

PROCEDURES & POLICIES

Safeguarding and Child Protection

The Setting will work with children, parents/carers and the community to ensure the rights and safety of children and to give them the very best start in life. Our safeguarding and child protection policy is based on three key commitments:-

1. We are committed to building a 'culture of safety' in which children are protected from abuse and harm in all areas of our service delivery.
2. We are committed to responding promptly and appropriately to all incidents or concerns of abuse that may occur and to work with statutory agencies in accordance with the procedures that are set down in the Statutory Framework for the Early Years Foundation Stage (EYFS) and 'Working Together To Safeguard Children: a guide to inter-agency working to safeguard and promote the welfare of children' (Department for Education, July 2018). We also follow the Buckinghamshire Safeguarding Children Board 'Threshold Guidance: A continuum of Help and Support' (November 2015) to identify children and families who may need additional support.
3. We are committed to promoting awareness of safeguarding and child protection issues throughout our training and learning programmes for adults. We are also committed to empowering young children, through our curriculum, promoting their right to be strong, resilient and listened to.

The Setting will:

- Create an environment 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.

The Setting will have a Designated Safeguarding Officer available at all times. Our current Designated Safeguarding Officers are Rachel Jenkinson and Jo Veale for Pre-School and Lacey Siggers for KidSpace. These officers perform their duties in accordance with Designated Safeguarding Officers Role Description (see form 30M in the appendix.) They have suitable experience, training and expertise, and are responsible for liaising with Buckinghamshire's First Response team or Milton Keynes Children's Social Care Team, Bucks Early Years and Childcare Services, our Local Authority Designated Officer (LADO), the Child Protection and Sexual Crime Unit (i.e. Police), the Disclosure and Barring Service and Ofsted in any safeguarding or child protection matter.

The Setting's safeguarding and child protection policy and procedures comply with all relevant legislation, including the Statutory Framework for the Early Years Foundation Stage (2017), and other guidance or advice from the Government, Ofsted, Buckinghamshire's Safeguarding Children Board and Bucks Early Years and Childcare Services.

The Setting is committed to reviewing/auditing its Safeguarding and Child Protection policy and procedures at regular intervals. The policy and its procedures will be shared with parents/carers during their child's settling in period.

Recognising Child Abuse

Child abuse manifests itself in a variety of different ways, some overt and others much less so. All staff have safeguarding and child protection training and will report to the Designated Safeguarding Officers any:-

- Significant changes in children's behaviour
- Unexplained bruising, marks or injuries
- Comments children make which give cause for concern
- Deterioration in a child's general well being
- Parent/carer behaviours which give cause for concern

All staff are aware of the following definitions taken from 'Working Together To Safeguard Children: a guide to inter-agency working to safeguard and promote the welfare of children' (Department for Education, July 2018):

Abuse - A form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting by those known to

them or, more rarely, by others. Abuse can take place wholly online, or technology may be used to facilitate offline abuse. (e.g. via the internet). Children may be abused by an adult or adults, or another child or children.

Physical Abuse - A form of abuse which may 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.

Sexual Abuse - Involves forcing or enticing a child or young person 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, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse. Sexual abuse can take place online, and technology can be used to facilitate offline abuse. Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

Emotional abuse - The persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond a child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyber bullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

Neglect - The persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment 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 may involve a parent or carer failing to:

- provide adequate food, clothing and shelter (including exclusion from home or abandonment);
- protect a child from physical and emotional harm or danger;
- ensure adequate supervision (including the use of inadequate care-givers); or
- ensure access to appropriate medical care or treatment.

It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

In addition, staff are aware of abuse involving:

Children with Special Educational Needs or Disabilities - For a variety of reasons, children with additional needs face an increased risk of abuse and neglect; therefore staff are expected to take extra care to interpret correctly apparent signs of abuse or neglect. Indications of abuse will be reported as for other children.

We take into account factors affecting parental capacity, such as social exclusion, domestic violence, parent's drug, alcohol or substance abuse, mental or physical illness or parents learning disability.

