Child Protection, Safeguarding and The Prevent Duty

(this policy includes managing allegations of abuse against a member of staff and whistleblowing)

Policy statement

Our setting works with children, parents and the community to ensure the rights and safety of children and to give them the very best start in life.

Key EYFS Themes Supported

A Unique Child	Positive Relationships	An Enabling Environment	Learning and Development

Procedures

Staff and volunteers

- Our designated people (members of staff) who co-ordinate child protection issues are:
  Lisa Johnston and Jade Johnston
- Our designated officer (a committee member) who oversees this work is: **Kirsty Randall**
  Kirsty can be contacted by e-mail at **chairperson.kilnhill@yahoo.co.uk**
- 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 Disclosure and Barring Service 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 Criminal Record Bureau 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 abide by the Protection of Vulnerable Groups Act requirements in respect of any person who is dismissed from our employment or resigns in circumstances that would otherwise have led to dismissal for reasons of child protection concern.

- 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.
- Staff and volunteers are advised about the importance of safeguarding every child in our care at their induction and routinely through staff meetings and supervisions. They are informed or reminded about the importance of 'whistleblowing' and who to approach from the setting if such an instance were to occur.

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 may be experiencing 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 setting leader or manager who is acting as the 'designated person'. The information is stored on the child's personal file which is key group colour coded and kept in a locked cupboard
- We refer concerns to the local authority Children's Services department and co-operate fully in any subsequent investigation.
  NB In some cases this may mean the police or another agency identified by the Northumberland Safeguarding Children's Board, the procedures of which can be found online at (http://northumberlandlscb.proceduresonline.com/chapters/quick%20guide.html)
- We take care not to influence the outcome either through the way we speak to children or by asking questions of children.
- We use the detailed procedures and reporting format contained on the 'What to Do If You're Worried A Child Is Being Abused' Flowchart for Referral and the Northumberland LSCB guidelines when making a referral to Children's Services or other appropriate agencies.

Recording suspicions of abuse and disclosures

- Where a child makes comments to a member of staff that gives cause for concern (disclosure), or a staff member 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:
  - listens to the child, offers reassurance and gives assurance that she or he will act;
  - 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 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

- The Northumberland Safeguarding Children Board guidelines procedures (found at http://northumberlandlscb.proceduresonline.com/chapters/quick%20guide.html) contain detailed procedures for making a referral to the local Children's Services team. Pre-School has a template form for recording concerns.
- We keep a note of the Northumberland Safeguarding Children Board website, the 'What to Do If You're Worried A Child Is Being Abused' referral Flowchart and follow the detailed guidelines given.
- All members of staff are familiar with these publications and the template record of concern form and follow the procedures for recording and reporting.

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 Northumberland Safeguarding Children Board 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 Northumberland Safeguarding Children Board 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.
- 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) of any incident or accident and any changes in our arrangements which may affect the wellbeing of children.
- If a referral is to be made to the local authority Children's Services department, we act within the Northumberland Safeguarding Children Board guidance in deciding whether we must inform the child's parents at the same time.

Allegations against staff

We ensure that all parents know how to complain about the behaviour or actions of staff or volunteers within the setting, or anyone working on the premises occupied by the setting, which may include an allegation of abuse. We ensure that all staff feel enabled to make a disclosure of abuse towards a child

about a colleague or setting volunteer – 'whistleblowing'.

When an allegation has been made about a member of staff:

- We respond to any disclosure by children, staff, parents or any other individual that abuse by a member of staff or volunteer within the setting, or anyone working on the premises occupied by the setting, may have taken, or is taking place, by first recording the details of any such alleged incident. Lisa Johnston is to be informed immediately, where a concern is raised about Lisa, Jade Johnston as deputy is to be informed.
- Lisa (or Jade) listens carefully to the allegation in confidence and takes written notes using the exact words spoken by the person making the complaint as far as possible. These are signed and dated by herself and the person making the allegation.
- Lisa (or Jade) immediately informs Kirsty Randall (chairperson) that an allegation has been made and what the allegation consists of. Lisa (or Jade) and Kirsty together, where possible, inform the staff member as soon as possible that an allegation has been made. Where the management committee and Children's Services 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. If still present, then the staff member is asked to leave the premises.
- Kirsty informs the Designated Officer (DO) (at the time of writing the DO is Jonathan Ord) about the investigation as soon as possible. The date and time this notification was made is recorded.
- The DO will refer immediately to Children's Services department to investigate if they are not already involved. If there is a delay in this, the setting itself will refer. 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 follow the guidance of the Northumberland Safeguarding Children Board when responding to any complaint that a member of staff, or volunteer within the setting, or anyone living or working on the premises occupied by the setting, has abused a child.
- Kirsty acts on the advice of the DO.
- We co-operate entirely with any investigation carried out by Children's Services in conjunction with the police.

