



Bevan Lodge Community Pre-School CIO

Safeguarding Children/Child Protection Policy

Statement of intent

Our pre-school works with children, parents, carers and the community to ensure the safety of children and to give them the very best start in life. The child's welfare, safety and happiness are always our first concern. This is our overriding aim for all the children in our care and is our first priority.

Aims

Our aims are to:

- provide a safe, secure environment with supportive and trusted adults, to ensure that the children's needs are met and they are able to develop and learn;
- recruit carefully selected staff and volunteers who are appropriately trained, managed and supported in all aspects of their work;
- encourage children to develop a positive self image, regardless of race, language, religion, culture, home background or ability;
- help 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;
- enable children to have the self confidence and the vocabulary to resist inappropriate approaches;
- work with parents/carers to build their understanding of and commitment to the welfare of all our children;
- respond quickly and appropriately to concerns or allegations brought to us of suspected abuse and neglect.

The legal framework for this work is:

The Childcare Act 2006

The Rehabilitation of Offenders Act 1974

The Children Act 1989

Human Rights Act 1998

Data Protection Act 2018

EU General Data Protection Regulation (GDPR)

Safeguarding Vulnerable Groups Act 2006

The Children Act 2004 (Every Child Matters)

Information Sharing - practitioners' guide (HM Government, 2018)

Working together to Safeguard Children 2018

Statutory Framework for the Early Years Foundation Stage 2021

What to do if you are worried a child is being abused 2015

The Counter-Terrorism and Security Act 2015

Keeping Children Safe in Education 2021

Criminal Justice/Court Services Act 2000

Sexual Offences Act 2003

Female Genital Mutilation Act 2003

4LSCB and single agency procedures

The Protection of Children Act 1999

Adoption and Children Act 2002

Prevent Duty Guidance Updated April 2021

General methods for safeguarding children

Safeguarding children in our care means considering all aspects of our work that keep them safe and minimises the risk of harm and accidents. The following policies and procedures are all key to this work and should be read in conjunction with this policy:

Advice and Guidelines for Parent Helpers, Students and Visitors

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| Accident and Emergency Procedure | Lost Child Procedure |
| Administration of Medicines Procedure | Lock Down Policy |
| Behaviour Management Policy | Parental Involvement Policy |
| Complaints Procedure | Procedure for Releasing Children at the End of Sessions |
| Confidentiality Procedure, including: | Restrictive Physical Intervention Policy |
| Confidentiality form | Settling in Policy |
| Coronavirus policy | Special Educational Needs Policy |
| Emergency Plan to Safeguard Children | Staffing and Employment Policy |
| Equality and Diversity Procedure | Safeguarding - use of mobile phones and cameras |
| Equipment and Resources Policy | Online safety - Acceptable use |
| Fire Risk Assessment Policy and Procedure | Safeguarding - E safety |
| Fire Safety/Evacuation Procedure | Whistle Blowing Policy |
| Food and Drink Policy | |
| Health and Safety Policy | |
| Non-collection of Children Policy | |
| Outing Policy | |

Staffing and volunteering

Our named Designated Safeguarding (DSL), who coordinates child welfare issues is: **Ginny Rosser**

- Our DSL is either on the premises or available on the telephone at all times the setting is open.
- We provide adequate and appropriate staffing resources to meet the needs of children.
- We try to ensure, wherever possible, that there are 2 members of staff in an area with the children to protect both child and adult alike.
- The DSL 'Safeguarding for all Supervisory Staff in childcare settings' every two years and all other staff attend at least basic safeguarding training (online Effective Safeguarding) which is revised and updated through attending or completing online Level 3 Safeguarding course - Safeguarding for all staff in Child care settings.
- A member of the management committee is designated as Safeguarding Officer and undertakes e-learning such as the Hampshire Safeguarding Children Partnership (HSCP) Safeguarding Children E-Learning Basic Awareness Course.
- Safeguarding is an agenda item at all management committee and staff meetings.
- Staff have a supervision meeting with a manager at least once termly. The priority at this meeting is to give the staff member opportunity to raise any concerns about their own or other's practice, or about the welfare of any children at the setting.
- We recruit staff in accordance with the safer recruitment guidance as set out by Hampshire County Council (HCC) and Ofsted. A manager undertakes appropriate training to ensure the guidance is followed.
- Applicants for posts within the pre-school are clearly informed that the positions are exempt from the Rehabilitation of Offenders Act 1974 and are required to make a self-disclosure of any convictions, cautions, court orders, reprimands and warnings which may affect their suitability to work with children. Successful applicants undergo a Disclosure and Barring Service (DBS) check,

before posts can be confirmed. Where applications are rejected because of information that has been disclosed, applicants have the right to know and to challenge incorrect information.

