

Safeguarding Children Policy

Safeguarding Statement

“Safeguarding is Everyone’s Business”

We recognise our moral and statutory responsibility to safeguard and promote the welfare of all children.

We make every effort to provide an environment in which children and adults feel safe, secure, valued, and respected. We want children and adults to feel confident to talk if they are worried, believing they will be effectively listened to.

The purpose of this policy is to provide staff and Committee members with the framework they need to keep children safe and secure in our setting. The policy also informs parents and carers how we will safeguard their children whilst they are in our care.

Key personnel

Designated Safeguarding Lead (DSL) is: Rachel Flynn, Preschool Manager

Committee Chairperson is: Tracy Good

Contact details: 01932 851744

Introduction

This policy has been developed in accordance with the principles established by the Children Acts 1989 and 2004, The Childcare Act 2006 and in line with statutory guidance:

- Statutory Framework for the Early Years Foundation Stage 2021
- Keeping Children Safe in Education 2021
- Working Together to Safeguard Children 2018, Revised Safeguarding Statutory Guidance
- Framework for the Assessment of Children in Need and their Families 2000
- What to do if You are Worried a Child is Being Abused 2015
- Ofsted Inspecting Safeguarding in early years, education and skills 2019
- Early years inspection handbook for Ofsted-registered provision for September 2021

The policy also reflects, [Surrey Safeguarding Children Partnership \(SSCP\)](#) Procedures.

This policy applies to all members of staff and committee of the setting. The DSL and committee of the setting will review this policy at least annually. This policy will additionally be updated in line with changes in Local and National Guidance and Legislation.

Parents/carers can obtain a copy of other related policies on request.

Principles, values and aims

The Early Years Foundation Stage (2021) states 'Children learn best when they are healthy, safe and secure, when their individual needs are met, and when they have positive relationships with the adults caring for them.'

Addlestone Preschool will demonstrate a commitment regarding Safeguarding and Child Protection to children, parents, and other partners. We will maintain an attitude of 'it could happen here', where the welfare of the child is paramount.

All children have a right to be protected from harm and abuse. All staff have a role in the prevention of harm and abuse and an equal responsibility to act immediately on any suspicion or disclosure that may indicate a child is at risk of harm, either in Addlestone Preschool or in the community, taking into account contextual safeguarding, in accordance with statutory guidance.

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

Whilst Addlestone Preschool will work openly with parents as far as possible, we reserve the right to contact Social Care or the Police, without notifying parents if this is believed to be in the child's best interests.

Related Safeguarding Policies

This policy should be read in conjunction with:

- Special Educational Needs & Disability
- Behaviour Management
- Anti Bullying
- Allegations against staff
- Equal opportunities
- Staffing and Employment
- Health & Safety

Safer recruitment

We will ensure that:

Addlestone Preschool operates a safer recruitment procedure that includes statutory checks on staff suitability to work with children including verification of their identity, qualifications, disqualification by association regulations and a satisfactory DBS check (according to EYFS requirements). We comply with the [Disqualification under the Childcare Act 2006](#) guidance issued in August 2018.

Addlestone Preschool will obtain an enhanced criminal records check (DBS) in respect of every person aged 16 and over including for unsupervised volunteers, and supervised volunteers who provide personal care who:

- work directly with children
- live on the premises on which the childcare is provided (unless there is no access to the part of the premises when and where children are cared for) and/or
- work on the premises on which the childcare is provided (unless they do not work on the part of the premises where the childcare takes place, or do not work there at times when children are present)

An additional criminal records check (or checks if more than one country) will be made for anyone who has lived or worked abroad.

Addlestone Preschool ensures that there is at least one person on every recruitment panel who has completed safer recruitment training, if there is not a panel conducting interviews then the individual will have completed the safer recruitment training.

Addlestone Preschool will record information about staff qualifications and the identity checks and vetting processes that have been completed. This will be stored in staff folders in the office and kept confidential.

Addlestone preschool will make a referral to the Disclosure and Barring Service and Ofsted where a member of staff is dismissed (or would have been, had the person not left the setting first) because they have harmed a child or put a child at risk of harm ([Safeguarding Vulnerable Groups Act 2006](#)).

Training and Induction

All staff receive information about the safeguarding arrangements upon induction, the safeguarding statement, staff behaviour policy (code of conduct), Child Protection policy, the role and names of the DSL.

The name of the DSL for Safeguarding and Child Protection, is clearly advertised on the safeguarding board and in the preschool policies folder with a statement explaining our role in referring and monitoring cases of suspected harm and abuse.

All staff will have access to Part 1 and Annex B of [Keeping Children Safe in Education 2021](#) and will sign to say they have read and understood it.

All staff receive Safeguarding and Child Protection training at induction in line with advice from [Surrey Safeguarding Children Partnership](#) which is regularly updated.

All staff are trained in and receive regular updates in online safety and reporting concerns (for example, via email, e-bulletins and staff meetings), as required, but at least annually. This is offered via training courses (see staff training plan) and regular staff meetings.

