

Safeguarding children and child protection policy

Location - Pickering Community Infant and Nursery School (Porta-cabin building).

The Designated Safeguarding Lead is: **Mrs L. Middleton.**

The person who deputises in their absence is: **Miss D. Lack.**

Pickering Pre-school Playgroup is a registered charity (and thereafter will be referred to as (the Charity). The Charity provides day-care pre-school education for children between the age of two and school age. We are an Ofsted regulated Early Years provider and comply with local child safeguarding procedures.

Pickering Pre-school Playgroup recognises that many children and young people today are the victims of neglect, and physical, sexual and emotional abuse. The definitions of types of abuse are listed below. We recognise that some children *may* be especially vulnerable to abuse and that all children and young people have a right to protection from abuse. We also recognise that children with additional needs (SEND) and children who have English as a second language (EAL) *may* be at greater risk than their peers due to the variety of complex needs or lack of understanding. We as a Charity keep up to date with new SEND and EAL practice to ensure all children no matter their needs and ability are safeguarded at all times. We must take all necessary steps to keep children safe and well, ensure our approach is child-centred and consider, at all times, what is in the best interest of the child. Pickering Pre-school Playgroup takes its responsibility to protect and safeguard the welfare of children seriously and are committed to Safeguarding and Promoting the Welfare of all of its children. This policy has been adopted by the Charity to protect children who receive any service from us. Safeguarding is everyone's responsibility, everyone who works with children has a role to play in safeguarding and has a responsibility for keeping children safe. We expect every adult working or helping at the Charity to support and comply with it. Consequently this policy shall apply to all staff, managers, trustees, volunteers, students or anyone working on behalf of the Charity. We will:

- Respond swiftly and appropriately to all suspicions or allegations of abuse, and provide parents and children with the opportunity to voice their concerns
- Have a system for dealing with concerns about possible abuse,
- Maintain good links with statutory child care authorities.

Accordingly Pickering Pre-school Playgroup has adopted the policy contained in this document (hereafter "the policy"). The policy sets out agreed guidelines relating to responding to allegations of abuse, including those made against staff and volunteers. Safeguarding and promoting the welfare of children is defined as:

- Protecting children from maltreatment;
- Preventing impairment of children's mental and physical health or development;
- Ensuring that children grow up in circumstances consistent with the provision of safe and effective care; and
- Taking action to enable all children to have the best outcomes.

With effect from 29th September 2019, North Yorkshire Safeguarding Children Partnership amalgamated with North Yorkshire Children Trust Board to form the North Yorkshire Safeguarding Children Partnership (NYSCP). We have a pivotal role to play in multi-agency safeguarding arrangements NYSCP, we are under statutory duty to act in line with and co-operate with NYSCP policies and procedures, and practice guidance. We will also contribute to multi-agency working in line with statutory guidance Working Together to Safeguard Children 2018. The three statutory safeguarding partners (North Yorkshire Council, North Yorkshire Clinical Commissioning Groups and North Yorkshire Police) have made arrangements to allow all education settings in the local area to be fully engaged, involved and included in these safeguarding arrangements. These guidelines will be kept under review and will be supported by appropriate training.

Every individual has a responsibility to inform the Designated Safeguarding Lead or their Deputy of concerns relating to safeguarding children. The Designated Safeguarding Lead must decide if the concerns should be communicated to the NYSCP or the Police.

Definitions.

Child/Young Person - In this policy a child or young person is anyone who has not yet reached their 18th birthday.

Abuse - A form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Harm can include ill treatment that is not physical as well as the impact of witnessing ill treatment of others. This can be particularly relevant, for example, in relation to the impact on children of all forms of domestic abuse. Children may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others. Abuse can take place wholly online, or technology may be used to facilitate offline abuse. Children may be abused by an adult or adults, or another child or children.

Child Sexual Exploitation - Child sexual exploitation is a form of child sexual abuse. It occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18 into sexual activity (a) in exchange for something the victim needs or wants, and/or (b) for the financial advantage or increased status of the perpetrator or facilitator. The victim may have been sexually exploited even if the sexual activity appears consensual. Child sexual exploitation does not always involve physical contact; it can also occur through the use of technology.

Controlling or Coercive Behaviour - Also known as coercive control, the use of control and coercion in relationships is a form of domestic abuse and, since December 2015, a criminal offence.

Controlling and coercive behaviour is outlined in Government guidance issued under section 77 of the Serious Crime Act 2015 as part of the Government's non-statutory definition of domestic violence and abuse. It is described as:

- Controlling behaviour is: a range of acts designed to make a person subordinate and/or dependent by isolating them from sources of support, exploiting their resources and capacities for personal gain, depriving them of the means needed for independence, resistance and escape and regulating their everyday behaviour; and

- Coercive behaviour is: an act or a pattern of acts of assault, threats, humiliation and intimidation or other abuse that is used to harm, punish, or frighten their victim.

Coercive control is a form of abuse that involves multiple behaviours and tactics which reinforce each other and are used to isolate, manipulate and regulate the victim. This pattern of abuse creates high levels of anxiety and fear. This has a significant impact on children and young people, both directly, as victims in their own right, and indirectly due to the impact the abuse has on the non-abusive parent. Children may also be forced to participate in controlling or coercive behaviour towards the parent who is being abused.

