

## Safeguarding and Welfare Requirement: Child Protection

Providers must have and implement a policy, and procedures, to safeguard children.



## Safeguarding children and child protection

### 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)  
Equalities Act (2010)  
Data Protection Act (1998) Non Statutory Guidance  
The Counter Terrorism and Security Act (2015)

### Policy statement

Bagshot 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 three key commitments.

### Procedures

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

#### Key commitment 1

We are committed to building a 'culture of safety' in which children are protected from abuse and harm in all areas.

- Our Designated Safeguarding Lead (DSL) is Susan Michel who co-ordinates child protection issues, Sarah Clifford is the Deputy (DDSL)
- We ensure all practitioners are trained to understand our safeguarding policies and procedures and that parents are made aware of them too.
- All Practitioners have an up-to-date knowledge of safeguarding issues.
- Adequate and appropriate staffing resources are provided to meet the needs of children.
- Applicants for posts within the pre-school are clearly informed that the positions are exempt from the Rehabilitation of Offenders Act 1974.
- All practitioners and volunteers are informed that they are expected to disclose any convictions, cautions, court orders or reprimands and warnings which may affect their suitability to work with children (whether received before or during their employment with us).
- We notify the Disclosure and Barring Service of any person who is dismissed from our employment, or resigns in circumstances that would otherwise have led to dismissal for reasons of a child protection concern.
- All visitors to the pre-school are required to sign the visitor's book located on the telephone box.
- A bolt and chain ensures security steps are taken to ensure that we have control over who comes into the pre-school so that no unauthorised person has unsupervised access to the children.
- Steps are taken to ensure children are not photographed or filmed on video for any other purpose than to record their development or their participation in events organised by us, the exception to this is if parents give signed permission to use as promotional material within the pre-school Facebook and website. Parents sign a consent form and have access to records holding visual images of their child.

### *Key commitment*

We are 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, staff must use the Effective Family Resilience & Levels of Need alongside the Surrey Child Protection Procedures (SSCP Procedures Manual) to identify how best to support the child (section 4.2, 4.3, 4.5).

### *Responding to suspicions of abuse*

- We acknowledge that abuse of children can take different forms - physical, emotional, and sexual, as well as neglect.
- When children are suffering from physical, sexual or emotional abuse, or experiencing neglect, this may be demonstrated through:
  - Significant changes in their behaviour;
  - Deterioration in their general well-being, ill-fitting or dirty clothes, poor hygiene;
  - Avoidance of specific family members or friends for no obvious reason;
  - Unwilling to change clothes or participate in physical activities;
  - Sudden lack of concentration and learning or they appear tired and hungry;
  - Reaching developmental milestones late with no medical reason;
  - Poor attendance and punctuality, consistently late being picked up or reluctant to go home;
  - Parents who are dismissive and non-responsive to practitioners concerns;
  - Parents collecting children from pre-school drunk, or under the influence of drugs;
  - Children who are concerned for younger siblings without explaining why;
  - Children who talk about running away and who shy away from being touched or flinch at sudden movements;
  - Children with frequent injuries, unexplained or unusual fractures or broken bones;
  - Unexplained bruises or cuts, burns or scalds and bite marks;
  - Parents who withdraw their attention from their child;
  - Parents/carers who blame their problems on their child or humiliate them;
  - Children who are excessively withdrawn, fearful or anxious about doing something wrong;
  - Displaying knowledge or interest in sexual acts inappropriate to their age;
  - Use of sexual language or have sexual knowledge that you wouldn't expect them to have;
  - Children who ask others to behave sexually or play sexual games and those who have sexual health problems, including genital and anal areas.
  - Children who are left hungry or dirty or are left without adequate clothing;
  - Children who are often angry, aggressive or self-harm;
  - Children who fail to receive basic health care and whose parents fail to seek medical treatment when their children are ill or injured;
  - Their comments which may give cause for concern, or the things they say (direct or indirect disclosure);
  - Changes in their appearance, their behaviour, or their play;
- We take into account factors affecting parental capacity, such as social exclusion, domestic violence, parent's drug or alcohol abuse, mental or physical illness or parent's learning disability.
- We are aware of other factors that affect children's vulnerability such as, abuse of disabled children; fabricated or induced illness; sexual exploitation of children, such as through internet abuse; and Female Genital Mutilation; that may affect, or may have affected, children and young people using our provision.
- Where we believe that a child in our care or that is known to us may be affected by any of these factors we follow the procedures below for reporting child protection concerns.
- 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 DSL' Susan Michel or her Deputy. The information is stored on the child's personal file.

- We refer concerns to the Local Authority Designated Officer (LADO) team: To make a referral if an allegation is made or a concern is raised about a member of staff in relation to safeguarding children: We complete a LADO referral form and send by secure email to: LADO@surreycc.gov.uk Telephone: 0300 123 1650 option 3 LADO (to consult the Duty LADO about your concern or allegation local authority children's social care department and co-operate fully in any subsequent investigation. NB In some cases this may mean the police or another agency identified by the Local Safeguarding Children Board.
- We take care not to influence the outcome through the way we speak to children or by asking questions of children.
- We take account of the need to protect young people aged 16-19 as defined by the Children Act 1989. This may include students or school children on work placement, young employees or young parents. Where abuse is suspected we follow the procedure for reporting any other child protection concerns. The views of the young person will always be taken into account, but the pre-school may override the young person's refusal to consent to share information if it feels that it is necessary to prevent a crime from being committed or intervene where one may have been, or to prevent harm to a child or adult. Sharing confidential information without consent is done only where not sharing it could be worse than the outcome of having shared it.

