

# SAFEGUARDING CHILDREN AND CHILD PROTECTION



## Policy statement

Landulph Under Fives will work with children, parents/carers and the community to ensure the safety of children and to give them the best start in life. We follow the South West Child Protection Procedures (SWCPP), which can be accessed online at [www.swcpp.org.uk](http://www.swcpp.org.uk) , Local Safeguarding Children Website [www.safechildren-cios.co.uk](http://www.safechildren-cios.co.uk), and the guidance publication "What to do if you are worried a child is being abused". We take into regard the Government's statutory guidance on 'Working Together to Safeguard Children' ([www.education.gov.uk/publications/standard/publicationDetail/Page1/DFE-00030-2013](http://www.education.gov.uk/publications/standard/publicationDetail/Page1/DFE-00030-2013)).

## **AIMS**

By following the SWCPP we are:

- Promoting the children's rights to be strong, resilient and listened to, by creating an environment in our setting that encourages children to develop a positive self-image, including cultural traditions and home background, colour and ethnicity, their languages spoken at home and their religious beliefs.
- Encouraging children to develop a sense of autonomy and independence and by enabling children to have the self-confidence and the vocabulary to resist inappropriate approaches.
- Helping children to establish and sustain satisfying relationships within their families, with peers and with other adults.
- Working with parents to build their understanding of and commitment to the principles of safeguarding all our children.

## **KEY COMMITMENTS**

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

### Commitment One

Landulph Under Fives Pre-School is committed to building a 'culture of safety' in which children are protected from abuse and harm in all areas of it's service delivery.

## Staff and Volunteers

- Our designated person (a member of staff) who co-ordinates child protection issues is:  
[Pre-School Leader Tara Edwards](#) or in absence of Tara it is [Nicola Feltnham](#)

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- Our designated officer (a committee member) who oversees this work is:  
[THE CHAIRPERSON Tim Bell](#)

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- We ensure all staff and parents are made aware of our safeguarding policies and procedures.
- 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.
- Candidates are informed of the need to carry out 'enhanced disclosure' checks with the Criminal Records Bureau 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 disclosure barring service 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 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.
- We ensure 2 members of staff are present at all times, while children remain on the premises.
- We ensure members of staff are not left alone with the children

## Parents and Carers

- We release care of a child only to a nominated and responsible parent or carer.
- If we have doubts as to the fitness of the adult in taking care of the child ( eg if under the influence of alcohol or other substances ) then we will contact an alternative parent or carer as per the Emergency Contacts form.
- If the matter is still not resolved, we will seek advice from Social Care.

### Commitment Two

Landulph Under Fives Pre-School is committed to responding promptly and appropriately to all incidents or concerns of abuse.

## Responding to suspicions of abuse

- We acknowledge that abuse of children can take different forms - physical, emotional, and sexual, as well as 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 Pre-School Leader who is acting as the 'designated person'. The information is stored on the child's personal file.
- We refer concerns to the local authority children's social care department and co-operate fully in any subsequent investigation.
- We take care not to influence the outcome either through the way we speak to children or by asking questions of children.

### **Recording suspicions of abuse and disclosures**

- Where a child makes comments to a member of staff that gives cause for concern (disclosure), 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:
  1. Listens to the child, offers reassurance and gives assurance that she or he will take action;
  2. Does not question the child;
  3. 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; and the names of any other person present at the time.
    - These records are 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**

- All members of staff are familiar with the Pre-School Learning Alliance's Child Protection Record and follow the procedures for recording and reporting.
- This is based on the Children's Services Guidance 'What to do if you're worried a child is being abused'. Parents can get a copy of this document from:

DfES Publications,  
 PO Box 5050  
 Sherwood Park,  
 Annesley  
 Nottingham NG15 0DJ  
 Tel No: **0845 6022260**

- If you wish to make a referral, telephone Cornwall Children's Social Care Multi-Agency Referral Unit (MARU), specifying the area in which the child lives.
- Telephone number:       **0300 1231 116**
- Out of hours:               **01208 251300**

### **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 Cornwall Safeguarding Children's Unit (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 parents.

### **Liaison with other agencies**

- We work within the Cornwall Safeguarding Children's Unit (LSCB) guidelines.
- We have 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 held at pre school in the safeguarding file.
- We have 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.
- We notify the registration authority (Ofsted) within 14 days of any incident or accident and any changes in our arrangements, which may affect the well-being of children.
- We contact the Local Authority designated Officer (LADO) on; **01872326536**
- Contact details for the local National Society for the Prevention of Cruelty to Children (NSPCC) are also kept; ([www.nspcc.org.uk](http://www.nspcc.org.uk))  
Help for adults concerned about a child/Worried about a child? - **0808 800 5000**
- If a referral is to be made to the local authority social care department, 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.

## **Allegations against staff**

- If an allegation is made, the member of staff receiving the allegation will immediately inform the pre school leader, if the allegation concerns the pre school leader the committee chairperson will be informed.
- We ensure that all parents know how to complain about the behaviour or actions of staff or volunteers within the setting, which may include an allegation of abuse.
- We follow the guidance of the Cornwall Safeguarding Children's Unit (LSCB) when responding to any such complaint. Their contact number is : **01872 254549**, the designated officer is ROBIN HEATH
- We respond to any disclosure by children or staff that abuse by a member of staff or volunteer within the setting may have taken, or is taking place, by first recording the details of any such alleged incident.
- We refer any such complaint immediately to the local authority's social care department 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 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.

## **Whistle blowing - our Whistle Blower is a member Cornwall County Council.**

It is important to Landulph Under Fives Pre-School that any fraud, misconduct or wrongdoing by employees or people engaged in the organisations business, is reported and properly dealt with. The Pre-school therefore encourages all individuals to raise any concerns that they may have about the conduct of others in Landulph Under Fives or the way in which the Pre-school is run.

Whistle blowing relates to all those who work with or within the Pre-School who may from time to time think that they need to raise with someone in confidence certain issues relating to the organisation.

- All employees and those involved with the early years setting are aware of the importance of preventing and eliminating wrongdoing within the Pre-School.
- Any matter that is raised under this procedure will be investigated thoroughly, promptly and confidentially, and the outcome of the investigation will be reported back.
- An instruction to cover up wrongdoing is itself a staff disciplinary offence. In this event staff know to report the matter to a more senior manager or the committee.

### **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 so that the name may be included on the Protection of Children and Vulnerable Adults Barred List.

### **Key commitment 3**

Landulph Under Fives Pre-School is committed to empowering young children, through its early childhood curriculum, 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 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.
- We create 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.
- 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 Cornwall Safeguarding Children's Unit (LSCB).

## **Support to families**

- We believe in building trusting and supportive relationships with families, staff and volunteers in the group.
- We make 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.
- We will continue to welcome the child and the family whilst investigations are being made in relation to any alleged abuse.
- 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 Cornwall Safeguarding Children Unit (LSCB).

## PREVENT DUTY 2015

- Staff access the risk of children being drawn into terrorism.
- We keep alert to changes in children's behaviour and use their professional judgement in identifying children who may be at risk of radicalisation.
- We promote fundamental British values
- In the event that concerns are identified staff will follow our safeguarding procedure detailed in Commitment 2 above.
- (Please refer to government advice on next page)

This policy was adopted at a meeting of	<u>Landulph Under Fives</u>	name of setting
Held on	<u>March 2018</u>	(date)
Date to be reviewed	<u>March 2019</u>	(date)
Signed on behalf of the management committee	<hr/>	
Name of signatory	<hr/>	
Role of signatory (e.g. chair)	<hr/>	