



Child Protection Policy & Procedures

The Protection of the child is our first priority.

The staff have a duty and responsibility to report any suspicions of child abuse or neglect (Policy 5).

Parents have the right to contact OFSTED with a complaint against a member of staff at any time- see address and number below.

EYFS key themes and commitments

The group follow a Whistle blowing ethos (Policy 32).

<i>A Unique Child</i>	<i>Positive Relationships</i>	<i>Enabling Environments</i>	<i>Learning and Development</i>
1.3 Keeping safe	2.1 Respecting each other 2.2 Parents as partners	3.4 The wider context	4.4 Personal, social and emotional development

INFORMING PARENTS OF PROCEDURE TO COMPLAIN REGARDING SUSPICIONS OF STAFF ABUSING THEIR CHILD

Parents will be made aware of complaints procedures through:

- i. Our information leaflet sent at initial enquiry about the pre-school
- ii. Parental information leaflet received at the pre-admission interview
- iii. At Open Days for prospective parents
- iv. Complaints policy is included in the induction pack
- v. A mid-year questionnaire asks about complaints policy awareness

PROCEDURES - MAKING CONCERNS KNOWN

- The group follows the *Oxfordshire Safeguarding Children Board* procedures. www.oscb.org.uk This will be updated at source twice a year and monitored by the pre-school's child protection officer, using the downloaded document on the pre-school computer desktop.
- The Manager, Gaynor Hunter, is designated with responsibility of liaison with Ofsted and the local safeguarding children agencies in any child protection situation. A parent/carer who is uneasy about their child's care will be able to talk to her in confidence. If the allegation is against the manager then the Chair of the committee should be informed. Any allegation against staff will be shared with 1) *The Local Authority Designated Officer (LADO)* and 2) Ofsted. If adequate explanations cannot be provided, a full investigation will follow by the *Oxfordshire Safeguarding Children Board*. Any allegation against a staff member will be taken seriously and while it is being investigated the staff member will not be left alone with children during a

session and may be suspended. The seriousness of the allegation and action to be taken will be decided by a meeting of 3 members of the committee.

- If the above does not have the satisfactory result or the problem reoccurs the parent/ carer should put their concerns in writing to the chairperson requesting a meeting. (Both parties should have another person present at this meeting.)
- If the complaint remains unresolved, parents will be given the opportunity to meet with the committee. Parents may bring a person of their choice for support and to witness procedures.
- If complaint remains unresolved the committee rep will guide parent/carers in the direction of OFSTED.

Pre-school have a complaints folder with procedures. These are shown to Ofsted on request and during an inspection. The safe-guarding officer will a) continue to read and take into account issues published in monthly newsletters on safeguarding ([OSCB training@oxfordshire.gov.uk](mailto:training@oxfordshire.gov.uk)) and b) check for recent leaflets produced by OSCB.

Lead safeguarding officer (Gaynor Hunter) will keep updated with changes to safeguarding guidance and DBS changes. These will be discussed with the chairperson and at staff meetings. ■

Contacting OFSTED:

Complaints helpline: Tel 0845 601 4772

Ofsted South Team
Freshford House
Redcliffe House
Bristol
BS1 6NL

Report all instances of lost or missing children to Pre-school Health/Safety officer for full investigation.

EXCLUDE KNOWN ABUSERS

It will be made clear to applicants for posts within our group that positions are exempt from the provisions of the Rehabilitation of Offenders Act 1974 (as reflected on the job advert, application form and job description). All staff must be police checked, have a full employment history, checks of list 99 will be carried out and must have an Enhanced DBS. This will contribute to a decision of suitability by committee. No unauthorised person will be left alone with children at any time.

SAFEGUARDING CHILDREN TRAINING

We will seek out training opportunities at appropriate levels for all adults involved in the group to ensure that they recognise the signs of possible physical, emotional, sexual abuse or neglect.

We have three officers trained at specialist grade (updated every 2 years) and all other staff attend safeguarding training (updating every three years).

