

Child Protection and Safeguarding Children Policy

Safeguarding and promoting the welfare of children refers to the process of protecting children from maltreatment, prevent 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 and taking action to enable all children to have the best life chances.

Child Protection refers to the activity undertaken to protect specific children who are suffering, or are likely to suffer, significant harm.

In accordance with the reformed EYFS 2017 Meynell Kindergarten will have regard to the Government's Statutory Guidance 'Working Together to Safeguarding Children'. If our staff have any concerns about children's safety or welfare the setting will notify agencies with statutory responsibilities without delay. This means the local children's social care services and in emergencies, the police.

Purpose

The purpose of the policy is to ensure that:

- The Welfare of the child is paramount
- All children regardless of age, gender, ability, culture, race, language, religion or sexual identity have equal rights to protection.
- All staff has an equal responsibility to act on suspicion or disclosure that may suggest a child is at risk from harm.

Meynell Kindergarten fully recognises its responsibility for safeguarding children. This policy applies to all staff, management, sessional workers, students and volunteers working within the setting, the families accessing the setting and anyone working on behalf of Meynell Kindergarten.

- The welfare of the children attending this setting is paramount and concerns about child abuse will be taken seriously. The policy therefore compliments and supports a range of other policies, for instance ICT & social networking, intimate care, medication, whistle blowing.
- Recruitment procedures will ensure the suitability of staff and volunteers working with children and will follow EYFS safeguarding and welfare requirements with regard to the Disclosure and Barring Service (DBS) checks, references and staff Disqualification declaration form. (DfE "Keeping children safe in education' (September 2016 cf6)
- Where there is a delay in obtaining the enhanced DBS check, staff will not have unsupervised contact with children.
- All staff expected to disclose any convictions, cautions, court orders, reprimands and warning which may affect their suitability to work with children whether received before or during their employment at the setting and also to disclose if any member of your household is disqualified from working from children as this could have an impact (Disqualification by Association) There is a process in place that provides staff with opportunities to share such information.

- All staff are trained in the setting's safeguarding policy and procedures within the first week of employment and will be required to access and attend appropriate training. Training will be refreshed every 2 years.
- All staff are made aware of possible indicators of child abuse and the procedures for recording and reporting, through staff training both internal and external.
- The staff will be made aware of the importance of recognising reporting inappropriate behaviour displayed by other members of staff, or any other person working with the children. For example, inappropriate sexual comments: excessive one to one attention beyond the requirements of their usual role and responsibilities: or inappropriate sharing of images (see whistle blowing policy) through staff training, both internal and external.
- Procedures will be implemented for identifying and reporting concerns.
- The setting provides a safe environment in which children feel valued, can learn and develop, feel secure and are encouraged to talk and be listened to.
- We work within the guidelines set out by the Local Safeguarding Children's Board, which are underpinned by the statutory document entitled 'Working Together to Safeguard Children' (DfE 2018).
- A practitioner has been designated to take lead responsibility for safeguarding and liaising with local statutory children's services and with the Lincolnshire Safeguarding children's Board.
- The designated lead practitioner is **Mrs Becky Lees and the second is Mrs Jackie Roberts**
- The lead practitioner will provide support, training advice and guidance to any staff on an on-going basis, and on any specific safeguarding issues as required.
- The designated lead practitioner has accessed a level 2 taught course in safeguarding and will refresh this training every 2 years. All staff will have undergone Prevent Duty training and be kept up to date and trained on all new safeguarding issues.
- The use of mobile phones and cameras in the setting is covered in our safeguarding procedure.
- The setting has a clear procedure that will be implemented when an allegation has been made against a member of staff (see procedure). The settings disciplinary procedure will inform any action in the event of an allegation (see disciplinary procedure).
- As a registered provider we will inform Ofsted of any allegations of serious harm or abuse by any person living, working or looking after the children at the premises (whether the allegations relate to harm or abuse committed on the premises or elsewhere).
- The setting will also notify Ofsted of the action taken in respect of the allegations

- Where an allegation is upheld the setting will make a referral to the DBS, in accordance with our responsibilities under the Vulnerable Groups Act 2006.
- Where there is an indication or evidence to suggest that a member of staff failed to execute their duty to safeguard a child/ren at the setting or elsewhere he/she will be subjected to the settings safeguarding and/or disciplinary procedure.
- This policy will be implemented in conjunction with the safeguarding children procedure.
- Safeguarding children (child protection) concerns will be confidential and shared only on a need to know basis.

