

# Mortimer Hall Pre-school



## Safeguarding and Welfare Requirement: Child Protection

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

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## 1.2 Safeguarding children and child protection

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### Policy statement

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Our setting 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 the three key commitments of the Pre-school Learning Alliance Safeguarding Children Policy.

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### Procedures

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

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#### *Key commitment 1*

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

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■ Our designated person (a member of staff) who co-ordinates child protection issues is:  
Janet Crane (Supervisor) and in her absences Caroline Hudson (Deputy Supervisor)

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■ Our designated officer (a member of the management team) who oversees this work is:]

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#### **Stephanie Best**

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■ We ensure all staff are trained to understand our safeguarding policies and procedures and that parents are made aware of them too.

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■ All staff have an up-to-date knowledge of safeguarding issues.

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■ All staff understand their responsibilities under the General Data Protection Regulations and the circumstances under which they may share information about you and your child with other agencies.

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■ Adequate and appropriate staffing resources are provided to meet the needs of children.

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■ Applicants for posts within the setting are clearly informed that the positions are exempt from the Rehabilitation of Offenders Act 1974.

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■ Enhanced criminal records and barred lists checks and other suitability checks are carried out for staff and volunteers prior to their post being confirmed, to ensure that no disqualified person or unsuitable person works at the setting or has access to the children.

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■ Where applications are rejected based on information disclosed, applicants have the right to know and to challenge incorrect information.

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■ Enhanced criminal records and barred lists checks are carried out on anyone living or working on the premises.

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- 37 ■ Volunteers do not work unsupervised.
  - 38 ■ Information is recorded about staff qualifications, and the identity checks and vetting processes that
  - 39 have been completed including:
    - 40 - the criminal records disclosure reference number;
    - 41 - the date the disclosure was obtained; and
    - 42 - details of who obtained it.
  - 43 ■ All staff and volunteers are informed that they are expected to disclose any convictions, cautions, court
  - 44 orders or reprimands and warnings which may affect their suitability to work with children (whether
  - 45 received before or during their employment with us).
  - 46 ■ We notify the Disclosure and Barring Service of any person who is dismissed from our employment, or
  - 47 resigns in circumstances that would otherwise have led to dismissal for reasons of a child protection
  - 48 concern.
  - 49 ■ Procedures are in place to record the details of visitors to the setting.
  - 50 ■ Security steps are taken to ensure that we have control over who comes into the setting so that no
  - 51 unauthorised person has unsupervised access to the children.
  - 52 ■ Steps are taken to ensure children are not photographed or filmed on video for any other purpose than
  - 53 to record their development or their participation in events organised by us. Parents sign a consent
  - 54 form and have access to records holding visual images of their child.
  - 55 ■ All staff and volunteers ensure that safeguarding arrangements to protect children meet all statutory
  - 56 and other government requirements to promote their welfare and prevent radicalisation and extremism.

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## 58 *Key commitment 2*

59 We are committed to responding promptly and appropriately to all incidents or concerns of abuse that may

60 occur and to work with statutory agencies in accordance with the procedures that are set down in 'What to

61 do if you're worried a child is being abused' (HMG 2006).

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## 63 *Responding to suspicions of abuse*

- 64 ■ We acknowledge that abuse of children can take different forms - physical, emotional, and sexual, as
- 65 well as neglect.
- 66 ■ When children are suffering from physical, sexual or emotional abuse, or experiencing neglect, this
- 67 may be demonstrated through:
- 68 - significant changes in their behaviour;
  - 69 - deterioration in their general well-being;
  - 70 - their comments which may give cause for concern, or the things they say (direct or indirect
  - 71 disclosure);
  - 72 - changes in their appearance, their behaviour, or their play;
  - 73 - unexplained bruising, marks or signs of possible abuse or neglect; and
  - 74 - any reason to suspect neglect or abuse outside the setting.

