**All Saints Pre-school**

**Safeguarding and Child Protection**

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 **Safeguarding and**

**Child protection**

**Policy Statement**

All Saints Pre-School 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 school life.

All staff at the Pre-School have participated in child protection training and are aware of the procedures that are involved when dealing with child protection issues. Training in Safeguarding is updated every two years. This policy applies to all children regardless of gender, ethnicity, disability, sexuality or religion. We adhere to legislation and guidance from Gateshead’s LSCB procedures, ‘Working together to Safeguarding Children Act (2018) and “what to do if you’re worried about a child being abused’, these documents underpin our policy as set out.

The overall responsibility that co-ordinates child protection issues is:

**Julie Ryder**

**Deborah Stewart in Julie’s absence or**

**Christine Hearne should the above not be available**

All staff and parents are made aware of our safeguarding policies and procedures on registering their child in Pre-School.

We provide adequate and appropriate staffing resources and training to meet the needs of all children. Staff, students and voluntary workers are subject to 'enhanced disclosure' checks with the Disclosure and Barring Service before posts can be confirmed unless a recent DBS is available in respect of another setting then this will be kept on file until DBS is cleared with All Saints Pre-School. Where applications are rejected because of information that has been disclosed, applicants have the right to know and to challenge incorrect information. We abide by Ofsted requirements in respect of references and Disclosure and Barring Service checks for staff and students, to ensure that no disqualified person or unsuitable person works at the setting or has access to the children. Students and voluntary workers are not allowed to work with the children unsupervised and they are not included in the staff ratios. All staff, Students and voluntary workers also need to complete and sign a ‘Suitable Persons Declaration’ form. These are completed on an annual basis giving an opportunity for workers to disclose any convictions, court orders, reprimands and warnings that may affect their suitability to work with children. It also gives an opportunity to declare if any family members close to them have any of the above convictions. Staff are aware that any convictions disclosed resulting in being disqualified to work with children will result in their employment being terminated. Ofsted will be informed accordingly.

All visitors to the setting are only allowed entry onto the premises either by the Manager or Deputy Manager (unless prior arrangement has been made with another member of staff) where proof of identity will be asked for. All visitors will sign our visitor’s book and no unauthorised person will have unsupervised access to the children.

**Types of Abuse**

At the Pre-School we acknowledge that abuse of children can take different forms and all staff have appropriate training to enable them to respond accordingly.

There are four main types of abuse:

Emotional

Children who are emotionally abused suffer emotional maltreatment or neglect. It’s sometimes called psychological abuse and can cause children serious harm.

Sexual

A child is sexually abused when they are forced or persuaded to take part in sexual activities. This doesn’t have to be physical contact and can happen online.

Physical

Physical abuse is deliberately hurting a child causing injuries such as bruises, broken bones, burns or cuts

Neglect

Neglect is the ongoing failure to meet a child’s basic needs. It’s dangerous and children can suffer serious and long-term harm.

These are some other types of abuse to be mindful of:

Female Genital Mutilation (FGM)

Female genital mutilation (FGM) is the partial or total removal of external female genital for not medical reasons.

Child Sexual Exploitation

Child sexual exploitation is a type of sexual abuse in which children are sexually exploited for money, power or status.

Domestic Abuse

Witnessing domestic abuse is child abuse.

Online Abuse

Online abuse is any type of abuse that happens on the web, whether through social networks, playing online games or using mobile phones.

Bullying and Cyberbullying

Bullying can happen anywhere – at school, at home or online (cyberbullying). It’s usually repeated over a long period of time and can hurt a child both physically and emotionally.

Child Trafficking

Child trafficking is a type of abuse where children are recruited, moved or transported and then exploited, forced to work or sold.

Grooming

Children and young people can be groomed online or in the real world, by a stranger or by someone they know – a family member, friend or professional.

Harmful Sexual Behaviour

Children and young people who develop harmful sexual behaviour, harming themselves and others.

**Responding to suspicions of abuse**

When children are suffering from any type of abuse it often is demonstrated through the things they say (direct or indirect disclosure) or through changes in their appearance, their behaviour, or their play. Where such evidence is apparent, the member of staff who made the discovery (this may not be the child’s key worker) will immediately inform Julie Ryder or another designated officer in her absence

**Recording Suspicions of Abuse and or Disclosure and changes in Behaviour including extremist Ideas and terrorist Ideology**

Where a child makes comment to a member of staff that gives course for concern (disclosure), 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 will:

* Listen to the child, offer reassurance
* The child will not be questioned
* A suspicions of abuse and/or a disclosure form or a behaviour record sheet will be completed accordingly as soon as possible

Depending on the evidence in some cases the situation will be discussed with the parents/carers or we may refer our concerns directly to the Local Authority’s ‘Integrated Referral and Assessment Team –and we will co-operate fully in any subsequent investigation. *Please note that care will be taken ensuring that we do not influence the outcome either through the way we speak to children or by asking questions of children.* If there is a social worker or any other agency involved with a child we will follow good practice and contact the relevant professional accordingly.