Domestic Abuse - Domestic abuse can encompass a wide range of behaviours and may be a single incident or a pattern of incidents. Domestic abuse is not limited to physical acts of violence or threatening behaviour, and can include emotional, psychological, controlling or coercive behaviour, sexual and/or economic abuse. Types of domestic abuse include intimate partner violence, abuse by family members, teenage relationship abuse and adolescent to parent violence. Anyone can be a victim of domestic abuse, regardless of gender, age, ethnicity, socio-economic status, sexuality or background and domestic abuse can take place inside or outside of the home.

Domestic abuse continues to be a prevalent risk factor identified through children social care assessments for children in need. Domestic abuse has a significant impact on children and young people. Children may experience domestic abuse directly, as victims in their own right, or indirectly due to the impact the abuse has on others such as the non-abusive parent.

Emotional Abuse - The persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond a child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyber bullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

Extremism - Extremism goes beyond terrorism and includes people who target the vulnerable – including the young – by seeking to sow division between communities on the basis of race, faith or denomination; justify discrimination towards women and girls; persuade others that minorities are inferior; or argue against the primacy of democracy and the rule of law in our society. Extremism is defined in the Counter Extremism Strategy 2015 as the vocal or active opposition to our fundamental values, including the rule of law, individual liberty and the mutual respect and tolerance of different faiths and beliefs. We also regard calls for the death of members of our armed forces as extremist.

Neglect - The persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to:

- provide adequate food, clothing and shelter (including exclusion from home or abandonment)
- protect a child from physical and emotional harm or danger
- ensure adequate supervision (including the use of inadequate care-givers)
- ensure access to appropriate medical care or treatment

It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

Physical Abuse - A form of abuse which may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.

Sexual Abuse - Involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse. Sexual abuse can take place online, and technology can be used to facilitate offline abuse. Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

Female Genital Mutilation (FGM) - As our duty of care, we have a statutory obligation under national safeguarding protocols (eg. Working together to safeguard children) to protect young girls and woman from FGM as it is an illegal, extremely harmful practice and a form of abuse. It is essential we work closely together with other agencies if we suspect a child has suffered or is likely to suffer FGM as appropriate safeguarding efforts as is reflected in multi-agency practice guidelines. See below for the signs and symptoms of FGM and what to do in respect of reporting the concerns. This **MUST** be brought to the child's GP attention and health visitor (as per section 47 of The Children's Act 1989)

Child on Child Abuse - This, although not always recognised, is also a topic of concern for protecting children. We aim to provide a safe and open environment where children can learn and share their experiences and understand their similarities and differences in a positive and friendly manner. We aim to ensure all children feel safe and accepted in our care and ensure that any child on Child abuse is minimised through these teachings. We understand that children are very innocent in the way they engage with others and may not be aware of any indirect discrimination they are displaying or receiving. We will keep records of any child on child abuse if it is consistent and prolonged.

The role of the Designated Safeguarding Lead includes:

Currently the manager of Pickering Pre-School Playgroup is also the Designated Safeguarding Lead (DSL) but the manager of a setting does not have to be the DSL though this is currently how we operate. If our situation changes this part of the policy will be reviewed. The role of the DSL includes:

- To have undertaken appropriate safeguarding training to fulfil this duty. Safeguarding Level 3 training, at least every two years and refresher training annually.
 - Liaison with the North Yorkshire Safeguarding Children Partnership in the event of any concerns about suspected abuse or neglect. (Notify by telephone to **0300 131 2 131** and **followed up with a written referral within 24 hours**). Should this concern involve an allegation against a member of staff the LADO team are to be notified. See below for details.
 - Talking to parents about concerns (where appropriate). If parents are not in a position to allay any legitimate anxieties, taking the matter up with the NYSCP team. In exceptional or unclear situations, seeking advice directly from the NYSCP team.
 - Attending multi-agency child protection meetings. Representing the key link to statutory agencies (NYSCP, including NYC, Social Services or Police) during and following any formal investigations that may have to take place. This includes maintaining confidential records of reported cases, action taken, liaising with the statutory agencies and ensuring they have access to all necessary information.
 - Contributing to any Child in Need or Child Protection Plan.
 - Ensuring all staff are familiar with, and adhere to the Safeguarding Children and Child Protection policy that is in place and know the procedures to follow and who to go to should the need arise.
 - Keeping and storing records. Keeping information confidentially and sharing only with those who need to know, under the guidance of the NYSCP.
 - Providing support, advice and guidance to any staff on an on-going basis and on any safeguarding issue, using the services of relevant agencies where appropriate and promoting best safeguarding practice at all times.
 - Implementing, promoting and reviewing the Safeguarding and Child Protection policy and procedures within Preschool.
 - Acting as the main point of contact at Preschool, receiving and acting upon any reported concerns. This includes ensuring that the completed paperwork is accurate, correct, fully completed and reviewed as necessary and stored in a secure place.
 - Ensuring that all relevant contact names and numbers are known to staff and displayed in an accessible place at all times.
- POSTER IN KITCHEN**
- Keeping abreast of developments and understanding the latest information on data protection, confidentiality and other legal issues that impact on the protection of children, including attending appropriate regular training and ensuring all staff have appropriate and up to date training.
 - Ensuring all relevant information around safeguarding and Child Protection is communicated to the team through staff meetings.

