



Safeguarding/Child Protection Policy

SCOTTER PRE-SCHOOL/OOSC is committed to an environment where we aim to provide an environment in which children feel safe, secure, and cared for, the purpose of this policy is to provide the staff, trustees and parents of Scotter preschool with guidelines and support. Scotter Preschool/OOSC fully recognises its responsibility for safeguarding children therefore all complaints, allegations or suspicions will be taken seriously and responded to in line with Lincolnshire Safeguarding Children's Board procedures. Designated staff members will have responsibility for safeguarding issues.

The designated person is – Maxine Bennett. This policy applies to all staff, Trustees, management, and volunteers working within the setting. All staff and trustees have their own copy of "What to do if you are worried a child is being abused".

- The welfare of the children attending this setting is paramount and concerns about child abuse will be taken seriously.
- All staff must store their mobile phones in the designated box within the manager's cupboard located in the kitchen area. Cameras are stored in a locked filing cabinet in the resource room.
- All staff will be aware of safeguarding children procedures and will be required to follow the 6-year pathway, Extremism, FGM, Radicalisation and Prevent Duty and all others listed.
- All staff will be required to undertake safeguarding induction training within their induction plan.
- All staff will be aware of possible indicators of child abuse including neglect, physical, sexual and emotional abuse. Inappropriate behaviour of adults and their duty in relation to PREVENT. In house training by designated lead, annually and termly and during staff meetings.
- All staff will be aware that it is their responsibility to share any concerns they have about a child with the designated safeguarding person/persons.
- All staff also have the right to share concerns directly with Lincolnshire County Council Children's Service Customer Services Centre (Tel 01522 782111 Or out of hours 01522 782333) or the police if they feel this appropriate.

- Recruitment procedures will ensure the suitability of staff and volunteers working with children and will follow EYFS welfare requirements with regard to Disclosure and Barring Service (DBS) checks, Independent Safeguarding Authority (ISA) registration and references.
- Procedures will be implemented for identifying and reporting concerns, or suspected cases of abuse.
- The setting and staff will ensure a safe environment in which children feel valued, can learn and develop, feel secure and are encouraged to talk and be listened to.
- Procedures in place which will be followed when a concern arises with a child, following the Lincolnshire Safeguarding Children's Board procedures.
- The setting will notify the registration body (Ofsted) of any circumstances affecting the wellbeing of a child and in the event of an allegation being made against a member of staff or volunteer.
- The staff will be made aware of the importance of recognising and reporting inappropriate behaviour displayed by other members of staff, or any other person working with children.
- Where an allegation is made against a member of staff we will ensure that we cooperate fully with any investigation. The settings disciplinary procedure may follow depending on the result of an investigation.
- All staff will be required to disclose information of allegations of abuse made against them, whether it is at the setting or elsewhere.
- Safeguarding children (child protection) concerns will be confidential and shared only on a need-to-know basis.
- This policy will be implemented in conjunction with the Safeguarding Children Procedure.
- The welfare of all children is paramount, and any suspicions of abuse will be dealt with immediately.
- All staff are familiar with Safeguarding/child protection and staff behaviour policy.
- Staff will promote positive behaviour consistently and use effective de-escalation techniques and use strategies that are specific to the child's individual needs and understand children's poor or change in behaviour may be a sign of suffering or abuse.
- All children are collected by known parents or carers, if not the password system must be used.
- A culture of vigilance

Safe Recruitment

Trustees and Management should prevent people who pose a risk of harm from working with children by:

- Adhere to statutory responsibilities to carry out checks that enable a decision to be taken on the suitability of staff who work with children and those who manage the setting, such as trustees.
- Take proportionate decisions on whether to ask for checks beyond those that are required.
- Ensure that volunteers are appropriately supervised.
- Ensure that procedures are in place to handle allegations against members of staff, volunteers, and children.

