

The Greenfield Centre, Park Ave, Winterbourne, BS36 1NJ

Tel: 01454773781

[enquire@winterbournepreschool.co.uk](mailto:enquire@winterbournepreschool.co.uk)

**1.1 – Safeguarding and Child Protection**

**Policy Statement:**

Our setting works with children, employees, parents and the community to ensure that all children and young persons within our care are given equal rights to be kept safe. We are committed to working closely with adults to ensure everyone is vigilant and aware when working with children and their guardians. We empower children throughout our curriculum, promoting to be strong, resilient and ensure they’re listened to. Our centre is committed in responding promptly and appropriately to incidents, allegations or concerns of abuse that may occur in our care. We ensure that we follow government guidelines to a high standard and work closely with agencies to ensure children and families receive the best outcomes.

**Definitions (as defined in Working together to Safeguard Children 2018)**

Safeguarding – Defined for the purposes of Working together to Safeguard Children as:

* Protecting children from maltreatment
* Preventing 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 outcome

Child protection – Part of Safeguarding and promoting welfare. This refers to the activity that is undertaken to protect specific children who are suffering, or are likely to suffer, significant harm.

**Centre Specifics:**

**Designated Safeguarding lead –**

Our centre has a Designated Safeguarding Lead (DSLP) so employees and parents are aware of who to go to in situations surrounding incidents, allegations or concerns. To ensure children are kept safe at all times we therefore have a Deputy DSLP as support.

Current DSLP – Lisa O’Sullivan

Current Deputy DSLP (Little Bears and Big Bears) – Julie-Anne Dyer

Current Deputy DSLP (Rainbow Bears) – Eve Read

In any case where a safeguarding concern is taken externally through the correct channels, we ensure that the centres Chairperson of our committee is well informed and can also provide support. The Chairperson will be kept informed on a need to know basis ensuring confidentiality is still maintained, although the welfare of the individual(s) is our highest priority.

Current Chair Person – Alice Warren

**Staff Training –**

All Designated Safeguarding Lead Practitioner are trained in both Inter-Agency training and Advanced Safeguarding. Training is carried out through the South Gloucestershire Safeguarding Childrens Partnership (SGCP) Training Group.

Staff are expected to complete online courses to keep up to date with changes and be made aware of new terminology and procedures. Staff are also expected to carry out face to face training depending on their roles and responsibilities.

As a centre we also carry out in house training, this is key when communicating a change in policy and procedure to a whole group. In house training is also a comfortable environment for employees to discuss openly any questions regarding procedures.

Staff are expected to complete training on and around Prevent Duty and FGM to support their safeguarding knowledge.

**Threshold Guidance and Early Help -**

South Gloucestershire has adopted the continuum of need model to provide a multi- agency, child-centred approach to prevention, assessment and intervention for children, young people and their families. This guidance is for practitioners to reflect on specific children that have been raising concerns but unsure what these may be. This guidance can be found within the Centres office for guidance.

Staff are aware of the principles of early help and are able to identify those children and families who may be in need of early help and enable them to access it.

**Safer Recruitment –**

As a centre we ensure that all Managers and the Administrator are trained in safer recruitment. Persons who attend interviews will therefore be interviewed by a person with up to date training to ensure Safer recruitment policy is followed at a high standard.

Once a person has been interviewed, we then ask for them to return to carry out a stay and play session. If they are successful, we then go on with the recruitment process. Employees are required to hand over previous certifications, their file will include a completed application pack which details previous work places and explains any gaps in employment. Employees are then registered with the Disclosure and Barring Service (DBS), once references are returned from previous settings and upon DBS completion, they may start work with us.

We then carry out a probation review to ensure the employee receives one on one communication whilst settling in. Regular supervisions and appraisals happen throughout the year to discuss individual roles and responsibilities, also giving the opportunity to come forward with any safeguarding concerns they may have.

**Students and Volunteers –**

We are a welcoming centre and encourage any person who is wanting study experience or an opportunity to start a career in childcare. We do request that similar information is given in advance to starting as we would expect with an employee. If under the age of 17 then parental information is also required in advance. During their time with us they will receive regular one on ones and given the same training on policies and procedures as employed staff.

