



**Safeguarding and Welfare Requirement: Child Protection**

Providers must have and implement a policy, and procedures, to safeguard children.

**Statement of intent;**

*Be Happy Preschool is committed to safeguarding and promoting the welfare of children and young people and this commitment is integral our organisation.*

*Our setting 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. Our Safeguarding Policy is based on the three key commitments of the Pre-school Learning Alliance Safeguarding Children Policy.*

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

*Key commitment 1*

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

*Key commitment 2*

- 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're worried a child is being abused' (HMG 2006).

### *Key commitment 3*

We are committed to promoting awareness of child abuse issues throughout our training and learning programmes for adults. We are also committed to empowering young children, through our early childhood curriculum, promoting their right to be strong, resilient and listened to.

At **Be Happy Preschool** we work with children, parents, external agencies and the community to ensure the welfare and safety of children and to give them the very best start in life. Children have the right to be treated with respect, be helped to thrive and to be safe from any abuse in whatever form.

We support the children within our care, protect them from maltreatment and have robust procedures in place to prevent the impairment of children's health and development. In our setting we strive to protect children from the risk of radicalisation and we promote acceptance and tolerance of other beliefs and cultures (please refer to our inclusion and equality policy for further information). Safeguarding is a much wider subject than the elements covered within this single policy, therefore this document should be used in conjunction with the Preschool's other policies and procedures.

This policy is also to be used in conjunction with the requirements of Slough's Safeguarding Children Board 'working together to safeguard children' July 2018 and 'What to do if you're concerned a child is being abused' March 2015.

Be Happy Preschool has Designated Safeguarding Officers these named persons will deal with any issues in the setting. They will be responsible for reporting any abuse to the correct agencies and for following all of the correct procedures, to ensure that all children are safe and protected.

During Preschool opening hours 9am - 3pm there will always be a designated Safeguarding Officer available to speak to if there are any concerns with Child protection or safeguarding issues.



Designated officer is - Joanne Poole (Manager)

*'All children whatever their age, culture, disability, gender, language, racial origin, religious beliefs and or sexual identity have the right to be protected and safe from abuse'. (Children Act 2004).*

### **Legal framework and definition of safeguarding**

- Children Act 1989 and 2004
- Childcare Act 2006
- Safeguarding Vulnerable Groups Act 2006
- The Statutory Framework for the Early Years Foundation Stage (EYFS) 2014
- Working together to safeguard children 2018
- What to do if you're worried a child is being abused 2015
- Counter-Terrorism and Security Act 2015.

Safeguarding and promoting the welfare of children, in relation to this policy is defined as:

- Protecting children from maltreatment
- Preventing the impairment of children's health or development
- Ensuring that children are growing up in circumstances consistent with the provision of safe and effective care
- Taking action to enable all children to have the best outcomes.

*(Definition taken from the HM Government document 'Working together to safeguard children 2018).*

The Preschool is aware that abuse does occur in our society and we are vigilant in identifying signs of abuse and reporting concerns. Our practitioners have a duty to protect and promote the welfare of children. Due to the many hours of care we are providing, staff may often be the first people to identify that there may be a problem. They may well be the first people in whom children confide information that may suggest abuse or to spot changes in a child's behaviour which may indicate abuse.

Our prime responsibility is to Safeguard and promote the welfare and wellbeing of all children in our care. As such we have a duty of care to these children and act quickly and responsibly in any instance that may come to our attention. Therefore all suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately. This includes sharing information with any relevant agencies such as local



authority services for children's social care, health professionals or the police. All staff will work with other agencies in the best interest of the child, including as part of a multi-agency team, where needed.

Be Happy deems the Welfare, Safety and Protection of Children as Paramount, where the registered person and staff recognised their responsibilities towards those in their care, they will be aware of their individual roles and understand the procedures they must follow if they suspect abuse or neglect.

We ensure that we provide a secure environment for all of the children, enabling them to feel valued, listened to and to know that their wishes and feelings are respected. The Policy will be used in conjunction with the;

- 'Working Together to safeguard children 2018: A Multi-Agency Code of Practice', the BSCB (Buckinghamshire Safeguarding Children Board), the UN Convention on the rights of the child, the Children Act 2004 and the EYFS.

