

Safeguarding Children and Young People Policy



Relevant Acts

- **Children Act 1989, 2004**
- **Human Rights Act 1998 (article 3)**
- **Childcare Act 2006**
- **Counter-Terrorism and Security Act 2015**
- **The Prevent Duty 2015**
- **Working Together to Safeguard Children 2018**

Burton Pre-School Playgroup is committed to creating an environment in which the welfare, safety and protection of children and staff is paramount.

Section One – Purpose

Burton Pre-School Playgroup has a duty to be aware that abuse does occur in our society. This policy lays out the procedures to be followed if we have reason to believe that a child in our care is subject to any form of abuse or neglect.

Our primary responsibility is the welfare and well being of each individual child in our care. As such we believe we have a duty to the children, parents/carers and staff to act quickly and responsibly to any concern that may come to our attention. It is the duty of any staff member to report any suspected abuse to the Designated Safeguarding Officer (DSO), if this is not reported then we are 'failing to act to prevent harm'.

When implementing our safeguarding policy, we will be following guidance from the ICO to ensure when we collect and use personal information do so responsibly, securely and fairly.

We aim to ensure our families understand how their personal information is used and are aware of their information rights.

If you have a concern about the way we are collecting or using your personal data, we request that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

The Prevent duty is the duty in the Counter-Terrorism and Security Act 2015 on specified authorities, there is a responsibility on Burton Preschool Playgroup to have due regard to preventing people being drawn into terrorism. In order to protect children in our care, we must be alert to any reason for concern in the child's life at home or elsewhere. This includes awareness of the expression of extremist views.

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British values are a set of four values introduced to help keep children safe and promote their welfare, they are

- Democracy
- The rule of law
- Individual liberty
- Mutual respect and tolerance of different faiths and beliefs

Burton Preschool includes British Values in our everyday routines and procedures by making decisions together, for example giving opportunities to develop enquiring minds in an atmosphere where questions are valued. We will promote the understanding that rules matter for example collaborating with children to create rules and codes of behaviour.

We encourage the belief of freedom for all, encouraging the reflection of their differences and understanding we are free to have different opinions. We actively encourage children in our care to treat others as you want to be treated, for example sharing and respecting other's opinions.

The DSO at Burton Pre-School Playgroup is Katie Starks. Viv Torrington will deputise, should the DSO not be available.

Section Two – Concerns about a child/children

If there is a concern about a child, Burton Pre-School Playgroup has a duty to contact Children's Social Care (CSC) linked to the area where a child lives:

Email: MASH@dorsetcc.gov.uk

Bournemouth: 01202 458102

Dorset: 01202 228866

Poole: 01202 735046

Out of Hours Service: 01202 657279

The DSO or deputy should speak to the CSC duty officer to share their concern over an incident or emerging pattern of concerns. The duty officer will discuss with their own manager and decide upon further action, if applicable. If the initial contact is taken by CSC as a referral, the setting should send a written report within 48 hours.

Physical Abuse

Action will be taken under this heading if staff have reason to believe that there has been a physical injury to a child, including deliberate poisoning, where there is a definite knowledge, or reasonable suspicion that the injury was inflicted or knowingly not prevented. We will be concerned and make further enquiries, which may lead to a referral to CSC, to any injury to a non-mobile child/baby.

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Procedure

1. Any sign of a mark or injury to a child when they come into Burton Pre-School Playgroup will be recorded (on our existing injuries form H&S-010), discussed with the parent, and the parent asked to countersign the record. Parents/carers will have been informed of this procedure when they join the setting.
2. The observed instances will be recorded and any marks recorded on a body map (located in the playgroup office)
3. If there appears to be a discrepancy or query regarding the injury or the injury is discovered after the parent/carer has left and the child discloses the name of the person causing the injury, this will be shared with the CSC who may notify the police if there is any concern that the child is in danger of significant harm.

Sexual Abuse

Action will be taken under this heading if the staff team have witnessed occasions where a child has indicated sexual activity through words, play, drawing or had an excessive pre-occupation with sexual matters or had an inappropriate knowledge of adult sexual behaviour.

Procedure

1. The observed instances will be recorded
2. The matter will be referred to CSC who will notify the police if there is any concern that the child is in danger of significant harm.

Emotional Abuse

Action will be taken under this heading if the staff team has reason to believe that there is a severe, adverse effect on the behaviour and emotional development of a child caused by persistent or severe maltreatment or rejection.

Procedure

1. The observed instances will be recorded
2. The matter will be referred to CSC who will notify the police if there is any concern that the child is in danger of significant harm.

Neglect

Action will be taken under this heading if the staff team has reason to believe that there has been persistent or severe neglect of a child (for example, by exposure to any kind of danger, including cold and starvation) which results in serious

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impairment of the child's health or development, including non-organic failure to thrive.

Procedure

1. The observed instances will be recorded
2. The matter will be referred to CSC who will notify the police if there is any concern that the child is in danger of significant harm.

See appendix two for additional information on the definitions and typical indicators of abuse.

