



Child protection and safeguarding policy

September 2017

Introduction

The Cygnets Milton Pre-School fully recognises the responsibility to have arrangements in place to safeguard and promote the welfare of all children.

Our policy applies to all staff, paid and unpaid, working in the setting, including volunteers, all of whom have a vital role in safeguarding children. Concerned parents may also contact the setting's Designated Person/s for Child Protection.

This policy sets out how the setting complies with statutory responsibilities relating to safeguarding and promoting the welfare of children who attend the setting. The policy will be reviewed regularly, annually as a minimum.

We recognise that high self-esteem, confidence, supportive friends and good lines of communication with a trusted adult help to protect children. The setting will therefore:

- Establish and maintain an ethos where children feel secure, are encouraged to talk, and are actively listened to.
- Ensure children know that there are adults in the setting whom they can approach if they are worried or in difficulty.

We will follow Cambridgeshire Local Safeguarding Children Board (LSCB) procedures. The setting has regard for Working Together to Safeguard Children 2015 and What to Do if You are Worried a Child is Being Abused 2015 (Department for Education).

The Designated Persons for Child Protection in our setting are:

Kirsty Freestone

Kerry O'Dell

Our setting will:

- Ensure a trained DP is always available (during setting hours) for staff in the setting to discuss any safeguarding concerns.
- Ensure this training is updated every two years and in addition to the formal training DPs will refresh their knowledge and skills e.g. via bulletins, meetings or further reading at least annually
- Recognise the importance of the role of the Designated Person and ensure she/he has the time and training to undertake her/his duties.
- Ensure there are contingency arrangements should the Designated Person not be available (another Designated Person will be on site).
- Ensure that the Designated Person has access to 'professional consultations' via the Multi Agency Safeguarding Hub (MASH).
- Ensure that the Designated Person has access to conversations with professionals in the Early Help Hub.

The roles of staff and management

The setting will ensure every member of staff knows:

- The name of the Designated Person and her/his role.
- How to pass on and record concerns about a child.
- That they have an individual responsibility for referring child protection concerns to relevant agencies and within the timescales set out in LSCB procedures.

All staff, committee members and volunteers will undertake appropriate safeguarding training at induction and receive regular updates on safeguarding (at least annually).

The setting will ensure that all staff attend basic child protection training every three years at a minimum. Training made available must enable staff to identify signs of possible abuse and neglect at the earliest opportunity and to respond to these in a timely and appropriate way.

These may include:

- Significant changes in children's behaviour.
- Deterioration in children's general well-being.
- Unexplained bruising, marks or signs of abuse or neglect.
- Children's comments which give cause for concern.
- Pattern of absences or frequent absences
- Any reasons to suspect neglect or abuse outside the setting for example in the child's home.
- Inappropriate behaviour displayed by other members of staff or any other person working with the children.

Concerns about the safety or welfare of a child - action to be taken by staff and volunteers:

- Record the concern on a 'log of concern form'
- Pass the form **immediately** to the Designated Person for Child Protection
- The Designated Person will decide what action to take next. This may include seeking advice from the Multi Agency Safeguarding Hub (MASH) or making a referral to Social Care.
- If for any reason the Designated Person is not available and the child is at immediate risk of harm, call the Multi Agency Safeguarding Hub (MASH) for advice **0345 045 1362**

Liaison with other agencies

The setting will:

- Work to develop effective links with relevant services to promote the safety and welfare of all children.
- Co-operate as required, in line with Working Together to Safeguard Children 2015, with key agencies in their enquiries regarding child protection matters including attendance and providing written reports at child protection conferences and core groups.
- Notify the relevant Social Care Unit immediately if there is an unexplained absence of a child who is subject to a Child Protection Plan or there is any change in circumstances to a child who is subject to a Child Protection Plan.
- Respond to requests for information from the Education Navigator at the MASH in a timely manner.