- Advocating the importance of Safeguarding and Child Protection to parents, staff, volunteers and students so that they know we have their child's best interests at the heart of our practice.
- Monitoring child attendance, including non-attendance, accident logs, pre-existing injury reports, concern forms and incident forms to exclude any possible child protection issues and ensure any relevant information is recorded and acted upon accordingly.
- Ensuring that when absent from work for any significant period, that the role of DSL is suitably covered by the Deputy DSL or another suitably trained member of staff.

Training and Awareness

Pickering Pre-school Playgroup will provide all staff with adequate safeguarding training in order to carry out their roles and responsibilities under this policy. All staff will be equipped to fulfil their safeguarding duties including child protection and Prevent Duty (EYFS 3.6 and 3.7).

Individuals within the organisation need to be alert to the potential abuse of children both within their families and also from other sources, including abuse by members of that staff and volunteers. We are committed to promoting awareness of child abuse issues throughout our training and learning programmes for adults. We are also committed to empowering young children, through the EFYS curriculum, promoting their right to be strong, resilient and listened to.

- 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. Existing staff will have refresher training annually so staff have an up to date knowledge of safeguarding issues. This training will be refreshed sooner if changes to national guidelines change to give staff the most up to date knowledge.
- We ensure DSL receive training in accordance with that recommended by NYSCP.
- We ensure that all staff know the procedures for reporting and recording their concerns with regard safeguarding in the setting.
- We ensure that at least one member of staff or committee member will have Safer Recruitment training and be involved throughout the recruitment process. **Please refer to the Staffing and Employment Policy.**
- Comprehensive induction will be given to a new member of staff that insures all staff are confident in their duties that includes safeguarding children. All new staff will undertake safeguarding training as part of their induction.
- Staff supervisions and appraisals will take place regularly and this should give all staff an opportunity to discuss welfare concerns and any professional development needs required to fulfil safeguarding responsibilities.

Covid-19 Pandemic.

All staff are to remain alert to any signs that during the current Covid-19 pandemic a child in their care is suffering from or likely to be suffering from harm. This includes signs of neglect that may be caused by extraordinary circumstances due to measures to curb the spread of the virus.

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 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 NYSCP. We will ensure that data protection legislation and regulations are adhered to, specifically to the Data Protection Act (2018) and GDPR. We will also be transparent about how we lawfully process data.

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, providing information, 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.
- We will support families to receive appropriate early help by sharing information with other agencies in accordance with statutory requirements and legislation.

Informing parents

The General Data Protection Regulation (GDPR) and Data Protection Act 2018 sets out the requirements for how organisations obtain, use and share information. Pickering Pre-school Playgroup will be transparent and accountable in relation to their use of data for collecting, storing, and sharing information.

- 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 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.

Where the child expresses a wish for his or her parents not to be informed, their views should be taken seriously and a judgement made based on the child's age and understanding, as to whether the child's wishes should be followed (see <http://www.nspcc.org.uk/preventing-abuse/child-protection-system/legal-definition-child-rights-law/gillick-competency-fraser-guidelines/>).

There may be some circumstances where it is not appropriate to seek consent, either because the individual cannot give consent, it is not reasonable to obtain consent, or where seeking consent would put a child or young person's safety or well-being at risk. Where a decision to share information without consent is made, a record of what has been shared should be kept along with the reason why consent was not obtained.

Responding to a Safeguarding Concern

All members of Pickering Pre-school Playgroup should respond to any suspected or actual abuse of a child in accordance with these procedures. It is good practice to be as open and honest as possible with parents/carers about any concerns; however, you must not discuss your concerns with parents/carers in where:

- this would delay the sharing relevant information with an appropriate person or authority which would increase the risk of harm to the child or young person
- asking for consent may increase the risk of harm to the child, young person, you or anyone else.

What to do if children talk to you about abuse or neglect

It is recognised that a child may seek share information about abuse or neglect with staff and volunteers, or talk spontaneously to individuals or in groups. In these situations:

You must:

- Listen carefully to the child.
- Give the child time and attention
- Allow the child to give a spontaneous account; do not stop a child who is freely recalling significant events
- Make an accurate record of the information you have been given, taking care to record the timing, setting and people present, the child's presentation as well as what was said. The **Safeguarding Allegation and Concern Form** can be used for this. Recordings must be kept secure and in accordance with organisation policies and procedures
- Use the child's own words where possible
- Explain that you cannot promise to keep information secret and you may need to speak to others about the information they have shared
- Reassure the child that:
 - ~ you are glad they have told you
 - ~ they have not done anything wrong
 - ~ what you are going to do next
- Where appropriate, explain that you need to get help to keep the child(ren) safe
- Treat all children and young people with respect
- Ensure that, whenever possible, there is more than one adult present with children and young people, or at least that you are within sight or hearing of others
- Respect a young person's right to personal privacy
- Make children or young people comfortable and caring enough to point out any safeguarding concerns
- Recognise that caution is required when you are discussing sensitive issues with children or young people
- Operate within Pickering Pre-school Playgroup principles and behaviour policy, specific procedures and any other guidance as applicable and required
- Challenge unacceptable behaviour and report all allegations/suspicions of abuse

You must not:

