**1.2 Safeguarding children and child protection**

# Aim

We are committed to safeguarding children, young people and vulnerable adults and will do this by putting young people and vulnerable adult’s right to be ‘*strong, resilient and listened to* ‘at the heart of all our activities.

The Early Years Alliance ‘three key commitments’ are broad statements against which policies and procedures across the organisation will be drawn to provide a consistent and coherent strategy for safeguarding children, young people and vulnerable adults in all services provided. The three key commitments are:

1. To be committed to building ‘a culture of safety’ in which children, young people and vulnerable adults are protected from abuse and harm in all areas of its service delivery.
2. To be 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 ‘*What to do if you are worried a child is being abused’ (HMG 2015) and ‘No Secrets (updated by the Care Act 2014) and Working Together 2018.*
3. To be committed to promoting awareness of child abuse issues throughout its training and learning programmes for adults. It is also committed to empowering children, young people, and vulnerable adults, through its curriculum, promoting their right to be ‘*strong*, *resilient* *and* *listened to’*.

### NB: A ‘young person’ is defined as 16–19 year-old. In an Early Years setting, they may be a student, worker, or parent.

A ‘vulnerable adult’ (see guidance to the Care Act 2014) as: *'a person aged 18 years or over, who is in receipt of or may need community care services by reason of 'mental or other disability, age or illness and who is or may be unable to take care of him or herself, or unable to protect him or herself against significant harm or exploitation'*. In early years, this person may be a service user, parent of a service user, or a volunteer.

**Key commitment 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.

**DSL (Designated Safeguarding Lead) and Designated Officer:**

* Our designated person (a member of staff) who co-ordinates child protection is always available:

The Pre-school Manager. At present: Alison Livesey

* When the setting is open but the designated person is not on site, a suitably trained deputy is available at all times for staff to discuss safeguarding concerns. At present: Deputy Manager – Lizzie Lee Brandon and Administrative Manager – Margo Mills
* Our designated officer (a member of the management team) who oversees this work is:

The Chair

* The designated person, the suitably trained deputy and the designated officer ensure they have links with statutory and voluntary organisations, with regard to safeguarding children.
* The ‘designated person’ and the ‘designated officer’ ensure they have received appropriate training on child protection matters and that all staff are adequately informed and/or trained to recognise possible child abuse in the categories of physical, emotional and sexual abuse and neglect.
* The designated person (and the person who deputises for them) understands OSCB safeguarding procedures, attends relevant OSCB training at least every two years and refreshes their knowledge of safeguarding at least annually.
* We ensure all staff are trained to understand our safeguarding policies and procedures and that parents are made aware of them too.
* We understand that safeguarding is the responsibility of every person undertaking the work of the organisation in any capacity.
* The ‘designated person’ and the ‘designated officer’ ensure that staff are aware and receive training in social factors affecting children’s vulnerability including
* social exclusion
* domestic violence and controlling or coercive behaviour
* mental illness
* drug and alcohol abuse (substance misuse)
* parental learning disability
* radicalisation
* The ‘designated person’ and the ‘designated officer’ ensure that staff are aware and receive training in other ways that children may suffer significant harm and stay up to date with relevant contextual safeguarding matters:
* abuse of disabled children
* fabricated or induced illness
* child abuse linked to spirit possession
* sexually exploited children
* children who are trafficked and/or exploited
* female genital mutilation
* extra-familial abuse and threats
* children involved in violent offending, with gangs and county lines.
* The ‘designated person’ and the ‘designated officer’ ensure they are adequately informed in vulnerable adult protection matters.
* The designated officer will support the designated person to undertake their role adequately and offer advice, guidance, supervision and support.
* The designated person will inform the designated officer at the first opportunity of every significant safeguarding concern. However, this should not delay any referrals being made to the children’s social care, or where appropriate, MASH, the LADO, Ofsted or Riddor.
* All staff have an up-to-date knowledge of safeguarding issues, are alert to potential indicators and signs of abuse and neglect, and understand their professional duty to ensure safeguarding and child protection concerns are reported to the Oxfordshire Safeguarding Children Board (OSCB), MASH or the NSPCC. They receive updates on safeguarding at least annually.
* All staff are confident to ask questions in relation to any safeguarding concerns and know not to just take things at face value but can be respectfully sceptical.

