



Safeguarding Children and Child Protection Policy

Appendix 1 – Recognising Signs of Abuse

Appendix 2 – Safeguarding Procedures

It is Little Bookham & Effingham Preschool's responsibility to promote the welfare and wellbeing of children in our care and to protect them at all times from any forms of abuse. As part of that responsibility we aim to create an environment where staff, children and families feel confident to share information if they are concerned, and feel that they are being listened to.

In situations where we consider abuse may have or is taking place, we will bring it to the attention of the Surrey Children's Single Point of Access (C-SPA) for advice and referrals and continue to monitor the situation.

Little Bookham & Effingham Preschool ensures that all staff members, students and regular volunteers have an enhanced Disclosure and Barring check (DBS), two relevant references, and have declared their suitability to work with children. New staff members that begin employment before their DBS check is returned are supervised appropriately and will not work directly with the children.

We acknowledge that working in partnership with other agencies protects children and reduces risk and so we will engage in partnership working to protect and safeguard children.

Designated Safeguarding Lead (DSL)

Our Designated Safeguarding Lead (DSL) is **Emma Smitheman** and the Deputy Safeguarding Lead (DDSL) is **Catherine Porch**.

In addition to the role and responsibilities of all staff the DSL will:

- Hold the lead responsibility for safeguarding and child protection (including online safety) in the preschool.
- Ensure all staff understand the symptoms of child abuse and neglect and are aware of how to raise safeguarding concerns.

- Refer to the SSCP Effective Family Resilience Guidance, 2020 when working with and supporting children, young people and their families.
- Manage and submit a Request for Support Form for a child if there are concerns about suspected harm or abuse, to the Children's Single Point of Access (C-SPA), and act as a point of contact and support for preschool staff. Requests for support should be made securely by email to csmash@surreycc.gov.uk using the Request for Support Form. Urgent referrals should be made by telephone to 0300 470 9100
- Liaise with the local authority and work in partnership with other agencies in line with Working Together to Safeguard Children.
- Report concerns that a child may be at risk of radicalisation or involvement in terrorism, following the Prevent referral process and use the Prevent referral form to refer cases by e-mail to preventreferrals@surrey.pnn.police.uk . If the matter is urgent then Police must be contacted by dialling 999. In cases where further advice from the Police is sought dial 101 or 01483 632982 and ask to speak to the Prevent Supervisor for Surrey.
- Refer cases where a crime may have been committed to the Police as required.
- Liaise with the "case manager" and Local Authority Designated Officer for child protection concerns in cases which concern a member of staff or a volunteer; and refer cases where a person is dismissed or left service due to risk/harm to a child to the Disclosure and Barring Service as required. Inform Ofsted within 14 days.
- Be available for staff to discuss any safeguarding concerns.
- Act as a source of support and expertise in carrying out safeguarding duties for the preschool staff team and preschool parents.
- Encourage and promote a culture of listening to children and taking account of their wishes and feelings, amongst all staff.
- Access training and support to ensure they have the knowledge and skills required to carry out the role. DSL training should be updated at least every two years and their knowledge and skills refreshed at regular intervals but at least annually.
- Have a secure working knowledge of SSCP procedures and understand the assessment process for providing early help and statutory intervention, including the local authority levels of need criteria and referral arrangements.
- Have a clear understanding of access and referral to the local early help offer and will support and advise members of staff where early help intervention is appropriate.

- Keep detailed, accurate records that include all concerns about a child even if there is no need to make an immediate referral and record the rationale for decisions made and action taken.
- Ensure that an indication of the existence of the additional child protection file is marked on the transition forms to reception class.
- Ensure that when a child starts school and is on a Child Protection Plan or is a Looked After Child, their information is passed to the new school immediately and that the child's social worker is informed. In addition, consideration should be given to a multi-agency schools transition meeting if the case is complex or on-going.
- Ensure that all appropriate staff members have a working knowledge and understanding of their role in case conferences, core groups and other multi-agency planning meetings, to ensure that they attend and are able to effectively contribute when required to do so; where a report is required, this should be shared with the parents prior to the meeting.
- Ensure that the case holding Social Worker is informed of any child currently with a Child Protection Plan who is absent without explanation.
- Organise child protection and safeguarding induction, regularly update training and a minimum of annual updates (including online safety) for all school staff, keep a record of attendance and address any absences.
- Ensure that policies are reviewed annually and the procedures and implementation are updated and reviewed regularly.
- Establish and maintain links with the Local Authority safeguarding partners to make sure staff are aware of training opportunities and the latest policies on local safeguarding arrangements.

