

Lechlade Little Learners Safeguarding and Child Protection policy

(Including managing allegations of abuse against a member of staff)

Policy statement

Our setting will work with children, parents and the community to ensure the rights and safety of children and to give them the very best start in life. Access to a copy of this policy is available to all parents/carers in our policy document folder held in the setting.

Procedures

We carry out the following procedures.

Staff and volunteers

- Our Designated Safeguarding Lead (DSL) (members of staff) who co-ordinate child protection issues are: Jo Hooper and Emma Stallard. One or the other is available during opening hours at our setting.
- Our designated officer (a committee member) who oversees this work is Rebecca Musson.
- We ensure all staff are trained to understand our safeguarding policies (DSL every 2 years) and procedures including our whistleblowing policy: and that parents are made aware of them too.
- All staff have an up-to-date knowledge of safeguarding issues and receive updates at least once a year to ensure they remain alert to potential indicators and signs of abuse and understand their professional duty to ensure safeguarding and child protection concerns are reported to the local authority children's social care team or the NSPCC.
- All staff are confident to ask questions in relation to any safeguarding concerns and know not to just take things at face value but can be respectfully sceptical.
- All staff understand Gloucestershire Safeguarding Children's Board thresholds of significant harm and understand how to access services for families, including for those families who are below the threshold for significant harm.
- All staff understand their responsibilities under the General Data Protection Regulations and the circumstances under which they may share information about children and parents with other agencies.
- All staff understand how to escalate their concerns in the event that they feel either the local authority or our setting has not acted adequately to safeguard.
- All staff understand what we expect of them in terms of their required behaviour, following our policies on positive behaviour, online safety and whistleblowing.
- Children have a key person to build a relationship with, and are supported to articulate any worries or concerns they may have in an age appropriate way.
- We provide adequate and appropriate staffing resources to meet the needs of children.
- Staff monitor children's attendance and report concerns to the DSL who will investigate further.

- Applicants for posts within the setting are clearly informed that the positions are exempt from the Rehabilitation of Offenders Act 1974.
- Candidates are informed of the need to carry out 'enhanced disclosure' checks with the Disclosure and Barring Service (DBS) before posts can be confirmed.
- Where applications are rejected because of obtaining information that has been disclosed, applicants have the right to know and to challenge incorrect information.
- We abide by Ofsted requirements in respect of references and Disclosure and Barring Service checks for staff and volunteers, to ensure that no disqualified person or unsuitable person works at the setting or has access to the children.
- Staff DBS checks are repeated every 5 years.
- Volunteers do not work unsupervised.
- We record information about staff qualifications, and the identity checks and vetting processes that have been completed including:
 - the disclosure and barring service reference number;
 - the date the disclosure was obtained; and
 - details of who obtained it.
- We inform all staff that they are expected to disclose any convictions, cautions, court orders or reprimands and warnings which may affect their suitability to work with children (whether received before or during their employment with us) and sign a form at Staff Development Interviews.
- All staff and volunteers are required to notify us if anyone in their household (including family members, lodgers, partners) has any relevant convictions, cautions, court orders, reprimands or warnings or has been barred from, or had registration refused or cancelled in relation to any childcare provision or have had orders made in relation to care of their children.
- We notify the Disclosure and Barring Service of any person who is dismissed from our employment, or resigns in circumstances that would otherwise have led to dismissal for reasons of child protection concern.
- We have procedures for recording the details of visitors to the setting.
- We take security steps to ensure that we have control over who comes into the setting so that no unauthorised person has unsupervised access to the children.
- We take steps to ensure children are not photographed or filmed for any other purpose than to record their development or their participation in events organised by us. Parents sign a consent form allowing staff to photograph children on Little Learner's camera and permission is requested for special events.
- Any personal information is held securely and in line with data protection requirements and guidance from the ICO.

Visitors

We welcome visitors to Lechlade Little learners. Some will be prospective parents and children wishing to have a look round and others may be from outside agencies eg. health visitor, speech therapist, inspectors. We also have other professionals, parents, committee members and students who come to help on rota or carry out maintenance/practical tasks. Security and safety of the children and staff is paramount.