**Early Help:**

* All staff understand the principles of Early Help (as defined in Working Together to Safeguard Children, 2018) and are able to identify those children and families who may be in need of early help and enable them to access it.
* All staff understand the Thresholds of Significant Harm and understand how to access services for families, including for those families who are below the threshold for significant harm, according to arrangements published by the OSCB.

**Data Sharing:**

* All staff understand their responsibilities under the General Data Protection Regulation and the Data Protection Act 2018, and understand relevant safeguarding legislation, statutory requirements and local safeguarding partner requirements and ensure that any information they may share about parents and their children with other agencies is shared appropriately and lawfully.
* We will support families to receive appropriate early help by sharing information with other agencies in accordance with statutory requirements and legislation.
* We will share information lawfully with safeguarding partners and other agencies where there are safeguarding concerns.
* We will be transparent about how we lawfully process data.
* All staff understand how to escalate their concerns in the event that they feel either the local authority and/or their own organisation has not acted adequately to safeguard and know how to follow local safeguarding procedures to resolve professional disputes between staff and organisations.

**Positive Behaviour:**

* All staff understand what the organisation expects of them in terms of their required behaviour and conduct, and follow our policies and procedures on positive behaviour, online safety (including use of cameras and mobile phones), whistleblowing and dignity at work.
* Children have a key person to build a relationship with, and are supported to articulate any worries, concerns or complaints that they may have in an age appropriate way.
* All staff understand our policy on promoting positive behaviour and follow it in relation to children showing aggression towards other children.
* Adequate and appropriate staffing resources are provided to meet the needs of children.

**Recruitment, Volunteers & DBS**

* Applicants for posts within the setting are clearly informed that the positions are exempt from the Rehabilitation of Offenders Act 1974.
* Enhanced criminal records and barred lists checks (DBS) and other suitability checks are carried out for all staff and volunteers prior to their post being confirmed, to ensure that no disqualified person or unsuitable person works at the setting or has access to the children.
* Where applications are rejected based on information disclosed, applicants have the right to know and to challenge incorrect information.
* Volunteers do not work unsupervised.
* Volunteers must:
* be aged 17 or over;
* be considered competent and responsible;
* receive a robust induction and regular supervisory meetings;
* be familiar with all the settings policies and procedures;
* be fully checked for suitability if they are to have unsupervised access to the children at any time.
* Information is recorded about staff qualifications, and the identity checks and vetting processes that have been completed including:
* the criminal records disclosure reference number;
* certificate of good conduct or equivalent where a UK DBS check is not appropriate;
* the date the disclosure was obtained; and
* details of who obtained it.
* All staff and volunteers are informed that they are expected to disclose any convictions, cautions, court orders or reprimands and warnings which may affect their suitability to work with children (whether received before or during their employment with us).
* From 31 August 2018, staff and volunteers in childcare settings that are not based on domestic premises are NOT required to notify their line manager if anyone in their household (including family members, lodgers, partners, etc) has had any relevant convictions, cautions, court orders, reprimands or warnings or has been barred from, or had registration refused or cancelled in relation to any childcare provision or have had orders made in relation to care of their children.
* We notify the Disclosure and Barring Service of any person who is dismissed from our employment, or resigns in circumstances that would otherwise have led to dismissal for reasons of a child protection concern.

**Induction and Supervision:**

* Staff receive termly supervision meetings, which includes discussion of any safeguarding issues, and their performance and learning needs are reviewed.
* In addition to induction and supervision, staff are provided with clear expectations in relation to their behaviour in the Staff Handbook.

