



Safeguarding Children

Safeguarding children and child protection

Policy statement

Peach Tree Pre-school works with children, parents and the community to ensure the rights and safety of all children.

Procedures

We will carry out the following procedures to ensure we meet the three key commitments of the Pre-school Learning 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 our service delivery.

- Our designated person who co-ordinates child protection issues is:
Karen Locke

- Our designated officer (a member of the management team) who oversees this work is:
Natalie King/Jennie Perry

- 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 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 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.

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 suspicions 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 in the child protection file, which is kept securely and confidentially.
- 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 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 protection 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.
- We follow Oxfordshire Safeguarding Children Board (OSCB) procedures for recording and sharing concerns. We include a copy of those procedures alongside this policy (appendix 1)
- We follow Oxfordshire Safeguarding Children Board (OSCB) procedures for reporting concerns (appendix 1).

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 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 Oxfordshire 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 care will inform parents.

Liaison with other agencies

- We work within the Oxfordshire 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. <https://www.gov.uk/government/publications/what-to-do-if-youre-worried-a-child-is-being-abused>
- We have procedures for contacting the local authority regarding child protection issues, including maintaining and displaying a list of names, addresses and telephone numbers, 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 and displayed.

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, which may include an allegation of abuse.
- We respond to any inappropriate behaviour displayed by members of staff, volunteer or any other person working on the premises, 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 Oxfordshire Safeguarding Children Board when responding to any complaint that a member of staff or volunteer within the setting, or anyone living or 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 volunteer within the setting, or anyone living or working on the premises occupied by 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:

Barry Armstrong, Alison Beasley

01865 815956/ 323457

- 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.

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.

Key commitment 3

We are committed to promoting awareness of child abuse issues throughout our training and learning programmes. We are also committed to empowering young children, through our early childhood curriculum, promoting their right to be strong, resilient and listened to.

Training

- Training opportunities are sought 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.
- 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 the provision.

Planning

- The layout of the rooms 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

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

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 in accordance with the Confidentiality and Client Access to Records procedure and only if appropriate under the guidance of the Local Safeguarding Children Board.

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 (2013)
- 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)
- Disclosure and Barring Service: www.gov.uk/disclosure-barring-service-check

This Policy was written by Karen Locke

This policy was adopted at a meeting of

Held on

Signed by the manager of pre-school

Signed on behalf of the management committee

Name of signatory

Role of signatory

Review date

Safeguarding Children (Child Protection) **Guide for child-minders, home child-carers, children centres, pre-schools, daycare and Out-of-School providers (October 2014)**

Children have a right to protection from being hurt, and from violence, abuse and neglect (United Nations Convention on the Rights of the Child, Article 19)

No one likes to think of children being abused, but child abuse is a reality. It is important that all those involved with children or young people are alert to the possibility of abuse, and know what to do if they have concerns about a child's safety or welfare.

This leaflet provides very basic guidelines, and important telephone numbers. You should also have a copy of '**What to do if you're worried a child is being abused – summary**', ref DFES-04319-2006. Download this from https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/190605/DFES-04319-2006-ChildAbuse_Summary.pdf

Safeguarding guidance for professionals

[Working Together to Safeguard Children , A guide to inter-agency working to safeguard and promote the welfare of children](#)
[March 2013](#)

This document clarifies the core legal requirements on individuals and organisations to keep children safe.

Training

Safeguarding training is available through Oxfordshire Safeguarding Children Board (OSCB), www.oscb.org.uk Tel:01865 815843. (There is currently no charge)

Everyone who works with children, young people and/or their families, needs to attend a three-hour 'generalist' safeguarding training session. This must be renewed every three years.

Group settings must have a designated person with lead responsibility for safeguarding, who has attended the one-day OSCB 'specialist' safeguarding training within the last two years.

Childminders are required to attend the three-hour 'generalist' safeguarding training followed by the one-day OSCB 'specialist' safeguarding training.

Your responsibilities

All Ofsted-registered childcare providers are legally required to report (see next page) all cases of actual or suspected abuse of any child in their care.

If you are registered with Ofsted, make sure you know when Ofsted should be informed of matters relating to safeguarding children.

Childcare settings that are not required to register should also follow these guidelines.

It is important that parents/carers are made aware of your safeguarding responsibilities when their child joins your setting. They should also know who to contact if they have concerns about your setting. The leaflet or brochure you provide for parents should include this information.

How do I know if a child is at risk of abuse?

You play an important role in identifying signs of possible abuse because of your regular contact with children.

Abuse takes many forms – physical, emotional, sexual, neglect. You may see suspicious marks or bruises, you may notice a change in the child's behaviour, you may be aware of family

difficulties, a child may fail to attend without explanation (in circumstances which make you anxious) or a child may say something directly about ill-treatment.

Make a confidential, factual record of what you have seen or heard. Do this at the time of the event.

What should I do if I'm worried about a child?

