



Safeguarding Children and Child Protection Policy

At Ribbons Preschool we 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. Children have the right to be treated with respect, be helped to thrive and to be safe from any abuse in whatever form.

We support the children within our care, protect them from maltreatment and have robust procedures in place to prevent the impairment of children's health and development.

Safeguarding is a much wider subject than the elements covered within this single policy, therefore this document should be used in conjunction with the preschool's other policies and procedures.

This policy works alongside these other specific policies to cover all aspects of child protection:

- Online safety
- Human trafficking and modern slavery
- Prevent duty and radicalisation
- Domestic abuse, honour based abuse (HBA) and forced marriages
- Looked after children
- Monitoring staff behaviour
- Social networking
- Mobile phone and electronic device use
- Safer recruitment of staff
- Disciplinary and grievance
- Promoting positive behaviour

Reporting Procedures

All staff have a responsibility to report safeguarding concerns and suspicions of abuse. These concerns will be discussed with the designated safeguarding coordinator (DCSO) as soon as possible. Staff will report their concerns to the DCSO (in the absence of the DCSO they will be reported to the Deputy DCSO/ Preschool Manager)

Any signs of marks/injuries to a child or information a child has given will be recorded and stored securely. If appropriate, the incident will be discussed with the parent/carer, such discussions will be

recorded and the parent will have access to these records on request

If there are queries/concerns regarding the injury/information given then the following procedures will take place:

The designated safeguarding lead will:

- **Contact Vale of Glamorgan's Children and Young People Services to report concerns and seek advice (if it is**

believed a child is in immediate danger we will contact the police)

- **Inform CIW**
- **Record the information and action taken relating to the concern raised**
- **Speak to the parents (unless advised not to do so by Vale of Glamorgan's Children and Young People Services team)**
- **The designated safeguarding lead will follow up action taken by the Vale of Glamorgan's Children and Young People Services team if they have not contacted the setting within the statutory timeframe.**

Keeping children safe is our highest priority and if, for whatever reason, staff do not feel able to report concerns to the DCSO or deputy DCSO they should call the Vale of Glamorgan's Children and Young People Services team, the NSPCC, the CIW or the police and report their concerns anonymously.

For best practice and to ensure cover at all times we have a deputy designated lead in place. This enables safeguarding to stay high on our priorities at all times.

**The Designated Safeguarding/child protection Co-ordinator (DSCO) at the preschool is:
Kate Freeman (Director/ Responsible Individual)**

**The deputy Designated Safeguarding/child protection Co-ordinator (DSCO) at the preschool is:
Joanne Watkins (Director)**

Legal framework and definition of safeguarding

Legal framework and definition of safeguarding

- The Adoption and Children Act 2002
- Children Act 1989 and 2004
- Childcare Act 2006 (amended 2018)
- Children and Social Work Act 2017
- Counter-Terrorism and Security Act 2015
- Safeguarding Vulnerable Groups Act (2006)
- Wales Safeguarding Procedures (2019)
- Social Services and Well-being (Wales) Act 2014.
- Prevent Duty 2015
- Working Together to Safeguard Children 2018
- Working Together to Safeguard People
- Keeping learners safe
- Children (Abolition of Defence of Reasonable Punishment) (Wales) Act 2020
- Data Protection Act 2018
- Domestic Abuse Act 2021
- Violence against Women, Domestic Abuse and Sexual Violence (Wales) Act 2015

Safeguarding and promoting the welfare of children in relation to this policy is defined as:

- Protecting children from maltreatment
- Preventing the 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.

- (Definition taken from the HM Government document Working together to safeguard children, 2018).

Policy intention

To safeguard children and promote their welfare we will:

- Create an environment to encourage children to develop a positive self-image
- Provide positive role models and develop a safe culture where staff are confident to raise concerns about professional conduct
- Support staff to notice the softer signs of abuse and know what action to take
- Encourage children to develop a sense of independence and autonomy in a way that is appropriate to their age and stage of development
- Provide a safe and secure environment for all children
- Promote tolerance and acceptance of different beliefs, cultures and communities
- Always listen to children
- Provide an environment where practitioners are confident to identify where children and families may need intervention and seek the help they need
- Share information with other agencies as appropriate or as may be required.

The preschool staff are aware that abuse does occur in our society and we are vigilant in identifying signs of abuse and reporting concerns. Our practitioners have a duty to protect and promote the welfare of children. Due to the many hours of care we are providing, staff may often be the first people to identify that there may be a problem. They may well be the first people in whom children confide information that may suggest abuse or to spot changes in a child's behaviour which may indicate abuse.

Our prime responsibility is the welfare and well-being of each child in our care. As such we believe we have a duty to the children, parents and staff to act quickly and responsibly in any instance that may come to our attention. This includes sharing information with any relevant agencies such as local authority services for children's social care, health professionals or the police. All staff will work with other agencies in the best interest of the child, including as part of a multi-agency team, where needed.

The preschool aims to:

- Keep the child at the centre of all we do
- Ensure staff receive prompt induction training to understand the safeguarding children and child protection policy and procedures, are alert to identify possible signs of abuse, (including the signs known as softer signs of abuse), understand what is meant by child protection and are aware of the different ways in which children can be harmed, including by other children through bullying or discriminatory behaviour
- Be aware of the increased vulnerability of children with Special Educational Needs (SEN) / Additional Learning Needs (ALN) and other vulnerable or isolated families and children
- Ensure staff understand how to recognise early indicators of potential radicalisation and terrorism threats and act on them appropriately in line with national and local procedures, including through annual safeguarding newsletters and updates.
- Ensure that all staff feel confident and supported to act in the best interest of the child share

