



Safeguarding Children and Child Protection

Policy statement

Moulton Pre-school is committed to creating and maintaining the safest possible environment for children and young people to be cared and educated in.

Moulton Pre-school believe that it is always unacceptable for a child or young person to experience abuse of any kind and we recognise our responsibility to safeguard the welfare of all children and young people, by a commitment to practice which protects them.

Moulton Pre-school will work with children, parents and the community to ensure the rights and safety of children and to give them the very best start in life.

Safeguarding leads

- Our designated Safeguarding officer is: Lydia Metcalf
Contactable via 07891526469/ enquiry@moultonpre-school.org.uk
- Our designated Deputy safeguarding lead is:
Kay Mill Contactable via 07891526469/ enquiry@moultonpre-school.org.uk
- Children's social care contact details:
I-ART (integrated access team and referral team) Office hours 03001237047
- EDT out of hours (Emergency Duty team) 01244977277
- We ensure all staff are trained to understand our safeguarding policies and procedures and that parents are made aware of them too.
- All staff have an up-to-date knowledge of safeguarding issues.
- Adequate and appropriate staffing resources are provided to meet the needs of children.
- Applicants for posts within the setting are clearly informed that the positions are exempt from the Rehabilitation of Offenders Act 1974.
- Enhanced criminal records and barred lists checks and other suitability checks are carried out for staff and volunteers prior to their post being confirmed, to ensure that no disqualified person or unsuitable person works at the setting or has access to the children.
- Where applications are rejected based on information disclosed, applicants have the right to know and to challenge incorrect information.
- Enhanced criminal records and barred lists checks are carried out on anyone living or working on the premises.
- Volunteers do not work unsupervised.
- Information is recorded about staff qualifications, and the identity checks and vetting processes that have been completed including:
 - the criminal records disclosure reference number;
 - the date the disclosure was obtained; and details of who obtained it.
- All staff and volunteers are informed that they are expected to disclose any convictions, cautions, court

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enquiry@moultonpre-school.org.uk

orders or reprimands and warnings which may affect their suitability to work with children (whether received before or during their employment with us).

- We notify the Disclosure and Barring Service 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.
- Procedures are in place to record the details of visitors to the setting.
- Security steps are taken to ensure that we have control over who comes into the setting so that no unauthorised person has unsupervised access to the children.
- Steps are taken to ensure children are not photographed or filmed on video for any other purpose than to record their development or their participation in events organised by us. Parents sign a consent form and have access to records holding visual images of their child.

Recognising the signs and symptoms of abuse

- We acknowledge that abuse of children can take different forms - physical, emotional, and sexual, as well as neglect.
- When children are suffering from physical, sexual or emotional abuse, or experiencing neglect, this may be demonstrated through:
 - 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.
- We take into account factors affecting parental capacity, such as social exclusion, domestic violence, parent's drug or alcohol abuse, mental or physical illness or parent's learning disability.
- We are aware of other factors that affect children's vulnerability such as, abuse of disabled children; fabricated or induced illness; child abuse linked to beliefs in spirit possession; sexual exploitation of children, such as through internet abuse; and Female Genital Mutilation; that may affect, or may have affected, children and young people using our provision.
- We also make ourselves aware that some children and young people are affected by gang activity, 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 child's key person makes a dated record of the details of the concern and discusses what to do with the member of staff who is acting as the 'designated person'. The information is stored on the child's personal file.
- 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 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 we follow the procedure for reporting any other child protection concerns. The views of the young

person will always be taken into account, but the setting may override the young person's refusal to consent to share information if it feels that it is necessary to prevent a crime from being committed or intervene where one may have been, or to prevent harm to a child or adult. Sharing confidential information without consent is done only where not sharing it could be worse than the outcome of having shared it.

Recording suspicions of abuse and disclosures

- Where a child makes comments to a member of staff that give cause for concern (disclosure), or a member of staff observes signs or signals that give cause for concern, such as significant changes in behaviour; deterioration in general well-being; unexplained bruising, marks or signs of possible abuse or neglect; that member of staff:
 - listens to the child, offers reassurance and gives assurance that they will take action;
 - talks to the child, whilst avoiding leading questions, listening carefully and gathering as much information as possible;
 - makes a written record as soon as possible 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, signed and dated; and the names of any other person present at the time. **Please see appendix 1.**
- These records are signed and dated and kept in the child's personal file, which is kept securely and confidentially.
- The member of staff acting as the 'designated person' 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

- The designated safeguarding would be made aware, they should take immediate action and in such circumstances they should contact I-ART for guidance and to make a referral.
- This should be followed up within 24 hours to ascertain the outcome.
- All documents will be saved and stored confidentially.

