

SAFEGUARDING AND CHILD PROTECTION POLICY

This policy has been updated in 2018 so that it is line with the Working Together to Safeguard Children (July 2018).

The purpose of this policy is:

- To protect children who receive Roundabout Pre-School's services. This includes the children of adults who use our services.
- To provide parents, staff and volunteers with overarching principles that guide our approach to child protection and safeguarding.

This policy applies to anyone working for Roundabout Pre-School including the committee, paid staff, volunteers and students.

Statement of intent

Roundabout Pre-school is fully committed to safeguarding and promoting the wellbeing of all children that use Roundabout Pre-School's services.

Roundabout Pre-School will take all reasonable steps to promote safe practice and to protect children from harm, abuse and exploitation.

Roundabout Pre-School acknowledges its duty to act accordingly in line with current legislation to any allegations, reports or suspicions of abuse.

Paid staff and volunteers will endeavour to work together to encourage the development of an ethos which embraces difference and diversity and respects the rights of children and adults.

In implementing this policy Roundabout Pre-School will:

- Ensure all workers and volunteers understand their legal and moral responsibility to protect children from harm, abuse and exploitation;
- Ensure that all workers and volunteers are knowledgeable of the Leeds safeguarding Children's Board (LSCB) interagency safeguarding procedures and are confident in following the early help assessment and is confident to work within these guidelines.
- Ensure that all workers and volunteers understand their duty to report concerns that arise about a child, or a workers/volunteers conduct towards a child to Roundabout's Pre-School named safeguarding lead (Adele Laycock)
- Ensure that the named person understands her/his responsibility to refer any safeguarding or child protection concerns to the relevant agency, Duty Advice team, children's services or the police (where you think a child may have suffered significant harm or is likely to do so)
- Ensure that any procedures relating to the conduct of workers and volunteers are implemented in a consistent and equitable manner
- Ensure that parents/carers are encouraged to be involved in the work of Roundabout Pre-School and, when requested, have access to all guidelines and procedures.
- Endeavour to keep up-to-date with national developments relating to the welfare and protection of children.

These procedures have been designed to ensure the welfare and protection of any child who accesses the services provided by Roundabout Pre-School. The procedures recognise that safeguarding and child protection can be an emotive subject and understand that some workers/volunteers may find it a challenging area. However, it is important that staff respond appropriately to any safeguarding or child protection issue and are aware of their responsibility. These guidelines will enable all workers and volunteers to act appropriately to any concerns that may arise.

Recognising the signs and symptoms of Abuse

All workers and volunteers are required to familiarise themselves with the definitions of abuse as outlined in Working Together to Safeguard Children (2018):

Neglect

Neglect is the persistent failure to meet a child's basic and/or psychological needs, likely to result in the serious impairment of the child's health and development. Once a child is born neglect may involve a parent or carer failing to

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

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

Physical abuse

Physical abuse 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 feigns symptoms of, or deliberately induces illness in, a child.

Sexual Abuse

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. The activities may involve physical contact, including assault by penetration (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.

Emotional Abuse

Emotional abuse is 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 children that they are worthless or unloved inadequate or valued only in so far 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 the child’s developmental capability, as well as over-protection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may also involve seeing or hearing the ill-treatment of another. It may involve serious 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.

Bullying and domestic violence are also forms of abuse.

When working with children with disabilities, practitioners need to be aware that additional possible indicators of abuse and/ or neglect, may also include:

- A bruise in a site that might not be a concern on an ambulant child such as the shin, might be a concern on a non-mobile child;
- Not getting enough help with feeding leading to malnourishment;
- poor toileting arrangements
- Lack of stimulation
- Unjustified and/ or excessive use of restraint
- Rough handling, extreme behaviour modification e.g. deprivation of liquid, medication, food and clothing
- Unwillingness to try and learn a child’s means of communication
- Ill-fitting equipment e.g. callipers, sleep boards, inappropriate splinting

Training

We seek out training opportunities for all adults involved in the pre-school to ensure that they are able to recognise the signs and symptoms of possible physical abuse, emotional abuse, sexual abuse, neglect, FGM and exploitation. Concerns about a child’s safety may arise through:

- A third party or anonymous allegation
- A child’s appearance, behaviour, play, drawing or statements which may cause suspicion of neglect
- A child reports an incident of alleged abuse which occurred some time ago
- Making a report regarding the serious misconduct of a worker/volunteer towards a child.

It is the responsibility of each childcare professional to ensure that they are aware of current safeguarding legislation. Workers and volunteers will follow the guidelines issued by Leeds Safeguarding Children Board. This is to be used in conjunction with ‘What to do if you are worried that a child is being abused’ DFES publication 2018.

Named persons for child protection

Roundabout Pre-School has an appointed individual who is responsible for dealing with any safeguarding or child protection concerns.

Named Person for Child protection:	Adele Laycock
Work telephone Number:	07960855265
Emergency contact No:	07446294374

The role and responsibilities of the named person are as follows:

- To ensure that all staff are aware of what they should do and who they should go to if they are concerned that a child maybe subject to abuse or neglect;
- Ensure that any concerns about a child are acted on, recorded following the correct procedure, referred where necessary and, followed.
- The named person will record reported incidents in relation to a child or breach of this Child protection policy and procedure.
- All content of any incidents or reports will be confidential and stored in a locked filing cabinet

Recording Suspicions of abuse and disclosures

When a child makes a disclosure to a member of staff, that member of staff will:

- Will listen to the child, give the child reassurance and inform them that they have done the right thing by telling someone.
- Will not ask direct questions
- Record facts following the disclosure that the child has made or what has been has observed that includes:
 - The child's name
 - The child's address
 - The age of the child
 - The date and time of the disclosure or observation
 - An objective record of the observation or the disclosure
 - The exact words that was spoken by the child
 - The name of the person who observed or child disclosed to
 - Names of any other person present at that specific time of disclosure or during observation

These records are signed and dated and kept confidential in a locked location. The safeguarding lead will take immediate action if there is a suspicion that a child has been abused or is likely to come to any harm. The named person will contact the Duty Advice team and or phone the police.

