

HETTY PRESCHOOL

Safeguarding Policy

Statement of intent

Our key commitments for safeguarding children:

HETTY recognises it is our moral and statutory responsibility to safeguard and promote the welfare of all children. We endeavour to provide a safe and welcoming environment where children are respected and valued. We are alert to signs of abuse and neglect and follow our procedures to ensure that children receive effective support, protection and justice.

Principles

Our core safeguarding principles are;

- It is the setting's responsibility to take all reasonable steps to safeguard and protect the rights, health and well-being of all children who are in our care.
- The setting will ensure that the welfare of the children is given paramount consideration when developing and delivering all activities.
- All staff have equal responsibility to act on any suspicion or disclosure that may suggest a child is at risk of harm in accordance with this policy.
- The policy will be reviewed annually unless an incident or new legislation or guidance suggest the need for an earlier review date.
- All children and staff involved in child protection issues will receive appropriate support from the manager, who will follow the procedures set out in this policy.

Aims

Our aims are to carry out this policy by:

- Providing staff with the necessary information to enable us to meet our statutory responsibilities to promote and safeguard the wellbeing of children
- Promoting children's right to be strong, resilient and listened to by creating an environment in our setting that encourages children to develop a positive self image, which includes their heritage arising from their colour and ethnicity, their languages spoken at home, their religious beliefs, cultural traditions and home background;
- Promoting children's right to be strong, resilient and listened to by encouraging children to develop a sense of autonomy and independence;
- Helping children to establish and sustain satisfying relationships within their families, with peers, and with other adults; and

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- Working with parents to build their understanding of and commitment to the principles of safeguarding all our children.

Methods

- We work within the Cheshire Area Safeguarding Children Committee guidelines.
- We have a copy of “What to do if you are worried a child is being abused” for parents and staff, and all staff are familiar with what to do if they have concerns.
- 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 the setting and social services 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.
- Details of the local National Society for the Prevention of Cruelty to Children (NSPCC) contacts are also kept.
- If a referral is to be made to the local authority social services, department, we act within the Children and Social Workers Act 2017 guidance in deciding whether we must inform the child’s parents at the same time.

We are committed to building a “culture of safety” in which children are protected from abuse and harm in all areas of its service delivery.

Staffing and Volunteering

- HETTY endeavours to ensure that we do our utmost to keep children safe and employ staff by following the guidance in Safeguarding Children and Safer Recruitment.
- Our designated person (a member of staff) who co-ordinates child protection issues is Denise Bowes.
- All staff mobile phones will be kept in a locked staff room at all times.
- Our designated officer who oversees this work is Denise Bowes.
- We provide adequate and appropriate staffing resources to meet the needs of children.
- Applicants for posts within the setting are clearly informed that the positions are exempt from the Rehabilitation of Offenders Act 1974.

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- Candidates are informed of the need to carry out “enhanced disclosure” checks with the Disclosure and Barring (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.
- We abide by Ofsted requirements in respect of references and Disclosure and Barring Services checks (DBS) for staff and volunteers, to ensure that no disqualified person or unsuitable person works at the setting or has access to the children.
- Volunteers do not work unsupervised.
- We abide by the Protection of Children Act requirements in respect of any person who is dismissed from our employment, or resigns in circumstances that would otherwise have led to dismissal for reasons of children 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 are 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”.

Types of abuse

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

Physical abuse

Physical abuse is a form of abuse which may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces illness in a child.

Emotional abuse

Emotional abuse is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child’s emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they

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meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the child's development capability, as well as over protection and limitation of exploration and learning, or preventing the child participating in normal social interaction . It may involve seeing or hearing the ill-treatment of another .It may involve serious bullying (including cyber bullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone

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Sexual abuse

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing, and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of , sexual images , watching sexual activities encourage children to behave in sexually inappropriate ways , or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Woman can also commit acts of sexual abuse, as can other children.

Neglect

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of a child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to;

- Provide adequate food , clothing and shelter (including exclusion from home or abandonment);
- Protect a child from physical and emotional harm and danger
- Ensure adequate supervision (including the use of inadequate care-givers)
- Ensure access to appropriate medical care or treatment.

It may also include neglect of, or unresponsiveness to , a child's basic emotional needs.(Definitions taken from Working Together to Safeguard children 2013)

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Where such evidence is apparent, the child's key person makes a dated record of the details of the concern and discuss what to do with the setting leader or manager who is acting as the "designated person". The information is stored in a confidential file. Staff in the setting take care not to influence the outcome either through the way they speak to children or by asking questions of children.

