



Together, caring and learning

POLICIES FOR SAFEGUARDING AND PROMOTING CHILDREN'S WELFARE CHILD PROTECTION

Please also refer to 'London Child Protection Procedures 4th Edition (April 2011) and 5th Edition Part A, 'Working together to safeguard children' 2015, 'What to do if you're worried a child is being abused summary' - 2015 – and Sue Albon Safeguarding Officer

Salway Christian Pre-school believes that it is always unacceptable for a child or young person to experience abuse of any kind and recognises its responsibility to safeguard the welfare of all children, by a commitment to practice that protects them.

Our pre-school aims to work with children, parents and the community to ensure the safety of children and to give them the very best start in life. We will endeavour to create an environment where children are safe from abuse and in which any suspicion of abuse is promptly and appropriately responded to by following the London Child Protection Procedures 4th edition, 5th edition Part A and "Working Together to Safeguard Children" 2015.

We aim to:

- Create an environment in our pre-school which encourages children to develop a positive self image, regardless of race, language, religion, disability, culture or home background;
- Help children to establish and sustain satisfying relationships within their families, with peers, and with other adults;
- Encourage children to develop a sense of autonomy and independence;
- Work with parents to build their understanding of and commitment to the welfare of all our children.

In order to safeguard children we will:

1. Exclude known abusers

- It will be made known to all applicants for posts at the Pre-school that the position is exempt from the provision of the rehabilitations of offenders act 1974.
- We will vet all applicants both voluntary and paid staff to check for suitability this will include taking up references (See staff vetting policy for further details).

- We will ensure all permanent members of the Pre-school team complete an enhanced Disclosure and Barring Service (DBS) check and only those staff that have been DBS checked will be left unsupervised with the children.
- All appointments both paid and voluntary will be subject to a one month probationary period.

N.B

ONLY FULL TIME STAFF WHO HAVE BEEN DBS CHECKED SHOULD ACCOMPANY THE CHILDREN TO THE TOILET. DUE TO STAFF NUMBERS, ONLY ONE MEMBER OF STAFF WILL USUALLY ACCOMPANY THE CHILDREN. A STAFF MEMBER TAKING A CHILD TO THE TOILET SHOULD INFORM ANOTHER STAFF MEMBER OF THEIR ACTION. VOLUNTEERS AND STUDENTS WILL NOT WORK UNSUPERVISED A RECORD OF ALL VISITORS IS KEPT AND INDENTITY CHECKS MADE IF UNKNOWN

2. Keep premises safe and secure

- The main door will be closed at 9.30 am and all visitors will have to ring the bell to gain access. All other outside doors are kept locked
- The Pre-school manager will ask for parental permission before taking and displaying children’s photographs, ensuring children cannot be identified outside the pre-school.

3. Train staff

- We will ensure that all our staff receive training on safeguarding children as part of their induction training and then receive regular updated training in line with the Children Act 1989 and the Children’s Act 2004.
- All staff will sign the code of conduct annually to ensure that the safest possible practices are maintained with regard to staff relations with pre-school families, use of cameras, mobile phones and social media networks and to ensure the ongoing suitability of staff to work with children.

4. Respond appropriately to suspicions of abuse

All Staff have the responsibility to:

- Be aware of any change in behaviour or appearance which may cause concern and keep accurate written records of any incidents and concerns, these should be dated, signed and include time and details of relevant witnesses
- Observe and record children’s progress and behaviour within the restrictions of the setting
- Monitor children’s social skills in terms of relationships with peers and adults, confidence and self-esteem

- Share information with colleagues ensuring the confidentiality procedure is adhered to. In some circumstances, information may be shared with outside agencies without the parents consent if deemed in the best interest of the child to do so.
- Be aware of and implement all staff procedures and policies, including safeguarding children.

5.Appoint a Designated Person

The designated person is responsible for safeguarding children’s issues by:

- Ensuring that our policy is in line with current legislation and reviewed annually
- Ensuring that all policies are closely followed
- Ensuring all staff have updated training
- Taking responsibility for seeking advice from and making referrals to the Multi-Agency Safeguarding Hub (MASH)as necessary
- Dealing with allegations or concerns involving staff members
- Acting as a source of support, advice and expertise within the setting

The designated Safeguarding Officer is Sue Albon- Pre-school Manager.

In the absence of the Designated Person all concerns must be forwarded to the Chair Person of the Management Committee – Jan Williams or the deputy manager Gillian Pople, whichever is more appropriate.