We also make ourselves aware that some children and young people are affected by gang activity, by complex, multiple or organised abuse, through forced marriage or honour based violence or maybe victims of child trafficking. While this may be less likely to affect young children in our care we may become aware of any of these factors affecting older children and young people who we may come into contact with.

We actively protect children and teach them to understand and respect British Values by recognising and valuing the universal uniqueness of all individuals. We are mindful to instil learning and resilience to protect children against the development of extremist and radicalised thinking and behaviour.

We are also aware of peer on peer abuse; we will ensure that any form of abuse or harmful behaviour is dealt with immediately and consistently to reduce the extent of harm to the child or young person, with full consideration being given to the impact on their emotional and mental health and well-being.

Child Sexual Exploitation -A form of child sexual abuse. It occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18 into sexual

activity (a) in exchange for something the victim needs or wants, and/or (b) for the financial advantage or increased status of the perpetrator or facilitator. The victim may have been sexually exploited even if the sexual activity appears consensual. Child sexual exploitation does not always involve physical contact; it can also occur through the use of technology.

Domestic Violence - any incident or pattern of incidents of controlling (is a range of acts designed to make a person subordinate and/or dependent by isolating them from sources of support, exploiting their resources and capacities for personal gain, depriving them of means needed for independence, resistance and escape and regulating their everyday behaviour), coercive, threatening behaviour (an act or a pattern of acts of assault, threats, humiliation) and intimidation or other abuse that is used to harm, punish or frighten their victim), violence or abuse between those aged 16 or over who are, or have been, intimate partners or family members regardless of gender or sexuality. The abuse can encompass, but is not limited to:

- Psychological
- Physical
- Sexual
- Financial
- Emotional

Female Genital Mutilation (FGM) - FGM is illegal in the UK and a form of child abuse with long-lasting harmful consequences. Staff need to be alert to the possibility of a girl being at risk of FGM, or already having suffered FGM. FGM refers to procedures of any alteration involving partial or total removal of the external female genital organs. The procedure may lead to short term and long-lasting harmful consequences such as death, trauma, infections, flashbacks, infertility, kidney problems, sexual dysfunctions, incontinence, post-traumatic stress disorder etc. The United Nations addresses FGM as violation of human rights. In the UK, FGM is a criminal offence and a harmful form of child abuse. FGM is not a religious practice. For further support refer to the FGM Helpline.

Breast Ironing - Also known as breast flattening, is the pounding and massaging of pubescent girls breasts using a hard and heated object to try to stop them from developing. Typically carried out by mothers in the belief that they are protecting their daughters from sexual harassment, pregnancy and forced marriage. It can have both short and long term health implications. Further information is available from [tri.x](#)

Staff Support and Training

The Setting is committed to ensuring that it meets its responsibilities in respect of safeguarding and child protection through the provision of support and training to staff. Therefore, the Setting will ensure that:

- All staff, students and volunteers are carefully recruited following the completion of a job application form; an interview process; identification and address checks; checks to ensure they have a right to work in the UK; two verified references; satisfactory evidence of qualifications (the setting will seek verification from the training provider to ensure all qualifications are authentic); full explanations for any unexplained gaps in their employment history, or where they have moved rapidly from one job to another. Please refer to the staff recruitment section of our Staffing Policy for full details of our procedures.
- All staff, students and volunteers are continually assessed (through appraisals and performance management) to ensure that they remain suitable to work with or have access to children. Please refer to the staff appraisals and supervision section of our Staff Development and Training Policy for full details of our procedures.
- All staff, students and volunteers (aged 16 or over) will undertake enhanced Disclosure and Baring Service (DBS) checks prior to starting work. It will be made clear to all applicants for posts within the Setting that such posts are exempt from the provisions of the Rehabilitation of Offenders Act 1974. All staff must also subscribe to the DBS Up-Date Service.

(NB 1 The Setting will not employ staff or volunteers that have been convicted of an offence or have been the subject of an order that disqualifies them from registration as per the 'Disqualification under the Childcare Act 2006' statutory guidance 2018, or have been barred by the DBS.)

