

Moulton Pre-School – Safeguarding Policy

Version:	2.0
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Approved and signed by:	Moulton Pre-School Committee
Date:	December 2022
Review Date:	December 2023



Safeguarding Children - Policies and Procedures

Moulton Pre-school is committed to safeguarding and promoting the welfare of children, young people and adults at all times and expects everybody working within this setting to share this commitment.

We comply with the procedures approved by the Suffolk Safeguarding Children Board (SSCB) We intend to create in our pre-school an environment in which children are safe from abuse and in which any suspicion of abuse is promptly and appropriately responded to.

Introduction

The Designated Safeguarding Lead will take all reasonable steps to keep children safe and well and ensure the suitability of adults who have contact with them. The Safeguarding Lead is responsible for the care of children and their families and will listen and keep private any issues or concerns that parents may wish to discuss. However, they have to inform the appropriate agencies if concerned about the care or welfare of a child in their care.

The setting will maintain a safe and secure environment, promote good health, manage behaviour, maintain records and adhere to the settings policies and procedures. The preschool's child protection procedures apply to all persons at the premises. The Safeguarding Lead and all staff have a legal duty to report any concerns regarding a child's health and /or development, concerns regarding child abuse or neglect or any suspicious incidents as well as accidents to Suffolk Safeguarding Children Board.

All staff will be alert to any issues for concern in the child's life at home, whilst attending the setting or elsewhere. All action will be taken in line with the following local and national legislation/guidance:

- The Suffolk Safeguarding Children Board(SSCB) Procedures.
- The Statutory Framework for the Early Years Foundation Stage – Safeguarding and Welfare Requirements 2014
- The Children Act 1989, 2004 and 2006
- “Working Together to Safeguard Children” 2015

- “What to Do If You’re Worried a Child is Being Abused” 2015
- NSPCC Safer recruitment educaLocal Safeguarding Children Board guidance.

The Safeguarding Lead will attend regular and relevant training to enable them to fulfil this role and all staff working at the setting will receive child protection training which will enable them to identify and respond appropriately to signs of possible abuse and neglect at the earliest opportunity. Everyone has the right to make a referral to Children’s Services if they are worried about a child.

The staff working at Moulton Pre School will hold an up to date Disclosure and Barring Service certificate and be signed up to the update service. The staff working at the setting will hold a current pediatric first aid certificate which will be renewed every three years.

The DSLP is responsible for:

- Ensuring that a child’s absence is recorded
- Ensure that parents understand their responsibility to inform us when a child will be absent and to state the reason why.

Absence Policy:

All parents and carers should report absences to us as soon as possible before the child is due to attend. You can do this by texting the Pre School on 07958 290837

If a child has not turned up and we have not been informed of an absence, we will contact the parents/carers as soon as possible, usually within 15 minutes of registration. If we do not get any reply within 1 hour we will contact the other emergency contacts. Please see non collection of children procedure.

Leaving with the wrong person

We ask you when signing in who will be collecting your child and you need to write it down. If another person from the person specified arrives to collect we will not allow your child to leave with them unless we have spoken to someone with parental responsibility first.

The DSLP is responsible for:

- Responding without delay when a person informs them of a concern / allegation or if they themselves have a concern
- Listening carefully, using non-judgemental questions when discussing what has happened with the informing person and/or when investigating the concern. Information gathered should only be sufficient to confirm the need for referral to child services.
- Recording immediately and verbatim what has been disclosed
- Deciding whether to respond to the issue raised as a minor concern, (incident) or serious allegation
- Making an informed decision to undertake observations to identify possible changes in a child’s behaviour and recording any signs and symptoms that are cause for concern. In the event that we have reason to believe that a child is at risk of significant harm or abuse referral to local child services or police should be made without delay.
- Seeking appropriate advice from the relevant local childcare services. In this instance the Suffolk Multi Agency Safeguarding Hub, (known as, the MASH team), will be contacted in the event that the DSLP requires advice about, the next steps or appropriateness of approaching the child’s parents about the concern
- In the event that a child discloses physical or sexual abuse, where the alleged abuser is either a family member or someone resident within the household, the Safeguarding team will be consulted before informing parents.
- If the child is already subject to a Child Protection Plan the allocated Social Worker will be contacted, they will advise when, and by whom, the parents will be informed
- In the event of an urgent safeguarding concern, contact the local authority service, Customer First: 0808

800 4005.