We will ensure that:

To safeguard children and promote their welfare we will:

- Create an environment to encourage children to develop a positive self-image
- Provide positive role models and develop a safe culture where staff are confident to raise concerns about professional conduct
- Encourage children to develop a sense of independence and autonomy in a way that is appropriate to their age and stage of development
- Provide a safe and secure environment for all children
- Promote tolerance and acceptance of different beliefs, cultures and communities
- Help children to understand how they can influence and participate in decision-making and how to promote British values through play, discussion and role modelling
- Always listen to children
- Provide an environment where practitioners are confident to identify where children and families may need intervention and seek the help they need
- Share information with other agencies as appropriate.

We will ensure;



- Staff are alert to the signs and symptoms of abuse and know who to report them to
- Appropriate staffing levels are met at all times
- Maintain confidentiality at all times
- Have a designated person responsible for co-ordinating action and liaising with other agencies
- All staff have training in Safeguarding which is regularly reviewed.
- We follow all legal Guidelines
- Parents are aware of Be Happy's Child Protection Policy and the fact that this may require cases to be referred to investigative agencies in the interest of the child
- Be Happy Preschool refers to 'the threshold document' in reference to children that may need additional help or the Preschool needs advice.

The Preschool aims to:

- Keep the child at the centre of all we do
- Ensure staff are trained to understand the child protection and safeguarding policy and procedures, are alert to identify possible signs of abuse, understand what is meant by child protection and are aware of the different ways in which children can be harmed, including by other children through bullying or discriminatory behaviour
- Ensure staff understand how to identify early indicators of potential radicalisation and terrorism threats and act on them appropriately in line with national and local procedures
- Ensure that all staff feel confident and supported to act in the best interest of the child, share information and seek the help that the child may need
- Ensure that all staff are familiar and updated regularly with child protection training and procedures and kept informed of changes to local/national procedures
- Make any child protection referrals in a timely way, sharing relevant information as necessary in line with procedures set out by the Buckinghamshire Safeguarding Children Board
- Make any referrals relating to extremism to the police (or the Government helpline) in a timely way, sharing relevant information as appropriate
- Ensure that information is shared only with those people who need to know in order to protect the child and act in their best interest



- Ensure that children are never placed at risk while in the charge of Preschool staff
- Take any appropriate action relating to allegations of serious harm or abuse against any person working with children or living or working on the preschool premises including reporting such allegations to Ofsted and other relevant authorities
- Ensure parents are fully aware of child protection policies and procedures when they register with the preschool and are kept informed of all updates when they occur
- Regularly review and update this policy with staff and parents where appropriate and make sure it complies with any legal requirements and any guidance or procedures issued by Slough Safeguarding Children Board.

We will support children by offering reassurance, comfort and sensitive interactions. We will devise activities according to individual circumstances to enable children to develop confidence and self-esteem within their peer group.

### **Safeguarding Principles:**

#### **Recognising Abuse**

Coping with concerns about the possible abuse of a child is very stressful for all involved, however your first responsibility is to the child. It is important that staff share with their management/leader:

Disclosure:

- any significant changes in children's behaviour
- any unexplained bruises or marks
- any comments children make which give cause for concern
- any deterioration in a child's general well being

All the above should be recorded clearly by the member of staff who has first noticed any of the above, with care to state facts not opinions. The above information must be shared with the manager and designated person and together will need to decide whether to make a referral to Social Care. Any marks or bruises noticed during the day will be recorded by member of staff who noticed it on an incident form and will be



countersigned by the manager and child's parent, with a copy sent home with the child and copy kept here on file.

### **What is abuse and Neglect?**

*Abuse and neglect are forms of maltreatment of a child. This abuse or neglect can be in the form of inflicting harm, or by failing to act to prevent harm. Abuse can be in a family or institutional or community setting; by those known by them, or more rarely, by a stranger. They may be abused by an adult or adults or another child or children.*

**(The following definitions are from Working Together July 2018)**

**Physical Abuse:** *Hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child, including fabricating the symptoms of, or deliberately causing, ill health to a child.*

**Emotional Abuse:** *is the persistent emotional ill treatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. This may involve conveying to a child that they are worthless or unloved, inadequate or valued only insofar as they meet the needs of another person, age and developmentally inappropriate expectations being imposed on them, causing the child to frequently feel frightened, or the exploitation or corruption of the child.*

