**Safeguarding Children and Child Protection Policy**

**Designated Safeguarding Lead: Jayne Smith**

**Deputies: Elizabeth Ponting / Joanne Green**

**Statement of intent:**

**Acorn Pre-School work with the children, parents, carers and the community to ensure the safety of children.**

**Aim:**

**All staff will endeavour to create an environment in our setting where children feel happy and safe to play and when there is any suspicion of any form of abuse it is promptly and appropriately responded to by following the safeguarding children procedures agreed through the Local Safeguarding Partnership.**

**At Acorn Pre-School we encourage children to promote a positive self-image, regardless of race, language, religion, culture or home background.**

**We encourage children to continue to sustain good relationships within their families and to stablish good relationships with their peers and with other familiar adults.**

**We work with parents to build their understanding of, and commitment to, the welfare of all our children.**

**The legal framework for this policy is:**

**Primary Legislation**

**The Children Act 1989- s 47**

**The Protection of children Act 1999**

**General Data Protection Regulations 2018**

**The Children Act 2004 ( Every Child Matters)**

**The Children and Families Act 2014**

**Guidance**

**The EYFS Statutory Framework**

**Working Together to Safeguard Children (revised 2018)**

**What To Do If You Are Worried a Child is being Abused (revised 2015)**

**Keeping Children Safe in Education (updated 2021)**

**The Framework for the Assessment of Children in Need and their Families 2000**

**The Common Assessment Framework 2005 (amended 2017)**

**Prevent Duty Guidance 2015 (amended 2016)**

**Education and Training (Welfare of Children) Act 2021**

**Online Safety Bill Published May 2021**

**Secondary Legislation**

**Sexual Offences Act 2003**

**Criminal Justices and court services Act 2015**

**Human rights act 1999**

**Race Relations (Amendment) Act2000**

**Rehabilitation of Offenders Actn1974 (amended 2013)**

**The Counter Terrorism and Security Act 2015**

**Domestic Abuse Act 2018**

**Voyeurism (Offences) Act 2019**

**Methods:**

**Liaison with other bodies:**

1. **We work within the Local Safeguarding Partnership guidelines.**
2. **We have procedures for contacting the local authority on child protection issues to ensure that it is easy for the setting and social services to work together well.**
3. **We notify Ofsted of any incident or accident and any changes in our setting including the appointment of new staff and anything else which may affect the wellbeing of the children.**
4. **The setting has a copy of “what to do if you are worried a child is being abused”, this document is kept in the settings safeguarding folder for staff and a separate copy available for parents and carers.**
5. **All staff are familiar with what to do if they have concerns.**
6. **Details of the local NSPCC contacts are kept.**
7. **If a referral is to be made to the local authority social care department we act within the areas Safeguarding Children and Child Protection guidance in deciding whether we must inform the child’s parents at the same time.**
8. **It is the responsibility of all settings to ensure that all children are protected under the new Prevent legislation 2015 and is the responsibility of all providers to ensure that all children in their care are not subject to undue or extremist views and influences.**

**The Premises:**

**All visitors are required to sign in and out when entering / leaving our setting and ID ‘s will be checked if the visitor unfamiliar to us.**

**Safeguarding Lead**

1. **Our designated lead for safeguarding and child protection who co-ordinates safeguarding issues is: Jayne Smith**
2. **In accordance with the Statutory Frame Work for the Early Years Foundation Stage 2021 our lead officer is responsible for liaison with local statutory children’s services agencies and with the LSCB.**

**She provides support, advice and guidance to any other staff on and on going basis, and on any specific safe guarding issues as required.**

1. **Attends regular Safe Guarding Support sessions delivered by SfYC.**
2. **In the absence of our designated lead the Deputy (s) Designated Lead would take on this role.**

**Staff and Volunteering:**

1. **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 checks before positions can be confirmed, whether it is a permanent or temporary contract. If any applicants are rejected because of information that has been disclosed, applicants have the right to know and to challenge incorrect information.**
2. **We abide by Ofsted requirements in respect of references and Disclosures and Barring Services (DBS) checks for staff and volunteers, to make sure that no disqualified person or unfit person works within the setting or has access to the children. Anyone who has not completed these checks will not be left alone with any children within the setting. All staff have current BBS checks but the setting is currently obtaining details of joining a company that deals with DBS checks so that the Management can access their checks on an annual basis online.**
3. **Students and volunteers do not work with the children alone or unsupervised.**
4. **We abide by the Protection of Children Act requirements in respect of any person who is dismissed from our setting , or resigns in circumstances that would otherwise have led to dismissal for reasons of safeguarding.**
5. **We control who enters the setting.**
6. **We have a visitors book to ensure safety of the children and staff at all times.**