information and seek the help that the child may need

- Ensure that all staff are familiar and updated regularly with child protection training and procedures and kept informed of changes to local/national procedures
- Make any referrals in a timely way, sharing relevant information as necessary in line with procedures set out by the Vale of Glamorgan's Safeguarding Children Board
- Make any referrals relating to extremism to the police (or the Government helpline) in a timely way, sharing relevant information as appropriate
- Ensure that information is shared only with those people who need to know in order to protect the child and act in their best interest.
- Keep the setting safe online, we refer to 'Safeguarding children and protecting professionals in early years settings: online safety considerations and use appropriate filters, checks and safeguards, monitoring access at all times and maintaining safeguards around the use of technology by staff, parents and visitors in the setting
- Ensure that staff identify, minimise and manage risks while caring for children.
- Identify changes in staff behaviour and act on these as per the Staff Behaviour Policy
- Take any appropriate action relating to allegations of serious harm or abuse against any person working with children, or living or working on the preschool premises including reporting such allegations to CIW, Local Authority Officer and other relevant authorities
- Ensure parents are fully aware of child protection policies and procedures when they register with the preschool and are kept informed of all updates when they occur
- Regularly review and update this policy with staff and parents where appropriate and make sure it complies with any legal requirements and any guidance or procedures issued by the Vale of Glamorgan's Safeguarding Children Board.
- We will support children by offering reassurance, comfort and sensitive interactions. We will devise activities according to individual circumstances to enable children to develop confidence and self-esteem within their peer group and support them to learn how to keep themselves safe.

Contact telephone numbers

CIW 0300 790 0126

Vale of Glamorgan's Children and Young People Services team 01446 725202

Vale of Glamorgan's Children and Young People Services Out of Hours Office team 02920 788570

Non-emergency police 101

Emergency Police 999

Government helpline for extremism concerns 020 7340 7264

NSPCC Whistleblowing hotline 0800 028 0285

NSPCC Childline 0800 1111

NSPCC 0808 800 5000

Child exploitation and online protection command (CEOP) <https://www.ceop.police.uk/safety-centre/>

Types of abuse and particular procedures followed

Abuse and neglect are forms of maltreatment of a child. Somebody may abuse or neglect a child by harming them, or by failing to act to prevent harm. Children may be abused within a family, institution, or community setting by those known to them or a stranger. This could be an adult or adults, another child or children.

The signs and indicators listed below may not necessarily indicate that a child has been abused,

but will help us to recognise that something may be wrong, especially if a child shows a number of these symptoms or any of them to a marked degree.

Indicators of child abuse

- Failure to thrive and meet developmental milestones
- Fearful or withdrawn tendencies
- Unexplained injuries to a child or conflicting reports from parents or staff
- Repeated injuries
- Unaddressed illnesses or injuries
- Significant changes to behaviour patterns.

Softer signs of abuse as defined by National Institute for Health and Care Excellence (NICE) include:

Emotional states:

- Fearful
- Withdrawn
- Low self-esteem.

Behaviour:

- Aggressive
- Oppositional habitual body rocking.

Interpersonal behaviours:

- Indiscriminate contact or affection seeking
- Over-friendliness towards strangers including healthcare professionals
- Excessive clinginess, persistently resorting to gaining attention.
- Demonstrating excessively 'good' behaviour to prevent parental or carer disapproval
- Failing to seek or accept appropriate comfort or affection from an appropriate person when significantly distressed
- Coercive controlling behaviour towards parents or carers
- Lack of ability to understand and recognise emotions
- Very young children showing excessive comforting behaviours when witnessing parental or carer distress.

Peer to peer abuse

We are aware that peer to peer abuse does take place, so we include children in our policies when we talk about potential abusers. This may take the form of bullying, physically hurting another child, emotional abuse, or sexual abuse. We will report this in the same way as we do for adults abusing children, and will take advice from the appropriate bodies on this area.

Recording suspicions of abuse and disclosures

Staff should make an objective record of any observation or disclosure, supported by the preschool manager or Designated Safeguarding Co-ordinator (DSCO). This record should include:

- Child's name
- Child's address

- Age of the child and date of birth
- Date and time of the observation or the disclosure
- Exact words spoken by the child
- Exact position and type of any injuries or marks seen
- Exact observation of any incident including any other witnesses
- Name of the person to whom any concern was reported, with date and time; and the names of any other person present at the time
- Any discussion held with the parent(s) (where deemed appropriate).

These records should be signed by the person reporting this and the DSCO, dated and kept in a separate confidential file.

If a child starts to talk to an adult about potential abuse it is important not to promise the child complete confidentiality. This promise cannot be kept. It is vital that the child is allowed to talk openly and disclosure is not forced or words put into the child's mouth. As soon as possible after the disclosure details must be logged accurately.

It may be thought necessary that through discussion with all concerned the matter needs to be raised with the LSCB and CIW. Staff involved may be asked to supply details of any information/ concerns they have with regard to a child. The preschool expects all members of staff to co-operate with the LSCB and CIW in any way necessary to ensure the safety of the children.

Staff must not make any comments either publicly or in private about a parent's or staff's supposed or actual behaviour.

Physical abuse

A form of abuse which may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child. This is known as fabricated or induced illness or FII.

All children can suffer injuries during their early years as they explore and develop. If an explanation of how a child received their injury doesn't match the injury itself or if a child's injuries are a regular occurrence or there is a pattern to their injuries, then we will report our concerns. These symptoms may include bruising or injuries in an area that is not usual for a child, e.g. fleshy parts of the arms and legs, back, wrists, ankles and face.

Many children will have cuts and grazes from normal childhood injuries – these should also be logged and discussed with the preschool manager and any existing injuries should be recorded. Children and babies may be abused physically through shaking or throwing. Other injuries may include burns or scalds. These are not usual childhood injuries and should always be logged and discussed with the preschool manager.

Fabricated illness

Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child. The parent or carer may seek out unnecessary medical treatment or investigation, they may exaggerate a real illness and symptoms; or deliberately induce an illness through poisoning with medication or other substances, or they may interfere with medical treatments. Fabricated illness is a form of physical abuse and any concerns will be reported in line with our safeguarding procedures

Many children will have cuts and grazes from normal childhood injuries – these should also be logged and discussed with the Preschool manager.