The Deputy Designated Safeguarding Lead (DDSL)

In addition to the role and responsibilities of all staff the Deputy DSL will:

- Be trained to the same standard as the Designated Safeguarding Lead and the role is explicit in their job description.
- Provide support and capacity to the DSL in carrying out delegated activities of the DSL; however, the lead responsibility of the DSL cannot be delegated.
- In the absence of the DSL, carries out the activities necessary to ensure the ongoing safety and protection of children. In the event of the long-term absence of the DSL the deputy will assume all of the functions above.

All Preschool Staff

Have a key role to play in identifying concerns early and in providing help for children. To achieve this, they will:

- Provide a safe environment in which children can learn
- Know who the DSL and Deputy DSL are and know how to contact them.
- Establish and maintain an environment where children feel secure, are encouraged to talk and are listened to.
- Ensure children know that there are adults in the preschool who they can approach if they are worried or have concerns.
- Plan opportunities for children to develop the skills they need to assess and manage risk appropriately and keep themselves safe.
- Attend training in order to be aware of and alert to the signs of abuse.
- Maintain an attitude of “it could happen here” with regards to safeguarding.
- Know how to respond to a child who discloses harm or abuse following training of ‘Working together to Safeguard Children’
- Record their concerns if they are worried that a child is being abused and report these to the DSL immediately that day. If the DSL is not contactable immediately the Deputy DSL should be informed.
- Be prepared to contact C-SPA, and the police if appropriate, if there is a risk of significant harm and the DSL or DDSL is not available.
- Follow the allegations procedures if the disclosure is an allegation against a member of staff.
- Follow the procedures set out by the Surrey Safeguarding Children Partnership and take account of guidance issued by the Department for Education.
- Provide support for children subject to Early Help, Child in Need or Child Protection that is in keeping with their plan.
- Treat information with confidentiality but never promising to “keep a secret”. Notify the DSL or DDSL of any child on a Child Protection Plan or Child in Need plan who has unexplained absence.

- Have an understanding of Early Help, and be prepared to identify and support children who may benefit from Early Help.

Confidentiality and Sharing Information

All matters relating to child protection will be treated as confidential and only shared as per the 'Information Sharing Advice for Practitioners' (DfE 2018) guidance.

Information will be shared with staff within the school who 'need to know'

All staff must be aware that they have a professional responsibility to share information with other agencies in order to safeguard children and that the Data Protection Act 1998 and General Data Protection Regulations are not a barrier to sharing information where a failure to do so would place a child at risk of harm. There is a lawful basis for child protection concerns to be shared with agencies who have a statutory duty for child protection.

All staff must be aware that they cannot promise a child to keep secrets which might compromise the child's safety or wellbeing. However, staff are aware that matters relating to child protection and safeguarding are personal to children and families, in this respect they are confidential and the DSLs will only disclose information about a child to other members of staff on a need-to-know basis.

All staff will always undertake to gain parent/carers consent to refer a child to Social Care unless to do so could put the child at greater risk of harm, or impede a criminal investigation.

Making referrals

In the case of a disclosure, allegation or concern the staff member will write down the disclosure (using the exact words) or allegation themselves (with support) in their own words. All discussions between the member of staff and DSL will be written down clearly without interpretation or prejudices by the DSL. Information that will be recorded by the DSL in writing.

The DSL will gain consent from the parents when submitting a request, however in exceptional circumstances whereby to speak to the parents would likely cause harm to the child, consent would not be expected to be sought.

The DSL will contact the police, if an immediate risk is identified.

