**1:2 Safeguarding children, young people and vulnerable adults**

(Including managing allegations of abuse against a member of staff & the use of mobile phones and cameras)

**Policy statement**

Our setting will work with children, parents and the community to ensure the rights and safety of children young people and vulnerable adults\*, 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.

**Procedures**

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

# *Key commitment 1*

The Alliance is committed to building a 'culture of safety' in which children young people and vulnerable adults are protected from abuse and harm in all areas of its service delivery.

*Staff and volunteers*

* Our designated Leads who co-ordinate child young people and vulnerable adults protection issues are:

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| Marie Whiting Tina Ivatt |

* Our designated committee safeguarding officer is:

Ellie Cook

* The designated leads and officer ensure they have links with statutory and voluntary organisations with regard to safeguarding.
* We ensure all staff 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 (MASH) 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.
* Enhanced criminal records and barred lists checks and other suitability checks are carried out for staff and volunteers prior to their post being confirmed, to ensure that no disqualified person or unsuitable person works at the setting or has access to the children.
* Where applications are rejected because of information that has been disclosed, applicants have the right to know and to challenge incorrect information.
* Volunteers do not work unsupervised.
* We record information about staff qualifications, and the identity checks and vetting processes that have been completed including:
* the criminal records disclosure reference number;
* the date the disclosure was obtained; and
* details of who obtained it.
* We inform all staff 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). Staff are required to sign a suitability declaration at every supervision.
* 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.
* 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 a child protection concern.
* We have procedures for recording the details of visitors to the setting & require all visitors to read our safeguarding statement.
* 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 take steps 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 lead in the setting 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 use of mobile phones and cameras**

*Personal Mobile Phones*

* Personal mobile phones belonging to members of staff are not used on the premises during working hours.
* At the beginning of each individual’s shift, personal mobile phones are stored in the kitchen.
* In the event of an emergency, personal mobile phones may be used in the privacy of the kitchen or lobby, with permission from the Leader.
* Members of staff ensure that the telephone number of the setting is known to immediate family and other people who need to contact them in an emergency.
* If members of staff take their own mobile phones on outings, for use in the case of an emergency, **they must not make or receive personal calls as this will distract them.**
* Members of staff will not use their personal mobile phones for taking photographs of children on outings.
* Members of staff will not use their personal mobile to communicate with Parents about matters concerning NBU5’s.
* Parents and visitors are requested not to use their mobile phones whilst on the premises. There is an exception if a visitor’s company or organisation operates a lone working policy that requires contact with their office periodically throughout the day. Visitors will be advised of a quiet space where they can use their mobile phone, where there are no children present.
* Parents and volunteers are asked to keep their mobile phone in the kitchen or in their bag on the hooks in the main hall.

*Cameras and videos*

* Members of staff must not bring their own cameras or video recorders into the setting.
* Photographs and recordings of children are only taken for valid reasons, i.e. to record their learning and development, or for displays within the setting.
* Photographs or recordings of children are only taken on equipment belonging to the setting.
* Camera and video use is monitored by the setting Leaders.
* Where parents request permission to photograph or record their own children at special events, permission will first be gained from all parents for their children to be included.
* Photographs and recordings of children are only taken of children if there is written permission to do so (found on the individual child’s Registration Form).
* All devices with stored photographs of children on are password protected & kept locked away over night or when the setting is not in operation.

Wearable electronic devices

* Smart watches & fit bits are permitted to be worn by staff but to be used only as a watch when working with the children. Therefore other features such as cameras must be disabled when staff are at work. The Setting lead or Deputy lead reserves the right to check this at any point.

# *Key commitment 2*

NBU5s is 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 2015) and ‘No secrets’.(DoH 2015)