**Security:**

* Procedures are in place to record the details of visitors to the setting. (Daily Diary)
* Security steps are taken to ensure that we have control over who comes into the setting so that no unauthorised person has unsupervised access to the children. (The main gate has a lock and buzzer system)

**Cameras and Mobile Phones:**

* Steps are taken to ensure children are not photographed or filmed for any other purpose than to record their development or their participation in events organised by us. Parents sign a consent form and have access to records holding visual images of their child. Images of children in their development records are held securely in a locked filing cabinet when not in use. Staff do not use personal cameras or filming equipment to record images.
* Personal mobile phones are not used where children are present.
* The designated person in the setting has responsibility for ensuring that there is an adequate e-safety policy in place

**Complaints:**

* We keep a written record of all complaints and concerns including details of how they were responded to.
* We ensure that robust risk assessments are completed, that they are seen and signed by all relevant staff and that they are regularly reviewed and updated, in line with our health and safety policy.

**A Child’s Absence from Pre-school:**

* Parents are asked to inform us when a child will not be attending their session and the reason for it. We are prepared to take action if we have concerns about the welfare of a child who fails to arrive at a session when expected. The designated person will take immediate action to contact the child’s parent to seek an explanation for the child’s absence and be assured that the child is safe and well. If no contact is made with the child’s parent and the designated person has reason to believe that the child is at risk of significant harm, the relevant professionals are contacted immediately and the OSCB procedures are followed. If the child has current involvement with social care the social worker is notified on the day of the unexplained absence.

**Key commitment 2**

We are committed to responding promptly and appropriately to all incidents, allegations or concerns of abuse that may occur and to work with statutory agencies in accordance with the procedures that are set down in 'What to do if you’re worried a child is being abused' (HMG 2015) and the Care Act 2014.

**Responding to suspicions of abuse:**

* We acknowledge that abuse of children can take different forms - physical, emotional, and sexual, as well as neglect.
* We ensure that all staff have an understanding of the additional vulnerabilities that arise from special educational needs and/or disabilities, plus inequalities of race, gender, language, religion, sexual orientation or culture, and that these receive full consideration in relation to child, young person or vulnerable adult protection.
* When children are suffering from physical, sexual or emotional abuse, or experiencing neglect, this may be demonstrated through:
* significant changes in their behaviour;
* deterioration in their general well-being;
* their comments which may give cause for concern, or the things they say (direct or indirect disclosure);
* changes in their appearance, their behaviour, or their play;
* unexplained bruising, marks or signs of possible abuse or neglect; and
* any reason to suspect neglect or abuse outside the setting.
* We are aware of the ‘hidden harm’ agenda concerning parents with drug and alcohol problems and consider other factors affecting parental capacity and risk, such as social exclusion, domestic violence, radicalisation, mental or physical illness and parent’s learning disability.
* We understand how to identify children who may be in need of early help and how to access services for them (Threshold of Needs)
* There are procedures in place for reporting safeguarding concerns where a child may meet the s17 definition of a child in need (Children Act 1989) and/or where a child may be at risk of significant harm, and to enable staff to make decisions about appropriate referrals using local published threshold documents.
* We understand that we should refer any child who may be at risk of significant harm to local authority children’s social work services.
* We are aware that children’s vulnerability is potentially increased when they are **privately fostered** and when we know that a child is being cared for under a private fostering arrangement, we inform our local authority children’s social care team.
* There are procedures in place for reporting possible abuse of a vulnerable adult in the setting.

**Prevent Duty:**

* In relation to radicalisation and extremism, we follow the Prevent Duty guidance for England and Wales published by the Home Office and OSCB procedures on responding to radicalisation.
* All staff complete online Prevent training to ensure they are familiar with the local protocol and procedures for responding to concerns about radicalisation.

**FGM (Female Genital Mutilation:**

* We are aware of the mandatory duty that applies to teachers and health workers to report cases of Female Genital Mutilation to the police. We are also aware that early years practitioners should follow local authority published safeguarding procedures to respond to FGM and other safeguarding issues, which involves contacting police if a crime of FGM has been or may be about to be committed.