The named person can also seek advice and clarity if they have a concern by ringing the Duty Advice Team

Duty Advise team telephone no: 0113 3670336

Out of hours telephone no: 0113 2224403

Allegations against Staff

Roundabout pre-School will ensure that any allegations made against members or a member of staff, action will be taken with immediate effect in accordance with these procedures.

- A worker will ensure that the child is safe and away from the person against whom the allegation has been made
- The safeguarding lead is to be informed immediately

- If an allegation is made about the manager/safeguarding lead the Chair of the committee should be informed immediately by telephone
- The safeguarding lead will get in contact with LADO (Local authority designated officer)

Local Authority Designated Officer Telephone no: 0113 2478652

- The individual who first received /witnessed the concern should make a full written record of what was seen, heard and/ or told as soon as possible after the incident/ or receiving the report occurred. This record must be an accurate and factual account of what was seen, heard or informed. The safeguarding lead will support the person during this process, but will not complete the report for the worker.
- The safeguarding lead will inform Ofsted within 14 days

Regardless of whether an investigation follows, Roundabout Pre-School will proceed with an internal investigation where disciplinary procedures will be considered. This may involve an immediate suspension and/ or instant dismissal dependent of the nature of the incident.

Disciplinary action

Where a member of staff or a volunteer is dismissed from Roundabout Pre-School or has been internally disciplined due to misconduct relating to a child, the safeguarding/or chair will inform the Disclosure and Barring service so that the person of the offence can be placed on to the above list.

Management and Supervision of staff and volunteers

Roundabout Pre-School is committed to the appropriate management and supervision of staff and volunteers working with children to ensure that appropriate lines of accountability are in place with respect to work with children.

Planning

The layout of the room allows constant supervision of the children at all times. No child is left alone with staff or volunteers in a one-to-one situation without being visible to others.

Curriculum

- We introduce key elements of safeguarding into our curriculum, so that children can develop understanding of why and how to keep safe.
- In Roundabout Pre-School we create a value of mutual respect, democracy and the rule of the law.
- At Roundabout Pre-School the above values are embedded within their practice.

Intimate care

Some responsibilities necessitate physical contact with their key children on a daily basis, such as assisting with the toilet and managing children's personal hygiene. There will always be two workers when a child nappy needs changing in the changing room. Most intimate care is carried out by one member of staff (this would always be the child key person) unless the task requires two members of staff.

All children have the right to safety, privacy and dignity when contact of a physical or intimate nature is required, depending on the child's ability, age and maturity it will be always encouraged that the child is to act as independently as possible.

The emotional responses of any child to intimate care are carefully and sensitively observed. Any concerns must be passed on the Safeguarding Lead.

Assisting children with toileting regardless of their individual requirements

Pull-up nappies/potties

- We will support and promote independence
- Inform the child of what you are doing and what is going to happen next
- Nappy changing takes place in the designated area, ensuring that privacy and the child's dignity is maintained at all times
- Staff wear gloves and aprons
- No child is left unattended in the designated area
- Use the child own wipes, nappies

Toileting

- We promote and support independence skills
- Children take off their own clothing (if child needs help staff will assist)
- Staff wear gloves and aprons to clean a child

Mobile phone use

Roundabout Pre-School has a mobile phone which is used for business purposes, this phone is always in a designated area which is open and all staff can see it at all times.

Staff's mobile phones are placed in the lockable cupboard upon entering the building and stay in there until the end of their shift and no children are present.

If a member of staff is required to make an emergency phone call this is allowed once permission has been sought from the manager. The phone call must take place in the office with the door shut, once this has ended the phone then goes back in to the lockable cupboard.

Confidentiality

All suspicions and investigations are kept confidential and shared only with those who need to know. Any information shared is under the guidance of the Leeds Safeguarding Children Board.

Support to families

- Roundabout Pre-School takes every step in its power to build up trusting supportive relationships with families, carers, staff and volunteers within the group
- We make it clear to parents our roles and responsibilities in relation to safeguarding and child protection such as providing information, making referrals, monitoring of children and liaising at all times with Children's services.
- Roundabout Pre-School will welcome any child and family whilst investigations are being made in relation to any alleged abuse.

- Confidential records on a child are shared with the child’s parents or those who have parental responsibility for the child and only if appropriate under the guidance of the Leeds Safeguarding Children’s Board.
- We follow any Child Protection plan as set by the child’s social worker in relation to the settings designated role and tasks in supporting any child and their family, subsequent to any investigation.

The legal framework for this policy is:

Data Protection Act 2018
 GDPR 2018
 Children Act 2004
 Working Together to Safeguard Children 2018
 Early years Foundation Stage Framework 2017

Roundabout will inform Ofsted, via telephone without delay of any significant events such as allegations of serious harm and abuse by any person living, working or looking after children at the premises, or any other abuse which is alleged to have taken place on the premises, and of the action taken in respect to these allegations, this would include making a referral to Children Services.

Note of relevant telephone numbers:

Duty advice team at Children’s social work	0113 3760336
Child Protection team (informal advice)	0113 2478653
Local authority Designated Officer	0113 2478652
Out of Hours Emergency Duty Team	0113 2409536
West Yorkshire police (for non emergencies)	101
Police (emergencies)	999

Appendix A – Safeguarding flowchart

Issued October 2018