Early Help

Early help is the term used to describe arrangements and services that identify the need for children and families as soon as the problems start to emerge, or when there is a strong likelihood that a problem will emerge in the future. 'Working Together to safeguard Children' (2018) identifies the critical features of effective early help as:

A multi disciplinary approach that brings a range of

- Practice that empowers families and helps them to develop the capacity to resolve their own professional skills and expertise through a 'Team around the Child' approach.
- A relationship with a trusted lead professional who can engage with the child and their family, and coordinate the support needed from other agencies
- A holistic approach that addresses the children's needs in the wider family context
- Simple, streamlined referral and assessment process
- Early Help in Lincolnshire includes both the TAC and ESCO process. Signs of Safety is embedded throughout. ESCO is similar to the TAC process but specifically supports the care coordination of Children with Disabilities (CWD). Further information can be seen at www.lincolnshire.gov.uk/ESCO. All forms and guidance for Early Help including Signs of Safety, TAC handbook, TAC Consultants contact details etc. are available at www.lincolnshirechildren.net

The Designated Safeguarding lead acts as the focal point for all matters concerning child protection and safeguarding children and young people. One of the primary tasks is to act as the contact between school, the family and other agencies. Incidents of possible child abuse obviously need to be handled with sensitivity and confidentiality consistent with the multi disciplinary approach. If there is any cause for concern whatsoever it is vital that information is passed to the designated Safeguarding lead immediately. In the event, following statutory investigation, of concerns proving to be unfounded, staff should not reproach themselves for having raised the issue. In cases of this nature it is always better to be safe than sorry.

Concerns regarding safeguarding children will be directed to the following in accordance with the LSCB's policy and the requirements of the EYFS.

- **Lincolnshire County Council children services customer service centre (CSC)**
Office hours Tel. 01522 782111 or out of hours Tel. 01522 782333

Where there is an allegation against a member of staff or person living or working on the premises we will also liaise directly with the LADO (Local Authority Designated Officer) – Direct Line 01522 554674

➤ **Lincolnshire Police – non emergency number 0300 111 0300**

The setting will implement the Lincolnshire Safeguarding Children Board Escalation Policy, if there are concerns that a referral to the Customer Service Centre (CSC) has not been dealt with appropriately.

This Policy should be read in conjunction with our safeguarding procedure which sets out our process for responding to concerns.

This policy has been adopted by Meynell Kindergarten

Meynell Kindergarten

Child Protection and Safeguarding Children Procedure

Meynell Kindergarten is committed to an environment in which children are safe from abuse and where any suspicion of abuse is promptly and appropriately responded to and in accordance with The Governments Statutory Guidance 'Working Together to Safeguard Children' and the Local Safeguarding Children Board.

- We will stay up to date with Inter-agency procedures by accessing the following web link:
<http://lincolnshirescb.proceduresonline.com/chapters/contents.html>
- All staff will be aware of their responsibility as early year's practitioners to share any concerns they have about a child with the designated lead safeguarding person.
- There is always a Designated safeguarding lead/deputy available who has the necessary seniority and skills, undertakes appropriate safeguarding training, and is given the time to carry out this important role.
- The Policy is updated at least annually and that changes are made in line with any new DfE or other government department guidance.
- Staff members also have the right to share concerns *directly* with the Lincolnshire County Council Children's Services Customer Services Centre (CSC) Tel: 01522 782111 or out of hours 01522 782333 or Lincolnshire Police if they feel this is appropriate Tel: 0300 111 0300.
- All staff will be aware of possible indicators of child abuse and procedures for recording and reporting through staff training, both internal and external.
- The staff will be made aware of the importance of recognising and reporting inappropriate behaviour displayed by other members of staff, or any other person working with the children. For example, inappropriate sexual comments, excessive one to one attention beyond the requirements of their usual role and responsibilities, or inappropriate sharing of images through staff training, both internal or external. In addition staff will be made aware of the whistle blowing policy.
- All parents/carers will be provided with a copy of the setting's safeguarding policy and procedures and are made aware of the fact that Meynell Kindergarten has a legal obligation to safeguard and promote the welfare of the children in their care, and the child's needs will be our first concern.

Records will be kept as appropriate.

Whenever concerns are raised or changes are observed in a child's behaviour, physical condition or appearance, a specific record will be set up. Our records include: pre-existing injuries, incidents, accidents and observations. All concerns remain confidential and shared only on a need to know basis. The guidance is set by the Lincolnshire Safeguarding Children Board will be followed

The Designated safeguarding lead (DSL) will keep written, signed and dated records detailing any allegations and action taken as near to the time of disclosure as possible even when no investigation is undertaken following up any verbal referral in writing within 24 hours.