**Gang Activity:**

* 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 may be 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.

**Modern Slavery/Child Trafficking:**

* If we become concerned that a child may be a victim of modern slavery or human trafficking we will refer to the National Referral Mechanism, as soon as possible and refer and/or seek advice to the local authority children’s social work service and/or police.

**Child Sexual Exploitation/County Lines:**

* We will be alert to the threats children may face from outside their families, such as that posed by organized crime groups such as county lines and child sexual exploitation, online use and from within peer groups and the wider community.
* Where we believe that a child in our care or that is known to us may be affected by any of these factors, we follow the procedures below for reporting child protection and children in need concerns and follow the OSCB procedures.

**Procedure for a Concern:**

* Where such indicators are apparent, the child's key person makes a dated record of the details of the concern and discusses what to do with the member of staff who is acting as the 'designated person'. The information is stored on the child's personal file.
* In the event that a staff member or volunteer is unhappy with the decision made by the designated person in relation to whether to make a safeguarding referral they must follow escalation procedures.
* We refer concerns about children’s welfare to the local authority children’s social care team and co-operate fully in any subsequent investigation. NB In some cases this may mean the police or another agency identified by the Oxfordshire Safeguarding Children Board.
* We respond to any disclosures sensitively and appropriately and take care not to influence the outcome either through the way we speak to children or by asking questions of children (although we may check out/clarify the details of what we think they have told us with them).

**Young People – 16-19:**

* We take account of the need to protect young people aged 16-19 as defined by the Children Act 1989. This may include students or school children on work placement, young employees or young parents. Where abuse or neglect is suspected we follow the procedure for reporting any other child protection concerns. The views of the young person will always be taken into account in an age appropriate way, but the setting may override the young person’s refusal to consent to share information if it feels that it is necessary to prevent a crime from being committed or intervene where one may have been, or to prevent harm to a child or adult. Sharing confidential information without consent is done only where not sharing it could be worse than the outcome of having shared it.
* All staff are also aware that adults can also be vulnerable and know how to refer adults who are in need of community care services.

**Whistleblowing:**

* All staff know that they can contact the NSPCC whistleblowing helpline if they feel that their organization or local authority have not taken appropriate action to safeguard a child and this has not been addressed satisfactorily through organisational escalation and professional challenge procedures.
* We have a Whistle Blowing Policy in place.
* Staff/volunteers know they can contact the organisation Public Concern at Work for advice relating to whistleblowing dilemmas.

**Recording suspicions of abuse and disclosures**

* Where a child makes comments to a member of staff that give cause for concern (disclosure), or a member of staff observes signs or signals that give cause for concern, such as significant changes in behaviour; deterioration in general well-being; unexplained bruising, marks or signs of possible abuse or neglect; that member of staff:
* listens to the child, offers reassurance and gives assurance that they will take action;
* does not question the child, although it is OK to ask questions for the purposes of clarification;
* makes a written record that forms an objective record of the observation or disclosure that includes: the date and time of the observation or the disclosure; the exact words spoken by the child as far as possible; the name of the person to whom the concern was reported, with the date and time; and the names of any other person present at the time.
* These records are signed and dated and kept in the child's personal file, which is kept securely and confidentially.
* The member of staff acting as the 'designated person' is informed of the issue at the earliest opportunity, and always within 1 working day.
* Where the Oxfordshire Safeguarding Children Board stipulates the process for recording and sharing concerns, we include those procedures alongside this procedure and follow the steps set down by the Oxfordshire Safeguarding Children Board.

**Making a referral to the local authority children's social care team:**

* The Early Years Alliance's publication *Safeguarding Children* contains procedures to help in making a referral to the local children's social care team, as well as a template form for recording concerns and to assist with making a referral.
* We keep a copy of this document alongside the procedures for recording and reporting set down by our Oxfordshire Safeguarding Children Board, which we follow where local procedures differ from those of the Early Years Alliance.