Female genital mutilation

FGM can also be known as Female Genital Cutting. FGM is a procedure where the female genital organs are injured or changed and there is no medical reason for this. It is frequently a very traumatic and violent act for the victim and can cause harm in many ways. The practice can cause severe pain and there may be immediate and/or long-term health consequences, including mental health problems, difficulties in childbirth, causing danger to the child and mother; and/or death (definition taken from the Multi-Agency Statutory Guidance on Female Genital Mutilation).

The procedure may be carried out shortly after birth and during childhood as well as adolescence, just before marriage or during a woman's first pregnancy and varies widely according to the community.

FGM is child abuse and is illegal in the UK. It can be extremely dangerous and can cause:

- Severe pain
- Shock
- Bleeding
- Infection such as tetanus, HIV and hepatitis B and C
- Organ damage
- Blood loss and infections
- Death in some cases.

Breast Ironing

Breast ironing also known as "breast flattening" is the process where young girls' breasts are ironed, massaged and/or pounded down through the use of hard or heated objects in order for the breasts to disappear or delay the development of the breasts entirely. It is believed that by carrying out this act, young girls will be protected from harassment, rape, abduction and early forced marriage.

Breast ironing/flattening is a form of physical abuse and can cause serious health issues such as:

- Abscesses
- Cysts
- Itching
- Tissue damage
- Infection
- Discharge of milk
- Dissymmetry of the breasts
- Severe fever.

Although this is unlikely to happen to children in the preschool due to their age, we will ensure any concerns about a child or family, will be reported to the children's social care team in the same way as other types of physical abuse. Any concerns about a child or family, will be reported to the children's social care team in the same way as other types of physical abuse.

Sexual abuse

Action needs to be taken if the staff member has witnessed occasion(s) where a child indicated sexual activity through words, play, drawing, had an excessive pre-occupation with sexual matters,

or had an inappropriate knowledge of adult sexual behaviour or language. This may include acting out sexual activity on dolls/toys or in the role play area with their peers, drawing pictures that are inappropriate for a child, talking about sexual activities or using sexual language or words. The child may become worried when their clothes are removed, e.g. for nappy changes.

The physical symptoms may include genital trauma, discharge, and bruises between the legs or signs of a sexually transmitted disease (STD). Emotional symptoms could include a distinct change in a child's behaviour. They may be withdrawn or overly extroverted and outgoing. They may withdraw away from a particular adult and become distressed if they reach out for them, but they may also be particularly clingy so all symptoms and signs should be looked at together and assessed as a whole.

If a child is being sexually abused staff may observe both emotional and physical symptoms.

Emotional signs:

- Being overly affectionate or knowledgeable in a sexual way inappropriate to the child's age
- Personality changes such as becoming insecure or clingy
- Regressing to younger behaviour patterns such as thumb sucking or bringing out discarded cuddly toys
- Sudden loss of appetite or compulsive eating
- Being isolated or withdrawn
- Inability to concentrate
- Lack of trust or fear of someone they know well, such as not wanting to be alone with a carer
- Becoming worried about clothing being removed
- Suddenly drawing sexually explicit pictures or acting out actions inappropriate for their age
- Using sexually explicit language.

Physical Signs:

- Bruises
- Bleeding, discharge, pains or soreness in their genital or anal area
- Sexually transmitted infections
- Pregnancy.

Any concerns about a child or family will be reported to the children's social care team.

Child sexual exploitation (CSE)

CSE is defined as 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. We will be aware of the possibility of CSE and the signs and symptoms this may manifest as. If we have concerns we will follow the same procedures as for other concerns and we will record and refer as appropriate.

Emotional abuse

Action should be taken under this heading if the staff member has reason to believe that there is an effect on the behaviour and emotional development of a child, caused by persistent or severe ill-treatment or rejection.

This may include extremes of discipline where a child is shouted at or put down on a consistent basis, lack of emotional attachment by a parent, or it may include parents or carers placing inappropriate age or developmental expectations upon them. Emotional abuse may also be imposed through the child witnessing domestic abuse and alcohol and drug misuse by adults caring for them.

The child is likely to show extremes of emotion with this type of abuse. This may include shying away from an adult who is abusing them, becoming withdrawn, aggressive or clingy in order to receive their love and attention. This type of abuse is harder to identify as the child is not likely to show any physical signs.

Neglect

Action should be taken under this heading if the staff member has reason to believe that there has been any type of neglect of a child (for example, by exposure to any kind of danger, including cold and starvation and failure to seek medical treatment when required on behalf of the child), which results in serious impairment of the child's health or development, including failure to thrive.

Signs may include a child persistently arriving at preschool unwashed or unkempt, wearing clothes that are too small (especially shoes that may restrict the child's growth or hurt them), arriving at preschool in the same nappy they went home in or a child having an illness that is not being addressed by the parent. A child may also be persistently hungry if a parent is withholding food or not providing enough for a child's needs.

Neglect may also be shown through emotional signs, e.g. a child may not be receiving the attention they need at home and may crave love and support at preschool. They may be clingy and emotional. In addition, neglect may occur through pregnancy as a result of maternal substance abuse.

Financial abuse

The Wales Safeguarding Procedures note that this category will be less prevalent for a child but indicators could be; not meeting their needs for care and support which are provided through direct payments; or complaints that personal property is missing.

Child Criminal Exploitation (CCE)

Child criminal exploitation (CCE) can be described where an individual or group takes advantage of an imbalance of power to coerce, control, manipulate or deceive a child or young person under the age of 18. The victim may have been criminally exploited even if the activity appears consensual.

Child criminal exploitation does not always involve physical contact; it can also occur through the use of technology.

County lines

The National Crime Agency (NCA) describes county lines as a term used to describe gangs and organised criminal networks involved in exporting illegal drugs from big cities into smaller towns, using dedicated mobile phone lines or other form of "deal line". Customers will live in a different area

to where the dealers and networks are based, so drug runners are needed to transport the drugs and collect payment.

