



Safeguarding Children Policy and Procedures

Contacts:

Designated Safeguarding Lead (DSL) - Rachel Thompson
Deputy DSL - Kerrie Curtis

(Rooms) 07778 835156
(Hall) 07778 835165

Surrey Children's Single Point of Access (SPA) 0300 4709100 Mon – Fri, 9am to 5pm
Out of Hours 01483 517898
(for concerns about children)
South East Safeguarding hub for advice/referral 0300 123 1620

Local Authority Designated Officer (LADO)

The LADO Service is available on **0300 123 1650** (option 3) and all new referrals should continue to be made to this number or LADO@surreycc.gov.uk

Supporting Children Team named person (allegations against adults working with children and young people) **01372 833826** sue.monk@surreycc.gov.uk - Egress

Safeguarding Advisor eycs.safeguarding@surreycc.gov.uk
Early Years and Childcare Service Named Person – Julie Page, South East Surrey
Tel: 01372 833895 Email: julie.page@surreycc.gov.uk

C-SPA contacts: Telephone: **0300 470 9100** Internal email name: Surrey (based at Guildford Police Station)
MASH/CAE/SCC Email: csplash@surreycc.gov.uk
Secure email: csplash@surreycc.gcsx.gov.uk or Egress

The Police in all cases - Call 101 or 999

Emergency Duty Team (EDT) 01483 517898
Out of hours between 6pm and 8am and at weekends

Concerns that already have an allocated social worker/professional – contact direct
North West Referral Hub 0300 1231630

If child's needs could be met through an **Early Help Assessment** contact the Early Help Hub
01932 795522

Surrey County Council **08456 009 009**

(press 2 for the Child Social Care, CAF & Child Protection, press 2 for education, pre-school and childcare enquiries) between 8am to 6pm Monday to Friday

OFSTED

General Helpline (Golden Number)	0300 123 1231
Whistle Blowing	0300 123 3155
Local Authority Helpline	0300 123 3156 whistleblowing@ofsted.gov.uk
Compliance Investigation & Enforcement (Allegations against staff or volunteer)	
	0300 123 4666
Fax	0300 123 3159

We intend to create in our pre-school an environment in which children are safe from abuse and in which any suspicion of abuse is promptly and appropriately responded to. In order to achieve this, we will:

Exclude known abusers

It will be made clear to applicants for posts within the pre-school that the position is exempt from the provisions of the Rehabilitation of Offenders Act 1974.

All applicants will undertake a Disclosure and Barring Service (DBS) check.

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All applicants for work within the pre-school, whether voluntary or paid, will be interviewed before an appointment is made and will be asked to provide at least two references. All such references will be followed up by the Chair/Committee. In the case of applicants with unexplained gaps in their employment history, or who have moved rapidly from one job to another, explanations will be sought.

All appointments, both paid and voluntary, will be subject to a probationary period and will not be confirmed unless the pre-school is confident that the applicant can be safely entrusted with children.

Seek and supply training

To ensure all staff/volunteers and students are aware of:

- The possible signs of abuse (physical, neglect, emotional and sexual) and share information and any concerns with the Designated Safeguarding Lead (DSL)
- Confidentiality and the Safeguarding Children procedures/policies

All staff will go through an Induction process including “What to do if? (Safeguarding Children Introduction)” training within 3 months of being employed, (subject to training availability) and updated every 3 years.

DSL’s will attend the 2 day “Safeguarding Children Foundation Training”, updated every 2 years. This will be noted in the Training Schedule and updated by the Supervisors and checked by the Chair/Committee (noted in diary of events).

The role of the DSL is to access online Safeguarding procedures/check for updates/share information with staff/ensure all information and leaflets are up to date/collate information when there are concerns and contact Social Services if appropriate/speak to parents.

Every member of staff will be given a copy of “What to do if you’re worried a child is being abused – Summary” available at www.gov.uk/government/publications/what-to-do-if-youre-worried-a-child-is-being-abused.

Prevent abuse by means of good practice

Adults will not be left alone for prolonged periods with individual children or with small groups.