**Escalation process**

* If we feel that a referral made has not been dealt with properly or that concerns are not being addressed or responded to, we will follow the OSCB escalation process.
* We will ensure that staff are aware of how to escalate concerns.

**Informing parents**

* Parents are normally the first point of contact. Concerns are normally discussed with parents to gain their view of events, unless it is felt that this may put the child or other person at risk, or may interfere with the course of a police investigation, or may unduly delay the referral, or unless it is otherwise unreasonable to seek consent.
* Advice will be sought from MASH, LCSS (Local Community Support Service), or in some circumstances police, about whether or not to advise parents beforehand, and should record and follow the advice given.
* Parents are informed when we make a record of concern in their child’s file and that we also make a note of any discussion we have with them regarding a concern.
* If a suspicion of abuse warrants referral to MASH, parents are informed at the same time that the referral will be made, except where the procedures of the Local Safeguarding Children Board does not allow this, for example, where it is believed that the child may be placed at risk.
* This will usually be the case where the parent is the likely abuser or where sexual abuse may have occurred.

**Liaison with other agencies and multi-agency working:**

* We work within the Oxfordshire Safeguarding Children Board guidelines.
* The current version of 'What to do if you’re worried a child is being abused' is available for parents and staff and all staff are familiar with what they need to do if they have concerns.
* We have procedures for contacting the local authority regarding child protection issues and concerns about children’s welfare, including maintaining a list of names, addresses and telephone numbers of LCSS & MASH, to ensure that it is easy, in any emergency, for the setting and other agencies to work well together.
* We notify Ofsted of any incident or accident and any changes in our arrangements which may affect the well-being of children or where an allegation of abuse is made against a member of staff (whether the allegations relate to harm or abuse committed on our premises or elsewhere). Notifications to Ofsted are made as soon as is reasonably practicable, but at the latest within 14 days of the allegations being made.
* Contact details for the local National Society for the Prevention of Cruelty to Children (NSPCC) are also kept.

**Allegations against staff and persons in a position of trust:**

* We ensure that all parents know how to complain about the behaviour or actions of staff or volunteers within the setting, or anyone working on the premises occupied by the setting, which may include an allegation of abuse.
* We ensure that all staff, volunteers and anyone else working in the setting knows how to raise concerns that they may have about the conduct or behavior of other people including staff/colleagues.
* We differentiate between allegations and concerns about the quality of care or practice and complaints. We have a separate process for responding to complaints.
* We respond to any inappropriate behaviour displayed by members of staff, volunteer or any other person working on the premises, which includes:
* inappropriate sexual comments;
* excessive one-to-one attention beyond the requirements of their usual role and responsibilities,
* inappropriate sharing of images.
* We will recognize and respond to allegations that a person who works with children has:
* Behaved in a way that has harmed a child, or may have harmed a child
* Possibly committed a criminal offence against or related to a child
* Behaved towards a child or children in a way that indicates they may pose a risk of harm to children.
* Behaved or may have behaved in a way that indicates they may not be suitable to work with children
* We respond to any disclosure by children or staff that abuse by a member of staff or volunteer within the setting, or anyone working on the premises occupied by the setting, may have taken, or is taking place, by first recording the details of any such alleged incident.
* We refer any such complaint immediately to the Pre-school Manager and Chair.
* The Local Authority Designated Officer (LADO) is contacted within one working day to investigate and/or offer advice even if the person making the allegation later withdraws it.
* It is essential that no investigation occurs until and unless the LADO has expressly given consent for this to occur, however, the person responding to the allegation does need to have an understanding of what is explicitly is being alleged.
* The designated person must take steps to ensure the immediate safety of children, parents, and staff on that day within the setting.
* Our LADO at present is:

|  |  |
| --- | --- |
| *Jo Lloyd;* [*jo.lloyd@oxfordshire.gov.uk*](mailto:jo.lloyd@oxfordshire.gov.uk) *01865815956; 07584581180* |  |