Record keeping

The setting will keep clear, detailed written records of concerns about children's welfare using the Log of Concern Form. Records will be kept in individual child welfare files. Records will be stored securely.

Parents do not have an automatic right to access child welfare records and consideration will be given as to what the consequences of information sharing might be. Unless it would place the child at risk of significant harm, parents will be informed that a Log of Concern Form has been completed, where it will be stored and what will happen to it when the child leaves the setting.

When a child leaves or moves to another setting, their individual child welfare file will be transferred to the receiving school or setting using the following protocol:

- The file will be marked 'Confidential, Addressee Only' and sent to the Designated Person, if known, of the receiving setting or setting. The file will be

delivered by hand if possible; otherwise sent by delivery that can be tracked and signed for.

- The setting will contact the receiving setting/school by telephone to make them aware that there is a child welfare file and, once sent, ask them to confirm as soon as possible that they have received the file. The setting will keep a record that the file has been received in order to be able to identify its location.
- Parents will be made aware that child welfare records will be transferred, unless this would place the child at risk of acute harm.
- The setting will not keep a copy of transferred records but will keep a record of the current file location and date the file was transferred.
- If individual child welfare files cannot be transferred for any reason, the setting will archive them for 25 years from the child's date of birth*.
- All actions and decisions will be led by what is considered to be in the best interests of the child.

*The national Independent Enquiry into Child Sexual Abuse has requested that all files are now kept. Archived files will therefore be kept for the duration of the enquiry, until 2020.

Confidentiality and information sharing

Staff will ensure confidentiality and that relevant and proportionate information is shared appropriately. The setting works within the guidelines set out in Information Sharing Advice for Safeguarding Practitioners 2015 (Department for Education).

The Designated Person may disclose any information about a child to other members of staff on a 'need to know' basis only.

All staff must be aware that they have a professional responsibility to share relevant and proportionate information with other agencies in order to safeguard children.

If a child discloses information that may indicate that they are at risk of abuse or neglect, the staff member will be clear that they cannot promise to keep the information a secret. The staff member will be honest to the child and explain that it will be necessary to tell someone else in order to help them and to keep them safe.

Communication with Parents

The setting will:

- Undertake appropriate discussion with parents prior to involvement of another agency, unless the circumstances may put the child at further risk of harm. If in any doubt, staff will seek advice from Social Care as required.
- Ensure that all parents/carers have an understanding of the responsibility placed on the setting and staff for safeguarding and child protection by ensuring that they receive a copy of this policy when registering their child at the setting.
- Record on the log of concern form what discussions have taken place with parents and if a decision was made not to discuss the matter with parents, the reason why not. (Particular circumstances where parents **may not** be informed include any disclosure of sexual abuse or physical abuse where the child has an injury).

Supporting Children

We recognise that children who are abused or witness abuse may find it difficult to develop a sense of self-worth and trust those around them. Some children may adopt inappropriate or abusive behaviours and that these children may be referred on for appropriate support and intervention.

The setting will support children through:

- Activities to encourage self-esteem and self-motivation.
- An ethos that actively promotes a positive, supportive and secure environment that values people.
- A behaviour policy aimed at supporting all children. All staff will agree on a consistent approach, which focuses on the behaviour of the child but does not damage the child's sense of self-worth. The setting will ensure that the child knows that some behaviour is unacceptable but she/he is valued and not to be blamed for any abuse which has occurred.
- Liaison with other agencies which support the child and family such as Social Care and District Teams.
- A commitment to develop partnerships with parents.
- Recognition that children living in a home environment where there is domestic abuse/violence, mental ill-health or substance misuse may be vulnerable and in need of support and protection.
- Monitoring children's welfare, keeping records and seeking advice or making a referral to other agencies, e.g. Social Care, when necessary.

Children of Substance Misusing Parents/Carers

Misuse of drugs and/or alcohol is strongly associated with significant harm to children,

particularly when combined with other features such as domestic violence.

