

**Safeguarding Children and Child Protection**

(Including managing allegations of abuse against a member of staff)

**Statement of intent:**

Clifton Moor Preschool 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 from the Early Yeas Alliance Safeguarding Children Policy.

**Procedures:**

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

**Key commitment 1:**

Clifton Moor Preschool is committed to building a 'culture of safety' in which children are protected from abuse and harm in all areas of its service delivery.

Staff and volunteers:

* Our Lead Safeguarding Practitioner who co-ordinates child protection issues is: **Toni** **Brett** (Preschool Manager) and the Deputy Safeguarding Practitioner is: **Jackie Brant** (Preschool Deputy Manager).
* The chair of the Trustee Committee who oversees this work is: **John Holland**.
* We ensure all staff are trained to understand our safeguarding policies and procedures and that parents are made aware of them too.
* All Clifton Moor Preschool staff have an up-to-date knowledge of safeguarding issues.
* All staff, volunteers, visitors and parents are given copies of the use of the Mobile Phone and Camera Policy which provides guidance to ensure the safeguarding of the children at registration. All visitors are verbally reminded at each event of these policies.
* All non-essential visits have been postponed due to Covid-19.
* We provide adequate and appropriate staffing resources to meet the needs of all children.
* Applicants for posts within Clifton Moor Preschool 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 and Barring Service before posts can be confirmed.
* 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 and 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.
* Clifton Moor Preschool record information about staff qualifications, and the identity checks and vetting processes that have been completed including:
	+ The Disclosure and Barring Service reference number;
	+ The date the disclosure was obtained; and
	+ Details of who obtained it.
* Clifton Moor Preschool 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 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.
* We have procedures for recording the details of visitors to the setting.
* Clifton Moor Preschool 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 for staff to photograph their child for learning journals as part of the child’s induction/welcome pack.
* We ask parents, visitors and staff to refrain from using smart phones, tablets and lap tops in the setting and explain to them how this is important for the protection of children.

**Key commitment 2:**

Clifton Moor Preschool 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:

* Clifton Moor Preschool 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:
	+ Significant changes in their behaviour;
	+ Deterioration in their general well-being;
	+ Their comments which may give cause for concern, or the things they say (direct or indirect
	+ disclosure);
	+ Changes in their appearance, their behaviour, or their play;
	+ Unexplained bruising, marks or signs of possible abuse or neglect; and
	+ Any reason to suspect neglect or abuse outside the setting.
* Clifton Moor Preschool 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 at Clifton Moor Preschool.
* We also make ourselves aware that some children and young people are affected by Gang Activity, County Lines, by Complex, Multiple or Organised Abuse, through Forced Marriage or Honour Based Violence or may be victims of Child Trafficking. While this may be less likely to affect young children in our care, we may become aware of any of these factors affecting older children and young people who we may come into contact with.
* Where we believe that a child in our care or that is known to us may be affected by any of these factors we follow the procedures below for reporting child protection concerns.
* Where such evidence is apparent the staff member makes a dated record of the details of the concern and discusses what to do with the Designated Person. The information is stored on the child's personal file.
* Clifton Moor Preschool 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 the Local Safeguarding Children Board.
* We take care not to influence the outcome either through the way we speak to children or by asking questions of children.
* We take account of the need to protect young people aged 16-19 as defined by the Children Act 1989. This may include students or school children on work placement, young employees or young parents.
* Where abuse is suspected Clifton Moor Preschool 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;
	+ Does not question the child;
* Makes a written record that forms an objective record of the observation or disclosure that includes: the date and time of the observation or the disclosure; the exact words spoken by the child as far as possible; the name of the person to whom the concern was reported, with the 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 confidential and secure.
* The member of staff acting as the 'Lead Safeguarding Practitioner' is informed of the issue at the earliest opportunity.
* Where the Local Safeguarding Children Board stipulates the process for recording and sharing concerns, we include those procedures alongside this procedure and follow the steps set down by the Local Safeguarding Children Board.

Making a referral to the local authority children's social care team:

* If Clifton Moor Preschool has grounds for believing a child has been, or is in danger of being, subject to abuse, the following procedure will be activated:
* Contact will be made with Social Care through the Local Safeguarding Children’s Board (LSCB) “Multi Agency Safeguarding Team” (MASH) at the earliest possible time.
* Clifton Moor Preschool staff will follow the steps on the Referral Route Map in which all staff have receipt of a copy and a copy is displayed on the notice board.
* The Preschool Manager will communicate as many details as possible about the alleged incident as is consistent with advice given by Social Care and the Police.
* At all times the safety, protection and interests of the child concerned will take precedence and staff will support and/or work with parents and carers as far as legally possible.
* The Preschool will assist Social Care and the Police as far as possible with any investigation of abuse or neglect, either verbally or written.
* All alleged instances of abuse will be taken seriously.
* 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 Local Safeguarding Children’s Board.

