



Busy Bee Preschool Millbrook

EY555386

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Child protection

This policy relates to all staff, volunteers and governors of Busy Bee preschool Millbrook, and provides them with the framework they need to keep children safe and secure in our preschool and to inform parents and guardians how we will safeguard their children whilst they are in our care.

Policy statement

We recognise our moral and statutory responsibility to safeguard and promote the welfare of all children.

We make every effort to provide a safe and welcoming environment underpinned by a culture of openness where both children and adults feel safe and able to talk freely about their concerns, believing that they will be listened to and valued.

We maintain an attitude of “it could happen here” where safeguarding is concerned.

As a preschool we will educate and encourage children to keep safe through the content of the curriculum, a preschool ethos which helps children to feel safe and able to talk freely about their concerns, believing that they will be listened to and valued.

Principles and Values

Children have a right to feel secure and cannot learn effectively unless they do so.

All children regardless of age, gender, race, ability, sexuality, religion, culture or language have a right to be protected from harm.

All staff have a key role in prevention of harm and an equal responsibility to act on any suspicion or disclosure that may indicate a child is at risk of harm in accordance with the guidance.

We acknowledge that working in partnership with other agencies protects children and reduces risk and so we will engage in partnership working throughout the child protection process to safeguard children.

Whilst the preschool will work openly with parents as far as possible, the preschool reserves the right to contact children’s social care or the police, without notifying parents if this is in the child’s best interests.

Leadership and Management

We recognise that staff’s anxiety around child protection can undermine good practice and so have established clear lines of accountability, training and advice to support the process and individual staff within that process.

In our preschool any individual can contact the designated safeguarding lead (DSL) if they have concerns about a young person.

DSL is Lisa Floyd and the deputy DSL is Lisa Gregory, we have procedures in place if staff wish to report allegations against the manager/owner.

As an employer we comply with the "Disqualification under the childcare act 2006" guidance issued in February 2015 .

All staff in our preschool are expected to be aware of the signs and symptoms of abuse and must be able to respond appropriately.

Training is provided every year for all staff, with separate training to all new staff on appointment.

All staff sign to the policy annually to acknowledge they have attended/read and understood the training.

The DSL will attend annual training with regular updates to enable them to fulfil their role,1st year full day training,2nd year refresher training, these alternate between the DSL and deputy DSL to ensure changes/procedures are up to date.

Any update in national or local guidance will be shared with all staff in individual briefings then again in whole team meetings.

This policy will be updated during the year to reflect any changes brought about by new guidance. Following any concerns raised by staff, the DSL will assess the information and consider if significant harm has happened or if there is a risk that it may happen. If the evidence suggests the threshold of significant harm, or risk of significant harm has been reached; or they are not clear if the threshold is met, then the DSL will contact MASH for guidance. If the DSL is not available or there are immediate concerns, the staff member will refer directly to MASH.

Generally, the DSL will inform the parents prior to making a referral however there are situations where this may not be possible or appropriate.

The exception to this process includes cases of known Female Genital Mutilation where there is a mandatory requirement for the setting to report directly to the police.

Confidentiality

We maintain that all matters relating to child protection are to be treated as confidential and only shared as per the 'working together' guidance.

Information will only be shared with agencies who we have a statutory duty to share with and individuals within the school who 'need to know'.

All staff are aware that they cannot promise a child to keep a disclosure confidential

Dealing with allegations against staff

If a concern is raised about the practice or behaviour of a member of staff this information will be recorded and passed to Lisa Floyd. The local authority designated officer (LADO) will be contacted and the relevant guidance will be followed

The LA's Designated Officer is: Sue Sevier

Phone: 023 8091 5535

E-mail: LADO@Southampton.gov.uk

If the allegation is against the owner/manager, the person receiving the allegation will contact the LADO .

Roles and responsibilities within Busy Bee preschool Millbrook

Staff responsibilities

All staff have a key role to play in identifying concerns early and in providing help for children.

To achieve this, they will:

Establish and maintain an environment where children feel secure, are encouraged to talk and are listened to.

Ensure children know that there are adults in the setting whom they can approach if they are worried about any problems.

Plan opportunities within the curriculum for children to develop the skills they need to assess and manage risk appropriately and keep themselves safe.

Attend training to be aware of and alert to the signs of abuse.

Maintain an attitude of “it could happen here” with regards to safeguarding.

Record their concerns if they are worried that a child is being abused and report these to the relevant person as soon as practical that day.

If the disclosure is an allegation against a member of staff, they will follow the allegations’ procedures.