**Sexual Abuse:** *involves forcing or enticing a child or young person to take part in sexual activities, whether or not they are aware of what is happening. These activities may include physical contact, including penetrative or non penetrative acts. They may include involving children in looking at, or in the production of, pornographic material or encouraging children to behave in sexually inappropriate ways.*

**Neglect:** *this 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, such as failing to provide adequate food, shelter and clothing, or neglect of, unresponsive to, a child's basic emotional needs.*

*Action should be taken if the staff member has reason to believe that there has been persistent or severe neglect of a child (for example, by exposure to any kind of danger, including cold, starvation or failure to seek medical treatment, when required, on behalf of the child), which results in serious impairment of the child's health or development, including failure to thrive.*

*Signs may include a child persistently arriving at Preschool unwashed or unkempt, wearing clothes that are too small (especially shoes that may restrict the child's growth or hurt them), arriving at Preschool in the same nappy they went home in or a child having an illness or identified special educational need or disability that is not being addressed by the parent. A child may also be persistently hungry if a parent is withholding food or not providing enough for a child's needs.*

*Neglect may also be shown through emotional signs, e.g. a child may not be receiving the attention they need at home and may crave love and support at Preschool. They may be clingy and emotional. In addition, neglect may occur through pregnancy as a result of maternal substance abuse.*

*It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.*

**Child Sexual Exploitation\*** - a form of abuse in which young people are tricked or pressured into taking part in sexual activity in return for something - like attention, love, food, shelter, cigarettes, drugs, alcohol, gifts or money.

**Domestic Violence\*** - any incident or pattern of incidents of controlling (is a range of acts designed to make a person subordinate and/or dependent by isolating them from sources of support, exploiting their resources and capacities for personal gain, depriving them of means needed for independence, resistance and escape and regulating their everyday behaviour), coercive, threatening behaviour (an act or a pattern of acts of assault, threats, humiliation and intimidation or other abuse that is used to harm, punish or frighten their victim), violence or abuse between those aged 16 or over who are, or have been, intimate partners or family members regardless of gender or sexuality. The abuse can encompass, but is not limited to:

- Psychological
- Physical
- Sexual
- Financial
- Emotional

**Female genital mutilation (FGM)\*** - a collective term for a range of procedures which involve partial or total removal of the external female genitalia for non-medical reasons. It is sometimes referred to as female circumcision, or female genital cutting. The practice is medically unnecessary, is extremely painful and has serious health consequences, both at the time when the mutilation is carried out, and in later life.



*FGM of girls is to be considered as child abuse. This type of physical abuse is practised as a cultural ritual by certain ethnic groups and there is now more awareness of its prevalence in some communities in England including its effect on the child and any other siblings involved. For those nurseries caring for older children in their out of school facility this may be an area of abuse you could come across. Symptoms may include bleeding, painful areas, acute urinary retention, urinary infection, wound infection, septicaemia, incontinence, vaginal and pelvic infections with depression and post-traumatic stress disorder as well as physiological concerns. If you have concerns about a child relating to this area, you should contact children's social care team in the same way as other types of physical abuse.*

#### **Procedures Following Suspected Child Abuse Suspected Outside the Provision:**

These procedures will immediately come into action if any child attending the provision is suspected of being the victim of physical, sexual or emotional abuse or persistent/severe neglect outside the provision.

The staff member recording a concern (about a child that is suffering or is at risk of suffering significant harm, or otherwise believed to be a child in need) will discuss the situation immediately with the designated Safe guarding Officer. This will be discussed / referred to First Response.

Depending on the initial findings, some or all of the following steps should be taken:

- The child's parents will be informed if the designated Safe guarding Officer and the Manager consider this would not put the child further at risk. If unsure they will seek professional advice.
- The matter will be referred to the First Response (Social Care Team) and every co-operation will be given to an investigation by Police and Social Services.
- Staff will work with the child and, if appropriate, their family, in partnership with other agencies.
- The staff team should be supported throughout by the designated Safe guarding Officer and Manager.