- Staff are required to subscribe to the DBS updating service. The safeguarding lead will check every staff member's DBS status online at least once a term. All staff are required to complete a Self-Disclosure Update form at the time of their annual appraisal to record that they have had no convictions, cautions, court orders, reprimands and warnings since their previous disclosure, that no person living in their home or employed to work in their home is disqualified from working with children (disqualification by association) and that they do not have any dependents who are subject to a child protection order. This is reviewed at subsequent supervision meetings during the year.
- Regular volunteers at pre-school sessions and members of the management committee are required to complete a DBS check, and students aged 17 or older, on placements from colleges are required to provide details of their DBS check undertaken by their college. The suitability of students aged 16 or under is vouched for by their school or college. All regular volunteers, committee members and students are also required to complete the Self Disclosure Update Form when they first start their period of volunteering and annually thereafter.
- Volunteers do not work unsupervised.
- We abide by the Protection of Children Act 1999 and Safeguarding Vulnerable Groups Act 2006 in respect of any person who is dismissed from our employment, or resigns in circumstances that would otherwise have led to dismissal for reasons of child protection concern.
- Our LP attends Safeguarding Provider briefings (run by HCC) termly.
- This policy and the procedures for reporting and recording concerns are shared with staff and volunteers.

Pre-school Premises

- The pre-school premises are subject to an annual risk assessment and fire risk assessment.
- Daily and weekly safety checks of the premises and equipment are carried out by staff.
- We have procedures for recording the details of visitors to the pre-school.
- We take security steps to ensure that we have control over who comes into the pre-school so that no unauthorised person has unsupervised access to the children.
- The layout of the rooms allows for constant supervision. Where children need to spend time away from the rest of the group, the door is left ajar and a member of staff is assigned to this child to ensure their safety whilst the child has time to be alone.

Curriculum

- We introduce age-appropriate elements of child protection into our curriculum, so that children can develop understanding of why and how to keep safe.
- We create within the pre-school a culture of value and respect for the individual.
- We introduce appropriate health and safety procedures to the children, including: safe use of equipment and resources, safety procedures, chances to explore and judge risk within their play.

Use of mobile phones and cameras (See Safeguarding use of Mobile phones and cameras policy)

Aim: at Bevan lodge pre-school we ensure procedures are in place to protect our children from unacceptable use of mobile phones, cameras and other technology devices in our setting.

- Staff are not permitted to use any personal photographic equipment on pre-school premises. This includes mobile phones, interactive smart watches, cameras and video cameras. Except in exceptional circumstances with the permission of a manager, personal mobile phones must be stored in bags or staff drawers whilst in contact with the children. (refer to safeguarding- Use of Mobile phones and cameras policy)

- The above also applies to parents/carers, the management committee, students, volunteers and other visitors to pre-school.
- On occasions, a member of staff or the management committee may be given permission by the manager to use their own photographic equipment for a specific purpose e.g. publicity photographs, fundraising products. In this instance, the manager will view all the photographs taken before the camera is removed from pre-school.
- Parents/carers are permitted to use personal photographic equipment at special pre-school events e.g. concerts, fun days, sports days. Images recorded in this way must be for their own personal use and must not be shared on internet and social networking sites.
- When children join Bevan Lodge, written permission is obtained from parents/carers for photographs/videos to be taken by staff, and for photographs to be published on the pre-school website. Additional permission is sought from parents/carers for photographs to be used for specific purposes, e.g. student observations, publicity material.

Methods for child protection

Abuse of children can take different forms - physical, emotional, sexual and neglect. Child protection is specifically about protecting children from this abuse, and responding to concerns, suspicions and allegations of abuse and neglect. All our procedures dealing with this area follow the guidance and procedures from Hampshire Safeguarding Children Partnership.

Definitions of Abuse

The 1989 Children Act recognises four categories of abuse:

Physical Abuse --- actual or likely physical injury to a child, or failure to prevent physical injury.

Physical harm may also be caused when a parent or carer fabricates the symptoms of or deliberately induces illness in a child.

Sexual Abuse --- actual or likely sexual exploitation of a child or adolescent, whether or not the child is aware of what is happening. The child may be dependent or developmentally immature. Sexual abuse also includes non---contact activities, such as involving children in looking at or in the production of sexual images.

Emotional Abuse --- severe or persistent emotional ill treatment or rejection likely to cause adverse effect on the emotional and behavioural development of a child. It may involve seeing or hearing the ill---treatment of another. 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, or the failure to protect a child from exposure to any kind of danger, resulting in the significant impairment of a child's health or development, including failure to thrive.

Historical Abuse

There may be occasions when a child will disclose abuse (either sexual, physical, emotional or neglect) which occurred in the past. This information needs to be treated in exactly the same way as a disclosure of current child abuse. The reason for this is that the abuser may still represent a risk to children now.

Domestic Abuse

Staff may be working with children experiencing violence at home. Children experiencing this may demonstrate many of the below symptoms. Staff will need to treat them sensitively, record their concerns and consider informing Social Care.

