**Safeguarding Children and Child Protection**

**This policy is connected to online & mobile phone policy**

**Policy Includes;**

**FGM**

**CSE**

**Prevent lead**

**MARAC Referrals**

**Radicalisation**

**Honour Based Violence**

**County Lines**

**Staff and parent disclosures**

**Fabricated illness**

**Child abuse linked to faith or belief (CALFB)**

**Up skirting**

**Breast ironing**

**Online Safety**

**Human Trafficking and Slavery**

**Adult sexual exploitation**

**Non mobile babies**

**Supervising Safeguarding Lead ----------------Beckie Capewell**

**Safeguarding Lead Bournemouth ---------------- Jade Cahill**

**Safeguarding Lead Winton ---------------- Sansha Ellson**

**Safeguarding St James’ ---------------- Lucinda Murphy**

**Prevent Leads------------------------ Beckie Capewell & Jade Cahill**

**E Safety Lead/ Online Safety Leads--------------------Beckie Capewell** **& Jade Cahill**

**Policy Statement**

Our settings 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 East Cliff Pre-Schools Safeguarding Children Policy.

**Procedures**

We carry out the following procedures to ensure we meet the three key commitments of the East Cliff Pre-Schools Children Policy.

***Key Commitment 1:***

East Cliff Pre-Schools are committed to building a 'culture of safety' in which children and adults are protected from abuse and harm in all areas of its service delivery.

***Staff and Volunteers:***

* Our designated person who co-ordinates and oversees child protection issues is:
  + - * + **Beckie Capewell**
        + **Jade Cahill**
        + **Harshi Robert & Molly Winkley**
        + **Lucinda Murphy**
* We ensure all staff are regularly trained to understand our safeguarding policies and procedures and that parents are made aware of them too, we do this by having an outlined copy in our “parent view’ policy paperwork that all parents receive, also by having the policy stuck on our main notice board, and a copy in the policy’s to hand flip file on the parent table.
* All staff have an up-to-date knowledge of safeguarding issues by attending the borough’s recommended safeguarding course, with regular in-house training from the DSL.
* We provide 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 Barring Service before posts can be confirmed.
* Candidates know two recent references will be sought before commencing of work.
* Where applications are rejected because of obtaining 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 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.
* Volunteers do not work unsupervised.
* Staff not employed and reference checked, & DBS cleared by ECPS never do intimate care.
* We record information about staff qualifications, and the identity checks and vetting processes that have been completed including:
* the Disclosure Barring Service reference number
* the date the disclosure was obtained
* 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) we renew this annually.
* Staff also sign the disclosure by association form, declaring if they live or are in a relationship with anyone who is not allowed to work with children.
* We abide by the Safeguarding Vulnerable Groups Act (2006) requirements in respect 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.
* When staff sign in they are signing a weekly check to ensure that nothing has changed since the following week, rather than reviewing it yearly.
* We have procedures for recording the details of visitors to the setting.
* All staff are informed of our whistle blowing policy and we ensure they understand they can report any concerns about the children or staff or peer on peer bullying in a safe and secure way, without feeling victimised from their peers or managers.
* We only discuss details regarding the children with parents with PR and within the setting or at an external arranged meeting with parents and/or professionals present.
* We only keep records while the child is in our setting and follow our local LSCB guidelines when transferring them and make the receiving setting sign a receipt.
* 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.
* We have setting mobiles to take the children’s photos for their progress and development. These don’t leave the setting, unless on a school trip with the children.
* No one staff/parents/ or visitor are allow the use of their mobile in the setting. They are left in the mobile phone box at all times.

***Key Commitment 2:***

East Cliff Pre-School 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 2006).

***Responding to Suspicions of Abuse:***

* 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 experiencing neglect, this may be demonstrated through a variety of ways a few listed below:
* significant changes in their behaviour
* deterioration in their general well-being
* their comments (disclosures) which may give cause for concern, or the things they say (direct or indirect)
* A parent’s comments or remarks to staff or which staff may overhear them saying to another person.
* changes in their appearance, their behaviour, or their play
* unexplained bruising, marks or signs of possible abuse or neglect
* any reason to suspect neglect or abuse outside the setting.
* We take into account factors affecting parental capacity, such as social exclusion, domestic violence, parent’s drug or alcohol abuse, mental or physical illness or parent’s learning disability.
* 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; that may affect, or may have affected, children and young people using our provision.
* We refer concerns to the children’s social care department (BCP Children’s First Response Team 01202 735046) and co-operate fully in any subsequent investigation. NB in some cases this may mean the police, or another agency identified by Pan Dorset Safeguarding Children Partners.
* We take care not to influence the outcome either through the way we speak to children or by asking questions of children.
* We understand the risk of child-on-child abuse and we monitor this by having no area enclosed where children can be unseen/unwatched and staff ratios are as such children are monitored well.
* We are aware of adult to adult/ staff to staff abuse and have clear guidelines in our whistle blowing policy. We do this so all staff can come to work feeling safe within our setting and free from abuse.
* We are aware of procedures if we feel a staff member is being abused or abusing at home/out of the setting and how this can affect their duty to see the dangers towards children in their care and the importance not to normalise behaviours.
* 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.

