

## General Welfare Requirement: Safeguarding and Promoting Children's Welfare

Providers must have and implement a policy and procedure to safeguard children



## Safeguarding children

### Safeguarding children and child protection procedures

#### Policy statement

Bradford Abbas Pre-school 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. Our safeguarding policy is consistent with Dorset Safeguarding Children Board (DSCB) safeguarding procedures and has regard for the three key commitments of the Pre-school Learning Alliance Safeguarding Children Policy.

Bradford Abbas Pre-school believes that it is always unacceptable for a child or young person to experience abuse of any kind and recognises its responsibility to safeguard the welfare of all children and young people by a commitment to practice which protects them.

The purpose of the policy:

- To work together to ensure that all children are valued, protected and respected and given the opportunity to grow, play, learn, develop and thrive in the best possible way.
- To manage risks to ensure children are not harmed or endangered.
- To ensure everyone understands the seriousness of child abuse and neglect and to know that it is always unacceptable for a child to experience abuse of any kind.
- To ensure everyone who works or volunteers here will know how to take action through our safeguarding policy and procedures to make sure children are kept safe.

We recognise that:

- The welfare of the child is the most important thing and must be at the heart of everything we do.

- All children regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity have the right to protection from all types of harm, abuse or neglect.
- Working in partnership with children, their parent and carers and with other agencies is essential if we are going to provide the best possible service.

The policy and procedures apply to all staff, including managers and committee members, paid staff, volunteers, students or anyone working on behalf of Bradford Abbas Pre-school.

We will do our very best to safeguard children and young people by:

- Valuing them, listening to them and respecting them
- Having child protection guidelines and writing down the behaviour we expect from staff and volunteers
- Recruiting staff and volunteers safely and ensuring that all necessary checks are made, and regularly reviewed.
- Sharing information about child protection and good practice with children, parent, staff and volunteers.
- Sharing information if we have child protection concerns with agencies who need to know, and making sure that parents and children know what we are doing, unless we are worried that someone might be hurt or put in danger if they are told.
- Managing staff and volunteers, and making sure that they have good supervision, support and opportunities to learn and develop so that they can do their work to the highest possible standards

**We are also committed to reviewing our policy and procedures annually or before if changing legislation or good practice requires.**

## **Child Protection**

### **What is Child Abuse?**

Definitions and categories

#### **Physical Abuse**

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scolding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be abuse when a parent/carer fabricates the symptoms of or deliberately induces illness in a child (described as “factitious”). Physical abuse can also be caused by the failure to act to protect a child.

### **Emotional Abuse**

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

### **Sexual Abuse**

Sexual abuse involves forcing or enticing a child to take part in sexual activities, including prostitution whether or not the child is aware of what is happening. The activities may involve physical contact, including penetrative (e.g. rape, buggery or oral sex) or non-penetrative acts (e.g. masturbation, kissing, rubbing and touching outside clothing). They may include non-contact activities such as involving children in looking at, or in the production of pornographic material or watching sexual activities or encouraging children to behave in sexually inappropriate ways. Boys and girls can be sexually abused by males or females, by adults and by other young people. This includes people from all different walks of life.

### **Neglect**

Neglect is the persistent failure to meet a child's basic physical and or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of substance abuse. Once a child is born, neglect may involve a parent/carer failing to provide adequate food and clothing, shelter including exclusion from home or danger, failure to ensure adequate supervision including the use of adequate care-takers, or the failure to ensure appropriate medical care or treatment. It may also include neglect of or unresponsiveness to a child's basic emotional needs.

It is accepted that in all form of abuse there are elements of emotional abuse and that some children are subject to more than one form of abuse at any one time.

### **Recognising child abuse – sign and indicators**

Recognising child abuse is not easy, and it is not your responsibility to decide whether or not child abuse has taken place or if a child is at significant risk. You do, however, have a responsibility to act if you have a concern about a child's welfare or safety. The following are a few of the physical and behavioural signs of child abuse and neglect. Please note that the listed signs of child abuse in each category may pertain to more than one type of abuse or neglect. For example, "lack of concentration" could be a sign of sexual abuse, as well as emotional abuse.