Female Genital Mutilation (FGM)

Definition of FGM

"Female Genital Mutilation (FGM) comprises of all procedures involving partial or total removal of the external female genitalia or other injury to the female genital organs whether for cultural or non---therapeutic reasons" (World Health Organisation-1997)

"FGM is considered child abuse in the UK and a grave violation of the human rights of girls and women. In all circumstances where FGM is practised on a child it is a violation of the child's right to life, their right to their bodily integrity, as well as their right to health. The UK Government has signed a number of international human right laws against FGM, including the Convention on the Rights of the Child". Female circumcision is illegal in the UK and it is an offence to take UK nationals abroad to aid, abet or carry out FGM.

All agencies have a statutory responsibility to safeguard children from being abused through FGM. If there are concerns that a girl is at risk of FGM this is a child protection issue and must be documented and reported to First Response and or the police.

Some warning signs that **MAY** indicate a girl is at risk of FGM include:

- Parents requesting an extended leave from school on top of school holidays
- If a girl comes from a country that has high prevalence of FGM
- Mother and other siblings have already undergone FGM
- Child may indicate that they are going for a special event

For more information on this topic, see the online South West Child Protection Procedures or the contact the NSPCC.

Contact details in the appendix.

Breast Ironing

Definition of Breast ironing:

Breast ironing is one of five UN defined 'forgotten crimes against women'. It is a practise whereby the breasts of girls typically aged 8-16 are pounded using tools such as spatulas, grinding stones, hot stones, and hammers, to delay the appearance of puberty. Breast ironing is often carried out by the girl's mother with the belief that she is: Protecting her daughter from sexual harassment and / or rape Preventing the risk of early pregnancy by "removing" signs of puberty preventing her daughter from being forced into marriage, so she will have the opportunity to continue with her education

Breast ironing is a cultural custom originating in Cameroon, where up to 24% of girls are believed to have experienced it. It is also practiced in other nations such as: Ginea-Bissau, Chad, Togo, Benin, Guinea.

However, there are indications that the tradition has now spread to Central and West African Diaspora living within the UK. Around 1,000 9-15-year-old girls in the UK are currently thought to be at risk of breast ironing It is currently unknown how many girls are at risk from breast ironing in Hampshire

According to a UN report, 58% of perpetrators are the victims' own mothers

Breast ironing is often a well-kept secret between the girl and her mother. This can make it difficult for professionals to identify. Care must be taken to navigate the deep-seated cultural belief and familial sensitivity of this practice. Many girls will not disclose that they are a victim of breast ironing for fear that their mother will get into trouble; or they believe it is being done for their own good.

Some signs that a girl is at risk from breast ironing include:

Unusual behaviour after an absence from school or college including depression, anxiety, aggression, becoming withdrawn. Reluctance in undergoing medical examinations. Some girls may ask for help, but may not be explicit about the problem due to embarrassment or fear. Fear of changing for physical activities due to scars showing or bandages being visible

Like other forms of FGM, breast ironing is an extremely painful process for the victim. Contrary to the beliefs of its proponents, breast ironing does not decrease the likelihood of its victims experiencing sexual violence or becoming sexually active. Many Cameroonian men have been unaware that the practice exists until recently, due to the growth in campaigns to tackle the issue. The process of breast ironing combined with insufficient aftercare leaves young girls exposed to significant health risks, such as:

Cysts and lesions

Breast cancer

An inability to produce breast milk

Complete or partial eradication of single or both breasts

There is currently no known research on the effects on the psychological wellbeing of victims.

The practice of breast ironing is not explicitly covered under legislation.

However, it is understood by the Government to be physical abuse.

If you are concerned that a child you know is at risk of breast ironing:

In an emergency contact the Police; 999 or 101

Or contact Children's Services on **0300 555 1373**

Honour Based Violence

Honour-based violence (HBV) is the term used to refer to a collection of practices used predominantly to control the behaviour of women and girls within families or other social groups in order to protect supposed cultural and religious beliefs, values and social norms in the name of 'honour'.

For example, HBV may be committed against people who:

Become involved with a boyfriend or girlfriend from a different culture, religion or caste;

Want to escape an arranged or forced marriage

Have adopted Westernised dress or take part in activities, which may not be considered traditional within a particular culture

Women and girls are the most common victims of HBV. However, it can also affect men and boys. Crimes committed in the name of honour may include: assaults, disfigurement, versions of sati (burning), sexual assault and rape, forced marriage, dowry abuse, female genital mutilation, kidnap, false imprisonment, stalking.

In the most extreme cases, people are killed because their actions are thought to be dishonourable.

Honour based crime may not involve violence.

It can also include:

Psychological abuse

Written or verbal threats

Abusive phone calls, emails and messages

Victims may also be 'cast out' by their family and community with very little support. This is high risk those who have no access to any money or financial support. Culture teaches victims that they will not survive without their family and community and many victims believe this as they have no life experience (and in many cases are not allowed to gain life experience) to prove this notion false. The people who commit HBV are usually family members or friends within the same community. HBV is under-reported because those at risk can feel tied by family or community loyalty or are too distressed to speak out.