**Winterbourne Early Years Centre Procedures:**

**Concerns regarding the child -**

Staff are working with children on a daily basis within the setting, staff welcome children in and ensure they leave with known persons at the end of the session. Throughout the day staff are likely to hear and see things within the environment that may need further consideration. On occasion staff will witness or hear signs of concern that need to be followed up in accordance to the settings policy:

1. Everything must be recorded accurately, this includes persons present, times, date and exact details of what has been heard or witnessed. Staff are not to ask direct questions although we encourage open ended responses that will continue with the conversation without any direct input or influence. It is vital that staff do not give any inclination of being concerned and continue with ensuring the child is calm and comfortable with what they’re saying. If the concern is something that has been witnessed such as marks on the child, this is again to be recorded using a body map to detail the whereabouts.
2. The recorded information is then passed onto the Designated Safeguarding Lead Practitioner who will then work with the staff member who recognised the initial concern to determine next steps. If it’s decided to be taken further then the DSLP will inform the Local Authority Designated Officer (LADO), TEL: 01454 868508

The DSLP must act within one working day of the allegation or immediately if the child is at risk.

If the child is considered to be at immediate risk of harm:

South Gloucestershire Social Care, TEL: 01454 866000, Out of hours/weekends TEL: 01454 615165

If for any circumstance it is an emergency then dial 999.

1. Once spoken to the LADO then it may be that the parents need to be informed. This is the DSLP responsibility to do this and ensure it’s all been recorded. It is at this time the DSLP should inform the Chair and explain the situation. If the DSLP feels that talking with the parents could possibly put the child at further risk then needs to be voiced to the LADO.

Making a referral –

If the DSLP has a concern that needs to be referred then a copy of this can be found: <https://www.proceduresonline.com/swcpp/southglos/p_report_concerns.html>

When making a referral it is essential to remember that this is for the child, the childs views and wishes should be known and all information must be factual. It is also essential that the parents of the child are involved, this should be viewed as additional support for the family. The DSLP should be responsible for any referrals being completed and especially with regards to communicating with parents, if it is felt that parental communication could cause further risk then LADO should be contacted.

**Concerns regarding a staff member or volunteer –** All allegations of abuse of children by those who work with children must be taken seriously. Allegations against any person who works with children, whether in a paid or unpaid capacity, cover a wide range of circumstances.

This procedure should be applied when there is such an allegation or concern that a person who works with children, has:

* Behaved in a way that has harmed a child, or may have harmed a child.
* Possibly committed a criminal offence against or related to a child.
* Behaved towards a child or children in a way that indicates he or she may pose a risk of harm to children.

1. Everything must be recorded accurately, this includes persons present, times, date and exact details of what has been heard or witnessed.
2. The recorded information is then passed onto the Designated Safeguarding Lead Practitioner who will then work with the staff member who recognised the initial concern to determine next steps. If it’s decided to be taken further then the DSLP will inform the Local Authority Designated Officer (LADO), TEL: 01454 868508 LADO will inform the DSLP whether or not the childs parents need to be informed immediately or in due course depending on the circumstances. It is at this time the DSLP should inform the Chair and explain the situation.
3. The staff member must be treated fairly and honestly and helped to understand the concerns expressed and processes involved. Be kept informed of the progress and outcome of any investigation and the implications for any disciplinary or related process. If suspended, the staff member needs to be kept up to date about events in the workplace. Suspension must be a joint decision between employer and employee as this is an allegation and must be treated as an open investigation. It is however, at the employee’s discretion as to what level the employee continues to work. The employee reserves the right to limit interaction with children and adults whilst the allegation is investigated.

If an employee has been caught carrying out abuse in anyway or form, there are witnesses and evidence to demonstrate this, the employee will be asked to leave as of immediately. LADO will be contacted and a police investigation will most likely follow suit.

1. Ofsted need to be informed on any allegation made against staff, they should also be invited to any strategy meetings/discussions following on from this.
2. If the staff member has refused to support this procedure and therefore left you with no responses to the allegation then a referral needs to be made to the Disclosure and Barring service (DBS).

If the staff member decides to leave the centre or not return depending on suspension, this needs to be referred to the Disclosure and Barring Service (DBS).

**Concerns regarding a family member/friend –** If for any reason an employee or parent came to us with concerns regarding another parent or family member, we would treat this with the same care and level of professionalism as we would with any other allegation made.