- Follow up the initial telephone referral by emailing Customer First a completed a Multi Agency Referral Form. Blank forms may be downloaded from website of the Suffolk Safeguarding Children's Board, (SSCB). The email address is to send the referral form to is: Customer.First@suffolk.gcsx.gov.uk
www.suffolkscb.org.uk/procedures/lscb-policies-guidance-and-protocols/
- The email sent should be password protected if the setting does not have secure email.
- In the event of an emergency, telephone 999 and contact the police. The SLP and any staff working at the setting will follow the advice and guidance given by the police to ensure the safety and well-being of all persons at the premises.

Policy statement

Our setting will work with children, parents and the community to ensure the rights and safety of children, young people and vulnerable adults 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.

Procedures

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

Key commitment 1

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

- Our designated person who co-ordinates child, young person or adult protection issues is Susan Wakes-Miller
- We ensure all staff, visitors and parents are made aware of our safeguarding policies and procedures.
- All staff have an up-to date knowledge of safeguarding issues, are alert to the signs and symptoms of abuse, and understand their professional duty to ensure safeguarding concerns are reported to the local authority children's social work team or the NSPCC.
- All staff are confident to ask questions in relation to any safeguarding concerns and know not to just take things at face value but can be respectfully sceptical.
- 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.
- 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.
- Where applications are rejected based on information disclosed, applicants have the right to know and to challenge incorrect information.
- Enhanced criminal records and barred lists checks are carried out on anyone living or working on the premises.
- Volunteers do not work unsupervised.
- Information is recorded about staff qualifications, and the identity checks and vetting processes that have been completed including:

- the criminal records disclosure reference number;
 - the date the disclosure was obtained; and
 - details of who obtained it.
- All staff and volunteers are informed that they are expected to disclose any convictions, cautions, court orders or reprimands and warnings which may affect their suitability to work with children (whether received before or during their employment with us).
 - All staff and volunteers are required to notify us if anyone in their household (including family members, lodgers, partners etc.) has any relevant convictions, court orders, reprimands and warnings or has been barred from, or had registration refused or cancelled in relation to any childcare provision (see above questions), or have had orders made in relation to care of their children.
 - We notify the Disclosure and Barring Service of any person who is dismissed from our employment, or resigns in circumstances that would otherwise have led to dismissal for reasons of a child protection concern.
 - Procedures are in place to record the details of visitors to the setting.
 - Security steps are taken to ensure that we have control over who comes into the setting so that no unauthorised person has unsupervised access to the children.
 - Steps are taken to ensure children are not photographed or filmed on video for any other purpose than to record their development or their participation in events organised by us. Parents sign a consent form and have access to records holding visual images of their child.
 - As advised in our Visitor Handbook all visitors are reminded of their responsibility to ensure that they hand in any camera/ mobile telephone or other device in their possession for safe storage during their visit
 - Any personal information is held securely and in line with data protection requirements and guidance from the ICO. Moulton Pre School are registered with ICO (Information Commissioner's Office)
 - **Internet Safety**
 - We will ensure that we comply with the requirements of the Great Britain, Data Protection Act 1998, (DPA). The DPA outlines the responsibilities of the setting to keep the records of the setting and the information contained within them confidential and having in place measures to ensure access to such information is protected. To respect and protect the privacy of, the staff, parents and children who attend the setting when accessing the settings website and Facebook page. To safeguard children attending the setting from unsupervised internet use. To prevent misuse of internet provided at the setting.
 - **E-Safety** <https://www.nspcc.org.uk/preventing-abuse/keeping-children-safe/online-safety/>
Online safety and Data Protection
 - We keep a written record of all complaints and concerns including details of how they were responded to.
 - We ensure that robust risk assessments are completed, that they are seen and signed by all relevant staff and that they are regularly reviewed and updated, in line with our health and safety policy.
 - The designated officer will support the designated person to undertake their role adequately and offer advice, guidance, supervision and support.