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

- Where a child makes comments to a practitioner that give cause for concern (disclosure), or a practitioner observes signs or signals that give 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 practitioners:
  - 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 the 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.
- Susan Michel is informed of the issue at the earliest opportunity.
- Where the Local Safeguarding Children Board stipulates the process for recording and sharing concerns, we include those procedures alongside this procedure and follow the steps set down by the Local Safeguarding Children Board.

#### *Making a referral to Surrey Children's Single Point of Access (C-SPA) team*

- The Pre-school displays procedures for making a referral to the C-SPA team.
- The procedures for recording and reporting are set down by our Local Safeguarding Children Board, which we follow.
- Pre-school will report to C-SPA team should they witness bruising in children who are not independently mobile.
- Refer to Surrey Children's Single Point of Access (C-SPA): For any safeguarding concerns, access to the Consultation Line or to make a Request for Support: Phone number: 0300 470 9100 (In an emergency dial 999).  
Email: cspa@surreycc.gov.uk Emergency Duty team: 01483 517898 from 5pm to 9am and 24 hours on Saturday and Sunday and Bank Holiday

#### *Informing parents*

- Parents are normally the first point of contact. Concerns are discussed with parents to gain their view of events, unless it is felt that this may put the child in greater danger.
- Parents are informed when we make a record of concerns in their child's file and that we also make a note of any discussion we have with them regarding a concern.
- If a suspicion of abuse warrants referral to social care, parents are informed at the same time that the referral will be made, except where the guidance of the Local Safeguarding Children Board does not allow this, for example, where it is believed that the child may be placed in greater danger.
- This will usually be the case where the parent is the likely abuser. In these cases the social workers will inform parents.

### *Liaison with other agencies*

- We work within the Local Safeguarding Children Board guidelines.
- The current version of 'What to do if you're worried a child is being abused' available for parents and practitioners and all practitioners are familiar with what they need to do if they have concerns.
- We have procedures for contacting the local authority regarding child protection issues; this includes maintaining a list of names, addresses and telephone numbers of social workers, to ensure that it is easy, in any emergency, for the pre-school and children's social care to work well together.
- We notify Ofsted of any incident or accident and any changes in our arrangements which may affect the well-being of children or where an allegation of abuse is made against a practitioner (whether the allegations relate to harm or abuse committed on our premises or elsewhere). Notifications to Ofsted are made as soon as is reasonably practicable, but at the latest within 14 days of the allegations being made.
- Contact details for the local National Society for the Prevention of Cruelty to Children (NSPCC) are also kept.

### *Allegations against staff*

- We ensure that all parents know how to complain about the behaviour or actions of practitioners or volunteers within the pre-school, or anyone working on the premises occupied by the pre-school, which may include an allegation of abuse.
- We respond to any inappropriate behaviour displayed by practitioners, volunteers or any other person living or working on the premises, which includes:
  - inappropriate sexual comments;
  - excessive one-to-one attention beyond the requirements of their usual role and responsibilities, or inappropriate sharing of images.
- We follow the guidance of the Local Safeguarding Children Board when responding to any complaint that a practitioner or volunteer within the pre-school, has abused a child.
- We respond to any disclosure by children or practitioners that abuse by a practitioner or volunteer within the pre-school, 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 Designated Officer (LADO) to investigate:

The DSL will complete a LADO referral form and send by secure email to:

[LADO@surreycc.gov.uk](mailto:LADO@surreycc.gov.uk) Telephone: 0300 123 1650 option 3 LADO (to consult the Duty LADO about their concern).

- We also report any such alleged incident to Ofsted, as well as 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 manager and children's social care agree it is appropriate in the circumstances, the practitioner or volunteer will be suspended 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 practitioner, as well as children and families throughout the process.

### *Disciplinary action*

Where a practitioner or volunteer has been dismissed due to engaging in activities that caused concern for the safeguarding of children or vulnerable adults, we will notify the Disclosure and Barring Service of relevant information, so that individuals who pose a threat to children and vulnerable groups can be identified and barred from working with these groups.

### *Key commitment 3*

We are committed to promoting awareness of child abuse issues throughout our training and learning programmes for adults. We are also committed to empowering young children, through our early childhood curriculum, promoting their right to be strong, resilient and listened to.

### *Training*

- Training opportunities are sought for all adults involved in the pre-school 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.
- Susan Michel and Sue Hewitt receive training in accordance with that recommended by the Local Safeguarding Children Board.
- We ensure that all practitioners know the procedures for reporting and recording any concerns they may have about the provision.

### *Planning*

- The layout of the rooms allows for constant supervision. No child is left alone with a practitioner or volunteer 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 so that they develop an understanding of why and how to keep safe.
- We create within the pre-school a culture of value and respect for individuals, 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 Local Safeguarding Children Board.

### *Support to families*

- We believe in building trusting and supportive relationships with families, staff and volunteers.
- We make clear to parents our role and responsibilities in relation to child protection, such as for the reporting of concerns, information sharing, 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 pre-schools 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.

### **Further guidance**

- Working Together to Safeguard Children (2013)
- 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 for Children and Young People: A Guide for Practitioners (CWDC 2010)

- 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: Guidance for Practitioners and Managers (HMG 2008) (HMG 2006)
- Disclosure and Barring Service: [www.gov.uk/disclosure-barring-service-check](http://www.gov.uk/disclosure-barring-service-check)
- Prevent Strategy (2011) HM Government.
- Channel Duty Guidance – Protecting vulnerable people from being drawn into terrorism (2015)

Policy adopted on 9/1/23

Signed on behalf of Bagshot Pre-school *Susan Michel*

Role within the Pre-school Manager