**Safeguarding Children and Child Protection Policy**

Safeguarding is not just about protecting children, learners and vulnerable adults from deliberate harm, neglect and failure to act. Safeguarding also includes children’s and learner’s health, safety and well-being, including their mental health, meeting the needs of children who have special educational needs and/or disabilities, the use of reasonable force, meeting the needs of children and learners with medical conditions, providing first aid, educational visits, intimate care and emotional well-being, online safety and associated issues, appropriate arrangements to ensure children’s and learner’s security, taking into account the local context.

**Policy statement**

Our setting will work with children, parents and the community to ensure the rights and safety of children and to give them the very best start in life. Staff, parents and carers are given the opportunity to contribute to the policy.

**INDEX**

1. Purpose of the policy

2. Child Protection procedures and guidelines

3. Safer Recruitment

4. Staff training and induction

5. Safer working practice

6. Staff behaviour

7. Managing allegations against staff and volunteers

8. What constitutes child abuse and neglect?

9. Early Help

10. Responding to disclosures from children and ENCOMPASS: guidance for staff

11. Reporting concerns

12. Monitoring of children subjected to a CP plan

13. Children with Special Educational Needs and Disabilities

14. Follow-up support of vulnerable children

15. Welcoming other professionals

16. Off-site visits

17. Photography and images

Appendix 1: Flowchart ‘Allegations against adults’ – Early Years

Appendix 2: What to do if you think a child is being abused 2015

Appendix 2a: Prevent Factsheet – staff and volunteers

Appendix 2b: Prevent Factsheet – managers and committee

Appendix 2c: Female Genital Mutilation

Appendix 2d: Private Fostering

Appendix 3: Child welfare and Child protection concern record

Appendix 4: Overview sheet

Appendix 5: Flowchart ‘What to do if you’re worried a child is being abused/neglected’

Appendix 6: WSCB Case Resolution Protocol for professionals with child protection or child welfare concerns

Appendix 7: Flowchart ‘Children affected by Domestic Abuse’

Appendix 7a: Factsheet ‘Domestic Abuse and its impact on children’

Appendix 8: Daily Concerns and Observations record

Appendix 9: Chronology of Concerns

Appendix 10: Wiltshire MASH interagency referral form

Appendix 11: Safeguarding overview matrix

Appendix 12: WSCB Allegations Management policy

Appendix 13: WSCB What to do if you are worried a child is being abused policy

Appendix 14: Information sharing advice

Appendix 15: Disqualification under the Childcare Act 2006

Appendix 16: WSCB Factsheet – Working with difficult and distracting parents

Appendix 17: Keeping children safe in education 2018

Appendix 18: Bruising and Injuries on non-mobile children

Appendix 19: Wiltshire safeguarding Records Management, Retentions and Transfers

Appendix 20: Wiltshire Safeguarding Plan

This policy should be read alongside all other policies governing Allsorts.

Allsorts’ staff are advised to maintain an attitude of ‘it could happen here’ as far as safeguarding is concerned. When concerned about the welfare of a child, staff members should always act in the interest of the child.

Settings do not operate in isolation. Safeguarding is the responsibility of all adults and especially those working or volunteering with children. The setting aims to help protect the children in its care by working consistently and appropriately with all agencies to reduce risk and promote the welfare of children. All professionals work within the same safeguarding procedures.

**1. Purpose of the policy**

* To raise the awareness of all staff of the importance of safeguarding children and of their responsibilities for identifying and reporting actual or suspected abuse
* To ensure children and parents are aware that the setting takes the safeguarding agenda seriously and will follow the appropriate procedures for
* identifying and reporting abuse and for dealing with allegations against staff
* To promote effective liaison with other agencies in order to work together for the protection of all children
* To support children’s development in ways which will foster security, confidence and independence
* To integrate a safeguarding curriculum within the existing activities allowing for continuity and progress through all developmental stages
* To take account of and inform policy in related areas such as bullying and e- safety

There are three main elements to the safeguarding policy:

1. PREVENTION(positive and safe environment, careful and vigilant teaching, accessible support to pupils, good adult role models).