Parents will usually be the first point of reference, though suspicions will also be referred as appropriate to the registering authority (Ofsted) and The Multi-Agency Safeguarding Hub (MASH). **Where a child is in immediate danger 999 should be called**

MASH

Telephone	020 8708 3885
Fax	020 8708 3886
Address	Redbridge Multi Agency Safeguarding Hub Redbridge Children’s Trust Lynton House 225-259 High Road Ilford Essex IG1 1NY

Emergency duty team – outside normal hours 9am – 5pm Mon-Fri	020 8553 5825
Customer help line (any time)	020 8554 5000
email	Cpat.referrals@redbridge.gov.uk

Ofsted

Telephone	0300 123 1231
Address	Picadilly Gate, Store Street, Manchester M1 2WD

6.Maintain Confidentiality

All suspicions and investigations will be kept confidential, shared only with those who need to know. This will be the involved member of staff, the Designated Person (Manager), the Chairperson (Jan Williams) and the Management Committee.

7.Keep a record

When worrying changes are observed in a child’s behaviour, physical condition or appearance, or a disclosure is made by a child a specific record will be kept, separate from the usual records of the child’s progress and development. The record will include timed and dated observations, describing objectively the child’s behaviour and appearance; where possible, the exact words spoken by a child; the date, name and signature of the recorder. A body map may also be used. An incident / disclosure report form is included within these procedures.

Such records will be kept in a separate locked file and will not be accessible in the Pre-school other than to the Pre-school Manager, Chair and the Management Committee.

8.Liaise with other bodies

The Pre-school operates in accordance with local authority guidelines. Confidential records kept, which are of concern to the Pre-school Management, will be shared with the local MASH.

If a report is made to the MASH the Pre-school Manager will inform the parents unless it is deemed in the child’s best interest not to.

9.Support families

The Pre-school aims to build a trusting and supportive relationship between families, staff and volunteers. Where abuse at home is suspected, the Pre-school will continue to welcome the child and the family while investigations proceed.

With the provision that the care and safety of the child is paramount, the Pre-school will do all in its power to support and work with the child's family. Confidential records kept will be shared with the child's parents unless it is decided that to do so would not be in the child's best interest.

10.Support staff

The Management Committee recognises that those staff involved with any such child protection issues may find it distressing and will offer support accordingly.

Allegations against a member of staff

- We ensure all parents know how to complain about staff or volunteer actions within the setting, which may include allegations of abuse.
- We comply with guidance given by the Local Safeguarding Children Board when responding to any complaint that a member of staff or volunteer has abused a child
- We respond to any disclosure that abuse may have taken place by first recording details of the alleged incident

Any allegations against a member of staff or adult volunteer will be referred immediately (within 1 working day) to the LADO (local authority designated officer) telephone: 020 8708 5350/07903211521 Email: LADO@redbridge.gov.uk

- We cooperate entirely with any investigation carried out by social care in conjunction with the police
- In the event of an allegation made against a member of staff, the individual concerned will be suspended on full pay 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 individual as well as children and families throughout the process.
- We notify OFSTED of any allegations of serious harm or abuse by any person working or looking after children on the premises. **We will do this within 14 days of the allegation being made.**

STAFF PROCEDURES

Child abuse is an experience that causes significant harm or hurt to a child and may leave that child feeling alone and unheard, angry or guilty.

What is a child in need?

“Children who are defined as being ‘in need’, under the children Act 1989, are those whose vulnerability is such that they are unlikely to reach or maintain a satisfactory level of health or development, or their health and development will be significantly impaired, without the provision of services plus those who are disabled (section 17 (10) of the Children Act 1989)”

What is significant harm?

The children’s Act 1989 introduces “the concept of ‘significant harm’ as the threshold that justifies compulsory intervention into family life in the best interests of children”.

All taken from; “What to do if you’re worried a child is being abused” booklet.

What is abuse and neglect?

Physical abuse – actual or likely physical injury to a child or failure to prevent physical injury to a child or young person. This may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating etc. Physical harm may also be caused when a parent or carer feigns the symptoms of, or deliberately causes ill health to a child whom they are looking after. This situation is commonly known as Munchausen syndrome by proxy.

Emotional abuse – the persistent emotional ill treatment of a child such as to cause severe and persistent adverse effects on the child’s emotional development. It may involve conveying to a child that they are worthless or unloved, inadequate, or valued only in so far as they meet the needs of another person. It may involve causing children to frequently feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of ill treatment of children, though it may occur alone.

Sexual abuse – involves forcing or enticing a child to take part in sexual activities, whether or not the child is aware of what is happening. The activities may involve physical contact including penetrative or non-penetrative acts. They may include non-contact activities such as involving children in looking at, or in the production of, pornographic material or watching sexual activities, or encouraging children to behave in sexually inappropriate ways.

Neglect – is the persistent failure to meet a child’s basic physical and/or psychological needs, likely to result in the serious impairment of the child’s health or development, such as failing to provide adequate food, shelter and clothing, or the failure to ensure access to appropriate medical care or treatment, or neglect of, or unresponsiveness to, a child’s basic emotional needs.

