

# Hatherleigh Pre-School CIO Safeguarding and Child Protection Policy

## Purpose and Aims

The purpose of **Hatherleigh Pre-School CIO** safeguarding and child protection policy is to provide a secure framework for the workforce in safeguarding and promoting the welfare of those children/young people who attend our setting. The policy aims to ensure that:

- All our children are safe and protected from harm.
- Other elements of provision and policies are in place to enable children to feel safe and adopt safe practices;
- Staff, children, trustees, visitors, volunteers and parents are aware of the expected behaviours' and the settings legal responsibilities in relation to the safeguarding and promoting the welfare of all of our children.

## Ethos

*'Every child deserves the best possible start in life and the support that enables them to fulfil their potential. A secure, safe and happy childhood is important in its own right.'*  
Statutory Framework for the Early Years Foundation Stage (EYFS)

Safeguarding in Hatherleigh Pre-School CIO is considered everyone's responsibility and our setting aims to create the safest environment within which every child has the opportunity to achieve their full potential. Hatherleigh Pre-School CIO recognises the contribution it can make in ensuring that all children registered or who use our setting have trusted adults and key worker with whom they feel safe and that they will be listened to and appropriate action taken. We will do this by working in partnership with other agencies in accordance with "Working Together to Safeguard Children 2018" guidance and seeking to establish effective working relationships with parents, carers and other colleagues to develop and provide activities and opportunities that will help to equip our children with the skills they need. This will include materials and learning experiences that will encourage our children to develop essential life skills and protective behaviours.

## Responsibilities and expectations

The trustees takes seriously its responsibility under section 11 of the Children Act and duties under "working together" to safeguard and promote the welfare of children; to work together with other agencies to ensure adequate arrangements exist within our setting to identify, and support those children who are suffering harm or are likely to suffer significant harm. We recognise that all staff and management have a full and active part to play in protecting our children from harm, and that the child's welfare is our paramount concern.

The trustees should also ensure the following: -

- that the safeguarding and child protection policy is made available to parents and carers.
- that all staff and volunteers are properly checked to make sure they are safe to work with the children who attend our setting.
- that the setting has procedures for handling allegations of abuse made against members of staff (including the Playleader/Manager) or volunteers.
- the safe and appropriate use of cameras, mobile devices (e.g. smart watches) phones, technology and on-line equipment within the setting.
- the Counter Terrorism and Security Act 2015 which places a duty on early years and childcare providers "to have due regard to the need to prevent people from being drawn into terrorism" (The Prevent Duty) is implemented, taking into account the Devon Children and Families Partnership (DCFP) 'Prevent' policies, protocols and procedures and ensuring the Fundamental British Values are implemented as stated in the EYFS.

- a Safeguarding Designated Lead (DSL) is appointed who has lead responsibility for dealing with all safeguarding issues in our setting.

The **Designated Safeguarding Lead (DSL)** is **Jenny May**

The **Deputy Designated Safeguarding Lead** is **Sarah Miles**.

These persons can also be contacted with any safeguarding concerns

The Named Member of the Trustees/Committee for Safeguarding is **Verity Colbear**

Our procedures will be annually reviewed and up-dated.

The responsibilities for the Designated Safeguarding Lead (DSL) are: -

- to ensure that all safeguarding issues raised in setting are effectively responded to, recorded and referred to the appropriate agency. Child Protection records will be kept until the child is aged 21 years.
- All adults, (including volunteers) new to our setting will be made aware of this policy and the procedures for child protection, the name and contact details of the Designated Safeguarding Lead and have these explained, as part of their induction into the setting.
- Be responsible for arranging the settings safeguarding training for all staff and volunteers who work with the children and young people. The DSL must ensure that the safeguarding training takes place at least every three years for all; which they can deliver in-house provided they are linked into the support and quality assurance process offered by the Local Authority and the Devon Children and Families Partnership (formerly the Devon Safeguarding Children's Board).
- to attend or ensure that a senior member of staff who has the relevant training and access to appropriate supervision, attends where appropriate, all child protection case conferences, reviews, core groups or meetings where it concerns a child in our care and to contribute to multi-agency discussions to safeguard and promote the child's welfare.
- for ensuring the acceptable, safe use and storage of all camera technology, images, and mobile phones through the implementation, monitoring and reviewing of the appropriate policies and procedures. This includes the on-line Safety Policy which includes Camera & Image Policy, Mobile Devices and Phone Policy, Acceptable Use Policy.
- Implementing the Fundamental British Values.

