



## Ladybird Forest Pre-School

### 48. SAFEGUARDING CHILDREN/CHILD PROTECTION POLICY



#### **Statement of intent**

At **Ladybird Forest Pre-School** we work with children, parents, external agencies and the community to ensure the welfare and safety of children and to give them the very best start in life. Children have the right to be treated with respect, be helped to thrive and to be safe from any abuse in whatever form.

#### **Aims**

- create an environment in the setting which is safe and secure for all children;
- enable children to have the self-confidence and the vocabulary to resist inappropriate approaches;
- encourage children to establish and sustain satisfying relationships within their families, with peers, and with other adults;
- encourage children to develop a sense of autonomy and independence;
- work with parents to build their understanding of and commitment to the welfare of all our children and their community;
- Prevent people from being drawn into terrorism by having due regard for the Prevent Duty (June 2015) and by promoting British Values.

In order to fulfil these aims

- Policies and procedures are in place and reviewed regularly to keep all children safe.
- Ladybird Forest Pre-School notify the CBSCB, LADO of any incident or accident which affects the wellbeing of children.
- Ladybird Forest Pre-School and parents are made aware of the safeguarding policies and procedures.
- Staff read and sign all policies annually or after an update.
- All Ladybird Forest Pre-School staff and leaders have received training in Safeguarding Children with regular updates at least annually.
- Ladybird Forest Pre-School has a Designated Safeguarding Lead that receives training every two years and their knowledge and skill is refreshed at least annually.
- We always have a Designated Safeguarding Lead or appropriately trained Deputy available that the setting is open.
- All staff have also received Prevent Duty training
- Ladybird Forest Pre-School have a Staff Behaviour/Code of Conduct policy that is read, understood and signed by everyone in the setting.
- Ladybird Forest Pre-School follow the guidelines laid down by the Central Bedfordshire Safeguarding Children's Board (CBSCB).
- Ladybird Forest Pre-School have a copy of Working Together to Safeguard Children 2018 available online to use if required and for parents to see if they wish.



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- Ladybird Forest Pre-School have regard for other relevant government guidance including, but not limited to, 'What to do if you're worried a child is being abused,' 'Information sharing' and 'Prevent Duty'
- Ladybird Forest Pre-School staff are supported to have a good awareness of the signs that a child is neglected or abused, as described in 'What to do if you're worried a child is being abused'
- Ladybird Forest Pre-School ensure that all our directors/committee members have enhanced DBS checks
- In consultation with parents/carers Ladybird Forest Pre-School can refer children for additional help through the Early Help Assessment (EHA). Ladybird Forest Pre-School does this with the support of other professionals and the Early Help Team
- Ladybird Forest Pre-School notify the registration authority (Ofsted) of any incident or accident which affects the wellbeing of children.
- Ladybird Forest Pre-School have procedures for contacting the local authority's Access and Referral Hub on safeguarding children issues.
- If a report is to be made to the authorities, Ladybird Forest Pre-School takes advice from the Access and Referral Hub in deciding whether Ladybird Forest Pre-School must inform the child's parents at the same time.

### **How Ladybird Forest Pre-School ensures that children are safe and protected**

#### **Staffing and volunteering**

- There is a named Designated Safeguarding Lead who coordinates safeguarding children issues. They access training to enable them to provide support, advice and guidance to all other staff about safeguarding issues
- Ladybird Forest Pre-School provides appropriate staffing resources to meet the needs of children.
- All Ladybird Forest Pre-School staff have a duty to maintain the wellbeing of children in their care.
- Applicants for posts within the setting are clearly informed that the positions are exempt from the Rehabilitation of Offenders Act 1974 and Safer Recruitment Procedures. Candidates are informed of the need to carry out 'Enhanced with lists' DBS checks and take-up references before posts can be confirmed. Where applications are rejected because of information that has been disclosed, applicants have the right to know and to challenge incorrect information.
- Current Ladybird Forest Pre-School and prospective staff are informed that they must disclose any convictions, cautions, court orders, reprimands and warnings which may



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affect their suitability to work with children whether received before or during employment.