The Children Act 1989 places a duty on CSC to investigate such matters. Burton Pre-School Playgroup will follow procedures set out by DSCB and will take guidance of CSC on further action or procedures to be followed. All records will be kept confidential on a need to know basis.

Allegations of child abuse or neglect could lead to a criminal investigation so staff will not do anything to jeopardise this, for example, ask a child leading questions or attempt to investigate allegations themselves.

If clarification is needed or requested by the CSC, staff may use open ended questions (T.E.D tell me, explain to me, describe to me) but should be mindful that CSC and police are responsible for child protection matters.

Section Three – Allegations against a member of staff or volunteer

Action will be taken under this heading if a concern is raised or allegation is made against a member of staff or volunteer which suggests that a child has been harmed or is vulnerable to abuse.

Procedure

1. This should be notified to the DSO/Employer who will contact CSC for advice (see above telephone numbers) and direction of procedure to follow.
2. Ofsted should then be notified of the allegation.
3. In all cases a record of the report, which is timed, dated and includes a clear name or signature must be made.
4. Suspension maybe considered necessary if:
 - There is cause to suspect a child is at risk of significant harm, or
 - The allegation warrants investigation by the police, or
 - The allegation is so serious that it might be grounds for dismissal

The suspected person will be suspended on full pay during the period of the investigation. If there is no proof of any misconduct and a suspended person is to return to work, appropriate support should be set up e.g. mentor/management of contact with child/children/parents who made the allegation. If the complaint is

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upheld the staff member will be dismissed on the grounds of gross misconduct following usual disciplinary procedures.

Full DSCB guidance and procedures on Managing Allegations can be found in 'Working Together to Safeguard Children and Young People 2010'.

Section Four – Ensuring the suitability of staff to work with children.

In accordance with the Childcare Act 2006 and EYFS Welfare Requirements, all staff work at Burton Pre-school Playgroup will be subject to rigorous checks and references (please see Employment of Staff Policy). All staff are contracted to attend safeguarding training in Safeguarding Children and Young People and will be asked to familiarise themselves with this document.

Staff job roles include responsibility to safeguard children and report to the DSO any concerns.

Staff must:

- Give comfort and support to the child as appropriate
- Not force the child to talk about the abuse or ask leading questions
- Maintain confidentiality for the protection of the child and family
- Speak to the DSO or deputy as soon as possible to ensure that appropriate action can be taken
- Record, using clear language, what has been seen or heard
- Staff must ensure that their conduct is at all times exemplary and in turn does not put children in danger or bring the setting into disrepute

Full DSCB guidance and procedures on a code of conduct for people working with children can be found in 'Working Together to Safeguard Children and Young People 2010'.

Volunteers and students who have not undergone these checks will be fully supervised and never left alone with children (see Student Placement Policy – PP - 033).

Section Five – Working with Parents and Carers

Parents/carers will be provided with a copy of this document when their child begins which will be explained in a clear way so not to frighten, upset or accuse but to impress upon them the commitment to their child's wellbeing.

Parents/carers will be reassured that allegations against staff, students and volunteers, of abuse or neglect will be taken seriously and will be reported Children's Social Care to be investigated. The concern should be made to the settings DSO or if this person is the subject of the allegation and there is nobody higher in the organisation, directly to Children's Social Care (CSC).

At all times the child or young person's wellbeing comes first. Burton Pre-School Playgroup has the right to seek advice, regarding a concern they may have about a

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child, before discussing it with the child's parent. If the child is thought to be at risk of significant harm, a referral may be made to CSC without having first discussed it with the parent.

Section Six – Follow on

If a concern or allegation is reported to the DSO a decision will be made regarding the next step which could be to discuss the concern with a parent/carer; take further advice; or to raise a concern with CSC. The duty officer will advise the setting on necessary procedures, depending on the severity of the concern. CSC may investigate if the concern has reached the threshold for this to be taken forward. The CSC office may arrange a visit to the family/setting to see the child and parents for themselves. If this leads them to suspect a child has been abused or neglected, advice and support will be offered to improve the care of the child.

Burton Pre-School Playgroup will continue to provide the best care for the child and work to support parents/carers in a confidential, non-judgmental manner.

Section Seven – Whistle Blowing

All staff and volunteers should be aware of their duty to raise concerns, where they exist, about the management of safeguarding, which may include the actions of colleagues. Any such concerns should be raised with the DSO.

If your concern is about that person contact your Early Years Advisor or directly to CSC.

(for further information please see our Whistle Blowing Policy – PP - 037).

Section Eight – E-Safety

The internet is an accessible tool to children in many early years settings- with the use computers and mobile learning apps etc

All early years settings have a duty to ensure that children are protected from potential harm both within and beyond the learning environment.

The computers the children use at Burton Pre-School Playgroup are not connected to the internet so there is no risk of accessing unsuitable material.

(Please refer to Mobile Phone and Camera Policy – PP – 021 and Social Networking Policy – PP – 028)