- DO NOT directly question the child
- Children should not be required to provide multiple accounts of events within Pickering Pre-school Playgroup.
- Have inappropriate physical or verbal contact with children or young people
- Allow yourself to be drawn into inappropriate attention-seeking behaviour/ make suggestive or derogatory remarks or gestures in front of children or young people
- Reach conclusions about others without checking facts

- Either exaggerate or trivialise safeguarding issues
- Show favouritism to any individual

What you should do if you suspect abuse

You may become concerned about a child for a number of reasons, this may include but is not limited to the child or young person:

- Speaking to you about something which is concerning them
- Telling you about a concern for a friend or other child(ren)
- Avoiding speaking to you
- They are clearly upset
- Displaying a change in behaviour
- Being disengaged or are having trouble concentrating
- Changing their friendship groups and associates
- Having new marks, bruises or scars, or are trying to conceal them

You may also identify concerns:

- Because of your observations, or
- Changes in performance of the child or young person (*relevant for schools, clubs, etc*)
- A concern has been raised to you by a colleague, parent or third party

It is good practice to ask a child why they are upset or how a cut or bruise was caused, or respond to a child wanting to talk to you. This practice can help clarify concerns and result in appropriate action. If you are concerned about a child you must share your concerns. Initially you should talk to the Safeguarding Lead or their deputy. You should make a note of your concerns and any actions agreed following your discussion with the Safeguarding Lead or their deputy. The Allegation and Concern Form can be used for this.

Responding to suspicions of abuse

Where we believe a child in our care or known to us may be affected by any of these factors we follow the procedure for reporting child protection concerns.

- Where such evidence is apparent, the child's key person makes a dated record of the details of the concern and discusses what to do with the Designated Safeguarding Lead (DSL). If the DSL is unavailable the deputy is to be consulted. If a concern involves the DSL, or neither the DSL or deputy are available then the Committee Chairperson is to be consulted. The information is stored on the child's personal file.
- If there remains some degree of uncertainty on how to proceed this should be referred higher. See below for details.
- 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 NYSCP.
- We take care not to influence the outcome either through the way we speak to children or by asking questions of children.
- We use the detailed procedures and reporting format contained on the NYSCP website, when making a referral to children's social care or other appropriate agencies.
- 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 gives cause 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:

A - listens to the child, offers reassurance and gives assurance that she or he will take action;

B - does not question the child;

C - makes a written record on the "Safeguarding Allegation and Concern" Form that creates an objective record of the observation or disclosure that includes:

- the date, time and location 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 Designated Safeguarding Lead is informed of the issue at the earliest opportunity.
- Where the NYSCP stipulates the process for recording and sharing concerns, we include those procedures alongside this procedure and follow the steps set down by the NYSCP.

Parents would not have an automatic right to access child welfare records and consideration will be given as to what the consequences of information sharing might be. Unless it would place a child at significant risk of harm, parents will be informed that a concern form has been completed, where it will be stored and what will happen to it when the child leaves the setting.

Liaising with other agencies

It is good practice that agencies work in partnership with parents / carers and they are first informed of our concerns with consent obtained for referrals. Consent is not required should we believe informing the parents / carers would place a child at significant risk of harm. Where consent has not been obtained, and after staff or volunteers have spoken with the designated safeguarding lead and it is deemed that a referral is still warranted, the referral should be submitted detailing their actions and inform the parent / carer of their actions.

We work within the local authority multi agency safeguarding team / North Yorkshire Safeguard Children Partnership (NYSCP) guidelines and would contact them for advice if unsure. Where concerns are to be raised with the NYSCP,

- the Designated Safeguarding Lead will contact the Customer Resolution Centre on **0300 131 2 131** to discuss the concerns with the Children and Family Service. Questions should be answered as fully as possible;
- The NYSCP Framework for decision-making: Right help, at the right time by the right person should be used to help identify if a concern should be referred to the NYSCP.
- If, as a result of this discussion a written referral needs to be made using the **NYSCP Universal Referral Form** and this **has** to be completed and submitted within **24 hours** of the telephone call. The latest version of the form is on www.safeguardingchildren.co.uk
- We retain copies of all documents, kept securely for the required time as stated on specific forms.

During Office Hours

By Phone: 0300 131 2 131 Email: social.care@northyorks.gov.uk

Outside Office Hours.

Emergency Duty team: 0300 131 2 131

For more information visit: <https://www.safeguardingchildren.co.uk/about-us/worried-about-a-child/>

In addition to the NYSCP referral process,

- 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 notify the registration authority (Ofsted) of any serious incident, illness or accident and any changes in our arrangements which may affect the wellbeing of children. We also notify Ofsted where an allegation of serious harm or 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 to be made as soon as is reasonably practicable, but at the latest within 14 days of the allegations being made.
- The National Society for the Prevention of Cruelty to Children (NSPCC) can also be used for support and advice.

If a member of staff remains unsure on how to proceed on the next steps, any professional working in North Yorkshire can use the Professionals' Consultation Line on **01609 535070**. Reasons that this may occur are:

- You have been unable to contact the Designated Safeguarding Lead or their deputy and you believe the child is at risk of harm
- You remain unsure after internal consultation as to whether safeguarding concerns exist
- When there is disagreement as to whether safeguarding concerns exist, or
- When the concerns relate to any member of the organising committee.

