

SAFEGUARDING AND CHILD PROTECTION POLICY

Friary Pre School



THE CATHOLIC DIOCESE OF
ARUNDEL & BRIGHTON



Approved by:	Friary Preschool Committee
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Last reviewed on:	September 2023
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Next review due by:	September 2024
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Designated Safeguarding Lead: Maryen Peiris
Designated Deputy Safeguarding Lead: Olivia Gailey

We are committed to safeguarding children, young people and vulnerable adults and will do this by putting young people and vulnerable adults' right to be 'strong, resilient, and listened to' at the heart of all our activities.

Friary Pre-School has 'three key commitments' to provide a coherent strategy for safeguarding children young people and vulnerable adults in all services provided. The three key commitments are:

1. Friary Pre-school is committed to building a culture of safety in which children, young people and vulnerable adults are protected from abuse and harm in all areas of its service delivery.
2. Friary Pre-School is committed to responding promptly and appropriately to all incidents 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 are worried a child is being abused' (HMG 2015) and 'No Secrets (updated by the Care Act 2014) and Working Together 2018.
3. Friary Pre-School is committed to promoting awareness of child abuse issues throughout its training and learning programmes for adults.

It is also committed to empowering children, young people, and vulnerable adults, through its curriculum, promoting their right to be 'strong, resilient and listened to'.

NB:

A 'young person' is defined as 16–19-year-old. In an early years setting, they may be a student, worker, or parent.

A 'vulnerable adult' (see guidance to the Care Act 2014) as: 'a person aged 18 years or over, who is in receipt of or may need community care services by reason of 'mental or other disability, age or illness and who is or may be unable to take care of him or herself, or unable to protect him or herself against significant harm or exploitation'. In early years, this person may be a service user, parent of a service user, or a volunteer.

The Designated Safeguarding Lead and all staff have a legal duty to report any concerns regarding a child's health and /or development, concerns regarding child abuse or neglect or any suspicious incidents as well as accidents to the WSCC Safeguarding Children Partnership, Integrated front door. (IFD)

The DSL will ensure that:

- All staff have up-to-date knowledge of safeguarding issues.
- The 'DSL' is responsible for overseeing all child, young person or adult protection matters.
- The 'DSL' ensure they have links with statutory and voluntary organisations regarding safeguarding children.
- The 'DSL' ensure they have received appropriate training on child protection matters and that all staff are adequately informed and/or trained to recognise possible child abuse in the categories of physical, emotional and sexual abuse and neglect.
- The 'DSL' ensure all staff are aware of the additional vulnerabilities that affect children that arise from inequalities of race, gender, disability, language, religion, sexual orientation or

culture and that these receive full consideration in child, young person or adult protection related matters

- The 'DSL' ensure that staff are aware and receive training in social factors affecting children's vulnerability including
 - social exclusion
 - domestic violence and controlling or coercive behaviour
 - mental illness
 - drug and alcohol abuse (substance misuse)
 - parental learning disability
 - radicalisation
- The 'DSL' ensure that staff are aware and receive training in other ways that children may suffer significant harm and stay up to date with relevant contextual safeguarding matters:
 - abuse of disabled children
 - fabricated or induced
 - child abuse linked to spirit possession
 - sexually exploited children
 - children who are trafficked and/or exploited/county lines
 - female genital mutilation
 - extra-familial abuse and threats
 - children involved in violent offending, with gangs and county lines.
- All staff are trained to understand our safeguarding policies and procedures and that parents are aware of them too.

Staffing

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

Applicants for posts within the setting are 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 information that has been disclosed, applicants have the right to know and to challenge incorrect information.

All permanent applicants for work within the preschool will be interviewed before an appointment is made and will be asked to provide at least two references. They will also need to provide confirmation of their right to work in the UK.

All permanent appointments will be subject to a three-month probationary period and will not be confirmed unless the preschool is confident that the applicant can be safely entrusted with the children.

We abide by EYFS requirements in respect of references and Disclosure and Barring Service (DBS) checks for staff and volunteers, to ensure that no disqualified person or unsuitable person works at the setting or has access to the children.

Volunteers and students do not work unsupervised.

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.

We record information about staff qualifications and references including: -The Disclosure and Barring Service reference number (or DBS)-The date the disclosure was obtained; and details of whom obtained it.

Our procedure for recording the details of visitors to the setting involves them signing in and out of our visitors' log.

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 carry out daily and routine risk assessments.