* The LADO, line managers and local safeguarding children’s services can advise on whether a child protection referral is required.
* The designated person asks for clarification from the LADO on the following areas:
* what actions the designated person must take next and when and how the parents of the child are informed of the allegation
* whether or not the LADO thinks a criminal offence may have occurred and whether the police should be informed and if so, who will inform them
* whether the LADO is happy for the setting to pursue an internal investigation without input from the LADO, or how the LADO wants to proceed
* whether the LADO thinks the person concerned should be suspended, and whether they have any other suggestions about the actions the designated person has taken to ensure the safety of the children and staff attending the setting
* The designated person records details of discussions and liaison with the LADO including dates, type of contact, advice given, actions agreed and updates on the child’s case file.
* Parents are not normally informed until discussion with the LADO has taken place, however in some circumstances the designated person may need to advise parents of an incident involving their child straight away, for example if the child has been injured and requires medical treatment.
* Staff do not investigate the matter unless the LADO has specifically advised them to investigate internally. Guidance should also be sought from the LADO regarding whether or not suspension should be considered. The person dealing with the allegation must take steps to ensure that the immediate safety of children, parents and staff is assured. It may be that in the short-term measures other than suspension, such as requiring a staff member to be office based for a day, or ensuring they do not work unsupervised, can be employed until contact is made with the LADO and advice given.
* The designated person ensures staff fill in 06.1b Safeguarding incident reporting form.
* If after discussion with the designated person, the LADO decides that the allegation is not obviously false, and there is cause to suspect that the child/ren is suffering or likely to suffer significant harm, then the LADO will normally refer the allegation to children’s social care.
* If notification to Ofsted is required the designated person will inform Ofsted as soon as possible, but no later than 14 days after the event has occurred. The designated person will liaise with the designated officer about notifying Ofsted.
* The designated person ensures that the 06.1c Confidential safeguarding incident report form is completed and sent to the designated officer. If the designated officer is unavailable their equivalent must be contacted.
* Avenues such as performance management or coaching and supervision of staff will also be used instead of disciplinary procedures where these are appropriate and proportionate. If an allegation is ultimately upheld the LADO may also offer a view about what would be a proportionate response in relation to the accused person.
* The designated person must consider revising or writing a new risk assessment where appropriate, for example if the incident related to an instance where a member of staff has physically intervened to ensure a child’s safety etc
* All allegations are investigated even if the person involved resigns or ceases to be a volunteer.
* We co-operate entirely with any investigation carried out by LADO, children’s social care or the police.
* Where the management team and children’s social care agree it is appropriate in the circumstances, the member of staff or volunteer will be suspended for the duration of the investigation. This is not an indication of admission that the alleged incident has taken place, but is to protect the staff, as well as children and families throughout the process. Where it is appropriate and practical and agreed with LADO, we will seek to offer an alternative to suspension for the duration of the investigation, if an alternative is available that will safeguard children and not place the affected staff or volunteer at risk.

**Low level concerns against staff, volunteers or agency staff**

Concerns may come from a parent, child, colleague or member of the public. Allegations or concerns must be referred to the designated person without delay - even if the person making the allegation later withdraws it.

**What is a low-level concern?**The NSPCC defines a low-level concern as *‘any concern that an adult has acted in a way that:*

* *is inconsistent with the staff code of conduct, including inappropriate conduct outside of work*
* *doesn’t meet the threshold of harm or is not considered serious enough…to refer to the local authority.*

*Low-level concerns are part of a spectrum of behaviour. This includes:*

* *inadvertent or thoughtless behaviour*
* *behaviour that might be considered inappropriate depending on the circumstances*
* *behaviour which is intended to enable abuse*

*Examples of such behaviour could include:*

* *being over friendly with children*
* *having favourites*
* *adults taking photographs of children on their mobile phone*
* *engaging with a child on a one-to-one basis in a secluded area or behind a closed door*
* *using inappropriate sexualised, intimidating or offensive language’*

(NSPCC [Responding to low-level concerns about adults working in education](https://learning.nspcc.org.uk/news/2021/october/responding-low-level-concerns-in-education))

**Responding to low-level concerns**

Any low-level concerns about the conduct of staff, students or volunteers must be shared with the designated person and recorded. The designated person should be informed of all low-level concerns and make the final decision on how to respond. Where appropriate this can be done in consultation with their line manager.