The safeguarding officers are: Gaynor Hunter (lead), Claire Richardson and Caroline Wilson.

PREVENT ABUSE BY GOOD PRACTICE AND ROBUST HEALTH AND SAFETY PROCEDURES

- Adults will not be left alone for long periods with individual children or with small groups.
- Adults who do not have an enhanced DBS and clearance from group committee will not take children to the toilet.
- The layout of the group will permit constant supervision of all children.

- Only staff members will answer the door.
- Front door is locked and fire exit is alarmed and full entry and exit procedure is followed - see safety policy (details of who is on premises and times of entry and exit).
- The group will be an active member of the Thames Valley Police Ring Master service.
- The group will act on any information it receives from Ring Master or will notify Police if any need arises (a check of Authenticity of Police Officers requesting information will be made before releasing information [Ring 101].)
- Photographs taken at pre-school will only be taken using the pre-school camera/tablets which will be kept secure at all times. Tablets may be taken home by staff for updating their key children's progress - tablets are protected with a password for use only by staff. Photographs will only be downloaded to the pre-school computer which is stored securely or uploaded to Tapestry if a parent has read and signed the consent and information letter.
- Staff members/volunteers/students will not be permitted to carry mobile phones with them during sessions and should be locked away. Lockers are inspected for compliance every two terms together with each staff member. Students and visitors are informed by staff of mobile phone policies. Random mobile phone checks will be made and recorded. Staff may use the office landline for making/receiving urgent calls with prior permission from the manager or deputy.
- Parents are not permitted to accompany their own children or any other children to the bathroom without staff being present.
- The pre-school Committee ask that staff are not 'friends' on Facebook (or other social media) with parents of current pre-school children unless in exceptional circumstances and with the prior consent of the Manager and Chair of the Committee.
- If parents use social networking sites, please be aware that you do not have the right to upload photos of other people's children, even if your child is included in the photo.
- The preschool is a member of the primary schools 'Parent mail' ensuring the sharing of information.

RESPOND APPROPRIATELY TO SUSPICIONS OF ABUSE

- Changes in a child's behaviour / appearance will be investigated.
- Parents / carers will be the first point of reference, though suspicions and records will also be shared with the Multi Agency Safeguarding Hub (MASH) Team (Tel: 0345 050 7666), if adequate explanations cannot be provided or a no names consultation may be made with the Locality and Community Support Service (LCSS) (Tel: 0345 2412608). Immediate safeguarding concerns should be made to the MASH team.
- The child's parents / carers will be informed of any report being made to the authorities, if thought to be in the child's interest.
- All such suspicions and investigations will be kept confidential, shared only with those who need to know e.g. Key person, supervisor and Chairperson.
- Ofsted will be informed of any serious illness/death or allegations of serious harm or abuse. Ofsted will also be notified of the action taken within 14 days.
- If the safety of the staff or child is felt to be at risk, the registered person will inform the Social and Health Care Office for our area directly.

KEEPING RECORDS

- On child's entry into pre-school, all previous marks and injuries will be recorded with parent & child's explanation of injury.
- All injuries on premises will be reported in an accident book, (copies will be given to parents) and all incidents reported in an incident book. The registered person will review the incident book and accident book termly.
- Whenever worrying changes are observed in a child's behaviour, physical condition or appearance, a specific and confidential record will be set up, quite separate from other records of the child. In addition to name, address and age of the child, this

record will also include the times and dated observations describing objectively the child's behaviour/appearance without comment or interpretation. Where possible, the exact words spoken by the child. This record will be dated and signed by the recorder. These records will be shared with the child's parents / carers if requested, unless thought not to be in the child's interest (compromise the safety or welfare of the child).

- All parents will be asked for written permission for staff to take photos of their children in the group. How the photographs may then be used will be explained (see folder)
- A late pickup book will be used if a carer or parent is anymore than 10 minutes late for pick up. The reason for lateness is assessed and decided on the need for any future action.