(N.B. 2 All staff, students and volunteers are expected to disclose any convictions, cautions, court orders, reprimands and warnings that may affect their suitability to work with children, whether received before or during their employment or involvement with the Setting in accordance with our Staff Handbook.)

(N.B. 3 The Setting may, on occasion, allow a new member of staff, student or volunteer to start work with a pending enhanced DBS application,

provided that such individuals have been assessed and they do not have unsupervised contact with the children.)

- All staff, students and volunteers are given a copy of the Safeguarding and Child Protection policy during their induction and its' implications will be explained to them. This should take place before contact with children occurs.
- All staff and volunteers receive regular training and supervision in safeguarding and child protection issues and are provided with any relevant information and guidance. (NB All staff and volunteers receive basic training every two years and in-house training annually using the Staff Safeguarding Refresh Quiz (Form 36 in the Appendix.) The Designated Safeguarding Officers receive enhanced multi-agency training every year.)
- All staff are provided with supervision and management support commensurate with their responsibilities in relation to safeguarding and child protection, and their requirement to maintain caring and safe relationships with children.
- All staff are aware of the main indicators of child abuse.
- All staff are aware of their statutory requirements in respect of the disclosure or discovery of child abuse and the procedure for doing so. All students and volunteers are instructed to report the disclosure or discovery of abuse to the Designated Safeguarding Officers.
- All staff are aware of the 'Buckinghamshire Safeguarding Children Board Threshold Guidance: A Continuum of Help and Support' (November 2015) which helps to identify when a child may be in need of additional support using the following levels:

Level 1 - children whose needs are met within universal services

Level 2 - children with additional needs showing early signs of vulnerability requiring early help

Level 3 - children in need who require statutory or specialist services and targeted early help

Level 4 - children who are suffering or likely to suffer significant harm

The Designated Safeguarding Officers must undertake a continuum of need assessment for all children within the setting at regular intervals. Any child meeting level 3 or 4 must be referred to the local statutory child protection agencies as detailed under the section headed 'Referring Allegations to the Safeguarding and Child Protection Agencies'

- All staff are aware of their obligations under 'The Prevent duty: Departmental advice for schools and childcare providers' (Department for Education, June 2015) in relation to the safeguarding of children who may be at risk of extremism and/or vulnerable to radicalisation. All staff and volunteers complete basic online Channel Awareness training to familiarise themselves about when to make a referral. All referrals will be made using the Setting's existing Safeguarding and Child Protection policy and procedures. Information and non-emergency advice can be obtained from the Department of Education helpline.
- The Setting will take appropriate action in relation to the findings of any investigation into allegations of abuse, consistent with it's duties to protect the safety of children and up hold fair processes for staff, students and volunteers.

Safe Caring

All staff, students and volunteers understand the Setting's Safeguarding and Child Protection policy and procedures and have had appropriate training and guidance in the principles of safe caring. To this end:

- Every effort will be made to avoid or minimise time when members of staff, students or volunteers are left alone with a child. If staff are alone with a child, the door of the room should be kept open and another member of staff should be informed.
- The layout of the Setting activities will permit constant supervision of all children.
- If a child makes inappropriate physical contact with a member of staff, students or volunteer, this will be recorded fully in the Incident Record Book.
- Staff will never carry out a personal task for children that they can do for themselves. Where this is essential, staff will help a child whilst being accompanied by a colleague (wherever possible.) Unless a child has a particular need (such as nappy changing or toilet training), staff should not

accompany children into the toilet. Staff are aware that this and other similar activities could be misconstrued. For guidance on nappy changing and toilet training, please refer to the Hygiene policy.

- Staff will be mindful of how and where they touch children, given their age and emotional understanding. Unnecessary or potentially inappropriate physical contact will be avoided at all times.

