**Safeguarding**

This policy has been written in accordance with the Norfolk Safeguarding Children Board (NSCB) guidance and the Early Years Foundation Stage (2017) requirements

*This policy is available on our website or on request from the office*

*The policy is provided to all staff including temporary staff and volunteers*

*The visitor file has a visitors and parents guide to safeguarding*

‘Ormesby Pre-School are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment’

‘We promote children’s right to be strong, resilient and listened to by encouraging children to develop a sense of autonomy and independence.

We actively support relationships with families, peers and other adults’

We aim to provide a welcoming, safe and stimulating environment where children are able to enjoy learning and grow in confidence.

Evelyn Moore

Jayne Chorley

**Safeguarding Policy**

**CADS- Children’s advice and Duty Service**

*Childcare Allegations or concerns* **- Tel: 0344 800 8021**

**Local Authority Designated Office - LADO**

*Staff Allegations* **-** [**Tel: 01603**](Tel:01603) **223473**

**Police Station - Tel: 01603 276151**

**Purpose and Aim**

Ormesby Village Pre-School recognise that the welfare of their children is paramount and that they have equal rights of protection. We have a duty of care when they are in our charge and we do everything we can to provide a safe and caring environment because all our children should expect to have the best outcomes.

This policy will give clear direction to staff, volunteers, visitors and parents about expected behaviour and our legal responsibility to safeguarding and promote the welfare of all children in the Pre-School.

The policy applies to all children, staff, parents, committee members, volunteers and visitors. As well as Safeguarding and safety towards students, young people and volunteers.

Our Pre-School will aim to establish and maintain a safe and secure environment, where children will be encouraged to talk to staff and they will be listened to. Children will be able to talk freely to any of our staff.

Everyone who comes in contact with children and their families has a role to play in safeguarding children. We recognise that staff at Ormesby Pre-School play a particularly important role as they are in a position to identify concerns early and provide help.

All staff and placements and volunteers will, through training and induction knows how to recognise indicators of concern, how to respond to a disclosure from a child, and how to record and report information.

At all times we will work in partnership and endeavour to establish effective working relationships with parents, carers and colleagues from other agencies in line with ‘Working together to Safeguard Children’ 2018.

|  |  |  |  |
| --- | --- | --- | --- |
| **Role in setting** | **Name** | **Responsibilities** | **Contact details** |
| Registered Person or  Governing body | Rose Robinson | Ensure nursery adheres to legal responsibilities of safeguarding | 01603 270211  07901321367 |
| Manager | Lorraine Read | Ensure all staff have completed training and policies are understood and adhered to | 01493 731274 |
| Safeguarding Lead Practitioner | Evelyn Moore | Ensure policies and procedures are regularly updated. Keep staff updated. Inform parents of policy. | 01493 731274 |
| Deputy Safeguarding  Lead Practitioner | Jayne Chorley  Lorraine Read | To be able to step into Lead practitioner role. | 01493 731274 |

All staff will re-new safeguarding training every three years. Our committee has a designated person trained in Safeguarding.

It is the responsibility of every member of staff, volunteer, placements, or visitor to our school to ensure that they carry out the requirements of this policy and always work in a way that will safeguard and promote the welfare of all our children. This includes the responsibility to provide a safe environment for all the children to thrive.

Ormesby Pre-School follow good practice guidelines.

All visitors sign in and are escorted at all times.

All visitors must leave mobile phones locked in the laptop cupboard located in the office and laptop webcams must be covered with tape.

**Designated Safeguarding Lead (DSL)**

**Evelyn Moore – Lead Practitioner** is responsible for liaising with local statutory children’s service agencies and with LSCB. The lead practitioner will give support, advice and guidance to any staff on an ongoing basis and on specific safeguarding issues as required. The Lead and Deputy Practitioners have attended appropriate courses for their role.

DSL will represent the Pre-School at child protection conferences and core group meetings.

DSL will maintain written records and child protection files ensuring that they are kept confidential and stored securely.