### Written Report

*The 'Achieving Best Evidence' (on video recorded interviews with child witnesses for criminal proceedings) advises that any early discussions with the child should, so far as possible adhere to the following principles:*

- *listen to the child, rather than directly question them*
- *never stop a child who is freely recalling significant events*
- *make a note of the discussion, taking care to record timing, setting and personnel as well as what was said*
- *record all subsequent events up to the time of the substantive interview*

As a result of the suspected abuse a comprehensive, confidential report will be compiled. It will include:

- A description of the alleged abuse/neglect
- A diary of events including incident reports
- Accounts of any meetings with parents
- Any action taken
- The steps taken to support the child
- Any lessons learnt
- Details of any resulting changes to be made in the provision's procedures/practices

### **Procedures following Suspected Child Abuse within the Provision**

If an allegation is made against a member of staff, which could be by a parent or colleague,

- The staff member whom the allegations have been made against will be investigated and may lead to suspension pending further investigation
- The matter will be referred to the Local Authority (LADO) (within 24 hours) and every co-operation given to an investigation by Police and Social Services.

- Ofsted will be notified of the allegations ASAP preferably within 24 hours and informed of the outcome in the event that the staff member is dismissed or internally disciplined because of misconduct against a child, Ofsted and the DBS (Disclosure and Barring services) are informed so the name may be included on the List for the Protection of Children and Vulnerable Adults.
- The child's parents will be kept fully informed throughout
- Staff will need to work with the child and their family to offer them support and rebuild trust
- The staff will be supported throughout by the designated Safe guarding Officer and the Manager
- The provision will need to check its policies and procedures and review as necessary in light of the allegations and the outcome of any investigation.

### **Written Report**

*The 'Achieving Best Evidence' (on video recorded interviews with child witnesses for criminal proceedings) advises that any early discussions with the child should, so far as possible adhere to the following principles:*

- *listen to the child, rather than directly question them*
- *never stop a child who is freely recalling significant events*
- *make a note of the discussion, taking care to recode timing, setting and personnel as well as what was said*
- *record all subsequent events up to the time of the substantive interview*

As a result of the allegation a comprehensive, confidential report will be compiled and circulated to the parents and other interested parties. It will include:

- A description of the allegation
- A diary of events
- Accounts of any meetings with parents
- Details of the internal provision's investigation and the subsequent involvement of any professionals/agencies



- Any action taken
- The steps taken to support the child and family
- Any lessons learnt from the allegation and resulting investigations
- Details of any resulting changes to be made in the provision's procedures/policies.

*A child may: choose to tell a trusted adult what has happened to them, this must be dealt with carefully, balancing the need to pass the information on with the desire to retain the child's trust. It is also important to avoid children having to repeat their story to too many different people. This is not only traumatic for the child, but can also result in evidence being inadmissible because it can be alleged that the child has been led to make allegations which are not true. Care also needs to be taken not to make promises to a child; either about not passing on information or about the action that will result.*

### **Protection of Staff from Allegations of Abuse**

Staff in the provision are privileged to be able to work closely with children and their families, forming warm and caring relationships. However, because of the nature of their work the staff, too are also vulnerable to allegations of child abuse.

By having a Safe guarding statement which all staff are expected to adhere to as well as appropriate policies and procedures in place and following the principles of good practice the provision not only protects the children in their setting, but also the adults.

The Safeguarding Vulnerable Groups Act 2006, requires childcare organisations (within the meaning of the act) to refer the names of individuals considered unsuitable to work with children to the DBS.

For their part staff, need to avoid putting themselves in situations that may lead to allegations being made against them.

They also need to observe closely the provision's Code of Staff Conduct, particularly ensuring:

- The safety and welfare of the child is always paramount
- They fulfil their responsibilities and duties towards children by working in partnership with parents
- Their relationship with children and families are conducted in a professional manner at all times
- All provision policies and procedures are followed, those listed below are particularly relevant:
  - Parents as Partners
  - Behaviour Management
  - Equal Opportunities/Inclusion/Special Educational Needs
- Vigilance in Health & Safety matters, e.g. recording any bruises/marks a child has on arrival on an incident form. These are kept secure with the child's name covered to ensure confidentiality
- Comprehensive reporting of all children's accidents is made to parents, for their signature. All accident forms are signed by the person completing the form, the manager and the parent/carer.
- Any training needs identified in themselves or other team members are passed on to the manager
- Advice, help and/or support is sought if they find a child's behaviour is persistently challenging or difficult to manage.
- Staff members must never have a mobile phone on their person which is able to make videos or take photos.
- Staffs are prohibited from using their own camera within the setting and from taking any pictures of the children from the setting.