We will follow the steps laid out in concerns regarding the child. After talking with LADO it may be necessary to discuss the alleged concerns with the family that initiated such concerns. This is again at the responsibility of the DSLP and should be logged to support the allegation.

**Whistleblowing –**

Whistleblowing is when a person passes on information that demonstrates wrong doing. If for any reason an employee is not happy with the outcome from any allegation or concern then they are well within their rights to seek further support.

Staff must only ‘blow the whistle’ if they feel that there has been injustice and that previous actions were incorrect or led to the wrong outcome, feel free to speak to the committees chairperson Alice Warren or refer to the below contact information.

Whistleblowing helpline: 08000 724 725

Ofsted Whistleblowing hotline: 0300 1233155

Please see the Confidential reporting policy for further support and guidance.

**Specific safeguarding concerns –**

Staff are trained to recognise the signs and symptoms of specific forms of abuse. Staff are also trained on the procedures in place to support individuals when responding to forms of abuse. The following are examples on specific forms of abuse but by all means not a complete list and staff remain to be vigilant at all times:

- Neglect

- Physical Abuse

- Emotional Abuse

- Sexual Abuse

- Domestic Violence

- Injuries in Non-Mobile babies

- Sexual exploitation

- Prevent Duty

- Female Genital Mutilation (FGM)

- Self Harm

- Mobiles, Cameras, IT Tablets

- SEND children

- Drug and alcohol abuse

- Bullying

- Modern slavery

Although we only provide care for children aged two to four, we do however provide baby and toddler groups, have siblings and families join us on open days, and deal with families and friends on drop off and collection from the premises. We must ensure that our safeguarding procedures include types of abuse that relate to the wider family and not just including what may happen to the child in our care. This includes domestic violence, self-harm, Injuries in Non-Mobile babies and anti-bullying. Staff must be vigilant and supportive in all natures whether concerns are raised within families or others with permission to collect.

Some children and young persons can become effected by gang related activity, multiple or organised abuse, forced marriage, honour based violence, victim of child trafficking. Although we spend most of our time caring for children aged under five, we still work closely with families who have siblings/relatives that may require our understanding of safeguarding policy and procedures.

If we were to be concerned that a child is victim to modern day slavery or human trafficking then we will refer to the National Referral Mechanism as soon as possible. We’re also able to seek police support who can work with us and the child.

We’re also alert that young persons may be at risk outside of their close families, such as county lines and child exploitation, online use and from within peer groups and the wider community.

As a Centre we treat all these safeguarding topics as a safeguarding concern. We will continue to follow correct procedure and take any concerns to the DSLP to ensure that correct procedure is followed when ensuring the child and their families safety.

Staff are aware of the prevent strategy (2011) which aims to reduce the threat to the UK from terrorism by stopping people becoming terrorists or supporting terrorism. Channel (2012) provides support at an early stage to people who are identified as being vulnerable to being drawn into terrorism. As practitioners it is our duty to safeguard children and their families, if we felt there was a concern regarding an individual then we would again follow correct procedures ensuring these families get early help and support before they become involved in criminal terrorist related activity.

Prevent referral contact: 01454 863844

preventproject@southglos.gov.uk

**Visitors in the setting-**

All visitors are asked to sign in and leave any personal belongings including their phones in the office. Visitors are to be supervised at all times and are never at any point left with the children.

**Childrens attendance –** Our Centre is open term time only and between the hours of 9am and 3pm. Most of our children come to us when they start to receive the government funding, on occasion attendance can be sporadic where as other children attend on a regular basis. As a Centre we work with our childrens families to ensure that the childs attendance is consistent, this is so the key person can build a good relationship and assess development accurately. We ask that parents inform us of any absences if known in advance so we’re aware of absent children. If we have concerns regarding a childs absence but have not been informed then we will give a courtesy call to the family. Absences are recorded on the registers and monitored.

More information can be found in our attendance policy.

**Confidentiality and sharing of information –** Under no circumstances is a child to be discussed between staff. If there is a safeguarding concern then the DSLP will be informed and will be carrying out any further proceedings on the matter. If for any reason a matter is discussed then disciplinary actions may be a result.