- The designated person will inform the designated officer at the first opportunity of every significant safeguarding concern, however this should not delay any referrals being made to the children's social worker services, the LADO, Ofsted or Riddor.
- The Health and Safety Executive will be informed in compliance with RIDDOR Contact Details of Organisations and Professional Bodies Ofsted Piccadilly Gate Tel: 0161 618 8524 Shore Street E: enquiries@ofsted.gov.uk Manchester W: www.ofsted.gov.uk M1WD PACEY Head Office Tel: 0800 169 4486 Royal Court W: <http://pacey.org.uk> 81 Tweedy Road Bromley, Kent BR11TJ St. John Ambulance <http://www.sia.org.uk/sia'training-courses.aspx>
- Health and Safety Executive (RIDDOR) RIDDOR Reports Health and Safety Executive Redgrave Court Merton Road Bootle Merseyside L20 7HS Incident Contact Centre: 0345 300 9923

What is a LADO?

The LADO gives advice and guidance to employers and others who are concerned about an adult who works with children including volunteers and agency staff.

Allegations need to be referred to the team within 24 hours of the allegation being made. No investigation should take place until the LADO has been contacted. An allegation may relate to a person who works with children who has:

- Behaved in a way that has harmed a child, or may have harmed a child
- Possibly committed a criminal offence against or related to a child
- Behaved towards a child or children in a way that indicates they may pose a risk of harm to children

Your Local Authority Designated Officer (LADO) is there to support you and us in the event of any safeguarding issue.

0300123 2044 LADO@suffolk.gov.uk

A hard copy of the settings policies are available at the premises at all times.

This policy will be reviewed on an annual basis and updated where appropriate, however if a weakness is identified in the setting's procedures the policy will be reviewed and revised immediately. It is open to inspection by Ofsted and any recommendations they make will be undertaken by the Safeguarding Lead.

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' (HMG 2015) and No Secrets DoH 2015)

Responding to suspicions of abuse

- We acknowledge that abuse of children can take different forms - physical, emotional, and sexual, as well as neglect.
- **Definitions of Child Abuse**
- Abuse and Neglect are forms of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm or by failing to act to prevent harm. Children maybe abused or neglected in a family or in an institutional or community setting by those known to them or more rarely by others (e.g. via the internet). They may be abused by an adult or adults or by another child or children. For the purpose of this policy the child abuse definitions from the, '*Working Together to Safeguard Children – Department of Education (2014)* have been used.

- **Physical abuse:** Physical abuse is actual or physical injury to a child or when a person fabricates, or induces, the symptoms of an illness in a child. Physical abuse can involve, hitting or using excessive force, shaking, throwing, poisoning, burning, drowning, slapping or suffocating. A higher risk of suffering from this type of abuse is found in babies and disabled children.
- **Sexual abuse:** Sexual abuse is when a child is forced or enticed to take part in any form of sexual activity. It does not necessarily involve violence and the child may or may not be aware of what is happening to them.
- Sexual abuse can occur at the hands of adult men, women and other children and includes:
 - Non-contact abuse; (grooming); a child either personally or through the internet with the intention of sexually abusing them
 - All forms of penetrative and non-penetrative sex.
 - Sexually exploiting a child in return for gifts; money or affection.
 - Making, looking at and distributing indecent images of a child.
- **Neglect:** Neglect is when there is persistent failure to meet a child's basic physical and/or psychological needs resulting in serious impairment to their health and development. Neglect may involve a failure to:
 - Provide a child with adequate nutrition, appropriate clothing and a clean, safe place to live
 - Protect a child from physical or emotional harm or danger
 - Ensure a child is adequately supervised
 - Ensure a child has access to appropriate medical care or treatment.
 - Be responsive to or unable to support /provide the basic emotional needs of the child
- **Female Genital Mutilation** – All settings must be training on this. Female genital mutilation (FGM) is the partial or total removal of external female genitalia for non-medical reasons. It's also known as female circumcision or cutting. Religious, social or cultural reasons are sometimes given for FGM. However, FGM is child abuse. It's dangerous and a criminal offence. Regulated health and social care professionals and teachers in England and Wales must report 'known' cases of FGM in under 18s to the police ([Home Office, 2016](#)).
- If you are worried about anyone with regards to this, please call the helpline on 0800 028 3550.
- **Reporting Requirements for FGM: Regulated health and social care professionals and teachers in England and Wales must report 'known' cases of FGM in under 18s to the police ([Home Office, 2016](#)).**
- If you think a child is in immediate danger please call the police on 999 straight away.
- **Sexual Exploitation:** Child sexual exploitation is a form of child sexual abuse. Sexual abuse may involve physical contact, including assault by penetration (for example, rape or oral sex) or nonpenetrative acts such as masturbation, kissing, rubbing and touching outside clothing. It may include non-contact activities, such as involving children in the production of sexual images, forcing children to look at sexual images or watch sexual activities, encouraging children to behave in sexually inappropriate ways or grooming a child in preparation for abuse (including via the internet).
- The definition of child sexual exploitation (Ofsted's Guidance 2017) is as follows: Child sexual exploitation is a form of child sexual abuse. It occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18 into sexual activity (a) in exchange for something the victim needs or wants, and/or (b) for the financial advantage or increased status of the perpetrator or facilitator. The victim may have been sexually exploited even if the sexual activity appears consensual. Child sexual exploitation does not always involve physical contact; it can also occur through the use of technology.
- **Neglect:** Neglect can occur when a parent is no longer capable, (physically or mentally), of caring for their child or when substance misuse occurs in pregnancy.