***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:
* listens to the child, offers reassurance and gives assurance that she or he will take action
* makes a written record that forms a factual 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 the date and time; and the names of any other person present at the time.
* If possible, has a witness to the conversation.
* These records are signed and dated and kept in the COC (Chronology of Concern) file under the child’s name, which is kept securely and confidentially in a locked filing cupboard.
* The member of staff acting as the 'designated safeguarding lead' is informed of the issue at the earliest opportunity.
* All staff are trained to know what to do if she is offsite and who is next in line.
* Where the Pan Dorset Safeguarding Children Partners stipulates the process for recording and sharing concerns, we include those procedures alongside this procedure and follow the steps set down by the Pan Dorset Safeguarding Children Partners.
* We also record any disclosure an adult responsible for a child makes to us whether it be about the child or themselves. We seek advice from CSC on all these disclosures.

***Making a Referral to the Local Authority Children's Social Care Team:***

* We follow ‘What to do if you're worried a child is being abused’ (HMG 2006) (copy in P&P folder on USB stick). We use local authority referral forms (downloaded each time from the links on BCP council website in safeguarding referrals).

We email all referrals to the Children’s First Response Team, so we have a copy and date sent. Current email [**childrensfirstresponse@bcpcouncil.gov.uk**](mailto:childrensfirstresponse@bcpcouncil.gov.uk)

***Informing Parents****:*

* Parents are normally the first point of contact. We discuss concerns with parents to gain their view of events, unless we feel this may put the child in greater danger.
* We make a note of any discussion we have with parents that cause us concern; this is stored in the COC file under the child’s name.
* If a suspicion of abuse warrants referral to social care, parents are informed at the same time that the referral will be made, except where the guidance of the Pan Dorset Safeguarding Children Partners does not allow this, for example, where it is believed that the child may be placed in greater danger, or if the child is ‘missing from education’ and access to parents is unavailable.
* This will usually be the case where the parent is the likely abuser. In these cases, the social workers will inform parents.

***Liaison with other Agencies:***

* We work within the Pan Dorset Safeguarding Children Partners guidelines.
* We have the current version of 'What to do if you’re worried a child is being abused' available for parents to view on the pre-school laptop if required and managers ensure that all staff are familiar with what they need to do if they have concerns.
* We have procedures for contacting the local authority regarding child protection issues, these are discussed regularly with staff. They are that a staff member with a concern reports it to DSL or acting DSL and DSL will call CSC. We also maintain a list of names and telephone numbers (located on staff board) for the relevant agencies, to ensure that it is easy, in any emergency, for the setting and children's social care to work well together.
* We notify the registration authority (Ofsted) of any incident or accident and any changes in our arrangements which may affect the well-being of children or where an allegation of abuse is made against a member of staff (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.

***Allegations Against Staff:***

* We ensure that all parents know how to complain about the behaviour or actions of staff or volunteers within the setting (a copy of this is in their ‘parent policy overview) or anyone living or 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 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 Pan Dorset Safeguarding Children Partners 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.
* We respond to any disclosure by children or staff that abuse by a member of staff or volunteer within the setting, or anyone living or 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 Local Authority Designated Officer (LADO) to investigate:

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| Laura Baldwin & John Mclaughlin – 01202 456744 |  |

We also report any such alleged incident to Ofsted, as well as 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 LADO’s, children’s social care in conjunction with the police.
* Where the management team, LADO and children’s social care agree it is appropriate in the circumstances, the chair/director/owner will suspend the member of staff on full pay, or the volunteer, 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.
* Manager has attended Bournemouth and Poole LSCB Allegation Management training.

***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 Independent Safeguarding Authority (ISA – Disclosure and Barring Service) 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.

***Key Commitment 3***

East Cliff Pre-School is committed to promoting awareness of child abuse issues throughout its training and weekly staff meetings. We are also committed to empowering young children, through their early childhood curriculum, promoting their right to be strong, resilient and listened too.

***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 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 Pan Dorset Safeguarding Children Partners.
* We have monthly staff meetings that always have a safeguarding slot on the agenda. We go over all children in our safeguarding file and also a time where staff can openly discuss any other concerns.
* We ensure that all staff know the procedures for reporting and recording any concerns they may have about the provision. Which is to call OFSTED on 0300 1231231. Our reference number for the settings are; EY464007 – Bournemouth

2550186 - Winton

***Planning:***

* The layout of the rooms allows for constant supervision, by either having multiple staff or wide-open doors allowing visual and/or audio at all times. No child is left alone with staff or volunteers in a one-to-one situation without being visible to others.
* Nappy changing is done in the main room with no ability to be hidden or unseen. We require a staff member to have a witness whenever they do intimate care, either nappies or toileting. This is recorded.