Where the DO is immediately unobtainable the following procedures apply until s/he can be contacted:

- Lisa (or Jade) and Kirsty go back to pre-school records to see if any incidents which may pertain to the allegation have been recorded. These are photocopied and kept together in a confidential and secure file.

- Kirsty and Lisa (or Jade) speak to other staff members separately to inform them of the situation and offer support if it is required. Kirsty observed by Lisa (or Jade) takes a private statement

from each staff member around the events that occurred before, during and after the time of the alleged incident. This is dated and signed and added to the secure file.

- Kirsty and Lisa (or Jade) visit the staff member against whom the allegation was made take a signed and dated statement without offering any information form previously noted statements from other staff members. This is also added to investigation file.

The setting co-operates with Children's Services, the DO and the police if relevant fully and respectfully always throughout the investigation.

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.

Training

- We seek out regular training and knowledge refreshment opportunities for all adults involved in the setting to ensure that they can 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 room allows for constant supervision. No staff member or volunteer can take a child to the bathroom or is left alone with a child on a one-to-one basis without being visible to others unless they have received and shown evidence of a fully enhanced CRB disclosure.

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 Local Safeguarding Children Board.

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 always 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, after 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 Northumberland Safeguarding Children Board.

From the 1st July 2015 all schools, registered early years childcare providers and registered later years childcare providers are subject to a duty under section 26 of the Counter-Terrorism and Security Act 2015, in the exercise of their functions, to have "due regard to the need to prevent people from being drawn into terrorism" This is known as the Prevent Duty

Here at Kiln Hill Pre-School we take safeguarding very seriously, therefore to ensure that we adhere to and achieve the Prevent Duty we will endeavour to:

- Provide appropriate training for staff where possible. Part of this training will enable staff to identify children who may be at risk of radicalisation.
- We will build the children's resilience by promoting fundamental British values and enable them to challenge extremist views.
- We will assess the risk of children being drawn into terrorism, including support for extremist ideas that are part of the terrorist ideology.
- We will ensure staff understand the risks, so they can respond in an appropriate and proportionate way.
- We will be aware of the online risk of radicalisation through the use of social media and the internet.
- As with managing our safeguarding risks, our staff will be alert to changes in children's behaviour which could indicate that they may be in need of help or protection (children at risk of radicalisation may display different signs or may seek to hide their views). The key person approach means we already know our children well and so we will notice any changes in behaviour, demeanour or personality quickly.

- We will not carry out unnecessary intrusion into family life, but we will act when we observe behaviour of concern. The key person approach means we already have a rapport with our families so we will notice any changes in behaviour, demeanour or personality quickly.
- We will work in partnership with NSCB for guidance and support.
- We will build up an effective engagement with parents/carers and families (This is important as they are in a key person position to spot signs of radicalisation)
- We will assist and advise families who raise concerns with us. It is important to assist and advise families who raise concerns and be able to point them in the right direction and the right support mechanisms.
- We will ensure that any resources used in the nursery are age appropriate for the children in our care and that our staff have the knowledge and confidence to use the resources effectively.

Where we feel that a vulnerable person is at serious threat of radicalisation through faith, violence, crime, terrorism or any other situation we will contact the relevant authorities for support and referral to professionals who are trained to help. In the case of a child we will email: preventmailbox@northumbria.pnn.police.uk If we have concerns about an adult we can contact the safeguarding service on 01670 622683.

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)
- Human Rights Act (1999)
- Race Relations (Amendment) Act (2000)
- Race Relations (Amendment) Act (1976) Regulations
- The Equality Act (2010)
- Data Protection Act (1998) Non-Statutory Guidance

Further Guidance

- http://northumberlandlscb.proceduresonline.com/chapters/quick%20guide.html
- Working Together to Safeguard Children (revised HMG 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 (2006)
- 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: Practitioners' Guide (HMG 2006)