- 75 ■ We take into account factors affecting parental capacity, such as social exclusion, domestic violence,  
76 parent's drug or alcohol abuse, mental or physical illness or parent's learning disability.
- 77 ■ We are aware of other factors that affect children's vulnerability such as, abuse of disabled children;  
78 fabricated or induced illness; child abuse linked to beliefs in spirit possession; sexual exploitation of  
79 children, such as through internet abuse; and Female Genital Mutilation; exposure to radicalisation and  
80 extremism; that may affect, or may have affected, children and young people using our provision.
- 81 ■ We also make ourselves aware that some children and young people are affected by gang activity, by  
82 complex, multiple or organised abuse, through forced marriage or honour based violence or may be  
83 victims of child trafficking. While this may be less likely to affect young children in our care, we may  
84 become aware of any of these factors affecting older children and young people who we may come into  
85 contact with.
- 86 ■ Where we believe that a child in our care or that is known to us may be affected by any of these factors  
87 we follow the procedures below for reporting child protection concerns.
- 88 ■ Where such evidence is apparent, the child's key person makes a dated record of the details of the  
89 concern and discusses what to do with the member of staff who is acting as the 'designated person'.  
90 The information is stored on the child's personal file.
- 91 ■ We refer concerns to the local authority children's social care department and co-operate fully in any  
92 subsequent investigation. NB In some cases this may mean the police or another agency identified by  
93 the Local Safeguarding Children Board.
- 94 ■ We take care not to influence the outcome either through the way [we/I] speak to children or by asking  
95 questions of children.
- 96 ■ We take account of the need to protect young people aged 16-19 as defined by the Children Act 1989.  
97 This may include students or school children on work placement, young employees or young parents.  
98 Where abuse is suspected we follow the procedure for reporting any other child protection concerns.  
99 The views of the young person will always be taken into account, but the setting may override the  
100 young person's refusal to consent to share information if it feels that it is necessary to prevent a crime  
101 from being committed or intervene where one may have been, or to prevent harm to a child or adult.  
102 Sharing confidential information without consent is done only where not sharing it could be worse than  
103 the outcome of having shared it.

104

105 *Recording suspicions of abuse and disclosures*

- 106 ■ Where a child makes comments to a member of staff that give cause for concern (disclosure), or a  
107 member of staff observes signs or signals that give cause for concern, such as significant changes in  
108 behaviour; deterioration in general well-being; unexplained bruising, marks or signs of possible abuse  
109 or neglect; that member of staff:
- 110 - listens to the child, offers reassurance and gives assurance that she or he will take action;
  - 111 - does not question the child;
  - 112 - makes a written record that forms an objective record of the observation or disclosure that includes:  
113 the date and time of the observation or the disclosure; the exact words spoken by the child as far as

114 possible; the name of the person to whom the concern was reported, with the date and time; and  
115 the names of any other person present at the time.

- 116 ■ These records are signed and dated and kept in the child's personal file, which is kept securely and  
117 confidentially.
- 118 ■ The member of staff acting as the 'designated person' is informed of the issue at the earliest  
119 opportunity.
- 120 ■ Where the Local Safeguarding Children Board stipulates the process for recording and sharing  
121 concerns, we include those procedures alongside this procedure and follow the steps set down by the  
122 Local Safeguarding Children Board.

#### 123 124 125 *Making a referral to the local authority children's social care team*

- 126 ■ The Pre-school Learning Alliance's publication Safeguarding Children contains procedures for making a  
127 referral to the local children's social care team, as well as a template form for recording concerns and  
128 making a referral.
- 129 ■ We keep a copy of this document alongside the procedures for recording and reporting set down by our  
130 Local Safeguarding Children Board, which we follow where local procedures differ from those of the  
131 Pre-school Learning Alliance.