Dealing with Allegations

The Setting is committed to ensuring that it meets its responsibilities in respect of safeguarding and child protection by treating any allegation seriously and sensitively. The Setting will not carry out any investigation itself into a suspected child abuse incident. On discovering an allegation of abuse, the Designated Safeguarding Officers will immediately refer the case to the local statutory child protection agencies as detailed under the section headed 'Referring Allegations to the Safeguarding and Child Protection Agencies'.

Further to this, the following principles will govern any suspected or reported case of abuse:

- Where actual or suspected abuse comes to the attention of staff, they will report this to the Designated Safeguarding Officers at the earliest possible opportunity.
- Staff are encouraged and supported to trust their professional judgment and if they suspect abuse has, or is taking place, to report this.
- Full written records of all reported incidents will be produced and maintained. Information recorded using the Disclosure Report Form (see form 11 for Pre-School and form 9 for KidSpace in the Appendix) will include full details of the alleged incident; details of all the parties involved; any evidence or explanations offered by interested parties; relevant dates, times and locations and any supporting information or evidence from members of staff (including observations on the child's behaviour and appearance.) The Setting will demonstrate great care in distinguishing between fact and opinion when recording suspected incidents of child abuse.
- The Designated Safeguarding Officers will be responsible for ensuring that written records are dated, signed and kept confidentially in a separate file. These records will be shared only with those who need to know, in accordance with the 'Information sharing: advice for practitioners

providing safeguarding services to children, young people, parents and carers' (Department for Education, July 2018.)

- Staff will ensure that all concerns and allegations are treated with sensitivity and confidentiality.
- Any children involved in alleged incidents will be comforted and reassured. In circumstances where a child makes an allegation or a disclosure, the member of staff concerned will:
 1. Listen fully to all the child has to say
 2. Make no observable judgement.
 3. Never stop a child who is freely recalling significant events.
 4. Only ask open questions that encourage the child to speak in their own words.
 5. Ensure the child is safe, comfortable and not left alone.
 6. Make no promises that cannot be kept; such as promising not to tell anybody what they are being told.

Staff are aware of the document 'What to do if you're worried a child is being abused: advice for practitioners' (Department for Education, March 2015) - and a copy is on display in the Setting.

Referring Allegations to the Safeguarding and Child Protection Agencies

If the Designated Safeguarding Officers have reasonable cause to suspect that a child is suffering or is at risk of suffering significant harm, or is otherwise believed to be a child in need, the following procedure will be activated:

- Contact will be made, at the earliest possible opportunity, with Buckinghamshire's First Response Team or Milton Keynes Children's Social Care Team (whichever is appropriate), the Child Protection and Sexual Crime Unit i.e. Police (if appropriate), Bucks Early Years and Childcare Services and Ofsted. All such referrals will be followed up in writing within 24 hours. (Referrals to Bucks First Response and Milton Keynes Children's Social Care Team will use the Multi-Agency Referral Form (MARF.) These

forms are available on the Bucks Safeguarding Children Board and Milton Keynes Safeguarding Children Board websites.)

- The Designated Safeguarding Officers will communicate as much information about the allegation and related incidents as is consistent with advice given by safeguarding and child protection agencies and the police.
- At all times, the safety, protection and interests of children concerned will take precedence. The Managers and staff will work with and support parents/carers as far as they are legally able.
- The Setting will assist Buckinghamshire's First Response Team or Milton Keynes Children's Social Care Team and the Child Protection and Sexual Crime Unit (police), as far as it is able, during any investigation of abuse or neglect. This will include disclosing written and verbal information and evidence.

Dealing with Allegations against Staff/Volunteers

All allegations made by a child against a member of staff, student, volunteer or a committee member will be referred, as soon as possible, but at the latest within 24 hours, to the Local Authority Designated Officer (LADO), the management committee and Ofsted.

The LADO will provide advice on:

- What action should be taken regarding the individual's status
- Who else should be informed (e.g. Buckinghamshire's First Response Team or Milton Keynes Children's Social Care Team, Bucks Early Years and Childcare Services, the Child Protection and Sexual Crime Unit (police), the Disclosure and Barring Service etc.)
- How any investigation will be conducted and by whom
- How confidentiality will be managed

If an allegation of abuse is made against Rachel Jenkinson or Jo Veale then Lacey Siggers will act as the named alternative and refer matters to these agencies. If an allegation of abuse is made against Lacey Siggers then Rachel Jenkinson or Jo Veale will act as the named alternative and refer matters to these agencies.