*Responding to suspicions of abuse*

* We acknowledge that abuse of children can take different forms - physical, emotional, and sexual, as well as neglect.
* We ensure that all staff have an understanding of the additional vulnerabilities that arise from inequalities of race, gender, disability, language, religion, sexual orientation or culture, and that these receive full consideration in relation to child, young people and vulnerable adult protection.
* When children are suffering from physical, sexual or emotional abuse, or may be experiencing neglect, this may be demonstrated through:
* significant changes in their behaviour;
* deterioration in their general well-being;
* their comments which may give cause for concern, or the things they say (direct or indirect disclosure);
* changes in their appearance, their behaviour, or their play;
* unexplained bruising, marks or signs of possible abuse or neglect; and
* any reason to suspect neglect or abuse outside the setting.
* We take into account factors affecting parental capacity, such as social exclusion, domestic violence, radicalisation, 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 or guardianship order we work with our local authority to ensure they are supported & able to thrive in our care.
* We are aware of other factors that affect children’s vulnerability that may affect, or may have affected, children, young people using our provision 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 or extremism, county lines & chest ironing.
* 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 Suffolk Safeguarding Partnership (SSP) procedures.
* Where such evidence is apparent, the child's key person makes a dated record of the details of the concern and discusses what the next actions will be with the DSL. The information is stored on the child's personal file.
* In the event that a staff member or volunteer is unhappy with the decision made of the designated lead in relation to whether to make a safeguarding referral they must follow escalation procedures.
* We refer concerns to the MASH and co-operate fully in any subsequent investigation. NB In some cases this may mean the police or another agency identified by the SSP.
* We take care not to influence the outcome either through the way we speak to children or by asking questions of children.
* We take account of the need to protect young people aged 16-19 as defined by the Children Act 1989. This may include students or school children on work placement, young employees or young parents. Where abuse is suspected we follow the procedure for reporting any other child protection concerns. The views of the young person will always be taken into account, but the setting may override the young person’s refusal to consent to share information if it feels that it is necessary to prevent a crime from being committed or intervene where one may have been, or to prevent harm to a child or adult. Sharing confidential information without consent is done only where not sharing it could be worse than the outcome of having shared it.
* We have a whistle blowing policy in place. Staff are encouraged to contact the NSPCC whistleblowing helpline should they deem this necessary & feel concerns are not adequately dealt with.

*Recording suspicions of abuse and disclosures*

* Where a child makes comments to a member of staff that gives cause for concern (disclosure), or a member of staff observes signs or signals that gives 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:
* listens to the child, offers reassurance and gives assurance of what will happen next.
* Gathers information to clarify what is being said using open questions (what, when, who, how, where, do you want to tell me anything else?) Avoid the question why & closed questioning.
* Stay calm & refrain from showing any shock.
* Do not make promises to keep anything confidential or secret. The duty of care is to ensure appropriate action is taken to safeguard the child, this includes sharing information in keeping the 7 golden rules of information sharing.
* makes a written record that forms an objective record of the observation or disclosure that includes:
* the date and time of the observation or the 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 which is kept securely and confidentially.
* The member of staff acting as the 'designated lead' is informed of the issue at the earliest opportunity, and within 1 working day.
* Where the SSP stipulates the process for recording and sharing concerns, we include those procedures alongside this procedure and follow the steps as set by the SSP.

*Making a referral to the local authority children’s social care team*

* The Pre-school Learning Alliance's publication ’Safeguarding Children’ contains detailed procedures for making a referral to the MASH as well as a template form for recording concerns and making a referral.
* We keep a copy of this document & all guidance & template forms in the Safeguarding folder (on filing cabinet)
* All members of staff are trained to level 1 Safeguarding Children, which is renewed every 3 years.
* DSL’s are required to attend DSL roles & responsibilities training every 2 years.

*Escalation process*

* If we feel that a referral made has not been dealt with properly or that concerns are not being addressed or responded to, we will follow the SSP escalation process.
* We will ensure that staff are aware of how to escalate concerns.
* The NSPCC whistleblowing helpline is also available to staff on the Safeguarding notice board.

*Informing parents*

* Parents are normally the first point of contact. We will discuss concerns with parents to gain their view of events, unless we feel this may put the child in greater danger.
* We inform parents when we make a record of concerns in their child’s file and that we also make a note of any discussion we have with them regarding a concern.
* If a suspicion of abuse warrants referral to social care, parents are informed at the same time that the referral is made, except where the guidance of SSP 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 the investigating officers will inform parents.
* If there is a possibility that advising a parent beforehand may place a child at greater risk the designated lead should seek advice from children’s social work services, about whether or not to advise parents beforehand, and should record and follow the advice given.

*Liaison with other agencies*

* We work within the SSP guidelines.
* We have a copy of 'What to do if you’re 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 MASH professionals line & customer first professionals line to discuss child protection issues or make a referral (safeguarding notice board) to ensure that it is easy, in any emergency, for the setting and social services to work well together.