They are likely to exploit children and vulnerable adults to move the drugs and money, and they will often use coercion, intimidation, violence (including sexual violence) and weapons.

Signs that a child may be involved in county lines could be a change in behaviour, suddenly having more money or possessions, change in friendship group, withdrawing from family life, sudden change in appearance, unexplained physical injuries, staying out late or a lack of interest in school and previous positive activities.

Cuckooing

Cuckooing is a form of county lines crime in which drug dealers take over the home of a vulnerable person in order to criminally exploit them as a base for drug dealing, often in multi-occupancy or social housing properties. Signs that this is happening to a family property may be an increase in people entering or leaving the property, an increase in cars or bikes outside the home; windows covered or curtains closed for long periods, family not being seen for extended periods; signs of drug use or an increase in anti-social behaviour at the home.

If we recognise any of these signs we will report our concerns as per our reporting process.

Contextual safeguarding

As young people grow and develop they may be vulnerable to abuse or exploitation from outside their family. These extra-familial threats might arise at school and other educational establishments, from within peer groups, or more widely from within the wider community and/or online.

As part of our safeguarding procedures we will work in partnership with parents/carers and other agencies to work together to safeguard children and provide the support around contextual safeguarding concerns.

Domestic abuse/honour based abuse/forced marriages

We look at these areas as a child protection concern. Please refer to the separate policy for further details on this.

Extremism – the prevent duty

Under the Counter-Terrorism and Security Act 2015 we have a duty to safeguard at risk or vulnerable children under the Counter-Terrorism and Security Act 2015 to have “due regard to the need to prevent people from being drawn into terrorism” and refer any concerns of extremism to the police (in prevent priority areas the local authority will have a prevent lead who can also provide support). Children can be exposed to different views and receive information from various sources. Some of these views may be considered radical or extreme. Radicalisation is the way a person comes to support or be involved in extremism and terrorism. It’s a gradual process so young people who are affected may not realise what’s happening.

Radicalisation is a form of harm. The process may involve:

- Being groomed online or in person

- Exploitation, including sexual exploitation
- Psychological manipulation
- Exposure to violent material and other inappropriate information
- The risk of physical harm or death through extremist acts.

We have a Prevent duty and radicalisation policy in place. Please refer to this for specific details.

Online safety

We take the safety of our children very seriously and this includes their online safety. Please refer to the online safety policy for further details.

Modern slavery and child trafficking

Please refer to our Modern slavery and child trafficking policy for detail on how we keep children safe in this area.

Adult sexual exploitation

As part of our safeguarding procedures we will also ensure that staff and students are safeguarded from sexual exploitation.

Upskirting

Upskirting involves taking a picture of someone's genitals or buttocks under their clothing without them knowing, either for sexual gratification or in order to humiliate or distress the individual. This is a criminal offence and any such action would be reported following our reporting procedures

Child abuse linked to faith or belief (CALFB)

Child abuse linked to faith or belief (CALFB) can happen in families when there is a concept of belief in:

- Witchcraft and spirit possession, demons or the devil acting through children or leading them astray (traditionally seen in some Christian beliefs)
- The evil eye or djinns (traditionally known in some Islamic faith contexts) and dakini (in the Hindu context)
- Ritual or multi murders where the killing of children is believed to bring supernatural benefits, or the use of their body parts is believed to produce potent magical remedies
- Use of belief in magic or witchcraft to create fear in children to make them more compliant when they are being trafficked for domestic slavery or sexual exploitation.

This is not an exhaustive list and there will be other examples where children have been harmed when adults think that their actions have brought bad fortune..

Reporting procedures

All staff have a responsibility to report safeguarding concerns and suspicions of abuse. These concerns will be discussed with the designated safeguarding person (DSP) as soon as possible.

- Staff will report their concerns to the DSP (in the absence of the DSP they will be reported to the deputy DSP)
- Any signs of marks/injuries to a child or information a child has given will be recorded and stored securely

- For children who arrive at preschool with an existing injury, a form will be completed along with parent's/carers explanation as to how the injury happened. Staff will have professional curiosity around any explanations given, any concerns around existing injuries will be reported
- If appropriate, any concerns or incidents will be discussed with the parent/carer. Such discussions will be recorded and the parent will have access to these records on request, in line with GDPR and data protection guidelines.
- If there are queries/concerns regarding the injury/information given then the following procedures will take place:

The designated safeguarding **person** will:

- Contact the local authority children's social care team to report concerns and seek advice immediately, or as soon as it is practical to do so; if it is believed a child is in immediate danger we will contact the police. If the safeguarding concern relates to an allegation against an adult working or volunteering with children then the DSP will follow the reporting allegations procedure (see below)
- Inform CIW
- Record the information and action taken relating to the concern raised
- Speak to the parents (unless advised not to do so by LA children's social care team)
- The designated safeguarding lead will follow-up action taken by the LA social children's care team, if they have not contacted the setting within the statutory timeframe.

Keeping children safe is our highest priority and if, for whatever reason, staff do not feel able to report concerns to the DSP or deputy DSP they should call the local authority children's social care team or the NSPCC and report their concerns anonymously.

These contact numbers are displayed

CIW 0300 790 0126

Vale of Glamorgan's Children and Young People Services team 01446 725202

Vale of Glamorgan's Children and Young People Services Out of Hours Office team 02920 788570

Non-emergency police 101

Emergency Police 999

Government helpline for extremism concerns 020 7340 7264

NSPCC Whistleblowing hotline 0800 028 0285

NSPCC Childline 0800 1111

NSPCC 0808 800 5000

Child exploitation and online protection command (CEOP) <https://www.ceop.police.uk/safety-centre/>

Responding to a spontaneous disclosure from a child

If a child starts to talk openly to a member of staff about abuse they may be experiencing then staff will;

- Give full attention to the child or young person
- Keep body language open and encouraging
- Be compassionate, be understanding and reassure them their feelings are important, using phrases such as "you've shown such courage today"
- Take time and slow down; we will respect pauses and will not interrupt the child – let them go at their own pace

- Recognise and respond to their body language
- **Show understanding and reflect back**
- Make it clear you're interested in what the child is telling you
- Reflect back what they've said to check your understanding – and use their language to show it's their experience
- Reassure the child that they've done the right thing in telling you. Make sure they know that abuse is never their fault
- Never talk to the alleged perpetrator about the child's disclosure. This could make things a lot worse for the child.