DSL is responsible for ensuring that all staff members and volunteers are aware of our policy and procedures they need to follow. They will ensure that all staff volunteers and placements have received appropriate child protection information.

**Training and Induction**

When new staff, volunteers or placements join the Pre-School they will be informed of the safeguarding arrangements in place. They will be given the safeguarding policy to read and told who the DSL officer is. They will be given information on how to manage a disclosure from a child, how to record and issue of confidentiality.

Safeguarding is included in all staff meetings, keeping staff focused on keeping our Pre-School environment free from harm.

We have a DSL and two deputy Safeguarding Officers, who have completed the 2-day training for Safeguarding Lead practitioner.

**Confidentiality**

Any concerns will be kept confidential and only be shared with those that need to know to protect children in line with the referral process.

All records will be kept secure and will only be accessed by those who need to know to protect children.

**What is abuse and neglect?**

Abuse and neglect are forms of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by a stranger for example, via the internet. They may be abused by an adult or adults, or another child or children. ‘Working Together to Safeguard Children’ (2018)

**Physical abuse**

Physical abuse is deliberately physically hurting a child. It might take a variety of different forms, including hitting, pinching, shaking, throwing, poisoning, burning or scolding, drowning or suffocating a child.

**Emotional abuse**

Emotional abuse is the persistent emotional maltreatment of a child. It is also sometimes called psychological abuse and it can have severe and persistent adverse effects on a child’s emotional development.

**Sexual abuse**

Sexual abuse may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside clothing. It may include non-contact activities, such as involving children in the production of sexual images, forcing children to look at sexual images or watch sexual activities, encouraging children to behave in sexually inappropriate ways or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can commit acts of sexual abuse, as can other children.

**Neglect**

Neglect is a pattern of failing to provide for a child’s basic needs, whether it be adequate food, clothing, hygiene, supervision, or shelter. It is likely to result in the serious impairment of a child’s health or development.

**Female genital mutilation**-**FGM**

In the United Kingdom FGM is the ritual removal of some or all, of the external female genitalia of women and girls living in the UK. ... FGM was outlawed in the UK by the Prohibition of Female Circumcision Act 1985, which made it an offence to perform FGM on children or adults.

**Female genital mutilation** (**FGM**) is the partial or total removal of external female genitalia for non-medical reasons. It's also known as **female circumcision** or cutting. Religious, social or cultural reasons are sometimes given for **FGM**. However, **FGM** is child abuse. It's dangerous and a criminal offence.

**Girls and women who have had FGM may have problems that continue through adulthood, including:**

* difficulties urinating or incontinence.
* frequent or chronic vaginal, pelvic or urinary infections.
* kidney damage and possible failure.
* cysts and abscesses.
* We will be aware of any parent and children travel aboard to West Africa.

**Procedure - Suspecting a child has been abused**

Be alert to the potential indicators of abuse and always discuss concerns with designated person.

All staff have a duty to be looking for changes in the child’s behaviour, deterioration in their general well-being, unexplained bruising marks or signs of possible abuse, any comments children make which may cause concern to help keep our children safe.

Our first concern is the child’s welfare;therefore, all allegations of abuse, sexual and physical will be referred without consultation with the parent / carer.

All allegations will be taken seriously and referred to children’s services in accordance with procedure.

Emotional and neglect may be discussed with parent/carer and consent will be requested for further support if needed. However, if Pre-School feel the child will suffer further abuse by disclosing our concerns to the parent/carer, a referral will be made straight away without consent.

**Childcare Allegations**

**CADS- Children’s Advice and Service- 0344 800 8021**

If referral is made by phone it must be confirmed in writing in 24 hours.

Procedure in contacting Child Protection and Children’s Services Customer Services will be followed as laid down in Safeguarding Children Training 2010 (copy included in policy)

It is not the responsibility of the Pre-School to investigate concerns or determine the truth of any disclosure or allegation.

