



Policies

SAFEGUARDING CHILDREN POLICY

Designated Lead:

Siobhan Keen (Hatch Warren)

Melissa Gerding (Kempshott)

Hatch Warren Under Fives and Kempshott Under Fives Preschool, will hereafter be referred to as the “Preschool”

Purpose

The Preschool fully recognises its responsibility to safeguard and promote the welfare of children at our preschool. The purpose of this policy is to provide staff, volunteers and committee with the guidance they need in order to keep children safe and secure in our preschool and to inform parents and guardians how we will safeguard their children whilst they are in our care.

Context

We recognise that children have a right to feel secure and cannot learn effectively unless they do so. Parents, carers and other people can harm children either by direct acts or failure to provide proper care or both. Children may suffer neglect; emotional, physical, sexual or domestic abuse or a combination of such types of abuse. All children have a right to be protected from abuse, which also includes Female Genital Mutilation. Whilst the preschool will work openly with parents as far as possible, the preschool reserves the right to contact Hampshire Children’s Services or the Police, without notifying parents if this is in the child’s best interests.

Aims

These procedures apply to all staff, committee & volunteers working in the preschool. The aim of our policy is to prevent children being abused and to safeguard and promote the welfare of pupils at the preschool in the following ways:-

- Raise awareness of child protection and safeguarding roles and responsibilities with Staff, Committee and Volunteers.
- Develop, implement and review procedures in our preschool that enable all staff & volunteers to identify and report cases, or suspected cases, of abuse.
- Support pupils who have been abused in accordance with their agreed child protection plan.
- Support children with additional needs.
- Ensure the practice of safe recruitment in checking and recording the suitability of staff and volunteers to work with children.
- Establish a safe environment in which children can learn and develop.

- Ensure that allegations or concerns against staff are dealt with in accordance with local guidance.

Exclude known abusers

- It will be made clear to applicants for posts within the preschool that the position is exempt from the Rehabilitation of Offenders Act 1974.
- All applicants who work within the preschool will be interviewed before any appointment is made and will be asked to provide at least two references in addition to an Enhanced Disclosure and Barring Service (DBS) Check. All such references will be followed up. 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 voluntary and paid, will be subject to a probationary period and will not be confirmed unless the preschool is confident that the applicant can be entrusted with children.
- Staff at the preschool are trained in safer recruitment practices.

Whole staff responsibilities

The preschool recognises that because of their day-to-day contact with children, preschool staff are well placed to observe the outward signs of abuse. The preschool will therefore:-

- Establish and maintain an environment where children feel secure, are encouraged to talk and are listened to.
- Ensure children know that there are adults in the preschool whom they can approach if they are worried about any problems.
- Include opportunities in the PSED curriculum for children to develop the skills they need to recognise and stay safe from abuse.
- Follow the procedures set out by the Hampshire Safeguarding Children Partnership and the Local Authority and take account of guidance issued.
- Treat all disclosures with the strictest confidence.
- Ensure that parents have an understanding of the responsibility placed on the preschool and its staff for child protection by setting out its obligations in the preschool prospectus and that parents are offered a copy of the policy and procedures on request.
- Notify parents of our concerns, and provide them with opportunities to change the situation, where this does not place the child at greater risk.
- Notify the allocated Social Worker if there is an unexplained absence of more than two days of a pupil with a child protection plan.
- Develop effective links with Hampshire Children's Services and cooperate as required with their enquiries regarding child protection matters including attendance at Child Protection Case Conferences.
- Liaise with other agencies that support pupils such as Child and Adolescent Mental Health Service, The Locality Team and the Educational Psychology Service through normal referral routes.
- Ensure that there is a senior designated person.
- Receive and complete relevant training with regards to The Prevent Duty and know that concerns should be passed over to our Designated Safeguarding Lead. Referrals will then be made if required. We will maintain the details of the Channel Police Practitioner who will be used as a point of contact.

- Receive and complete relevant training with regards to Female Genital Mutilation (FGM) and know that concerns will be passed over to our Designated Safeguarding Lead. It is our duty to report to the police any 'observations' or if a report has been made to staff about FGM. See Appendix 3 for the mandatory reporting duty.

DSL Responsibilities

The DSL will:

- Ensure that the Committee understand their responsibilities under s.175 of the Education Act 2002.
- Ensure they have received appropriate training and attend training every 2/3 years.
- Ensure every member of staff, volunteer and governor knows the name of the designated person (CPO), their role and their contact details
- Ensure all staff and volunteers understand their responsibilities in being alert to the signs of abuse and responsibility for referring any concerns to the designated person (DSL).
- Ensure that whole preschool training occurs every three years so that every member of staff, volunteer and committee member can fulfil their child protection responsibilities effectively.
- Keep written records that are kept securely and separately from the main pupil file and use these records to assess the likelihood of risk.
- Ensuring that copies of child protection records and or records of concern are transferred accordingly (separate from children's files) when a child leaves the preschool.
- Ensuring that, where a pupil on a child protection plan, or is a child looked after, leaves the preschool, their information is transferred to the new preschool immediately and that the child's Social Worker is informed.

Responsibilities of Adults within the preschool community

- All adults are required to be aware of and alert to the signs of abuse.
- A child will not be handed into the care of any adult who appears to be under the influence of alcohol or drugs. In the event that an adult appearing to be in this condition attempts to collect a child, the Manager reserves the right, in the interests of the child's safety, to call the second named person on the admission form. This person may collect and be responsible for the child until a parent can take over safely. If necessary, the Manager will also contact the police or Hampshire Children's services if there is concern that a child may be at risk of harm.
- If it is anticipated that a parent will be arriving drunk or incapable in some other way of caring for a child, the preschool may prepare for their arrival by contacting the police, Hampshire Children's Services or NSPCC during the session and seeking their advice.
- If an adult identifies that a child may be in an abusive situation they should record their concerns and report them to the senior designated person (DSL) as soon as practical.
- Parents will normally be the first point of reference, though suspicions and any immediate concerns should be referred to Hampshire Children's Services on 0300 555 1384. If it is necessary to involve the Police they may be contacted on 999 (emergency) or 101 (non-emergency) or NSPCC on 0808 800 5000 3.