When completing a Request for Support form to be sent to C-SPA, the DSL will consider and include information regarding the child's development needs and their parents/carers ability to respond to these needs within the context of their wider family and environment, under section 17 of the Children Act 1989.

In all cases of suspected abuse/allegation/disclosures the information will remain confidential and will only be shared on a need to know basis.

After the referral has been made

If staff members have concerns for a child who is already known to children's social care, the DSL will contact the allocated social worker to inform them of any concerns. In addition to children's social care, the police and the NSPCC may be contacted, as they are able to intervene in these circumstances.

Once a referral is made a social worker will respond within **one** working day explaining to the DSL what further action they have decided to take. After a referral is made the DSL would agree with children's social care what the child and the parent will be told, by whom and when.

Once a referral has been made the DSL will confirm this in writing within 48 hours and if the children's social care has not acknowledged this confirmation the DSL will contact the children's social care team again.

All information regarding a concern or referral will be kept confidential. Preschool staff will continue to welcome a child and their family into the setting whilst an investigation takes place. Throughout an investigation the Little Bookham & Effingham Preschool team will cooperate fully with all outside agencies involved in the interest of the child.

The DSL implicitly understands that when requesting support for a family, the family is not being handed over to other professionals, but that the request is for children's services to join the existing network around the family.

Surrey Early Years Educational Effectiveness Team named person will be contacted by the DSL to offer the staff team support if a referral has been made.

The DSL records and confidentiality stores information about individual children with regards to child protection concerns / cases. This information is only available to the DSL and DDSL (who are also the Manager and Deputy Manager). This information is stored securely and safely

Transition to Schools, a new Early Years Setting or Shared Setting

When a child leaves to attend a new setting or starts school (or attends more than one Early Years setting) it may be necessary to share child protection concerns / cases with their new setting. This will be carried out as soon as possible and within 5 days of an in year transfer or within 5 days of the start of a new term.

The DSL would seek permission of the child's parent/carer to share this information with the new setting. It would be noted on children's transition forms that we have further information to share and depending on the level of support in place, we would follow up by attending a Team Around the Family meeting, or a transition meeting directly with the new setting.

When passing on confidential transition documents to a child's new setting/School, the DSL will endeavour to hand deliver confidential documents.

Effective Family Resilience

It is the role of DSL and DDSL to refer to the Effective Family Resilience model for guidance on how best to support children and families. The DSL has attended Early Help training with Surrey Early Years Educational Effectiveness team.

Surrey's Effective Family Resilience Windscreen:

1. Universal
2. Early Help
3. Targeted Help
4. Specialist

Requests for Support that reach Level 4 of Effective Family Resilience are sent straight to the Quadrant Assessment Teams and the Duty Manager will assess and record whether the needs of the child require assessment under Section 17 Children Act 1989 or if a strategy meeting is required to determine whether the assessment should be under Section 47.

Requests for Support up to Level 3 of Effective Family Resilience are directed to the Early Help Hub. The Early Help Hub advisors will offer advice and guidance to those working with children to best support them and connect them to services that can join them in supporting a family.

The preschool team are alert to signs of families in need of Early Help and children at risk, supporting families at Levels 1 and 2 of the Effective Family Resilience framework.

Counter - Terrorism and Security

Little Bookham & Effingham Preschool understands that all staff members must have due regard to the need to prevent people from being drawn into terrorism and/or radicalisation and/or extremism. This duty is known as the Prevent duty and all staff members will be asked to complete training in this.

Prevent Duty is based on 4 areas -

1. Pursue: to stop terrorism,
2. Prevent: to stop people becoming terrorists or supporting terrorism,
3. Protect: to strengthen our protection against a terror attack,
4. Prepare: to mitigate the impact of a terrorist attack.

If a staff member develops concerns for a child and their family within the setting regarding radicalisation and/or extremism and/or terrorism, staff members will seek advice from the DSL or DDSL. The DSL will act upon this information and will contact C-SPA for advice regarding concerns for a child and their family.