### **Physical Abuse**

- Unexplained burns or scolds, cuts, bruises, broken bones, adult bite marks or welts in the shape of an object.
- Aggressive behavior or severe temper tantrums
- Reluctance to get changed, for example wearing long sleeves in hot weather
- Fear of being approached by adults or flinching when approached or touched

### **Emotional Abuse**

- Failure to thrive or grow
- Sudden speech disorders
- Neurotic behavior, e.g. sulking, hair twisting, ricking
- Being unable to play
- Fear of making mistakes
- Self-harm

### **Sexual Abuse**

- Physical signs – itching, bleeding, discomfort when walking or sitting
- Changes in behavior, e.g. becoming aggressive or withdrawn
- Sexual knowledge which is beyond their age or developmental level
- Nightmares and bed wetting
- Drastic changes in appetite
- Over compliance or excessive aggression
- Fear of a particular person or family member

### **Neglect**

- Physical signs – constant hunger, dirty or smelly, weight loss or gain (obesity), inappropriate clothes for weather
- Complaining about or looking tired all the time
- Apparent lack of supervision

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The above list is not definitive but is useful to assist you. It is important to remember that many children will exhibit some of these indicators at some time and in the presence of one or more should not be taken as proof that abuse is occurring. There may be other reasons for changes in behaviour, for example death or birth in a family, relationship problems between a child's parent/carers etc.

### **Responding to signs or disclosure of abuse**

The first concern will be the child. Children whose condition or behaviour has given cause for concern will be listened to, re-assured and helped to understand that they themselves are valued and respected and have not been at fault.

Changes in children's behaviour/appearance will be investigated.

Parents will normally be the first point of reference, but if they are not in a position to allay any legitimate anxieties, the matter will also be taken up with the relevant LSCB.

In exceptional circumstances, the relevant LSCB may be the first point of reference.

All such suspicions and investigations will be kept confidential, shared only with those who need to know. The people most commonly involved will be the member of staff/key person, the Designated Safeguarding Lead and the management committee Designated Safeguarding Officer.

### **If abuse is suspected, disclosed or discovered**

- Do not delay
- Do not act alone
- Do not start to investigate
- Do not contact the alleged abusers
- Do not talk to parents/carers
- Do not discuss with friends
- **DO report to the DSL, deputy or DSO**

Write down what the child has said in exactly the child's own words. It is important not to change words or make them more adult or less offensive. You may be asked for this report, and in the event of an investigation this written account will be very important, and will be passed to the relevant LSCB.

### **How to react to a child who wants to talk about abuse.**

It is important you react in a way, which will be helpful and supportive to the child. It is not easy to give precise guidance, but the following may be of help.

- Remain calm and supportive, listening to what is said

- Explain to the child as soon as possible that you may have to tell someone else – do not promise to keep secrets
- Allow the child to continue at their own pace
- Ask questions for clarification only avoiding asking questions that suggest a particular answer
- Reassure the child that they were right to tell you
- DO tell the child what you are going to do next and who the information will be shared with
- Record in writing what was said using the child's own words as soon as possible, ensuring you record the date, time, any names mentioned, to whom the information was given and ensure that the record is signed and dated
- Contact the DSL, deputy or DSO

**It is important that everyone in the pre-school is aware that the person who first encounters a case of alleged abuse or suspected abuse is not responsible for deciding whether or not abuse has occurred. This is a task for the professional child protection agencies following a referral to them of concern about a child.**

#### **Procedures**

We carry out the following procedures in line with Dorset Safeguarding Children Board (DSCB) safeguarding procedures and to ensure we meet the three key commitments of the Alliance Safeguarding Children Policy, which incorporates responding to child protection concerns.

##### *Key commitment 1*

Bradford Abbas Pre-school is committed to building a 'culture of safety' in which children are protected from abuse and harm in all areas of its service delivery.

We ensure all staff, parents/carers, and volunteers are made aware of our safeguarding policies and procedures.

We support all staff to be 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.

We keep a written record of all complaints and concerns including details of how they were responded to.

We ensure that robust risk assessment are completed, that they are seen and signed by all relevant staff and that they are reviewed and updated, in line with our health and safety policy.

Our designated safeguarding lead (DSL) (a member of staff) who co-ordinates child protection issues is:

**Claire Mitchell**

Our deputy designated safeguarding lead (DSL) (a member of staff) who act in the absence of our DSL is:

**Bonnie French**

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When the pre-school 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.