Referral can be made by staff members

All concerns to be referred without delay, but if a child has spoken to a member of staff, information will be handled as follows: -

**Handling Disclosure**

**Listening to a child talking about abuse**

The child has chosen to speak to you because they feel that you will listen and that they can trust you. You need to listen to what the child has to say, and carefully not ‘lead’ the child or influence in any way what they say.

* Stay Calm
* Listen and be supportive
* Don’t ask any leading questions, interrogate the child, or put ideas in the child’s head, or jump to conclusions
* Don’t stop or interrupt a child who is recalling significant events
* Never promise the child confidentiality – you must explain that you will need to pass on information to keep them safe
* Avoid criticising the alleged perpetrator
* Tell the child what you must do next (you must follow the safeguarding process)
* Record what was said immediately as close to verbatim as possible. Also record what has happened immediately before the child spoke to you. Be sure to sign and date the record
* Contact the designated person immediately
* Seek support for yourself

**Procedure – Allegation made against a member of staff / volunteer / student**

Local Authority Designated Officer (LADO)

**Staff Allegations 01603 223473**

All allegations will be reported to LADO within 24 hours and you will be advised on how to proceed. Allegations will also be referred to Ofsted

If the allegation is against the Manager, the Lead Safeguarding Officer will deal with the referral. If they are not available, please contact the Chairperson Rose Robinson.

Ormesby Village Pre-School have safe working practices in place which are there to protect staff from allegations of abuse, which staff follow.

Referrals will be made if it is alleged that a person who works with children has –

* Behaved in a way that has harmed, or may have harmed a child
* Possibly committed an offense against, or related to a child
* Behaved towards a child or children in a way that indicates unsuitability to work with children

All allegations will be referred under Section 47 Child Care Act (1989,2004)

*‘The Local Authority’s have a duty of care to investigate any allegations made by a child’*

http://www.legislation.gov.uk/ukpga/1989/41/section/47

**Managing Children’s Intimate Care**

Ormesby Village Pre-School staff will behave with complete professionalism and at the same time exercise particular respect and sensitivity towards children in their care.

Ormesby Village Pre-School will try as far as possible to allow the key person to look after their child’s intimate needs.

When changing nappies a high level of privacy and dignity will be ensured, but will still follow safe working practices for the staff.

Ormesby Village Pre-School will work together with the parent / carer to provide continuity of care.

Only staff who have been a DBS and references checked will be allowed to change nappies.

Pre-School children will have a hug for comfort if they are upset, for example, after falling over or when settling in.

**School children**- must always be mindful of touching children appropriately and will always try to ensure that they stand to the side of a child or sit down next to them.

**Working with Parents**

Ormesby Pre-School is committed to working in partnership with parents / carers to safeguard and promote the welfare of our children.

The safeguarding policy is available for parents / carers to view on the website, and all our policies are kept in the office for parents to access.

We are committed to working with parents positively, openly and honestly. We ensure that all parents are treated with respect, dignity and courtesy.

We respect parent’s right to privacy and confidentiality, and will not share sensitive information unless we have permission, or it is necessary to do so in order to safeguard a child from harm.

We will seek to share with the parents any concerns we may have unless it may place the child at an increased risk of harm.

To keep children safe the information on the registration form must be kept up to date.

**Accident Forms**

If one of the children has an accident, a form will be filled out. Parent / carer will be asked to sign. Top copy goes to parent, and a duplicate is kept in a locked cabinet and monitored by DSL

When children arrive at Pre-School, if they have any visible marks e.g.’ bruises, scratches or cuts, these will be recorded and the parent / carer will be asked to sign the entry. If marks are noticed during the morning they will be recorded and the parent / carer asked to sign the entry when collecting the child. All entries in the incident book will be monitored by DSL.