- **Emotional abuse:** Emotional abuse is described as either active or passive. Active emotional abuse involves a parent / primary carer/ other person deliberately trying to scare, humiliate or verbally abuse a child. Passive emotional abuse is when a parent / primary carer /other person fail's to provide a child with the love and care they need in order to be healthy and happy.
- Emotional abuse that occurs persistently and over time severely impacts a child's emotional development. A person may;
 - Be unable / unavailable to give a child appropriate love and care
 - Fail to offer praise and encouragement
 - Fail to interact with a child in an age appropriate way
 - Be over protective, limiting their opportunities to explore, learn and make friends
 - Expect a child to meet the person's own emotional needs
 - Fail to give a child the opportunity to express their views
 - Isolate, silence or corrupt a child
 - Have a general negative attitude toward a child
 - Bully a child (including cyber-bullying) Although emotional abuse can occur singularly it can also be used at some level in all types of abuse.
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- **Table indicating some of the signs/symptoms of abuse for each category**

Category of Abuse	Common Signs/Symptoms Physical
Physical	<ul style="list-style-type: none"> • Children with frequent injuries • Children with bruises, cuts, scalds or bite marks that cannot be explained <ul style="list-style-type: none"> • Injuries (that are not accidental) to soft tissue areas that would not usually occur from accidentally falling over, such as – bruising to the backs of knees, eye sockets, wrists, upper buttocks and combinations of new and older bruises • Broken bones or fractures that cannot be explained e.g. spiral fractures of the lower legs and upper arms. These types of injuries may indicate abuse as they suggest that the limb has been twisted with force as opposed to the type of fracture expected from accidentally falling over • Behaviour which is unusual, such as frozen awareness, seen as fixed staring, arching of the back and hand splaying in small babies
Sexual	<ul style="list-style-type: none"> • Frequent or unusual instances of bed wetting or soiling of clothes • Frequent kidney and urinary infections • Sexually transmitted infections • Thrush, soreness in the genital and anal areas – these may be noticed when changing nappies or assisting a child with going to the toilet • Fear of physical contact with a particular person • Being over friendly with strangers • The inappropriate use of sexual language or unexpected knowledge for the age of the child • Changes in moods and personality that are not usual for the child <ul style="list-style-type: none"> • Regression in common areas, e.g. toilet training, sleeping, eating and speech. These may be a sign of sexual abuse but these can also happen during normal child development