Our designated safeguarding officer (DSO) (a committee member) who oversees this work is:

**Coleen Truet**

The role of the Designated Safeguarding Lead (DSL) and deputy (when required) is to take lead responsibility for safeguarding issues. The responsibilities of the DSL fall under three main headings:

#### *Referrals*

- Refer cases of suspected abuse or allegations to the relevant investigating agencies
- Act as a source of support, advice and expertise within the pre-school when deciding whether to make a referral by liaising with relevant agencies
- Liaise with the deputy DSL and the Designated Safeguarding Officer (DSO) to inform him/her of any issues and ongoing investigations and to ensure there is always cover for this role

#### *Training*

- Ensure every member of staff has access to and understands the pre-schools safeguarding and child protection policy, especially new staff, volunteers or students who may work with different establishments
- Ensure all staff has induction training covering safeguarding and child protection and are able to recognise and report any concerns immediately they arise
- Be able to keep detailed accurate secure written records of referrals/concerns
- Obtain access to resources and attend relevant or refresher courses annually
- Ensure all staff understand their responsibilities under the General Data Protection Regulations and the circumstances under which they may share information about you and your child with other agencies.

### *Raising Awareness*

- Ensure the establishment's child protection policy is updated and renewed annually and work with the management committee regarding this.
- Ensure parents see copies of the child protection policy which alerts them to the fact that referrals may be made and the role of the pre-school to avoid conflict later
- Where children leave the pre-school, ensure that their child protection file is copied for the new pre-school as soon as possible but transferred separately from the child's main learning and development file

In order to fulfill these responsibilities, the DSL and deputy should:

- Undertake DSL training provided by the Dorset LSCB including annual updates and refresher training at three yearly intervals
- Maintain records about children for who there are safeguarding concerns and the individual Child Protection files for children who are the subject of a Child Protection Plan.
- Ensure that the Dorset LSCB procedures are followed in the pre-school
- Liaise with Children's Social Care Teams over suspected cases of abuse
- Liaise with and co-ordinate within the pre-school the activities of any other agencies that become involved
- Inform the designated officer at the first opportunity of every significant safeguarding concern, however this should not delay any referrals being made to children services, the LADO, Ofsted or Riddor.
- Ensure all other staff, students, volunteers, and management committee members championing safeguarding have received the appropriate training at three yearly intervals. Provide regular in-service training for all staff working at the pre-school to ensure awareness of current legislation and research within the area of safeguarding

The role of the Designated Safeguarding Officer (committee) will be to support the DSL to undertake their role adequately and offer advice, guidance, supervision and support.

### *Visitors*

- 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.

### *Recruitment and selection*

- We provide adequate and appropriate staffing resources to meet the needs of children.

- Applicants for posts within the pre-school are clearly informed that the positions are exempt from the Rehabilitation of Offenders Act 1974.
- Enhanced criminal records and barred list checks and other suitability checks are carry out for staff and volunteers prior to their posts being confirmed, to ensure that no disqualified person or unsuitable person works at the pre-school or has access to children.
- Where applications are rejected because of information that has been disclosed, applicants have the right to know and to challenge incorrect information.
- We do not allow people whose suitability has not been checked to have unsupervised contact with children in the pre-school
- Volunteers do not work unsupervised.
- Information is recorded about staff qualifications, and the identify 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 possible
  - 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 conviction, cautions, court orders or reprimands and warning which may affect their suitability to work with children (whether received before or during their employment with Bradford Abbas Pre-school).
- All staff and volunteers are required to notify us if anyone in their household (including family members, lodgers, partners etc.) has any relevant convictions, court orders, reprimands and 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.
- Bradford Abbas Pre-school will 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.

*E-Safety, Mobile phones, camera and video recorders*

- Steps are taken to ensure children are not photographed or filmed on video 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.
- Any personal information is held securely and in line with data protection requirements and guidance from the Information Commissioners Office
- The designated person in the pre-school has responsibility for ensuring that there is an adequate e-safety policy in place
- We take steps to ensure the use of personal mobiles phones are not permitted at the pre-school.