2. PROTECTION(agreed procedures are followed, staff are trained and supported to respond appropriately and sensitively to safeguarding concerns).

3. SUPPORT(to children, who may have been at risk of significant harm and

the way staff respond to their concerns and any work that may be required).

**2. Child Protection procedures and guidelines**

**What is Child Protection?**

Child Protection is one very important aspect of safeguarding. It refers to the activity which is undertaken to protect specific children who are suffering, or at risk of suffering, significant harm. Safeguarding, in addition to child protection, encompasses issues such as pupil health and safety, bullying/cyber-bullying, appropriate medical provision. These areas have specific policies and guidance which should be read in conjunction with this document.

**What is significant harm?**

The Children’s Act 1989 introduced the concept of significant harm as the threshold that justifies compulsory intervention by statutory agencies in family life in the best interests of children. There are no absolute criteria on which to rely when judging what constitutes significant harm. Sometimes it might be a single traumatic event but more often it is a compilation of significant events which damage the child’s physical and psychological development. Decisions about significant harm are complex and require discussion with the statutory agencies.

**Responsibilities**

The responsibility for child safeguarding falls on everybody who is employed at the setting. All adults who work at Allsorts are expected to support the Child Protection Policy, with overall responsibility falling upon the Committee. All staff, including volunteers, have a statutory obligation to report to the Designated Safeguarding Lead (DSL) if there is suspicion of abuse/neglect of a child or if a child discloses abuse or allegations of abuse.

We will follow the child protection procedures set out by the Wiltshire Safeguarding Children Board and will have regard to statutory guidance issued by the Department for Education *Statutory Framework for the Early Years Foundation Stage.*

The Designated Safeguarding Lead (DSL)is a senior member of staff designated to take lead responsibility for:

* Managing all child protection issues (Chair of Committee leads on allegations against staff)
* Keep secure child protection plans, write records and reports
* Child protection policy and procedures: lead in evaluation, review and revision, ensure available to staff and parents
* Induction of staff and volunteers/staff training/ensure staff are aware of safeguarding policy and procedure
* Providing advice, information and support to other staff/adults in the setting on safeguarding issues
* Understand (and participate in) early help assessments and process for early help
* Liaising with the local authority and local safeguarding children board
* Working in partnership with other agencies; referrals and support; information sharing
* Ensure a culture of listening to children and taking account of their wishes and feelings.

The Designated Safeguarding Lead is Laura Woods (Manager).

The deputy Designated Safeguarding Lead is Michelle Dodd (Deputy).

In the absence of the Designated Safeguarding Lead, the deputy Designated Safeguarding Lead may contact the Child Care Officer (Wiltshire Council) or the Children’s Centre in Royal Wootton Bassett for support to make appropriate arrangements in dealing with Safeguarding matters.

The Designated Safeguarding Lead and deputy Designated Safeguarding Lead understand LSCB procedures and attend relevant training to refresh their knowledge.

**3. Safer Recruitment**

Allsorts Pre-school is committed to safeguarding children and providing a supportive working environment for staff members. Our Safer Recruitment procedures provide the guide for planning, monitoring and undertaking recruitment and take account of the Disqualification under the Childcare Act 2006.

**4. Staff training and induction**

* The DSL will attend safeguarding training at least once every three years, attend safeguarding forums and keep up to date with recommendations from serious case reviews, changes to national and WSCB policy and guidance.
* The whole-setting staff group will receive safeguarding training at least every three years with annual up-dates and notifications of any necessary changes, reminders being made available as required.
* All new staff, volunteers and governors will receive Safeguarding induction to ensure understanding of the safeguarding policy.
* The CP policy and Code of Conduct will be provided to all staff –including temporary staff and volunteers- on induction.
* 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 LSCB thresholds of significant harm and understand how to access services for families, including for those families who are below the threshold for significant harm.
* 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.
* All staff understand what Allsorts Pre-school 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 mobile phones and smart watches), Whistleblowing, dignity at work and children showing aggression towards other children.
* All staff understand the additional vulnerabilities that arise from special educational needs and/or disability, plus inequalities of race, gender, language, religion, sexual orientation or culture.
* All staff 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 parents’ learning disabilities.
* All staff are aware that adults can also be vulnerable and know how to refer adults, who are in need of community care services.
* All staff are aware that they can contact the organisation Public Concern at Work , Tel. 02031172520 for advice relating to whitstleblowing, or the NSPCC Whistleblowing hotline, Tel. 0800 0280285.