All staff will be alert to any issues or concerns in the child's life at home, whilst attending the setting or elsewhere. All action will be taken in line with the following local and national legislation/guidance:

- The Safeguarding Children's Partnership Procedures
- The Statutory Framework for the Early Years Foundation Stage – Safeguarding and Welfare Requirements 2014
- The Children Act 1989, 2004 and 2006
- "Working Together to Safeguard Children" 2020
- "What to Do If You're Worried a Child is Being Abused" 2015

The Settings Designated Safeguarding lead is –Maryen Peiris

The Designated Safeguarding Lead will take all reasonable steps to keep children safe and well and ensure the suitability of adults who have contact with them. The Designated Safeguarding Lead is responsible for the care of children and their families and will listen and keep private any issues or concerns that parents may wish to discuss. However, they

have to inform the appropriate agencies if concerned about the care or welfare of a child in their care.

The Designated safeguarding lead will attend regular and relevant training to enable them to fulfil this role and all staff working in the setting will receive child protection training which will enable them to identify and respond appropriately to signs of possible abuse and neglect at the earliest

opportunity. Everyone has the right to make a referral to Children's Safeguarding Partnership Integrated Front Door if they are worried about a child.

The DSL is responsible for:

Ensuring that a child's absence is recorded

Ensure that parents understand their responsibility to inform us when a child will be absent and to state the reason why.

Responding without delay when a person informs them of a concern/allegation or if they themselves have a concern.

Listening carefully, using non-judgemental questions when discussing what has happened with the informing person and/or when investigating the concern. Information gathered should only be sufficient to confirm the need for referral to child services.

Recording immediately and verbally what has been disclosed

Deciding whether to respond to the issue raised as a minor concern, (incident) or serious allegation

Making an informed decision to undertake observations to identify possible changes in a child's behaviour and recording any signs and symptoms that are cause for concern. If we have reason to believe that a child is at risk of significant harm or abuse referral to local child services or police should be made without delay.

Seeking appropriate advice from the relevant local childcare services. The integrated front door will be contacted in the event that the DSL requires advice about the next steps or the appropriateness of approaching the child's parents about the concern

In the event that a child discloses physical or sexual abuse, where the alleged abuser is either a family member or someone resident within the household, the Integrated front door will be consulted before informing parents.

If the child is already subject to a Child Protection Plan the allocated Social Worker will be contacted, they will advise when, and by whom, and the parents will be informed.

In the event of an urgent safeguarding concern, a referral will be made to the Integrated Front and the next steps taken. 999 will be called if a child is in immediate danger.

Follow up the initial telephone referral by emailing the Integrated Front Door with a completed Multi-Agency Referral Form.

In the event of an emergency, telephone 999 and contact the police. The DSL and any staff working in the setting will follow the advice and guidance given by the police to ensure the safety and well-being of all persons at the premises.

Responding to suspicions of abuse

We acknowledge that abuse of children can take different forms: physical, emotional, and sexual, as well as neglect.

When children are suffering from physical, sexual or emotional abuse, or may be experiencing neglect, this may be demonstrated through:

- significant changes in behaviour
- Deterioration in their general wellbeing
- 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; any reason to suspect neglect or abuse outside the setting.

We consider 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, exploitation of children such as through internet abuse, county lines and Female Genital Mutilation, beliefs, that may affect or may have affected children using our setting. Where we believe a child in our care or known to us may be affected by any of these factors, we refer our concerns to the Integrated Front Door.

Disclosure

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 give cause for concern, such as significant changes in behaviour, deterioration in general wellbeing, unexplained bruising, marks or signs of possible abuse or neglect, that member of staff

- Will listen to the child in a sensitive way, the child will be helped to understand that they are valued and respected and not at fault or blame.
- Will not use leading questions when talking with the child

The member of staff will make 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 describing objectively the child's behaviour/ appearance without comment, judgement, interpretation, or speculation.
- The name of the person to whom the concern was reported, with date and time; the names of any other person present at the time
- The name and age of the child

These are shared with the DSL and records are signed and dated and kept in a confidential Safeguarding log of concern.

We adhere to Safeguarding Children's Partnership stipulations for recording and sharing concerns.

Making a referral

If the child is in immediate danger ring 999

The Designated Safeguarding Lead will make a referral of concerns to the Integrated front door and cooperate fully in any subsequent investigation. NB- In some cases, this may mean the police or another agency identified by the IFD.

Integrated Front Door (IFD)- 01403 229900

The setting is committed to responding promptly and appropriately to all incidents or concerns of abuse that may occur and to work with statutory agencies in accordance with the procedures that are set in 'What to do if you're worried a child is being abused'.