### *Key commitment 2*

Bradford Abbas Pre-school is 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 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.
- We are prepared to take action if we/I 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 parents and the designated person has reason to believe that the child is at risk of significant harm, the relevant professionals are contacted immediately and LSCB procedures are followed. If the child has

current involvement with social care the social worker is notified on the day of the unexplained absence

- We are aware of other factors that affect children's vulnerability that may affect, or may have affected, children and young people using our provision, such as abuse of children who have special educational needs and/or disabilities; fabricated or induced illness; child abuse linked to beliefs in spirit possession; sexual exploitation of children, including through internet abuse; Female Genital Mutilation and radicalisation or extremism.
- In relation to radicalisation and extremism, we follow the Prevent Duty guidance for England and Wales published by the Home Office and Dorset LSCB procedures on responding to radicalisation.
- The designated person completes online Channel training, online Prevent training and ensure they are familiar with the local protocol and procedures for responding to concerns about radicalisation.
- 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 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.
- 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 concerns and follow the Dorset LSCB procedures.
- Where such evidence is 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 of the designated person in relation to whether to make a safeguarding referral they must follow escalation procedures.
- We refer concerns 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 relevant Local Safeguarding Children Board.
- We take care not to influence the outcome either through the way we speak to children or by asking questions of children.
- 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 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, 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.
- We have a whistleblowing policy in place.
- Staff/volunteers know they can contact the organisation Public Concern at Work for advice relating to whistleblowing; if they feel that the organisation has not acted adequately in relation to safeguarding they can contact the NSPCC whistleblowing helpline.

#### *Physical Abuse*

Action will be taken under this heading if staff has reason to believe that there has been a physical injury to a child, including deliberate poisoning, where there is a definite knowledge, or reasonable suspicion that the injury was inflicted or knowingly not prevented.

#### *Procedure*

1. Any sign of a mark/injury to a child when they come into Pre-school will be recorded by the Designated Safeguarding Lead, discussed with the parent/carer and the parent/carer will be asked to sign a record.
2. Such discussions will be recorded and the parent(s)/carer will have access to the records.
3. Discussion will take place unless it is believed that this would place the child at risk or significant harm if this is the case the matter will be referred to Children's Services and/or the police by the Designated Safeguarding Lead
4. If there appear to be any queries regarding the injury Children's Services and/or the police will be notified.

#### *Sexual Abuse*

Action will be taken under this heading if the staff team have witnessed occasions where a child indicated sexual activity through words, play, and drawing or had an excessive pre-occupation with sexual matters or had an inappropriate knowledge of sexual behaviour.

#### *Procedure*

1. The observed circumstances will be reported by the Designated Safeguarding Lead.
2. The matter will be referred to Children's Services and/or the police by the Designated Safeguarding Lead.

#### *Emotional Abuse*

Action will be taken under this heading if the staff team have reason to believe that there is a severe, adverse effect on the behaviour and emotional development of a child caused by persistent or severe ill treatment or rejection.

#### *Procedure*

1. The concern will be discussed with the parent(s)/carer by the Designated Safeguarding Lead.
2. Such discussion will be recorded and the parent(s)/carer will have access to the records. (Discussion will take place unless it is believed that this would place the child at risk of significant harm).
3. If there appear to be any queries regarding the circumstances, the matter will be referred to Children's Services and/or the police.

#### *Neglect*

Action will be taken under this heading if the staff team have reason to believe that there has been persistent or severe neglect of a child (for example by exposure to any kind of danger, including cold and starvation) which results in serious impairment of the child's health or development, including non-organic failure to thrive.

#### *Procedure*

1. The concern will be discussed with the parent(s)/carer by the Designated Safeguarding Lead.
  2. Such discussion will be recorded and the parent(s)/carer will have access to the records. (Discussion will take place unless it is believed that this would place the child at risk of significant harm).
  3. If there appear to be any queries regarding the circumstances, the matter will be referred to Children's Services and/or the police
- Where such evidence is apparent, the member of staff with the concern makes a dated record of the details of the concern and discusses what to do with the DSL or deputy. The information is then stored in the Confidential Incident File.

- In the event that a staff member or volunteer is unhappy with the decision made by the DSL or deputy in relation to whether to make a safeguarding referral they must follow the escalation procedures.
- We refer concerns to the local authority children's service office.
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**Children's Advice and Duty Line: 01305 228866**

**Further contact details on pages 19 and 20**

and we co-operate fully in any subsequent investigation. NB. In some cases this may mean the police or another agency identified by the LSCB

- We take care not to influence the outcome either through the way we speak to children or by asking questions of children.
- 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 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, but
- the pre-school 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.
- We have a whistle blowing policy in place

*Recording suspicions of abuse and disclosures*

- Where a child makes comments to a member of staff that gives cause for concern (disclosure), or a member of staff observes signs or signals that gives 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 she or he 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 date and time; and
    - the names of any other person present at the time.