**5. Safer working practice**

Safe working practice ensures that children are safe and that all staff, volunteers and committee members:

* Are responsible for their own actions and behaviour and should avoid any conduct which would lead any reasonable person to question their motivation and intentions
* Work in an open and transparent way
* Work with other colleagues where possible in situations open to question
* Discuss and/or take advice from management over any incident which may give rise to concern
* Record any incident of decisions made
* Apply the same professional standards regardless of gender, race, disability or sexuality
* Be aware of confidentiality policy
* Are aware that breaches of the law and other professional guidelines could result in criminal or disciplinary action being taken against them.
* Are familiar with our Social Networking policy, which has regard to the WSCB Social Networking policy.

Volunteers must be:

* + aged 17 or over (with the exception of school work experience pupils)
	+ 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.

**6. Staff behaviour**

Adults have a crucial role to play in the lives of children. The guidance set out in our Code of Conduct is intended to help adults establish the safest possible learning and working environment which safeguards children and reduce the risks for adults of being falsely accused of improper/unprofessional conduct.

**Responsibilities**

Staff are accountable for the way in which they: exercise authority; manage risk; use resources; and safeguard children.

* All staff have a responsibility to keep children safe and to endeavour to protect them from abuse (sexual, physical and emotional), neglect and safeguarding concerns. Children have a right to be safe and to be treated with respect and dignity. It follows that trusted adults are expected to take reasonable steps to ensure their safety and well-being. Failure to do so may be regarded as professional misconduct.
* The safeguarding culture of a setting is, in part, exercised through the development of respectful, caring and professional relationships between adults and children and behaviour by the adult that demonstrates integrity, maturity and good judgment.
* The public, local authorities, employers and parents/carers will have expectations about the nature of professional involvement in the lives of children. When individuals accept a role working in a setting they should understand and acknowledge the responsibilities and trust involved in that role.
* Employers have duties towards their employees and others under Health and Safety legislation which requires them to take steps to provide a safe working environment for staff. Legislation also imposes a duty on employees to take care of themselves and anyone else who may be affected by their actions or failings. An employer’s Health and Safety duties and the adults’ responsibilities towards children should not conflict. Safe practice can be demonstrated through the use and implementation of these guidelines.

**7. Managing allegations against staff and volunteers**

We refer to the WSCB policy ‘Managing Allegations Against Staff and Volunteers’ and the corresponding flowchart which is included in Appendix 1.

Any report of concern about the behaviour of a member of staff or volunteer, or allegation of abuse against a member of staff must immediately be reported to the Manager who must refer to the appropriate designated officer(s) from the local authority:

* **Wiltshire Local Area Designated Officer: 0300 456 0100**
	+ The Manager will ask the Designated Officer if OFSTED should be informed.
* Any concern or allegation against the Manager will be reported to the Chair of Committee without informing the Manager.
* The Manager will inform the Early Years Childcare Officer and will ask the Office Manager to inform the insurance.
* The Manager will record the incident by:
	+ Completing the complaints books
	+ Entering the incident on the Complaints overview matrix in the Safeguarding Records folder
	+ Compiling written statements, information from the Observations and Concerns forms, and other records of the investigation

Any allegation of abuse will be dealt with in a fair and consistent way that provides effective protection for the child and at the same time supports the person who is the subject of the allegation. In some circumstances the member of staff will, without prejudice, be asked to take a period of paid leave pending the results of the investigation.

Allsorts will make every effort to maintain confidentiality and guard against unwanted publicity while an allegation is being investigated or considered. Malicious allegations against staff will be investigated and dealt with by the Manager and, if appropriate, the Committee.