	<ul style="list-style-type: none"> · Asking others to engage in sexual games or play · Low self-esteem/lack of confidence · Lying · Stealing
Emotional	<ul style="list-style-type: none"> · Reduced growth in height · Sudden speech problems/disorders · Lack of confidence · Neurotic behaviours, e.g. self-harm, rocking, thumb sucking · Behavioural and emotional issues, such as anger problems, immaturity, passivity.
Neglect	<ul style="list-style-type: none"> • Immunisations not up to date · Significantly underweight although when observed eats well · Untreated and frequent nappy rash · Lots of accidental injuries – explanations given may indicate a lack of supervision · Disassociation – frozen awareness · Frequently tired due to lack of routine · Lack of parental support and interest in behaviour of child · Poor attendance and often late · Under weight and height by 2+ percentiles (Taylor and Daniel. 2005) · Emaciated · Often appears to be hungry – possible signs of malnourishment e.g. hair falling out.
FGM	<ul style="list-style-type: none"> · Have difficulty walking, standing or sitting · Spend longer in the bathroom or toilet · Appear withdrawn, anxious or depressed · Have unusual behaviour after an absence from school · Be reluctant to undergo normal medical examinations · Ask for help but embarrassed about the problem · A family arranging a long break abroad · Unexpected, repeated or prolonged absence from school · Academic work suffering
Sexual Exploitation	<ul style="list-style-type: none"> · Acquisition of money, clothes, mobile phones etc without plausible explanation; · Gang-association and/or isolation from peers/social networks; · Exclusion or unexplained absences from school, college or work; · Leaving home/care without explanation and persistently going missing or returning late; · Excessive receipt of texts/phone calls; · Returning home under the influence of drugs/alcohol; · Inappropriate sexualised behaviour for age/sexually transmitted infections; · Evidence of/suspicious of physical or sexual assault; · Relationships with controlling or significantly older individuals or groups; · Multiple callers (unknown adults or peers); · Frequenting areas known for sex work; · Concerning use of internet or other social media; · Increasing secretiveness around behaviours; and

	· Self-harm or significant changes in emotional well-being.
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- <https://www.gov.uk/government/publications/what-to-do-if-youre-worried-a-child-is-being-abused--2>
- **Other forms of abuse that we are trained to spot are;** Domestic abuse, private fostering, fabricated illness, gender-based violence, faith-based abuse, child trafficking, slavery, gang violence, forced marriage, ritual abuse, honour-based violence, hate crimes, breast ironing and sexting.
- **County Lines**
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- Any child can be exploited, no matter their background. Criminal exploitation is also known as '**county lines**' and is when gangs and organised crime networks groom and exploit children to sell drugs. Often these children are made to travel across **counties**, and they use dedicated mobile phone '**lines**' to supply drugs.
- Criminals are deliberately targeting vulnerable children – those who are [homeless](#), experiencing learning difficulties, going through family breakdowns, struggling at school, living in care homes or [trapped in poverty](#).
- These criminals groom children into trafficking their drugs for them with promises of money, friendship and status. Once they've been drawn in, these children are controlled using threats, violence and sexual abuse, leaving them traumatised and living in fear.
- However, they become trapped in criminal exploitation, the young people involved feel as if they have no choice but to continue doing what the criminals want.
- Signs:
- Returning home late, staying out all night or going missing
- Being found in areas away from home
- Increasing drug use, or being found to have large amounts of drugs on them
- Being secretive about who they are talking to and where they are going
- Unexplained absences from school, college, training or work
- Unexplained money, phone(s), clothes or jewellery
- Increasingly disruptive or aggressive behaviour
- Using sexual, drug-related or violent language you wouldn't expect them to know
- Coming home with injuries or looking particularly dishevelled
- Having hotel cards or keys to unknown places.
- If you think a young person you know could be in danger call 999, or if you have non-urgent information to share with the police, contact Crimestoppers on 0800 555 111.
- If you are concerned about a child's welfare, [contact your local social care department](#). We also have [a guide for parents](#) who may be concerned about their child.
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- **Breast Ironing**