Adults displaying inappropriate behaviour in setting will be challenged and be subject to an immediate interview by the DSL/Supervisor and an investigation by the

Supervisor and/or Committee, pending investigations will be suspended on full pay. For example: inappropriate sexual comments; excessive one-to-one attention beyond the requirements of their usual role and responsibilities; or inappropriate sharing of images.

Adults who have not been DBS checked will not take children unaccompanied to the toilet.

The layout of the playroom(s) will permit constant supervision of all children.

Respond appropriately to suspicions of abuse

Changes in children’s behaviour/appearance will be investigated and recorded in Confidential Record book.

Parents/carers will normally be the point of reference, though suspicions will also be referred to the **Surrey Children’s Single Point of Access (SPA) 0300 4709100** or for consultation only with the Duty Manager on 0208 541 7401/2.

All such suspicions and investigations will be kept confidential, shared only with those who need to know. The people most involved will be the member of staff/key person, the pre-school supervisor and committee chair.

Referrals for allegations against adults

Telephone the LADO team within 24 hours and act on their advice on 0300 200 1006

Telephone Ofsted with 24 hours and back up in writing within 14 days of receiving the allegation.

Notify EYCS named person in our area; Julie Page 01372 833895.

Initiate procedure for dealing with allegations against staff immediately.

Procedure for dealing with allegations against adults

If a volunteer or a member of staff is accused of any form of childcare abuse, he/she will be interviewed immediately by the person in charge of the group. The person accused may choose to attend the interview accompanied by a friend or colleague and to seek advice from a union representative. The interview will usually be with the pre-school supervisor. However, if the allegation is against the supervisor, the interview may be conducted by the committee chair. The person against whom the allegation is made will be informed of the allegation and will immediately be suspended on full pay while an investigation is made. Investigations will be in line with the Surrey Safeguarding Children board (SSCB) procedures and conducted in conjunction with the SSCB Committee. Confidential records will be kept of the allegation and of all subsequent proceedings.

The registered person complies with local child protection procedures (accessed on line at www.surreycc.gov.uk/safeguarding) approved by the Surrey Safeguarding Children's Board (SSCB) and ensures that all adults working and looking after children in the provision are able to put the procedures into practice.

Keep records

Whenever worrying changes are observed in a child's behaviour, physical condition or appearance, a specific and confidential record will be set up, quite separate from the usual ongoing records of children's progress and development. The record will include, in addition to the name, address, and age of the child: timed and dated observations, describing objectively the child's behaviour/appearance, without comment or interpretation; where possible, the exact words spoken by the child; the dated name and signature of the recorder.

Child Protection Information will be sent to the child's Transition School when they leave Heatherside Pre-school. A receipt from the school will be given to Pre-school.

Liaise with other bodies

The pre-school operates in accordance with local authority guidelines. Confidential records kept on children about whom the pre-school is anxious will be shared with the Contact Centre Children's Team or Duty Manager if the pre-school feels that adequate explanations for changes in the child's condition have not been provided.

If we have a concern about a child, we will share information with parents/carers. However, if sharing information may put the child at risk of significant harm, we will seek advice from the SPA Team or Duty Manager.

If we feel the child will be at risk of significant harm if allowed to go home with a parent/carer, we will seek advice from **Surrey Children's Single Point of Access (SPA) 0300 4709100** or **Out of hours phone: 01483 517898**

The setting will complete and send a Multi-Agency Referral Form (MARF) within 48 hours of making a referral to the Contact Centre Children's Team.

The Emergency Duty Team can be contacted out of hours on 01483 517898 between 6pm and 8am and at weekends.

OFSTED can be contacted on the Early Years Complaints Line on 0300 123 1231.

The group will maintain ongoing contact with the registering authority, including names, addresses and telephone numbers of individual social workers, to ensure that it would be easy, in any emergency, for the pre-school and the Contact Centre Children's Team to work well together.

Records will also be kept of the NSPCC contact (0808 800 5000), or other contact(s) as appropriate.