(Information taken from NSPCC)

Any disclosure will be reported to the preschool manager or DSP and will be referred to the local authority children's social care team immediately, following our reporting procedures.

Recording suspicions of abuse and disclosures

Staff should make an objective record of any observation or disclosure, supported by the preschool manager or DSP. This record should include:

- Child's name
- Child's address
- Age of the child and date of birth
- Date and time of the observation or the disclosure, location
- Exact words spoken by the child (word for word) and non-verbal communication
- Exact position and type of any injuries or marks seen
- Exact observation of any incident including any concern was reported, with date and time; and the names of any other person present at the time
- Any discussion held with the parent(s) (where deemed appropriate).

These records should be signed by the person reporting this and the *manager/* DSP/*supervisor, dated and kept in a separate confidential file.

If a child starts to talk to an adult about potential abuse it is important not to promise the child complete confidentiality. This promise cannot be kept. It is vital that the child is allowed to talk openly and disclosure is not forced or words put into the child's mouth. As soon as possible after the disclosure details must be logged accurately. It's not the preschool role to investigate, it's the role of statutory services to complete this.

Staff involved in a safeguarding case may be asked to supply details of any information/concerns they have with regard to a child. The preschool expects all members of staff to co-operate with the local authority children's social care, police, and CIW in any way necessary to ensure the safety of the children.

Staff must not make any comments either publicly or in private about the supposed or actual behaviour of a parent, child or member of staff.

Informing parents

Parents are normally the first point of contact. If a suspicion of abuse is recorded, parents are informed at the same time as the report is made, except where the guidance of the LSCB/police does not allow this. This will usually be the case where the parent or family member is the likely abuser, or where a child may be endangered by this disclosure. In these cases the investigating officers will inform parents.

Confidentiality

All suspicions, enquiries and external investigations are kept confidential and shared only with those who need to know. Any information is shared in line with guidance from the local authority. All staff, students and volunteers are bound by confidentiality and any information will not be discussed out of work or this will become a disciplinary matter.

The preschool has due regard to the data protection principles as in the Data Protection Act 2018 and General Data Protection Regulations (GDPR). These do not prohibit the collection and sharing of personal information, even without consent if this would put the child at further risk. We will follow the principles around data collection and information sharing and ensure any information is recorded and shared in an appropriate way

Support to families

The preschool takes every step in its power to build up trusting and supportive relationships among families, staff, students and volunteers within the preschool.

The preschool continues to welcome the child and the family whilst enquiries are being made in relation to abuse in the home situation. Parents and families will be treated with respect in a non-judgmental manner whilst any external investigations are carried out in the best interests of the child.

Confidential records kept on a child are shared with the child's parents or those who have parental responsibility for the child, only if appropriate in line with guidance of the LSCB with the proviso that the care and safety of the child is paramount. We will do all in our power to support and work with the child's family.

We have a Staff Behaviour Policy in place that supports us to monitor staff and changes in their character. Staff are aware of the need to disclose changes to circumstance and use the whistle blowing policy where required.

We also operate a Phones and Other Electronic Devices and Social Media policy which states how we will keep children safe from these devices whilst at preschool. This also links to our Online Safety policy.

Record keeping

Confidential records kept on a child are shared with the child's parents or those who have parental responsibility for the child, only if appropriate and in line with guidance of the local authority with the proviso that the care and safety of the child is paramount. We will do all in our power to support and work with the child's family.

The Preschool keeps appropriate records to support the early identification of children and families that would benefit from support. Factual records are maintained in a chronological order with parental discussions. Records are reviewed regularly by the DSP to look holistically at identifying children's needs.

Allegations against adults working or volunteering with children

If an allegation is made against a member of staff, student or volunteer or any other person who lives or works on the preschool premises, regardless of whether the allegation relates to the preschool

premises or elsewhere, we will follow the procedure below.

This will include when a member of staff is alleged to have:

- 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 or
- behaved towards a child or children in a way that indicates he or she would pose a risk of harm if they work regularly or closely with children.

The allegation should be reported to the senior manager on duty. If this person is the subject of the allegation then this should be reported to the registered person instead.

The Local Authority Officer (LAO), CIW and the LSCB will then be informed immediately in order for this to be investigated by the appropriate bodies promptly:

- The LAO will be informed immediately for advice and guidance
- If as an individual you feel this will not be taken seriously or are worried about the allegation getting back to the person in question then it is your duty to inform the LAO yourself directly
- A full investigation will be carried out by the appropriate professionals (LAO, CIW, RSCB) to determine how this will be handled
- The preschool will follow all instructions from the CIW and RSCB and ask all staff members to do the same and co-operate where required
- Support will be provided to all those involved in an allegation throughout the external investigation in line with LAO support and advice
- The preschool reserves the right to suspend any member of staff during an investigation
- All enquiries/external investigations/interviews will be documented and kept in a locked file for access by the relevant authorities
- Unfounded allegations will result in all rights being re-instated
- Founded allegations will be passed on to the relevant organisations including the local authority children's social care team and where an offence is believed to have been committed, the police, and will result in the termination of employment. CIW will be notified immediately of this decision. The preschool will also notify the Disclosure and Barring Service (DBS) for barring consideration
- All records will be kept until the person reaches normal retirement age or for 10 years if that is longer. This will ensure accurate information is available for references and future DBS checks and avoids any unnecessary re-investigation.
- The preschool retains the right to dismiss any member of staff in connection with founded allegations following an inquiry
- Counselling will be available for any member of the preschool who is affected by an allegation, their colleagues in the preschool and the parents.
- If a member of the team feels that the allegation had not been taken seriously or feels they wish to make an allegation outside the setting, they should contact the LAO directly and the setting supports this by providing this number and the NSPCC Whistleblowing number in this policy and in the staff area.