- Breast Ironing is practiced in some African countries, notably Cameroon. Girls aged between 9 and 15 have hot pestles, stones or other implements rubbed on their developing breast to stop them growing further. In the vast majority of cases breast ironing is carried out by mothers or grandmothers and the men in the family are unaware. Estimates range between 25% and 50% of girls in Cameroon are affected by breast ironing, affecting up to 3.8 million women across Africa.
- **Why does breast ironing happen?**
- The practice of breast ironing is seen as a protection to girls by making them seem 'child-like' for longer and reduce the likelihood of pregnancy. Once girls' breasts have developed, they are at risk of sexual harassment, rape, forced marriage and kidnapping; consequently, breast ironing is more prevalent in cities. Cameroon has one of the highest rates of literacy in Africa and ensuring that girls remain in education is seen as an important outcome of breast ironing.
- **Breast ironing is physical abuse**
- Breast ironing is a form of physical abuse that has been condemned by the United Nations and identified as Gender-based Violence. Although, countries where breast ironing is prevalent have ratified the African Charter on Human Rights to prevent harmful traditional practices, it is not against the law.
- Breast ironing does not stop the breasts from growing, but development can be slowed down. Damage caused by the 'ironing' can leave women with malformed breasts, difficulty breastfeeding or producing milk, severe chest pains, infections and abscesses. In some cases, it may be related to the onset of breast cancer.
- **Breast Ironing in the UK**
- Concerns have been raised that breast ironing is also to be found amongst African communities in the UK, with as many as a 1,000 girls at risk. Keeping Children Safe in Education (2016) mentions breast ironing on page 54, as part of the section on so-called 'Honour Violence'. Staff worried about the risk of breast ironing should speak to the Designated Safeguarding Lead as soon as possible who can speak with social services.
- **Upskirting**
- "Upskirting" became a specific criminal offence under the Voyeurism (Offences) Act 2019 on 12 April this year. It typically involves taking a photograph under a person's clothing without them knowing, with the intention of viewing their genitals or buttocks for sexual gratification or causing humiliation, distress or alarm. The revised version of Keeping Children Safe in Education lists upskirting as one example of peer on peer abuse of which school staff should be aware.
- **Upskirting is now a form of peer-on-peer abuse**
- **It's a criminal offence and is now listed in paragraph 27.**

- **Definition:** upskirting is typically when a photograph is taken under a person's clothing without them knowing, for sexual gratification or to cause the victim humiliation, distress or alarm.
- **New information on serious violent crime (29-30)**
- **The new text says that all staff need to know the indicators that may signal that children are at risk from, or are involved with, serious violent crime. Including:**
- **Unexplained gifts/new possessions – these can indicate children have been approached by/involved with individuals associated with criminal networks/gangs**
- **Increased absence from school**
- **Change in friendship/relationships with others/groups**
- **Significant decline in performance**
- **Signs of self-harm/significant change in wellbeing**
- **Signs of assault/unexplained injuries**
- **Staff should also be aware of the associated risks and understand the measures in place to manage them.**
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- **THE PREVENT DUTY** From 1 July 2015 all childcare settings must comply with The Prevent of Duty to help protect children from extremism. We have responsibility to protect children under section 26 of the Counter-Terrorism and Security Act 2015.
- The new common inspection framework makes reference to providers promoting children's welfare and preventing radicalisation and extremism. The government has defined extremism in the Prevent Strategy as: "vocal or active opposition to fundamental British Values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs."
- Indicators that may suggest a child's vulnerability to **violent extremism** include:
 - Expressed opinions supporting violence, terrorism or the values of extremist organisations
 - Possession of extremist literature including that on weapons, explosives or military training, attempts to access extremist websites/ chatrooms,
 - Behaviour or behavioural changes – such as withdrawal from family life and peers, hostility towards family and peers, association with organisations that hold extremist views
 - Personal history- claims or evidence of involvement in organisations voicing violent extremist ideology or attendance of military/ terrorist training
- **The purpose of the PREVENT Strategy is:**
 - To stop people becoming terrorists or supporting violent extremism in all its forms.
 - To safeguard children and adults and provide early intervention to protect and divert people away from being drawn into extremism or terrorist activity.
 - To provide people with appropriate advice and support.
- The setting will:
 - Understand own role and responsibilities on how to protect children from extremism by promoting inclusion and Fundamental British Values in the setting.