Due to the complexity of issues surrounding HBV, it is important for professionals to understand the psychology of the perpetrators. Perpetrators of HBV often use honour as an excuse and try to control a victim in any way possible under the guise of cultural standards. Whole communities make this system work by creating a sense of respect for those who are in control. Failing to control their wives or children may therefore actually confer a feeling of shame on the part of the perpetrator - so the feeling of shame may well be real for the perpetrator. The perpetrator, to 'save face' threatens or commits acts of violence in order to control their wives/children in order to prove to the community that they are worthy of respect. Mothers can be guilty of the same behaviour against their children for the same reasons - they are culturally conditioned to believe they have failed as a mother if their child is disobedient. Many perpetrators have convinced themselves that they are only doing their duty as a good parent or member of the community.

Signs and Symptoms

Social relationships have narrowed

Suspected perpetrator makes all the rules and the victim has no say in his/her own life

Extreme restrictions on movement and contact with others

Victim shows signs of fear

Victim has been injured

Victim is withdrawn

Victim may excel in school work or employment as symbols of freedom

5 Best Practice Tips for working with victims of HBV:

Listen to what the individual is saying about their needs.

Don't use family members, community leaders, friends, etc. as interpreters.

Speak to the person alone. They may be influenced by others to say something they don't mean

Ensure completion of a thorough risk assessment and remember the 'one chance' rule. Many potential victims of forced marriage may only have one chance to speak to a professional before it is too late

Mediation, reconciliation and family counselling as a response to forced marriage and honour based violence can be extremely dangerous

What to do/ Places to contact

Under UK law, HBV is a breach of the victim's human rights and a form of domestic abuse. If you are concerned that a child you know is at risk of HBV:

In an emergency contact the Police; 999 or 101

Or contact Children's Services on **0300 555 1373**

Confidentiality and Appropriate Disclosure of Information. Confidentiality is crucial to all our relationships, but the welfare of the child is paramount. The law does not allow anyone to keep concerns relating to abuse to themselves.

Therefore, confidentiality may not be maintained if the withholding of information will prejudice the welfare of the child.

- All information that has been collected on any child will be kept locked and secure and access will be limited to the appropriate staff, management and relevant agencies.
- In the event of an investigation, it is essential that no information on child protection concerns relating to a child are disclosed inappropriately. Any such leaks could have serious consequences for both the child concerned and any investigation.
- If uncertain about what information may be shared, take advice or refer to SFYC
- Whilst parents / carers have the right to see any records kept on their child, this might not always be appropriate and should not put the child or yourself at risk.
- It is very important that only those who need to know, actually know, to avoid rumour and gossip that could affect the child, parent / carer and the group.

Vulnerable Children

These groups of children are recognised as vulnerable and as such may need additional support or be at risk of harm:

- Disabled children
- Looked after children
- Children with a child protection plan
- Children from a family with a history of substance abuse
- Children from a family with a history of domestic abuse
- Children whose parents have a mental illness
- Children whose parents have learning difficulties
- Children living in poverty
- Children whose families are living in social isolation e.g. asylum seekers, separation/family breakdowns

Early Interventions

Where we have concerns over a child's welfare or a family situation which may impact on the child's wellbeing, we talk to parents/carers and if appropriate, refer them to services which offer support. This may involve instigating the Early Help process to initiate a multi-agency response to concerns. To

establish whether it is appropriate to begin the Early Help process, we complete the Early Help Checklist. If it is appropriate, we complete an online Inter-agency referral form or contact the Children's Social Care Professional helpline to establish the Early Help level most appropriate to support the child and their family.

Recognising Abuse

Recognising abuse is one of the first steps in protecting children and young people. There could be signs or behaviour that make you feel concerned. All staff should be alert to the following types of behaviour in the children:

- Becoming excessively aggressive, withdrawn or clingy.
- Seeming to be keeping a secret.
- Significant changes in children's behaviour.
- Deterioration in children's well-being
- Unexplained bruising, marks or signs of possible abuse or neglect.
- Unreasonable fear of certain people or places.
- Acting out in an inappropriate way perhaps with adults, other children, toys or objects.
- Children's comments which give cause for concern, e.g.: inconsistent explanations of bruising, injuries or burns.
- Sexually explicit language or actions.

Staff should be equally vigilant regarding signs relating to disabled children and not automatically assume that any of the above relates to their impairment.

Not all concerns about children or young people relate to abuse, there may well be other explanations. It is important to keep an open mind and consider what you know about the child and their circumstances.

If you are worried, it is not your responsibility to investigate and decide if it is abuse. It is your responsibility to act on your concerns and do something about it.

Reporting and recording suspicions of abuse and disclosures

Anyone connected with the pre-school who has cause for concern about the safety or treatment of a child should report these concerns immediately to our named LP

The person reporting a concern must make a record of:

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

These records are signed by the person reporting the concern and the LP, and dated and kept in a confidential file, separate from the child's registration file.