**If you have concerns about a colleague**

If staff members have concerns about another staff member or volunteer than this should be referred to the Manager. Please refer to the “Allegations about staff” flowchart. Where there are concerns about the Manager this should be referred to the Chair of Committee.

Staff who are concerned about the conduct of a colleague may worry that they have misunderstood the situation and they will wonder whether a report could jeopardise their colleague’s career. All staff must remember that the welfare of a child is paramount. The setting’s whistle blowing policy enables staff to raise concerns or allegations in confidence and for a sensitive enquiry to take place.

When the allegation has been dealt with, the Manager, with the help of other members of staff, will review the relevant policies and procedures and, if necessary, will write an action plan with changes that need to be implemented as a result.

**8. What constitutes child abuse and neglect?**

All adults who work or volunteer with children should be able to identify concerns about child abuse. The five types of abuse are:

1. Physical abuse
2. Emotional abuse
3. Sexual abuse
4. Neglect
5. Domestic Abuse

Allsorts recognises other safeguarding issues:

Child Sexual Exploitation, Female Genital Mutilation, bullying (including cyber-bullying and prejudice based bullying), peer on peer abuse, substance misuse and drug abuse, domestic violence, drugs, fabricated or induced illnesses, faith abuse, forced marriage, gangs and youth violence, gender-based violence/violence against women and girls, mental health, radicalisation, extremism, sexting and accessing pornography, teenage relationship abuse, trafficking, poor parenting (particularly in relation to babies and young children) and other issues which pose a risk to children, young people and vulnerable adults.

The setting will endeavour to identify and act upon any forms of abuse according to our procedures.

For more information, including definitions, indicators and other safeguarding issues, please refer to Appendix 2 and 2a.

**9. Early Help**

The *Revised Multi-Agency Thresholds for Safeguarding Children (December 2014)* document aims to inform settings and other agencies about the suitable action to take when a child has been identified as making inadequate progress or having an unmet need. At Allsorts, whenever possible, we will ensure that early intervention is actioned via a referral to Early Help as soon as the criteria are met, to prevent situations to escalate into larger problems. The document can be found on the Wiltshire Safeguarding Children Board (WSCB) website.

**Early Help Single Point of Entry: 01225 718230**

Therefore, the setting will consider the following:

* Undertake an assessment of the need for early help
* Refer to early help services e.g. Children’s Centre, family outreach worker, breakfast club

**10. Responding to disclosures: guidance for staff**

a) Responding to a disclosure from a child:

* **Create a safe environment**
	+ Take the child to a private and safe place if possible
	+ Stay calm
	+ Reassure the child and stress that he/she is not to blame
	+ Tell the child that you know how difficult it must have been to confide in you
	+ Listen to the child and tell them that you believe them and are taking what is being said seriously
	+ Tell the child what you are going to do next after the disclosure
* **Be honest**
	+ Do not make promises that you cannot keep
	+ Explain that you are likely to have to tell other people in order to stop what is happening
* **Record on the appropriate form exactly what the child has said to you as soon as possible and include the following into the form:**
	+ Child’s name, address, date of birth
	+ Date and time of any incident
	+ What the child said and what you said
	+ Your observations e.g. child’s behaviour and emotional state
	+ The Child Welfare and Child Protection Concern Sheet are included in Appendix 3. An overview sheet is also available for quick reference; refer to Appendix 4 for further details.
* **Be clear about what the child says and what you say**
	+ Do not interview the child and keep questions to a minimum.
	+ Encourage the child to use his/her own words and do not try to lead them into giving particular answers
* **Maintain confidentiality**
	+ Only tell those people that it is necessary to inform
* **Do not take sole responsibility**
	+ Immediately consult your Designated Safeguarding Lead so that any appropriate action can be taken to protect the pupil if necessary
	+ The Designated Safeguarding Lead will consider the information and

decide on the next steps.

b) Responding to a disclosure via ENCOMPASS

Encompass disclosures are received by email from the Police/MASH at the beginning of the day to inform our setting about a domestic abuse incident where a child has been affected.