**Recruitment:**

1. **Staff, students and volunteers are given a full induction, including information on What To Do If You are worried A Child Is Being Abused and Keeping children Safe in Education.**
2. **All paperwork is completed and checked.**
3. **All staff, students and volunteers are given copies of our safeguarding policy.**
4. **All new staff must complete prevent training, safeguarding training and FGM training within the first half term of their employment.**

**Training:**

1. **Staff will up-date training courses on safeguarding, prevent and FGM on a yearly basis.**
2. **Staff will be aware on how to make referrals to the Local Authority.**
3. **Any training received by staff will be cascaded to all other staff at staff meetings.**

**Planning:**

1. **The layout of our setting allows for constant supervision and staff are always aware of where children and staff are at all times.**
2. **When using the garden staff deployment means that the children are supervised at all times.**

**Curriculum:**

1. **Children are introduced to understanding some elements of safeguarding within the setting during play and build a knowledge of how and why to keep safe.**
2. **Within the setting we constantly promote British Values and respect for other cultures and beliefs. This is carried out in a way that is appropriate for ages and stages of development of our children**

**Responding to suspicions of abuse:**

1. **All staff are aware that abuse of children can take different forms – physical, emotional, neglect and sexual (PENS).**
2. **Children may demonstrate changes in their behaviour and or in their play when suffering from physical, emotional or sexual abuse – if this cause for concern then the Pre-School will investigate / seek advice.**
3. **Any investigation would be carried out with sensitivity. Staff are aware that they must not influence the investigation and / or outcome by the way they speak to the children and ask questions.**
4. **If a child were to show symptoms of ‘ failure to thrive’ or neglect, then we would make the appropriate referrals, however in the event of a safeguarding issue, then parental permission to contact any outside agencies may or may not be sort depending on the circumstances.**
5. **Staff must be aware of an added form of abuse – female genital mutilation (FGM) or breast ironing. This does not normally happen to children in our care, due to their age, however we must be aware of any other female family members that could be at a higher risk of it happening.**
6. **Management may need to contact the Safeguarding Children’s Team for advice, however the name of the child or family will be withheld at this point unless the safeguarding team advise otherwise.**

**Allegations against staff:**

1. **Parents and carers must be aware of our complaints procedure if they want to make a complaint about staff or volunteers.**
2. **We follow the guidance of The Local Safeguarding Partnership when responding to any complaint that a member of staff or volunteer has abused a child.**
3. **We respond to any disclosure by children or staff that abuse by a member of staff may have taken, or is taking place, by first recording the details of any such alleged incident (on our record of concern form).**
4. **We refer any such complaint immediately to The Local Authority Designated Officer (LADO). We cooperate entirely with any investigation carried out by Social Services in conjunction with the police.**

**Disciplinary Action:**

1. **Any form of misconduct relating to a child the member of staff or volunteer is internally disciplined or dismissed from the setting, the Department of Health Administrators will be notified so that the name may be included on the List for the Protection of Children and the Vulnerable Adults.**

**When there are safeguarding concerns about a child, the following actions must be taken, in accordance with EYFS Statutory Guidance 2021.**

**Recording existing injuries:**

1. **Prior to arrival – any injuries are recorded by the setting if found on child during the session or if parent or carer has informed the setting of any injury.**
2. **Parents or carers are asked to sign and date these disclosures and these are retained in line with safeguarding documentation retention records.**

**Disclosures:**

**When a child makes a disclosure to a staff member that staff member**

**Will:**

1. **Believe and offer reassurance to the child.**
2. **Listen and do not ask leading questions.**
3. **Stay calm so the child feels at ease.**

**Recording suspicions:**

**When recording suspicions of abuse or disclosures, staff must make a record of:**

1. **Child’s full name**
2. **Child’s date of birth (age of child in years and months)**
3. **The time and date of observation or disclosure**
4. **Location of disclosure**
5. **The exact words spoken by the child as far as possible**
6. **A non-biased record of the observation or disclosure**
7. **The name of the person to whom the disclosure was reported with time and date**
8. **Name ‘s of any other person ‘s present at the time**

**All these records are signed and dated and kept in our safeguarding confidential folder in our filing cabinet.**

**All staff members are familiar with this policy and follow the correct procedures for recording and reporting.**

**Making a referral to The Local Authority Social Care Department.**

1. **The contact details for Social Services are displayed in our setting along with the contact details and the name of our Local Authority Designated Officer (LADO)**

**Informing parents:**

1. **Parents are normally the first point of contact**
2. **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 Local Safeguarding Partnership does not allow this.**
3. **If the parents are the likely abuser then the investigating officers will inform the parents.**

**Confidentiality:**

1. **All suspicions and investigations are kept confidential and shared only with those who needs to know.**
2. **Any information is shared under the guidance of the Local Safeguarding Partnership.**