DUTY OF CARE

“Duty of Care is about individual wellbeing, welfare, compliance and good practice. All workplaces, whether a school, a business, or a voluntary organisation have a moral and a legal obligation to ensure that everyone associated with the establishment, whether employee, volunteer, student, tradesperson or the general public, is fully protected from any personal physical and/or emotional harm, either on the premises or when engaged in activities relating to the establishment. Typical areas of concern are fire safety, health and safety, food safety, personal safety, child and adult protection (plus wider safeguarding such as safer recruitment), equality, bullying, violence, harassment, stress, or discrimination from any source.” Educare (2018)

Definitions of Safeguarding;

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

Safeguarding action may be needed to protect children from the following abuse:

- **Physical:** This involves hitting, shaking, throwing, burning, suffocating or other physical harm. Deliberately causing a child to have ill health also constitutes physical abuse.
- **Sexual:** This involves forcing or enticing a child to participate in sexual activities whether or not the child is aware what is happening. The activities may involve inappropriate physical contact; penetrative or non-penetrative. Showing children pornographic materials, sexual activity or encouraging children to behave in sexual ways also constitutes sexual abuse.
- **Emotional:** It involves persistent or severe emotional ill treatment or torture causing, or anything that causes severe adverse effects on the emotional stability of a child. Emotional abuse is present in almost all child protection incidents but can also constitute abuse in its own right.

- **Neglect:** This is the persistent failure to meet a child's basic physical needs i.e. lack of food or clothing, emotional or psychological needs. Therefore, has a severe impact on a child's health, development or emotional stability.
- Bullying, including online and prejudice-based bullying
- Racist, disability and homophobic or transphobic abuse
- Gender-based violence/violence against women and girls
- Peer-on-peer abuse, such as sexual violence and harassment
- Radicalisation and/or extremist behaviour
- Child sexual exploitation and trafficking
- Child criminal exploitation, including county lines
- Risks linked to using technology and social media, including on-line bullying and the risk of being groomed on-line for exploitation, or radicalisation
- Teenage relationship abuse
- Substance misuse in families
- Issues that may be specific to locality or local population, e.g gang activity and youth violence
- Domestic abuse
- Female genital mutilation
- Forced marriage
- Fabricated or induced illness
- Poor parenting
- Homelessness
- So-called honour based violence
- Other issues not listed here but pose a risk to children and vulnerable adults

Broader aspects of Safeguarding

- Children's, staff and trustees health and safety, well-being, including their mental health
- Meeting the needs of children who have special educational needs and/or disabilities
- The use of reasonable force
- Meeting the needs of children and with medical conditions
- Providing first aid
- Educational visits
- Intimate care and emotional well-being
- On-line safety and associated issues
- Appropriate arrangements to ensure children's, staff and trustee security.

Safeguarding arrangements

Trustees and management will create a positive culture and ethos where safeguarding is an important part of everyday life in the setting supported by relevant and up to date training, we will do the following:

- **Identify:** children who may need early help or are at risk of abuse
- **Help:** prevent abuse by raising awareness among children, staff and trustees of Safeguarding risks and how and where to go for help and support if needed
- **Help:** those children who are at risk of abuse and need early help or statutory social care
involvement, keeping accurate records, making timely referrals where necessary
and working with other agencies to ensure that children get help and support where needed
- **Manage:** allegations about adults who may be a risk and check the suitability of staff to work
With children.

Indicators of Abuse

- Injuries to the child that are not consistent with normal play activities of a child, either in position or type
- Inconsistent or unreasonable explanation of an injury by a child, parent or carer
- Inconsistent or inappropriate behaviour such as sexually explicit remarks or actions, mood swings, uncharacteristically quiet, aggressive, severe tantrums
- Becoming isolated socially
- Overeating, loss of appetite, weight gain or loss
- Inappropriately dressed or ill-kept and/or dirty
- Self- inflicting injury
- Open distrust of or discomfort with parent or carer
- Delayed social development, poor language and speech
- Excessively nervous behaviour, such as rocking or hair twisting
- Low self esteem
- Recurring abdominal pain
- Reluctance to go home
- Flinching when approached or touched
- Recurring headaches
- Unexplained absences

Safeguarding Procedure

Dealing with concerns regarding children in our care

It is our duty of care to be responsible for the safety and well-being of children including protecting them from harm. Whenever concerns are raised through changes observed in child's behaviour, physical condition or appearance a specific record will be set up detailing observations dates and times. The designated safeguarding person will be informed who will keep the records confidential unless they feel a referral needs to be made. If any staff member is concerned that a child is at risk of harm due to; observations of the child, if a third party expresses a concern or a child makes a disclosure we will adhere to the following procedure;

