



STONDON STOMPERS PRE-SCHOOL POLICIES AND PROCEDURES 1.2 SAFEGUARDING CHILDREN

Stondon Stompers will work with children, parents, external agencies and the community to ensure the welfare and safety of children and to give them the very best start in life. To safeguard children in our care we comply with the local child protection procedures approved by the Bedfordshire Safeguarding Children Board (BSCB) and make sure that all adults working with and looking after children are able to put the procedures into practice.

We have a duty under section 40 Children Act 2006 to comply with the Welfare Requirements of the Early Years Foundation Stage. We have regard for the 2016 Keeping Children safe in Education guidance.

In the Department for Education (DE) document: Working Together to Safeguard Children 2015, safeguarding and promoting the welfare of children is defined as:

- protecting children from maltreatment,
- preventing impairment of children's health or development,
- ensuring that children are growing up in circumstances consistent with the provision of safe and effective care
- taking action to enable all children to have the best outcomes.

Children can be harmed in a number of ways; through physical abuse, emotional abuse, sexual abuse or neglect. Other forms of abuse include racial and religious harassment, and internet and child pornography.

We will tell the Child Protection Agencies without delay, about any allegations of abuse. The preschool will follow their Local Procedure according to Local Statutory Children Services Agencies and with the Central Bedfordshire Safeguarding Children Board Authority.

Staff Recruitment, Induction and Training

All staff will have the necessary information to enable us to meet our statutory responsibilities to promote and safeguard the wellbeing of children. Staff, ideally, will not commence employment until an Enhanced DBS disclosure has been received and two references are obtained. If the DBS is delayed, a risk assessment will be put in place. We take security steps to ensure that we have control over who comes into the setting so as no unauthorised person has unsupervised access to the children. Unvetted adults will not be allowed to care or be left alone with children. All staff, volunteers and students go through an induction process which includes becoming familiar with this policy. They will read and understand this policy and the procedures to follow, be made aware of The Designated Child Protection Officer (DCPO)/Designated Safeguarding Lead (DSL) and be given information to increase awareness of not making themselves vulnerable.

All staff complete Safeguarding/Child Protection training. Training will cover the possible signs of abuse, how to share information and any concerns, how to respond appropriately and confidentially, the child protection procedures, how to record pre-existing injuries and how to use a body map. Training will also include Prevent duty. An element of Safeguarding training will be undertaken annually by staff.

Staff will make reference to "What to do if you're worried a child is being abused – Summary" or any national guidance that replaces this publication.



STONDON STOMPERS PRE-SCHOOL POLICIES AND PROCEDURES 1.2 SAFEGUARDING CHILDREN

All staff will work in conjunction with external agencies to safeguard children as part of our integrative protocol, this is a standardised approach to assessing children and young people's needs and help identify whether the child has additional needs or needs that mean that they have been, or are likely to be, significantly harmed.

Designated Safeguarding Lead/Designated Child Protection Officer

The Designated Safeguarding Lead (DSL/DCPO) is the Pre-school Manager, Angela Bastable and the Deputy Designated Safeguarding Lead is Emma Daulman.

Training is updated every two years.

The responsibilities of the DSL/DCPO include:

- sharing information with the staff team;
- accessing information and liaising with outside agencies to make sure information is up to date;
- collating information when there are concerns about a child;
- regularly reviewing the accident book, incident forms and any recorded concerns to monitor and/or identify possible safeguarding children issues;
- contacting the relevant Local Authority who provide relevant and up to date advice and make decisions about referrals.

Recording suspicions of abuse and disclosures

Where a child makes comments to a member of staff that give cause for concern (disclosure), or a member of staff observes signs or signals that give 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;
- 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 the date and time; and the names of any other person present at the time.
- these records are signed and dated and kept in the safeguarding file, which is kept securely and confidentially.
- The DCPO or 'designated person' is informed of the issue at the earliest opportunity, and within 1 working day.
- where the Central Bedfordshire Safeguarding Children Board stipulates the process for recording and sharing concerns, we include those procedures alongside this



STONDON STOMPERS PRE-SCHOOL POLICIES AND PROCEDURES 1.2 SAFEGUARDING CHILDREN

procedure and follow the steps set down by the Central Bedfordshire Safeguarding Children Board.

In the case of bruising in children who are not independently mobile any noticeable non-reported suspicious bruising will be reported following our Safeguarding reporting procedures. Advice will also be sought from the Central Bedfordshire Safeguarding Children's Board.

If a child has unexplained injuries or makes a disclosure staff will ensure that immediate medical attention is sought if necessary. The parent/carer will be asked how the injuries occurred without making judgements or accusations. A written record will be made on an accident / incident form and will include conversations held. If there is real concern that the injuries were caused by assault or failure to protect the child the DCPO will refer to flow chart in "What to do if you're worried a child is being abused – Summary" and contact:

- The Access and Referral Team on 0300 300 8585
- Local Statutory Services Agencies and Central Bedfordshire Safeguarding Children Board
- Local authority child protection designated officer (LADO) for allegations against a member of staff
- The Police in all cases – 990
- Ofsted – 0300 123 1231

Early Help Access and Assessment

If concerns are raised over the welfare of children, which does not cause immediate danger to the child, we will contact our nominated Locality Coordinator on 07814290947 for further advice.

We will also use the Early Help Team contactable on 0300 300 8585

Allegations against staff

We ensure that all parents and staff 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 also include an allegation of abuse.

We respond to any inappropriate behaviour displayed by members of staff, volunteer or any other person living or working on the premises, which includes:

Inappropriate sexual comments;

- Excessive one-to-one attention beyond the requirements of their usual role and responsibilities, or inappropriate sharing of images.