Support families

The pre-school will take every step in its power to build up trusting and supportive relationships between families and staff and volunteers in the group.

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Where abuse at home is suspected, the pre-school will continue to welcome the child and family while investigations proceed.

Confidential records kept on a child will be shared with the child's parents/carers.

With the proviso that the care and safety of the child must always be paramount, the pre-school will do all in its power to support and work with the child's family.

Mobile Phone / Camera use / Tablets

All personal mobile phones (staff and parents) will be kept in a secure box during the session. The pre-school mobile phone does not have a camera and is available during the session to receive and make calls only. The pre-school camera is used only by staff members to take photographic evidence and the photographs are shared with parental permission. Parent helpers are advised that they may not take photos. The camera is kept in a locked cupboard and photos are deleted once printed. The Pre-school use 'Tapestry' to document and develop a child's progress. Photographs are taken in the setting and uploaded onto a child's profile Confidentiality forms are signed by both parents and staff, as per our 'e' policy. Tablets are kept on the premises in a locked filing cabinet.

Physical Intervention

Physical intervention is a last resort and there are various other ways to 'coax' a child before it gets to this stage. If physical intervention is necessary, it will be recorded, signed by the Supervisor, witness, and parent/carer.

Duty of Care

We will ensure that our duty of care will extend past our operating hours and we will continue to carry out our duties during school holidays and out of hours, to ensure the safeguarding of the children in our care at all times.

Useful resources and websites

Surrey Safeguarding Children Board (SSCB) Manual of Child Protection Guidelines, accessed online at www.surreycc.gov.uk/safeguarding .

The Manual is designed as an electronic Manual, rather than a paper Manual and therefore it is not designed to be printed. If, however, practitioners need to print certain chapters or extracts from certain chapters, for example for taking to a Court hearing or a meeting, they should copy and paste the required text into a Word document, which can then be printed. A date should be added to the copied text to show the date of print and the printed document will only be valid for 3 working days from this date. The correct current version of the Manual will always be the electronic version of the chapter shown on the website. DSL's will view the online version twice a year in October and May.

Female Genital Mutilation (FGM)

Female Genital Mutilation (FGM) is illegal in England and Wales under the FGM Act 2003 ("the 2003 Act"). It is a form of child abuse and violence against women. FGM comprises all procedures involving partial or total removal of the external female genitalia for non-medical reasons.

At Heatherside Pre-school will believe that all our pupils should be kept safe from harm. Female Genital Mutilation affects girls particularly from North African countries, including Egypt, Sudan, Somalia and Sierra Leone. Although our pre-school has no/few children from these back grounds and consider girls in our pre-school safe from FGM, we will continue to review our policy annually.

At Heatherside Pre-school, protecting children in our care is paramount. We have safeguarding procedures in place. The Designated Safeguarding Lead (DSL) Officer and all members of staff are responsible and required to adhere and follow these policies.

We endeavor to adhere to the following:

- The safety and welfare of the child is paramount
- All agencies involved act in the interest of the rights of the child as stated in the UN convention 1989 and the Children's act 2004.

- All professionals are made aware of the possibility of a girl being at risk of FGM because of religious beliefs, nationality and other unusual events that could lead to FGM, for example, a child being taken out of the setting for an extended period of time - six weeks or more by parents or relatives.

Radicalisation and Extremism

See separate statement.

If a member of staff has concerns over a child, they will report it to the DSL in the setting who would then decide whether a referral was needed to the

Useful resources and websites

C-SPA team (Single Point of Access) 0300 4709100

0800028 3550 FGM Helpline

<https://www.gov.uk/guidance/female-genital-mutilation-fgm-migrant-health-guide>

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www.gov.uk/government/publications/what-to-do-if-youre-worried-a-child-is-being-abused

www.surreycc.gov.uk/eycpractitioners

www.surreycc.gov.uk/social-care-health/adult-social-care/protecting-adults-from-harm/domestic-abuse

www.surreycc.gov.uk

www.ofsted.gov.uk/contact-us/whistleblower-hotline

www.education.gov.uk/publications

www.foundationyears.org.uk/early-years-foundation-stage-2012

www.gov.uk/government/organisation/disclosure-and-barring-service

www.ico.gov.uk

www.acas.org.uk or 08457 474747 (Advisory; Conciliation; Arbitration Service)