If the setting has concerns about drug and alcohol abuse by a child's parents/carers they will follow appropriate procedures. This is particularly important if the following factors are present:

- Use of the family resources to finance the parent's dependency, characterised by inadequate food, heat and clothing for the children
- Children exposed to unsuitable caregivers or visitors, e.g. customers or dealers
- The effects of alcohol leading to an inappropriate display of sexual and/or aggressive behaviour
- Chaotic drug and alcohol use leading to emotional unavailability, irrational behaviour and reduced parental vigilance
- Disturbed moods as a result of withdrawal symptoms or dependency
- Unsafe storage of drugs and/or alcohol or injecting equipment
- Drugs and/or alcohol having an adverse impact on the growth and development of the unborn child.

Domestic Abuse

Domestic Abuse is defined as: *"any incident or pattern of incidents of controlling, coercive or threatening behaviour, violence or abuse between those aged 16 or over who are or have been intimate partners or family members regardless of gender or sexuality. This can encompass but is not limited to the following types of abuse: Psychological, physical, sexual, financial and emotional"*.

The setting recognises that where there is Domestic Abuse in a family, the children/young person will always be affected; the longer the violence continues, the greater the risk of significant and enduring harm, which they may carry with them into their adult life and relationships.

Where there are concerns regarding Domestic Abuse, the member of staff must log the concern and pass to the Designated Person who will seek advice from the relevant agencies and follow child protection procedures.

Children with Special Educational Needs and/or Disabilities (SEND)

Statistically, children with special educational needs and/or disabilities (SEND) are most vulnerable to abuse. Setting practitioners who support children with SEND

will use their knowledge of the individual child to ensure that signs and indicators of abuse are recognised and acted upon quickly & sensitively.

Children who have difficulty with expressive language may be particularly vulnerable to abuse so practitioners will be alert to changes in behaviour and other possible signs of abuse. Staff supervision will be vigilant to create a protective ethos around the child.

Peer on Peer Abuse

Children and young people may be harmful to one another in a number of ways which would be classified as peer on peer abuse. Peer on peer abuse can include:

- sexual bullying
- being coerced to send sexual images
- sexual assault
- teenage relationship abuse.

There are clear links with sexual exploitation and domestic abuse. Victims will be appropriately supported. Consideration will always need to be given to the welfare of both the victim(s) and perpetrator(s) in these situations.

If there is any indication that a child has suffered from peer on peer abuse, the child protection procedures outlined in this policy must be followed.

Prevention of Radicalisation

In 2010 the Government published the Prevent Strategy. This highlighted the need to safeguard children, young people and families from violent extremism and radicalisation.

Extremist groups may attempt to radicalize vulnerable people by:

- Justifying political, religious, sexist or racist violence
- Steering young people into a rigid and narrow ideology that is intolerant of diversity

The current threat from terrorism in the United Kingdom may include the exploitation of vulnerable people, to involve them in terrorism or activity in support of terrorism. The normalisation of extreme views may also make children and young people vulnerable to exploitation.

The Counter-terrorism and Security Act, 2015 places a duty on authorities 'to have due regard to the need to prevent people from being drawn into terrorism'. Setting staff are made aware of this duty.

If there are concerns that a child, young person or adult may be at risk of radicalisation, exploitation or involvement in terrorism, the member of staff should log the concern and pass it to the Designated Person. The DP will seek the appropriate advice and make a Prevent referral if required.

Child Sexual Exploitation (CSE)

Child Sexual Exploitation involves exploitative situations, contexts and relationships where young people receive something (for example food, drugs, alcohol, gifts or in some cases simply affection) as a result of engaging in sexual activities.

Exploitation is marked out by an imbalance of power in the relationship and involves varying degrees of coercion, intimidation and sexual bullying including cyberbullying and grooming.

If CSE is suspected the member of staff must complete a Log of Concern form and pass it immediately to the Designated Person who will seek advice from the relevant agencies and follow child protection procedures.