All Child Protection concerns need to be acted on **immediately**. If you are concerned that a child may be at risk or is actually suffering abuse, you must tell the Designated Safeguarding Lead.

**All Adults, including the DSL, have a duty to refer all known or suspected cases of abuse to the relevant agency including MASH (Multi Agency Safeguarding Hub), Children and Young Peoples Service (CYPS) – Social Care, or the Police.** Where a disclosure is made to a visiting staff member from a different agency, e.g. Early Years Consultants, Health Visitors, it is the responsibility of that agency staff to formally report the referral to the Setting's Designated Safeguarding Lead in the first instance and to follow their organisations procedures. Any records made should be kept securely on the Child's Protection file. Parents should be aware and can access this record unless to do so would increase the risk to the child or impede a potential investigation.

## **Recognising concerns, signs and indicators of abuse**

Safeguarding is not just about protecting children from deliberate harm. For our setting it includes such things as child safety, bullying, racist abuse and harassment, visits, intimate care and internet safety etc. However, it must be acknowledged that technology itself will not present the greatest risk, but the behaviours of individuals using such equipment will. The witnessing of abuse can have a damaging effect on those who are party to it, as well as the child/adult subjected to the actual abuse, and in itself will have a significant impact on the health and emotional well-being of the child

The information below outlines the four main categories of abuse as defined by the Department of Health 'Working Together to Safeguard Children' document 2010. Staff should be aware that the possible indicators are not definitive and that some children may present these behaviours for reasons other than abuse. However, it is important to know the indicators of abuse and to be alert to the **need to consult further**.

## **Neglect**

Neglect is the persistent failure to meet a child's basic physical and psychological needs, likely to result in the serious impairments of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect can include inadequate supervision (being left alone for long periods of time), lack of stimulation, social contact or education, lack of appropriate food and shelter or appropriate clothing for conditions, the parent or carer failing to seek medical attention and treatment when necessary.

Obvious signs of lack of care can include:

- Problems with personal hygiene.
- Constant hunger.
- Inadequate clothing.
- Emaciation.
- Lateness or non-attendance at the setting.
- Poor relationship with peers.
- Untreated medical problems.
- Compulsive stealing and scavenging.
- Rocking, hair twisting, thumb sucking.
- Running away.
- Low self-esteem.

## **Physical Abuse**

This can 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.

Possible indicators can include: Physical signs that do not tally with the given account of occurrence conflicting or unrealistic explanations of cause repeated injuries delay in reporting or seeking medical advice.

## **Sexual Abuse**

Sexual abuse involves forcing or enticing a child to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, penetrative or non-penetrative acts and also includes involving children in watching pornographic material or watching sexual acts including through the use of the internet.

Indicators of sexual abuse include:

- Inappropriate sexualised behaviour including words, play or drawing

- Allegations or disclosures
- Genital soreness or injuries

## **Emotional Abuse**

Emotional abuse is where a child's need for love, security, recognition and praise is not met. It may involve seeing or hearing the ill-treatment of someone else such as in domestic abuse situations. A parent, carer or authority figure is considered emotionally abusive when they are consistently hostile, rejecting, threatening or undermining toward a child or other family member. It may involve conveying to children that they are worthless or unloved, inadequate, or if inappropriate expectations are placed upon them.

Symptoms that indicate emotional abuse include:

- withdrawn behaviour or fearfulness
- lack of appropriate boundaries with strangers; too eager to please
- excessively clingy or attention seeking
- child being blamed for actions of adults
- child being used as carer for younger siblings
- affection and basic emotional care giving/warmth, persistently absent or withheld.

## **Prevent**

The Counter Terrorism & Security Act 2015

The Act places a Prevent duty on settings to have "due regard to the need to prevent people from being drawn into terrorism".