* Print the email
* Consider the information on the email and whether it requires further action. There will be a named contact and telephone number on the ENCOMPASS email, for further information.
	1. There is no need for a referral to MASH as they will be aware **but** MASH can be contacted for advice and to see if further actions are required (such as referral to the Children’s centre).
	2. Refer to the domestic abuse flowchart for thresholds.
	3. Offer overt and silent support to the child and the adult victim.
	4. Record the ENCOMPASS email and actions taken on the ENCOMPASS matrix in the Safeguarding Records folder.
	5. Record in the child’s records on the chronology of concerns and attach the ENCOMPASS email.

**11. Reporting concerns**

We will refer to the Statutory guidance ‘What to do if you’re worried a child is being abused’ and the corresponding WSCB flowchart.

For disclosures by children or where a member of staff has concerns about the welfare of a child:

* Relate any concerns immediately to the Manager (DSL) or in absence, a Deputy.
* Refer to the ‘What to do’ WSCB flowchart (Appendix 5) or the ‘Children affected by Domestic Abuse’ flowchart (Appendix 7)
* If you believe the child is at immediate risk of significant harm or injury, then you must call the police on 999.
* Record a short note of the concern on the Daily Concerns & Observations record (Appendix 8). Record what further action will be taken or the reasons for no further action taken. If further action is required:
	+ Complete Wiltshire council “Child Welfare and Child Protection concern record” (Appendix 3) ensuring that the record is detailed and precise, including recording reasons for decisions made.
	+ Fill in a Safeguarding Overview form (Appendix 4)
	+ If a Chronology of Concerns does not already exist in the child’s file, record the incident on a new “Chronology of Concerns” form. (Appendix 9)
	+ Enter the record on the Safeguarding Overview Matrix in the Safeguarding Records folder. (Appendix 11).
	+ The Manager will review the information and consider what further action if any is to be taken. A record of the reasoning for no further action will be recorded.

Where any adult in the setting has concerns about a child they should discuss these in the first instance with the DSL, or in their absence, the deputy. In exceptional circumstances, staff members can speak directly to Children’s Social Care (MASH).

Children’s Social Care professional consultation or referrals:

* Multi-Agency Safeguarding Hub (MASH): 0300 456 0108
* Out of hours: 0300 456 0100

Procedure for making a referral:

1. Telephone MASH on the above number
2. Complete and email Wiltshire Council Interagency Referral Form (Appendix 10)
3. Wait for MASH advice as to action will be taken

**Sharing Concerns with Parents**

The setting shares a purpose with parents to educate, keep children safe from harm and have their welfare promoted.

We are committed to working with parents positively, openly and honestly. We ensure that all parents are treated with respect, dignity and courtesy. We respect parents’ rights to privacy and confidentiality and will not share sensitive information until we have permission or it is necessary to do so to protect a child. Allsorts will share with parents any concerns we may have about their child unless to do so may place a child at risk of harm, or where it may hinder a police investigation.

We encourage parents to disclose any concerns they may have with Allsorts. We make parents aware of our Child Protection Policy which is also available on demand.

**Recording concerns**

When a concern about a child is raised by an adult in the setting, that person is responsible for making a written record of the disclosure as soon as possible after reporting it urgently to the DSL, or their deputy.

Discussions should be recorded on the child welfare and CP record form (Appendix 3), with details of the concern and any agreed action that is to be taken. The records must be signed and dated.

**Record keeping of child protection concerns**

The setting will:

* Keep clear written records of all child welfare and child protection concerns using the standard recording form, with a body map where injuries need to be noted (Appendix3), including actions taken and outcomes as appropriate.
* Ensure all child welfare and child protection records are kept securely, and in a secure location. The record must be signed and dated and kept securely in a file under the child name, away from the other records (medical forms, academic records etc.) The DSL is responsible for ensuring that concerns and discussions are written up properly and acted on appropriately.
* Ensure that all child protection records relating to a child who moves to another setting or school are passed on to the new school securely, promptly and separate from the main pupil file, with a copy being kept in this setting. Confirmation of receipt should be obtained. Child welfare records below the child protection threshold but with continuing relevance to the child’s wellbeing should also be transferred with parental consent.

