

# **Happy Valley Pre-School Ltd** **Safeguarding Policy & Procedures**

## **Introduction**

This setting recognises its legal duty under the

- Children's Act 1989 and Children and Social Work Act 2017
- Working Together to Safeguarding Children Act 2018
- The Childcare Act 2016
- The Counter Terrorism and Security Act 2015
- The Prevent Duty 2015 (DFE)

To work with other agencies in safeguarding children and protecting them from significant harm.

Currently our main reference document is The Sandwell Multi Agency Threshold Document which identifies the level of concern and what steps need to be taken. The staff seeks to adopt an open and accepting attitude towards children and young people as part of their general responsibility for care. Staff hope that parents and children will feel free to talk about any concerns or worries which may affect their well-being and that they will see the setting as a safe place. If there are any difficulties at home, children will be taken seriously if they seek help from a member of staff.

## **Our Policy**

Happy Valley Pre-school Ltd believe that it is always unacceptable for a child or young person to experience abuse of any kind and recognises its responsibility to safeguard the welfare of all children and young people, by a commitment to practice which protects them from abuse by: neglect, emotional, physical, sexual, homebased violence, different forms of peer on peer abuse e.g. Sexting and individual vulnerability to being drawn into terrorism, radicalisation and extremist behaviour.

We recognise that:

- The welfare of the child/young person is paramount
- All children regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity have the right to equal protection from all types of harm or abuse
- There's additional barriers that exist when recognising the signs of abuse and neglect of children who have special educational needs and/ or disabilities.
- Working in partnership with children, young people, their parents, carers and other agencies is essential in promoting young people's welfare

**The purpose of this policy:**

- To provide protection for the children and young people who receive Happy Valley's pre-school services, including the children of adult members or users
- To provide staff and volunteers with guidance on procedures they should adopt in the event that they suspect a child or young person may be experiencing, or be at risk of, harm.
- To make staff and volunteers aware that children are vulnerable to abuse by their peers. Such abuse should be taken as seriously as abuse by adults and should be subject to the same child protection procedures. You should not dismiss abusive behaviour as normal between young people and should not develop high thresholds before taking action.

This policy applies to all staff, paid staff, volunteers and sessional workers, agency staff, students or anyone working on behalf of Happy Valley Pre-school.

**We will endeavour to safeguard children and young people by:**

- Valuing them, listening to and respecting them
- Adopting child protection guidelines through procedures and a code of conduct for staff and volunteers
- Recruiting staff and volunteers safely ensuring all necessary checks are made
- Sharing information about child protection and good practice with children, parents, staff and volunteers
- Sharing information about concerns with agencies who need to know, and involving parents and children appropriately.
- Checking regularly through Room, Team and Management Meetings and regular staff supervisions that all staff are clear about our child protection policy and procedures and the line of reporting.
- Providing effective management for staff and volunteers through supervision, support and training.
- Be diligent in sharing all relevant information with other professionals through written reports and /or attendance at Child Protection, Child in Need, Early Help or Team Around the family meetings s appropriate.
- Maintaining confidentiality in whichever way possible, sharing information only in the best interests of the child. To achieve this, we will: Keep all Child Protection referrals in a locked file, separate from other records Disclose the information in our nursery on a 'Need to Know' only basis.

- Ensuring the publications ‘Working Together to Safeguard Children 2018 and ‘What to Do If You Are Worried a Child is Being Abused’ are available for reference
- Ensuring that all staff [ including agency], students and volunteers understand their responsibilities to embed British Values, and to have due regard to the need to prevent children and their families from being drawn into terrorism, extremism or radicalisation, in line with the Government’s Prevent Duty Guidance 2015.