The incident will be fully recorded, including any actions taken and witnesses, in the Incident Record Book. Details will also be recorded on the Disclosure

Report Form as previously mentioned (see form 11 for Pre-School and Form 9 for KidSpace in the Appendix.)

The Setting will take appropriate action in relation to the findings of any investigation into allegations of abuse, consistent with its duties to protect the safety of children and uphold fair processes for staff, students and volunteers.

Any member of staff, a student or volunteer under investigation for the alleged abuse of a child, will be subject to the provisions of the Staff Disciplinary Policy as detailed in the staff handbook.

Referrals to the Disclosure and Barring Service (DBS) and Ofsted

In accordance with EYFS Clause 3.13, if the Setting dismisses a member of staff or volunteer or a member of staff or volunteer resigns and there are concerns over their suitability to work with children, then the Designated Safeguarding Officers will make a referral to Ofsted and the DBS as soon as possible (within 14 days.)

Support Families

The Setting will take every step to develop trusting and supportive relationships between families, staff and volunteers within the group.

Where abuse at home is suspected, the Setting will continue to welcome the child and family while investigations proceed.

With the proviso that the care and safety of the child must always be paramount, the Setting will continue to support and work with the child's family.

The Buckinghamshire Family Resilience Service (FRS) may also be able to offer support and guidance to families.

NB Please also refer to the following policies:

Privacy Notice - Newton Longville Pre-School and Extended Service Workforce
Privacy Notice (How we use children's information)

Information Sharing

Handling Children's Records

Handling Provider Records

Confidentiality and Client Access to Records

Transfer of records to school (Pre-School only)

Contact details for the various Safeguarding and Child Protection Agencies are:-

Buckinghamshire's First Response Team

Tel 01296 383962
Out of hours tel 0800 999 7677
E-mail secure-cypfirstresponse@buckscc.gcsx.gov.uk

Local Authority Designated Officer (LADO)

Address Children & Young People, New County Offices, Walton Street,
Aylesbury, Bucks, HP20 1YU
Tel 01296 382070
E-mail secure-LADO@buckscc.gcsx.gov.uk

Buckinghamshire Early Years Development and Childcare Partnership

Tel 01296 387147 or 01296 383309
Contact Alison Terry, Senior Manager - aterry@buckscc.gov.uk
Joe Cook, Support Officer - jcook@buckscc.gov.uk

Milton Keynes Children's Social Care Team

Tel 01908 253169 or 01908 253170. Out of hours tel 01908 265545
E-mail children@milton-keynes.gov.uk
(Our local social services representative can be contacted on 01908 254373)

OFSTED - Office for Standards in Education

Address Piccadilly Gate, Store Street, Manchester M1 2WD
Website www.ofsted.gov.uk
Tel 0300 123 1231

Disclosure and Barring Service (DBS)

Address DBS, PO Box 3961, Royal Wootton Bassett, SN4 4HF
Tel 03000 200 190
E-mail customerservices@dbs.gsi.gov.uk

Child Protection and Sexual Crime Unit (police) - Tel 01628 816935

Child Exploitation and Online Protection Centre - www.ceop.police.uk

NSPCC - National Society for the Prevention of Cruelty to Children

Website www.nspcc.org.uk
Tel 0808 800 5000

Buckinghamshire Family Information Service (BFIS) -

Tel 0845 688 4944

Website www.bucksfamilyinfo.org

Professional Association for Childcare and Early Years (PACEY) - 0845 880 0044

Department for Education - helpline for those worried about extremism

Tel 0207 340 7264

E-mail counter.extremism@education.gsi.gov.uk

NSPCC FGM Helpline - 0800 0028 3550

E-mail fgmhelp@nspcc.org.uk