If a child discloses information which can be deemed as extremist ideas or terrorist ideology, a referral will be made to the ’Integrated Referral and Assessment Team’ immediately.

**Accidents at Home**

If a child has had an accident/indecent away from Pre-School then it is the parents/carers responsibility to advise us. The parent will be asked to complete and sign an accident at home form. If the parent/carer fails to advise us and a member of staff finds marks, bruising etc. then a call will be made to the parent/carer for an explanation and the accident at home form will be completed and signed by the parent/carer on collection of the child. However, if unexplained injuries are found on a child that look suspicious or we feel the parents/explanation is suspicious or doesn’t match what the child has said then a call may be made to the ‘Integrated Assessment and Referral Team’ immediately.

**Allegations against staff**

If an allegation of abuse is brought forward against a member of staff, either by a child, parent or another member of staff then the Local Authority Designated Officer (LADO) will be informed immediately:

 Currently - Nicolas Leon – 0191 4333554

This will also be reported to Ofsted and an allegations against staff form will be completed. The Pre-School will co-operate fully with the investigation.

Where the management agree that it is appropriate in the circumstances, the manager will suspend the member of staff, or the student, 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.

In any circumstance of allegations of abuse the Pre – School will continue to welcome the child and the family whilst investigations are being made in relation to any alleged abuse. We will 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.

**Disciplinary action**

Where a member of staff is dismissed from the setting because of misconduct relating to a child, we will follow the Pre-Schools disciplinary procedure as set out in the Staff Handbook. Ofsted will be notified immediately so that the name may be included on the Protection of Children and Vulnerable Adults Barred List.

**Making an initial referral to local safeguarding children board**

In cases of extreme concern the ‘Integrated Referral and Assessment Team’ should be contacted without delay to:

Duty Social Worker – 0191 4332536

Emergency Duty Team – 0191 4770844

The allegation will be examined and the duty Social Worker who will act on it accordingly and we will co-operate fully as needed. Even if the matter is not perused it is a requirement that we inform Ofsted of the allegations and any action that has been taken, this needs to be done within 14 days.

**Training**

It is the Pre-Schools policy that all staff have had relevant child protection training and this is kept up to date every two years. This is monitored by the Pre-School manager and based on individual requirements.

**Safer Recruitment**

As a practice robust recruitment procedures in checking the suitability of staff, volunteers, assistants to work with children are in place such as:

* They will complete an application form
* provide two referees, including at least one who can comment on the applicant’s suitability to work with children
* provide evidence of identity and qualifications
* be interviewed
* be checked through the Disclosure and Barring Service as appropriate

All new members of staff will undergo an induction that includes familiarisation with the setting’s safeguarding and child protection policy and identification of their own safeguarding and child protection training needs. All staff sign to confirm they have read and understood the child protection policy once a year or when any changes or amendments are made.

**Alcohol and medication**

All staff are required to advise management of any change in circumstances and if they are taking any medication. Under no circumstances is alcohol allowed to be consumed on the premises during Pre-School hours and anyone who is thought to have consumed alcohol during working hours or appears not to be fit for work due to alcohol, drugs or medication, will be immediately suspended pending an investigation. This is also detailed in the Staff Handbook.

**Mobile Phones/Smart Watches/Tablets**

All Saints Pre-School does not allow staff to have their mobile phones in their possession during working hours. Phones that are brought into Pre-School are to be switched off (unless by prior arrangement with the Manager e.g. waiting for GP to call back) and handed in to the Management office and will remain there until the member of staff leaves the premises. Further details of this can be found in the Staff Handbook.

The Pre-School’s mobile phone is strictly for business use and does not have a camera on it. The android tables that are used for recording observations of children, including taking photographs and recording, are strictly used for observational purposes and are not shared outside of the purpose of tracking child development other than for Pre-School or Church publications strictly with the parents/carers permission.