## **Designated safeguarding lead**

**Currently this is:**                      **Karen Wardle**                      **Tel: 0121 588 6211**  
**Deputy safeguarding lead Jade Rourke**                      **Tel: 0121 588 6211**

It is the role of the designated senior persons for child protection to:

- Be available at all times that the setting is open for staff to discuss concerns.
- To ensure that he/she receives training every 2 years up to Module 3 arranged by Sandwell SSCB and their knowledge and skills updated annually.
- To keep his or her and all staff knowledge up to date by regular updates annually.
- To ensure that all staff that work with children undertake appropriate training to equip them to carry out their responsibilities for safeguarding children at least every 2 years. New staff will receive training during their induction.
  
- The designated Safeguarding Lead needs to undertake ‘Prevent awareness training’ (WRAP) to be able to provide advice and support to other members of staff.
  
- Where the setting has concerns about a child, the designated senior member of staff, in consultation with appropriate staff and the LA child protection officer if necessary, will decide on what should happen next.

## **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 affect on those who are party to it, as well as the child subjected to the actual abuse, and in itself will have a significant impact on the health and emotional well-being of the child. Abuse can take place in any family, institution or community setting, by telephone or on the internet. Abuse can often be difficult to recognise as children may behave differently or seem unhappy for

many reasons, as they move through the stages of childhood or their family circumstances change. However, it is important to know the indicators of abuse and to be alert to the need to consult further.

## **Physical Abuse**

This can involve hitting, shaking, throwing, poisoning, punching, kicking, scalding, burning, drowning and suffocating. It can also result when a parent or carer deliberately causes the ill health of a child in order to seek attention through fabricated or induced illness. This was previously known as Munchausen's Syndrome by Proxy.

## **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 Violence or Domestic Abuse. A parent, carer or authority figure is considered emotionally abusive when they are consistently hostile, rejecting, threatening or undermining toward a child or another family member. It can also occur when children are prevented from having social contact with others or if inappropriate expectations are placed upon them. Symptoms that indicate emotional abuse include:

- Excessively clingy or attention seeking.
- Very low self-esteem or excessive self-criticism.
- Withdrawn behaviour or fearfulness.
- Lack of appropriate boundaries with strangers; too eager to please.
- Eating disorders or self-harm

## **Sexual Abuse**

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, whether or not the child is aware of what is happening. This may include physical contact both penetrative and non-penetrative, or viewing pornographic material including through the use of the internet. Indicators of sexual abuse include: allegations or disclosures, genital soreness, injuries or disclosure, sexually transmitted diseases, inappropriate sexualized behaviour including words, play or drawing.

- Child Sexual Exploitation (CSE ) is a form of abuse of which involves children (male and female, of different ethnic origins and of different ages) receiving something (e.g. food, accommodation, drugs, alcohol,

cigarettes, affection, gifts, money) in exchange for sexual activity. It can occur using technology without the child's immediate recognition.

- Female Genital Mutilation (FGM) - the practice, traditional in some cultures, of partially or totally removing the external genitalia of girls and young women for non-medical reasons

## **Neglect**

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs which can significantly harm their health and development. Neglect can include inadequate supervision (being left alone for long periods of time), lack of stimulation, social contact or education, lack of appropriate food, shelter, appropriate clothing for conditions and medical attention and treatment when necessary.

## **Radicalisation**

Radicalisation is defined as the process by which a person comes to support terrorism and forms of extremism leading to terrorism.

This definition can be found in *HM Government, Prevent Strategy, June 2011, Annex A: Glossary of Terms.*

## **Extremism**

Extremism is defined as vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs. It includes calls for the death of members of armed forces, whether in the UK or overseas.

This definition can be found in *HM Government, Prevent Strategy, June 2011, Annex A: Glossary of Terms*

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

If a child makes a disclosure or allegation of abuse against an adult or another 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.
- We will seek clarification around the disclosure asking age appropriate questions who what and where. We will not attach personal meaning to the words used by the child without first considering any limitation in the child's receptive ability to the questions being asked.
- 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 Safeguarding Designated Officer as soon as possible.
- Make a written record of the allegation, disclosure or incident record accurately the words used by yourself and the child which you must sign, date and record your position using the setting safeguarding record log forms.