- · Be alert to any reason for concern in the child's life at home or elsewhere that they are being exposed to extremism.
- · Understand how to identify children at risk and when to take action after identifying a child at risk e.g. a change in children's behaviour or unexplained/ irregular attendance at the setting.
- To undertake training that provides them with the knowledge to identify children at risk.
- · Be responsible for observing and recording children's attendance in the setting with an Attendance book
- · Be vigilant and inform the necessary agencies if they suspect a child/ children are being exposed to extremism. For advice or reporting of concerns- Customer First: 0800 800 4005,101
- · Promote and embed inclusion and Fundamental British Values within the setting as a toolkit for anti-radicalisation.
- · Implement the EYFS so that children are taught a broad and balanced curriculum to ensure they 'understand the world' and learn about 'similarities and differences between themselves and others, and among families, communities and traditions' (www.foundationyears.org.uk/2015/03/fundamental-british-values-in-the-earlyyears/)
- We ensure that all staff have an understanding of the additional vulnerabilities that arise from inequalities of race, gender, disability, language, religion, sexual orientation or culture and that these receive full consideration in relation to child, young person or vulnerable adult protection.
- When children are suffering from physical, sexual or emotional abuse, or may be experiencing neglect, this may be demonstrated through:
 - significant changes in their behaviour
 - deterioration in their general well-being
 - their comments which may give cause for concern, or the things they say (direct or indirect disclosure)
 - changes in their appearance, their behaviour, or their play
 - unexplained bruising, marks or signs or possible abuse or neglect, and
 - any reason to suspect neglect or abuse outside the setting.
- We take into account factors affecting parental capacity, such as social exclusion, domestic violence, radicalization, parent's drug or alcohol abuse, mental or physical illness or parent's learning disability.
- We are aware that children's vulnerability is potentially increased when they are privately fostered and when we know that a child is being cared for under a private fostering arrangement, we inform our local authority children's social care department.
- We are aware of other factors that affect children's vulnerability that may affect, or may have affected, children and young people using our provision, such as, abuse of disabled children; fabricated or induced illness; child abuse linked to beliefs in spirit possession; sexual exploitation of children, including through internet abuse; Female Genital Mutilation and radicalisation or extremism.
- We also make ourselves aware that some children and young people are affected by gang activity, by complex, multiple or organised abuse, through forced marriage or honour based violence or may be victims of child trafficking. While this may be less likely to affect young children in our care, we may become aware of any of these factors affecting older children and young people who we may come into contact with.

- Where we believe that a child in our care or that is known to us may be affected by any of these factors we follow the procedures below for reporting child protection concerns and follow the LSCB procedures.
- Where such evidence is apparent, the child's key person makes a dated record of the details of the concern and discusses what to do with the member of staff who is acting as the 'designated person'. The information is stored on the child's personal file.
- We refer concerns to the Customer First 0808 800 4005 and co-operate fully in any subsequent investigation.
- In the event that a staff member or volunteer is unhappy with the decision made of the designated person in relation to whether to make a safeguarding referral they must follow escalation procedures.
- We refer concerns to the local authority children's social care department and co-operate fully in any subsequent investigation. NB In some cases this may mean the police or another agency identified by the Local Safeguarding Children Board.
- We take care not to influence the outcome either through the way we speak to children or by asking questions of children.
- We take account of the need to protect young people aged 16-19 as defined by the Children Act 1989. This may include students or school children on work placement, young employees or young parents. Where abuse is suspected we follow the procedure for reporting any other child protection concerns. The views of the young person will always be taken into account, but the setting may override the young person's refusal to consent to share information if it feels that it is necessary to prevent a crime from being committed or intervene where one may have been, or to prevent harm to a child or adult. Sharing confidential information without consent is done only where not sharing it could be worse than the outcome of having shared it.
- We have a whistle blowing policy in place.

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;
 - 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; and
 - the names of any other person present at the time.
- These records are signed and dated and kept in the child's personal file which is kept securely and confidentially.

Recording existing injuries

- If a child arrives at preschool with a significant visible injury or if one is discovered during the session, we will ask parents and carers for information about the injury and record the details in the incident book/body map. Parents or carers will be asked to sign the record, which will be kept in a confidential file.

Peer on peer abuse

If we are concerned that a child is being abused or coerced into doing something they don't want to do by another child for example; smoking, drinking alcohol, taking drugs, being exposed to radicalisation or extremism, online pornography, over 18 video games and films etc. then we shall report to social services.

Discrimination and anti-discriminatory practise

We record any discriminatory incidents including racist comments made by children or parents.