Informing parents

Parents are normally the first point of contact unless the child is deemed at risk of "SIGNIFICANT HARM".

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 when we make a record of concerns, and we also make a note of any discussion we have with them regarding a concern. When possible, two members of staff need to be present at such discussions.

If a suspicion of abuse warrants referral to IFD parents are informed at the same time that the referral is made, except where the guidance of the IFD 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 workers will inform parents.

If parents are unable to allay any legitimate anxieties that the Pre-School may have, then these matters will be notified to IDF.

Liaison with other agencies

We work within the Safeguarding Children's Partnership guidelines and the EYFS Statutory Guidance. We have a copy of 'What to do if you're worried a child is being abused' for parents and staff and all staff are familiar with what to do if they have concerns.

We notify the registration authority (Ofsted) of any incident or accident and any changes in our arrangements which may affect the well-being of children.

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 working on the premises occupied by the setting, which may include an allegation of abuse. We follow the guidance of the Local Authority Designated Officer (LADO) when responding to any complaint that a member of staff, volunteer within the setting, or anyone 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 designated officer (LADO) to investigate. The manager 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.

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. We cooperate entirely with any investigation carried out by Local authority-designated officers in conjunction with the police.

The Local Authority Designated Officer (LADO) as necessary to investigate and/ or to get advice in the event of any safeguarding allegation made against a member of staff.

Miriam Williams and Donna Tomlinson

Contact Number: 03302226450 (Available 9.00 am-5.00 pm)

LADO@westsussex.gov.uk

This policy will be reviewed on an annual basis and updated where appropriate, however, if a weakness is identified in the setting's procedures the policy will be reviewed and revised immediately. It is open to inspection by Ofsted and any recommendations they make will be undertaken by the Designated Safeguarding Lead.

Disciplinary action

Where a member of staff or a volunteer is dismissed from the setting because of misconduct relating to a child, we notify the Independent Barring Board administrators so that the name may be included on the Protection of Children and Vulnerable Adults Barred List.

Training

We seek out training opportunities for all adults involved in the setting to ensure that they can 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.

Curriculum

We introduce key elements of keeping children safe into our routine, to promote the personal, social and emotional development of all children so they feel, strong, resilient and listened to and that they develop an understanding of why and how to keep safe. We create within the setting 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 IFD OR LADO

Support to families

We believe in building trusting and supportive relationships with families, staff and volunteers in the group. We make clear to parents/carers our role and responsibilities in relation to child protection, such as reporting 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.

Existing Injuries

If children arrive at the setting with an injury, it must be reported to us by whoever is bringing the child in so that we can make a record of this. If children are immobile an injury or bruise will be recorded as a safeguarding concern.

Children not collected

If you have not collected your child, we will do the following whilst still taking care of your child.

Timeframe - Who we will call:

- 10 minutes - Call you
- 20 minutes - Call 2 emergency contacts
- 30 minutes - Call you and emergency contacts
- 1 hour - Call social services

We will make every attempt to call you with any numbers you have provided before calling social services.

Leaving with the wrong person

If you will not be collecting your child you must let us know on the drop off who will be collecting your child, if the person collecting is not a parent we will require the name, number and password of the person collecting which you will need to write down on a collection form. The person collecting will need to use a password on arrival. If there is an emergency, then please telephone as soon as possible so we have the details and password of the person collecting. If another person

from the person specified arrives to collect, we will not allow your child to leave with them unless we have spoken to someone with parental responsibility first.

Missing Child

A missing child is described as:

- One whose whereabouts cannot be established and where the circumstances are out of character or context an absent child is described as:
- One who is not at a place where they are expected to be but there is no apparent risk.

Absent children should be monitored over periods of time with consideration given to a child being described as missing if there is a change in circumstances where the level of risk has increased.

- A missing child maybe an indicator of:
- Problems at home/ family conflict
- Abuse or neglect
- Mental health problems, bullying
- Peer pressure
- Sexual exploitation/trafficking
- Female Genital Mutilation

If a child fails to attend the setting without explanation and where the parents/ emergency contacts do not contact us or cannot be contacted, we will seek advice and act on their instructions from Integrated Front Door

Camera and Mobile Phones

Any images taken of children attending the setting should be in the interest of recording children's learning and development. Parental consent will be sought to use images of children engaging in play activities, crafts and outings for the purposes of learning journals and for use on Facebook or our Website. Where parents request and to reinforce parent partnership, images of their child will be sent to them during the day. We will ensure that no unauthorised images are taken of persons attending the setting.