## **Allegations**

In the case of an allegation made directly against a member of staff (or a Volunteer helper, Student). The Pre-School Leader will be the first line of complaint or advice if the Pre-School Leader is unable to resolve the situation or reach agreement with the member of staff, then the matter should be taken to the Pre-School Director. Any allegation will be reported to Ofsted and advice will be sought from our:

**Local Authority Designated Officer (LADO) Uzma Bhatti on  
0121 569 4770.**

The member of staff who the allegation has been made against is likely to be suspended until a satisfactory outcome has been reached in cases where;

- There is cause to suspect a child is at risk of significant harm.
- The allegation warrants investigation by the police.
- The allegation is so serious that it might be ground for dismissal.

The employment agreement with that staff member would then be reviewed. All conversations between parents and staff will be recorded and kept confidential. Child protection information needs to be dealt with in a confidential manner. A written record will be made of what information has been shared with who, and when. Staff will be informed of relevant details when it is deemed appropriate that knowledge of the situation will improve their ability to deal with an individual child and/or family.

Child protection records will be stored securely in a central place separate from other provision records. They should be kept for the period during which the child is attending the provision and passed to any new provision. Please note that parents/carers do not have the right to see these records under the data protection act.

Access to these by other staff, apart from the designated senior member of staff for child protection will be **restricted, and a written record will be kept of who has had access to them.**

Parents should be aware and kept up to date regarding any concerns or developments by the appropriate members of staff. General communications with parents shall be in line with any other provision policies and give due regard to which adults have parental responsibility.

**It is essential however that information/concerns about a child that could put them at risk of significant harm if the parent /carer were informed should not be disclosed.**

If a child moves from one setting to another, child protection records will be forwarded on to the new provider, with due regard to their confidential nature.

An assessment framework will be utilised by other agencies when considering the needs of a child/young person.

## **Involving Parents**

In general, we will discuss concerns with parents before approaching other agencies, and will seek their consent to making a referral to another agency.

**Unless the designated senior member of staff decides that contacting parents may increase the risk of significant harm to the child.**

## **Multi-Agency Working**

We work in partnership with other agencies in the best interests of the children. Therefore, the provision will, where necessary, make referrals to children's team. The designated senior member of staff or in their absence the person with concern/disclosure should make referrals to the

**MASH team contact on 0121 569 3100.**

To be followed in writing (a MARF form and body map/if applicable) and a copy kept in the designated central place for child protection records.

If a child/young person already has a social worker, the referral should indicate this and the social worker will also be informed.

We will co-operate with the children's services when they are conducting child protection enquiries. Furthermore, the setting will endeavour to attend appropriate inter-agency meetings such as initial and review child protection conferences, and core group meetings.

We will provide written reports as required for these meetings. If a provision representative is unable to attend, a written report will be sent.

Where a child in a setting is subject to an inter-agency plan of protection, the provision will contribute to the preparation, implementation and review of the plan as appropriate.

We will also work with **Channel** who are a key element of the prevent strategy. It is a multi-agency approach to protect people at risk from radicalisation. This organisation helps to safeguard children and adults from being drawn into committing terrorist related activity. This is an early intervention to protect and divert people away from the risk they face before illegality occurs.

## **The Learning Environment**

We will help the prevention of abuse by identifying and providing opportunities for children to develop Skills, concepts, attitudes and knowledge to enable them to promote their safety and wellbeing.

We promote British Values in to our setting. These are Democracy, The rule of law, Individual Liberty, Mutual respect and tolerance of different faiths and beliefs

## **Our Role in Supporting Children.**

We will offer appropriate support to individual children who have experienced abuse or who have abused others.

An individual support plan will be devised, implemented and reviewed regularly for these children in conjunction with other agencies. This plan will detail areas of support, and who will be involved.

We will ensure the provision works in partnership with parents/carers and other agencies as appropriate.

## **Staff and Training**

The designated senior member of staff must attend statutory child protection training arranged by the local safeguarding children board.

