



This policy relates to all the EYFS key themes and commitments and the general welfare requirements

1. Safeguarding children

1.2 Safeguarding children and child protection

(Including managing allegations of abuse against a member of staff)

Policy statement

Our setting 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.

Procedures

We carry out the following procedures to ensure we safeguard all children from all types of abuse.

Abuse can occur in varying forms such as Physical, Emotional, Sexual and Neglect. Abuse also includes Child Sexual Exploitation (CSE), Bullying and cyberbullying, Female Genital Mutilation (FGM), extremism and radicalisation (Prevent), grooming, Domestic Violence (DV). More information regarding the various forms of abuse can be found on the NSPCC website.

Staff and volunteers

- Our Designated Safeguarding Lead who co-ordinates child protection issues is:
Tracey Hubbard

- Our designated person within the church is 'The Minister' who oversees this work.
- We ensure all staff and parents are made aware of our safeguarding policies and procedures.
- We provide adequate and appropriate staffing resources to meet the needs of children in accordance with the EYFS statutory requirements.
- Applicants for posts within the setting are clearly informed that the positions are exempt from the Rehabilitation of Offenders Act 1974.
- Candidates are informed of the need to carry out 'enhanced disclosure' checks with the Disclosure and Barring Service (DBS) before posts can be confirmed.
- Where applications are rejected because of 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 checks for staff and volunteers, to ensure that no disqualified person or unsuitable person works at the setting or has access to the children.
- All staff are given the opportunity, at regular supervision meetings, to disclose any changes or new information relating to their DBS check.

- Staff are made aware of the management's responsibilities to notify Ofsted of any changes or new information to staff DBS checks. It is made clear that this may affect the status of their employment. It is explained that Ofsted may consider a waiver application but if this is not granted instant dismissal is required.
- Volunteers or visitors who have not received a DBS check are not left unattended with the children at any time and are requested to always remain in sight of a staff member.
- All staff members, visitors and volunteers are asked to store their mobile phones in our designated area at every session. Staff members are permitted to answer urgent personal calls or messages where necessary but must inform a manager before doing so. These calls or messages must not interfere with the staff member's capabilities of keeping the children safe. If appropriate, the Manager will organise staffing accordingly for the call to be taken.
- We abide by the Protection of Vulnerable Groups Act 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 child protection concern.

Photography and phones within the setting

- The use of personal mobile phone cameras to take photos of children within the setting is strictly prohibited. All members of staff, volunteers and visitors are informed of this. No personal mobile phone cameras are used at any time to take photos of children, without exception. The only cameras used within the setting to take photos of children are the designated digital cameras for adult use and children's digital cameras, used only by the children. The work mobile phone may be used to take photos if the cameras are unavailable with permission from the manager. The manager is responsible for the mobile phone whilst the setting is closed.
- Parents, carers and extended family members are provided with the opportunity to take photos at the Christmas Nativity, but a written request is issued each year, that no images of the children are uploaded to any online domain such as a Facebook or Instagram. This request is also repeated verbally by the minister or a church representative at the time of the event.
- Staff may sometimes organise a photographer to be present at the Nativity, to ensure that all families receive a photo of their own child where possible. These photos are placed into the children's learning journals.
- The photographer is not permitted to take the SD cards home and is asked to pass them to the manager for developing before he/she leaves the premises.
- A member of staff is responsible for developing photos for the setting. Once the photos have been ordered online, the original images are deleted from the cameras and access is only gained to the photos online via our online photo account, details of which are only known to the manager and the person responsible for ordering the photos. No photos are held on personal laptops.
- The photos are only used for displays within Rascals, for Learning Journals, to raise funds by printing photos for parents and occasionally to upload to our Facebook page (No children's faces are shown)
- No photos are left on display when Rascals is not in attendance at any time.