Allegations against staff

We ensure that anyone connected with Pickering Pre-school Playgroup, including parents of children attending, know how to complain about the behaviour or actions of staff or volunteers within the setting, or anyone living or working on the premises occupied by the setting, which may include an allegation of abuse.

Unfortunately, child abuse does occasionally take place in day care settings, so we have introduced this separate policy to remind staff of the measures that can be taken to reduce the risk of any allegations being made against them or another member of staff. It also contains the procedure, which will be undertaken if an allegation is made against a member of staff. This complies with both Ofsted and Social Services.

- If a child sustains an injury whilst in our care, we will record it in the accident book as soon as possible. When the child is collected, we will inform whoever picks the child up about the injury and ensure that they also sign the accident book.
- If a child arrives with an injury sustained elsewhere we will ask for an explanation and again record this in the accident book and ask whoever has brought in the child to sign the record.
- We will ensure that all staff undertake regular child protection training.

- We will ensure that all parents understand our role and responsibility in child protection. Within the Preschool this will be to parents in writing within the prospectus before the child begins to attend
- Our behavioural management policy states that no physical sanctions will be used and we will ensure that everyone complies with it in all rooms within the setting.
- We will try to avoid situations where an adult is left alone in a room with a child. If this does occur, we will make sure that the door is left open and there are other people around.
- We will avoid engaging in rough physical play with children- as this may be misconstrued and could cause accidental injury to a child.
- We will avoid doing things of a personal nature for children that they can do for themselves.
- We will take up references, including one from the candidate's last employer, and will always question any gaps in employment history.
- We will encourage an open door ethos, to enable staff to talk to senior Preschool Leaders if they have concerns about the conduct of any of their colleagues.
- We ensure that all parents know how to complain about the behaviour or actions of staff or volunteers within the setting, 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
 - the inappropriate sharing of images.
- We follow the guidance of the NYSCP 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 NYSCP. We also report any such alleged incident to Ofsted and what measures we have taken. We are aware that it is an offence not to do this. www.report-childcare-incident.service.gov.uk/serious-incident/childcare/update-incident/
- We co-operate entirely with any investigation carried out by children's social care in conjunction with the police.
- Where the management committee and children's social care agree it is appropriate in the circumstances, the chairperson 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.

Allegation of abuse against a member of staff – procedure

- If anyone makes an allegation of abuse against a member of our staff, the manager will be informed immediately and will contact by telephone the NYSCP LADO (Local Area Duty Officer) within 1 day. If allegations relate to the manager the committee must be informed and the chairperson will initiate contact with LADO.

The Local Area Duty Officer (LADO) contact number is 01609 533080

- LADO will assess whether the allegation reaches the threshold for referral to Police/Social Services and advise accordingly regarding further action to be taken in respect of the child and the member of staff.
- The manager / chairperson will complete the LADO referral form for allegations or complaints made against staff. A copy will be kept in the personnel file. The LADO referral form is to be returned to LADO point of contact to whom the initial telephone call was made, with 24 hours **quoting the name of the officer in the subject. Or by other advice given by LADO.**
- The manager / chairperson will not discuss the allegation with the member of staff concerned, unless advised to do so by LADO.
- All staff need to be aware that it is a disciplinary offence not to report concerns about the conduct of a colleague that could place a child at risk. When in doubt – consult. The whistle-blowing policy is to be consulted.
- If NYSCP and/or the police decide to carry out an investigation, it may be possible that Ofsted will advise us to suspend the member of staff, whilst enquiries are carried out. Pickering Preschool Playgroup could also invoke their disciplinary procedure.
- We will not carry out an investigation ourselves unless NYSCP and the Police decide it is not appropriate for them to do so. We understand that Ofsted may wish to undertake further investigations.
- The member of staff needs to be informed of the allegation and given information about possible actions of other agencies.
- Ofsted should be informed as soon as is reasonably practical and in any case within 14 days of the event occurring and advice taken. www.report-childcare-incident.service.gov.uk/serious-incident/childcare/update-incident
- The member of staff should be supported through the process of investigation
- The person making the allegation should be kept informed of progress.
- All information must be kept confidential

- All actions will be in line with the complaints procedure.

Guidance for the Pre-school manager completing Checklist for handling and recording allegations or complaints of abuse made against a member of staff regarding a child/children in their care.

- Record the name and position of member of staff against whom the allegation or complaint has been made.
- Verbal complaints should be backed up in writing by the complainant if appropriate; some may require immediate action that does not allow time for this to happen.
- It is important to identify who made the complaint and whether it was received first hand or is a concern that is passed on from somebody else. If this is the case it is better that you receive the information first hand. If a parent, carer or a member of staff at Pickering Pre-school Playgroup makes a complaint against you it must be passed immediately to the manager, or if against you as the manager it must be passed to the committee chairperson.
- Record the full name, age and date of birth of the child.
- The address recorded should be the address at which the child lives with the main carer.
- If there are one or more alleged incidents, be specific as possible about dates that they are alleged to have happened.
- Check the attendance register/ diary of work to see if the child was present/seen on that day and the shift patterns of the staff member involved to see if they were working at that time. This will confirm the likelihood of the incident having taken place.
- If you have received the complaint in writing attach it to the checklist. You can then summarise it on the form.
- Any other information should be factual. It will be helpful to confirm things such as the level of contact that the staff member has with the child and any other minor concerns that may have been raised previously. Do not attempt to investigate the complaint yourself.
- Remember that if an allegation of abuse is made against a member of our staff, all staff must inform the manager who will contact the NYSCP (LADO) for further advice.
- Ofsted must be informed if an allegation is made against a member of our staff, even if the NYSCP (LADO) decides no further action is required. Ofsted may do their own investigation to ensure that registration requirements are being met.
- Make a note of any actions the NYSCP or Ofsted advise you to take and the date or times at which you implemented them.
- If the allegation is against the manager then we will contact the Committee Chair who will follow the procedures above.