Where a child or an adult makes a disclosure to a member of staff, that member of staff will:

- not make any promises to keep the information secret;
- offer reassurance to the individual;
- give reassurance that she or he will take action;
- make a record of the disclosure, including the information listed above.

The member of staff will not question the child or adult or put words in their mouth.

Forms are provided for recording concerns, observations and disclosures (*Orange form: Record of an observation or disclosure giving concern about the safety or treatment of a child*). These are to be used

when possible but if staff record notes in another form, these original notes are to be kept and attached to any subsequent record made.

Records are made as soon as possible after the incident or disclosure, if necessary before speaking to the DSL, and may form part of on-going monitoring of a child and their circumstances by the LP.

Responding to suspicions of abuse

- When a child is suffering from physical, sexual or emotional abuse, this may be demonstrated through changes in their behaviour, or in their play or through a direct disclosure from the child. Incidents of this sort which give cause for concern are reported and recorded as described above. Following this the DSL either seeks advice from the Hampshire Children's Services via the online Inter-agency referral form, or by contacting the professional helpline. They then follow any direction given by them or speaks directly to parents/carers to ascertain further details or explanation for the child's behaviour.
- At any time if there is any doubt about an explanation provided by a parent, the DSL will complete an online inter-agency referral form or phone the professional helpline for advice.
- When a child's behaviour and circumstances are being monitored and continue to give concern, the DSL will complete an online inter-agency referral form or phone the professional helpline for advice. Practitioners treat each case individually but advice is sought immediately if concerns escalate or if within a fortnight of raising issues with a parent, there is no positive change to the child's behaviour or circumstances.
- Where a child shows signs and symptoms of 'failure to thrive' or neglect, the DSL will discuss the situation with parents/carers and offer appropriate support and help (see Early Interventions, above). If concerns continue, a referral will be made to Hampshire Children's Services by completing an online inter-agency referral form or phone the professional helpline for advice. Children who fail to attend pre-school for an extended period of time with no explanation from parents/carers, are also subject to the above procedures.
- Where a non-independently mobile (NIM) child has bruising, we follow the '3B' protocol (baby-bruising-be concerned) and refer the case to Hampshire Children's Services by completing an online inter-agency referral form or phone the professional helpline for advice. Conversations with parents/carers will be recorded as part of the record keeping in all cases of suspected abuse or neglect.
- If an act of female genital mutilation appears to have been carried out on a girl, the above procedures are followed to record and report the concern, and subsequently, as required by the law, the concern is reported to the police.

The Referral Process

If the DSL wants to report a case of abuse or seek professional advice about a child, she contacts Hampshire Children's Services, immediately online completing an Inter-agency referral form (IARF) www.hampshiresafeguardingchildrenboard.org.uk/report-aconcern . Complete the online form and await a response via e mail. If you need immediate support for a significant concern , contact the professional line number shown at the end of this policy or the police on 999 or 101. The DSL will take any immediate action advised by the Inter-agency referral team recording all information with the child's safeguarding records. The procedures which are followed when concerns are referred are detailed in the Department of Health's guidance books and flow charts which are attached with this policy and displayed in the pre-school.

If the DSL believes a child to be in immediate risk of harm, she may make the referral directly to the Professional Line or the local police. An emergency plan is in place to help staff respond to immediate

danger and threats to the children whilst in their care at pre-school (see attached and is reviewed with this policy.

Children subject to a child protection plan

We train and support suitable staff, possibly the key person, to attend child protection conferences for children we work with. If, following an initial child protection conference, a child protection plan is implemented for a child, we support staff to work with other professionals in the core group to write, implement and review the plan.

Confidentiality and record keeping

All records are kept confidential and shared only with those who need to know. Any information is shared under the guidance of the HSCP.

When a child transfers to another early years setting or to infant school, records of all concerns which have been investigated by children's services, child in need plans or child protection plans are transferred to the new setting. Where possible these should be handed directly to the lead practitioner for safeguarding, and both settings should sign a receipt to confirm the transfer of records.

Prevent duty

Early Years providers have a duty under Section 26 of the Counter-Terrorism and Security Act 2015 to have '*due regard to the need to prevent people from being drawn into terrorism*' (the *Prevent* duty). Even very young children may be vulnerable to radicalisation by others, whether in the family or outside, and display concerning behaviour. Our safeguarding procedures and policy provide a response to all safeguarding and child protection issues in the child's life at home or elsewhere, including the threat of being drawn into terrorism. If we have any concerns about a child or adult being radicalised or drawn into terrorism, we follow our usual procedures, as above, and contact the Children's Social Care professional helpline or the DfE Prevent Duty helpline for advice: 020 7340 7264

We also fulfil the *Prevent* duty by:

- Building children's resilience to radicalisation by promoting fundamental British values. The EYFS framework provides guidance on children's personal, social and emotional development: ensuring children learn right from wrong, mix and share with other children and value other's views, know about similarities and differences between themselves and others, and challenge negative attitudes and stereotypes.
- Working in partnership with children's families and developing trusting relationships between significant adults and pre-school staff.
- Developing knowledge and understanding of and respect for the beliefs, culture and views of the families we work with.
- Developing an understanding of the potential risk in the local area, in cooperation with other organisations and professionals, and the local authority.
- Providing staff with training that gives them the knowledge and confidence to identify children at risk of being drawn into terrorism, and to challenge extremist ideas which can be used to legitimise terrorism and are shared by terrorist groups.
- Ensuring children do not have access to terrorist and extremist material when accessing the internet.