Visitors and unfamiliar adults

- We have procedures for recording the details of visitors to the setting. Visitors are asked to sign in using a label, which is then put into our visitor's book, so that the privacy of previous visitors is not disclosed.
- All visitors are required to identify themselves clearly. Professional identifications are requested where necessary and visitors will not be offered access to the premises until the staff have checked this ID. If a member of staff is not satisfied about the identity of a visitor, phone calls and checks will be made prior to allowing them admission to the premises.
- If an unfamiliar adult comes to collect a child but we have no prior record of this, a phone call will be made to the parents/carers to gain their permission before we let the child leave the premises.

- When we know in advance that an unfamiliar adult will be collecting a child, we use a password system as agreed with the parent/carer.
- If an unknown person manages to enter the premises forcibly the police will be called immediately, and staff will take every step to ensure the safety of all the children within the setting. Staff will make every effort to ensure the intruder does not come into contact with the children.
- We take security steps to ensure that we have control over who comes into the setting so that no unauthorised person has unsupervised access to the children. (See 'Maintaining children's safety and security on premises' policy)
- All new members of staff work through a clearly defined induction period which includes attending external training on child protection and First Aid. Preferably these courses are attended within the first term of working within the setting but otherwise within the first 6 months.

Rascals Playgroup is 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 March 2015).

Prevent Duty

- Our setting is subject to a duty under section 26 of the Counter-Terrorism and Security Act 2015, in the exercise of our functions, to have "due regard to the need to prevent people from being drawn into terrorism". This duty is known as the Prevent duty. Bodies to which the duty applies must have regard to the statutory guidance. Paragraphs 57-76 of the guidance are concerned specifically with schools and childcare providers (Revised Prevent Duty Guidance April 2021).
- In order for us to fulfil the prevent duty, it is essential that we are able to identify children who may be vulnerable to radicalisation and know what to do if identified.
- The Early Years Foundation Stage sets standards for learning, development and care for children from 0-5, thereby assisting us in developing children's personal, social and emotional development and understanding of the world, thus assisting us in building resistance to radicalisation.
- The statutory guidance on the Prevent duty summarises the requirements of early years providers in terms of four general themes; risk assessment, working in partnership, staff training and IT policies and we have regard for these themes throughout our work within the setting.

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 may be experiencing neglect, this may be demonstrated through the things they say (direct or indirect disclosure) or through changes in their appearance, their behaviour, or their play.
- Where such evidence is apparent, staff make a dated record of the details of the concern and discusses what to do with the DSL. The information is stored in a separate notebook. Staff make written notes of any incidents, comments or observations they feel cause them concern, however small and insignificant they may seem. These are recorded in our 'concerns' notebook which is kept confidentially by a manager. This enables the DSL to observe any patterns in incidents, behaviour or any other issues that cause them concern and enables the number of occasions to be monitored. By recording these concerns, a picture begins to build and action can be taken with confidence

- We refer concerns to the Integrated Front Door and co-operate fully in any subsequent investigation. In some cases, this may mean the police, or another agency identified by the Local Safeguarding Children's Board.

Integrated Front Door: 01403 229900 (Mon – Friday 9am – 5pm)
Emergency Duty Team (5pm – 9am weekdays & 24 hr emergency at weekends and bank holidays):
0330 222 6664 or 07711 769657
Email: WSChildrenServices@westsussex.gov.uk

- We take care not to influence the outcome either through the way we speak to children or by asking questions of children.

Children arriving with existing injuries

- Parents/Carers are asked to inform us if their child has injured themselves prior to arriving at the setting.
- The Parent/Carer is then asked to complete a document providing information regarding the injury and the circumstances surrounding the incident. The Parent/Carer is asked to sign the document before they leave their child with us.
- If we notice an existing injury after the child has entered the setting and their Parent/Carer has already left them, we will either call or message their Parent/carer (depending on the severity of the injury) to discuss the details of the injury and they will then be asked to sign the document upon their return.

Non arrival of a child who is expected to attend

- If a child does not arrive and their Parent/Carer has not informed us that they will be either late or not attending the manager or supervisor will message their Parent/Carer at 10am to discuss the reason for them not arriving.
- If we have not received a response by 10.15am we will call the Parent/Carer using all the contact numbers we have been provided with.
- If we are unable to get hold of the Parent/Carer by 10.20am we will then proceed to call the other emergency contacts on the registration document to try and ascertain if there is a known reason for the child's non-attendance.
- If we have not had any contact from the Parent/Carer and no further information has been provided by the emergency contacts by 10.30am and if we feel that the child may be in immediate danger, we will call the Police by dialling 999.