 Children’s Services Telephone Numbers:

**MASH Professional consultation Line: 0345 606 1499**

**Customer First free phone No: 0808 800 4005 (members of the public Referral line)**

**03456066167(Professional Referral line)**

Police Telephone Number: 999 ( in an emergency)

* We notify the registration authority (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 , and any specific procedures such as responding to concerns about radicalisation or extremism (whether the allegations relate to harm or abuse committed on our premises or elsewhere). Notifications to Ofsted are made as soon as is reasonably practicable, but at the latest within 14 days of the allegations being made

Ofsted- 0300 123 1231  (Monday to Friday from 8.00am to 6.00pm).

Ofsted
Piccadilly Gate
Store Street
Manchester M1 2WD

* Contact details for the local National Society for the Prevention of Cruelty to Children (**NSPCC**) are :

Ipswich Service Centre

Hyde Park House, 1 Crown Street

Ipswich

Suffolk IP1 3LG

Tel: 01473 234850

NSPCC Whistleblowing Helpline 0808 800 5000

*Allegations against staff*

* We ensure that all parents know how to complain about the behaviour or actions of staff or volunteers within the setting, or anyone working on the premises occupied by the setting, which may include an allegation of abuse.
* We respond to any inappropriate behaviour displayed by members of staff, volunteer or any other person working with the children, 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 SSP when responding to any complaint that a member of staff, or volunteer within the setting, or anyone living or working on the premises occupied by the setting, has abused a child. Document is in the filing cabinet in Child Protection section. - ARRANGEMENTS FOR MANAGING ALLEGATIONS OF ABUSE AGAINST PEOPLE WHO WORK WITH CHILDREN OR THOSE WHO ARE IN POSITIONS OF TRUST
* 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 our response
* We respond to any disclosure by children or staff that abuse by a member of staff or volunteer within the setting, or anyone working on the premises occupied by the setting, 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 LADO (Local Area Designated Officer) to investigate- the southern Local Authority Designated Officer can be contacted on

 **0300 123 2044**

* We also report any such alleged incident to Ofsted (see contact details above) and what measures we have taken. We are aware that it is an offence not to do this.
* We co-operate entirely with any investigation carried out by children’s social care in conjunction with the police.
* Where the management team and children’s social care agree it is appropriate in the circumstances, the member of staff or volunteer will be suspended, 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.

*Disciplinary action*

Where a member of staff or volunteer has been dismissed due to engaging in activities that caused concern for the safeguarding of children or vulnerable adults, we will notify the Disclosure and Barring Service (DBS) of relevant information, so that individuals who pose a threat to children (and vulnerable groups) can be identified and barred from working with these groups.

*Red Flag Behaviours: Child Safeguarding Competences for Staff who*

*Work with Children\**

The Setting lead should intervene as soon as possible if any of their staff are:

* Allowing a child to be treated badly or pretending not to know it is happening
* Gossiping or sharing information inappropriately
* Showing inappropriate discriminatory behaviour or using inappropriate language
* Dressing in a way that is professionally inappropriate
* Not treating children fairly - showing favouritism to a child
* Showing a lack of understanding about personal and professional boundaries
* Using their position of trust to intimidate, threaten, coerce or undermine
* Engaging in inappropriate social relationships with children such as encouraging children to visit their home, sending text messages, emails and so on.
* Having secrets with a child or encouraging the child to not share information about activities with others.
* Finding opportunities to be alone with a child.

[\*These Red Flag Behaviours were developed with the help and support of the Cambridgeshire’s Local Children’s Safeguarding

Board’s Safe Employment Steering Group.]

# *Key commitment 3*

NBU5’s is committed to promoting awareness of child abuse issues throughout its 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**.

*Training*

* We seek out training opportunities for all adults involved in the setting to ensure that they are able to recognise the signs and signals of possible physical abuse, emotional abuse, sexual abuse (including child exploitation) and neglect and that they are aware of the local authority guidelines for making referrals.
* We ensure that designated persons receive training in accordance with that recommended by the SSP.
* We ensure that all staff are aware of the procedures for reporting and recording their concerns they may have about the provision.

*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.
* Children are never left unsupervised in the indoor or outdoor learning environment.

*Curriculum*

* We introduce key elements of keeping children safe into our curriculum to promote the personal, social and emotional development of all children, so that they may grow to be ***strong, resilient and listened to*** and that they develop an 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 SSP.

*Support to families*

* We believe in building trusting and supportive relationships with families, staff and volunteers.
* We make clear to parents our role and responsibilities in relation to child protection, such as for the reporting of concerns, information sharing, monitoring of the child, and liaising at all times with the local children’s social care team.
* We will continue 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 child’s social care worker in relation to the setting's designated role and tasks in supporting that child and their 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 Confidentiality and Client Access to Records procedure and only if appropriate under the guidance of the Local Safeguarding Children Board.