Staff training

To ensure all staff members have knowledge of how to share information, concerns and respond appropriately, all staff complete the 'Working Together to Safeguard Children' e-training. Staff training is updated at least every 2 years and the DSL will update staff with any relevant changes. We also ask staff to complete the following training:

- Female Genital Mutilation
- Prevent
- Neglect
- Domestic Abuse
- Online Safety
- County Lines
- Forced Marriages
- and any other national and/or SSCP safeguarding priorities

In addition the DSL and DDSL have completed the following training:

- Safeguarding Modules 1 & 2
- DSL training, and then updates every 2 years
- Early Help and Effective Family Resilience training

An action plan is in place to identify training needs of all staff members, to ensure training is up to date.

Restrictive Physical Intervention

We acknowledge that staff must only ever use physical intervention as a last resort, when a child is at immediate risk of harming him/herself or others, and that at all times it must be the minimal force necessary to prevent injury to another person. Such events should be fully recorded and signed by a witness.

Staff understand that physical intervention of a nature which causes injury or distress to a child may be considered under child protection and/or disciplinary procedures.

Allegation against a Member of Staff/Student/Volunteer

If an allegation is made about a member of staff, volunteer or student they will be asked to not work whilst enquiries are carried out. This will be done in the interest of the child and the adult involved and does not indicate admission of the incident. A staff member will be paid during the investigation and this will be reviewed on a termly basis as the investigation continues.

If an allegation is made, the Surrey Local Authority Designated Officer (LADO) will be informed and we will act upon their advice.

As the registered provider, we will notify Ofsted of significant events as soon as reasonably possible, and no more than 14 days from when the event happened.

Little Bookham & Effingham Preschool understands that it is their responsibility to make a referral to the Disclosure and Barring Service (DBS) if a member of staff, volunteer or student is dismissed or removed from working with children, if it is suspected/proven that they have harmed a child.

Low level concerns that do not meet the allegation/harm threshold

We are alert to low level concerns (including allegations) which do not meet the allegation/harm indicators threshold set out within this policy.

Concerns may be in the form of:

- Suspicion
- Complaint
- Disclosure made by a child, parent or other adult within or outside of the organisation, or as a result of vetting checks undertaken.

The DSL/DDSL and staff whom the low level concern has been disclosed too, will write down the concern, disclosure or allegation.

All discussions between the member of staff and DSL will be written down clearly without interpretation or prejudices by the DSL.

We will contact the LADO if we are unsure whether low-level concerns shared about a member of staff meet the harm threshold.

The DSL and DDSL will continue to monitor the situation and if further concerns arise the LADO will be contacted for advice.

Staff Suitability

The DSL/Manager carries out regular 'Supervisions' for all staff members. The Supervision procedure asks staff members to reconfirm their suitability to continue to work with children, and the opportunity to discuss any safeguarding issues. The DSL reminds staff that they are expected to disclose any convictions, cautions, court orders, reprimands and warnings which may affect their suitability to work with children (whether received before or during their employment at the setting). The DSL will check staff's DSB via the update service at the start of every half term.

Whistle Blowing

Whistleblowing is an important aspect of safeguarding where staff, volunteers and students are encouraged to share genuine concerns about a colleague's behaviour. The behaviour may not be child abuse but they may not be following the code of conduct or could be pushing the boundaries beyond normal limits.

If a staff member has a concern relating to a member of staff, volunteer or student's behaviour, all staff members are encouraged to share genuine concerns with the DSL or Deputy DSL.

The NSPCC whistleblowing helpline is available for staff who do not feel able to raise concerns regarding child protection failures internally or have concerns about a way a concern is being handled by the preschool. Staff can call: 0800 028 0285 – line is available from 8:00 AM to 8:00 PM, Monday to Friday and Email: help@nspcc.org.uk.

Alternatively, if the concern is relating to the DSL, DDSL or other senior management, the staff member should contact LADO or Ofsted for support.

