



Triangle Pre-School

Wesley Methodist Church Hall, Fromond Road, Winchester, Hampshire, SO22 6EG

Telephone 01962 880988

Registered Charity Number: 1033953

SAFEGUARDING CHILDREN & CHILD PROTECTION POLICY

Policy Statement

Our setting will work with children, parents, carers 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 of the Pre School Learning 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:

We are 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

The designated lead for safeguarding is Alison White.

The deputy lead for safeguarding is Naomi Pettigrew.

The designated committee member for responsibility for safeguarding is Jennifer King.

- 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.
- We provide adequate and appropriate staffing resources to meet the needs of children.
- Applications for posts within the setting are clearly informed the positions are exempt from the Rehabilitations of Offenders Act 1974.
- Candidates are informed of the need to carry out 'enhanced disclosure' checks with the Criminal Records Bureau 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 DBS (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.
- We 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
 - Details of who obtained it.



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- We tell 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 and ensure there is a question to that effect in the termly supervision meeting.
- 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 details of recording the details of visitors to the setting.
- We take 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 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.

Key Commitment 2

- We are 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 suspicion.
- We acknowledge that abuse of children can take different forms – physical, emotional, sexual and neglect.
- When children are experiencing any of the above this may be demonstrated through:
 - Significant changes in behaviour
 - Deterioration in their general well being
 - Their comment which may give us cause for concern or the things that they say (direct or indirect closure)
 - Changes in their behaviour, appearance or their play
 - Unexplained bruising, marks or signs or possible abuse or neglect
 - 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).



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- We are aware of other factors that affect children's vulnerability such as fabricated or induced illness that may have affected children using our provision.
- 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 the 'designated person'. The information is stored on the Child's personal file.
- We refer concerns to the local authority, Children's Services Department and co-operate fully in any subsequent investigation.
- We take care not to influence the outcome either through the way we speak to children or asking questions of children.
- We take account of the need to protect young people aged 16-19 as defined by the Children's 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 being committed or intervene where one may have been or to prevent harm to a child or adult.

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 he or she will take action.
- Does not question the child



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- Makes a written record that forms an objective record of the observation or disclosure that includes: the exact words spoken by the child as far as possible, the date and time of that observation or disclosure, 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 kept securely and confidentially.
- The member of staff acting as 'the designated person' is informed of the issue as soon as possible.

Making a referral to the local authority's Childrens Services team.

The Preschool Learning Alliances publication 'Safeguarding Children' contains procedures for making a referral to the local authorities Childrens Services Team as well as a template form for recording concerns and making a referral (based on 'what to do if you're worried a child is being abused' (HMG 2006).

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 might 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 discussions we have with them regarding a concern.
- If a suspicion of abuse warrants referral to Childrens Services, parents are informed at the same time that the referral will be made except where the guidance of the Local Safeguarding Childrens Board does not allow this e.g. where it is believed 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.



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Liason with other agencies

- We work with the Local Safeguarding Childrens Board guidelines
- 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 are made to OFSTED as soon as possible but 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 the setting or anyone working on the premises occupied by the setting
- 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-one attention beyond the requirements of their usual role and responsibilities, or inappropriate sharing of images.
- We follow the guidance of the Local Safeguarding Childrens Board when responding to any complaint that member of staff or volunteers within the setting or anyone 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 volunteers within the setting or anyone working on the premises occupied by the setting may have taken place or is taking place by first recording the details of any such alleged incident.

Low Level Concerns

The NSPCC defines a low-level concern as *'any concern that an adult has acted in a way that:*

- *is inconsistent with the staff code of conduct, including inappropriate conduct outside of work*



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- *doesn't meet the threshold of harm or is not considered serious enough...to refer to the local authority.*

Low-level concerns are part of a spectrum of behaviour. This includes:

- *inadvertent or thoughtless behaviour*
- *behaviour that might be considered inappropriate depending on the circumstances*
- *behaviour which is intended to enable abuse*

Examples of such behaviour could include:

- *being over friendly with children*
- *having favourites*
- *adults taking photographs of children on their mobile phone*
- *engaging with a child on a one-to-one basis in a secluded area or behind a closed door*
- *using inappropriate sexualised, intimidating or offensive language'*

Any low-level concerns about the conduct of staff, students or volunteers will be shared with the designated safeguarding lead who will complete a low level concerns form and make the final decision on how to respond.