***Curriculum:***

* We introduce key elements of keeping children safe 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 an understanding of why and how to keep safe.
* We create within the setting a culture of value and respect for individuals, 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 Pan Dorset Safeguarding Children Partners.
* It is written in the staff handbook and in their induction that staff may never discuss a child outside of the setting. All staff sign this.

***Support to Families:***

* We believe in building trusting and supportive relationships with families, staff and volunteers in the group.
* 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 Pan Dorset Safeguarding Children Partners

**FGM**

As a setting we are aware of the importance of being aware of families preforming FGM on young girls. We train our staff and report any suspicions holidays or long periods of absence or any parents telling us they are returning home for a long period of time especially before the July holidays as this can be heightened time to return to have this done.

They also are aware if they see anything in nappy changing or toileting.

We immediately report any concerns to CSC.

**Radicalisation & Extremism under PREVENT**

We are aware and keep up with training re-radicalisation and extremism and things to be aware/look out for. We report any concerns to CSC. Staff have regular update training in the monthly staff meetings.

Staff are aware of all groups that can cause alarm, and likely comments or behaviours towards any faith or religion or political view. Staff do not racial profile families. We all understand our duty under PREVENT and posters are displayed around the setting for both staff and parents.

**MARAC**

We follow all MARAC guidelines and staff kept up to date on procedures. We are signed up to Scarf alerts.

**Honour Based Violence**

We are aware that UK states honour based violence is not accepted. Statement from the CPS

"'Honor based violence' is a crime or incident which has or may have been committed to protect or defend the honor of the family and/or community."

The Crown Prosecution Service (CPS) is fully committed to prosecuting fairly and effectively all those who harm others in the name of 'honor'. This commitment is embedded in the CPS Violence against Women and Girls Strategy.

We are vigilant to comment, or changes in behavior both with the children and the parents and we report any concerns to CSC.

**CSE**

We are aware of the risks of young children being pulled into CSE, although the risk to our young children directly is slim, it is not impossible we also understand they may have siblings who are at risk. We ensure staff are aware and watch out for sign or comments that could mean a child is at risk of CSE.

**County Lines** We are aware that both young people and adults can be pulled into county lines and our requirements to report and responds to all concerns.This covers our staff, parents and the children both attending our setting or connected to a child that attends our setting.

**Fabricated illness**

Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child. The parent or carer may seek out unnecessary medical treatment or investigation; they may exaggerate a real illness and symptoms or deliberately induce an illness through poisoning with medication or other substances or they may interfere with medical treatments. Fabricated illness is a form of physical abuse and any concerns will be reported, in line with our safeguarding procedures.

**Breast ironing**

Breast ironing also known as "breast flattening" is the process where young girls' breasts are ironed, massaged and/or pounded down through the use of hard or heated objects in order for the breasts to disappear, or delay the development of the breasts entirely. It is believed that by carrying out this act, young girls will be protected from harassment, rape, abduction and early forced marriage. Although this is unlikely to happen to children in the nursery due to their age, we will remain vigilant for the signs and symptoms in any children and families using our services and follow-up concerns following our regular safeguarding referral process.

**Online Safety**

We take the safety of our children very seriously and this includes their online safety. Please refer to the Online Safety policy for further details.

**Human Trafficking and Slavery**

Please refer to our Human Trafficking and Slavery policy for detail on how we keep children safe in this area.

**Adult sexual exploitation**

As part of our safeguarding procedures we will also ensure that staff and students are safeguarded from sexual exploitation.

**Up skirting**

Up skirting involves taking a picture of someone’s genitals or buttocks under their clothing without them knowing, either for sexual gratification or in order to humiliate, or distress, the individual. This is a criminal offence and any such action would be reported following our reporting procedures.

**Child abuse linked to faith or belief (CALFB)**

Child abuse linked to faith or belief (CALFB) can happen in families when there is a concept of belief in:

* Witchcraft and spirit possession, demons or the devil acting through children or leading them astray (traditionally seen in some Christian beliefs)
* The evil eye or djinns (traditionally known in some Islamic faith contexts) and dakini (in the Hindu context)
* Ritual or multi murders where the killing of children is believed to bring supernatural benefits, or the use of their body parts is believed to produce potent magical remedies
* Use of belief in magic or witchcraft to create fear in children to make them more compliant when they are being trafficked for domestic slavery or sexual exploitation.

This is not an exhaustive list and there will be other examples where children have been harmed when adults think that their actions have brought bad fortune.