- These records are signed and dated and kept in the Confidential Incident File which is kept securely and confidentially.
- The member of staff acting as the DSL is informed of the issue at the earliest opportunity and within one working day.

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

- We use the relevant local authority templates for making a referral to the local children's social care team.

#### *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 relevant LSCB escalation process.*
- Staff and volunteers who feel their concerns aren't being responded to appropriately should also refer to the Dorset Escalation Policy  
[http://pandorsetsb.proceduresonline.com/chapters/p\\_escalation\\_pol.html](http://pandorsetsb.proceduresonline.com/chapters/p_escalation_pol.html)

#### *Informing parents*

- Parents are normally the first point of contact. We discuss concerns with parents to gain their view of events unless we feel this may put the child at risk, or interfere with the course of a police investigation. Advice will be sought from children's social care if necessary.
- Parents are informed when we make a record of concerns and we also make a note of any discussion we have with them regarding a concern.
- If a suspicion of abuse warrants referral to children's services, parents are informed under the guidance of the Dorset Local Safeguarding Children Board, for example, where it is believed that the child may be placed at risk.
- This will be the case where the parent is the likely abuser.
- If there is a possibility that advising a parent beforehand may place a child at greater risk (or interfere with a police response) the DSL or deputy should seek advice from children's social care, about whether or not to advise parents beforehand, and should record and follow the advice given.

#### *Liaison with other agencies*

- We work within the Dorset Local Safeguarding Children Board guidelines.
- The current version of "What to do if you're worried a child is being abused" is available for both parents and staff and all staff are familiar with what to do if they have any concerns.
- We have procedures for contacting the local authority on child protection issues, including maintaining a list of names, addresses and telephone numbers of social workers, to ensure

that it is easy, in any emergency, for the pre-school and children's services to work well together.

- We notify Ofsted of any incident or accident and any changes in our arrangements which may affect the wellbeing 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.

#### *Allegations against staff or volunteers*

- We ensure that all parents know how to complain about the behaviour or actions of staff or volunteers within the pre-school, or anyone working on the premises occupied by the pre-school, which may include an allegation of abuse.
- 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, or inappropriate sharing of images
- We follow the guidance of the Dorset Local Safeguarding Children Board when responding to any complaint that a member of staff, or volunteer within the pre-school, or anyone working on the premises occupied by the pre-school, has abused a child.
- We ensure that all staff or volunteers know how to raise concerns about a member of staff or volunteer within the pre-school. We respond to any concerns raised by staff and volunteers who know how to escalate their concerns if they are not satisfied with our response.
- We respond to any disclosure by children or staff that abuse by a member of staff or volunteer within the pre-school, or anyone working on the premises occupied by the pre-school, 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 Local Authority Designated Officer (LADO) to investigate and/or offer advice.
- We also report any such alleged incident within 14 days to Ofsted and what measures we have taken. We are aware that it is an offence not to do this.
- We co-operate entirely with any investigation carried out by children's social care in conjunction with the police.

#### *Managing Allegations against a staff member or volunteer*

Action will be taken under this heading if allegations of child abuse/neglect are made against a member of staff or volunteer working at Bradford Abbas Pre-school.

#### *Procedure*

1. The concern will be discussed with the parent(s)/carer by the Designated Safeguarding Officer.
2. Such discussion will be recorded and the parent(s)/carer will have access to the records.
3. The Designated Safeguarding Officer will report the incident to the Bradford Abbas Pre-school Management Committee.
4. The Bradford Abbas Pre-school Management Committee should not do anything that may jeopardise a police investigation; for example ask a child leading questions or attempt to investigate the allegations of abuse.
5. The Bradford Abbas Pre-school Management Committee will contact **Dorset Local Authority Designated Officer (LADO) Patrick Crawford on 01305 221122** to notify them and for guidance and will follow their advice.
6. Where the management committee and children's services agree it is appropriate in the circumstances, the chairperson will suspend the member of staff on full pay, or the volunteer, 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.
7. Once the investigation has concluded the member of staff will be reinstated or dismissed as appropriate.

#### *Disciplinary action*

Where a member of staff or volunteer has been dismissed due to engaging in activities that caused concern for the safeguarding of children or vulnerable adults, we will notify the Disclosure and Barring Service of relevant information so that individuals who pose a threat to children (and vulnerable groups), can be identified and barred from working with these groups. We will also notify Ofsted of the disqualification within 14 days.