**Looked After Children**

Ormesby Pre-School operates an Equal Opportunities Policy so **ALL** children will be supported so they may achieve and reach their full potential

In our setting, we place emphasis on promoting children’s right to be strong, resilient and listened to. Our policy and practice guidelines for looked after children are based on two important concepts, attachment and resilience. The basis of this is to promote secure attachments in children’s lives as the basis for resilience. These aspects of well-being underpin the child’s responsiveness to learning and are the basis in developing positive dispositions for learning. For young children to get the most out of educational opportunities they need to be settled enough with their carer to be able to cope with further separation, a new environment and new expectations made upon them.

The term ‘looked after child’ denotes a child’s legal status, this term is never used to categorise a child as standing out from the others.

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We are Ofsted approved to take children from 12 months, but in these exceptional circumstances we would need to see the child had formed a secure attachment to their carer before allowing them to come to the setting.

We will try and offer short term places or ‘stay and play’ with foster carer places. This will be looked at on an individual basis.

**Procedures**

1. The designated person for looked after children is the designated child protection co-ordinator or her deputy
2. Every looked after child will be allocated a key person before they start. So all the information, support and training can be in place to meet the needs of the looked after child.
3. The designated person and the key person try to liaise with agencies, professionals and practitioners involved with the child, and his or her family and ensures appropriate information is gained and shared.
4. The setting recognises the role of the local authority social care department as the child’s ‘corporate parent’ and the key agency in determining what takes place with the child. Nothing changes, especially with regard to the birth parents of foster carer’s role in relation to the setting without prior discussion and agreement with the child’s social worker.
5. At the start of the placement a professional meeting will try to be arranged that will determine the objectives of the placement and draw up a care plan that incorporates and includes the child’s learning needs. This plan will be review when necessary.
6. The care plan may need to consider such issues for the child as:-

* The child’s emotional needs and how they are to be met
* How any emotional issues and problems that effect behaviour are to be managed
* The child’s sense of self, culture, language and identity – how this is to be supported
* The child’s need for sociability and friendship
* The child’s interests and abilities and possible learning journey pathway
* How any special needs will be supported

In addition

* How information will be shared with the foster carer and local authority as well as what information is shared with whom and how it will be recorded and stored
* What contact the child has with his/her birth parents and what arrangements will be in place for supervised contact. If this is to be at the setting, when, where and what form the contact will take will be discussed and agreed.
* What written report is required
* Wherever possible, and where the plan is for the child’s return home, the birth parents should be involved in planning
* If appropriate with the social workers agreement, the birth parents will be involved in the settings activities that include parents, such as outings, fun days etc alongside the foster carer.

1. The settling in process for the child is agreed. It should be the same as for any other child, with the foster parent taking the place of the parent, unless otherwise agreed. It is even more important that the proximity stage is followed until it is visible that the child has formed a relationship with his or her key worker sufficient to act as a secure base to allow the gradual separation from the foster carer. This process may take longer in some cases, so time needs to be allowed for it to take place without causing further distress to the child.
2. In the first two weeks after settling in, the child’s well-being is the focus of observation, their sociability and their ability to manage their feelings with or without support.
3. Further observations about communication, interests and abilities will be noted to form a picture of the whole child in relation to the EYFS
4. Concerns about the child will be noted in the child’s file and discussed with the foster carer.
5. If the concerns are about the child’s foster carer’s treatment of the child, or if abuse is suspected, these are recorded in the child’s file and reported to the child’s social worker according to the settings safeguarding children procedure.
6. Regular contact will try and be maintained with the social worker through planned meetings that will include the foster carer.
7. Transition to school will be handled sensitively and following the procedures of our transition policy with all our other children.
8. Written consent to take photo’s will be obtained from the child’s social worker.

**Safer Working Practices for all Staff at Ormesby Pre-school**

**Principles**

Adults who work with children are responsible for their own actions and behaviours and should avoid any conduct which would lead any reasonable person to question their motivation and intentions.

Adults should work and be seen to work in an open and transparent way.

The same professional standards should always be applied regardless of the culture, disability, gender, language, racial, origin, religious belief and/or sexual identify.

Adults should continually monitor and review safeguarding practices.

