



Registered Charity Number 1029388

## Child Protection Policy

**Date Adopted: 15<sup>th</sup> October 2018**

(The following policies form part of our CPP,: Social Networking, Mobile phone & Camera policy, Laptop/tablet, Tapestry and Whistle blowing policy)

### **Statement of Intent**

The preschool will work with children, parents and community to ensure the rights and safety of children and to give them the very best start of life.

We carry out the following procedures to ensure we meet the three key commitments of the Hartwell Preschool CPP

**1 – Hartwell Preschool is committed to build a ‘culture of Safety’ in which children are protected from abuse and harm in all areas of it service delivery**

The PreSchool manager (Elaine Andrews) is the designated lead in safeguarding who co-ordinates child protection issues. The Deputy Manager (Val Watson) is the deputy designated lead. The committee chair person oversees this work

All staff adheres to our Social Networking policy & Mobile Phone & Camera Policy

The Manager and staff are aware of and are alert to any possible material online that is linked to the setting and would report any issues to the designated lead in the setting.

Applicants for posts within the pre-school 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 & Barring Service and ISA registration before posts can be confirmed.

Staff will be asked to declare their suitability to work with children on an annual basis. ***It is the responsibility of the individual member of staff to notify Hartwell Pre-school of any changes to the information declared on the form.*** Should a declaration be made of a conviction by a member of staff the session manager will seek immediate advice.

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 and Barring Service checks for staff and volunteers, to ensure that no disqualified person or unsuitable person works at the pre-school or has access to the children. Volunteers, including parents, do not work unsupervised.

We abide by the Safeguarding Vulnerable Act Group 2006 requirements in respect of any person who is dismissed from our employment, or resigns in circumstances that would otherwise have lead to dismissal for reasons of child protection concern.

We have procedures for recording the details of visitors to the pre-school.

We take security steps to ensure that we have control over who comes into the pre-school, so that no unauthorised person has unsupervised access to the children.

**2 - Hartwell Pre-school is 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 that are set down in 'What to do if you are worried a child is being abused' (HMG march 2016)**

### **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:

- significant changes in their behaviour;
- deterioration in their general well-being;
- 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;
- unexplained bruising, marks or signs of possible abuse or neglect; and

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, children with special needs and those with medical conditions, fabricated or induced illness, child abuse linked to beliefs in spirit possession, 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.

We recognise that children & young people are capable of abusing their peers. ***All staff should be aware that safeguarding issues can manifest themselves via peer on peer abuse. This is most likely to include, but not be limited to:***

#### ***Bullying (including cyberbullying)***

***Physical abuse such as hitting, kicking, shaking, biting, hair pulling, or otherwise causing physical harm:***

***Sexual violence and sexual harassment;***

***Sexting (also known as youth produced sexual imagery); and***

***Initiation/hazing type violence and rituals***

***Procedures are in place to minimise the risk of Peer on Peer abuse.***

We also make ourselves aware of ***contextual*** safeguarding matters that some children and young people can be affected by. Experiences of significant harm beyond their family e.g by gang activity, Child Sexual Exploitation, Radicalisation, by complex, multiple or organised abuse, through forced marriage or honour based violence or may be victims of child trafficking. While this may be less likely to affect young children in our care we may become aware of any of these factors affecting older children and young people who we may come into contact with.

**Staff have an awareness and understanding of ‘The Prevent Duty’** (having due regard to the need to prevent people from being drawn into terrorism in accordance with the Counter-Terrorism and Security Act 2015)

They are alert to any changes in children’s behaviour which could indicate they are in need of help or protection. We aim to build children’s resilience to radicalisation by promoting fundamental **British Values** thus enabling children to challenge extremist views. **British Values being ‘Rule of Law’, ‘Democracy’, Individual Liberty’ and Mutual respect and tolerance ’**

We shall aim to get in contact with the child’s main carer on the morning of an unexpected absence if we cannot get in touch with them by lunchtime we shall contact their emergency contact.

**If a child is deemed to be in immediate danger, left alone or missing, we would contact the police and/or ambulance service directly on 999.**

**If there is no immediate danger to a child then we use the Northamptonshire Thresholds & pathways to denote the level of need and vulnerability matrix.**

Where we believe a child in our care or known to us may be affected by any of these factors we follow the procedure 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 member of staff who is acting as the 'designated person'. The information is stored on the child's personal file.

We refer concerns to the Multi Agency Safeguarding Hub (MASH) (by telephone 0300 126 1000 or **Out of Hours 01604 626938** as well as a completed referral form) and co-operate fully in any subsequent investigation. NB In some cases this may mean the police or another agency identified by MASH.

We take care not to influence the outcome either 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 setting 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 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:

- 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 date and time; and the names of any other person present at the time.

These records are signed and dated and kept in the designated file.

### **Informing parents**

Parents are normally the first point of contact. We discuss concerns with parents to gain their view of events unless we feel this may put the child in greater danger.

We inform parents 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.

We have the current version of 'What to do if you're worried a child is being abused' and '*keeping Children Safe in Education*' available for parents and staff and ensure that all staff are familiar with what they need to do if they have concerns.

We have procedures for contacting the relevant local authority on child protection issues, including maintaining a list of names, addresses and telephone numbers to contact, to ensure that it is easy, in any emergency, for the setting and agencies 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 well-being of children or where an allegation of abuse is made against a member of staff (whether the allegations relate to harm or abuse committed on our premises or elsewhere).which may lead to disqualification of an employee.