Settings subject to the Prevent Duty will be expected to demonstrate activity in the following areas

- Assessing the risk of children being drawn into terrorism
- Demonstrate that they are protecting children and young people from being drawn into terrorism by having robust safeguarding policies.
- Ensure that their safeguarding arrangements take into account the policies and procedures of the Local Safeguarding Children Board – Devon Children and Families Partnership.
- Make sure that staff have training that gives them the knowledge and confidence to identify children at risk of being drawn into terrorism, and to challenge extremist ideas which can be used to legitimise terrorism
- Expected to ensure children are safe from terrorist and extremist material when accessing the internet in the setting

## **What to do if you are concerned**

If a child makes a disclosure or allegation of abuse against an adult or other child or young person, it is important that you:

- Stay calm and listen carefully.
- Reassure them that they have done the right thing in telling you.
- Do not investigate or ask leading questions.
- Let them know that you will need to tell someone else.
- Do not promise to keep what they have told you a secret.
- Inform your Designated Safeguarding Lead as soon as possible.
- Make a written record of the allegation, disclosure or incident which you must sign, date and record your position using the setting safeguarding record log forms.

If you are concerned that a member of staff or adult in a position of trust poses a danger to a child or young person or that they might be abusing a child or young person you should report your concerns to the Designated Safeguarding Lead. Where those concerns relate to the Designated Safeguarding Lead however, this should be reported to the Chair of Trustees using the settings 'Whistle blowing' policy.

## **Whistleblowing**

We recognise that children cannot be expected to raise concerns in an environment where staff fail to do so. All staff should be aware of their duty to raise concerns about the attitude or actions of colleagues and appropriate advice will be sought from the LADO or Safeguarding Team where necessary.

## **Managing Allegations**

We are aware of the possibility of allegations being made against members of staff or volunteers that are working or may come into contact with children and young people whilst in our setting. Allegations will usually be that some kind of abuse has taken place. This could include inappropriate behaviour displayed by members of staff or other persons working with the children such as inappropriate sexual comments, excessive one to one attention beyond the requirements their role and responsibilities, inappropriate sharing or images. They can be made by children and young people or other concerned adults. Allegations are made for a variety of reasons:

- Abuse has actually taken place.
- Something has happened to the child that reminds them of a past event – the child is unable to recognise that the situation and people are different; Children can misinterpret your language or your actions.
- Some children recognise that allegations can be powerful and if they are angry with you about something, they can make an allegation as a way of hitting out.
- An allegation can be a way of seeking attention.

If an allegation is made against an adult in a position of trust whether they be members of staff or volunteers this should be brought to the immediate attention of the DSL who will advise the Chair of Trustees. In the case of the allegation being made against the DSL this will be brought to the immediate attention of the Chair of Trustees. The DSL/Chair of Trustees will need to discuss with the Local Authority Designated Lead (LADO) the nature of the allegations made against the adult, in order for the appropriate action to be taken. This may constitute an initial evaluation meeting or strategy discussion depending on the allegation being made.

Chair of Trustees will need to:

- Refer to the Local Authority Designated Lead (LADO) immediately and follow up in writing within 48 hours. Consider safeguarding arrangements of the child or young person to ensure they are away from the alleged abuser.
- Contact the parents or carers of the child/young person if advised to do so by the LADO.
- Consider the rights of the staff member for a fair and equal process of investigation.
- Advise Ofsted of allegation within 14 days of the allegation
- Ensure that the appropriate disciplinary procedures are followed including whether suspending a member of staff from work until the outcome of any investigation if this is deemed necessary.
- Act on any decision made in any strategy meeting.
- Advise the Disclosure and Barring Service where a member of staff has been disciplined or dismissed as a result of the allegations being founded.

A copy of “**What to do if you’re worried a child is being abused, Advice for Practitioners**” booklet is kept with this policy. This sets out the guidelines on dealing with incidents, disclosures and the procedures that must be followed.