Where a disclosure is made:

- Reassurance is given to the child
- Listen rather than directly question, remain calm
- Never stop a child who is recalling significant events

- When exploring the disclosure with the child we may ask questions such as TED 'tell me explain to me, describe to me'. We will ensure that any questions asked are not leading.
- Promises will not be made to the child regarding not sharing the information in the disclosure
- The designated person with responsibility for safeguarding children is informed immediately and procedures under the guidance of the Lincolnshire Safeguarding Children Board are followed.
- A referral is made without delay to Lincolnshire County Council Children's Service Customer Services centre (CSC) on 01522 782111 or out of hours 01522 782333
- Advice and guidance will be taken from the CSC with regard to next steps.
- Up to date information and guidance on making a referral will be sought from http://lincolnshirescb.proceduresonline.com/chapters/p_refer_proce.html#making_refer

Records will be made to include:

- The child's name, full address, date of birth
- Date and time of the disclose/observation
- Exact record of disclosure (in child's own words)
- Name of person to whom disclosure was made
- Name of any third party present
- The Single Assessment Form, completed (as far as possible with all information) signed and sent to the relevant officer (Children's Services will advise on this) within 24 hours of the telephone referral.
- Parent/carer is aware of referral

All records are kept separately and secure from the child's main records with restricted access. (For more information on the Team Around the Child (TAC) and the Single Assessment Form (SAF) please refer to www.lincolnshirechildren.net).

Where an allegation is made against a staff member:

In accordance with requirements our procedures for dealing with allegations against staff complies with Lincolnshire Safeguarding Children's Board Policies.

Examples of inappropriate adult behaviour may include:

- Staff that have behaved in a way that has harmed a child, or may have harmed a child.
- Staff that have possibly committed a criminal offence against or related to a child.
- Staff that have failed to execute their duty to safeguard a child/ren at the setting or elsewhere.
- Staff that have behaved towards a child/ren in a way that indicates she/he is unsuitable to work with children.
- Staff that may display signs of radicalisation and extremism.
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Our Procedure is as follows:

- The setting will contact the Local Authority Designated Officer (LADO) for managing allegations through the Lincolnshire County Council Children's Customer Service Centre

(CSC) on 01522 782111 or out of hours 01522 782333/ Local Authority Designated Officer (LADO) – direct contact 01522 554674

- The setting will liaise with the LADO prior to any investigation commencing and the setting will fully co-operate with all investigations under the advice and guidance of the LADO. The LADO should be informed within one working day of all allegations that come to the employer's attention or that are made directly to the police. (Working Together to Safeguard Children March 2015).
- Ofsted will be informed of the allegation as soon as is reasonably practical but at least within 14 days of the allegation being made. Ofsted will also be notified of the action taken in respect of the allegations. (EYFS 2012 3.8). Ofsted will be contacted on telephone number 0300 123 1231
- Details will be recorded and stored securely.
- The setting's disciplinary procedure will be followed where necessary.

For further information and guidance we will refer to

http://lincolnshirecb.proceduresonline.com.chapters/p_alleg_pers_wk_child.html

Suspension will not be automatic response to an allegation; however we will consider the seriousness of the allegation, the risk of harm to children and the possibility of tampering with evidence, as well as the interests of the person concerned and our organisation.

Where a member of staff leaves our employment during an investigation the investigation will continue and the setting will in accordance with current legislation make a referral to the Disclosure and Barring Service (DBS). Where a member of staff is dismissed as a consequence of an allegation being upheld a referral will also be made to the DBS.

Referral guidance and form: <http://www.homeoffice.gov.uk/agencies-public-bodies/dbs/services/dbs-referrals/>

Supporting families:

The Data Protection Act 1998 and the Human Rights Acts 1998 have extended the rights of individuals and families to confidentiality and professionals as a general rule should seek the agreement and consent of parents/carers before making a referral to the local authority.

Where our designated lead is in doubt as to whether consent is necessary, the facts of the case will be discussed with the Customer Service Centre.

- We acknowledge that parents will be the first point of contact and they will be informed of any suspicions **unless** this is deemed likely to put a child at risk
- We will follow the guidelines laid down by the Lincolnshire Safeguarding Children Board.
- The setting, through the safeguarding children policy and other sources will inform parents/carers of their role and responsibility regarding safeguarding children
- The setting will continue work with families throughout any investigation.