All safeguarding data is kept within a confidential file in a locked cupboard within the office, this is only for the DSLP or Deputy DSLP to access. We work closely with parents and outside professionals to ensure that the childs safety is what’s most important.

Wherever possible we seek consent from individuals involved with the child (parents and guardians), our desire is to work with families and we try to keep them informed with what we’re working towards and encourage partnership. However, if for any reason we felt that the child was going to be at risk of harm then we would withhold information and continue with our safeguarding procedure to ensure the childs safety is priority.

We often work with other agencies and participate in multi-agency working, Ofsted needs to be informed with certain allegations and we may also need to accommodate visitors to the setting to support children and their families.

More information can be found in our Confidentiality policy regarding what information we have and how we store/record information.

**Supporting children to keep themselves safe –**

As a centre we are very passionate about building childrens confidence and their self-esteem. A large amount of the childrens daily routine is built up with circumstances of staff encouraging children to lead their own play. Making decisions and having control of your actions is something the staff here encourage in whatever we’re exploring, children should feel safe and accepted when selecting resources and making choices.

We promote positive behaviour to ensure children treat their peers with respect and ensure that children don’t demonstrate aggression towards others. Peer on peer abuse is part of our safeguarding procedure, we will follow procedures if this is a growing concern. Children whom have older siblings may act out what has previously been witnessed so working with families is a necessity to ensure they receive correct support and care. However, any form of abusive behaviour will not be tolerated and the Centre reserves the right to ask children and their families to leave if we feel others are at risk.

**Staff protection –**

Winterbourne Early Years Centre ensures that staff are always within calling distance of another employee. We never staff one person to a group, staff are always placed two plus within a room at all times. We do encourage free flow between rooms and outdoor areas, ensuring staff are evenly placed and always within sight or calling distance.

Toilet areas are open plan, we do not have closed doors blocking off the areas and encourage children to be independent whilst using these facilities.

Staff all hold an up to date DBS check and we have a strict no phones policy to ensure staff are protected at all times on site.

Security measures for safe working environments can also be found in our health and safety policy.

**Photographs, videos –**

We do often take photographs and recordings of the children which is or the sole benefit of the childs development. These are only viewed by the childs parent to record the childs learning. The only devices used to record childrens development are owned by Winterbourne Early Years Centre and under no circumstances are staff to use their own personal devices.

All devices used are under the same account which also shares images and recordings between staff ensuring that there are no images and videos left unaccounted.

Further information on I.C.T usage can be found within our ICT misuse policy.

**Further guidance –**

**Legal Framework:**

*Children Act (1989 s47)*

*The Protection Act (2004 s11)*

*The Children Act (2004 s11)*

*Children and Social Work Act 2017*

*Safeguarding Vulnerable Groups Act (2006)*

*Childcare Act (2006)*

*Child Safeguarding Practice Review and Relevant Agency (England) Regulations 2018*

**Secondary Legislation:**

*Sexual Offences Act (2003)*

*Criminal Justice and Court services Act (2000)*

*Equality Act (2010)*

*General Data Protection Regulations (GDPR) (2018)*

*Childcare (Disqualification) Regulations (2009)*

*Children and Families Act (2014)*

*Care Act (2014)*

*Serious Crime Act (2015)*

*Counter-Terrorism and Security Act (2015)*

**HM Government:**

*Working together to Safeguard Children Guidance and Statutory Framework (updated Feb 2019)*

*What to do if you’re worried a child is being abused (2015)*

*The prevent duty (2015)*

*Information sharing (2015)*

*Keeping children safe in education (2015)*

**Ofsted:**

*Inspecting Safeguarding in Early Years , Education and Skills (May 2019)*

*Disclosure and Barring Service (DBS)*

**Local Safeguarding Childrens Board (LSCB):**

*Child Sexual Exploitation*

*A childs journey of need, including the threshold matrix*

*Multi-agency Guidance for Non-Mobile Babies*

*Signs of safety*

*Online safety*

*Female Genital Mutilation (FGM)*

*Guidance for non-mobile injuries to babies*

*Addition to injuries to non-mobile babies*

This Policy was adopted by: Winterbourne Early Years Centre

On: 03/02/2020

Date to be Reviewed: 03/02/2021

Signed on behalf of the provider:

Name of signatory: Lisa O’Sullivan

Role of signatory: Centre Manager