Reporting low-level concerns about the conduct of a colleague, student or volunteer contributes towards a safeguarding culture of openness and trust. It helps ensure that adults consistently model the setting’s values and helps keep children safe. It protects adults working in the setting from potential false allegations or misunderstandings.

If it is not clear that a low-level concern meets the local authority threshold, the designated person should contact the LADO for clarification.

In most instances, low-level concerns about staff conduct can be addressed through supervision, training, or disciplinary processes where an internal investigation may take place.

**Allegations against the designated person:**

* If a member of staff has concerns that the designated person has behaved in a way that indicates they are not suitable to work with children as listed above, this is reported to the designated officer who will investigate further.
* During the investigation, the designated officer will identify another suitably experienced person to take on the role of designated person.
* If an allegation is made against the designated officer, then the committee/trustees are informed.

**Allegations against agency staff**

* Any allegations against agency staff must be responded to as detailed in this procedure. In addition, the designated person must contact the agency following advice from the LADO

**Recording:**

* A record is made of an allegation/concern, along with supporting information, using 06.1b Safeguarding incident reporting form; normally by the practitioner who has observed the incident**.** This is then entered on the file of the child, and the 06.1a Child welfare and protection summary is completed and placed in the front of the child’s file.
* If the allegation refers to more than one child, this is recorded in each child’s file
* If relevant, a child protection referral is made, with details held on the child’s file.

**Disclosure and Barring Service:**

* If a member of staff is dismissed because of a proven or strong likelihood of child abuse, inappropriate behaviour towards a child**,** or other behaviour that may indicate they are unsuitable to work with children such as drug or alcohol abuse, or other concerns raised during supervision when the staff suitability checks are done, a referral to the Disclosure and Barring Service is made.

**Key commitment 3**

We are committed to promoting awareness of child abuse issues throughout our training and learning programmes for adults. We are also committed to empowering young children, through our early childhood curriculum, promoting their right to be strong, resilient and listened to.

**Training:**

* Training opportunities are sought for all adults involved in the setting to ensure that they are able to recognise the signs and signals of possible physical abuse, emotional abuse, sexual abuse (including child sexual exploitation) and neglect and that they are aware of the local authority guidelines for making referrals. Training opportunities should also cover extra familial threats such as online risks, radicalisation and grooming, and how to identify and respond to families who may be in need of early help, and organizational safeguarding procedures.
* Designated persons receive appropriate training in accordance with that recommended by the Oxfordshire Safeguarding Children Board, every two years and refresh their knowledge and skills at least annually.
* We ensure that all staff know the procedures for reporting and recording any concerns they may have about the provision.
* We ensure that all staff receive updates on safeguarding via emails, newsletters, online training and/or discussion at staff meetings at least once a year.

**Planning:**

* The layout of the rooms allows for constant supervision. No child is left alone with staff or volunteers in a one-to-one situation without being within sight and/or hearing of other staff or volunteers.

**Curriculum:**

* We introduce key elements of keeping children safe into our programme to promote the personal, social and emotional development of all children, so that they may grow to be strong, resilient and listened to, and so that they develop an understanding of why and how to keep safe.
* We create within the setting a culture of value and respect for individuals, having positive regard for children's heritage arising from their colour, ethnicity, languages spoken at home, cultural and social background.
* We ensure that this is carried out in a way that is developmentally appropriate for the children.

**Confidentiality:**

* All suspicions and investigations are kept confidential and shared only with those who need to know. Any information is shared under the guidance of the Oxfordshire Safeguarding Children Board in line with the GDPR, Data Protection Act 2018, and Working Together 2018.