**Non mobile babies**

At East Cliff pre-schools, we don’t have nmb in the setting but that does not mean we are not always aware of what we see. If we see a sibling / family member that has a nmb and we see injuries, we will still report them as we would if they were one of our children.

Staff are aware of the nmb policies and the importance of being aware of injuries.

**Legal Framework**

***Primary Legislation:***

* Children Act 1989 & 2004
* Protection of Children Act (1999)
* Data Protection Act (2018)
* GDPR (May 2018)
* The Children Act (Every Child Matters) 2006 (amended 2018)
* Safeguarding Vulnerable Groups Act (2006)
* Working together to Safeguard children (2018)
* Keeping Children Safe in Education 2020
* Children and Social Work Act 2017
* The Statutory Framework for the Early Years Foundation Stage (EYFS) 2021
* Counter-Terrorism and Security Act 2015.
* Prevent Duty 2015

***Secondary Legislation:***

* Sexual Offences Act (2003)
* Criminal Justice and Court Services Act (2000)
* Equalities Act (2010)
* Data Protection Act (1998) Non-Statutory Guidance

**Further Guidance**

* Working Together to Safeguard Children (HMG 2006 - under revision 2012)
* What to do if you’re Worried a Child is Being Abused (HMG 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 and Managers (HMG 2008) (HMG 2006)
* Independent Safeguarding Authority: [www.isa.homeoffice.gov.uk](http://www.isa.homeoffice.gov.uk)
* Inspecting Safeguarding in Early years, Education and Skills settings 2019

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| This policy was adopted at a meeting of |  | *(name of provider)* |
| Held on |  | *(date)* |
| Date to be reviewed |  | *(date)* |
| Signed on behalf of the provider |  | |
| Name of signatory |  | |
| Role of signatory (e.g. chair, director or owner) |  | |

**Useful Contact Details**

Local authority children’s social care team **01202 735046**

Local authority Designated Officer (LADO) **01202 456744**

Local Authority Out of Hours Team **01202 738 256**

NSPCC **0808 800 5000**

Local Safeguarding Children Partnership **01202 458873**

[pandorsetsafeguardingchildrenpartnership@bcpcouncil.gov.uk](https://pdscp.co.uk/contact/pandorsetsafeguardingchildrenpartnership@bcpcouncil.gov.uk)

Local Early Help services **01202 735046**

[childrensfirstresponse@bcpcouncil.gov.uk](mailto:childrensfirstresponse@bcpcouncil.gov.uk)

Ofsted **0300 123 1231**

Emergency police **999**

Non-emergency police **101**

Government helpline for extremism concerns **020 7340 7264**

Child exploitation and online protection command (CEOP) **https://www.ceop.police.uk/safety-centre/**

**Online Policy**

**Including;-**

**Mobiles**

**Internet capable devices i.e. tablets and IPads**

**Smart watches**

**Cameras**

**Policy statement**

We comply with health and safety regulations and the Safeguarding and Welfare Requirements of the Early Years Foundation Stage in making our setting a no personal mobile environment - both indoors and outdoors.

**Procedures**

* All staff, parents and volunteers are made aware of our no mobile policy, by communication directly and posters around the setting.
* We display signs reminding parents mobiles are not allowed to be out of bags or pockets in the pre-school, and the member of staff on the door will stop a parent walking in while on a mobile or with a mobile in clear sight.
* The no mobile Policy is stated in our information for parents.
* Staff are made aware that mobiles are not allowed to be kept on the person and that they must be kept in the box in the Office/Cupboard/or designated safe place for that setting. However the pre-school understands there are some occasions when a member of staff may have an urgent call, if this is the case the staff mobile is allowed to be kept on the office desk on silent, as the office is always 'no child' area, it is at the far end and out of reach of staff and parents, a manager will answer it if required to. The staff member is not allowed to move from the office on the mobile. A manager must have been informed if this is to be the case and they are expecting a call, they are not allowed to pop back to check a manager will ensure the call is given to staff if it is received. Staff are also allowed to give setting numbers for emergencies.
* Staff who make or receive calls during their break must do so out of the pre-school and out of sight of parents and must switch mobile off to return back into pre-school.
* The pre-school may use an ipad or tablet device if it compliments an area of learning a key worker is working with. However they do not have a sim card and capability to connect to the internet.
* All cameras used within the setting are kept in the setting and do not connect to the internet.
* Smart watches are allowed as long as they do not have a capacity to take photos, receive calls or connect to the internet. Managers reserve the right to refuse use if staff member cannot prove the above.
* Any staff member wishing to wear a smart watch must have had it approved by the Online Safety Lead.

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| This policy was adopted at a meeting of |  | *(name of provider)* |
| Held on |  | *(date)* |
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| Name of signatory |  | |
| Role of signatory (e.g. chair, director or owner) |  | |