Disciplinary action

Where a member of staff or a volunteer is dismissed due to engaging in activities that caused concern for the safeguarding of children, we will submit a DBS referral 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. See: <https://disclosure.homeoffice.gov.uk>

It is important to keep staff files for the purpose of making this DBS referral that relate to all stages of their employment from job offer through to dismissal and their qualification details, references, cv, application, job description etc.

Flowchart of process if an allegation is made against a member of staff concerning a child. Records are to be kept throughout. Should this event occur then Early Years Alliance legal support is to be consulted;

- **Manager / Committee receive allegation.**
- **Manager / Chairperson to make the initial approach to NYSCP LADO Duty officer by telephone, Tel 01609 533080. LADO will then email our point of contact. Then to make a referral within 24 hours of the incident occurring on their Universal Referral Form. This will confirm whether external organisations will make the witness statements or US.**
- **Manager / Committee gather witness statements and other evidence.**
- **Manager / Chairperson to inform the parents of the child concerned as soon as possible.**
- **Manager / Chairperson to notify Ofsted within 14 days of the alleged incident. www.report-childcare-incident.service.gov.uk/serious-incident/childcare/update-incident**
- **Contact the legal advice team offered by the Early Years Alliance throughout.**
- **Inform employee, consider suspending employee, take statement from employee. Notify them of their right to confidentiality.**
- **Manager / Chairperson to submit the LADO referral report to the duty LADO officer in the timescale stated by LADO. Referral form at www.safeguardingchildren.co.uk/professionals/forms-for-professionals/**
- **Follow our policies and procedures. Including disciplinary, safeguarding, employment and staffing, complaints and whistleblowing.**
- **Employee can tender resignation but they must be informed that the disciplinary process will continue.**
- **Arrange for and notify employee of disciplinary hearing date and location. Employee can bring someone, they must inform us who prior to the hearing. They can record it but we are under no obligation to allow this.**
- **Conduct hearing with minutes being taken, put forward our evidence, ask employee for their account. Hearing can be adjourned to allow time to consider evidence. Give employee copy of minutes.**

- Inform employee of outcome of disciplinary hearing in person, followed up in writing, giving them notice of right to appeal in writing which is five working days after the date they were informed. If the person is being dismissed and they are the Ofsted Nominated Individual ask them to inform Ofsted with name of new Nominated Individual.
- Inform LADO and OFSTED of the outcome of the disciplinary process. If required submit a DBS referral and inform LADO when submitted.
- If appeal is received undertake a review of evidence, ideally by someone not attending the initial hearing.

This list is not exhaustive.

Prevent Duty

In line with Section 26 of the Counterterrorism and Security Act (2015) we understand the importance of staff members being able to recognise and identify vulnerable children and to have “due regard to the need to prevent people from being drawn into terrorism”. We recognise the importance of protecting children from the risk of radicalisation and promoting British values in the same way we would protect and safeguard children from any other abuse. We will have regard for the “Prevent duty guidance for England and Wales”. We will ensure all staff members undertake Prevent training, and are able to notice changes in children’s behaviour. Anyone with a concern can make a referral to the Channel Support. The national police Prevent telephone number is 0800 011 3764.

Female Genital Mutilation (FGM)

If a child in our care shows signs and symptoms of FGM or we have good reason to suspect the child is at risk of FGM, we MUST refer the child using our existing standard safeguarding procedures as it is a form of child abuse. When a child is identified as “at risk” of FGM, this information MUST be brought to the child’s GP attention and health visitor (as per section 47 of The Children’s Act 1989). All staff will undertake FGM awareness training.

Important Signs & Symptoms to look out for if you suspect the child is “at risk” of FGM

- Father comes from a community that is known to practice FGM
- Mother/Family may have limited contact with people outside family
- It is known that the mother has FGM
- Family does not engage with professionals (health, school, other)
- Parents say that they or a relative will take the child abroad for a prolonged period
- Child spoken about a holiday to her country of origin or another where the procedure is practiced
- Child has confided that she is to have a “special procedure” to “become a woman” or to be “more like her mum/sister/aunt” etc
- Family/child are already know to social services

Important Signs & Symptoms to look out for if you suspect the child has had FGM

- Child regularly attends GP appointments, has frequent Urinary Tract Infections (UTI’S)
- Increased emotional and physiological needs eg withdrawals, depression or significant changes in behaviour.
- Child talks about pain/discomfort between legs
- Child has difficulty walking, sitting for long periods of time- which wasn’t a problem previously

Significant or Immediate Risk

- Child confides in a member of staff/professional that FGM has taken place
- Parent or family member discloses professional/ nursery child has had FGM

Parent helpers / Volunteers

As part of our Safeguarding procedures we ask that all Parent / Carer helpers adhere to our Safeguarding Policy. This includes.

