist on:

- Full application form with any gaps in employment history discussed at interview
- Enhanced Disclosure and Barring Service (DBS) checks and subscription to the update service (checked annually) with annual declarations for all staff, students and volunteers
- Full references taken
- Suitability checks including qualifications, identification and right to work in the UK

Induction and ongoing support and guidance:

- Induction into our safeguarding and child protection policies and procedures
- Training to Level 3 on a three-year basis in line with LSCB guidance
- Supervision on a regular basis (target every six weeks)
- Access to online safeguarding update training
- Termly update training
- Personal diary to record any concerns to support and enable whistleblowing and confidence to raise concerns

- Transparent documentation requirements to aid correct reporting procedures for raising concerns which have training notes on including how to record a disclosure, who to call with a concern and the signs of potential abuse
- Online training relating to the Prevent Duty
- Information relating to concerns relating to allegations against members of staff; Prevent; FGM and the importance of monitoring attendance

Staff behaviour policy

- Clear guidance relating to expectations of behaviour are published in line with employment terms and conditions

Disqualification and/or disqualification by association

- We check all staff, students and volunteers through the Disclosure and Barring Service update service
- All staff are required to update their suitability declaration during supervision sessions
- Staff must also declare if they are living with someone who they believe may be disqualified from working with children due to a criminal conviction including violence offences against a person. This may indicate that they the member of staff is disqualified 'by association'. This is formally recorded during supervision sessions.
- A waiver from Ofsted can be sought but the member of staff must declare their concerns about any household member including partners, children, flatmates and lodgers.

Raising concerns

Safeguarding is on the agenda at:

- Daily briefing and debriefing sessions
- Supervision schedules

We **monitor** safeguarding concerns through:

- Safeguarding Concern Logs
- Individual Safeguarding Trackers

Signs of potential abuse

- Unexplained or unusual bruising
- Concerning child comments
- Significant changes in behaviour
- Inappropriate adult behaviour

Managing disclosures

- If someone discloses to you remember that you are not investigating.
- **You must:** stay calm and listen carefully and sympathetically. Tell the person that they did a good/right thing in telling you; that you are treating the information seriously and that it was not their fault. Explain that you must tell a Designated Safeguarding Lead and that with their consent contact Children's Services and/or the Police.

- Make a note of what is actually said using their words; describe the circumstance of the disclosure and note witnesses. Use the safeguarding concern log to record disclosures including an injury log with body map for any marks. Keep fact separate from opinion and keep writing clear. Sign and date the log.
- **You must not:** ask for more details or promise to keep the information secret; share the information beyond the DSL or contact/confront the alleged abuser; judge or gossip.

The Prevent Duty and fundamental British values

- We have a legal duty to have due regard to preventing children and their families being drawn into terrorism. We must be alert to any reason for concern in the child's life including the expression of extremist views.
- The fundamental British values are a set of four values introduced to help keep children safe and promote their welfare as well as to specifically act to counter extremism. The four values relate to democracy; the rule of law; individual liberty and having mutual respect and tolerance of different faiths and beliefs.
- Any concerns relating to our Prevent Duty will be recorded using the settings' safeguarding concern log.

Whistleblowing

- All staff are encouraged to raise concerns at any point with any Designated Safeguarding Lead
- All concerns will be dealt with confidentially
- Staff raising concerns will be supported through the processes and kept involved where appropriate
- Raising concerns is a positive part of our proactive approach to safeguarding

Allegations against a colleague

- The person raising/receiving allegation must complete a safeguarding log and inform a Designated Safeguarding Lead immediately (or the LADO directly if a DSL is involved)
- The DSL will contact Local Authority Designated Officer (LADO) and Ofsted within one day – do not investigate but gather information
- The DSL will work with LADO to decide information sharing (family and employee) protocols; and with LADO, police, social workers to deal with case expeditiously, fairly and thoroughly keeping employee informed at all times
- Suspension will be considered but is a neutral act and it should not be automatic. It should be considered in any case where: there is cause to suspect a child is at risk of harm; or the allegation warrants investigation by the police; or is so serious that it might be grounds for dismissal.
- No compromise agreement will be used (*i.e. where a member of staff agrees to resign provided that disciplinary action is not taken and that a future reference is agreed*).
- Discussion with LADO about disciplinary processes and potential referral to DBS will occur if appropriate. This would follow the legal duty to refer within one month where a substantiated claim led to disciplinary action. Refer to Peninsula Business Services for support with disciplinary process.
- Records for all allegations must be kept and stored confidentially.

