

## General Welfare Requirement: Safeguarding and Promoting Children's Welfare

The provider must take necessary steps to safeguard and promote the welfare of children.

## Safeguarding children

### 1.2 Safeguarding children and child protection

(Including managing allegations of abuse against a member of staff)

#### Policy statement

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.

#### Procedures

We carry out the following procedures to ensure we meet the three key commitments.

##### *Key commitment 1*

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

##### *Staff and volunteers*

- Our designated person (a member of staff) who co-ordinates safeguarding issues is:

**Mena Avery**

- Our designated officers (deputies) who oversees this work are:

**Helen Griffith & Tracy Crook**

- 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 (DBS).
- 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 DBS 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 lead 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 sign a declaration to say that their circumstances have not changed.
- Staff are asked to disclose any persons living at the same address as themselves.
- Parents/Carers are asked to disclose all persons living at the same address as the child.
- Parents/Carers are asked to inform us of any changes on their child's registration form and this is updated.
- Detailed Incoming Injury forms are completed by the parent/carer and the child's voice is also recorded on this form. Body maps are attached to this form. These are regularly monitored and reviewed. Concerns are brought to the attention of the Lead Safeguarding Officer.
- Telephone logs are in place in order to keep accurate records of conversations and texts between parents/carers, outside agencies and our pre-school. These are regularly monitored and reviewed for the wellbeing of the child.
- Registers for arrival and departure are completed by the parent/carer on a daily basis and attendance is monitored and reviewed regularly.

#### *Key commitment 2*

We are 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're worried a child is being abused' (March 2015).

#### *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.
- We recognise the barriers that exist when recognising signs of abuse and neglect in children with special educational needs and / or disabilities, such as communication. We will take steps, to share and develop knowledge and skills to reduce risks and barriers to protection.

- **Female Genital Mutilation is a physically abusive act.** It is our aim to prevent the practice of FGM in a way that is culturally sensitive and with the fullest consultations with community representatives and professional agencies. All staff should be alert to the possibility of FGM. The safety and welfare of the girl / young woman is paramount. All staff, including volunteers, will act in the interest of the rights of the girl / young woman, as stated in the UN Convention on the Rights of the Child which came into force in the UK in 1992. The staff member who discovers an act of FGM **must** report this to the police.
- All **Honour Based Violence** (HBV) is a form of abuse. HBV encompasses incidents or crimes which have been committed to protect or defend the honour of the family and /or community. This includes FGM, breast ironing and forced marriages.
- Staff are aware of the **Prevent Duty** and that children are vulnerable to extremist ideology and radicalisation (see The Prevent Duty and Promoting British Values)
- Staff are aware of contextual safeguarding. Their assessment of a child/children will show consideration of wider environmental factors that are present in a child / children's life that are a threat to their safety and /or welfare. Staff are made aware how a child can be affected by domestic abuse, homelessness and any circumstances that can have a major impact on a child's wellbeing.
- Staff are aware of **Upskirting** and that it is now a criminal offence. The staff understand that this act involves taking a photo under a person's clothing without them knowing and they are vigilant at all times, even though we have a no mobile phone, camera, smart watch policy.
- Staff are aware of "**County Lines**" and "**Cuckooing**". County Lines is criminal exploitation of children and vulnerable adults in exporting illegal drugs or money into one or more importing areas. Cuckooing is a form of crime in which drug dealers take over the home of a vulnerable person in order to use it as a base for drug dealing.
- Staff are aware of and will respond appropriately following pre-school policy to **Harmful Sexual Behaviour**. HSB is developmentally inappropriate sexual behaviour displayed by children and young people which is harmful or abusive.  
Peer-on-peer abuse is a form of HSB where sexual abuse takes place between children of a similar age or stage of development.

Problematic sexual behaviour (PSB) is developmentally inappropriate or socially unexpected sexualised behaviour which doesn't have an overt element of victimisation or abuse.

- **Faith abuse** is abuse of a child, linked to faith or belief. It is not about challenging people's beliefs. However, where these beliefs lead to abuse, this will not be tolerated by our pre-school. Relevant terms associated with faith abuse are:

- Witch or witchcraft
- Black magic
- Evil eye

- Sorcery or child sorcerer
- Possessed by the Holy Spirit
- Kindoki and Ndoki (central Africa)
- Genies or Djinnns (Arabic, Islamic)
- Demons, poltergeist (European)
- Juju and Obeah, (west Africa and Caribbean)
- High Science, voodoo (Caribbean, West Indian community)
- Dainee (Bengali)
- Dakini (in the Hindu context)

Staff are aware of this type of abuse and will respond appropriately to ensure the safety and wellbeing of the child.