Use of mobile phones and cameras

Mobile Phones

Meynell Kindergarten prohibits the use of mobile phones within the setting, notices are displayed around the setting and if any parent/carers use their mobile when entering the setting they are politely asked to leave the setting to continue their call or switch their mobile off.

- Staff may not carry or use their personal mobile phones whilst working in the setting, they must be placed within the office or in the store cupboard
- Staff may not use any camera facility on their mobiles within the setting.
- All visitors to the setting will be asked not to use their mobile phones whilst on the premises.

The safety of children is paramount. Casual or inappropriate use of mobile phones by staff may pose a risk if a staff member is distracted from caring for children (Ofsted Mobile Phone Guidance Feb 2011).

Digital Cameras

Meynell Kindergarten only uses the settings own cameras which must not be taken off premises. No other digital devices to take photographs may be used within the setting.

- Consent for photographs is obtained from parent/carer on admission as part of the registration process.
- Staff will only use the settings own digital camera to take photographs to support the recording of activities or events and these will be downloaded or deleted at the end of each setting.
- Where it is not possible to download or delete photographs on the same day, the memory card will be securely stored until the next day.
- Staff will not use any other digital device to take photographs in or around the setting or when an outings.
- Cameras are prohibited within the toilet/nappy changing areas.

Roles and Responsibilities

Meynell Kindergarten will ensure that every member of staff and person working on behalf of the setting

- Knows the name of Designated safeguarding lead (DSL) and deputy and her role and responsibility.
- Has read part 1 of 'keeping children safe in education – September 2016
- Has an individual responsibility to refer safeguarding (child protection) concerns
- Knows what to do if a child tells them he/she is being abused or neglected and 'what to do if you are worried a child is being abused – advice for practitioners.
- Will receive training at the point of induction and at regular intervals as required, but at least annually, so that they know:
 - Their personal responsibility/code of conduct/teaching standards
 - Nursery and LSCB child protection procedures and how to access them
 - The need to be vigilant in identifying cases of abuse at the earliest opportunity
 - How to support and respond to a child who discloses significant harm
 - In addition the DSL completes training at least every 2 years to help them understand their roles and responsibilities
- Knows their duty concerning unsafe practices in regard to children by a colleague or any other adult that works with children
- The DSL will disclose any information about a child to other members of staff on a need to know basis
- The nursery will undertake appropriate discussions with parents prior to involvement with other agencies unless the circumstances preclude this

- The nursery will ensure that parents have an understanding of their obligations re: child protection by intervention as and when appropriate
- Work to develop effective links with relevant agencies in relation to safeguarding (child protection)
- Ensure that, where there are unmet needs, an Early Help discussion is initiated. Advice may be sought from the Early Help Consultant in the locality
- Complete records and send representative to case conferences, core groups and child protection review meetings
- Notify any social worker if:
 - A child subject to a child protection plan (CPP) is excluded (fixed term or permanent)
 - There is an unexplained absence of a pupil on a CPP of more than 2 days or 1 day following a weekend or as agreed as part of a CPP
- Follow Lincolnshire's a policy and statutory guidance on Children Missing Education (CME)
- Ensure all staff in scope of the Disqualification of Association 'Disqualification Under the Childcare Act 2006' have completed a Disqualification Declaration
- Ensure that all staff are aware of their duties under the Serious Crimes Act 2015 to report known instances of female genital mutilation (FGM) to the police via the 101 number

Supporting vulnerable children at risk

Special consideration should be given to safeguarding and protecting children that may have additional vulnerabilities, for example children that are looked after or those with special educational needs (SEN) and disabilities. Additional barriers can exist to the recognition of abuse and neglect, which can include

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

The nursery will endeavour to support vulnerable children through:

- Its ethos which promotes a positive, supportive and secure environment, giving children a sense of being valued
- Its behavior policy aimed at supporting vulnerable children in nursery. All staff will agree a consistent approach which focuses on the behavior of the offence committed by the child, working to support children in developing positive behavior
- Liaison with appropriate agencies which support the child
- Developing supportive relationships
- Recognition that children living in difficult home environments are vulnerable and are in need of support and protection
- Monitoring child welfare, keeping accurate records and notifying appropriate agencies where necessary
- Ensure information is transferred safely and securely when a pupil with a Safeguarding Record transfers to another school. Also notify key workers or social workers where a child leaves the nursery
- Following Lincolnshire procedures for Child Sexual Exploitation including use the CSE Risk Assessment Toolkit as necessary

Extremism and Radicalisation

Meynell Kindergarten seeks to protect children and young people against the message of all violent extremism including, but not restricted to those linked to Islamist ideology, or to Far right/Neo Nazi White supremacist ideology, Irish Nationalist and Loyalist paramilitary groups, and extremist Animal Rights movements.