Female Genital Mutilation (FGM)

Female genital mutilation includes procedures that intentionally alter or injure the female genital organs for non-medical reasons. It is carried out on children between the ages of 0-15, depending on the community in which they live. FGM is extremely harmful and has short and long-term effects on physical and psychological health.

FGM is internationally recognised as a violation of the human rights of girls and women, and is illegal in most countries, including the UK.

The setting takes these concerns seriously and staff will be made aware of the possible signs and indicators that may alert them to the possibility of FGM. There is statutory duty for professionals in England and Wales to report 'known' cases of

FGM in under-18s which they identify in the course of their professional work to the police. (Multi-agency statutory guidance on female genital mutilation, April 2016).

If there is a concern about a child in relation to FGM, the member of staff must log the concern immediately and pass it to the Designated Person who will contact children's social care and the police.

Online Safety

It is important that children and young people receive consistent messages about the safe use of technology and are able to recognise and manage the risks posed in both the real and the virtual world.

Terms such as 'e-safety', 'online', 'communication technologies' and 'digital technologies' refer to all fixed and mobile technologies that adults and children may encounter, now and in the future, which allow them access to content and communications that could raise issues or pose risks to their well-being.

The issues can be categorised into three areas of risk:

- **Content** - being exposed to illegal, inappropriate or harmful material
- **Contact** - being subjected to harmful online interaction with other users
- **Conduct** - personal online behaviour that increases the likelihood of, or causes, harm

Best practice:

- **Whole setting approach** - staff recognise and are aware of e-safety issues and the management team make online safety a priority; online safety.
- **Policies** - online safety policies and procedures are in place and implemented.
- **Monitoring and evaluation** - risk assessment is taken seriously and used to promote online safety. There are appropriate filters and monitoring systems in place to protect children from harmful online material.
- **Management of Personal Data** - data is managed securely and in accordance with the requirements of the Data Protection Act.)

Promoting a protective ethos

The setting will create an ethos in which children feel secure, their viewpoints are valued, they are encouraged to talk and they are listened to. This will be achieved in the following ways:

- All staff, including the Designated Persons, are trained regularly to ensure skills and knowledge are up-to-date.
- Staff know how to respond to child protection concerns.
- Contribution to an inter-agency approach to child protection by working effectively and supportively with other agencies.
- Raising children's awareness and actively promoting self-esteem building, so that children have a range of strategies and contacts to ensure their safety.
- Using personal safety programmes, such as Protective Behaviours, NSPCC PANTS campaign and the Early Years Service 'Children's Safety Matters' training and resources.
- Working with parents to build an understanding of the setting's responsibility to the welfare of the children.
- Ensuring the relevant policies are in place, i.e. the use of mobile phones and cameras, behaviour management, intimate care, whistle-blowing, social networking.
- Being vigilant to the inappropriate behaviour of staff or adults working with children and ensuring that all staff and volunteers know the allegations procedure.
- Staff acting as positive role models to children and young people.
- Ensuring staff are aware of the need to maintain appropriate and professional boundaries in their relationships with children and parents/carers.

Preventing unsuitable people from working with children

The setting has a duty to ensure that people looking after children are suitable to fulfil the requirements for their role. The setting will follow safer recruitment practices including verifying qualifications and ensuring appropriate DBS and reference checks are undertaken. The setting will not allow people, whose suitability has not been checked, to have unsupervised contact with children.

Disqualification By Association (DBA) - The setting has a responsibility to ensure staff are suitable to work with children and not disqualified.

Staff are expected to disclose any convictions, cautions, court orders, reprimands and warnings which may affect their suitability to work with children (whether received before or during their employment at the setting).

All staff must declare (using the setting DBA declaration form) if they live in the same household as someone who is disqualified. Staff that may be disqualified may apply to Ofsted for a "waiver" of disqualification but cannot work in the setting until a waiver is confirmed.