Allegations against staff

This policy is created for all people employed by HETTY that is someone who is;

- Employed on a permanent or fixed term contract
- Employed on a temporary contract.
- Employed through a training agency
- Carry out work experience short term

This policy should be used in respect of all cases in which it is alleged that a person who works with children;

- Behaved in a way that has harmed or may have harmed a child
- Possibly committed a criminal offence against or related to a child
- Behaved towards a child in a way that indicated she or he is unsuitable to work with children

If the company becomes aware of any significant allegations that may have occurred outside of HETTY then it is our duty to inform the LADO, Ofsted and follow procedures.

Referral process

1 If a concern or allegation has been raised about a person who works with children then they will inform the named senior Manager (Denise Bowes) in HETTY who will liaise with the Local Authority Designated Officer (LADO) in the safeguarding unit. If however the concern /allegation relates to the named senior manager then the concern/allegation should be notified to LADO directly.

2 If the concern /allegation meets the criteria set out in Cheshire West and Chester's Local Safeguarding Children Board Procedures, then the named manager must make contact within in one working day with the LADO. The LADO contact details are 0151 337 4570 , www.cheshirewestandchesterlado.uk

3 If it is agreed that it is an appropriate referral to the LADO, then a referral form should be completed by the referrer and sent immediately to the safeguarding unit. The referrer must then inform Ofsted.

4 If a strategy meeting or discussion is required, it will normally be chaired by the LADO, or another manager in the children's safeguarding unit in their absence.

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5 There are six possible outcomes to a referral being made;

- The referral does not meet the threshold for investigation
- The referring agency undertakes their own investigation within agreed timescales and advises the LADO of the outcome
- The LADO assists the referring agency with an investigation (ie. in the voluntary sector or for the purpose of independence) within agreed timescales
- A social worker from children's services care undertakes an investigation regarding "significant harm" as defined in section 47 of the children of the Children Act 1989 within agreed timescales
- A social worker from the appropriate Local Authority social care service assists with some investigations where there are concerns about harm to a child.
- A criminal investigation is conducted by police, working with other relevant agencies.

6 The named senior manager in the organisation will be informed about whether a referral has been accepted, and if so , they will be kept informed of the progress of the case.

Disciplinary action

- Where a member of staff or a volunteer is dismissed from the setting or internally disciplined because of misconduct relating to a child, we notify LADO and Ofsted.

The local Authority Designated Officer is based at ;

The Children's Safeguarding Unit

4, Civic Way (floor 4)

Ellesmere Port

Cheshire

Tel 0151 337 4570

Method:

Training

- We seek out training opportunities for all adults involved in the setting to ensure that they are able to recognise the signs and symptoms of possible physical abuse, emotional abuse, sexual abuse and neglect and so that they are aware of the local authority guidelines for making referrals.

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- 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 behind closed doors and staff move freely across the setting so that children are usually easily visible to others.

Curriculum

- We introduce key elements of child protection 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 so that they develop 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.

Disclosures

Where a child makes a disclosure to a member of staff, that member of staff:

- Offers reassurance to the child;
- Listens to the child; and
- Gives reassurance that she or he will take action.

The member of staff does not question the child.

Recording suspicions of abuse and disclosures

Staff make a record of:

- The child's name;
- The child's address;
- The age of the child;

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- The date and time of the observation of the disclosure;
- An objective record of the observation or 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 a confidential file.

Cheshire Children' Services "Safeguarding Children Policy and Procedures" contains detailed procedures for this as well as a template form for recording concerns and making a referral.

All members of staff know the procedures for recording and reporting.

Informing parents

- Parents are normally the first point of contact.
- If a suspicion of abuse is recorded, parents are informed at the same time as the report is made, except where the guidance of the CSP Committee does not allow this.
- This will usually be the case where the parent is the likely abuser. In these cases the investigating officers will inform parents.

The legal framework for this work is:

Primary legislation

The Children Act 1989 - s47

The Protection of Children Act 1999

Data Protection Act 1998

The Children Act 2004 (Every Child Matters)

The Children, Schools and Families act 2010

Criminal Justice and Court Services Act (2000)

Human Rights Act (1999)

Race Relations (Amendment) Act (2000)

Race Relations (Amendment) Act (1976) Regulations

Rehabilitation of Offenders Act 1974

Working together to safeguard children Act 2017 (currently under revision)

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- 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 CSP Committee.

Support to families

- The setting believes in building trusting and supportive relationships with families, staff and volunteers in the group.
- The setting makes clear to parents its role and responsibilities in relation to Safeguarding, such as for the reporting of concerns, providing information, monitoring of the child, and liaising at all times with the local social services department.
- The setting continues to welcome the child and the family whilst investigations are being made in relation to any alleged abuse.
- We follow the Cheshire West and Chester Safeguarding policy as set by the social services department in relation to the setting's designated role and tasks in supporting the child and 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 procedure and only if appropriate under the guidance of the CSP Committee.

This policy and procedures was adopted at a meeting of HETTY Staff and Trustees