## **Confidentiality**

- We recognise that all matters relating to child protection are confidential.
- The DSL will disclose personal information about a child or young person to other members of staff on a need to know basis only.
- However, all staff must be aware that they have a professional responsibility to share information with other agencies in order to safeguard children.
- All staff must be aware that they cannot promise a child to keep secrets which might compromise the child’s safety or well-being or that of another.
- We will always undertake to share our concerns with parents/guardians and their consent is sought in accordance with Early Help and MASH (multi agency safeguarding hub) procedures unless doing so would increase the risk of harm to the child. If in doubt, regarding sharing information with parents/guardians we will consult with the MASH consultation team on this point.
- We will take no names consultations with our MASH team to discuss concerns we may have, but we understand that if they then ask for a name, we will disclose those details and it will become an enquiry.

## **Training**

All members of staff and volunteers will have access to safeguarding training at least every three years in line with DCFP as well as regular safeguarding updates from the DSL. We will also, as part of our induction, issue information in relation to our Safeguarding policy and any policy related to safeguarding and promoting our children/young people’s welfare to all newly appointed staff and volunteers. There will also be regular safeguarding updates at staff meetings.

Our Designated Safeguarding Lead and Deputy will undertake regular updates on safeguarding (at least annually) and further safeguarding training including Group 3 DSCB multi-agency Safeguarding course or Group 3 Refresher Courses. The training will be undertaken at least every three years which updates their awareness and understanding and deputy DSL of the impact of the wide agenda of safeguarding issues. This will support both the DSL to be able to better undertake their role and support the setting in ensuring our safeguarding arrangements are robust and achieving better outcomes for the children in our setting. This includes taking part in multi-agency training in addition to safeguarding training.

Our Trustees will have access to safeguarding training and our Named Trustee for Safeguarding will also undertake additional safeguarding awareness training at least every three years. They will also be advised to undertake additional training to support their employers’ role in Handling Allegations against adults who work with children and young people, including our staff and volunteers.

Our safeguarding arrangements are reported on a annual basis to our Trustees and our Safeguarding policy is reviewed annually, in order to keep it updated in line with local and national guidance/legislation.

We will include our Safeguarding Policy in our settings prospectus/website and will post copies of our policy throughout the setting. We are also able to arrange for our policy to be made available to parents whose first language is not English, on request. Safeguarding covers more than the

contribution made to child protection in relation to individual children. It also encompasses issues such as child health and safety, bullying and a range of other issues, for example, arrangements for meeting the medical needs of children, providing first aid, setting security, drugs and substance misuse, etc. all related policies are available to view on our website or printed copies are available on request.

*As new policy guidance and legislation develops within the remit of Safeguarding we will review and update our policies and procedures as appropriate.*

Approved

Chair of Trustees

Adopted on

Review Date December 2020

Hatherleigh Pre-School CIO Safeguarding Policy

**Useful Contacts:**

Devon Children Families Partnership <https://www.dcfp.org.uk>

South West Child Protection Procedures <http://www.proceduresonline.com/swcpp/>

Devon Early Years and Childcare Service [www.devon.gov.uk/eycs](http://www.devon.gov.uk/eycs)

Child Exploitation and Online Protection Agency [www.ceop.org.uk](http://www.ceop.org.uk)

NSPCC <https://www.nspcc.org.uk/preventing-abuse/safeguarding/>

**Multi-agency Safeguarding Hub (MASH) 0345 155 1071**

email: [mashsecure@devon.gcsx.gov.uk](mailto:mashsecure@devon.gcsx.gov.uk)

**MASH Consultation Line** 0345 155 1071 (ask for Consultation Line)

**Early Help co-ordination centre** 0345 155 1071 (ask for Early Help)

**Out of hours for CYPS (Social Care):**

5pm -9am and at weekends and public holidays, please contact:

Emergency Duty Service 0845 6000 388 (low-rate call)

**Police Central Referral Unit:** 0845 605 116

**EYCS Consultation Service:**

If you have concerns about a child but are unsure whether to make a MASH enquiry.

Contact your locality manager on 01392 383000

**DCFP**

DCFP Office: 01392 383000

**Child Protection Chairs and Local Authority Designated Officers** for managing allegations against staff:

Allegations against staff LADO Referral Co-ordinator

01392 384964

**Devon's Domestic Abuse Helpline 0345 155 1074**

## **Multi-Agency Safeguarding Hub – MASH**

- Manages contacts and enquiries received from any source (usually CYPS and Police 121A reports)
- Develops a document recording the concern information and all other available information in the Hubs within agreed timescales and an Early Years and Families manager makes an informed decision using all of the available information.
- Develops concern information into an Early Years and Families referral if services are required under section 17 or section 47 of The Children Act 1989
- Liaises with the Early Response Service for children and young people who need services but do not meet The Children Act 1989 threshold
- Provides consultation to agency enquirers about thresholds, appropriate action to be undertaken and services.