Follow the procedures set out by the LSCB and take account of guidance issued by the DfE.

Support children in line with their child protection plan.

Ensure they know who the designated safeguarding lead (DSL) and deputy DSL are and know how to contact them.

Treat information with confidentiality but never promising to “keep a secret”.

Notify DSL of any child on a child protection plan who has unexplained absence.

In the context of early help, staff will notify colleagues and/or parents of any concerns about their child(ren), and provide them with, or signpost them to, opportunities to change the situation.

Liaise with other agencies that support pupils and provide early help.

Senior management responsibilities:

Contribute to inter-agency working in line with guidance (working together 2015)

Provide a co-ordinated offer of early help when additional needs of children are identified

Working with children's social care, support their assessment and planning processes including the preschools attendance at conference and core group meetings

Carry out tasks delegated by the governing body such as training of staff; safer recruitment; maintaining a single central register

Provide support and advice on all matters pertaining to safeguarding and child protection to all staff regardless of their position within the preschool

Treat any information shared by staff or pupils with respect and follow procedures

Ensure that allegations or concerns against staff are dealt with in accordance with guidance from department for education (DfE), Local safeguarding children board (LSCB) and Southampton City Council (SCC).

The preschool has effective safeguarding policies & procedures including a child protection policy and a staff behaviour policy

Recruitment, selection and induction follows safer recruitment practice.

Allegations against staff are dealt with by the owner/manager.

A member of senior staff is designated as designated safeguarding lead (DSL) and have this recorded in their job description

Staff have been trained appropriately and this is updated in line with guidance

Any safeguarding deficiencies or weaknesses are remedied without delay once highlighted

DSL responsibilities

In this preschool the DSL is Lisa Floyd the deputy DSL is Lisa Gregory

Attend initial training for the role and refresh this every year, by attending the initial refresher training and then demonstrating evidence of continuing professional development thereafter with regular updates.

Ensure every member of staff knows who the DSL is, is aware of the DSL role and has their contact details

Ensure all staff and volunteers understand their responsibilities in being alert to the signs of abuse and responsibility for referring any concerns to the DSL

Ensure that whole preschool training occurs annually so that staff and volunteers can fulfil their responsibilities.

Ensure any members of staff joining the preschool outside of this training schedule receive induction prior to commencement of their duties

Keep written records of child protection concerns securely and separately from the main child file and use these records to assess the likelihood of risk

Ensure that copies of safeguarding records are transferred accordingly (separate from children's files) when a child transfers to school or another setting

Ensure that where a child transfers preschool and is on a child protection plan or is a child looked after, the information is passed to the new setting immediately and that the child's social worker is informed

Link with the LSCB and SCC to make sure staff are aware of training opportunities and the latest local policies on safeguarding

Develop, implement and review procedures in the preschool that enable the identification and reporting of all cases, or suspected cases, of abuse.

Busy Bee preschool Millbrook child protection procedures

Overview

The following procedures apply to all staff working in the preschool and will be covered by training to enable staff to understand their role and responsibility.

The aim of our procedures is to provide a robust framework which enables staff to take appropriate action when they are worried a child is being abused.

The prime concern at all stages must be the interests and safety of the child, where there is a conflict of interest between the child and an adult, the interests of the child must be paramount

If a member of staff suspects abuse or they have a disclosure of abuse made to them they must:

Make an initial record of the information

Report it to the DSL / DSL deputy immediately

The DSL or deputy will consider if there is a requirement for immediate medical intervention, however urgent medical attention should not be delayed if DSL or deputy are not immediately available

Make an accurate record (which may be used in any subsequent court proceedings) as soon as possible and within 24 hours of the occurrence, of all that has happened, including details of:

Dates and times of their observations

Dates and times of any discussions they were involved in.

Any injuries

Explanations given by the child / adult

What action was taken

Any actual words or phrases used by the child.

The records must be signed and dated by the author.

Following a report of concerns from a member of staff, the DSL must:

Decide whether there are sufficient grounds for suspecting significant harm in which case a referral must be made to children's social care

Normally the preschool should try to discuss any concerns about a child's welfare with the family and where possible to seek their agreement before making a referral to children's social care. However, in accordance with DfE guidance, this should only be done when it will not place the child

at increased risk or could impact a police investigation. The child's views should also be considered if appropriate.

If there are grounds to suspect a child is suffering, or is likely to suffer, significant harm they must contact the Multi Agency Safeguarding Hub (and make a clear statement of: a. the known facts b. any suspicions or allegations c. whether there has been any contact with the child's family).