- All staff that work with children undertake appropriate training to equip them to carry out their responsibilities for safeguarding children at least every 2 years. New staff will receive training during their induction.
- Through training, ensure that all members of staff understand the procedures to be followed, including Whistleblowing .
- Staff will 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.
- All staff whether paid or voluntary, students, supply workers, will be subject to criminal vetting (DBS).

## **Mobile, Social Networking and Online Safety**

### **Parents**

- Parents / Carers are asked not to use their mobile phones whilst children are in the playrooms

### **Staff**

**We believe our staff should be completely attentive during their hours of working, to ensure all children in the preschool receive good quality care and education. Staff mobile phones are not to be used whilst the preschool is running.**

**We also believe that restrictions need to be placed on staff accessing social networking sites. The Preschool has a high reputation to maintain and comments made on sites such as 'Facebook' could have an impact on how parents using the Preschool, view the staff.**

- Mobile phones are not to be turned on in your possession during your working hours

- Mobile phones must not be used unless on a designated break and then this must be away from the children
- Mobile phones should be stored safely in the staff lockers or their designated drawer by the manager's desk at all times whilst the children are present.
- Staff must not post anything onto social networking sites such as 'Facebook' that could be construed to have any impact on the Preschool's reputation
- Staff must not post anything onto social networking sites that would offend any other member of staff/ student or parents using the preschool.
- Staff are not allowed to accept any friend requests who's child is currently enrolled in this preschool on any social, media web sites as this can affect the relationship with them, as staff need to remain professional at all times.
- If a member of staff fails to comply with this policy they will face disciplinary action, which could result in dismissal

## **Camera's**

Photographs taken for the purpose of recording a child or group of children participating in activities or celebrating their achievements is an effective form of recording their progression in the Early Years Foundation Stage. However, it is essential that photographs are taken and stored appropriately to safeguard the children in our care.

Written parental permission for photographs to be routinely taken and used in records is requested when a child joins the nursery and is renewed at the start of a school year.

Only children with written parental consent will be photographed.

Only the designated nursery camera/ tablets are to be used to take any photo within the setting or on outings, unless a professional photographer has been engaged for a particular purpose. The professional Photographer has a DBS clearance and deletes the photos after a 1 month period accordance with his own data protection and safeguarding policy.

Images taken on this camera must be deemed suitable without putting the child/children in any compromising positions that could cause embarrassment or distress.

All staff are responsible for the location of the camera / tablets; this should be placed within the lockable grey cabinet by manager's desk when not in use.

The camera/ tablets must be locked away at the end of every session.

Images must only be down-loaded by the nominated senior member of staff or admin, currently Karen Wardle, Jade Rourke, Emily Worsey and Ellen Baker.

All images should be downloaded on-site and as soon as possible ideally twice a week and the camera then wiped clean.

Photographs should then be distributed to individual colour group leaders to record in children’s learning journeys.

Under no circumstances must cameras/ tablets of any kind be taken into the toilets.

Failure to adhere to the contents of this policy will lead to disciplinary procedures being followed.

### **Online Safety**

- All tablets that are used are set up with password/pins and are only know to the preschool leader, group leaders and administrator.
- All tablets are monitored and checked by the DSO on a spot check basis on a termly basis. This will be recorded and any material the DSO feels is not appropriate will be removed.
- All apps games brought or downloaded all have age ratings and are checked before allowing the child to play or watch them.
- All photos taken with the tablet will be downloaded to main computer at the end of the day’s session and deleted off the tablet once download has been completed.
- If member of staff wishes to take tablet home to do preschool work or planning. Permission from the preschool leader is needed and the tablet will be check on return by the DSO
- No child will be left alone with the tablet.
- Tablets to be used only in the playroom and outdoor area always with supervision.
- All tablets are to have antivirus software installed on them and to have parent locks activated,

**This policy was reviewed and checked on: February 2020**

**Signed on behalf of the Pre-School:**

\_\_\_\_\_  
**(Pre-School Director)**

**Next Review:**

**February 2021**

**Reviewed:**

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**Signed on behalf of the Pre-School:**

\_\_\_\_\_  
**(Pre-School Director)**

**Next Review:**

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