The Hub contributes to improved outcomes for safeguarding children because it has the ability to swiftly collate and share information held by the various agencies and to provide a multi-agency risk assessment of each case for 'actual or likely harm'.

## **Current Safeguarding Issues**

The following Safeguarding issues are all considered to be child Protection issues and should be referred immediately to the most relevant agency. The issues featured below are linked to guidance and local procedures which can be found on the South West Child Protection Procedures at <http://www.proceduresonline.com/swcpp>

**E-Safety** Children and young people can be exploited and suffer bullying through their use of modern technology such as the internet, mobile devices, phones and social networking sites. In order to minimize the risks to our children and young people Hatherleigh Pre-School CIO will ensure that we have in place appropriate measures such as security filtering, and an acceptable use policy linked to our E-Safety policy. We will ensure that staff are aware of how not to compromise their position of trust in or outside of the setting and are aware of the dangers associated with social networking sites.

Our E-safety policy will clearly state that mobile phone, camera or electronic communications with a child or family at our setting is not acceptable other than for approved setting business. Where it is suspected that a child is at risk from internet abuse or cyber bullying, we will report our concerns to the appropriate agency.

**Child sexual exploitation (CSE)** The sexual exploitation of children and young people under 18 involves exploitative situations, contexts and relationships where young people, (or a third person or persons) receive something, (e.g. food, accommodation, drugs, alcohol, cigarettes, affections, gifts, money) as a result of them performing and/or others performing on them, sexual activities. Child sexual exploitation can occur through the use of technology without the child's immediate recognition; for example, being persuaded to post sexual images on the internet/mobile phones without immediate payment or gain. In all cases those exploiting the child/young person have power over them by virtue of their age, gender, intellect, physical strength and/or economic or other resources. Violence, coercion and intimidations are common, involvement in exploitative relationships being characterised in the main by the child's or young person's limited availability of choice, resulting from their social/economic and/or emotional vulnerability. (DCSF 2009)

**Good practice – Individuals** Recognise the symptoms and distinguish them from other forms of abuse

- Treat the child/young person as a victim of abuse

- Understand the perspective / behaviour of the child/young person and be patient with them
- Help the child/young person to recognise that they are being exploited
- Collate as much information as possible
- Share information with other agencies and seek advice / refer to Social Care

### **Good practice – Organisations**

- Ensure robust safeguarding policies and procedures are in place which cover CSE
- Promote and engage in effective multi-agency working to prevent abuse
- Work to help victims move out of exploitation
- Cooperate to enable successful investigations and prosecutions of perpetrators

**Peer on Peer Abuse** Children can abuse other children, and this is referred to as “peer on peer” abuse, this can take many forms including those listed in the table above as well as bullying, sexual violence and harassment etc. Staff will raise concerns when there are issues of peer on peer abuse and the DSL will consider what support might be needed for both the victim and the perpetrators.

**Forced marriages (FM)** FM is now a specific offence under s121 of the Anti-Social Behaviour, Crime and Policing Act 2014 that came into force on 16 June 2014.

A FM is a marriage conducted without the valid consent of one or both parties, and where duress is a factor. Forced marriage is when someone faces physical pressure to marry (e.g. threats, physical violence or sexual violence) or emotional and psychological pressure (e.g. if someone is made to feel like they’re bringing shame on their family). This is very different to an arranged marriage where both parties give consent.

FM is illegal in England and Wales. This includes:

- taking someone overseas to force them to marry (whether or not the forced marriage takes place)
- marrying someone who lacks the mental capacity to consent to the marriage (whether they’re pressured to or not)

**Under-age Marriage** In England, a young person cannot legally marry until they are 16 years old (without the consent of their parents or carers) nor have sexual relationships.

**Female Genital Mutilation (FGM)** FGM is child abuse and a form of violence against women and girls, and therefore should be dealt with as part of existing child safeguarding/protection structures, policies and procedures.