If the DSL feels unsure about whether a referral is necessary, they will phone MASH to discuss concerns.

If there is not a risk of significant harm, then the DSL will either actively monitor the situation or consider the early help process.

The DSL must confirm any referrals in writing to the MASH, within 24 hours, including the actions that have been taken. The written referral should be made using the MASH referral form which will provide children's social care with the supplementary information required about the child and family's circumstances.

If a child is in immediate danger and urgent protective action is required, the police should be called. The DSL should also notify children's social care of the occurrence and what action has been taken.

Where there are doubts or reservations about involving the child's family, the DSL should clarify with children's social care or the police whether, the parents should be told about the referral and, if so, when and by whom. This is important in cases where the police may need to conduct a criminal investigation.

When a child is in need of urgent medical attention and there is suspicion of abuse the DSL or deputy should contact the emergency services, having first notified children's social care. The DSL should seek advice about what action children's social care will take and about informing the parents, remembering that parents should normally be informed that a child requires urgent hospital attention.

Dealing with disclosures

If a member of staff is approached by a child, they should:

Listen positively

Reassure them

Do not promise to keep a secret

Explain they need to tell another grown up

Additional consideration needs to be given to children with communication difficulties and for those whose first language is not English, it is important to communicate with them in a way that is appropriate for their age, understanding and preference.

All staff must know who the DSL and DSL deputy is, ultimately all staff have the right to make a referral to the police or social care directly and should do this if, for whatever reason there are difficulties in following the settings procedures.

All staff must be familiar with the 7 r's

Receive:

- Listen to what is being said, without displaying shock or disbelief
- Accept what is said and take it seriously
- Make a note of what was said as soon as possible

Reassure:

- Reassure the child, but only as far as is honest and reliable
- Don't make promises you may not be able to keep ie: I'll stay with you or everything will be ok now
- Do reassure, you could say "I believe you" "I am glad you told me"

Respond

- Respond to the child only as far as necessary, do not interrogate for full details
- Do not ask leading questions such as "did he touch your private parts?" Or "did she hurt you?" (such questions can invalidate your evidence & the child's in any prosecution)
- Do not criticise the alleged perpetrator, the child may care about him/her and reconciliation may be possible
- Do not ask the child to repeat it all for another member of staff, explain what you must do next and who you have to talk to. Reassure the child it will be another grown up in the setting.

Report

- Share concerns with the DSL as soon as possible
- If they are not able to be contacted and neither is the deputy, and the child is at risk of immediate significant harm contact MASH directly
- If you are not satisfied with the level of response you receive you should press for re-consideration.

Record

- If possible make brief notes at the time and write them up as soon as possible
- Keep your original notes on file
- Recorded the date,time,place,persons present and noticeable nonverbal behaviour, and the exact words used by the child. If the child uses sexual "pet" words record the actual words they use.
- Complete a body map to indicate the position of any noticeable bruising.
- Record facts and observable things not your own interpretations or assumptions

Remember

- Support the child – listen, reassure and be available
- Complete confidentiality is essential, share only with appropriate professional colleagues.
- Try to access support for yourself if needed

Review (led by DSL)

- Has the action taken provided good outcomes for the child?
- Did the procedure work?
- Were any deficiencies or weaknesses identified if so have they been corrected
- Is further training required?

What happens next?

It is paramount that concerns are followed up and it is everyone’s responsibility to ensure that they are. The staff member should be informed by the DSL what has happened following the report being made, if they do not receive this information they should be proactive in seeking it out.

If the staff member has concerns that the disclosure has not been acted upon appropriately they may inform the deputy DSL or may ultimately contact MASH.

Receiving a disclosure can be upsetting for the member of staff and as a setting we have a procedure for supporting them after the disclosure, this will include reassurance that they followed the correct procedure and that their actions will enable the allegation to be handled appropriately. In some case counselling might be needed and the staff member should be encouraged to recognise that disclosures can have a impact on their own emotions.

Children may become subject to Child in Need plans, this will always involve multiagency working around the child/family. All agencies are required to provide written reports for each meeting, our setting may also be needed to send a representative to the meetings to share the settings report and hear the wider picture, this would usually be the DSL or Deputy DSL.

This policy was adopted by	Busy Bee preschool Millbrook
On	<u>29th September 2018</u>)
Date to be reviewed	<u>29th September 2019</u>
Signed on behalf of the provider	_____
Name of signatory	<u>Lisa Floyd</u>
Role of signatory (e.g. chair, director or owner)	<u>Manager/owner</u>