Allegations against staff

- We ensure that all parents/carers know how to complain about staff or know how to raise concerns about the behaviour of staff or volunteers working with the children, which may include an allegation of abuse. A copy of our Complaints Procedure is displayed on our parent noticeboard and we provide parents/carers with a list of key policies when their child starts pre-school and refer them to our website where all the key policies are available to download
- We follow all the disclosure and recording procedures when investigating an allegation that a member of staff or volunteer has abused a child as if it were an allegation of abuse by any other person.
- Forms are provided for recording allegations against staff members (blue form: *Record of allegation against a member of pre-school staff*). These are to be used when possible but if staff record notes in another form, these original notes are to be kept and attached to any subsequent record made.

The DSL will contact the Local Authority Designated Officer (LADO) for Allegations by completing an online referral form. The LADO will be advised of all cases where it is alleged that a person in a position of trust has:

- behaved in a way that has harmed, or may have harmed, a child;
 - possibly committed a criminal offence against, or related to, a child; or
 - behaved towards a child or children in a way that indicated s/he is unsuitable to work with children.
- Following feedback via e mail or a telephone call with the LADO, the LP will decide whether to follow child protection procedures or disciplinary procedures or whether no further action and investigation is necessary.
 - The Hampshire SfYC Childcare Development co-ordinator is informed when a report is made to the LADO.
 - Ofsted are informed as soon as practicable, and within 14 days, when an allegation has been made against a member of staff or other person working on the premises. This includes allegations relating to harm or abuse committed on the premises or elsewhere.
 - Staff are aware that they may make a referral directly to the LADO, if they have concerns about anyone in a position of trust.
 - We co-operate entirely with any investigation carried out by Children's Services in conjunction with the police.
 - Our policy is to suspend the member of staff on full pay for the duration of the investigation; however, we will seek advice from the LADO before implementing this policy. Suspension is not an indication of admission that the alleged incident has taken place, but it is to protect the staff as well as the children and families through the process.

Disciplinary Action

Our Disciplinary and Grievance Procedure details the steps for internally disciplining, suspending or dismissing a staff member.

As a regulated activity provider (as defined by the Safeguarding Vulnerable Groups Act 2006) we will refer an employee to the Disclosure and Barring Service (DBS) if:

1. We have sacked them because they harmed a child or adult, or
2. We have sacked them because they might have harmed a child or adult otherwise, or
3. We were planning to sack them for either of these reasons, but the person resigned first

Applications for a DBS at Bevan Lodge Pre School are completed via CARE CHECK, DBS Applications: <https://www.carecheck.co.uk>

Staff are actively encouraged to subscribe to the updating service. The manager checks the updating service periodically with written permission from the individual beforehand. <https://www.gov.uk-dbs-check-application>

Government DBS Helpline Tel: 03000 200 190

If a member of staff is referred to the DBS under the circumstances outlined above, we notify Ofsted immediately.

Support to families and children

- Our pre-school takes every step in its power to build up trusting and supportive relations among families, staff and volunteers in the group.
- Our pre-school continues to welcome the child and the family/carer whilst investigations are being made in relation to abuse in the home situation.
- Confidential records kept on a child are shared with the child's parents or those who have parental responsibility for the child only if appropriate under the guidance of the LADO.
- With the proviso that the care and safety of the child is paramount, we do all in our power to support and work with the child's family and carers.
- We support children who have been abused, and follow any guidance in their agreed child protection plan.
- We work closely with carers and social services to support looked after children and contribute to their Child in need Plan.

Liaison with other bodies

- We work within the HSCP guidelines.
- Copies of the handout *Child Protection: Information for Parents and Carers* from Hampshire SfYC are issued to new staff and parents/carers.
- We notify Ofsted of any incident or accident and any changes in our arrangements, which affect the well being of children in our care.
- The address and telephone numbers of our local Children's Services department, the LADO, Hampshire Police and the NSPCC are attached to this policy to ensure it is easy in an emergency for the pre-school to work with other agencies.
- If a report is to be made to the authorities, we act within the HSCP guidance in deciding whether we must inform the child's parents/carers at the same time