Monitoring children's attendance

We are required to monitor children's attendance patterns to ensure they are consistent and no cause for concern.

Parents should please inform the preschool prior to their children taking holidays or days off, and all sickness should be called into the preschool on the day so the preschool management are able to account for a child's absence.

If a child has not arrived at Preschool within one hour of their normal start time the parents will be called to ensure the child is safe and healthy. If the parents are not contactable then the emergency contact numbers listed will be used to ensure all parties are safe. Staff will work their way down the emergency contact list until contact is established and we are made aware that all is well with the child and family. It is a parent's responsibility to keep their emergency contact details updated. If contact cannot be established then we would assess if a home visit is required to establish all parties are safe. If contact is still not established, we would assess if it would be appropriate to contact relevant authorities in order to them to investigate further.

Where a child is part of a child protection plan, or during a referral process, any absences will immediately be reported to the local authority children's social care team to ensure the child remains safe and well.

This should not stop parents taking precious time with their children, but enables children's attendance to be logged so we know the child is safe..

Looked after children

As part of our safeguarding practice we will ensure our staff are aware of how to keep looked after children safe. In order to do this we ask that we are informed of:

- the legal status of the child (e.g. whether the child is being looked after under voluntary arrangements with consent of parents or on an interim or full care order)
- contact arrangements for the biological parents (or those with parental responsibility)
- the child's care arrangements and the levels of authority delegated to the carer by the authority looking after him/her
- the details of the child's social worker and any other support agencies involved
- any child protection plan or care plan in place for the child in question.

Please refer to the Looked After Children policy for further details.

Staffing and volunteering

Our policy is to provide a secure and safe environment for all children. We only allow an adult who is employed by the preschool to care for children and who has an enhanced check with barring list check (children) from the Disclosure and Barring Service (DBS) to be left alone with children. We do not allow volunteers to be alone with children or any other adult who may be present in the preschool regardless of whether or not they have a DBS certificate.

All staff will attend child protection training and receive initial basic child protection training during their induction period. This will include the procedures for spotting signs and behaviours of abuse and abusers/potential abusers, recording and reporting concerns and creating a safe and secure environment for the children in the preschool. During induction staff will be given contact details for the LAO (local authority officer), the local authority children's services team, the Local Safeguarding Children Board (LSCB) and CIW to enable them to report any safeguarding concerns, independently, if they feel it necessary to do so.

Ongoing suitability of staff is monitored through:

- regular supervisions
- peer observations
- annual declaration of staff suitability
- safeguarding competencies
- regular review of DBS using the online update service

Designated Safeguarding Person

We have named persons within the preschool who take lead responsibility for safeguarding and coordinate

child protection and welfare issues, known as the Designated Safeguarding Co-ordinators (DSCO), there is always at least one designated person on duty during all opening hours of the setting.

These designated persons will receive comprehensive training at least every two years and update their knowledge on an ongoing basis, but at least once a year.

If the staff feel that a safeguarding concern is not being taken seriously within the setting, we encourage them to call the LSCB or the NSPCC Whistleblowing helpline in order to protect the children in their care.

The preschool DSCO's liaise with the Local Safeguarding Children Board (LSCB) and the Vale of Glamorgan's Children and Young People Services team, undertakes specific training, including a child protection training course, and receives regular updates to developments within this field. They in turn support the ongoing development and knowledge update of all staff on the team.

We have a named person within the preschool that takes lead responsibility for safeguarding and coordinates child protection and welfare issues, known as the Designated Safeguarding Co-ordinator (DSCO).

The preschool DSCO liaises with the Local Safeguarding Children Board (LSCB) and the local authority children's social care team undertakes specific training, including a child protection training course and receives regular updates to developments within this field.

For best practice and to ensure cover at all times we have a deputy designated lead in place. This enables safeguarding to stay high on our priorities at all times.

The Designated Safeguarding/child protection Co-ordinator (DSCO) at the preschool is:

Kate Watkins-Freeman (Director/ Responsible Individual)

The deputy Designated Safeguarding/child protection Co-ordinator (DSCO) at the preschool is:

Joanne Watkins-Freeman (Director/ Teacher).

The role of the DSP:

- Ensure that the settings safeguarding policy and procedures are reviewed and developed in line with current guidance and develop staff understanding of the settings safeguarding policies
- Take the lead on responding to information from the staff team relating to child protection concerns
- Provide advice, support and guidance on an on-going basis to staff, students and volunteers
- To identify children who may need early help or who are at risk of abuse
- To help staff to ensure the right support is provided to families
- To liaise with local authority and other agencies with regard to child protection concerns

- Ensure the setting is meeting the requirements of the CIW
- To ensure policies are in line with the Local Safeguarding procedures and details.
- Disseminate practice and updates to legislation to ensure all staff are kept up to date with safeguarding practices
- To manage and monitor accident, incident and existing injury's and ensure accurate and appropriate records are kept
- Attend meetings with the child's key worker
- Attend case conferences and external safeguarding meetings as requested by external agencies.

