

Safeguarding Children

Little Pippins believes that children have the right to be completely secure from both the fear and reality of abuse, and we are committed to protecting all the children in our care from harm. We 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.

The legal framework for this work is:

Primary legislation

The Children Act 1989 - s 47
Data Protection Act 1998
The Children Act 2004
The Childcare Act 2006 (Every Child Matters)
The Childcare Act 2016
Safeguarding Vulnerable Groups Act 2006

Guidance

What to Do if You are Worried a Child is Being Abused (2015)
The Framework for the Assessment of children in Need and Their Families (2000)
Working Together to Safeguard Children (2015)
The Common Assessment Framework 2005

Secondary Legislation

Sexual Offences Act (2003)
Criminal Justice and Court Services Act (2000)
Human Rights Act (1998)
Equality Act 2010
Rehabilitation of Offenders Act 1974

Culture of Safety

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.

Our designated person (a member of staff) with lead responsibility for safeguarding children is:

Name.....Amy Peach

Our designated officer (committee member) with safeguarding responsibility is:

Name.....Sara Rowley

- We ensure all staff are trained to understand our safeguarding policies and procedures and that parents are made aware of them too.
- All staff have an up-to-date knowledge of safeguarding issues, are alert to the signs and symptoms of abuse, and understand their professional duty

to ensure safeguarding concerns are reported to the local authority children's social work team or the NSPCC.

- All staff are confident to ask questions in relation to any safeguarding concerns and know not to just take things at face value but can be respectfully sceptical.
- 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.
- Candidates are informed of the need to carry out 'enhanced disclosure' checks with the Disclosure and Barring Service 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's requirements in respect of references and Disclosure and Barring Service checks for staff and volunteers, to ensure that no disqualified person or unsuitable person works at the setting or has access to the children.
- All staff and volunteers are informed that they are expected to disclose any convictions, cautions, court orders or reprimands and warnings which may affect their suitability to work with children (whether received before or during their employment with us).
- All staff and volunteers are required to notify us if anyone in their household (including family members, lodgers, partners etc.) has any relevant convictions, court orders, reprimands and warnings or has been barred from, or had registration refused or cancelled in relation to any childcare provision (see above questions), or have had orders made in relation to care of their children.
- Volunteers do not work unsupervised.
- We will notify the Disclosure and Barring Service of any person who 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 to ensure that staff, volunteers and visitors do not carry a personal mobile phone, camera or other device that can record images whilst in the setting.
- 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.
- Steps are taken to ensure children are not photographed or filmed on video for any other purpose than to record their development or their participation in events organised by us. Parents sign a consent form and have access to records holding visual images of their child.

- Any personal information is held securely and in line with data protection requirements and guidance from the ICO.
- The designated person has responsibility for ensuring that there is an adequate e-safety policy in place.
- We keep a written record of all complaints and concerns including details of how they were responded to.
- We ensure that robust risk assessments are completed, that they are seen and signed by all relevant staff and that they are regularly reviewed and updated, in line with our health and safety policy.
- The designated officer will support the designated person to undertake their role adequately and offer advice, guidance, supervision and support.
- The designated person will inform the designated officer at the first opportunity of every significant safeguarding concern, however this should not delay any referrals being made to the children's social worker services, the LADO, Ofsted or Riddor.

Responding to suspicions of abuse

We are committed to responding promptly and appropriately to all incidents, allegations 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 2015).

- We acknowledge that abuse of children can take different forms - physical, emotional, and sexual as well as neglect.
- When children are suffering from physical, sexual or emotional abuse, or may be experiencing neglect, this may be demonstrated through the things they say (direct or indirect disclosure) or through changes in their general wellbeing, appearance, behaviour, play or unexplained marks or bruising.
- We consider factors affecting parental capacity and risk, such as social exclusion, domestic violence, parent's drug or alcohol abuse, mental or physical illness or parent's learning disability.
- We are aware that children's vulnerability is potentially increased when they are privately fostered and when we know that a child is being cared for under a private fostering arrangement, we inform our local authority children's social care department.
- We are aware of other factors that affect children's vulnerability such as, abuse of disabled children; fabricated or induced illness; child abuse linked to beliefs in spirit possession; sexual exploitation of children, such as through internet abuse; and Female Genital Mutilation and radicalisation; that may affect, or may have affected, children and young people using our provision.
- We also make ourselves aware that some children and young people are affected by gang activity, by complex, multiple or organised abuse, through forced marriage or honour based violence or may be victims of child trafficking. While this may be less likely to affect young children in our care,

we may become aware of any of these factors affecting older children and young people who we may come into contact with.

- Where we believe that a child in our care or that is known to us may be affected by any of these factors we follow the procedures below for reporting child protection concerns and follow the LSCB procedures
- Where such evidence is apparent, the Senior Practice Manager, her deputy or the Play Leader makes a dated record of the details of the concern and discusses what to do with the designated person. The information is stored on the child's personal file.
- We refer concerns to the local authority children's social care department and co-operate fully in any subsequent investigation. NB In some cases this may mean the police or another agency identified by the Local Safeguarding Children Board.
- 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.

Recording Suspicions of Abuse and Disclosures

Where a child makes comments to a member of staff that give cause for concern (disclosure) or a member of staff observes signs or signals that give cause for concern, such as significant changes in behaviour; deterioration in general well-being; unexplained bruising, marks or signs of possible abuse or neglect; 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.