- Ensure that their mobile telephone / tablet or other electronic device is put away when arriving at Preschool.
- Do not take any photographs of the children in Pre-school, ie dropping off / collecting.
- A child will not be released to a parent who is seen to be engaged on their phone at the time of collection.

If a parent is staying to help within the session they should:

- Sign into the visitor’s book on arrival.
- Put their mobile phone on the designated shelf – it can be switched on for emergency purposes.
- Not use any cameras or other recording equipment under any circumstances.
- Not take any children to the toilet or change nappies (including their own child); a member of staff will do this. Should the adult require to visit the toilet a suitable member of staff must check the area is free of children first.
- Not be left in any one to one situation.
- Ask if unsure on anything.

Mobile phone and Camera usage.

Mobile phone and camera usage is covered in detail within the separate policies relating to ICT, phone and social media AND Camera and Image policies. In respect of the safeguarding of children; any tablet, laptop or other type of computing equipment, mobile telephone or

camera must be used in a professional, lawful and ethical manner by everyone who comes into contact with Pickering Pre-school Playgroup. We provide the use of computing equipment such as tablets with camera functions for the use of staff in the setting to document the progress of children through online learning journals (Tapestry) as well as for administrative purposes. We must protect children from harm that may result from the misuse of such equipment, and ensure appropriate management and use of all these types of equipment by all individuals is followed. In respect of safeguarding, all at Pickering Pre-school Playgroup must be aware that we have effective procedures in place to protect children from the unacceptable use of tablets, mobile phones, cameras and other equipment capable of making photographs, video or other images. Children and young people could be exposed to potential risk should images be misused, including:

- The making, taking and distribution of inappropriate and indecent images.
- Exploitation and bullying.
- Grooming (the process by which child sex offenders and paedophiles will befriend victims through direct or indirect contact, often preceded by efforts to gain personal information about the child).

Responsibilities

The Designated Safeguarding Lead (DSL) is to be responsible for ensuring the acceptable, safe use and storage of all camera technology and images. This will include the management, implementation, monitoring and review of the ICT, Phone & Social Media Policy and Camera & Image Policy. The DSL must reserve the right to view any images taken and / or to withdraw or modify an individual's authorisation to take or make images at any time. Staff must ensure that all images are available for scrutiny and be able to justify any images in their possession. The DSL will be responsible for ensuring the safe storage of all images and the safe storage of the devices used to make the images.

Consent

Parental consent must be received prior to any photographs, video or images being created of a child. This consent must be in writing and on either the child registration form or on a stand-alone image consent form. Parental consent can be withdrawn at any time. A child can refuse to consent and this must also be adhered to. At no point should a child be photographed if they are unwilling or show distress. Further details around consent are given in the specific policies.

Staff use of equipment for capturing images or videos.

A Code of Conduct has been developed to ensure all staff are aware of the requirements. It is to be ensured that all members of staff will:

- Be aware of the need to protect children from harm.
- Have a clear understanding of what constitutes misuse.
- Know how to minimise risk.
- Be vigilant and alert to potential warning signs of misuse.
- Avoid putting themselves into compromising situations which could be misinterpreted and lead to potential allegations.
- Understand the need for professional boundaries and clear guidance regarding acceptable use.
- Be responsible for the self-moderation of their own behaviour.
- Be aware of the importance of reporting concerns immediately.

All staff must therefore undertake to;

- Not bring their own personal cameras or video recorders into the Pre-school.
- Only photograph and record children for valid reasons, i.e. to record their learning and development, or for displays within the Pre-school.
- Respect a child's right not to be photographed.
- Photograph or record children only on equipment belonging to the Pre-school.
- Be aware that camera and video use is monitored by the DSL.
- Not take any mobile phone, tablet, camera or recording device into the toilet area or change area.
- Not take any image or video footage of a child while in the toilet area, using the change area or in a state of undress.
- Obtain parental consent from all parents of children present when asked by a parent to photograph or record their own child at special events.
- Photographing and recording children only if there is written permission to do so. This permission can be withdrawn at any time by a parent / carer.
- Not distribute, share, copy or personally store any image or video footage of children attending the pre-school.
- Not post online any image or video footage of any child attending the pre-school without written permission from the parents.
- Not upload any photographs or video footage of children attending the pre-school to any personal social media accounts.
- Insist any volunteer or parent entering the setting adheres to these rules to safeguard the children.

Anyone not following these procedures may be subject to disciplinary action. Any concern or allegation is first to be made to the DSL (or deputy). If the severity of the allegation is believed to warrant it then the NYSCP team or North Yorkshire Police should be contacted. If potential evidence exists on devices these shall be stored securely. The person to whom the allegation is made should not be confronted by the person with the concern (see Whistleblowing policy).

We acknowledge that we share our grounds with Pickering Community Infant & Nursery School. No photographs of children in their care may be taken under any circumstances. Should Pre-School groups make use of access to the Pickering Community Infant & Nursery School playground or woodland area we acknowledge that photographing activities children in our care undertaken there is important for their Learning Journals. Care should be taken to ensure that any children of the Infant & Nursery School do not appear in any of these photographs.