Visitors to Setting

It is the responsibility of all staff members to refuse unauthorised/unexpected visitors entry to the building to ensure the safety of children, staff, students and volunteers. Unauthorised visitors wishing to enter the building will be asked to make an appointment with the preschool. All visitors to our setting who will be directly interacting with the children are asked to show identification and sign the visitor's book on their arrival and departure. Visitors will be supervised at all times.

If an unknown professional, for example a social worker, arrives at the setting without appointment to discuss a child protection concern relating to a child, it is our practice to telephone the social workers office to verify their identity and reason for their visit.

Absences

It is made clear to parents/carers as part of our Term and Conditions that if their child is absent due to sickness or holiday they must inform the preschool's staff by email, phone or text within 20 minutes of the child's usual arrival time. If a child does not arrive for their expected session a member of staff will contact the parent/carer to find out the reason for their non-attendance.

If they cannot contact the parents/carers or other emergency contacts and have concerns for the family, including repeated absences, the DSL will contact C-SPA or Police.

Phones and cameras

The preschool mobile phones are used as the main method of contact within our setting, and help ensure we are able to keep children and adults safe in emergency situations. When not in use the phones are kept in the kitchen and only staff members are allowed to use the preschool phones.

All staff, volunteers, students and visitors store their personal mobile phones in the kitchen area. An area of the kitchen is partitioned off for staff members to help ensure the security. Staff mobile phones are kept in the kitchen in clear boxes and staff understand the use of personal mobile phones is not permitted at any time during a preschool session unless in an emergency. Should staff need to make a personal phone call during the session, they will need to arrange this with the manager in advance.

Staff personal mobile phones can be taken on outings (to be used only in the event of an emergency) however the phones are securely placed in a bag. Staff are not permitted to access their phones during outings unless in the event of an emergency for example in the event that the preschool mobile phone loses signal/battery or in the event of a personal emergency. All staff understand that they are not permitted to take photographs/video recordings of children/adults on personal mobile phones.

The management team may need to take photos of the setting and activities on personal mobiles to be used on the website and for advertising but will ensure that there are no children or personal details (such as names) in these pictures.

Staff can use the allocated preschool devices to take pictures of children to send to the parents, and to upload to children's Tapestry accounts.

Under no circumstances must cameras/phones/devices of any kind be taken into the toilet areas

Mental Health

All staff should be aware that mental health problems can, in some cases, be an indicator that a child has suffered or is at risk of suffering abuse, neglect or exploitation.

Only appropriately trained professionals should attempt to make a diagnosis of a mental health problem. Preschool staff, however, are well placed to observe children day-to-day and identify those whose behaviour suggests that they may be experiencing a mental health problem or be at risk of developing one. If staff have a mental health concern about a child that is also a safeguarding concern, immediate action should be taken and they should speak to the DSL or DDSL.

Contact Numbers:

The Surrey Early Years Educational Effectiveness team

Surrey South East area phone: 0300 123 1620 Email: earlyyearsadvisors@surreycc.gov.uk

LADO: 03001231650 option 3 or email: LADO@surreycc.gov.uk

Surrey C-SPA Phone: 0300 470 9100 or Email: cspa@surreycc.gov.uk

Ofsted Whistleblowing Hotline: 0300 123 3155 or www.ofsted.gov.uk

NSPCC whistleblowing helpline: 0800 028 0285 or email: help@nspcc.org.uk

Reference links:

Surrey Neglect Screening Tool

<https://www.surreyscp.org.uk/wp-content/uploads/2021/04/Surrey-Neglect-Screening-tool-Jan-2021.pdf>

SSPC Effective Family Resilience & Early Help

<https://www.surreyscp.org.uk/wp-content/uploads/2021/04/Effective-family-resilience-SSCP-Dec-2020-v7.pdf>
<https://www.surreyscp.org.uk/wp-content/uploads/2021/04/Effective-family-resilience-SSCP-Dec-2020-v7.pdf>

Keeping Children Safe in Education 2022

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1101454/Keeping_children_safe_in_education_2022.pdf

NSPCC CASPAR Briefing 2022

<https://learning.nspcc.org.uk/media/2832/summary-keeping-children-safe-in-education-2022-caspar-briefing.pdf>