Recording suspicions of abuse and disclosures

- Where a child makes comments to a member of staff that gives cause for concern (disclosure), or a staff member observes signs or signals that gives 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 date and time; and
 - the names of any other person present at the time.
- These records are signed and dated and kept in a separate folder which is kept securely and confidentially.

Informing parents

- Parents/Carers are normally the first point of contact when we have concerns and, in all cases, unless we feel it puts the child in danger, we will discuss our concerns with the Parent/Carer.
- If a suspicion of abuse is recorded, parents are informed at the same time as the report is made, except where the guidance does not allow this.
- This will usually be the case where the parent is the likely abuser. In these cases, the investigating officers will inform parents.

Liaison with other agencies

- We work following the Sussex protection and Safeguarding procedures and these procedures are regularly checked electronically for updates.
- We notify the registration authority (Ofsted) of any incident or accident and any changes in our arrangements which may affect the wellbeing of children.
- Once a referral has been made, we work with all other professionals involved in the case and the Manager will attend any further meetings that take place.

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 else working on the premises, which may include an allegation of abuse.
- We follow the Sussex Protection and Safeguarding Procedures when responding to any complaint that a member of staff, or volunteer within the setting, or anyone working on the premises, 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 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 our LADO (Local Area Designated Officer).

The LADO for West Sussex County Council can be contacted on: 0330 222 6450 (9.00am – 5.00pm)
Out of Hours (Emergency Duty Team): 0330 222 26664 (5.00pm – 9.00am)
Email: LADO@westsussex.gov.uk

- We also report any such alleged incident to Ofsted and what measures we have taken. We are aware that it is an offence not to do this. We also notify the Minister immediately.
- We co-operate entirely with any investigation carried out by children's social care in conjunction with the police.
- Where the manager and children's social care agree it is appropriate in the circumstances, the manager 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 is to protect the staff as well as children and families throughout the process.

Disciplinary action

- Where a member of staff or a volunteer is dismissed from the setting because of misconduct relating to a child, we notify the Disclosure and Barring Service, so that the name may be included on the Protection of Children and Vulnerable Adults Barred List.

Rascals is committed to promoting awareness of child abuse issues amongst staff and volunteers. We are also committed to empowering young children, promoting 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 their concerns in the setting.
- Staff attend regular training every three years
- The DSL attends training every two years

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 that they develop an understanding of why and how to keep safe.
- We create within the setting a culture of value and respect for the individual, having positive regard for children's heritage arising from their 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 the Sussex Protection and Safeguarding Procedures.

Support to families

- We believe in building trusting and supportive relationships with families, staff and volunteers in the group.
- We make clear to parents/carers our role and responsibilities in relation to child protection, such as for the reporting of concerns, providing information, 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 Sussex Protection and Safeguarding Procedures.

Legal framework

Primary legislation

- Children Act (1989 s47)
- Protection of Children Act (1999)
- Data Protection Act (2018)
- 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)

- Human Rights Act (1999)
- Race Relations (Amendment) Act (2000)
- Race Relations (Amendment) Act (1976) Regulations
- Equalities Act (2006)
- Data Protection Act (1998) Non Statutory Guidance

Further Guidance

- Working Together to Safeguard Children (revised HMG July 2018)
- What to do if you're Worried a Child is Being Abused (HMG 2015)
- Framework for the Assessment of Children in Need and their Families (DoH 2000)
- 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: Practitioners' Guide (HMG 2006)

This policy was adopted at a meeting of	Rascals Pre-school Playgroup	name of setting
Held on	18 th January 2023	(date)
Date to be reviewed	January 2024 or before	(date)
Signed on behalf of Rascals	Tracey Hubbard	
Role of signatory (e.g. chair/owner)	Manager	