- Ladybird Forest Pre-School abide by Ofsted's requirements in respect of references and police checks for staff and regular volunteers, to ensure that no disqualified person or unfit person works at the setting or has access to the children.
- Volunteers and unvetted persons do not work unsupervised.
- Recruitment and vetting procedures that apply to permanent staff also apply to volunteers.
- Ladybird Forest Pre-School abide by the Safeguarding Vulnerable Groups Act 2006 (SVGA) requirements in respect of any person who is dismissed from our employment or resigns in circumstances that would otherwise have led to dismissal for reasons of safeguarding children concern.
- Ladybird Forest Pre-School has procedures for recording the details of visitors to the setting.
- Ladybird Forest Pre-School take security steps to ensure that Ladybird Forest Pre-School has control over who comes into the setting so that no unauthorised person has unsupervised access to the children.
- Ladybird Forest Pre-School Staff members are not allowed to carry their mobile phones with them or wear 'smart watches' or other mobile photographic devices. All mobile phones will be stored in staff lockers. Cameras on mobile phones / photographic devices must not be used. (See also camera, mobile phone and recording device use policy).
- **If an allegation is made against a member of staff**, student or volunteer or any other person who lives or works on the Pre-School premises regardless of whether the allegation relates to the Pre-School premises or elsewhere, we will follow the procedure below. Please also see the 'An Allegation Being Made Against a Member of Staff Policy'.
- The incident should be documented straight away using the setting observation/disclosure forms.
- The allegation should be reported to the senior manager on duty. If this person is the subject of the allegation, then this should be reported to the registered person/DSL/deputy manager instead.
- The Local Authority Designated Officer (LADO), Ofsted and the CBSCB will then be informed immediately for this to be investigated by the appropriate bodies promptly.
- The LADO will be informed immediately for advice and guidance
- A full investigation will be carried out by the appropriate professionals (LADO, Ofsted, LSCB) to determine how this will be handled



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- The Pre-School will follow all instructions from the LADO, Ofsted, CBSCB and ask all staff members to do the same and co-operate where required
- Support will be provided to all those involved in an allegation throughout the external investigation in line with LADO's support and advice
- The Pre-School reserves the right to suspend any member of staff during an investigation
- All enquiries/external investigations/interviews will be documented and kept in a locked file for access by the relevant authorities
- The Pre-School retains the right to dismiss any member of staff in connection with founded allegations following an investigation.
- Counselling will be available for any member of the Pre-School who is affected by an allegation, their colleagues in the Pre-School and the parents.
- The Pre-School will also notify the Disclosure and Barring Service (DBS) to ensure their records are updated.
- All records will be kept until the person reaches normal retirement age or for 21 years and 3 months years if that is longer. This will ensure accurate information is available for references and future DBS checks and avoids any unnecessary reinvestigation.

### **Disciplinary action**

Where a member of staff or a volunteer is dismissed from the setting or internally disciplined because of misconduct relating to a child, Ladybird Forest Pre-School notify Ofsted, the CBSCB and if required the DBS. Ladybird Forest Pre-School is under a legal duty of the Safeguarding Vulnerable Groups Act 2006 to notify the DBS of relevant information, so that individuals who pose a threat to vulnerable children can be identified and barred from working with these groups. Please also see the 'An Allegation Being Made Against a Member of Staff Policy'.

### **Training**

All the Ladybird Forest Pre-School staff have received training on Safeguarding Children issues through local authority approved providers and through the comprehensive induction procedure. Ladybird Forest Pre-School seeks out training opportunities for all adults involved in the setting to ensure that they are able to recognise the signs and symptoms of possible physical abuse, emotional abuse, sexual abuse and neglect, effected by domestic violence, child sexual exploitation and radicalisation as well as awareness of inappropriate Ladybird Forest Pre-School staff behaviour. Ladybird Forest Pre-School is aware of the local authority guidelines for making referrals. Ladybird Forest Pre-School ensures that all staff are aware of the procedures for reporting and recording their concerns in the setting. The designated officer has specific training on multi-agency working, making a referral to



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the Channel programme as part of the prevent duty because a child is at risk of being drawn into terrorism.

### **Complaints**

Ladybird Forest Pre-School ensures

- that all parents know how to complain about staff or volunteer action within the setting, which may include an allegation of abuse.
- there is a procedure on allegations made against a member of staff.
- Ofsted and the Local Authority Designated Officer (LADO) team are notified when an allegation is made about a member of staff, in line with procedure.
- all the disclosure and recording procedures are followed when investigating an allegation that a member of staff/ volunteer has abused a child as if it were an allegation of abuse by any other person.

### **If abuse is suspected, Ladybird Forest Pre-School WILL**

- always seek and follow guidance from the Access and Referral Hub and Social Services.
- ensure staff are fully aware that abuse of children can take different forms - physical, emotional, verbal, sexual and neglect and from the effects of domestic violence. Children can also be at risk of child sexual exploitation and radicalisation.
- recognise when children are suffering from physical, sexual or emotional abuse, this may be demonstrated through changes in their behaviour, or in their play. Where such changes in behaviour occur, or where children's play gives cause for concern, support and advice will be sought appropriately.
- allow investigation to be carried out with sensitivity. Ladybird Forest Pre-School Staff in the setting take care not to influence the outcome either through the way they speak to children or ask questions of children.
- Where a child shows signs and symptoms of 'failure to thrive' or neglect, appropriate referrals will be made. Parental permissions will be sought before making a referral unless by seeking this permission we put a child at risk.
- work co-operatively with the parent unless this is inconsistent with the need to ensure the child's safety.
- record all concerns.