The preschool safeguards children and staff by:

- We provide adequate and appropriate staffing resources to meet the needs of all children
- Applicants for posts within the preschool are clearly informed that the positions are exempt from the Rehabilitation of Offenders Act 1974. Candidates are informed of the need to carry out checks before posts can be confirmed. Where applications are rejected because of information that has been disclosed, applicants have the right to know and are given guidance to challenge any incorrect information
- We give staff members/volunteers and students regular opportunities during supervisions and having an open door policy to declare changes that may affect their suitability to care for the children. This includes information about their health, medication or about changes in their home life such as whether anyone they live with in a household has committed an offence or been involved in an incident that means they are disqualified from working with children
- This information is also stated within every contract for members of staff, of which they must sign 2 copies, one for the employer, one to retain their own records
- We use the DBS update service to recheck staff's criminal history and suitability to work with children on the same basis and with the individuals consent
- We abide by the requirements of the National Minimum Standards and any CIW/Estyn guidance in respect of obtaining references and suitability checks for staff, students and volunteers, to ensure that all staff, students and volunteers working in the setting are suitable to do so
- We ensure we receive at least two written references BEFORE a new member of staff commences employment with us
- All students will have enhanced DBS checks with barring list check (children) conducted on them before their placement starts
- Volunteers, including students, do not work unsupervised
- We abide by the requirements of the Safeguarding Vulnerable Groups Act (2006) and the Childcare Act 2006 (amended in 2018) in respect of any person who is disqualified from providing childcare, is dismissed from our employment, or resigns in circumstances that would otherwise have led to dismissal for reasons of child protection concern by complying with the duty to refer that individual to the DBS
- We have procedures for recording the details of visitors to the preschool and take security steps to ensure that we have control over who comes into the preschool, so that no unauthorised person has unsupervised access to the children
- All visitors/contractors will be supervised whilst on the premises, especially when in the areas the children use

- As a staff team we will be fully aware of how to safeguard the whole preschool environment and be aware of potential dangers on the preschool boundaries such as drones, Pokémon hotspots, strangers lingering. We will ensure the children remain safe at all times
- The Staff Behaviour Policy sits alongside this policy to enable us to monitor changes in behaviours that may cause concern. All staff sign up to this policy to ensure any changes are reported to management so we are able to support the individual staff member and ensure the safety and care of the children is not compromised
- staff are made aware not to contact parents/carers and children through social media on their own personal social media accounts and they will report any such incidents to the management team to deal with.
- All staff have access to and comply with the whistleblowing policy which will enable them to share any concerns that may arise about their colleagues in an appropriate manner to named person (name), to CIW representative. We encourage a culture of openness and transparency and all concerns are taken seriously
- Signs of inappropriate staff behaviour may include inappropriate sexual comments; excessive one-to-one attention beyond the requirements of their usual role and responsibilities; or inappropriate sharing of images. This is not an exhaustive list, any changes in behaviour must be reported and acted upon immediately
- All staff attend regular supervision meetings where opportunities are made available to discuss any issues relating to individual children, child protection training, safeguarding concerns and any needs for further support
- Having peer-to-peer and manager observations in the setting to ensure that the care we provide for children is at the highest level and any areas for staff development are quickly identified. Peer observations allow us to share constructive feedback, develop practice and build trust so that staff are able to share any concerns they may have. Concerns are raised with the designated person and dealt with in an appropriate and timely manner
- The deployment of staff within the preschool allows for constant supervision and support. Where children need to spend time away from the rest of the group, the door will be left ajar or other safeguards will be put into action to ensure the safety of the child and the adult.

We also operate a Mobile phone and electronic devices policy and a Social media policy which states how we will keep children safe from these devices whilst at preschool. This also links to our Online safety policy.

Our preschool has a clear commitment to protecting children and promoting welfare. Should anyone believe that this policy is not being upheld, it is their duty to report the matter to the attention of the manager/owner/DSP/registered person at the earliest opportunity.

Early help services

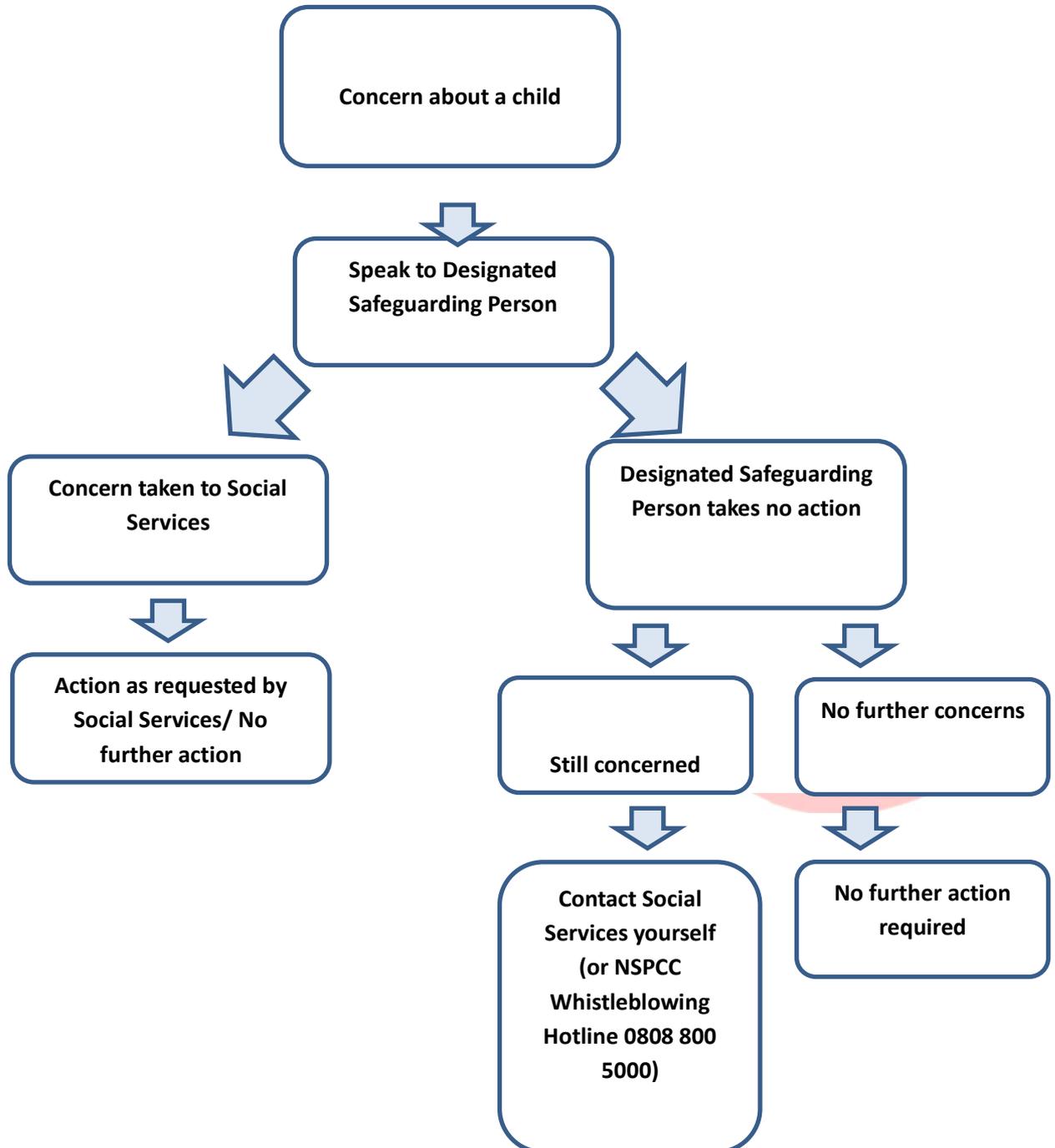
When a child and/or family would benefit from support but doesn't meet the threshold for Local Authority Social Care Team, a discussion will take place with the family around early help services.