Personal Care routine

Please be aware that we may help children with eating, drinking or toileting, washing and dressing because of age, disability or illness. Where possible we encourage children to be independent as early as possible and would like this to be supported at home.

Informing parents

- Parents are normally the first point of contact. We discuss concerns with parents to gain their view of events unless we feel this may put the child in greater danger.
- We inform parents where we make a record of concerns in their child's file and that we also make a note of any discussion we have with them regarding a concern.
- If a suspicion of abuse warrants referral to social care, parents are informed at the same time that the referral will be made, except where the guidance of Suffolk Safeguarding Children Board (SSCB) does not allow this, for example, where it is believed that the child may be placed in greater danger.
- This will usually be the case where the parent is the likely abuser. In these cases the social workers will inform parents.
- If there is a possibility that advising a parent beforehand may place a child at greater risk the designated person should seek advice from children's social work services, about whether or not to advise parents beforehand, and should record and follow the advice given.

Liaison with other agencies

- We work within Suffolk Safeguarding 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 notify the registration authority (Ofsted) within 14 days of any significant incident or accident and any changes in our arrangements which may affect the wellbeing of children or where an allegation of abuse is made against a member of staff, and any specific procedures such as responding to concerns about radicalisation or extremism (whether the allegations relate to harm or abuse committed on our premises or elsewhere).
- Contact details for the local National Society for the Prevention of Cruelty to Children (NSPCC) 0808 800 5000 are also kept.

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 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 the Local 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.
- We ensure that all staff or volunteer know how to raise concerns about a member of staff or volunteer within the setting. We respond to any concerns raised by staff and volunteers who know how to escalate their concerns if they are not satisfied with my/our response
- If an allegation is made against a member of staff the Local Area Designated Officer (LADO) should be contacted immediately on 01284 758816, the LADO will then facilitate further investigation and advise whether the member of staff in question should be suspended on full pay pending further investigation,
- 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 also report any such alleged incident to Customer First 0808 800 4005 and 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 care in conjunction with the police.
- Where the management team 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

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 staff in the setting to ensure that they are able to recognise the signs and signals of possible physical abuse, emotional abuse, sexual abuse (including child sexual exploitation) and neglect and that they are aware of the local authority guidelines for making referrals.
- 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.

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 Suffolk Safeguarding Children Board (SSCB).

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 Suffolk Safeguarding Children Board (SSCB).

Safer Recruitment

- We are committed to safeguarding and protecting all children and young people by implementing robust safer recruitment practices. NSPCC Safer recruitment in education
- identifying and rejecting applicants who are unsuitable to work with children and young people
- responding to concerns about the suitability of applicants during the recruitment process
- responding to concerns about the suitability of employees and volunteers once they have begun their role
- ensuring all new staff and volunteers participate in an induction which includes child protection

Smoking, Alcohol and Drugs

No one working on the premises will take drugs, drink alcohol or smoke during the working day, even during unpaid breaks.

We will inform Ofsted if medication is prescribed to any staff that may affect their work.

If parents/carers arrive with or to collect a child suspected under the influence of alcohol or drugs we will call the police to report (if driving) and report to the Local Safeguarding Board.

Legal framework

Primary legislation

Children Act (1989 s47)
Protection of Children Act (1999)
Data Protection Act (1998)
The Children Act (Every Child Matters) (2004 s11)
Safeguarding Vulnerable Groups Act (2006)
Childcare Act (2006)

Secondary legislation

Sexual Offences Act (2003)
Criminal Justice and Court Services Act (2000)
Equalities Act (2010)
Data Protection Act (1998) Non Statutory Guidance
Children and Families Act (2014)

Further Guidance

No Secrets (DoH 2015)
Working Together to Safeguard Children (revised HMG 2015)
What to do if you are worried a Child is Being Abused (HMG 2015)
Framework for the Assessment of Children in Need and their Families (DoH 2000)
The Common Assessment Framework for Children and Young People: A Guide for Practitioners (CWDC 2010)

Statutory guidance on making arrangements to safeguard and promote the welfare of children under section 11 of the Children Act 2004 (HMG 2007)
Information Sharing: Guidance for Practitioners and Managers (HMG 2015)
Disclosure and Barring Service
www.gov.uk/disclosure-barring-service-check