*The EYFS does not specifically state DBS checks should be repeated or define what child protection/safeguarding training should be undertaken, however, in order to provide effective protection and care for children the BSCB has made the following recommendations for good practice:*

- *all staff aged 16 or over in regular contact or working directly with children will undertake enhanced DBS checks prior to starting work*

- *all staff with 'regulated activity' with children: 'frequent': once a week or more often, 'intensive': 4 or more days in 30 day period.*
- *staff employed should repeat enhanced DBS checks at least every 3 years*
- *induction of staff must include child protection/ safeguarding training and this should take place before contact with the children occurs*
- *all staff having unsupervised access to children, will undertake Child Protection training within 6 months of employment*
- *refresher training, for good practice should be undertaken annually*
- *this policy should be reviewed and discussed on a regular basis with all members of staff present*
- *all staff working directly with children should be made aware of: Working together to Safeguard Children July 2018.*
- *"What to do if you're concerned a child is being abused" March 2015 (document issued by DFE)*
- *The BCC/EYC guidance document, (where all in italics in this document is quoted from)*
- *This the: Be Happy Preschool Safeguarding policy and procedure*
- *Parents are aware and have access to the Be Happy Preschool Safeguarding policy and procedures*
- *Safe recruitment practices are followed.*

### **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 LSCB/ local authority children's social care team/police does not allow this. This will usually be the case where the parent or family member is the likely abuser or where a child may be endangered by this disclosure. In these cases the investigating officers will inform parents.





### **Confidentiality**

All suspicions, enquiries and external investigations are kept confidential and shared only with those who need to know. Any information is shared in line with guidance from the LSCB.

### **Support to families**

The Preschool takes every step in its power to build up trusting and supportive relations among families, staff, students and volunteers within the Preschool.

The Preschool continues to welcome the child and the family whilst enquiries are being made in relation to abuse in the home situation. Parents and families will be treated with respect in a non-judgmental manner whilst any external investigations are carried out in the best interest of the child.

Confidential records kept on a child are shared with the child's parents or those who have parental responsibility for the child, only if appropriate in line with guidance of the LSCB with the proviso that the care and safety of the child is paramount. We will do all in our power to support and work with the child's family.

### **Employees, students or volunteers of the Preschool or any other person living or working on the preschool premises**

If an allegation is made against a member of staff, student or volunteer or any other person who lives or works on the preschool premises regardless of whether the allegation relates to the preschool premises or elsewhere, we will follow the procedure below.

The allegation should be reported to the senior manager on duty. If this person is the subject of the allegation then this should be reported to the DSCO/deputy manager instead.

The Local Authority Designated Officer (LADO), Ofsted and the LSCB will then be informed immediately in order for this to be investigated by the appropriate bodies promptly: LADO - Nicola Johnstone

- The LADO will be informed immediately for advice and guidance
- A full investigation will be carried out by the appropriate professionals (LADO, Ofsted, LSCB) to determine how this will be handled



- The Preschool will follow all instructions from the LADO, Ofsted, LSCB and ask all staff members to do the same and co-operate where required
- Support will be provided to all those involved in an allegation throughout the external investigation in line with LADO support and advice
- The Preschool reserves the right to suspend any member of staff during an investigation
- All enquiries/external investigations/interviews will be documented and kept in a locked file for access by the relevant authorities
- Unfounded allegations will result in all rights being reinstated
- Founded allegations will be passed on to the relevant organisations including the local authority children's social care team and where an offence is believed to have been committed, the police, and will result in the termination of employment. Ofsted will be notified immediately of this decision. The Preschool will also notify the Disclosure and Barring Service (DBS) to ensure their records are updated
- All records will be kept until the person reaches normal retirement age or for 21 years and 3 months years if that is longer. This will ensure accurate information is available for references and future DBS checks and avoids any unnecessary reinvestigation
- The Preschool retains the right to dismiss any member of staff in connection with founded allegations following an inquiry
- Counselling will be available for any member of the Preschool who is affected by an allegation, their colleagues in the Preschool and the parents.