1. In the first instance, if a child has made a disclosure they will be listened to, comforted and supported. The child will not be questioned, and no promises will be made to the child regarding not sharing the information.
2. When responding to a child who confides in you:
 - Stay calm
 - Do not make promises you cannot keep
 - Offer reassurance and support
 - Immediately report to designated Safeguarding lead
 - Record the facts and discussion in the child's own words and give the copy to the designated Safeguarding lead
 - Do not take control yourself
 - Maintain confidentiality
 - Keep records
 - Talk to the right people
3. All concerns, injuries, disclosures will be recorded immediately and accurately, they will include;
 - a. Child's name, address, date of birth
 - b. Dates and times of observations or disclosures
 - c. Exact record of disclosure/observation
 - d. Name of person recording the incident, this must be the person the disclosure was made to
 - e. Name of any witnesses
 - f. Records kept securely and separate from child's main records

4. Where appropriate we will discuss any concerns about a child with their parents/carers first, unless we feel this might put the child at risk of harm. If we still have concerns a referral will be made to the **Lincolnshire County Council's Safeguarding Children's Partnership** (LSCP) Customer Service Centre (01522 782111 or out of hours 01522 782333). As much information about the child will be provided to Lincolnshire Safeguarding Children's Partnership to aid their investigation.
5. **The Lincolnshire County Council's Children Safeguarding Partnership** will then advise Scotter Preschool/OOSC on actions to take next which we will follow. We will follow up our telephone referral in writing by completing a Early Help Assessment/safeguarding referral form within 24hours. This can be accessed on <http://microsites.lincolnshire.gov.uk/Children>
6. If no referral is made, then the written records will be kept in the child's file and shared with parents/carers.

Dealing with concerns Allegations against a staff member regarding staff

Where an allegation is made against a staff member that they have; behaved in a way that has harmed a child, possibly committed a criminal offence against or related to a child or behaved towards a child/children in a way that indicates they are unsuitable to work with children. The following procedure will be followed:

1. The guidance of the Lincolnshire Safeguarding Partnership will be followed as stated on their website.http://lincolnshirescb.proceduresonline.com/chapters/p_alleg_pers_wk_c_hild.html
2. Contact will be made **immediately** with the Lincolnshire Authority Designated Officer for managing allegations on 01522 782111
3. The setting will cooperate fully with any enquiry/investigation
4. Detailed records will be made
5. The setting disciplinary procedure will be followed were necessary
6. Ofsted will be informed (0300 123 1231) as soon as possible.

Supporting Families

We acknowledge that parents will be the first point of contact and they will be informed of any suspicions unless this is deemed likely to put the child at risk of harm. We will follow guidelines from Lincolnshire Safeguarding Children's Board. The setting, through our safeguarding policy and procedures, will inform parents of our roles and responsibilities regarding safeguarding children. We will continue to welcome and support children and parents throughout any investigation.

Prevent Duty, Extremism, FGM and Radicalisation:

All staff to undertake, as a minimum requirement, on-line training. Staff to be vigilant in their role to observe and report any concerns to the Safeguarding lead.

http://lincolnshirescb.proceduresonline.com/chapters/p_spt_cyp_violent_extreme.html

<https://www.gov.uk/government/publications/safeguarding-children-and-young-people-from-sexual-exploitation-supplementary-guidance>

<https://www.gov.uk/government/publications/mandatory-reporting-of-female-genital-mutilation-procedural-information>

<https://www.gov.uk/government/publications/safeguarding-children-who-may-have-been-trafficked-practice-guidance>

<https://www.gov.uk/government/publications/fgm-protection-orders-factsheet>

Advice and concerns regarding safeguarding children should be directed to:

**Lincolnshire Safeguarding Children's Partnership Customer Service. Office Hours:
Tel 01522 782111, Out of Hours: Tel 01522 782333**

**Lincolnshire Police: 01522 532222 Ofsted: 03001231231 Domestic Violence 01522
510041**

**North Lincolnshire Council Services for children and young people: 01724 296500,
Out of Hours 01724 296555 08081 689667 (free phone)**

Summary

- **Think child**
- **If you are concerned you must act**

- **You have a professional responsibility to refer to Social Services**
- **The child protection team will support you**

This policy has been approved and adopted by Scotter Preschool/OOSC.

Date written..... Date to be
reviewed:.....

Signed;
Chair Officer..... Date.....
(Trustee)

Preschool Manager..... . Date.....

OOSC Supervisor..... Date.....