These principles apply to all staff, volunteers and students working at Ormesby Pre-School whatever their position, role or responsibility.

**Guidance**

The guidance is to help create a safe working environment, which safeguards children and reduces the risk of adults being accused of unprofessional conduct. Adults whose practice deviates from this guidance may bring into question their suitability to work with children.

**Duty of Care**

All staff should understand the responsibilities which are part of their employment and be aware that sanctions will be applied if these are breached.

All staff, volunteers and students have a duty to keep our children safe and to protect them from harm. Children have a right to be treated with respect and dignity.

All staff must make themselves aware of Ormesby Pre-School policies and procedures.

Ormesby Pre-School ensures that systems are in place for concerns to be raised, discussed and decisions made.

We ensure that staff are not placed in vulnerable situations.

**Confidentiality**

Confidential information relating to all areas of Pre-School should never be used outside Pre-School or shared with any person, unless only on a need to know basis.

If staff are not sure or are in doubt about who or what information to share, advice should be sort from a senior member of staff.

Data protection act should not be a barrier to sharing information, but it must be shared correctly within the guidelines of Pre-Schools Policy.

In the case of abuse, information can be shared with other agencies.

Some information can be given to other professionals if parental information has been gained.

**Professional Judgement**

If a professional judgement needs to be made in the interest of our children but contravenes guidance, actions should be reported to senior management and recorded.

Staff should always consider whether their actions are warranted and safe.

**Power and Position of Trust**

Staff should never use their position to gain access to information for their own use or for others to advantage, or use their position to intimidate, bully or threaten our children.

Staff should always maintain appropriate professional boundaries and avoid circumstances which might be misinterpreted by others.

**Propriety and Behaviour**

All staff have a responsibility to maintain parental confidence in their ability to safeguard the welfare of all our children.

Staff should behave in a manner that does not bring into question their suitability to work with children or act as a role model. Behaviour in their personal lives may impact on their suitability to work with children.

**Gifts / Rewards**

There are occasions when staff may receive gifts of appreciation for special occasions or thank-you from children or parents. But care should be taken that some gifts are not seen as a bribe.

**Communication**

Also reference – **Social Networking Policy: E-Safety& Information Sharing**

**Physical Contact**

Staff can cuddle children but not to assume all children seek physical comfort if they are distress.

**Behaviour**

See **Behaviour Management Policy**

**Intimate Care**

As policy

**First Aid**

As policy

**Photographs**

As Policy

**Absence Procedure**

Absences will be monitored

Parents are asked to phone if a child is absent and to inform staff if on holiday these calls will be logged.

If we have continued absence, we will ask the parent / carer for a reason or explanation

**Social Networking Policy**

*Policy on the personal use by staff/committee of social networking and other third party websites*

The internet provides a number of benefits in which Ormesby Pre-School staff and committee members may wish to participate. However, when someone is identified with Ormesby Pre-School or discusses their work, they are expected to behave appropriately when on the internet.

The Internet is a fast moving technology and it is impossible to cover all circumstances. However, the principles set out in this document should always be followed. If in any doubt then details should be discussed with the Manager.

The intention of this note is not to stop staff from conducting legitimate activities on the Internet, but serves to flag-up those areas in which conflicts can arise.

**Principles**

Staff/Committee members at Ormesby Pre-School are in a professional position and are responsible for the care and education for Early Years children. Therefore they:

* Must not engage in any activities which may harm the welfare of children or adults in connection with the setting
* Must not engage in activities on the Internet which might bring Ormesby Pre-School or its associated employees/Committee members in disrepute

**Social Networking sites**

Social networking sites provide a great way for people to maintain contact with friends. However, through the open nature of such site, it is also possible for third parties (including Ormesby Pre-School parents) to access this information.