We believe that all children:

- Need to feel safe, valued, listened to and understood
- Should have access to a range of adults they can talk to
- Should be encouraged to feel positive about themselves and their bodies
- Should be encouraged to recognise their own emotions
- Have the right to privacy within the restrictions of the setting and health and safety regulations
- Be given opportunities to and encouraged to make choices, form judgements, make decisions and solve problems

WHEN TO BE CONCERNED

The following list is not exhaustive)

- When a child has an injury which may be non- accidental – see also body maps diagrams (attached)
- When a child shows signs of neglect
- When a child displays behaviour which is either cause for concern in itself; e.g. aggressive, withdrawn, depressed, inappropriately sexualised; or which is unusual for this particular child
- When a child fails to thrive
- When a child discloses abuse, or describes something that may be associated with abuse (including sexual abuse). This disclosure may be made orally or through the use of drawings by, for example, children with communication or hearing difficulties or through role play.
- When you are worried about a child for some reason you can’t identify. **DO HAVE REGARD FOR YOUR OWN FEELINGS OF UNEASE**

Remember not to make assumptions but try to gather as much information as possible

SEEKING FURTHER INFORMATION

- If you have any concerns, always talk immediately to the Pre-school Manager. It is always better to be over cautious and share any concerns however small you believe them to be.
- If a child arrives at the setting with an injury, sensitively ask what happened, **do not put words or ideas into the child’s head only use words/phrases that they have used e.g. what do you mean by** Listen to the answer and assess whether the answer satisfactorily explains the injury

- If you are still concerned, discuss this with the Pre-school Manager. Depending on the nature of the concerns, she may deem it appropriate to share your concerns with the parent/carer. At this stage, she will be establishing whether there is any reason to be concerned. It is not our duty to conduct an investigation – that is the duty of the appropriate agencies
- Complete an incident report form as soon after the event as possible, remembering to sign and date it. All original notes made at the time of the incident should also be kept and attached to the report form, as these may be needed if the case ever goes to court

DO:

- Listen carefully
- Stay calm and assuring
- Try to ensure a colleague is present
- Try to go to a quiet area
- Record the details immediately, if necessary seeking cover for your duties
- Report the disclosure to the Pre-school Manager as soon as possible and within that session

REMEMBER DO NOT:

- Stop the child from freely recalling events
- Press the child for information / revelations or suggest ways in which an injury could have happened
- Attempt to remove clothing
- Attempt a detailed physical examination
- Make promises of confidentiality

SAFEGUARDING CHILDREN WITH SEND

First and foremost, a child with disability is a child. Every child has a right to be safe and protected from harm. Safeguarding practices should address the additional actions to be taken in order for disabled children to access this common human right.

Children with disabilities find it easier to communicate given appropriate resources, support and the presence of someone who knows them well. Where a child is unable to tell someone of her/his abuse she/he may convey anxiety or distress in some way, e.g. behaviour changes or increase in symptoms. Staff will familiarise themselves with the child's method of communication.

When making a safeguarding referral we will:

- State on referral if child is known to Pre-school Liaison Group (PSLG) and/or SEN and Disability Services and if so we will also send a copy to the relevant team.
- Clarify the disability, special need or impairment that affects this child

How the disability or impairment affects the child on a day-to-day basis
How the child communicates
If the disability or condition been medically assessed/ diagnosed

IF A CHILD ARRIVES AT PRE-SCHOOL WITH A SIGNIFICANT VISIBLE INJURY PARENT/CARER TO BE ASKED TO SIGN A FORM DESCRIBING NATURE OF INJURY. This will be kept in the child's confidential file and is to prevent allegations being made against the pre-school at a later stage.

IN THE CASE OF A SERIOUS ACCIDENT, INJURY OR DEATH OF A CHILD DURING OR AS A RESULT OF A PRE-SCHOOL SESSION OFSTED AND MASH WILL BE INFORMED AND ANY ADVICE ACTED UPON. (contact details on page 2) See separate Accident and Emergency procedures.

STATEMENT FOR THE PREVENT DUTY

At Salway Christian Pre-school we understand and comply with the Counter-Terrorism and Security Act 2015, to have "due regard to the need to prevent people from being drawn into terrorism". This duty is known as the Prevent duty.

We are aware of the increased risk of online radicalisation, to radicalise young people, children and their families through the use of social media and the internet. As with managing other safeguarding risks, staff are alert to changes in behaviour which could indicate that colleagues, children and their families are in need of help or protection. Children and adults at risk of radicalisation may display different signs or seek to hide their views. Staff will use their professional judgement in identifying children and adults who might be at risk of radicalisation and act proportionately. Even very young children may be vulnerable to radicalisation by others, whether in the family or outside, and display concerning behaviour.

General safeguarding principles apply to keeping children safe from the risk of radicalisation as set out in the relevant statutory guidance, Working together to safeguard children.