### The Prevent Duty:

Be Happy Preschool is subject to the Prevent Duty as a registered provider and meet the Ofsted requirements as set out within "*Inspecting Safeguarding in Early Years, Education and skills*". It is essential that all our staff are able to identify children who may be vulnerable to radicalisation and know what to do once a child has been identified.

At Be Happy staff complete Prevent Awareness training to support them in identifying children at risk.

A referral of a child will be made to the **Channel Programme** (which provides support from an early stage to those who are identified as being vulnerable to being drawn into terrorism).



**The Common Inspection Framework and EYFS** places a requirement on providers to actively promote British Values. (They are set of 4 values introduced to help keep children safe and promote their welfare, **Democracy, Rule of Law, Individual Liberty and Mutual Respect**).

### **Female Genital Mutilation:**

It is essential that all our staff are able to identify the signs and symptoms and know the correct procedures to follow should they have any concerns.

At Be Happy staff complete (FGM) Female Genital Mutilation training to support them in identifying children at risk.

FGM is a form of physical abuse against children. FGM is also known as 'female circumcision' or 'female genital cutting'. FGM has no health benefits, and it harms girls and women in many ways.

It involves removing and damaging healthy and normal female genital tissue, and interferes with the natural functions of girls' and women's bodies.

FGM is defined by the World Health Organisation as "all procedures involving partial or total removal of the external female genitalia or other injury to the female genital organs for non-medical reasons".

FGM has no health benefits for girls and women and procedures can cause severe bleeding and problems urinating, and later cysts, infections, infertility as well as complications in childbirth.

*'The Female Genital Mutilation Act was introduced in 2003 and came into effect in March 2004. It was made illegal to: practice FGM in the UK; take girls who are British nationals or permanent residents of the UK abroad for FGM whether or not it is lawful in that country; and aid, abet, counsel or procure the carrying out of FGM abroad. The age at which girls undergo FGM varies enormously according to the community.'*

The procedure may be carried out when the girl is new-born, during childhood, adolescence, at marriage or during the first pregnancy. However, in the majority of cases FGM takes place between the ages of **5-14** and therefore girls within that age bracket are at a higher risk.

The sign that children may be at risk of FGM are as follows:

- Child is female, from a culture where FGM is practised, and parents request an extended summer holiday to the country of origin.
- If staff are concerned that a child is at risk of FGM, they must tell the designated safeguarding officer.
- The safeguarding Officer must request to meet parents in private, and ask them directly if they are seeking to take their daughter abroad to have FGM carried out on her.

If the safeguarding Officer is dissatisfied with their response and has real concerns that FGM may be imminent, they should refer the matter to First Response or to the Police. The parents should be told about the referral only if it is felt that it will not bring further risk to the child.

### **e-Safety**

Our Preschool is aware of the growth of internet use and the advantages this can bring. However it is also aware of the dangers and strives to support children, staff and families in using the internet safely. (see E-safety policy for more guidance)

Within the Preschool we do this by:

- Ensuring we have appropriate antivirus and anti-spyware software on all devices and updating them regularly
- Using approved devices to record/photograph in the setting
- Follow GDPR guidelines
- Never emailing personal or financial information
- Reporting emails with inappropriate content to the internet watch foundation (IWF [www.iwf.org.uk/](http://www.iwf.org.uk/))
- Ensuring content blockers and filters are on our computers, laptops and any mobile devices
- Ensuring children are supervised using internet devices
- Using tracking software to monitor suitability of internet usage (for older children)
- Integrating e-safety into Preschool daily practice



- Talking to children about 'stranger danger' and deciding who is a stranger and who is not, comparing people in real life situations to online 'friends'
- When using Skype and FaceTime (where applicable) discussing with the children what they would do if someone they did not know tried to contact them
- We encourage staff and families to complete a free online e-safety briefing which can be found at <http://moodle.ndna.org.uk/>

### **Staffing and volunteering**

Our policy is to provide a secure and safe environment for all children. We only allow an adult who is employed by the Preschool to care for children and who has an enhanced clearance from the Disclosure and Barring Service (DBS) to be left alone with children. We do not allow volunteers to be alone with children or any other adult who may be present in the Preschool regardless of whether or not they have a DBS clearance.