#### 132 133 *Informing parents*

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

#### 143 144 *Liaison with other agencies*

- 145 ■ We work within the Local Safeguarding Children Board guidelines.
- 146 ■ The current version of 'What to do if you're worried a child is being abused' available for parents and  
147 staff and all staff are familiar with what they need to do if they have concerns.
- 148 ■ We have procedures for contacting the local authority regarding child protection issues, including  
149 maintaining a list of names, addresses and telephone numbers of social workers, to ensure that it is  
150 easy, in any emergency, for the setting and children's social care to work well together.
- 151 ■ We notify Ofsted of any incident or accident and any changes in our arrangements which may affect  
152 the well-being of children or where an allegation of abuse is made against a member of staff (whether

153 the allegations relate to harm or abuse committed on our premises or elsewhere). Notifications to  
154 Ofsted are made as soon as is reasonably practicable, but at the latest within 14 days of the allegations  
155 being made.

- 156 ■ Contact details for the local National Society for the Prevention of Cruelty to Children (NSPCC) are also  
157 kept: 0808 800 5000 or email: [help@nspcc.org.uk](mailto:help@nspcc.org.uk).
- 158 ■ If a member of staff or volunteer thinks a child may be vulnerable to radicalisation, a referral to Channel  
159 may be made through calling 0845 050 7666 during office hours and asking to be put through to the  
160 **Oxfordshire MASH (for a child)**.
- 161 ■ To prevent any pre S.G., the new EHA (Early Help Assessment) is being rolled out and training for staff is now  
162 available.

### 163

#### 164 *Allegations against staff*

- 165 ■ We ensure that all parents know how to complain about the behaviour or actions of staff or volunteers  
166 within the setting, or anyone living or working on the premises occupied by the setting, which may  
167 include an allegation of abuse.
- 168 ■ We respond to any inappropriate behaviour displayed by members of staff, volunteer or any other  
169 person living or working on the premises, which includes:
  - 170 - inappropriate sexual comments;
  - 171 - excessive one-to-one attention beyond the requirements of their usual role and responsibilities, or  
172 inappropriate sharing of images.
- 173 ■ We follow the guidance of the Local Safeguarding Children Board when responding to any complaint  
174 that a member of staff or volunteer within the setting, or anyone living or working on the premises  
175 occupied by the setting, has abused a child.
- 176 ■ We respond to any disclosure by children or staff that abuse by a member of staff or volunteer within  
177 the setting, or anyone living or working on the premises occupied by the setting, may have taken, or is  
178 taking place, by first recording the details of any such alleged incident.
- 179 ■ We refer any such complaint immediately to the Local Authority Designated Officer (LADO) to  
180 investigate.

181 **Please contact: MASH (urgent): 0345 050 7666 LCSS (no names): 0800 833 408 (see area no.'s**  
182 **below) LADO (allegations): 01865 810603, email:**

183 [LADO.safeguardingchildren@oxfordshire.gov.uk](mailto:LADO.safeguardingchildren@oxfordshire.gov.uk) **Oxfordshire SG children board:**

184 [www.oscb.org.uk](http://www.oscb.org.uk)

- 185 ■ We also report any such alleged incident to Ofsted, as well as what measures we have taken. We are  
186 aware that it is an offence not to do this.
- 187 ■ We also report any such alleged incident to RIDDOR.
- 188 ■ We co-operate entirely with any investigation carried out by children's social care in conjunction with  
189 the police.

190 ■ Where the management team and children’s social care agree it is appropriate in the circumstances,  
191 the member of staff or volunteer will be suspended for the duration of the investigation. This is not an  
192 indication of admission that the alleged incident has taken place, but is to protect the staff, as well as  
193 children and families throughout the process.

194  
195 *Disciplinary action*

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

200  
201 *Key commitment 3*

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

205  
206 *Training*

- 207 ■ Training opportunities are sought for all adults involved in the setting to ensure that they are able to  
208 recognise the signs and signals of possible physical abuse, emotional abuse, sexual abuse and neglect  
209 and that they are aware of the local authority guidelines for making referrals.
- 210 ■ Designated persons receive training in accordance with that recommended by the Local Safeguarding  
211 Children Board.
- 212 ■ We ensure that all staff know the procedures for reporting and recording any concerns they may have  
213 about the provision.