**Legal framework**

### *Primary legislation*

* Children Act (1989 s47)
* Protection of Children Act (1999)
* Data Protection Act (1998)
* The Children Act (Every Child Matters) (2004 s 11)
* Safeguarding Vulnerable Groups Act (2006)
* Childcare Act 2006

### *Secondary Legislation*

* Sexual Offences Act (2003)
* Criminal Justice and Court Services Act (2000)
* Equalities Act (2010)
* Data Protection Act (1998) Non Statutory Guidance
* Childcare (Disqualification) Regulations 2009
* Children and Families Act 2014
* Serious Crime Act 2015

### Further Guidance

* No Secrets (DoH 2015)
* Working Together to Safeguard Children ( 2015)
* What to do if you’re Worried a Child is Being Abused (DfE 2015)
* Framework for the Assessment of Children in Need and their Families (DoH 2000)
* The Common Assessment Framework for Children and Young People: A Guide for Practitioners (CWDC 2010)
* Statutory guidance on making arrangements to safeguard and promote the welfare of children under section 11 of the Children Act 2004 (HMG 2007)
* Information Sharing: Guidance for Practitioners providing Safeguarding Services (DfE 2015)
* Disclosure and Barring Service: [www.gov.uk/disclosure-barring-service-check](http://www.gov.uk/disclosure-barring-service-check)

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| --- | --- | --- |
| This policy was adopted at a meeting of | NBU5s Preschool | name of setting |
| Held on | June 6th 2023 | (date) |
| Date to be reviewed | June 6th 2024 | (date) |
| Signed on behalf of the management committee |  |
| Name of signatory | Marie Whiting |
| Role of signatory (e.g. chair/owner) | Setting Lead |

**Other useful Pre-school Learning Alliance publications**

* Safeguarding Children (2013)
* Safeguarding through Effective Supervision (2013)

\*A ‘young person’ is defined as 16 to 19 years old – in our setting they may be a student, worker, volunteer or parent. A ‘vulnerable adult’ is defined as a person ‘who is or may be in need of community care services by reason of mental or other disability, age or illness; and who is or may be unable to take care of him or herself, or unable to protect him or herself against significant harm or exploitation’ (No Secrets DoH 2015).

Appendix 1

Safeguarding Statement for visitors book

NBU5s Preschool Safeguarding Agreement

Safeguarding is everyone’s responsibility at NBU5s Preschool. We believe that open communication is a big part of keeping everybody in our community safe. If you witness or hear anything that concerns you during your visit with us you have a responsibility to pass this information on to the Designated Safeguarding Lead or safeguarding officer on the committee- Ellie Cook.

Sharing information at the earliest opportunity helps matters be resolved quickly &/or referrals made in a timely fashion to ensure we are fulfilling our duty of care.

Please respect that mobile phones or wearable technology is not permitted to be used in the preschool without prior consent & must be stored in the kitchen or on the pegs provided.

Appendix 2

Safeguarding Poster for staff board

**Creating a Safe Community at NBU5s**

Safeguarding is everyone’s responsibility. We believe that open communication is an important part of keeping everyone safe. If we have worries about a child, family or member of our team then taking action at the earliest point can often resolve matters quickly. Timely support is an essential protective factor in reducing the risk. This could be having a chat with the person about our concerns at an early point or speaking with a Manager or DSL to plan the best way forward. If we still have concerns then outside agencies may need to be contacted to ensure we fulfil our duty of care.

**Our Commitment**

**\***Build non judgemental, respectful, trusting relationships with families

\* Make time to reflect with colleagues

\* Listen to our intuition

\*Apply the Signs of Safety Approach as a framework

\* Be alert

\*Make sure our knowledge is up to date

\*Make our nursery a safe, nurturing & predictable space for children

**Think the unthinkable**

Appendix 3

Safeguarding Poster for Parents board

**Safeguarding at NBU5s Preschool**

Safeguarding is everyone’s responsibility at NBU5s Preschool. We believe that open communication is a big part of keeping everyone in our community safe. If we have worries we will always speak with you about them at the earliest opportunity & often matters can be resolved quickly. Sometimes we will need support from other people to make sure we can fulfil our duty of care.

**If you have any concerns about anything you have seen on the internet or technology based please have a chat with one of the DSLs.**

**Our Designated Safeguarding Leads are**

  

**Tina Ivatt**

**Deputy Lead**

**Marie Whiting**

**Setting Lead**