Implementation and Monitoring

- The Management committee will appoint Safeguarding Lead- **Natasha Morrow**.
- The Designated Child Protection Officer is **Ginny Rosser**
- The Designated Child Protection Officer will take the lead responsibility for safeguarding children within the setting and liaising with local statutory children's services agencies as appropriate. They must also attend a multiagency child protection training course, to be updated at least every 3 years.
- All staff and volunteers are to undertake child protection training and this to be updated every 3 years. This policy must be part of the induction for all staff and volunteers.
- Child Protection Policy
- The setting will review this policy 6 monthly, to ensure it is being implemented. Appropriate action will be taken

Coronavirus Pandemic

Children may be experiencing a variety of emotions in response to the coronavirus (COVID-19) outbreak, such as anxiety, stress or low mood. This may particularly be the case for vulnerable children, including those with a social worker. It is important to contextualise these feelings as normal responses to an abnormal situation. Some may need support, a few may be showing signs of more severe anxiety or depression. Others will not be experiencing any challenges. Attending the setting allows social interaction with other children and staff, which benefits wellbeing.

Settings must continue to take all necessary steps to keep children safe and well during this period and have regard to the government's statutory guidance on [Working together to safeguard children](#) (2018). The safeguarding and welfare sections of the [Statutory Framework for the early Years foundation stage \(2021\)](#) still apply, including requirements relating to child protection arrangements. Settings should work closely with local authorities.

The Setting should provide focused support where issues are identified that individual children may need help with, drawing on external support where necessary and possible. The setting should consider support needs of particular groups they are already aware of needing additional help (for example, children in need), and any groups they identify as newly vulnerable. To support this, the setting may wish to access the free resource [MindEd learning platform for professionals](#), which contains materials on peer support, stress, fear and trauma, and bereavement.

MindEd have also developed a coronavirus (COVID-19) [staff resilience hub](#) with advice and tips for frontline staff.

Where there is a concern that a child is in need or suffering or likely to suffer from harm, the early years setting (generally led by the Designated Safeguard Lead or deputy) should follow their child protection policy and Part 1 of the statutory safeguarding guidance keeping children safe in education and consider any referral to statutory services (and the police) as appropriate.

Risk assessment

A risk assessment has been completed, taking reasonable steps to protect staff, pupils and others from coronavirus (COVID-19) within the setting.

Supporting children's mental health and wellbeing

Staying at home for a prolonged period and the change of routine may cause difficulties for some children, such as changes in behaviour or mood. As more children return to Pre School, the staff in the setting should:

- consider the mental health, pastoral or wider wellbeing support children may need, including with bereavement
- how to support them to transition into the setting after a long period of absence
- in some cases, increased welfare and safeguarding risks This may lead to an increase in social, emotional and mental health concerns, particularly for vulnerable groups such as:
children with a social worker
- previously looked-after children who left care through adoption or special guardianship Settings may want to refer to guidance for parents and carers on supporting children and young people's mental health and wellbeing during the coronavirus outbreak

These children may need additional support and access to services such as educational psychologists, social workers and counsellors. Staff may require appropriate instruction and training on identifying and supporting vulnerable children and parents and carers that return to the setting. For example, by signposting them to appropriate local services such as mental health, domestic abuse or substance abuse services.

The Pre School safeguarding lead should contact the local authority to understand what support is available and agencies and providers should work together to actively look for signs of harm as appropriate.

The Adult Mental Health First Aider in the setting is: Ginny Rosser

Supportive documentation:

DfE: Keeping children safe in education (2021) Statutory guidance for schools and colleges (September 2021)

DfE: Working Together to Safeguard Children A guide to inter-agency working to safeguard and promote the welfare of children July 2018

Hampshire Safeguarding Children's partnership: www.hampshirescp.org.uk/covid-19/

CONTACT DETAILS FOR THE SAFEGUARDING CHILDREN POLICY

Hampshire Children's Services Department/Early Help Hub

Phone number to report concerns: 01329 225379 (Children's Social Care professional helpline)
or 0300 555 1384

Out of hours contact: 0300 555 1373

e-mail: childrens.services@hants.gov.uk

Website : www3.hants.gov.uk/childrens-services/childcare/providers/safeguarding-earlyyears.htm

Inter-Agency Referral form:

www.hampshiresafeguardingchildrenboard.org.uk/report-aconcern

Family Support Services (FSS)

Call for advice: 01252 796324

To refer to FSS level 3 , complete an Inter-agency referral form (IARF)

Local Authority Designated Officer

Barbara Piddington/Mark Blackwell

Tel 01962 876364

E-mail barbara.piddington@hants.gov.uk

Child.protection@hants.gov.uk

Referral form:

www.hants.gov.uk/socialcareandhealth/childrenandfamiliae/safeguarding/allegations

LSCB

Tel 01962 876230

www.4lscb.org.uk

Early Years Child in Care

Virtual School supporting looked after children

Email: virtualschool@hants.gov.uk

Call: Virtual School: 01962 835227 Vicki Betts: 07590304914

Hampshire Police

Telephone: 101 or in an emergency call 999

The Prevent Duty

The Department for Education dedicated telephone helpline to enable staff and governors to raise concerns relating to extremism directly 020 7340 7264

concerns can also be raised by email to counter.extremism@education.gov.uk

Female Genital Mutilation reporting

www.gov.uk/government/publications/mandatory-reporting-of-female-genital-mutilation-procedural-information

OFSTED (Our Ofsted registration number is: EY556147)

Piccadilly Gate

Store Street

Manchester

M1 2WD

Telephone Number: 0300 123 1231

NSPCC Child Protection Line - Report a concern: 0808 800 5000

Child Line telephone number: 0800 1111

For more information e mail: help@nspcc.org.uk

This policy has been reviewed and adopted by Bevan Lodge Pre-school CIO Management Committee.