When a visitor arrives at the setting the following will take place:

- They will be welcomed and asked the purpose of their visit if they have not booked an appointment and the purpose is not known. Where appropriate the visitor may be asked for identification.
- They will be asked to sign our visitor log with details of their name, company, reason for visit and time of arrival.
- Visitors are told that they are not to go into the children's washroom/toilet area (unless accompanying their own child).
- Visitors will be asked to place any mobile phones in the blue box stored in the office.
- Visitors will be escorted around the building by a staff member.
- Visitors will be given instructions on how to evacuate the building in an emergency and given a Visitor summary leaflet.
- When the visit is over they will be asked to sign out.
- It is the responsibility of all visitors to adhere by our health and safety guidelines as set out in our Health and Safety General policy when on the premises.

Responding to suspicions of abuse

- We acknowledge that abuse of children can take different forms - physical, emotional, radicalisation, 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, being subjected to radicalisation or extremist behaviour or experiencing neglect, this may be demonstrated through:
 - significant changes in their behaviour;
 - deterioration in their general well-being;
 - periods of absence from the setting;
 - 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 take into account factors affecting parental capacity, such as social exclusion, domestic violence, parent's drug or alcohol abuse, mental or physical illness or parent's learning disability.
- We are aware of other factors that affect children's vulnerability such as, abuse of disabled children; fabricated or induced illness; child abuse linked to beliefs in spirit possession; sexual exploitation of children, such as through internet abuse; and Female Genital Mutilation; that may affect, or may have affected, children and young people using our provision.

- 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.
- We are also aware that some children may be subjected to radicalisation and extremist behaviour and we have a duty (Prevent Duty) to protect them from this.
- We are aware of the mandatory duty that applies to teachers, including early years educators, and health workers to report cases of Female Genital Mutilation to the police.
- 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.
- 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 Gloucestershire Safeguarding Children's Board social care department and co-operate fully in any subsequent investigation. NB In some cases this may mean the police or another agency identified by the Gloucestershire Safeguarding Children Board.
- In cases of concern about radicalisation or extremist behaviour we contact the Prevent Duty Police Officer – PC Adam Large at the police control room -101, as well as the Gloucestershire 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.

Recording suspicions of abuse and disclosures

- Where a child makes comments to a member of staff that give cause for concern (disclosure), or a member of staff observes signs or signals that give cause for concern, such as significant changes in behaviour; deterioration in general well-being; unexplained bruising, marks or signs of possible abuse or neglect; that member of staff:
 - listens to the child, offers reassurance and gives assurance that she or he will take action;
 - does not question the child;
 - makes a written record that forms an objective record of the observation or disclosure that includes:
 - the date and time of the observation or the disclosure; the exact words spoken by the child as far as

possible; the name of the person to whom the concern was reported, with the date and time; and the names of any other person present at the time.

- These records are signed and dated and kept in the child's personal file, which is kept securely and confidentially.
- The member of staff acting as the 'designated person', Jo Hooper or Emma Stallard, is informed of the issue at the earliest opportunity and within one working day.
- We refer concerns to the Gloucestershire Safeguarding Children Board Children's Helpdesk on 01452 426565 and co-operate fully in any subsequent investigation. NB In some cases this may mean the police or another agency identified by the Gloucestershire Safeguarding Children's Board.

Making a referral to the Gloucestershire local authority social care team

- The Gloucestershire Safeguarding Children Board Children's and Families Helpdesk can be contacted on 01452 426565. To log a child welfare concern phone 01452 583636 Safeguarding Children Service. A flow chart summarising procedures is displayed in the foyer for parents.
- All members of staff are familiar with the Gloucestershire Safeguarding Children Board procedure and a copy is kept in the kitchen. Further information can be obtained from www.gscb.org.uk/handbook.

Escalation process

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

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 in greater danger or that it might interfere with the course of a police investigation.
- We inform parents where we make a record of concerns in their child's file and that we also make a note of any discussion we have with them regarding a concern.
- If a suspicion of abuse warrants referral to social care, parents are informed at the same time that the referral will be made, except where the guidance of the Gloucestershire Safeguarding Children Board does not allow this, for example, where it is believed that the child may be placed in greater danger.
- This will usually be the case where the parent is the likely abuser. In these cases the social worker will inform parents.
- If there is a possibility that advising the parent beforehand may place a child at greater risk (or interfere with a police response) the designated person should seek advice from children's social care, about whether or not to advise parents beforehand, and should record the follow the advice given.