Informing parents

- Parents are normally the first point of contact. Concerns are discussed with parents to gain their view of events, unless it is felt that this may put the child in greater danger.
- Parents are informed 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

- We work within the Local Safeguarding Children Board guidelines.
- The current version of 'What to do if you're worried a child is being abused' is available for parents and staff and all staff are familiar with what they need to do if they have concerns.
- We have procedures for contacting the local authority regarding child protection issues, including maintaining a list of names, addresses and telephone numbers of social workers, to ensure that it is easy, in any emergency, for the setting and children's social care to work well together.
- We notify 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. Contact details for the local National Society for the Prevention of Cruelty to Children (NSPCC) are also kept.

Allegations against staff

- We ensure that all parents know how to complain about the behaviour or actions of staff or volunteers within the setting, which may include an allegation of abuse.
- We respond to any inappropriate behaviour displayed by members of staff, volunteer, 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 that a member of staff or volunteer within 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 may have taken, or is taking place, by first recording the details of any such alleged incident.
- We refer any such complaint immediately to the Local Authority Designated Officer (LADO) to investigate by completing the following referral form <https://www.cheshirewestscp.co.uk/wp-content/uploads/2020/10/allegations-lado-referral-form.doc> this is then sent to safeguardinglado@cheshirewestandchester.gov.uk
- The individual receiving the allegation must ensure the safety and well-being of the child, and that they are away from the individual against whom the allegation has been made.
- We also report any such alleged incident to Ofsted, as well as what measures we have taken. We are aware that it is an offence not to do this.
- We co-operate entirely with any investigation carried out by 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 member of staff or volunteer will be suspended 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.
- Regardless of any action taken by LADO an internal investigation will take place.

Disciplinary action

Where a member of staff or volunteer has been dismissed due to engaging in activities that caused concern for the safeguarding of children or vulnerable adults, we will notify the Disclosure and Barring Service of relevant information, so that individuals who pose a threat to children and vulnerable groups can be identified and barred from working with these groups.

Safer recruitment

To reduce the risk from individuals who pose a risk to children we have clear processes in place for recruiting staff and volunteers.

- Make our commitment to safeguarding clear in any job advertisement.
- Have a face to face interview with prepared questions.
- Ensure there is a written question about any criminal convictions, cautions or other legal restrictions on their working with children or any pending cases that could affect their suitability to work with children.
- We check identity by looking at photographic ID
- Seek explanation for any gaps in employment or educational history
- Check that the candidate holds the relevant qualifications they say they have.
- Apply for a DBS check (this is for all staff/ volunteers who have unsupervised contact with children)
- Check the references provided and ask specifically about their skills and suitability to work with children.
- We ensure that is recruiting from abroad additional references are taken up and if a DBS is not available a "fit persons" should be sought where available.

Confidentiality

- All suspicions and investigations are kept confidential and shared only with those who need to know. Any information is shared under the guidance of the Local Safeguarding Children Board.
- We have a commitment to managing confidential information. All information is stored on a password protected computer in a locked office or in a locked filing cabinet also in the locked office.
- Children and young people have the right to all their details being held confidentially unless considered to do so would put them at risk of harm.

Reviewing Policies

- All policies are read and updated where necessary annually usually at the start of each academic year.
- Once reviewed these are signed by the manager.
- All policies are available to view on our website, this is explained in our registration forms for parents and staff are made aware verbally.
- These are accessible to both staff and parents.
- Where internet cannot be accessed parents and staff can ask for a paper copy.
- All policies are read and approved by senior members of our committee.
- Committee members understand they are accountable for all that happens in the organisation.

Support to families

- We believe in building trusting and supportive relationships with families, staff and volunteers.
- We make clear to parents our role and responsibilities in relation to child protection, such as for the reporting of concerns, information sharing, monitoring of the child, and liaising at all times with the local children's social care team.
- We will continue to welcome the child and the family whilst investigations are being made in relation to any alleged abuse.
- We follow the Child Protection Plan as set by the child's social care worker in relation to the setting's designated role and tasks in supporting that child and their family, subsequent to any investigation.
- Confidential records kept on a child are shared with the child's parents or those who have parental responsibility for the child.



Appendix 1

CHILD NAME

DATE OF BIRTH

NAME OF PERSON COMPLETING FORM

POSITION OF PERSON COMPLETING FORM

DATE OF INCIDENT/CONCERN

DETAILS OF INCIDENT/CONCERN (WHO, WHAT, WHERE, WHEN)

ANY OTHER RELEVANT INFORMATION (WITNESSES, IMMEDIATE ACTION TAKEN)

SIGNATURE

DATE FORM COMPLETED

**ACTION TAKEN (INCLUDING REASONS FOR DECISIONS) AND OUTCOMES
(NB – THIS SECTION IS ONLY TO BE COMPLETED BY DSL)**

SIGNATURE OF DSL

DATE