- Where “abuse” evidence is apparent, the member of staff will make 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 within the secure child protection folder.
- We refer concerns to the local authority children’s social services department and co-operate fully in any subsequent investigation.  
NB In some cases this may mean the police or another agency identified by Hampshire Safeguarding Children Partnership.
- 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 within the pre-school when making a referral to children’s social care or other appropriate agencies.
- Staff are aware of and will respond appropriately to **Self-harm** (‘any act of self-poisoning or self-injury carried out by a person, irrespective of their motivation). Self-harm can be expressed in children and young people of all ages; we are aware that some children may be too young or lack cognitive understanding to be able to communicate how they are feeling.
- Staff are aware of and will act appropriately to **Child exploitation** - Child Exploitation being when an abuser takes advantage of a young person for their own personal gain.
- Staff are aware of and will act appropriately to any signs of **Human Trafficking** - where children and young people are tricked, forced or persuaded to leave their homes and are moved or transported and then exploited, forced to work or sold. Children are trafficked for: sexual exploitation. benefit fraud. forced marriage.
- Staff are aware of and can recognise the signs and symptoms of trauma within the family or associates of the child - **Adverse Childhood Experiences (ACEs)**

This relates to stressful or traumatic events that happen in childhood and can affect people as adults. When children are exposed to adverse and stressful experiences, it can have a long-lasting impact on their ability to think, interact with others and on their learning. Prolonged stress in childhood has life-long consequences for a person's health and well-being. Experiences within the child's life that may impact them are:

- verbal abuse
- physical abuse
- sexual abuse
- physical neglect
- emotional neglect
- parental separation
- household mental illness
- household domestic violence
- household alcohol abuse
- household drug abuse
- incarceration of a household member.

Staff are aware of **Disguised Compliance** and if they have concerns regarding this, they will act appropriately, following the pre-school practices. Where there are concerns that parents are disguising their behaviour and/ or providing inaccurate information to professionals, the DSL will share information with others who are involved with the child/family to distinguish what is fact, and, consider where risks may remain to the child(ren).

We have a **Low-Level Concern** Policy in place. A low level concern is any concern that an adult has acted in a way that:

- is inconsistent with the staff code of conduct, including inappropriate conduct outside of work
- doesn't meet the threshold of harm or is not considered serious enough for the pre-school to refer to the local authority.

Refer to the full Low-Level Concern Policy for more details.

We have an **Online Safety** Policy as we believe that :

- children and young people should never experience abuse of any kind
- children should be able to use the internet for education and personal development, but safeguards need to be in place to ensure they are kept safe at all times.

Refer to Online Safety Policy for more details.

▪ *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;

- does not promise the child that the disclosure will be kept secret. Tell the child that it is in their best interest that we have to speak to other agencies.
- 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
  - the names of any other person present at the time.
  - These records are signed and dated by the staff member who witnessed the disclosure or observation and the Designated Safeguarding Lead or Manager on the day. The records are kept in the Safeguarding File which is kept securely and confidentially.

#### *Making a referral to Hampshire Safeguarding Children Partnership*

- 'Child Protection Record' contains detailed procedures for making a referral to the local social services team, and a template form for recording concerns and making a referral are being used. This is based on 'What to do if you're worried a child is being abused' (HMG 2015).
- We keep a copy of this document and follow the detailed guidelines given.
- All members of staff are familiar with the Child Protection Record 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 Hampshire Safeguarding Children Partnership 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 Hampshire Safeguarding Children Partnership 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. Names, addresses and telephone numbers of social workers are kept in the individual child's folder if they are under the care of Social Services.
- We ask new parents/carers to inform us on their registration form if they are involved with Social Services and the name of their Social Worker.

- We notify the registration authority (Ofsted) of any incident or accident and any changes in our arrangements which may affect the wellbeing of children.
- Contact details for the local National Society for the Prevention of Cruelty to Children (NSPCC) are also kept.
- If a referral is to be made to the local authority social services department, we act within the area's Safeguarding Children and Child Protection guidance in deciding whether we must inform the child's parents at the same time.

### *Peer on Peer Abuse*

There is no clear boundary between incidents that should be regarded as abusive and incidents that are more properly dealt with as bullying, sexual experimentation etc. This is a matter of professional judgement.

Sexual violence and sexual harassment can also occur between two children of **any** age and sex.

If one child or young person causes harm to another, this should not necessarily be dealt with as abuse: bullying, fighting and harassment between children are not generally seen as child protection issues. However, it may be appropriate to regard a child's behaviour as abusive if:

- There is a large difference in power (for example age, size, ability, development) between the children concerned; or
- The perpetrator has repeatedly tried to harm one or more other children; or
- There are concerns about the intention of the alleged perpetrator.