**Support to families:**

* We believe in building trusting and supportive relationships with families, staff and volunteers.
* We make clear to parents our role and responsibilities in relation to child protection, such as for the reporting of concerns, information sharing, monitoring of the child, and liaising at all times with the local children’s social care team. This is posted on the Pre-school notice board and included in the Welcome Pack.
* We will continue to welcome the child and the family whilst investigations are being made in relation to any alleged abuse.
* We follow the Child Protection Plan as set by the child’s social care worker in relation to the setting's designated role and tasks in supporting that child and their family, subsequent to any investigation.
* We will engage with any child in need plan or early help as agreed.
* Confidential records kept on a child are shared with the child's parents or those who have parental responsibility for the child in accordance with the Confidentiality and Client Access to Records procedure and only if appropriate under the guidance of the Oxfordshire Safeguarding Children Board.

###### Legal references

###### Primary legislation

Children Act 1989 – s 47

Protection of Children Act 1999

Care Act 2014

Children Act 2004 s11

Children and Social Work Act 2017

Safeguarding Vulnerable Groups Act 2006

Counter-Terrorism and Security Act 2015

General Data Protection Regulation 2018

Data Protection Act 2018

Modern Slavery Act 2015

Sexual Offences Act 2003

Serious Crime Act 2015

Criminal Justice and Court Services Act (2000)

Human Rights Act (1998)

Equalities Act (2006)

Equalities Act (2010)

Disability Discrimination Act (1995)

Data Protection Act (2018)

Freedom of Information Act (2000)

**Further Guidance**

Working Together to Safeguard Children (HMG 2018)

Statutory Framework for the Early Years Foundation Stage 2021

What to Do if You’re Worried a Child is Being Abused (HMG 2015)

Prevent duty guidance for England and Wales: guidance for specified authorities in England and Wales on the duty of schools and other providers in the Counter-Terrorism and Security Act 2015 to have due regard to the need to prevent people from being drawn into terrorism’ (HMG 2015)

Keeping Children Safe in Education 2018

Education Inspection Framework (Ofsted 2019)

The framework for the assessment of children in need and their families (DoH 2000)

The Common Assessment Framework (2006)

Statutory guidance on inter-agency working to safeguard and promote the welfare of children (DfE 2015)

**Further guidance**

Information sharing advice for safeguarding practitioners (DfE 2018)

The Team Around the Child (TAC) and the Lead Professional (CWDC 2009)

The Common Assessment Framework (CAF) – guide for practitioners (CWDC 2010)

The Common Assessment Framework (CAF) – guide for managers (CWDC 2010)

Multi-Agency Statutory Guidance on Female Genital Mutilation (HMG. 2016)

Multi-Agency Public Protection Arrangements (MAPPA) (Ministry of Justice, National Offender Management Service and HM Prison Service 2014)

Safeguarding Children from Abuse Linked to a Belief in Spirit Possession (HMG 200)

Safeguarding Children in whom Illness is Fabricated or Induced (HMG 2007)

Safeguarding Disabled Children: Practice Guidance (DfE 2009)

Safeguarding Children who may have been Trafficked (DfE and Home Office 2011)

Child sexual exploitation: definition and guide for practitioners (DfE 2017)

Handling Cases of Forced Marriage: Multi-Agency Practice Guidelines (HMG 2014)

|  |  |  |
| --- | --- | --- |
| This policy was adopted by | Cumnor Pre-school Nursery | *(name of provider)* |
| On | 15 November 2023 | *(date)* |
| Date to be reviewed | Term 2 - 2024 | *(date)* |
| Signed on behalf of the provider |  | |
| Name of signatory | Melissa Round | |
| Role of signatory (e.g. chair, director or owner) | Committee Member | |

**Other useful Early Years Alliance publications**

* Safeguarding Children (2013)
* Safeguarding through Effective Supervision (2013)
* Employee Handbook (2016)
* People Management in the Early Years (2016)