Liaison with other agencies

- We work within the Gloucestershire Safeguarding Children Board guidelines.

- 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 Lechlade Little Learners and children's social care to work well together.
- We notify the registration authority (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.
- **Local contact details for the local National Society for the Prevention of Cruelty to Children (NSPCC) are 01793 431501 (Swindon) and nationally contact details for the NSPCC are 0800 800500**

Allegations against staff

- We ensure that all parents know how to complain about the behaviour or actions of staff or volunteers within the setting, or anyone living or working on the premises occupied by Lechlade Little Learners, which may include an allegation of abuse. We display an Gloucestershire Safeguarding Children Board Allegations Management flow chart on our parents information board.
- We respond to any inappropriate behaviour displayed by members of staff or any other person working with the children, which includes:
 - inappropriate sexual comments;
 - excessive one-to-one attention beyond the requirements of their usual role and responsibilities, or inappropriate sharing of images.
 - showing signs of extremism and radicalisation practices.
- We follow the guidance of the Gloucestershire Safeguarding Children Board when responding to any complaint that a member of staff, or volunteer within the setting has abused a child. More information can be found via their website their website **www.gscb.org.uk**.
- We respond to any disclosure by children or staff that abuse by a member of staff or volunteer within the setting, may have taken, or is taking place, by first recording the details of any such alleged incident.
- We refer any such complaint immediately to Gloucestershire Safeguarding Children Board social care department to investigate. And to the Local Authority Designated Officer (LADO) to investigate: Jane Bee on 01452 426994 or PC Adam Large on 101 for Prevent Duty.
- We also report any such alleged incident to Ofsted and what measures we have taken. We are aware that it is an offence not to do this within 14 days of the allegation being made.
- We co-operate entirely with any investigation carried out by children's social care in conjunction with the police.
- Where the management team and children's social care agree it is appropriate in the circumstances, the chair 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.

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 Independent Safeguarding Authority (ISA) 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.

Training

- Training opportunities are sought for all adults involved in the setting to ensure that they are able to recognise the signs and signals of possible physical abuse, emotional abuse, sexual abuse and neglect and that they are aware of the local authority guidelines for making referrals. The Designated Child Protection Officer and all other staff are trained every 2/3 years.
- All staff received an annual update.
- We ensure that all staff know the procedures for reporting and recording their concerns in the setting.

Planning

- The layout of the rooms allows for constant supervision with doors left open so staff can hear or see the children with a member of staff outside and one inside during free-flow play.

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 Lechlade Little Learners 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 actively promote the British values of democracy and the rule of law, and also encourage an ethos of mutual respect for, and tolerance of each other's beliefs and ideas through our delivery of Personal, Social and Emotional development and Understanding of the World in the EYFS curriculum.
- We appreciate that children and young people will fall out from time to time, however we will act upon any evidence of malicious behaviour or bullying.
- 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 Gloucestershire Safeguarding Children Board.

Support to families

- We believe in building trusting and supportive relationships with families, staff and volunteers in the group.

- We make clear to parents our role and responsibilities in relation to child protection, such as for the reporting of concerns, providing information, 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 setting'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 Local Safeguarding Children Board.

Further Guidance

- Working together to safeguard children 2015.
- What to do if you're worried a child is being abused. (HMG, 2015)
- Gloucestershire safeguarding children board handbook.
- Prevent Duty, Departmental advice for schools and childcare providers – June 2015

Review

At its inception the policy was reviewed by all committee members and all employees.

It will be reviewed annually as per the policy review schedule, added to , or modified from time to time and may be supplemented in appropriate cases by further statements and procedures relating to the work of the particular group of workers.

A copy of the final policy statement will be issued to all employees, parents and committee members and will be made available within the setting.

Reviewed by the Committee Chair on

Signed: (Committee Chair)

Signed: (Setting Manager)

Version History

Version Number	Date	Changes	Published to

1.5	4.5.18	References to GDPR and new GLSCB procedures.	Committee Members All existing & new staff Displayed in policy folder
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