- We follow the guidance of Central Bedfordshire Safeguarding Children Board 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. All staff or volunteers know how to raise concerns about a member of staff or volunteer within the setting and know how to escalate their concerns if they are not satisfied with our response



STONDON STOMPERS PRE-SCHOOL

POLICIES AND PROCEDURES

1.2 SAFEGUARDING CHILDREN

- Any such complaint will be reported immediately to the Local Authority Designated Officer (LADO) to investigate. We will also report any such alleged incident to Ofsted, as well as what measures we have taken. We are aware that it is an offence not to do this and will co-operate entirely with any investigation carried out by children's social care in conjunction with the police.

- Where the Committee and children's social care agree it is appropriate in the circumstances, the member of staff or volunteer will be suspended 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 volunteer has been dismissed due to engaging in activities that caused concern for the safeguarding of children or vulnerable adults. We will notify the Disclosure and Barring Service of relevant information, so that individuals who pose a threat to children and vulnerable groups can be identified and barred from working with these groups.

Whistleblowing

All staff, volunteers and students have a duty to disclose any genuine concerns they have about the conduct of other staff, volunteers and students. The concern may relate to something that is happening now, has happened in the past or that they think could happen in the future. Further guidance can be found in our Whistleblowing Policy which promotes a culture that enables concerns about safeguarding and promoting the welfare of children to be addressed by the setting.

Whistleblowing disclosures can also be submitted to Ofsted either on the Whistleblower Hotline (0300 123 3155); by email to whistleblowing@ofsted.gov.uk or by post to Ofsted, Piccadilly Gate, Store Street, Manchester, M1 2WD

Support to families

We believe in building trusting and supportive relationships with families, staff and volunteers, making it clear to parents our role and responsibilities in relation to child protection, such as for the reporting of concerns, information sharing, 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.

Confidential records kept on a child are shared with the child's parents or those who have parental responsibility for the child under the guidance of the Central Bedfordshire Safeguarding Children Board.

We share our Safeguarding Policy with parents to ensure that they are fully aware of safeguarding policies and procedures.

If we have a concern about a child we will share these concerns with parents/carers. However, if sharing these concerns puts the child at risk of significant or further harm we will seek advice from the Local Authority.



STONDON STOMPERS PRE-SCHOOL POLICIES AND PROCEDURES 1.2 SAFEGUARDING CHILDREN

Multi Agency Sharing Protocol

All information about individual children with regards to child protection concerns or cases is recorded and confidentially stored. Information about child protection concerns or cases will be passed to the child's new setting or school, with the parent's permission.

Digital images

The vast majority of people who take or view photographs or videos of children do so for entirely innocent, understandable and acceptable reasons. However due to cases of abuse to children through taking or using images, we must ensure that we have safeguards in place.

Permission to take digital images will be asked for when a child starts at the setting. Permission to use images on Stondon Stompers Facebook page is also requested. Digital images will not be altered in any way and no child will be named. Digital images of each child in various activities at the setting may be printed from a media or memory card. Some photographs may be stored on the settings laptop which is stored on site, locked away with a password needed to gain access.

Staff are not permitted to take digital images with personal cameras or telephones. Where parents wish to take digital images of any children whilst at the setting or during events permission must be sought. To assist us in adhering to this policy, the use of mobile phones is not permitted within the setting where children are present with the exemption of the setting mobile phone which has no camera installed.

Tablet use

Staff use tablets to record children's development and gather evidence for their learning journey. Stondon Stompers requires all staff members to sign an Electronic Device Agreement which clearly states the safeguarding measures required to be upheld.

The pre-school has tablets on which the children can play and learn. These have 'child profiles' on which has no access to the internet. The controls are set so only specific age appropriate games can be accessed. These games are only downloaded by Stompers staff.

Electronic Learning Journeys

Children's developed at Stondon Stompers is recorded electronically on a system called Tapestry. All parents are required to completed a Tapestry online agreement form before any data is inputted into the system.

The Chair of the Committee is to be informed of any safeguarding concerns raised.



STONDON STOMPERS PRE-SCHOOL POLICIES AND PROCEDURES 1.2 SAFEGUARDING CHILDREN

Safeguarding Appendix

Access and referral hub – 0300 300 8585

Locality coordinator - 07814290947

Child Protection Agency contacts –

Bedfordshire County Council Children, Schools & Families– 0300 300 6455

Email - LSCB@centralbedfordshire.gov.uk

If you have concerns about a child please contact any of the following agencies:

During office hours (8:45 am to 5:20 pm Monday to Thursday, 8:45 am to 4:20 pm Friday) you can contact your local Social Care Children's Teams directly:

Children and Families - Social Care Teams:

Bedford Borough Council - 01234 718700

Central Bedfordshire Council - 0300 300 8585

If you urgently need help outside office hours you can contact Bedfordshire Social Care on **0870 2385465 / 0300 300 8123**

Bedfordshire Police Child Abuse Investigation Unit - 01234 846960

NSPCC 0808 800 5000

Bedfordshire LADO –0300 300 5026 or 0300 300 8142

Ofsted – 0300 123 1231

Ofsted Reporting Allegations Against a member of staff - 0300 1234 666

Ofsted Whistleblowing Hotline – 0300 123 3155

The Police in all cases – 999 or 101

Link to Bedfordshire Safeguarding Children Board

<http://www.centralbedfordshirelscb.org>

This policy was adopted at a meeting of

Held on _____

Date to be reviewed _____

Name of signatory _____

Role of signatory _____