Any allegations of serious harm or abuse by any person living, working or looking after children at the premises will be reported to Ofsted as soon as possible but at the latest within 14 days.

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 staff or volunteers within the preschool, or anyone living or working on the premises occupied by the preschool, which may include an allegation of abuse.

We respond to any inappropriate behaviour displayed by members of staff, or any other person working with the children, which includes:

- Inappropriate sexual comments;
- Excessive one-to-one attention beyond the requirements of their usual role and responsibilities, inappropriate sharing of images.

We follow the guidance of the Local Safeguarding Children Board when responding to any complaint that a member of staff, or volunteer within the preschool, or anyone working on the

premises occupied by the setting, has abused a child.

We respond to any disclosure by children or staff that abuse by a member of staff or volunteer within the setting, or 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.

Any allegation of abuse against a member of staff or volunteer must be reported to the Pre-School Manager.

If this manager is implicated in the allegation, the concern must be reported to the Committee Chairperson.

The person to whom an allegation is first reported should take the matter seriously and keep an open mind. s/he should not investigate or ask leading questions if seeking, it is important not to make assumptions.

Actions to be taken include making a written record of the allegation using the informant's word including time, date and place where the alleged incident took place, what was said and anyone else present. This record should be signed and dated and immediately passed on to the named senior manager.

We refer any such complaint immediately to the MASH team via the email address:

MASH@northamptonshire.gcsx.gov.uk. The MASH team will contact the Designated Officer (DO). We can also refer the allegation to the DO using the email following address:

DO referral@northamptonshire.gov.uk and may consult with the DO before the completing the referral form. We also report any such alleged incident to Ofsted as soon as possible but at the latest within 14 days 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 team and children's social care agree it is appropriate in the circumstances, the chair/director/owner 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.

### **Disciplinary action**

Where a member of staff 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 (DBS) 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.

**3 - Hartwell Pre-School is committed to promoting awareness of child abuse issues throughout its training and learning programmes for adults. It is also committed to empowering young children, through its early childhood curriculum, promoting their right to be strong, resilient and listened to.**

### **Training**

*Children may be vulnerable to neglect, abuse or exploitation from within their family and individuals they come across in their day to day lives.* We regularly seek out training opportunities for all adults involved in the pre-school to ensure that they are able to recognise the signs and

symptoms of children who may be vulnerable to neglect, sexual, physical and emotional abuse, exploitation, trafficking, online abuse and the influences of extremism leading to radicalisation. Whatever the form of neglect or abuse, practitioners should put the needs of children first when determining what action to take and are aware of the local authority guidelines for making referrals.

- We ensure that all staff know the procedures for reporting and recording

## **Curriculum**

We introduce key elements of child protection 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 can develop understanding of why and how to keep safe.

We create within the pre-school 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 appropriate for the ages and stages of our 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 its role and responsibilities in relation to Safeguarding children, such as for the reporting of concerns, providing information, monitoring of the child, and liaising at all times with the local social services department.

The pre-school continues 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 social services department in relation to the pre-school's designated role and tasks in supporting the child and the 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 procedure and only if appropriate under the guidance of the Local Safeguarding Children Board.

## **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)

### **GDPR 2018**

## **Secondary legislation**

Sexual Offences Act (2003)

Criminal Justice and Court Services Act (2000)

Equalities Act (2010)

Data Protection Act (1998) Non Statutory Guidance

## **Further Guidance**

Working Together to Safeguard Children (*July 2018*)

What to do if you are Worried a Child is Being Abused (*March 2015*)

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)

*Keeping Children Safe in Education – Sept 2018*

Disclosure and Barring Service (DBS)

## **Telephone numbers- Safeguarding/Child Protection**

**Designated Officer** – Andy Smith 01604 367862. Christine York 01604 362633

**Multi Agency safeguarding hub** – 0300 126 1000 out of hours 01604 626938

[MASH@northamptonshire.gcsx.gov.uk](mailto:MASH@northamptonshire.gcsx.gov.uk)

[Earlyhelpsupport@northamptonshire.gov.uk](mailto:Earlyhelpsupport@northamptonshire.gov.uk)

Out of hours 01604 626938

NSCB [www.northamptonshirescb.org.uk](http://www.northamptonshirescb.org.uk)

**OFSTED** general helpline 0300 123 1231

[enquiries@ofsted.gov.uk](mailto:enquiries@ofsted.gov.uk)

**NSPCC** – [www.nspcc.org.uk](http://www.nspcc.org.uk) 0808 800 5000

## **Whistle blowing**

[LADO Referral@northamptonshire.gov.uk](mailto:LADOReferral@northamptonshire.gov.uk)

[whistleblowing@ofsted.gov.uk](mailto:whistleblowing@ofsted.gov.uk)

**CPP** online reference form

[www.lscbnorthamptonshire.org.uk/reporting\\_concerns\\_home.html](http://www.lscbnorthamptonshire.org.uk/reporting_concerns_home.html)

**If any doubt call 999**

This policy was adopted at a committee meeting of Hartwell Pre-School held on 15<sup>th</sup> October 2018  
Signed on behalf of Hartwell Pre-school:

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Charlotte Wilson, Chairperson.