* Social networking sites allow photographs, videos and comments to be shared with thousands of other users. However, **it is not appropriate to share work-related information** whether written or pictorial in this way. Unless shared on our official Facebook groups. Please refer to our Confidentiality Policy.
* Under no circumstance should comments be made about Ormesby Pre-School, its staff, children or Committee members on the Internet. Staff members should respect the privacy and the feelings of others.
* If a staff/Committee member believe something has been written which gives rise to concerns within this, or any other, policy this must be discussed with the Pre-School manager.
* We have a Facebook advertisement pages, close hidden Facebook group for parents, as well as one for staff. These pages will be monitored on a weekly basis. The groups will be used to shared information between parents and staff, such as newsletters, trip information and what’s happening at the Pre-School.

Staff/Volunteers are aware that their behaviour outside the work situation may be seen as having an impact on their work situation and on their suitability to work with children. Behaviour misuse of alcohol or drugs may also have implications on their suitability for employment.

All staff are allowed to be friends with parents on Social Networking sites but must follow the networking policy.

All staff must keep a professional relationship with parents, not blur the boundaries by discussing Pre-School outside hours of work.

**E-Safety Policy**

**Mobile Phones**

No staff member will be allowed to take a mobile phone into the classroom. All mobile phones are lock in the laptop cupboard located in the office.

If a staff member is expecting an urgent call, the mobile will be left on Lorraine’s (managers) desk and they will be called if it rings.

If any member of staff needs to make a call it will be made in the office.

If any member of staff is found with a mobile phone in their possession in the classroom they will be instantly suspended and disciplinary action taken.

**Photos and videos**

Adults should be sensitive if a child appears uncomfortable about being photographed.

Laptop – No photos are kept on laptops. The laptop will only be removed from Pre-School with the manager’s permission.

Permission is gained on registration form to take general photo’s and put in online leaning journals, and we also have a website consent form.

All photographs will be taken to safeguard the privacy, digital safety, and wellbeing of the children.

All photographs and videos taken on the Ipod’s or tablets will be deleted at the end of each day

No memory sticks must hold photographs

**Baby Sitting Policy**

**Policy**

Ormesby Pre-School exercises precautions in employing staff as set out in our recruitment policy to ensure to the best of our abilities that staff members are suitable to be employed to work with children

Parents and carers must carry out their own suitability checks

**Procedures**

As laid down in our terms of employment, before undertaking private work (babysitting), it must be discussed with the manager.

Staff are not allowed to undertake private work that could be undertaken up Ormesby Pre-School.

If a staff member is going to babysit a child outside Pre-School hours, Ormesby Pre-School has no liability as parents and carers must perform their own suitability checks.

**Whistle –blowing**

This policy incorporates with the Local Authority Designated Officer (LADO) in the Norfolk Safeguarding Children’s Board (NLSCB)

All staff should feel confident to voice worries / concerns about attitudes or actions of colleagues or other persons within the Pre-School. This should be reported to the manager / chairperson / safeguarding officers.

If a member of staff believes that a reported allegation or concern is not being dealt with appropriately by the Pre-School, he or she can report the matter to LADO.

**Timescales**

It is in everyone’s interest for cases to be dealt with expeditiously, fairly and thoroughly and for all necessary delays to be avoided. The target timescales provided in these procedures are realistic in most cases, but some cases will take longer because of their specific nature or complexity.

**Initial response to an allegation or concern**

An allegation against a member of staff may arise from many sources e.g. report from a child, a concern raised from another adult in the setting, or complaint from a parent/carer.

**Initial action by person receiving or identifying an allegation or concern**

The person to whom an allegation or concern is first reported should treat the matter seriously and keep an open mind.

He/she should not...

* Investigate or ask leading questions if seeking clarification
* Make assumptions or offer alternative explanations
* Promise confidentiality, but give assurance that the information will only be shared on a ‘need to know’ basis.

He/she should...

* Make a written record of the information (where possible in the child/adults own words) including the time, date and place of the incident, persons present and what was said.
* Sign and date the written record.
* Immediately report the matter to the designated senior manager or deputy in his/her absence or where the senior manager is the subject of the allegation