We are not permitted to bring a personal camera or memory card into designated areas of the setting during operating hours.

Adults at the premises are not permitted to take their mobile phones or other devices into the designated areas of the setting during operating hours. Staff may use mobile phones in the staff room whilst, on breaks. Staff/visitors' mobile phones are kept in the Preschool office and staff personal belongings are kept in the locked cupboard in the staff room.

Parents, carers, or other visitors are not permitted to keep mobile telephones, (or other devices capable of taking images), on their person when attending the setting during its operating hours. We will ask any person visiting, to hand in such devices for safe storage for the duration of their visit or to keep their bags with personal belongings in the Preschool office.

Written permission must be obtained from a child's parent/s prior to any image being taken of a child.

Images of children may only be taken using the setting camera/ mobile phone and which we will ensure is securely stored when not in use. The camera belonging to the setting, images stored on the settings computer and this policy can be scrutinised by the Safeguarding Officer at any time for non-compliance. We reserve the right to refuse entry when a visitor does not hand over a camera or mobile telephone known to be in their possession.

Internet Safety

The GDPR responsibilities of the setting are

- To keep the records and the information contained within them confidential and have in place measures to ensure access to such information is protected.
- To respect and protect the privacy of, the staff, parents and children who attend the setting when accessing the setting website and Facebook page.
- To safeguard children attending the setting from unsupervised internet use.
- To prevent misuse of the internet provided at the setting. E-Safety
<https://www.nspcc.org.uk/preventing-abuse/keeping-children-safe/online-safety/>

We will

- Ensure that all personal information held electronically is password protected.
- That access beyond the settings website profile page is restricted by using administrator settings to permit who may view the website.
- If an application is used to set up an online child record service, all staff will use password protection to ensure that parents can only access their own child's information. (Not in use at this time)
- Facebook will be used to advertise the setting, facilitate contact with prospective clients and offer an alternative private messaging service to parents. Administration and access to the service is the responsibility of the staff and they must ensure that appropriate privacy settings are in place.
- Only photographs of the children's crafts/ activities/ outings will be used on the settings Website and Facebook and with parental permission.
- All cameras and mobile telephones will be stored securely in the settings Kitchen/staff hooks
- We will ensure that personal use for email and storage of their personal data is either password protected. We will provide the setting with a business laptop and ensure that it is only used for business use.
- Parents will be advised during the introductory period that responses to emails and Facebook messaging will be handled in due course do you the sessions and timings, and that more urgent communication should be made using the settings mobile telephone number. Parents should be advised that it may not be appropriate to respond to calls immediately during session periods but that they should expect a return call from us at the

earliest opportunity. Voicemail messages will be deleted once a reply has been given/ within 21 days/ or kept for records if required.

Accident, Incident and Emergency

The recording of accidents and incidents is a statutory requirement and the records kept are open to inspection by Social Services Department at any time. The aim of this policy is to outline procedures to deal with any accident or emergency related to the setting and to ensure adherence to the statutory obligation.

All accidents will be recorded in the child's individual accident form and reported to the parents or carers to sign at the end of the day. For any head bumps, we phone parents/carers to inform the incident.

In the setting, all the practitioners have an up-to-date paediatric first aid certificate. We will undertake training to ensure that they hold a current nationally approved and accredited paediatric first aid training qualification. The paediatric first aid qualifications must be renewed every three years. In the event of an accident happening whilst caring for a child/ren, the parents will be contacted and kept informed of the situation. We hold a current Public Liability Insurance and require parents of all children attending the setting to disclose relevant health details and sign consent to administer first aid to their child. We will ensure that the procedures for first aid are discussed with the parent/s and consent to administer first aid to a child is signed.

Parents will be encouraged to discuss any health and safety concerns with us. Emergency contact details should be updated every six months. Parent/s are advised of their responsibility to inform us of any changes to the emergency contact details in the intervening period. Accident records will be reviewed termly in order to identify any patterns or trends of recurring injuries.

Risk Assessments

We will undertake risk assessments for all areas of the setting environment. We have a rolling review approach to risk assessments. When there are changes to the setting environment, a potential risk is identified or action is required and taken to improve the safety of the environment, we will review and amend risk assessments accordingly.

Risk assessments will be undertaken for specific activities, (including off-site activities) where they are not adequately covered by the setting's risk assessments. These assessments should form part of any review of the planned activity/off-site activity.

An individual risk assessment will be carried out for any child with a long-term medical condition that requires an ongoing necessary plan.