If you think a child may be suffering (or has suffered) abuse or neglect, you must take action. If you are concerned about divided loyalties between parent and child, remember – **the safety and welfare of the child must come first and may depend on you reporting your concerns.**

Act promptly, particularly in cases of suspected physical abuse or neglect which could be life threatening.

If you are:

- concerned that a child may be suffering physical, sexual or emotional abuse or is being neglected
- are a child or young person and you are being abused or neglected
- are a parent or carer and you feel you are harming your child or are close to doing so, contact one of the following numbers:

Multi-Agency Safeguarding Hub: **0845 050 7666**

Emergency Duty Team (outside office hours): **0800 833 408**

What should I say to the child's parents/carers?

In most cases, you should notify the parents before making a formal referral.

However, there are times when this could put a child at risk of greater harm.

Go straight to the Assessment Team if, for example:

- a child makes a clear disclosure of sexual abuse
or
 - a child has an injury and makes a disclosure about it.
- If you are discussing on a no-names basis or making a referral, always:
- tell the Assessment Team worker what, if anything, you have already said to the child's parents
 - write down the name of the Assessment Team worker and the date, time and details of your discussion
 - write down the details of any subsequent conversation you have with the parents.

Allegations

You must have a procedure to follow if an allegation of abuse is made against you.

If someone makes an allegation that any worker/volunteer in your setting has harmed a child, or has behaved towards a child in a way that indicates they are unsuitable to work with children, you **must inform the Local Authority Designated Officer (LADO) within one working day.** The LADO will advise you on actions that need to be taken.

A safeguarding self-assessment to help you check your responsibilities is available at:
Early Years and childcare settings <http://www.oxfordshire.gov.uk/cms/content/early-years-foundation-stage-safeguarding-and-welfare-requirements>

Childminders and Out of School provision

<http://www.oxfordshire.gov.uk/cms/content/safeguarding-self-assessment-guide-early-years-and-childcare-settings>

Safeguarding Children in Oxford contact numbers

Children, Education & Families Directorate

Local Authority Designated Officer (LADO)Team

Barry Armstrong, Alison Beasley

01865 815956/ 323457

MASH

If you are:

- concerned that a child may be suffering physical, sexual or emotional abuse or is being neglected
 - are a child or young person and you are being abused or neglected
 - are a parent or carer and you feel you are harming your child or are close to doing so,
- contact one of the following numbers:

Multi-Agency Safeguarding Hub: **0845 050 7666**

Emergency Duty Team (outside office hours): **0800 833 408**

[Find out more about the Multi-Agency Safeguarding Hub \(MASH\).](#)

Police Enquiry Centre

101

Other useful numbers

Ofsted complaints number:

(and to express a concern about a member of staff

0300123 1231

NSPCC Child Protection Helpline

0800 800 5000

child at risk of abuse

24 Hour Helpline for anyone concerned about a

Oxford Sexual Abuse and Rape Crisis Centre

01865 726295

Supports female survivors of rape, sexual abuse, domestic violence and sexual harassment.

(Mon and Thurs 6.30 – 9pm, Fri 11.30am – 2pm, Sun 6 – 8.30pm)

NAPAC

(The National Association for People Abused in Childhood)

0800 085 3330

Support for adult survivors of any form of childhood abuse.
Support, advice and guidance via the Freephone national information line
(Mon – Thurs 10am - 9pm, Fri 10am – 6pm)

Stop It Now!

0808 1000 900

Confidential helpline for those who suspect someone they know is abusing a child, or who are worried about their own thoughts or behaviour.
(Mon – Thurs 9am – 9pm, Fri 9am – 7pm, but closed on Bank Holidays)

Child Exploitation and Online Protection (CEOP)

www.thinkuknow.co.uk

Oxfordshire Family information Service

0845 226 2636

www.oxonfis.org.uk

Useful publications

[Recruiting Safely: safer recruitment guidance helping to keep children and young people safe](#)

[Safeguarding Children and Safer Recruitment in Education](#)

[What to do if you're worried a child is being abused](#)

[Framework for the Assessment of Children in Need and their Families](#)

[Working Together to Safeguard Children](#)

Oxfordshire County Council Safeguarding Procedures

See the Oxfordshire Safeguarding Children Board website: www.oscb.org.uk
or by contacting Alison Beasley, Safeguarding Co-ordinator, Tel: 01865 323457

Oxfordshire Safeguarding Children Board (OSCB)

The OSCB is an independent body. It co-ordinates the work that agencies do to safeguard and promote the welfare of children and young people.

It also has a wider responsibility to keep children and young people safe – not only from abuse and neglect but from other things that can impair their health and development, such as accidents and domestic violence.

The OSCB Procedures Manual is available at www.oscb.org.uk

The procedures aim to encourage close working between agencies, to facilitate early intervention in a supportive way, to meet the needs of children and their families.

The OSCB publishes a regular newsletter. Its website includes sections for children, parents, professionals and members of the public.

**Contact for this publication: Community Childcare and Play
01865 323772**