- If the disclosure is an allegation against a member of staff they will follow the procedures attached to this policy. Effectively the staff member will be suspended immediately on full pay whilst the allegation is investigated.
- 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 who was told of the allegation/key person, Preschool Manager and the DSL and the Management Committee liaison for safeguarding children.

As a preschool we will educate and encourage pupils to keep safe through:

- The content of the curriculum.
- A preschool ethos which promotes a positive, supportive and secure environment and gives pupils a sense of being valued.
- The “Rights, Respect and Responsibility” agenda.
- The creation of a culture which helps children to feel safe and able to talk freely about their concerns, believing that they will be listened to and valued.

Support Families

- The preschool will take every step in its power to build up trusting and supportive relationships between families, staff and volunteers in the group.
- Confidential records kept on a child will be shared with the child’s parents.
- With the proviso that the care and safety of the child must always be paramount, the preschool will do all in its power to support and work with the child’s family.
- The preschool staff have a right to work in an environment free from verbal or physical abuse and reserve the right to call the Police in the event of this occurring.

ALLEGATIONS AGAINST STAFF, VOLUNTEERS & STUDENTS

In the event that an allegation is made against a staff member, volunteer or student; the Preschool Manager needs to be informed immediately. If she is unavailable/uncontactable, the Chairperson of the Committee or Chair of the Personnel Committee needs to be informed.

The staff member, volunteer or student will be suspended from work with immediate effect and escorted from the premises. This is in by no way a reflection of guilt against the person who the allegation has been made. A full enquiry will take place and the relevant agencies need to also be informed; OFSTED and Local Authority Designated Officer (LADO).

If the allegation is made against the Preschool Manager, the person who the allegation was told must inform the Chairperson of the Committee or Chairperson of the Personnel Committee.

Allegations made against Staff/Committee/Volunteers etc. must be treated in the strictest of confidence and may not be discussed with anyone except the personnel who will deal with the allegation. If anyone is found to be discussing the allegation either internally or externally to the group, they will be subject to disciplinary action.

Training

All staff will receive safeguarding training including FGM and Prevent Duty. The Designated Lead(s) will complete training every two years. This training will be in line with the Hampshire Safeguarding Children's Partnership.

The Designated Lead(s) will attend Hampshire Safeguarding Briefings every term as well as any relevant training provided by Hampshire County Council, Hampshire Safeguarding and NSPCC.

We ensure all staff know the procedures for reporting and recording and concerns they may have. Staff attend half termly meetings, where safeguarding is discussed as well as using our inset days to provide more learning opportunities for staff. Staff also attend training every two years.

All committee members will receive appropriate safeguarding training.

Annual review

As a preschool, we review the attached policy annually, in line with Hampshire Safeguarding Children Partnership procedures and the following Local Authority procedures:

Legal references

Primary Legislation

Children Act 1989

Protection of Children Act 1999

Care Act 2014

Children Act 2004

Children and Social Work Act 2017

Safeguarding Vulnerable Groups Act 2006

Counter- Terrorism Act and Security Act 2015

General Data Protection Regulation 2018

Data Protection Act 2018

Modern Slavery Act 2015

Sexual Offences Act 2003

Serious Crime Act 2015

Criminal Justice and Court Services Act 2000

Human Rights Act 1998

Equalities Act 2006

Equalities Act 2010

Disability Discrimination Act 1995

Data Protection Act 2018

Freedom Act 2000

Further Guidance

Working Together to Safeguard Children (HMG 2023)

Statutory Framework for the Early Years Foundation Stage 2024

What to do if You're Worried a Child is Being Abused (HMG 2015)

Prevent Duty Guidance for England and Wales: guidance for specified authorities in England and Wales on the duty of schools and other providers in the Counterterrorism and Security Act 2015 to have due regards to the need to prevent people from being drawn into terrorism (HMG 2023)

Keeping Children Safe in Education 2024

Education Inspection Framework (Ofsted 2023)

The Framework for the assessment of children in need and their families (DoH 2000)

The Common Assessment Framework (2006)

Statutory guidance on inter-agency working to safeguard and promote the welfare of children (DFE 2015)

Further Guidance

Information sharing advice for safeguarding practitioners (DfE 2024)

The Team Around the Child (TAC) and the Lead Professional (CWDC 2009)

The Common Assessment Framework (CAF)- guide for practitioner (CWDC 2010)

The Common Assessment Framework (CAF)- guide for managers (CWDC 2010)

Multi-Agency Statutory Guidance on Female Genital Mutilation (HMG 2016)

Multi-Agency Public Protection Arrangements (MAPPA) (Ministry of Justice, National Offender Management Service and HM Prison Service 2014)

National Action Plan to Tackle child abuse linked to faith or belief (Gov)

Safeguarding Children in Whom illness is fabricated or induced (HMG 2007)

Safeguarding Disabled Children: Practice Guidance (DfE 2009)

Safeguarding Children who may have been Trafficked (DfE and Home Office 2011)

Child Sexual exploitation: definition and guide for practitioners (DfE 2017)

Handling Cases of Forced Marriage: Multi-Agency Practice Guidelines (HMG 2014)

This policy was adopted by the Preschool Committee on _____

Signed on behalf of the Preschool _____