The following members of staff/committee have undertaken Safer Recruitment training:

Kirsty Freestone

Alison Macklin

Whistleblowing

The setting has a separate whistle-blowing policy which aims to help and protect both staff and children by:

- Preventing a problem getting worse;
- Safeguarding children and young people;
- Reducing the potential risks to others.

The earlier a concern is raised, the easier and sooner it is possible for the setting to take action.

The responsibility for expressing concerns about unacceptable practice or behaviour rests with all staff, students and volunteers.

Allegations of abuse against adults who work or volunteer in the setting

If an allegation is made against a staff member or volunteer, the following action will be taken (as per the 'Allegations of Abuse against Adults who Work or Volunteer in a Childcare Setting' flowchart and guidance):

- The setting will ensure the immediate safety of the children.
- The setting will **not** start to investigate and will immediately contact the Early Years Safeguarding Manager: 01223 714760 (if the Early Years Safeguarding Manager is not contactable, the Local Authority Designated Officer (LADO) should be contacted direct: 01223 727967).
- The Early Years Safeguarding Manager will discuss the case with the LADO, who will decide if it could be a child protection case.
- If the LADO decides the matter is a child protection case, external/internal agencies (e.g. police) will be informed by the LADO and the setting will act upon the advice given to ensure that any investigation is not jeopardised.
- The setting will notify Ofsted of an allegation of abuse.
- It may be necessary for the employer to suspend the alleged perpetrator. Suspension is a neutral act to allow a thorough and fair investigation.
- If it is agreed that the matter is not a child protection case, the setting will investigate the matter and feedback the outcome of the investigation to the Early Years Safeguarding Manager and Ofsted.

The setting will ensure that any disciplinary proceedings against staff relating to child protection matters are concluded in full even when the member of staff is no longer employed at the setting and that notification of any concerns is made to the relevant agencies, the Disclosure and Barring Service (DBS) and included in references where applicable. For further information, refer to the setting's safer recruitment policy.

Management child protection responsibilities

The committee fully recognises their responsibilities with regard to child protection and safeguarding and promoting the welfare of children. They will:

- Designate a committee member (where applicable) for child protection who will monitor the setting's child protection policy and practice and champion good practice in relation to child protection and safeguarding.
- Ensure that this policy is annually reviewed in conjunction with the setting's Designated Person/s.

Adoption and annual review of the policy

This policy was adopted at a meeting of:

The Cygnets Milton Pre-School

held on:

Signed on behalf of the Management Committee:

Chair of Committee

This policy was reviewed on:

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Referrals and Professional Consultations:	0345 045 1362
Multi Agency Safeguarding Hub (MASH) (8am -5.30pm Mon-Thurs and 8am-4.30pm Fri)	
Emergency Duty Team (out of hours)	01733 234724

Useful contacts

Early Help Hub	01480 376666
Early Years Safeguarding Manager (Gemma Hope)	01223 714760
Local Authority Designated Officer (LADO)	01223 727967
Ofsted	0300 123 1231

Education Child Protection Service email: ecps.general@cambridgeshire.gov.uk

Safeguarding Flowchart

Safeguarding concern or concern about a child's welfare



Concern logged and passed immediately to the Designated Person (DP) for Child Protection



DP will decide what action to take, which may include a Children's Social Care referral or professional consultation to the Multi Agency Safeguarding Hub (MASH): **0345 045 1362**



If the DP is unavailable or not contactable for any reason and you have immediate concerns about a child's welfare, contact the Multi Agency Safeguarding Hub (MASH) **0345 045 1362**

Allegation made against member of staff



Refer to and follow the allegations flow chart (turquoise and yellow flow chart)

No safeguarding concern, but emerging needs of the child indicate that additional services or support may be required



Discuss with the setting manager or DP



Manager/SENCO or DP will complete an Early Help Assessment and contact the Early Help Hub for further advice **01480 376666**