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215 *Planning*

- 216 ■ No child is left alone with staff or volunteers in a one-to-one situation without being visible to others.

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218 *Curriculum*

- 219 ■ We introduce key elements of keeping children safe into our programme to promote the personal,  
220 social and emotional development of all children, so that they may grow to be strong, resilient and  
221 listened to and so that they develop an understanding of why and how to keep safe.
- 222 ■ We create within the setting a culture of value and respect for individuals, having positive regard for  
223 children's heritage arising from their colour, ethnicity, languages spoken at home, cultural and social  
224 background.
- 225 ■ We ensure that this is carried out in a way that is developmentally appropriate for the children.

227 **Confidentiality**

- 228 ■ All suspicions and investigations are kept confidential and shared only with those who need to know.  
229 Any information is shared under the guidance of the Local Safeguarding Children Board.

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231 **Support to families**

- 232 ■ We believe in building trusting and supportive relationships with families, staff and volunteers.  
233 ■ We make clear to parents our role and responsibilities in relation to child protection, such as for the  
234 reporting of concerns, information sharing, monitoring of the child, and liaising at all times with the local  
235 children’s social care team.  
236 ■ We will continue to welcome the child and the family whilst investigations are being made in relation to  
237 any alleged abuse.  
238 ■ We follow the Child Protection Plan as set by the child’s social care worker in relation to the setting’s  
239 designated role and tasks in supporting that child and their family, subsequent to any investigation.  
240 ■ Confidential records kept on a child are shared with the child’s parents or those who have parental  
241 responsibility for the child in accordance with the Confidentiality and Client Access to Records  
242 procedure and only if appropriate under the guidance of the Local Safeguarding Children Board.

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244 **Legal framework**

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246 **Primary legislation**

- 247 ■ Children Act (1989 s47)  
248 ■ Protection of Children Act (1999)  
249 ■ General Data Protection Regulations (GDPR) (2018)  
250 ■ The Children Act (Every Child Matters) (2004)  
251 ■ Safeguarding Vulnerable Groups Act (2006)

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253 **Secondary legislation**

- 254 ■ Sexual Offences Act (2003)  
255 ■ Criminal Justice and Court Services Act (2000)  
256 ■ Equalities Act (2010)  
257 ■ Counter-Terrorism and Security Act (2015)

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259 **Further guidance**

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- 261 ■ Working Together to Safeguard Children (2013)  
262 ■ What to do if you’re Worried a Child is Being Abused (HMG 2006)  
263 ■ Framework for the Assessment of Children in Need and their Families (DoH 2000)  
264 ■ The Common Assessment Framework for Children and Young People: A Guide for Practitioners  
265 (CWDC 2010)

- 266 ■ Statutory guidance on making arrangements to safeguard and promote the welfare of children under  
267 section 11 of the Children Act 2004 (HMG 2007)
- 268 ■ Information Sharing: Guidance for Practitioners and Managers (HMG 2008) (HMG 2006)
- 269 ■ Disclosure and Barring Service: [www.gov.uk/disclosure-barring-service-check](http://www.gov.uk/disclosure-barring-service-check)
- 270 ■ Revised *Prevent* Duty Guidance: for England and Wales, (HMG July 2015)

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This policy was adopted by	Mortimer Hall Pre-school
On	<hr/> 23 <sup>rd</sup> January 2019
Date to be reviewed	<hr/> January 2020

Signed on behalf of the provider



Name of signatory

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Janet Crane

Chair

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Pre-School Leader

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273 **Other useful Pre-school Learning Alliance publications**

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- 275 ■ Safeguarding Children (2013)
- 276 ■ The Prevent Duty mini guide (2015)