If the evidence suggests that there was an intention to cause severe harm to the victim, this should be regarded as abusive whether or not severe harm was actually caused.

Children are vulnerable to abuse by their peers. Such abuse should be taken as seriously as abuse by adults and should be subject to the same child protection procedures.

Staff should not dismiss abusive behaviour as normal between children and should not develop high thresholds before taking action.

Staff should be aware of the added vulnerability of children who have been the victims of abuse, including the risk that they may respond to this by abusing younger or weaker children.

The alleged perpetrator is likely to have considerable unmet needs as well as posing a significant risk of harm to other children. Evidence suggests that such children may have suffered considerable disruption in their lives, may have witnessed or been subjected to physical or sexual abuse or may have problems in their educational development. They may therefore be suffering, or at risk of suffering, significant harm and in need of protection. Any long-term plan to reduce the risk posed by the alleged perpetrator must address their needs. Staff will consider the need for support for the perpetrator(s) as well as the victim(s).

### *Protection and Action to be taken*

It is not enough to respond to incidents as they arise: our pre-school strive to create an environment that actively discourages abuse and challenges the attitudes which underlie it. Our pre-school has a policy on bullying (see Achieving Positive Behaviour). Any professional who feels that a child has abused another child should notify the designated safeguarding lead without delay, who will then assess the situation and contact the Professional Helpline.

### *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 living or working on the premises occupied by the setting, which may include an allegation of abuse.
- We follow the guidance of Hampshire Safeguarding Children Partnership 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.
- We respond to any disclosure by children or staff that abuse by a member of staff or volunteer within the setting, or anyone living 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.
- We refer any such complaint immediately to the local authority's social services department to investigate. Any concern will be reported to the LADO (Local Authority Designated Officer), who is Barbara Piddington for our area. 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 co-operate entirely with any investigation carried out by children's social services in conjunction with the police.
- Where the management committee and children's social 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.

### *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.

### *Key commitment 3*

We are 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*

- We seek out training opportunities for all adults involved in the setting to ensure that they are able to 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.

- The Designated Safeguarding Leads attend Advanced Child Protection training every two years and all other staff members, as well as our Chairperson, attend Safeguarding training every three years (as regulations require).
- The Designated Lead Safeguarding Lead uses committee meetings to discuss safeguarding procedures and updates with the Committee members.
- The Designated Safeguarding Leads attend safeguarding meetings run by Hampshire County Council.
- Staff are trained regularly at staff meetings whereby new information is cascaded to them and regular quizzes are carried out.
- We ensure that all staff know the procedures for reporting and recording their concerns in the setting..

### *Planning*

- The layout of the rooms allows for constant supervision. No child is left alone with staff or volunteers in a one-to-one situation without being visible to others.

### *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 Hampshire Safeguarding Children Partnership.

### *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 at all times 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, 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 Confidentiality and Client Access to Records procedure and only if appropriate under the guidance of the Hampshire Safeguarding Children Partnership.

### Legal framework

- Children Act (2004)
- Protection of Children Act (1999)
- General Data Protection Regulation (2018)
- The Children Act (Every Child Matters) (2004)
- Working Together to Safeguard Children (2018)
- Safeguarding Vulnerable Groups Act (2006)
- The Adoption and Children Act (2002)
- The Education Act (2002)
- Counter-terrorism & Security Act 2015 – Prevent Duty Guidance
- Duty to Report FGM 2015
- What to do if you're Worried a Child is Being Abused (2015)
  
- Sexual Offences Act (2003)
- Criminal Justice and Court Services Act (2000)
- Human Rights Act (1998)
- Race Relations (Amendment) Act (2000)
- Equalities Act (2010)
- Framework for the Assessment of Children in Need and their Families (2000)

Policy adopted by and position at  
All Saints pre-school:

Date: 16th October 2019

Review date	Reviewed by	Changes
09/03/2020	Mena Avery & Tracy Crook	Added a paragraph about County Lines and Cuckooing

23/06/2021	Mena Avery & Tracy Crook	Added paragraph about Faith Abuse
15/11/2021	Mena Avery & Tracy Crook	Added Harmful Sexual Behaviour
24/11/2021	Mena Avery & Tracy Crook	Added sections on Self Harm, Child Exploitation, Human Trafficking, and Disguised Compliance Designated Lead Safeguarding Officer (DLSO) changed to Designated Safeguarding Lead (DSL)
16/01/2023	Mena Avery & Tracy Crook	Added statements about our Low-Level Concern Policy and Online Safety Policy