**Information sharing –internal process**

Information concerning students at risk of harm will be shared with all members of staff on a “need to know” basis. The Designated Safeguarding Lead will make a judgment in each individual case about who needs and has a right to access particular information. We take account of the government advice in the Information Sharing: Advice for practitioners providing safeguarding services to children, young people, parents and carers 2018.

**12. Monitoring of children subjected to a CP Plan**

Children who are the subject of a Child Protection Conference will have either an agreed multi-disciplinary action plan or child protection plan. The DSL will attend planning meetings and core group specified in the plan and contribute to assessments and plans.

The setting recognises that children who are the subjects of abuse or who live in situations of domestic violence may exhibit distressed or challenging behaviour and may not be reaching their full academic potential. The setting will ensure that appropriate support is in place at the setting.

**13. 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 adults are expected to take extra care to interpret correctly apparent signs of abuse or neglect. Indications of abuse will be reported as for other pupils.

Wiltshire Council provides targeted support services for children and young people with Special Educational Needs and/or a Disability who need additional support with:

• Communication

• Learning and processing information

• Experiencing the world around them, including sensory difficulties

• Physical or medical conditions that affect their life and learning

• Coping with social and emotional challenges

The SEND service can be contacted on 01225 757 985.

**14. Follow-up support of vulnerable children**

We recognise that children who are abused or witness violence may find it difficult to develop a sense of self-worth. They may feel helplessness, humiliation and some sense of blame. The setting may be the only stable, secure and predictable element in the lives of children at risk. When attending the setting their behaviour may be challenging and defiant or they may be withdrawn. The setting will endeavour to support the children through:

* Key person
* The content of the activities
* The setting’s ethos which promotes a positive, supportive and secure environment and gives children a sense of being valued
* Liaison with other agencies supporting the child such as Children’s
* Social Care, Children’s Centres, the SEND team, etc. and where appropriate initiate and/or contribute to a CAF and Team Around the Child (TAC) meetings.

In order to create a culture of safety in the setting, Allsorts will ensure that safeguarding is a standing item on all committee meetings agendas.

**15. Welcoming other professionals**

Visitors with a professional role, such as social workers will have had the appropriate vetting checks undertaken by their own organisation. Any professionals visiting the setting should provide evidence of their professional role and employment details (an identity badge for example). If felt necessary, the setting will contact the relevant organisation to verify the individual’s identity. Professionals will complete signing in/out forms and wear an I.D. badge if required to do so.

**16. Off-site visits**

Appropriate risk assessments must be in place prior to any off-site visit taking place.

Safeguarding concerns or allegations will be responded to following the WSCB procedures (as above). The member of staff in charge of the visit will report any safeguarding concerns to the DSL and Manager, who will pass to Social Care if appropriate. In emergency the staff member in charge will contact the police and/or social care.

**17. Photography and images**

To protect children we will:

* Seek parental consent for photographs of children to be taken or published (for example, on our website or in newspapers or publications)
* Only use the setting equipment.
* The administrator of the setting’s facebook page has permission to use a personal smart phone to take and post photos to the facebook page with the purpose of advertising and fundraising for the setting. However:
	+ Such photos must not include children, unless express permission from the parents and Chair of Committee have been granted.
	+ Any photos taken must be deleted from the personal smart phone immediately after posting.
	+ The administrator of the facebook page agrees to allow the Chair of the Committee to inspect the personal smart phone for photos taken on request.
* Only take photos and videos of children to celebrate achievement
* Use only the child’s first name with an image
* Ensure that children are appropriately dressed
* Encourage children to tell us if they are worried about any photographs that are taken of them.

Consider making a statement related to events where parents are taking photographs of children that these are to be for personal use only (these are not to be shared on social media for example).

**Policy review**

The Committee will undertake an annual review of the setting’s Child Protection Policy and procedures and remedy any deficiencies and weakness found without delay.

This policy was adopted by Allsorts Pre-School & Nursery on 21st October 2019 and will be reviewed within 12 months.

Chair \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_