Staff make a record of:

- the child's name;
- the child's address;
- the age of the child;
- the date and time of the observation or 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 the child's personal file. The member of staff acting as the 'designated person' is informed of the issue at the earliest opportunity.

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

Informing parents

- Parents are normally the first point of contact. Concerns are discussed with parents to gain their view of events
- If a suspicion of abuse warrants referral to social care,, parents are informed at the same time as the referral is made, except where the guidance of the Oxfordshire Safeguarding Children Board does not allow this, for example, where it is believed that the child may be placed in greater danger
- This will usually be the case where the parent is the likely abuser. In these cases advice will be sought from children's social work services.

Liaison with other agencies

- We work within the Oxfordshire Safeguarding Children Board 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, to ensure that it is easy in any emergency, for the setting and the Children & Families Assessment Team to work well together.
- The contact number for the Local Authority Designated Officer is displayed on the office noticeboard.
- We notify Ofsted of any incident or accident and any changes in our arrangements which may affect the wellbeing of children or where an allegation of abuse is made against a member of staff. (Ofsted telephone number 0300 123 1231).
- Details of the local National Society for the Prevention of Cruelty to Children (NSPCC) contacts are also kept.

Allegations against staff

- We ensure that all parents know how to complain about staff or volunteer action within the setting, which may include an allegation of abuse.
- We respond to any inappropriate behaviour displayed by members of staff, volunteer or visitors, which includes:
 - inappropriate sexual comments;
 - excessive one-to-one attention beyond the requirements of their usual role and responsibilities, or inappropriate sharing of images.
- We follow the guidance of the Oxfordshire Safeguarding Children Board and the Local Authority Designated Officer when responding to any complaint that a member of staff or volunteer has abused a child.
- We ensure that all staff or volunteer know how to raise concerns about a member of staff or volunteer within the setting. We respond to any

concerns raised by staff and volunteers who know how to escalate their concerns if they are not satisfied with my/our response

- We respond to any disclosure by children or staff that abuse by a member of staff may have taken, or is taking place, by first recording the details of any such alleged incident.
- We refer any such complaint immediately to the Local Authority Designated Officer to investigate.
- We co-operate entirely with any investigation carried out by the Assessment Team in conjunction with the police.
- Our policy is to suspend the member of staff on full pay for the duration of the investigation; this is not an indication of admission that the alleged incident has taken place, but is to protect the staff as well as children and families throughout the process.
- We will notify Ofsted about any allegations of serious harm or abuse while a child is in our care. (Ofsted telephone number 0300 123 1231).

Disciplinary action

Little Pippins will follow the staff disciplinary procedures contained within the Staffing Policy.

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. The level of training attended will be appropriate to an individual's role and in accordance with OSCB guidelines.
- 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 without being visible to others unless the adult has an enhanced DBS disclosure.

Play

- 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.

Confidentiality

- All suspicions and investigations are kept confidential and shared only with those who need to know. Any information is shared under the guidance of the Oxfordshire Safeguarding Children Board.

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 children, such as for the reporting of concerns, providing information, monitoring of the child, and liaising at all times with the local Children and Families Assessment Team.
- The setting continues to welcome the child and the family whilst investigations are being made in relation to any alleged abuse.
- We follow the Child Protection Plan as set by the local Children & Families Assessment Team in relation to the setting's designated role and tasks in supporting the child and the 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 Oxfordshire Safeguarding Children Board

Mobile phones

Little Pippins' own mobile phone numbers will be given to parents/carers and others who may need to contact us. It may also be the publicly advertised number for Little Pippins, in the absence of a landline phone.

The mobile phone will have the facility to record messages, but will not have a camera facility.

The staff and committee will decide where it should be kept outside Little Pippins opening hours.

Our mobile phone will be taken on whole-group outings.,

Staff will not carry personal mobile phones, cameras or other electronic devices with camera or video while working. This protects staff from being distracted from their work, and from allegations of inappropriate use. These phones/items will be kept in securely in the office.

Children are not allowed to bring mobile phones into Little Pippins.

We display a notice advising visitors and parents/carers that mobile phones, cameras and other electronic camera/video devices are not to be used in the setting and should be left in the office

Little Pippins notes the following Ofsted advice:

‘If inspectors observe, or become aware of, staff using a mobile phone for non-essential purposes they will consider drawing this to the attention of the manager, supervisor or registered provider. They will also consider if the staff member was meeting the needs of the children, when using the telephone, and consider the impact on inspection judgements, including setting an action.’

Photographs

It is recognised that one of the key ways to support children’s development, and engage parents in children’s learning, is through photographs that record their children’s activities and achievements.

We will seek permission from parents/carers to take photographs of their children for this purpose, using Little Pippins’ own camera/ipod/notepad for uploading to the secure online profile system- Tapestry.

Camera or video functions on mobile phones must not be used in the setting.

Exceptional circumstances

Sometimes it may be necessary to have more than one phone available for use in the setting. For example, where staff care for disabled children or young people and may need ready access to a phone to summon assistance in a crisis/emergency, or a small number of children are taken to another area of the site. If the setting is unable to cater for this, its managing body will agree procedures on use of personal mobile phones for this purpose.

This policy was adopted at a meeting of Little Pippins Pre-school

Held on: 9th May 2016

Signed on behalf of the Management Committee: *Sara Rowley*

Role of signatory: Chair

Review date: 2017

Related Policies

British Values

Online Safety (including mobile phones and cameras)