Mobile Phones.

We have a business mobile phone, this is to be promoted as it is considered to be:

- an effective communication tool, enabling text, email messages and calls to be made and received.
- an essential part of the emergency toolkit which is to be taken on short trips and outings.

Effective security procedures are to be put in place to safeguard against any potential misuse. Only authorised individuals are to have access to the Pre-school mobile, which is to be stored securely when not in use. All use is to be recorded and monitored by the DSL.

- Personal calls are not to be made on the Preschool mobile phone, other than in the event of an emergency.
- The Preschool mobile phone is to be clearly identifiable as such.

Personal mobile phones

We believe that our staff and volunteers should be completely attentive during their hours of working, to ensure that children receive good quality care and education. Personal mobile phones should not be used during working hours except in the case of an emergency. For this purpose only, personal mobile phones may be left switched on, but must remain in the kitchen or on the designated shelf at all times. Calls may be made in emergency within the kitchen subject to manager or deputy agreement during break times.

- If personal phones are taken on outings they may be used in the case of an emergency, they must not make or receive personal calls as this will distract the user.
- Members of staff or volunteers will not, under any circumstances, use their personal mobile phones for making images or video footage of children.
- Parents, carers and visitors are requested not to use their mobile phones whilst in our setting OR on the wider school site. 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. If, during an official visit (ie, an Ofsted inspection) their representative will be allowed to use their phone for business subject to agreeing to not creating images of children without consent.
- All individuals who bring personal devices into Pre-school must ensure that they hold no inappropriate or illegal content.
- Smart watches that have a camera function are not permitted to be worn in the setting.

Parent / Carer mobile phones

As part as our duty to safeguard children it is essential to maintain the privacy and security of all our families. We therefore require that:

- Consent is obtained prior to making images that may contain other children other than their own. The pre-school may have in its care children to whom images or video is specifically not permitted. Upholding this right will come first by all connected with the pre-school.
- No images or video are taken within the setting or at preschool special events with the children are to be posted for public viewing (Staff may record for the children's learning journals, which are sometimes used to display in the setting, for use of Pickering Pre-school Playgroup website and in other advertising material if parental permission is given.)
- Children will not be passed over to parents at the end of their session whilst a parent is seen to be using their mobile phone, until they have finished and their attention is secure.

Legal Framework:

Primary legislation

- Children Act (1989 s47)
- Protection of Children Act (1999)
- The Children Act (2004 s11)
- Children and Social Work Act 2017
- Safeguarding Vulnerable Groups Act (2006)
- Childcare Act (2006)
- Child Safeguarding Practice Review and Relevant Agency (England) Regulations 2018
- Statutory Framework for the EYF (2023)
- Keeping Children Safe In Education (KCSIE) (2023)

Secondary legislation

- Sexual Offences Act (2003)
- Criminal Justice and Court Services Act (2000)
- Equality Act (2010)
- Data Protection Act (GDPR) (2018)
- Children and Families Act (2014)
- Care Act (2014)
- Serious Crime Act (2015)
- Counter-Terrorism and Security Act (2015)

Further Guidance:

- Non Statutory Guidance "Development Matters" (2021)
- Working Together to Safeguard Children (HMG, 2018)
- 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 2008)
- Information Sharing: Advice for Practitioners providing Safeguarding Services (DfE 2018)
- Disclosure and Barring Service: www.gov.uk/disclosure-barring-service-check

Links to other organisational policies and procedures.

Other policies and procedures should also be consulted, these include:

- *Employment and staffing*
- *Whistleblowing*
- *Complaints*
- *Staff Behaviour Policy*
- *Equality*
- *Employment and staffing*
- *ICT, Phone and Social Media policy*
- *Camera and Image policy*
- *Data protection / GDPR*

Contacts.

Pickering Pre-School Playgroup Telephone Number
 Pickering Pre-school Playgroup Chairperson. Richard Allenby
 Pickering Pre-school Safeguarding Lead.
 Pickering Pre-school Playgroup Safeguarding Deputy.

Telephone

07507 180257

Email

633389@nyey.co.uk

REDACTED from public version

Mrs L. Middleton

Miss D. Lack

NYC Service Centre

0300 131 2 131

social.care@northyorks.gov.uk
 children&families@northyorks.gov.uk
 www.safeguardingchildren.co.uk

NYSCP website

The NYSCP Local Authority Designated Officer (LADO):

01609 533080

- During Office Hours -

01609 533080

lado@northyorks.gov.uk

- Outside Office Hours Emergency Duty Team

0300 131 2 131

Professionals' Consultation Line

01609 535070

Central database (to check if child is already known to Social Care)

01609 774298

OFSTED

0300 123 1231

Early Years Alliance legal "Law Call"

01455 255205

North Yorkshire Police (emergency)

999

North Yorkshire Police (non-emergency) 101
National Society for the Prevention of Cruelty to Children (NSPCC) 0808 8005000

**This policy was adopted at a meeting of Pickering Pre-School Playgroup held on 31st August 2023.
Date to be reviewed – Before end of August 2024.**

Signed on behalf of the management committee

Name of signatory – Richard Allenby (Chairperson).

NOTE – delete CHAIRPERSON personal details before making this policy public on the website.