The current threat from terrorism in the United Kingdom may include the exploitation of vulnerable people, to involve them in terrorism or in activity in support of terrorism. The normalisation of extreme views may also make children and young people vulnerable to future manipulation and exploitation

Meynell Kindergarten is clear that this exploitation and radicalisation should be viewed as a safeguarding concern

Prevention work and reductions of risks will include the RE curriculum, SEND policy, the use of the nursery by external agencies, integration of children by gender and S.E.N and any other issues specific to the nursery profile, community and philosophy.

The Nursery adhered to the Prevent Duty Guidance for England and Wales (July 2015)

Risk Assessment

Settings need to assess the risk, with local partners, of their children being drawn into terrorism as well as their support for extremist ideas and terrorist ideology. They should have robust safeguarding policies to identify children at risk, appropriate intervention and the most appropriate referral option. The policy should also cover the suitability of visiting speakers.

Police in all regions are expected to produce a counter-Terrorism local profile (CTLPs), which is to assess the risk of individuals being drawn into terrorism and is the risk assessment that settings need to refer to. The Lincolnshire profile is currently being amended and further support can be provided by contacting prvent@lincs.pnn.police.uk

Working in Partnership

Lincolnshire settings are required to ensure that their safeguarding arrangements take into account policies and procedures of Lincolnshire safeguarding children's board.

The Key aim of the Prevent strategy in Lincolnshire is:

To help local authorities, police, community safety partnerships and other partners and partnerships to develop and implement effective actions, which will make their communication safer. This will reduce the risk from terrorism and violent extremism, so that the people in Lincolnshire can go about their business freely and with confidence.

Experience has shown that the best results are achieved by:

- Partnership working and community engagement
- Understanding the challenge and its context
- Developing an effective action plan
- Managing risk
- Track progress and evaluating success
- Sharing learning

Lincolnshire has a Prevent steering board, which provides the strategic direction and is attended by a variety of partners including Education.

The CHANNEL panel is the operational group for Lincolnshire and has multi-agency representation.

Staff Training

Meynell Kindergarten ensures that all the staff is equipped to identify children at risk of being drawn into terrorism, as well as challenge extremist ideas. They should know how to refer children and young people for further help.

All staff will undertake PREVENT training which can be in house or accessed by e-learning via the LSCB website.

Children at Meynell Kindergarten do not have access to the Internet, if we use the Internet for training and learning purposes this is supervised and delivered by a staff member.

Wider issues to consider

Settings are required to promote the fundamental British values of democracy, the rule of law, individual liberty and mutual respect and tolerance for those with different faiths and beliefs.

Female Genital Mutilation (FGM)

Female Genital Mutilation (FGM) is child abuse and illegal. As of 31st October 2015 all regulated professionals are required to report cases of FGM to the police. This is a personal duty and cannot be transferred to anyone else. The mandatory reporting duty related to a disclosure that FGM has already happened and this should be reported to the police on 101. Where a girl discloses information that identifies her as a risk of FGM, professionals should follow the normal safeguarding procedures.

Communication with Parents

The Kindergarten takes steps to ensure all parents and carers understand the child protection and safeguarding policy. The Policy is available through the school website, on the parents notice board and in the welcome packs. Parents can raise a concern about their child's safety or about general safeguarding concerns in the nursery by informing the nursery immediately where there is risk of harm to a child or raising the concern through the nursery complaints procedure

Parents are regularly informed of information that they may need to be aware of to help them to protect their children from harm inside and outside the nursery environment.

Where the nursery has concerns for the safety of a child, parents are made aware of these concerns and their consent is sought in line with local safeguarding procedures unless doing so would increase the risk of harm to the child.

Committee responsibility

The committee fully recognises its responsibility with regard to safeguarding and promoting the welfare of children in accordance with Government guidance.

The committee has agreed processes which allow them to monitor and ensure that the Kindergarten:

- Has robust safeguarding procedures in place
- Operates safer recruitment procedures and appropriate checks are carried out on new staff and adults working in the Kindergarten
- Has procedures for dealing with allegations of abuse against any member or staff in the Kindergarten
- Has a designated person to take lead responsibility for dealing with Safeguarding and Child protection issues and a Deputy Safeguarding Lead in place
- Carries out an annual review of the Safeguarding Policy and procedures

This policy has been adopted by Meynell Kindergarten