Online training is available for staff through Channel programme.

Anyone concerned that a member of staff, family or child is in danger of being radicalised should contact the Prevent Institutions Officer

Tel: 020 8708 5971

Or Dial 101 and ask for the Prevent Duty Officer.

STATEMENT FOR PREVENTING FEMALE GENITAL MUTILATION (FGM)

At Salway Christian Preschool, we are aware that Early Years managers and staff are key to the identification of girls who may be at risk of FGM and are aware of the risk factors for FGM and know how to report concerns. As part of an effective key person approach, managers and staff are able to develop ongoing relationships with the female children and their families in their care, which make them well placed to identify changes in the girls' behaviour or physical wellbeing. They might also be the only professionals who are aware that a girl from a practising community is travelling to a country where FGM is practised and that she may be at risk on this trip.

As part of the key person approach, staff members are responsible for their key children's intimate care needs i.e. changing girls' nappies or clothes or assisting girls to use the toilet. Staff members at Salway Christian Preschool have undergone Safeguarding training which enables them to be alert to physical indicators that a girl/girl baby has had FGM and know how to report these concerns, following the procedures in sections 4 and 5 above.

Salway Christian Preschool works with parents and carers to support and ensure they are:

- Aware that FGM is illegal in the UK.
- Aware of the harm associated with FGM.
- Support parents who do not wish their girls to have FGM.

By definition of parents, this includes male members of the family where it is likely that they will be involved in any decisions as to whether a girl will have FGM or not.

STATEMENT FOR PEER ON PEER ABUSE

At Salway Christian Preschool we understand and recognise that children and young people are capable of abusing their peers and receive regular training on how to identify the risks of peer on peer abuse in the setting (Inspecting Safeguarding in Early Years, Education and Skills settings August 2016).

Even very young children may be vulnerable to peer on peer abuse especially those with older siblings. We are aware of the increased risk and impact on children that peer on peer abuse may present.

For older children we are aware of the increased risk of using technology through mobile phones, tablets, smart watches, social networking sites, apps and online games to emotionally abuse, groom, exploit and coerce other children through online 'cyber bullying' or to make and send indecent images through what is known as 'sexting' (What to do if you're worried a child is being abused 2015). Devices owned by Salway Christian Preschool

will have appropriate filters and monitoring systems in place to protect children and staff from harmful online material.

We are also aware of the risks of peer on peer abuse associated with sexual behaviour outside the expected age development 'norms' and other acts of gender based violence. The use of 'Brook Sexual Behaviours Traffic Light Tool' and <https://www.disrespectnobody.co.uk/sexting/what-is-sexting/> can be used as a reference for support when managing allegations of such abuse.

Staff at Salway Christian Preschool are sensitive to behaviours that may be seen as verbally or physically abusive towards other children such as name calling, hitting/ pushing or inciting other children to carry out physical attacks.

At Salway Christian Preschool we aim to promote a culture where peer on peer abuse is not tolerated in any form. Sensitive intervention is key to discouraging and managing such behaviours in line with the promotion of the Fundamental British Values.

Safeguarding Policy – Information for staff

Non- accidental injuries	Accidental injuries
<p>Bruises likely to be : Frequent Patterned, e.g. finger and thumb marks old and new in same place (note colour) in unusual position (see chart)</p> <p>consider: developmental level of child and their activities may be more difficult to see on darker skins</p> <p>burns and scalds likely to have: clear outline splash marks around burn area unusual position, e.g. back of hand Indicative shapes, e.g. cigarette burns, bar of electric fire</p> <p>Injuries suspicious if : bite marks fingernail marks large and deep scratches Incisions. e.g. from razor blade</p> <p>Fractures likely to be : numerous – healed at different times</p> <p>consider : age of child, always suspicious in babies under 2 years old delay in seeking treatment</p> <p>Sexual abuse may result in : unexplained soreness, bleeding or injury in genital or anal area sexually transmitted diseases, e.g. warts, gonorrhoea</p>	<p>Bruises likely to be : Few but scattered No pattern Same colour and age</p> <p>Consider: Age and activity of child, e.g. learning to walk may be confused with birthmarks or other skin conditions</p> <p>Burns and scalds likely to be: Treated Easily explained May be confused with other conditions e.g. impetigo, nappy rash</p> <p>Injuries likely to be : Minor and superficial Treated Easily explained</p> <p>Fractures likely to be ; Of arms and legs Seldom on ribs except for road traffic accidents Rare in very young children May rarely be due to brittle bone syndrome</p> <p>Genital area Injury may be accidental (seek expert opinion) Soreness may be nappy rash or irritation, e.g. from bubble bath Anal soreness may be due to constipation or threadworm infestation</p>

Parental attitude is important in assessing all of the above – when a child is suffering a severe and painful injury most would seek medical help

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