Signed on behalf of the Management Committee:

_____ Signature

_____ Name

_____ Position

_____ Date

Bevan Lodge Community Pre-School CIO

EMERGENCY PLAN TO SAFEGUARD CHILDREN

On very rare occasions, we need to protect a child from a drunk or violent parent/carer or to react to witnessing serious abuse or neglect of a child. This could take a number of forms, for example:

- Seeing an adult hit a child,
- Observing an adult using inappropriate restraint or language,
- Witnessing the neglect of basic care needs of a child
- A child arriving at the setting with serious injuries.

IF A CHILD IS SERIOUSLY THREATENED OR HARMED BY THE BEHAVIOUR OF AN ADULT (ON OUR PREMISES OR DURING AN OFFSITE ACTIVITY) AND IS CONSIDERED TO BE AT IMMEDIATE RISK, ACT QUICKLY:

1 First, do all you can to stop the abuse immediately without putting the child or yourself, at undue risk

- Call for assistance/witness to your actions.
- Inform the perpetrator of your concerns.
- Advise him/her to stop the action immediately.
- Ask him/her to move to an area where there is no contact with children.
- Advise him/her that you will immediately inform the Designated safeguarding Lead (DSL) or the supervisor for the session of what you have witnessed.

2 If the perpetrator fails to stop

- Do anything you safely can to remove or separate the child from the adult.
- Call the police; 999 or 101
- Call an ambulance, if the child is in need of urgent medical attention.
- Advise the DSL/session supervisor of the situation (if she is not already involved). She will phone Hampshire County Council (HCC) Children's Services to seek advice.
- Remove all children from the area of the incident, if it is not possible to move the perpetrator.

**DO NOT PUT YOURSELF OR OTHERS IN DANGER
IF IN DOUBT CALL 101 or 999**

3 If the perpetrator stops and/or leaves the scene

- Stay with the child, reassuring them, whilst arrangements are made to transfer them to the care of a responsible adult (following our Non-collection of Children Policy, if necessary).
- If the child has been harmed, and is in need of urgent medical attention, our Accident and Emergency Procedure should be followed and an ambulance should be called. The DSL should make contact with HCC Children's Services to seek advice about how the parents/carers will be informed. 01329 225379 csprofessional@hants.gov.uk
- There must at all times be a responsible adult with the child, either from pre-school, Social Care or the police, if the parent/carer is not present or is the perpetrator.
- If the perpetrator has removed the child from the premises, report to the DSL who will inform HCC Children's Services and may call the police.

4 Immediately complete a written record of the incident. Following the guidelines in our Safeguarding Children Policy all details of the incident must be recorded in writing, using one of our pink safeguarding record forms, if practical. If it is possible to take notes whilst dealing with the incident this will help with writing the record. Any notes taken at the time must be kept, without amendment, omission or addition, and attached to the written record.

IF A CHILD IS BROUGHT TO PRE-SCHOOL WITH SERIOUS INJURIES AND YOU BELIEVE THEY HAVE BEEN HARMED, OR YOU BELIEVE THEY ARE AT IMMEDIATE RISK OF BEING HARMED BY AN ADULT, FOLLOW THESE PROCEDURES:

1 If the child has been injured, give first aid treatment and, if necessary, follow our Accident and Emergency Procedure and call an ambulance.

2 Inform the DSL or the session supervisor. They will seek advice from HCC Children's Services and/or the police. The child can be kept in pre-school, if advised to do so by these agencies. A decision will be made by Children's Services/the police about who should inform the parent/carer.

If you are in doubt about who to inform, e.g. because the DSL is not available, do not delay: call one of the numbers below and seek advice.

3 Immediately complete a written record of the incident. Following the guidelines in our Safeguarding Children Policy all details of the incident must be recorded in writing, using one of our pink safeguarding record forms, if practical. If it is possible to take notes whilst dealing with the incident this will help with writing the record. Any notes taken at the time must be kept, without amendment, omission or addition, and attached to the written record.

PHONE NUMBERS

Hampshire County Council Children's Services: Services for Young Children (SFYC)
01329 225379 or 0300 555 1384

E mail: childrens.services@hants.gov.uk

Out of hours contact: 0300 555 1373

HSCP (Hampshire Safeguarding Children Partnership)
Tel 01962 876230

POLICE: 101 or 999