



Whitechapel Village Hall, Church Lane, Whitechapel, Lancs, PR3 2EP
Tel 01995 641132 email preschool@whitechapel.lancs.sch.uk
Registered charity number 1080554

Safeguarding children

1.2 Safeguarding children and child protection

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

Policy statement

Whitechapel Preschool 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.

Procedures

We carry out the following procedures to ensure we meet the three key commitments of the Alliance Safeguarding Children Policy.

Staff and volunteers

- Our designated person:
Esther Hartley and Ingrid Fearnley
- Our designated officer:
Jenni Peall - 07793199801
- We ensure all staff and parents are made aware of our safeguarding policies and procedures.

Training

- All adults involved in the setting have Level 1 safeguarding training 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.
- 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. No child is left alone with staff or volunteers in a one-to-one situation without being visible to others.

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 Local Safeguarding Children Board.
- Candidates are informed of the need to carry out 'enhanced disclosure' checks with the Disclosure and Barring service (DBS) before posts can be confirmed, and applicants have the right to know and to challenge incorrect information.
- Volunteers do not work unsupervised.
- We have procedures for recording the details of visitors to the setting – see our visitors book.
- We have a locked entrance 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 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.

Responding to suspicions of abuse

- We acknowledge that abuse of children can take different forms - physical, emotional, and sexual, as well as neglect.
- 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.
- 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 setting leader or manager who is acting as the 'designated person'. The information is stored on the child's personal file.
- We also record behaviours and discussions that may be relevant to our 'Prevent Duty' in regards to extremist views or behaviours.
- We only document what is said and done.
- We refer concerns to the local authority children's social care department and co-operate fully in any subsequent investigation. **Tel 0300 123 6720.** (out of hours **0300 123 6722**)
- If it is a 'Prevent Duty' concern we will refer concerns through the Channel Referral Process **Tel: Sgt. Nicola Bignell 01995 607820 or Sgt Maxine Monks 01772 209830**

Recording suspicions of abuse and disclosures

- Where a child makes comments to a member of staff that gives cause for concern (disclosure), 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;
- 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 child's personal file which is kept secure and confidential, in locked filing cabinet.
- The staff member will tell the nominated officer and seek appropriate advice and support within 24 hours of the observation. They will not do nothing, presume someone else will do something or attempt to resolve the matter themselves.

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.
- 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.
- This will usually be the case where the parent is the likely abuser. In these cases, the social workers will inform parents.

Liaison with other agencies

- We work within the Local Safeguarding Children Board guidelines.
- We have procedures for contacting the local authority on child protection issues.
- If a referral is to be made to the local authority social care department, we act within the areas Safeguarding Children and Child Protection guidance in deciding whether we must inform the child's parent at the same time.
- Information will be shared on a need to know basis.

Allegations against staff

- We ensure that all parents know how to complain about the behaviour or actions of staff or volunteers within the setting, which may include an allegation of abuse.
- We follow the guidance of the Local Safeguarding Children Board when responding to any complaint that a member of staff, or volunteer within the setting, or anyone living or working on the premises occupied by the setting, has abused a child.
- We respond to any disclosure by children or staff that abuse by a member of staff or volunteer within the setting, or anyone living or working on the premises occupied by 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 the local authority's social care department to investigate. (Tim Booth **01772 536694**) We also report any such alleged incident to Ofsted and what measures we have taken. (**0300 123 1231**) We are aware that it is an offence not to do this within 24 hours.
- We co-operate entirely with any investigation carried out by children's social care in conjunction with the police.
- Where the management committee and children's social care 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.

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 (DBS) 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.

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.

Legal framework

Primary legislation

- Children Act (1989 s47)
- Protection of Children Act (1999)
- Data Protection Act (1998)
- The Children Act (Every Child Matters) (2004)
- Safeguarding Vulnerable Groups Act (2006)
- Prevent Duty (2015)

Secondary legislation

- Sexual Offences Act (2003)
- Criminal Justice and Court Services Act (2000)
- Equalities Act (2010)
- Data Protection Act (1998) Non Statutory Guidance

Further Guidance

- Working Together to Safeguard Children (revised 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 2007)
- Information Sharing: Guidance for Practitioners and Managers (HMG 2015)

Updated 18.1.17

Reporting Signs of Abuse

Inform Manager or Deputy

Document with time, date what has been seen, said or heard and sign.

In a sensitive manner show any signs of abuse

Designated person to then inform social worker (if family have one)

If not contact Duty Officer at Social Services (information should be shared quickly and precisely)

Children's Services Referrals 0300 123 6720

Out of hours 0300 123 6722

Reporting an allegation against staff or volunteers

Inform Manager or Deputy

Document with time, date, what was said and sign.

Designated person to ring LADO (Tim Booth) 01772 536694

Then ring Ofsted 0300 123 1231

Staff member to be suspended whilst investigation carried out.

If Unsure report to Designated person anyway. Designated person can ring Early Years Safeguarding Officer for advice 07909 001430

Remember The main concern is the child

Parents must be informed of action taken but no questions

Reports must be written

Prevent Duty

It is our duty to pass on any concerns about a child or their family in regards to extremist views or behaviours.

Record any observed behaviours or conversations on an incident sheet. Only write down what is said or done, date and sign.

Pass on these concerns to Esther Hartley or Ingrid Fearnley as Designated Safeguarding Officer.

We will then follow the Channel Referral Process.

All staff will complete the online training from:

Course.ncalt.com/Channel_General_Awareness/01/index.html

More information can be found on:

Panlancashirescb.proceduresonline.com/chapters/p_violent_extremism.html