FGM is illegal in the UK. In England, Wales and Northern Ireland, the practice is illegal under the Female Genital Mutilation Act 2003.

Other than in the excepted circumstances, it is an offence for **any person (regardless of their nationality or residence status)** to:

- perform FGM in England, Wales or Northern Ireland (section 1 of the Act);
- assist a girl to carry out FGM on herself in England, Wales or Northern Ireland (section 2 of the Act); and
- Assist (from England, Wales or Northern Ireland) a non-UK person to carry out FGM outside the UK on a **UK national or permanent UK resident** (section 3 of the Act).

**Ritualistic Abuse** Some faiths believe that spirits and demons can possess people (including children). What should never be considered is the use of any physical or psychological violence to get rid of the possessing spirit. This is abusive and will result in the criminal conviction of those using this form of abuse even if the intention is to help the child.

**Safeguarding Disabled Children** Disabled children have the same human rights to be safe from abuse and neglect, to be protected from harm and achieve Every Child Matters outcome’s as non-disabled children. Disabled children do however require additional action. This is because they

experience greater risks and ‘*created vulnerability*’ as a result of negative attitudes about disabled children and unequal access to services and resources, and because they may have additional needs relating to physical, sensory, cognitive and/ or communication impairment (*Safeguarding Children, DCSF, July 2009*) Hatherleigh Pre-School CIO will ensure that our disabled children are listened to and responded to appropriately where they have concerns regarding abuse. In order to do this, we will ensure that our staff and volunteers receive the relevant training to raise awareness and have access to specialist staff in the event they have concerns regarding abuse of a child.

**Safer Recruitment and Selection** It is a requirement for all agencies to ensure that all staff recruited to work with children and young people are properly selected and checked. At Hatherleigh Pre-School CIO we will ensure that we have a member on every recruitment panel who has received the appropriate recruitment and selection training. That all of our staff are appropriately qualified and have the relevant employment history and checks to ensure they are safe to work with children in compliance with the Key Safeguarding Employment Standards.

**Honour Based Violence** Honour based violence’ is a crime or incident, which has or may have been committed to protect or defend the honour of the family and/or community’. It is important to be alert to signs of distress and indications such as self-harm, absence from setting, infections resulting from female genital mutilation, isolation from peers, being monitored by family, not participating in setting activities, unreasonable restrictions at home. Where it is suspected that a child/young person is at risk from Honour based violence Hatherleigh Pre-School CIO will report those concerns to the appropriate agency in order to prevent this form of abuse taking place.

**Trafficked Children** Child trafficking involves moving children across or within national or international borders for the purposes of exploitation. Exploitation includes children being used for sex work, domestic work, restaurant/ sweatshop, drug dealing, shoplifting and benefit fraud. Where Hatherleigh Pre-School CIO is made aware of a child is suspected of or actually being trafficked/exploited we will report our concerns to the appropriate agency.

**Domestic Abuse** The Government defines domestic abuse as “**Any incident of threatening behaviour, violence or abuse (psychological, physical, sexual, financial or emotional) between adults who are or have been intimate partners or family members regardless of gender or sexuality**”.

Staff need to understand what is required of them if children are members of the household where domestic abuse is known or suspected to be taking place. Our policy includes action to be taken regarding referrals to the Police and Children and Young People’s Services and any action to be taken where a member of staff is the alleged perpetrator or victim of domestic abuse. At Hatherleigh Pre-School CIO we will follow our safeguarding policy and report any suspected concerns regarding Domestic Abuse to the relevant agency.

**Private Fostering** Private fostering is an arrangement made between the parent and the private foster carer, who then becomes responsible for caring for the child in such a way as to safeguard and promote his/her welfare.

A privately fostered child means a child under the age of 16 (18 if a disabled child) who is cared for and provided with accommodation by someone other than:

- A parent.
- A person who is not a parent but has parental responsibility.
- A close relative.
- A Local Authority.

for more than 28 days and where the care is intended to continue. It is a statutory duty for us at Hatherleigh Pre-School CIO to inform the Local Authority via MASH where we are made aware of a child or young person who may be subject to private fostering arrangements.