- The outcome will be recorded as either: *Substantiated* (identifiable evidence to prove allegation); *False* (sufficient evidence to disprove allegation); *Malicious* (false plus deliberate act to deceive); or *Unsubstantiated* (insufficient evidence to either prove or disprove – therefore no implication of guilt or innocence)

Working with families, confidentiality and family support

- We are trained to see involving Children’s Social Services as a support mechanism for families not as a way of getting children removed from parents or getting parents ‘in trouble’.
- Our training teaches us to take into account factors affecting parental capacity, such as social exclusion, domestic violence, familial drug or alcohol abuse, mental health issues or physical illness or parents learning disabilities.
- Our legal responsibilities mean that if we have a concern – even if there is a reasonable explanation – we must record it, ask about it and if it meets a threshold refer it to the appropriate agency.
- We investigate any concern confidentially asking families questions where relevant to get a greater understanding of a situation. This is not to pry or make judgement on – this is our legal responsibility to check that children are safe.
- If concerns remain we will – with the permission of the family – refer to the relevant external agency. This may then involve Children’ Social Services making contact with families to discuss the situation. This in turn may lead to a period of investigation where a Social Worker will look at all factors within the family in terms of safeguarding the children.
- The only time we will not speak to the family before referral is if we are concerned about there being a serious risk of harm to the child or if a time-sensitive decision is required to ensure a child is safe before leaving our care.
- Under current Local Safeguarding Children’s Board guidance children can sit primarily at three levels of support and monitoring. Level 2 sees single agency involvement (us as the pre-school) ensuring children’s needs are met and families are supported and monitored. Level 3 steps up to a multi-agency approach where a referral will go to the Multi-Agency Hub and a joint-approach to support and monitoring will be set in place. Level 4 and beyond is where Children’s Social Services take an active role – this might be through a Child Protection Conference which might set a Child in Need Plan or Child Protection Plan in place depending on the risk factors in place.
- If a child is subject to a Child in Need Plan (CiN) or a Child Protection Plan (CPP) we will work as part of the core group of professionals offering support and monitoring to ensure children remain safe.

Safeguarding in the technological world

Use of mobile phones

- No mobiles phones are permitted in the play room when children are present.
- The setting mobile phone has the camera facility disabled.

Photographs of children

- Photographs of children are only taken with the designated setting cameras and tablets.
- These cameras and tablets are collected and stored securely at the end of each day.
- Photos are downloaded by a DSL onto a secure hard drive or online Dropbox system daily in line with our sensitive data policy
- A second DSL shares the photos using the secure online 'family' system

Additional notes

Restrictive physical intervention

- Physical contact with a child in order to restrict their movement or manage their behaviour must only be made if the child is in danger of hurting themselves or others
- Careful and minimal handling is permitted for a short period in these instances only to ensure the safety of the child or others if all other approaches have failed
- Contact must be careful, proportionate and appropriate avoiding damage to joints

A note relating to Female Genital Mutilation (FGM)

NSPCC guidance on FGM indicates that:

- A girl at risk of FGM may not know what is going to happen but may talk about/indicate that they are being taken 'home' to visit family; having a special occasion to 'become a woman' or have an older female relative visiting the UK.
- A girl who has had FGM may: have difficulty walking, sitting or standing; may spend longer in the toilet than usual; and may display unusual behaviour following an absence from the setting. We are aware of the significant and ongoing effects FGM can have on a girl.
- If there are any concerns relating to FGM these will be raised using the settings' safeguarding reporting procedures.

Safeguarding – a wider perspective

- Child abuse: physical, emotional, sexual abuse and/or neglect
- Safeguarding has a wider perspective that child protection and takes into account our ability to help children to learn to keep safe, to manage risks and keep healthy and well.

Latest update

April 2018