Lost Child from the Setting

We will take all reasonable steps to prevent a child from leaving the setting unsupervised. We will take the following precautions to ensure children remain safely in their care

- Non-registered rooms are closed during contracted hours

- All gates surrounding the premises are padlocked and bike chained at all times and that fencing is secure.
- Teach the children the settings ground rules

In the event that a child is lost we will.

- Check the setting environment, all other areas of the premises and outdoor areas.
- Contact the parent/s concerned immediately after the check has been completed.
- Notify the police for assistance and follow any reasonable advice/instruction given by them.
- Record the incident in the Accident and Incident Book.
- Notify Ofsted and settings insurance company of the situation.
- Ensure the safety of and give reassurance to the other child/ren in their care whilst the incident is managed.

Document Retention

- Information relating to safeguarding and welfare requirements of the EYFS will be passed on to the new setting at transfer or kept until the child is 21 years and 3 months old.
- Information relating to learning and development will be handed over to parents/carers when the child leaves or comes to the end of the EYFS.
- Photos of your child will be handed over to parents when the child leaves or comes to the end of the EYFS unless permission to keep them has been given (this permission can be recalled at any time).

Smoking, Alcohol and Drugs and Vaping

No one working on the premises will take drugs, drink alcohol or smoke/vape during the working day, even during unpaid breaks.

We will inform Ofsted if medication is prescribed to any staff that may affect their work.

If parents/carers arrive with or to collect a child suspected under the influence of alcohol or drugs we will call the police to report (if driving) and report to Integrated Front Door.

Whistle Blowing

Please refer to Whistleblowing policy

Useful Contacts:

Integrated Front Door (IFD)- 01403 229900 Email [-WSChildrenservices@westsussex.gov.uk](mailto:WSChildrenservices@westsussex.gov.uk)

NSPCC: <https://www.nspcc.org.uk/preventing-abuse/safeguarding>

Child line: <https://www.childline.org.uk/>

NHS: Non- Emergency Number 111.

Ofsted - 0300 123 1231

Police – Emergency 999 Local 101

FGM Concerns – 0800 028 3550

LADO- 03302226450- LADO@westsussex.gov.uk

Department for Education DfE – 0370 000 2288

THE PREVENT DUTY

From 1 July 2015 all childcare settings must comply with The Prevent of Duty to help protect children from extremism. We have responsibility to protect children under section 26 of the Counter-Terrorism and Security Act 2015.

The common inspection framework makes reference to providers promoting children’s welfare and preventing radicalisation and extremism. The government has defined extremism in the Prevent Strategy as: “vocal or active opposition to fundamental British Values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs.”

Indicators that may suggest a child’s vulnerability to violent extremism include:

- Expressed opinions supporting violence, terrorism or the values of extremist organisations
- Possession of extremist literature including that on weapons, explosives or military training, attempts to access extremist websites/ chatrooms,
- Behaviour or behavioural changes – such as withdrawal from family life and peers, hostility towards family and peers, association with organisations that hold extremist views
- Personal history- claims or evidence of involvement in organisations voicing violent extremist ideology or attendance of military/ terrorist training

The purpose of the PREVENT Strategy is:

- To stop people becoming terrorists or supporting violent extremism in all its forms.
- To safeguard children and adults and provide early intervention to protect and divert people away from being drawn into extremism or terrorist activity.
- To provide people with appropriate advice and support.

The setting will:

- Understand own role and responsibilities on how to protect children from extremism by promoting inclusion and Fundamental British Values in the setting.
- Be alert to any reason for concern in the child's life at home or elsewhere that they are being exposed to extremism.
- Understand how to identify children at risk and when to take action after identifying a child at risk e.g. a change in children's behaviour or unexplained/ irregular attendance at the setting.
- To undertake training that provides them with the knowledge to identify children at risk.
- Be responsible for observing and recording children's attendance in the setting with an Attendance book
- Be vigilant and inform the necessary agencies if they suspect child/ children are being exposed to extremism.
- Promote and embed inclusion and Fundamental British Values within the setting as a toolkit for anti-radicalisation.
- Implement the EYFS so that children are taught a broad and balanced curriculum to ensure they 'understand the world' and learn about 'similarities and differences between themselves and others, and among families, communities and traditions'
(www.foundationyears.org.uk/2015/03/fundamental-british-values-in-the-earlyyears/)

The Department for Education dedicated telephone helpline (020 7340 7264) to enable staff to raise concerns relating to extremism directly. Concerns can also be raised by email to counter.extremism@education.gsi.gov.uk