All staff will attend child protection training and receive initial basic child protection training during their induction period. This will include the procedures for spotting signs and behaviours of abuse and abusers/potential abusers, recording and reporting concerns and creating a safe and secure environment for the children in the Preschool. During induction staff will be given contact details for the LADO (local authority designated officer), the local authority children's services team, the Local Safeguarding Children Board (LSCB) and Ofsted to enable them to report any safeguarding concerns, independently, if they feel it necessary to do so.

We have a named person within the Preschool who takes lead responsibility for safeguarding and co-ordinates child protection and welfare issues, known as the Designated Safeguarding Officer (DSO). We also have second Designated Officer to support the lead Officer and to take on responsibilities in the absence of the DSO. The Preschool DSO liaises with the Local Safeguarding Children Board (LSCB) and the local authority children's social care team, undertakes specific training, including a child protection training course, and receives regular updates to developments within this field.

The Designated Safeguarding Officer (DSO) at the Preschool is: **Joanne Poole**

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

- Applicants for posts within the Preschool are clearly informed that the positions are exempt from the Rehabilitation of Offenders Act 1974. Candidates are informed of the need to carry out checks 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 give staff members, volunteers and students regular opportunities to declare changes that may affect their suitability to care for the children. This includes information about their health, medication or about changes in their home life such as whether anyone they live with in a household has committed an offence or been involved in an incident that means they are disqualified from working with children
- Staff sign a suitability disclosure daily when they sign in the fire register.
- An annual declaration is also completed by all employees
- This information is also stated within every member of staff's contract
- We request DBS checks on a 3 yearly basis/or we use the DBS update service to re-check staff's criminal history and suitability to work with children
- We abide by the requirements of the EYFS and any Ofsted guidance in respect to obtaining references and suitability checks for staff, students and volunteers, to ensure that all staff, students and volunteers working in the setting are suitable to do so
- All students / volunteers will have enhanced DBS checks conducted on them before their placement starts
- Volunteers, including students, do not work unsupervised
- We abide by the requirements of the Safeguarding Vulnerable Groups Act 2006 and the Childcare Act 2006 in respect of any person who is disqualified from providing childcare, is dismissed from our employment, or resigns in circumstances that would otherwise have led to dismissal for reasons of child protection concern
- We have procedures for recording the details of visitors to the Preschool and take security steps to ensure that we have control over who comes into the Preschool so that no unauthorised person has unsupervised access to the children
- All visitors/contractors will be supervised whilst on the premises, especially when in the areas the children use
- All staff have access to and comply with the whistleblowing policy which will enable them to share any concerns that may arise about their colleagues in an appropriate manner





- All staff will receive regular supervision meetings where opportunities will be made available to discuss any issues relating to individual children, child protection training and any needs for further support
- The deployment of staff within the Preschool allows for constant supervision and support. Where children need to spend time away from the rest of the group, the door will be left ajar or other safeguards will be put into action to ensure the safety of the child and the adult.

### **Visitors**

All visitors must sign in and out of the Visitors' Book which is situated in the entrance hall and are asked to read the important information regarding to entering our premises. No adults, other than staff are ever left unattended with the children.

Any person visiting the provision in an official capacity, not previously known to staff, are required to provide proof of identity.

### **Collection of Children**

No child is ever allowed to leave the provision with an adult who is not the normal collector of the child without prior permission being obtained and clear descriptions and passwords being in place.

We ask that parents do not let each other in to the Preschool even if they know each other well. The setting is secure at all times and entrance can only be obtained by staff letting you in.

### **Recruitment of Staff**

Be Happy day Preschool operates a robust recruitment procedure starting from the point of advertisement.