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 inform parents when we make a record of concerns in their child’s file and that we also make a note of any discussion we have with them regarding a concern.
* If a suspicion of abuse warrants referral to social care, parents are informed at the same time that the referral will be made, except where the guidance of the Local Safeguarding Children Board does not allow this, for example, where it is believed that the child may be placed in greater danger.
* This will usually be the case where the parent is the likely abuser. In these cases the social workers will inform parents.

Liaison with other agencies:

* Clifton Moor Preschool work within the Local Safeguarding Children Board guidelines.
* We have procedures for contacting the local authority regarding child protection issues, including maintaining a list of names, address and telephone numbers of social workers, to ensure that we are effective 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 Clifton Moor Preschool, 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 Local Safeguarding Children Board when responding to any complaint by a member of staff or volunteer within Clifton Moor Preschool.
* We respond to any disclosure by children or staff that abuse by a member of staff or volunteer within Clifton Moor Preschool.
* We refer to our **Whistle Blowing** Policy if needed.
* We refer any such complaint immediately to the **Local Authority Designated Officer (LADO)** to investigate:
* We report any such alleged incident to Ofsted Telephone Number – **0300** **123** **1231**, 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 children’s social care in conjunction with the police.
* Where the management team and children’s social care agree it is appropriate in the circumstances, the Trustee Team 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.

Disciplinary action:

* Where a member of staff or volunteer at Clifton Moor Preschool has been dismissed or left their position because they have harmed a child or put a child at risk of harm, we will notify the Disclosure and Barring Service (DBS), 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:**

Clifton Moor Preschool is committed to promoting awareness of child abuse issues throughout its training and learning programmes for adults. It is also committed to empowering young children, through its early childhood curriculum, promoting their right to be strong, resilient and listened to.

Training:

* We seek out training opportunities for all adults involved in the setting to ensure that they are able to recognise the signs and signals of possible physical abuse, emotional abuse, sexual abuse 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 Local Safeguarding Children Board.
* We ensure that all staff know the procedures for reporting and recording any concerns they may have about Clifton Moor Preschool.

Planning:

* The layout of the rooms at Clifton Moor Preschool allows for constant supervision. No child is left alone with staff or volunteers in a one-to-one situation without being visible to others.

Curriculum:

* Clifton Moor Preschool 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 with those on a need to know basis only. Any information is shared under the guidance of the Local Safeguarding Children Board.

Support to families:

* Clifton Moor Preschool believe in building trusting and supportive relationships with families, staff and volunteers in the group.
* Extra support will be offered to families struggling with the current Covid-19 pandemic.
* 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.
* Clifton Moor Preschool 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.

**Prevent Duty:**

In order for schools and childcare providers to fulfil the Prevent duty, it is essential that staff at Clifton Moor Preschool are able to identify children who may be vulnerable to radicalisation, and know what to do when they are identified. Protecting children from the risk of radicalisation should be seen as part of schools‟ and childcare providers‟ wider safeguarding duties, and is similar in nature to protecting children from other harms (e.g. drugs, gangs, neglect, sexual exploitation), whether these come from within their family or are the product of outside influences.

**Female Genital Mutilation:**

At Clifton Moor Preschool will believe that all our children should be kept safe from harm. Female Genital Mutilation (FGM) affects girls particularly from North African countries, including Egypt, Sudan, Somalia and Sierra Leone. Although our Preschool has no at present children from these backgrounds and consider girls in our setting safe from FGM, we will continue to review our policy annually.

**Legal framework:**

Primary legislation:

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

Secondary legislation:

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

**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 2006)
* 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)

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| This policy was adopted at a meeting of | Clifton Moor Pre-School | *(name of provider)* |
| Held on | 22nd September 2017 | *(date)* |
| Date to be reviewed | September 2018 | *(date)* |
| Signed on behalf of the provider |  |
| Name of signatory | Toni Brett |
| Role of signatory (e.g. chair, director or owner) | Manager |
| Signed by Trustee Member | N.Case |

Reviewed by - T. Brett - Manager

Date – 18 Sept 2018

Reviewed by – A. Harris – Trustee Member

Date 28.03.2019

Reviewed by – T.Brett

Date 08.10.2020

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