#### *Key commitment 3*

Bradford Abbas Pre-school is committed to promoting awareness of child abuse issues throughout its 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.

#### *Induction, training and supervision*

- All new staff have an induction, which includes safeguarding
- We seek out training opportunities for all adults involved in the pre-school 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.

- We ensure that all staff know the procedures for reporting and recording their concerns in the pre-school.
- All staff have half termly supervisions and annual appraisals
- We ensure that all staff receive updates on safeguarding via team meetings, emails and links to websites 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 that they develop an understanding of why and how to keep safe.
- We create within the pre-school a culture of value and respect for the individual, 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 Dorset Local Safeguarding Children Board.

#### *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.
- 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 pre-school's designated role and tasks in supporting that child and their family, subsequent to any investigation.
- 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 Dorset Local Safeguarding Children Board.

**Key contacts for child protection**

**Dorset Early Years Advice Line** 01305 228425  
**To report a concern about a child** 01202 228866 (members of the public)  
**Email**

If you know a child already has an allocated worker then contact the relevant office:  
 Central Dorset – including Sturminster, Blandford and Purbeck  
 Tel: 01258 472652  
 Email: [northdorsetchildcare@dorsetcc.gcsx.gov.uk](mailto:northdorsetchildcare@dorsetcc.gcsx.gov.uk)

South Dorset – including Weymouth and Portland  
 Tel: 01305 760139  
 Email: [weymouthchildcare@dorsetcc.gcsx.gov.uk](mailto:weymouthchildcare@dorsetcc.gcsx.gov.uk)

**West Dorset** – including Bridport, Dorchester and Sherborne  
 Tel: 01305 221450  
 Email: [childrenwoodside@dorsetcc.gcsx.gov.uk](mailto:childrenwoodside@dorsetcc.gcsx.gov.uk)

East Dorset – including Wimborne, Ferndown and Christchurch  
 Tel: 01202 877445  
 Email: [ferndownchildadmin@dorsetcc.gcsx.gov.uk](mailto:ferndownchildadmin@dorsetcc.gcsx.gov.uk)

**Out of hours team:** 01202 228866

**Somerset Social Care Offices:**

Early Help Advice Hub 01823 355803

Children's Social Care 0300 123 2224

**Police:**

Emergency: 999 Non-Emergency: 101

**Prevent Duty dedicated phone line:** 020 7340 7264

counter.extremism@education.gov.uk

## Legal framework

### *Primary legislation*

- Children Act (1989 s17, s47)
- Protection of Children Act (1999)
- The Children Act (2004s11)
- Safeguarding Vulnerable Groups Act (2006)
- Children's Act 2006

### *Secondary legislation*

- Sexual Offences Act (2003)
- Criminal Justice and Court Services Act (2000)
- Equalities Act (2010)
- Data Protection Act (1998)
- Childcare (Disqualification) Regulations 2009
- Children and Families Act 2014
- Care Act (2014)
- Serious Crime Act 2015
- Counter Terrorism and Security Act (2015)
- General Data Protection Regulation (GDPR) (2018)

## Further Guidance

- Dorset Local Safeguarding Children Board: [www.dorsetlscb.co.uk/working-with-children/early-years](http://www.dorsetlscb.co.uk/working-with-children/early-years)
- Working Together to Safeguard Children (HMG 2015)
- What to do if you are Worried a Child is Being Abused (HMG 2015)
- Framework for the Assessment of Children in Need and their Families (DoH 2000)
- The Common Assessment Framework for Children and Young People: A Guide for Practitioners (CWDC 2010)
- Statutory guidance on making arrangements to safeguard and promote the welfare of children under section 11 of the Children Act 2004 (HMG 2008)
- Hidden Harm – Responding to the needs of Children of problem Drug Users (ACMD 2003)
- Information Sharing: Guidance for Practitioners providing safeguarding services (DfE 2015)
- Disclosure & Barring Service: [www.gov.uk/disclosure-and-barring-service-check](http://www.gov.uk/disclosure-and-barring-service-check)
- Revised Prevent Duty Guidance for England and Wales (HMG 2015)

- Inspecting Safeguarding in Early Years, Education and Skills Settings, (OFSTED 2016)

This policy was adopted at a meeting of	Bradford Abbas Pre-school
Held on	Committee
Date to be reviewed	21/11/2019
Signed on behalf of the management committee	November 2020
Name of signatory	
Role of signatory	Chair person