**Support to families:**

1. **As the care and safety of all our children is paramount, we take every step in our power to work with and support the children’s families.**
2. **Parents are made aware that the settings role and responsibilities in relation to child protection such as providing information, reporting of concerns, monitoring of the child and liaising at all times with the Local Social Services Department.**
3. **All children and families will continue to be welcomed within the Pre-School whilst investigations are being made.**
4. **We follow the Child Protection Plan as set by the social care department in relation to the setting designated role and tasks in supporting the children and families subsequent to any investigation.**
5. **Confidential records kept on a child are shred with the child’s parents or those who have parental responsibility for the chid, only if appropriate, under the guidance of Local Safeguarding Partnership.**

**Prevent Duty:**

**It is the responsibility of all settings to ensure that children are protected under the new Prevent Duty and it is the responsibility of all providers to ensure that all children in their care are not subject to undue or extremist views and influences.**

**(The Prevent Duty is the duty in the Counter-Terrorism and Security Act 2015 on specified authorities, in the exercise of their functions, to have due regard to the need to prevent people from being drawn into terrorism DfE June 2015).**

**Sexual Communication:**

**As from April 2017 Sexual communication with a child is now classed as a criminal offence.**

**Operation Encompass:**

**If a domestic incident takes place and Police are called to a household where children are present then a Public Protection Notice (PPN) may be raised, this allows the Police to liaise with outside agencies that are involved with the family. This currently includes schools, therefore the school of any child involved in, or having witnessed, a domestic incident will be made aware by 9am the next working day of the child’s involvement to enable them to support the child and their family.**

**Parents also need to be aware of our policies relating to:**

**Mobile phone and camera**

**Physical contact**

**Complaints**

**Behaviour management**

**Non collection of children**

**Absence procedure**

**Confidentiality**

**Protection of information**

**IF ANY PARENT OR CARER ARRIVE TO COLLECT THEIR CHILD FROM THE SETTING AND STAFF FEEL THAT THEY MAY BE UNDER THE INFLUENCE OF ALCHOL OR DRUGS THEN THE STAFF WILL NOT ALLOW THE CHILD TO LEAVE THE SETTING – SOCIAL SERVICES WILL BE INFORMED – THE POLICE MAY ALSO BE CONTACTED**

**Concern regarding a child:**

**An Inter agency referral form (IARF) must be used to report any concerns relating to a child and any advice when completing this form can be obtained from Fareham and Gosport Family Support Service on 0370 779 0300**

**In the case of an emergency call Social Services Professional Helpline on 01329 225379 or call the Police on 999**

**Concerns regarding a staff member:**

**Any concerns or allegations relating to a member of staff must be reported to the Local Authority Designated Officer (LADO)**

**NO form of internal investigation should take place and any guidance or any instructions received from the LADO must be followed.**

**USEFUL CONTACT NUMBERS:**

**Children’s Social Care Team**

**Children’s Services Department**

**Hampshire County Council**

**Elizabeth 11 Court North**

**The Castle**

**Winchester**

**SO23 8UG**

**03005551384 - Monday to Thursday 8.30am-5pm**

**Friday 8.30am-4.30pm**

**(out of hours) - 03005551373**

**IN AN EMERGENCY CALL 999 Non emergency 101**

**Social Services Professional Helpline (urgent child protection – CP)**

**01329 225379**

**Social Services General Enquiries 01329 225380**

**Ofsted**

**Piccadilly Gate**

**Store Street**

**Manchester**

**M1 2WD**

**Ofsted general enquiries 03001231231**

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

**Compliance, Investigation & Enforcement (CIE) 03001234666**

[**CIE@ofsted.gov.uk**](mailto:CIE@ofsted.gov.uk)

**Local Authority Designated Officer – LADO**

**Barbara Piddington**

**01962 876364**

**Advise line: Fareham and Gosport** [**FamilyServices@hants.onmicrosoft.com**](mailto:FamilyServices@hants.onmicrosoft.com)

**0370 779 0300**

**NSPCC Helpline 0800028 3550**

**Services For Young Children 02393 259906**

**Ant-terrorism hotline 0800 789 321**

[**Prevent.engagement@hampshire.pnn.police.uk**](mailto:Prevent.engagement@hampshire.pnn.police.uk)

**Female Genital Mutilation (FGM)**

[**fgmhelp@nspcc.org.uk**](mailto:fgmhelp@nspcc.org.uk)

**Home Office FGM unit**

[**fgmenquiries@homeoffice.gsi.gov.uk**](mailto:fgmenquiries@homeoffice.gsi.gov.uk)

**For further guidance on FGM or Breast ironing**

[**www.hampshiresafeguardingchildrenboard.org.uk/professionals/fgm-breast-ironing-honour-based-violence**](http://www.hampshiresafeguardingchildrenboard.org.uk/professionals/fgm-breast-ironing-honour-based-violence)

**ACORN PRE-SCHOOL**

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