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Reporting low-level concerns about the conduct of a colleague, student or volunteer contributes towards a safeguarding culture of openness and trust. It helps ensure that adults consistently model the setting's values and helps keep children safe. It protects adults working in the setting from potential false allegations or misunderstandings.

If it is not clear that a low-level concern meets the local authority threshold, the designated person should contact the LADO for clarification.

In most instances, low-level concerns about staff conduct can be addressed through supervision, training, or disciplinary processes where an internal investigation may take place.

Serious Allegations

If the allegation is deemed to be of a more serious nature or we need clarification we refer any such complaint to the Local Authority Designated Officer; Mark Blackwell, 01962 876364.

We also report any such alleged incident to OFSTED as well as what measures we have taken, we are aware that is an offence not to do this.

- We co-operate with any investigation carried out by Children's Services in conjunction with the Police.
- Where the management committee and Children's Services agree it is appropriate in the circumstances, the Chair 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 it is to protect staff as well as children and families throughout the process.



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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 Independent Safeguarding Authority (ISA) 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.

Key Commitment 3:

We are committed to promoting awareness of child abuse issues through training. We are also committed to empowering children through our curriculum and we promote 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 all staff know the procedures for reporting and recording any concerns they may have about the provision.
- We ensure all designated persons receive training in accordance with that recommended by the Local Safeguarding Childrens Board.

Planning

The layout of the room allows for constant supervision. No child is left alone with volunteers and any with a member of staff where necessary.

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 so that they develop an understanding of why and how to keep safe.



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- 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 share only with those who need to know. Any information is shared under the guidance of the Local Safeguarding Childrens Board.

Support for Familes

- 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 (in our registration pack) such as for the reporting of concerns, information sharing, monitoring of the child and liasing at all times with Hampshire Childrens Services.
- We will continue to welcome the child and the family whilst investigations are being made in the relation to any alleged abuse.
- We follow the Child Protection Plan as set by the childs social care worker in relation to the settings 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's Board.



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Prevent Duty

We actively promote 'British Values' in our Pre School. These are defined as

- Democracy
- The Rule of Law
- Individual liberty and mutual respect
- Tolerance of those with different faiths and beliefs

These values are not unique to Britain and are universal aspirations for equality. As such they are fundamental to helping all children become passionate, considerate adults who form part of a fair and equal society.

We demonstrate these values through the management and implementation of the EYFS and through policies and procedures relating to equality, behaviour, safeguarding and British values with which the prevent duty is consistent.

The PreSchool Manager and committee will ensure that these values are understood and applied by staff and volunteers and where appropriate parents.

We will ensure we :

- Focus on children's personal, social and emotional development, ensuring children learn right from wrong, mix and share with other children, value others views, know about similarities and differences between themselves and others and challenge negative attitudes and stereotypes.
- Staff are alert to harmful behaviours by influential adults in the child's life. This may include discrimination and/or extremist discussions between parents, family and/or staff members.
- Take action when they observe behaviour of concern.
- Staff are able to identify children who maybe vulnerable to radicalization and know what to do when they are identified.
- Staff assess the risk of children being drawn into terrorism and work in partnership with local partners such as the Police, Prevent Co-ordinators, Channel Police Practitioners and their LSCB to take account of local risks and respond appropriately.
- Staff make referrals to local channel panels, channel Police practitioners and their LSLBIT there are concerns that an individual may be vulnerable to being drawn into terrorism or extremism.
- Staff assess their training needs in light of their assessment of the risk



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This policy was adopted at a meeting of Triangle Pre School held on 3rd October 2022.

Date to be reviewed June 2023

Signed on behalf of the Provider

Name of Signatory

Role of Signatory