Public Concern at Work (whistleblowing charity) 0207 404 6609

Email: helpline@pcaw.co.uk

www.stopitnow.org.uk Free phone Helpline 0808 1000 900

www.childline.org.uk

www.nspcc.org.uk

www.unicef.org

www.pacey.org.uk (professional association for childcare and early years)

Links to legislation

Sex Discrimination Act 1975

Race Relations Act 1976

Sex Discrimination Act 1986

Children Act 1989

<http://www.legislation.gov.uk/ukpga/1989/41/contents>

Convention on the Rights of a Child, UNICEF 1989

Sex Offenders Act 1997

<http://www.legislation.gov.uk/ukpga/1997/51/contents>

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Data Protection Act 1998

Human Rights Act 1998

<http://www.legislation.gov.uk/ukpga/1998/42/contents>

Sex Discrimination (Gender Reassignment Regulations) 1999

Freedom of Information Act 2000

Race Relations Amendment Act 2000

Human Rights Act 2000

SSCB Bruising in NIM infants leaflet

www.surreycc.gov.uk/bruising-NIM-infants.pdf

Adoption and Children Act 2002

<http://www.legislation.gov.uk/ukpga/2002/38/contents>

Education Act 2002

<http://www.legislation.gov.uk/ukpga/2002/32/contents>

Sexual Offences Act 2003

<http://www.legislation.gov.uk/ukpga/2003/42/contents>

Female Genital Mutilation Act 2003

<http://www.legislation.gov.uk/ukpga/2003/31/contents>

Domestic Violence, Crime and Victims Act 2004

<http://www.legislation.hmso.gov.uk/acts/acts2004/20040028.htm>

Children Act 2004

<http://www.legislation.gov.uk/ukpga/2004/31/contents>

Serious Organised Crime and Police Act 2005

<http://www.legislation.gov.uk/ukpga/2005/15/contents>

Safeguarding Vulnerable Groups Act 2006

<http://www.legislation.gov.uk/ukpga/2006/47/contents>

Children and Adoption Act 2006

<http://www.legislation.gov.uk/ukpga/2006/20>

Early Years Foundation Stage 2007

UNICEF Convention on the Rights of a Child 2007

Forced Marriage Act (Civil Protection) 2007

<http://www.legislation.gov.uk/ukpga/2007/20>

Children and Young Persons Act 2008

<http://www.legislation.gov.uk/ukpga/2008/23>

Criminal Justice and Immigration Act 2008

<http://www.legislation.gov.uk/ukpga/2008/4>

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Borders, Citizenship and Immigration Act 2009

<http://www.legislation.gov.uk/ukpga/2009/11>

Apprenticeships, Skills, Children and Learning Act 2009

<http://www.legislation.gov.uk/ukpga/2009/22>

Education Act 2011

<http://www.legislation.gov.uk/ukpga/2011/21/contents/enacted>

Domestic Violence Crime and Victims (Amendment) Act 2012

<http://www.legislation.gov.uk/ukpga/2012/4/contents/enacted>

Protection of Freedoms Act 2012

<http://www.legislation.gov.uk/ukpga/2012/9/contents/enacted>

Early Years Foundation Stage amendment 2012

Working together to Safeguard Children 2013

This policy was adopted at a meeting of the Pre-school held on 30 April 1997

Amended at AGM held on 5 October 2007 Chair W Kirk

Updated 11/08/2017 K Curtis

Reviewed & re-agreed at AGM held 3rd October 2017 Chair Jo Griffin

Reviewed & re-agreed at AGM held 28th September 2018 Chair Jo Griffin

Updated 18/06/2019 K Curtis

Reviewed & re-agreed at AGM held 27th September 2019 Chair Jo Griffin

Reviewed & re-agreed at AGM held 29th September 2020 Chair Jo Griffin