### **Disclosures made to Ladybird Forest Pre-School:**

- Where a child makes a disclosure to a member of staff, the disclosure is recorded using the settings observation/disclosure forms.

And:

- reassurance is offered to the child;



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- The child will be listened to; and
- reassurance is given to the child that the member of staff will take action.

Ladybird Forest Pre-School **does not question the child** - the golden rule is to observe and listen but do not probe.

Ladybird Forest Pre-School will make a record of:

- The child's name; address, date of birth;
- The date and time of the observation or the disclosure;
- An objective record of the observation or disclosure;
- The exact words spoken by the child;
- The name of the person to whom the concern was reported, with date and time;
- The names of any other person present at the time.

Ladybird Forest Pre-School will discuss the incident with the Supervisor and a decision will be made about who should be notified. If a child's safety is at risk the Access and Referral Hub will be contacted immediately and advice will be taken from them regarding information that is then given to parents.

In a case where a child is not in immediate danger Ladybird Forest Pre-School will try to discuss the matter with parents before making any referrals. However, it is the welfare of the child which is paramount, and this is at the forefront of all our actions. Ladybird Forest Pre-School are aware that many children have suffered because of lack of communication between agencies, and that government guidance now encourages the full sharing of information, therefore, professional judgement will be used when sharing information with the agencies that 'need to know', being open and honest with parents and children as to why Ladybird Forest Pre-School feels there is a need to share the information.

Full records of conversations will be maintained when any referrals or discussions are held with any other agencies or with parents prior to a referral. These records will include dates and times of the conversation, who Ladybird Forest Pre-School speaks to, and the advice given.

### **Informing Parents**

Ladybird Forest Pre-School will always aim to involve parents in any referrals before they are made. However, if a suspicion of abuse is recorded, and the child is considered at risk an immediate referral will be made to the Intake and Assessment team and their advice will be taken on informing parents.



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## **Confidentiality**

All suspicions and investigations are kept confidential and shared only with those who need to know. If there are concerns within a setting it is important that the Supervisor is made aware of them. However, children will work with several different adults in a setting and they should also be made aware that there are concerns about an aspect of well-being of the child in question. Any information shared with external agencies is done under the guidance of the Local Safeguarding Children Board.

## **Support to families**

- Ladybird Forest Pre-School takes every step in its power to build up trusting and supportive relations among families, staff and volunteers in the group.
- Ladybird Forest Pre-School continues to welcome the child and the family whilst investigations are being made in relation to abuse in the home situation.
- Confidential records kept on a child are shared with the child's parents or those who have parental responsibility for the child only if appropriate under the guidance of the Local Safeguarding Children Board.
- With the proviso that the care and safety of the child is paramount, Ladybird Forest Pre-School does all in our power to support and work with the child's family.

## **Use of camera and mobile phones**

Ladybird Forest Pre-School ask parents for permission to use the photos/video of their children for the purpose of displays, publicity and in learning journeys/developmental files. Ladybird Forest Pre-School also asks for parental permission for their child to be photographed by a professional photographer or by parents for special events.

Only photos taken by Ladybird Forest Pre-School staff with a setting camera or video camera will be used in the setting, for the newsletter or for publicity.

Ladybird Forest Pre-School must never use a camera to take picture of bruises or any other injuries. Concerns over bruises etc. must be referred to the senior manager and full details recorded in the incident book and drawn on the body map before being referred to Social Care.

Setting staff will never take photos on their own personal cameras, mobile phones or wrist cameras. Mobile phones and wrist cameras are kept out of the play areas along with other personal belongings. Memory cards remain on the premises when they are not in use. Pre-School cameras are locked away in the designated area at the end of the day.



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Ladybird Forest Pre-School discuss with parents any concerns they have with any of the photography occurring in the setting. We hope that an understanding can be reached in all situations.

See also: 'An Allegations being made against a member of staff policy'

Access and Referral Hub - 0300 300 8585

Police - 01234 841212 / 01582 4021212

NSPCC 24 hr helpline - 0808 800 5000

Ofsted - 0300 123 1231

DBS - <https://www.gov.uk/disclosure-barring-service-check/overview>

LADO - 0300 300 4833

Prevent Officer (Channel Panel) - 0300 300 8585

Channel programme - 020 7340 7264

<b>This policy was reviewed on</b>	24 <sup>th</sup> October 2019
<b>This policy was adopted by</b>	Amanda Sanders
<b>This policy was reviewed by</b>	Amanda Sanders/Victoria Burns
<b>Managers signature</b>	
<b>Date for review</b>	24 <sup>th</sup> October 2020