- A clear advert will be placed indicating the role, requirements, qualifications, working with webcam, safeguarding statement and need for a clear DBS

Interviewees will be required to:

- Complete an application form which will be thoroughly scrutinised
- Produce certificates of qualifications,

- Undertake at least 2 formal interviews,
- Complete a sealed self-disclosure, medical report
- Work within the setting under observation
- Receive a clear enhanced DBS check and at least 2 good references one of which must be from the previous employer
- New staff are required to read their staff handbook and policies and procedures of the setting thoroughly and sign to say they have done so and understand the content.
- Undertake our induction process

If a member of staff is dismissed or resigned and there are any concerns over their suitability to work with children, the Preschool has a duty to notify Ofsted and the LADO, Ofsted must be informed of an allegation as soon as it is reasonably practicable, but within 24 hours. LADO must also be informed within 24 hours and the DBS must be informed too, Failure to comply is an offence.

- *a person who is barred from working with children or vulnerable adults will be breaking the law if they work or volunteer, or try to work or volunteer with those groups*
- *an organisation which knowingly employs someone who is barred to work with those groups will also be breaking the law*
- *if your organisation works with children or vulnerable adults and you dismiss a member of staff or a volunteer because they have harmed a child or vulnerable adult, or you would have done so if they had not left, you must tell the DBS*

As stated in the Statutory Framework 3.8-3.9 all practitioners are given a copy of this policy on their induction. The policy is available to all parents to view in the entrance hall and it can be emailed to them on request.

**New Definition of; 'regulated activity' - A DBS check will be required if care is:-**

**'Frequent'** - *once a week or more often*

**'Intensive'** - *4 or more days in 30 day period*



Be Happy Preschool  
St. Paul's Church  
Slough, Stoke Road SL2 5AS

Our Preschool has a clear commitment to protecting children and promoting welfare. Should anyone believe that this policy is not being upheld, it is their duty to report the matter to the attention of the Preschool Manager/DSO at the earliest opportunity.

This policy has been referenced to: *'Slough Borough Council Early Years and Childcare Safeguarding / Child Protection information & Guidance for Childcare Providers.'*

#### **Helplines and Referrals:**

If you are concerned that a child or young person is being harmed through abuse or neglect, our First Contact Hub is where to start. This is often referred to as the 'Front Door' of children's social care.

The number to call is: 01753 875 362. The operating hours (for this team only) are 9am to 5pm

Please do NOT use the number above for general enquiries. For these, use 01753 477 321 between 9am and 5pm.

For emergencies outside these hours call the Emergency Duty Team on 01344 786543 email: [EDT@bracknell-forest.gov.uk](mailto:EDT@bracknell-forest.gov.uk) or dial 999.

If the child or young person requires immediate protection please call the First Contact Hub on 01753 875362 and send the electronic multi agency [referral form \(MARF\)](#) to [Child.Protection@slough.gcsx.gov.uk](mailto:Child.Protection@slough.gcsx.gov.uk).

**LADO - Nicola Johnstone**

**Tel: 01753 474 053 Mobile: 0788 5828 387 Email:**  
[nicola.johnstone@scstrust.co.uk](mailto:nicola.johnstone@scstrust.co.uk)

#### **Disclosure and Barring service**



Be Happy Preschool  
St. Paul's Church  
Slough, Stoke Road SL2 5AS

[www.gov.uk/government/organisations/disclosure-and-barring-service](http://www.gov.uk/government/organisations/disclosure-and-barring-service)

NSPCC 0800 800 5000

Child Protection and Sexual Crime Unit (police) 01628 816935

**Useful Publications:**

**"Working together to Safeguard Children" July 2018**

**"What to do if you're worried a child is being abused" - March 2015**

**"The Early Years Foundation Stage (EYFS)" - March 2015**

**"The Prevent Duty"**

**"Inspecting Safeguarding in Early Years, Education and skills"**

**"Channel Programme"**

**"The Common Inspection Framework; education, skills and Early Years" - June 2015**

**"Fundamental British Values"**

**"Multi - Agency Referral Form (MARF)"**

This policy was adopted by

Be Happy Pre-School

On

08/10/2015

Date reviewed

05/02/2019

Signed on behalf of the provider

Hellen Lawuo-Meena

Name of signatory

Joanne Poole

Role of signatory (e.g. chair, director or owner)

Manager

Be Happy Childcare Services Limited  
Company Registered in England & Wales No. 9407538  
Registered Office: 3 Westlands Close, Slough, SL1 6AW



Be Happy Preschool  
St. Paul's Church  
Slough, Stoke Road SL2 5AS

**Linked to**

- Safeguarding Children (2013)