Smart watches are becoming more common and although they cannot take photograph’s as yet, we need to be mindful that they are often linked to the persons mobile phone so messages can be read and replied to then can also have a measure of fitness levels on them e.g. counting steps. These can be deemed as a distraction taking staffs attention from the children in their care.

**Cameras: photography and images**

The vast majority of people who take or view photographs or videos of children do so for entirely innocent, understandable and acceptable reasons. Sadly, some people abuse children through taking or using images, so we must ensure that we have some safeguards in place. To protect children therefore we will:

* obtain parents’ and carers’ consent for photographs to be taken or published (for example, when used on their child’s learning journey on EY Log, on our website or in newspapers or publications)
* use only the child’s first name with an image
* ensure that children are appropriately dressed
* ensure the setting’s designated camera/iPad is only used in the setting
* Images taken on the setting’s camera/iPad will not be emailed as it may not be secure.
* ensure parents and carers are not permitted to take photographs of the children in the setting unless prior consent has been obtained by the manager for example for a special event, such as a Christmas play
* No images are to be published on any social media
* ensure that if photographs or videos of children are to be taken in the setting, the setting’s own equipment will be used
* ensure all cameras used are open to scrutiny

**Ratios**

Robust procedures are in place to ensure that child staff ratios are always adhered to. This has been inspected by Ofsted and they were extremely satisfied with the Pre-Schools procedures’.

Ratios for the Pre-School currently stand at: 4 2 year olds to one member of staff and 8 3/4 year olds to 1 member or staff. A member of staff with Early Years Teacher Status, Early Years Professionals or with a level 6 qualification the ratio is 13:1 for 3/4 year olds.

**Uncollected Child**

Parental contact numbers are on the original child’s application form. They are also listed in the register and stored on the Pre-Schools phone which are kept in the manager’s office. The numbers are kept up to date as and when needed. In the event of a child being uncollected the manager/deputy will telephone parents/carers within 15 minutes of the expected collection time. If no answer is received and no further contact numbers are available then a decision will be made as to whether or not to contact the Integrated Referral and Assessment Team.

Throughout this process we will ensure that the child is reassured and remains calm. No derogatory comments about the late arrival of the parent/carer will be made to the child.

The manager will prepare a report on the situation who will be responsible for forwarding it to the Assessment and Referral Team and OFSTED if deemed appropriate.

**Intimate/Personal care**

Children’s dignity will be preserved and a level of privacy ensured. The normal process of nappy changing should not raise child protection concerns. There are no regulations that indicate that a second member of staff must be available to supervise the nappy changing process to ensure that abuse does not occur, but we ensure that staff do not leave themselves vulnerable and will always work in an open environment by avoiding private or unobserved situations or closing doors to toilet areas.

Two members of staff will be required if nappy changes are needed during parents dropping off and picking up times due to the location of the changing areas or alternatively it can be done in the children’s designated toilets located in the conservatory.

Under no circumstances will an android tablet be taken into the toilet/changing areas. A member of staff caught doing this will be subject to disciplinary action as set out in the staff handbook.

**Absences from Pre-school**

All parents/carers are informed that they must report the absence to their child on their first day of absence. This will be recorded on an absence form and kept on the child’s file. If the Pre-School has not had a call then a call will be made to the relevant carer of the Child at least by the second day of absence. This will also be recorded on an absence form and kept on the child’s file.

If a child does not attend the provision for one week of their normal attendance pattern without a reason given and we have been unable to make contact, we must inform the funding officer immediately by e-mail for a funded child and/or the Assessment Team. However, if Social Services or any other agency are involved with the family we would follow good practice and contact that relevant professional on the child’s first day of absence where we have not been able to make any contact.

**Behavioural expectations to ensure children are safe and to ensure false accusations are avoided.**

Whilst caring for other people’s children, we are in a position of trust and our responsibilities to them and the ‘organisation’ must be uppermost in practitioners’ minds at all times.

We do not:

* use any kind of physical punishment or chastisement such as smacking, hitting or rough handling.
* behave in a way that frightens or demeans any child
* use any racist, sexist, discriminatory or offensive language**.**
* engage in rough or physical games e.g. tickling.
* let allegations a child makes go unchallenged, unrecorded or not acted upon.

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| This policy was adopted at a meeting of the  | All Saints Preschool Management Committee  |
| Held on |  |
| Date to be reviewed | 01/08/20 |
| Signed on behalf of the provider |  |
| Name of signatory |  |
| Role of signatory (e.g. chair, director) | Chair |
| Reviewed by Management Committee |  |

The Management Committee is accountable to the Hillside Church, Parochial Church Council (PCC)