PHYSICAL INTERVENTION/POSITIVE HANDLING

Our policy on physical intervention/positive handling by staff is set out separately as part of our Behaviour policy.

ANTI-BULLYING

Our policy on the prevention and management of bullying is set out in a separate policy and acknowledges that to allow or condone bullying may lead to consideration under child protection procedures. Bullying is a safeguarding matter that if left unresolved can become a child protection matter. Our setting will take seriously any bullying concerns and both investigate and take action to where appropriate.

CHILDREN WITH SPECIAL EDUCATIONAL NEEDS (SEN)

At St Nicolas Preschool we recognised that children with SEN and disabilities can face additional safeguarding challenges. This policy reflects the fact that additional barriers can exist when recognising abuse and neglect in this group of children. These barriers can include:

- Assumptions that indicators of possible abuse such as behaviour, mood and injury relate to the child's disability without further exploration
- Children with SEN and disabilities can be disproportionately impacted by things like bullying - without outwardly showing any signs; and
- Communication barriers and difficulties in overcoming these barriers.

TYPES OF ABUSE AND NEGLECT

All preschool staff receive safeguarding training and should be aware that abuse, neglect and safeguarding issues are rarely standalone events that can be covered by one definition or label. In most cases multiple issues will overlap with one another. Abusers are usually someone that children know well and may be a family member, staff member, a peer or somebody else that the family trusts. Abuse may cover some, but may not be limited to, the following areas:

- Physical abuse
- Emotional abuse
- Sexual abuse
- Neglect
- Cyberbullying
- Child sexual exploitation
- Domestic violence
- Drugs
- Fabricated or induced illness
- Faith abuse
- Female Genital Mutilation
- Forced marriage and honour based violence
- Radicalisation (see our separate policy on Prevent and British Values)

SUPPORTING CHILDREN

We recognise that a child who is abused, who witnesses violence or who lives in a violent environment may feel helpless, may blame themselves and find it difficult to develop and maintain a sense of self worth. We accept that research shows that the behaviour of a child in these circumstances may range from that which is perceived to be normal to aggressive or withdrawn.

Our Preschool will support all children and young people by:

- Encouraging the development of self esteem and resilience in every aspect of life
- Promote a caring, safe and positive environment
- Liaising and working together with other support services and those agencies involved in the safeguarding of children.
- Notifying Social Care as soon as there is a significant concern
- Notifying Social Care when a child is privately fostered
- Providing continuing support to a pupil (about whom there have been concerns) who leaves the preschool, by ensuring that such concerns and preschool safeguarding records are forwarded under confidential cover to the Designated Person at the child's new setting

SUPPORTING FAMILIES

The group will take every step in its power to build up a trusting and supportive relationship between families, staff and volunteers involved with the group. Where the abuse at home is suspected the group will continue to welcome that child and family while investigations proceed.

With the proviso that the care and safety of the child must always be our priority, the group will do all in its power to support and work with the child's family.

Please see booklets 'Oxfordshire safeguarding children guidelines' and government booklet 'What to do if you are worried a child is being abused' for more information.

We will complete a yearly Safeguarding audit which will be made readily available to OSCB and or/Ofsted on request. This ensures all aspects of child protection are being adopted.

Central records are kept in safe guarding folder and updated ensuring training and information is being assessed regularly.

Key Contact Details:

Contacting OFSTED: Complaints helpline: Tel 0845 601 4772 (complaints about a setting)

Multi Agency Safeguarding Hub (MASH): Tel: 0345 050 7666 (concerns regarding a child)

Locality and Community Support Service (LCSS) Tel: 0345 2412608 (no names consultation)

Local Authority Designated Officer (LADO): Tel: 01865 810603 (concerns regarding professionals who

work with children)

The Kingfisher Team: Tel: 01865 309196 (Oxfordshire's Child Sexual Exploitation Team)

Thames Valley Police Emergency: 999 Thames Valley Police Non Emergency: 101

This policy was adopted at a meeting of the St. Nicolas Pre-school Committee.