Early help provides support as soon as a concern/ area of need emerges, helping to improve outcomes and prevent escalation onto Local Authority services. Sometimes concerns about a child may not be of a safeguarding nature and relate more to their individual family circumstances. The preschool will work in partnership with parents/carers to identify any early help services that would benefit your child or your individual circumstances, with your consent, this may include family support, foodbank support, counselling or parenting services.

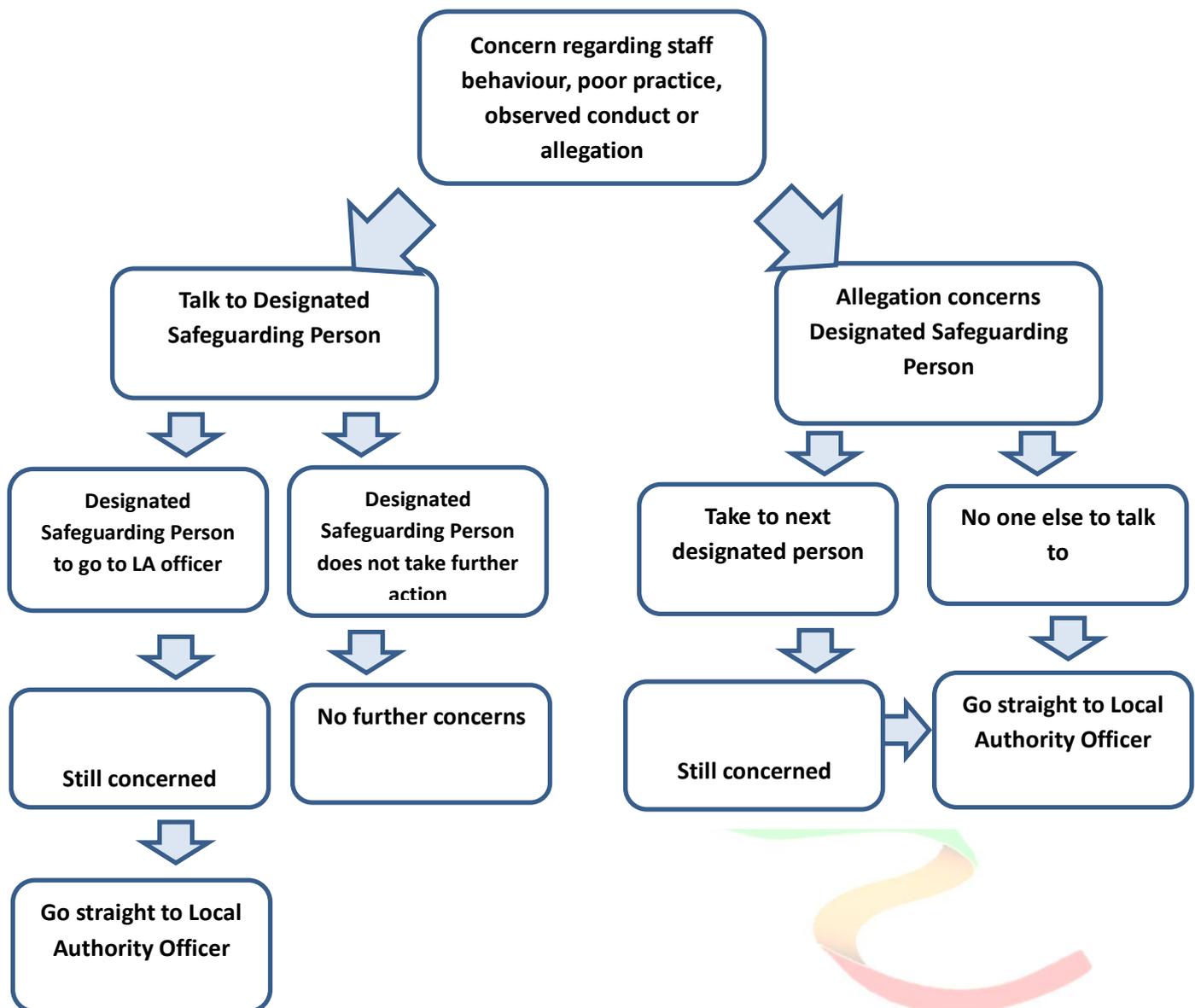
The following information comes from the NSPCC:

If at any time you have a concern about a child and are unsure of what to do contact Social services yourself. Reports can also be made to the NSPCC (NSPCC Whistleblowing Hotline 0808 800 5000) the CIW or the police.

Child Protection flowchart – concern about a child



Child Protection flowchart – concern about a member of staff



This policy was adopted on: 23.08.19
 This policy was amended on: 09.01.2020
 Signed on behalf of the preschool: K.Watkins-Freeman
 Date for review: 09.01.2021
 Policy reviewed:09.01.2021
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