Addlestone Preschool will advise all staff that they must not be under the influence of alcohol or any other substance which may affect their ability to care for children. If a staff member is taking medication which may affect their ability to care for children, the staff member should seek medical advice. We will ensure that staff members only work directly with children if medical advice confirms that the medication is unlikely to impair that staff member's ability to look after children properly. All medication on the premises are securely stored, and out of reach of children, at all times.

Addlestone Preschool will advise staff disclose any reason that may affect their suitability to work with children including convictions, cautions, court orders, and warnings.

All staff have regular Child Protection awareness training, updated by the DSL as appropriate, to maintain their understanding of the signs and indicators of abuse and neglect.

All staff will be provided with a copy of our setting's behaviour management and physical intervention policy.

All staff will be made aware of the expectations relating to use of mobile technology within the setting, including mobile phones and cameras. All staff will be made aware of the professional risks associated with the use of social media and electronic communication. Staff will adhere to relevant setting policies including staff behaviour policy, mobile phone and internet safety policies (information contained also in this policy).

Staff support and Supervision:

Addlestone Preschool will follow their legal responsibilities under the [Equality Act 2010](#) including the fair and equal treatment of practitioners regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

Addlestone Preschool has in place supervision for all staff members who have contact with children and families, in line with Early Years Foundation Stage 2021.

The Early Years Foundation Stage states that 'effective supervision provides support, coaching and training for the practitioner and promotes the interests of children'. Supervision should foster a culture of mutual support, teamwork, and continuous improvement, which encourages the confidential discussion of sensitive issues.

Supervision will provide opportunities for staff to:

- discuss any issues – particularly concerning children's development or well-being, including Child Protection concerns
- identify solutions to address issues as they arise
- receive coaching to improve their personal effectiveness

This will take place at Addlestone Preschool in a quiet area and be run by the manager and committee chairperson, who will be responsible for recording the supervision and taking any follow up actions.

Roles and Responsibilities

All staff:

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

- Attend training in order to be aware of and alert to the signs of abuse and neglect, so they are able to identify cases of children who may need help or protection
- Provide a safe environment in which children can learn
- Establish and maintain an environment where children feel secure, are encouraged to talk and are listened to
- Have a duty of care to take appropriate action and work with other services as needed
- Be prepared to identify children who may benefit from Early Help
- Be aware of the local Early Help process and their role in it
- Ensure children know that there are adults in the setting who they can approach if they are worried or have concerns.
- Be aware that mental health issues can, in some cases, be an indicator that a child has suffered or is at risk of suffering abuse, neglect or exploitation
- Respond appropriately to mental health issues
- Understand the setting's Safeguarding and Child Protection policy and procedures
- Take appropriate action to respond and report a Safeguarding concern to the DSL
- Be prepared to refer directly to the Children's Single Point of Access (C-SPA), and the Police if appropriate, if there is a risk of significant harm and the DSL is not available

- Follow the allegations procedures if the disclosure is an allegation against a member of staff
- All staff, volunteers and students MUST declare any convictions, cautions, court orders, reprimands and warnings which may affect their suitability to work with children. Including those of any person that they are living with as this may disqualify them by association. This is a legal requirement and non-disclosure could result in immediate dismissal.
- Pre-school staff and committee will ensure that the layout of Pre-school will allow constant supervision of all children and will also ensure that responsibilities under the Safeguarding Vulnerable Groups Act 2006 are met.

The Committee

In addition to the role and responsibilities of all staff the committee will ensure that:

- There is a whole setting approach to Safeguarding and the setting fully contributes to inter-agency working in line with Working Together to Safeguard Children 2018 guidance.
- The setting has effective Safeguarding policies and procedures including a Child Protection Policy, a Staff Behaviour Policy and a Behaviour Policy.
- The setting operates a safer recruitment procedure that includes statutory checks on staff suitability to work with children and disqualification by association regulations and by ensuring that there is at least one person on every recruitment panel who has completed safer recruitment training, if there is not a panel conducting interviews then the individual will have completed the safer recruitment training.
- At least one member of the committee has completed safer recruitment training.
- Staff have been trained appropriately and this is updated in line with guidance and that mechanisms are in place to assist staff in understanding and discharging their roles and responsibilities as set out in the guidance.
- All staff are provided with the setting's Child Protection policy and if applicable the staff behaviour policy.
- The setting has procedures for dealing with allegations of abuse against staff (including the committee), volunteers and against other children and that a referral is made to the DBS and Ofsted if a person in regulated activity has been dismissed or removed due to safeguarding concerns, or would have had they not resigned.
- Policies and processes are in place to deal with concerns (including allegations) which do not meet the allegation/harm threshold or "low level concerns" as defined in KCSIE 2021.
- The DSL who will take lead responsibility for Safeguarding and Child Protection and that the role is explicit in the role holder's job description.
- That on appointment, the DSL undertakes interagency training (SSCP Foundation Modules 1&2) and also initially undertake DSL 'New to Role' with 'Refresher' training every two years as well as attending DSL network events, to refresh knowledge and skills.
- Children are taught about safeguarding (including online safety).

- The setting will ensure application filters and monitoring systems are in place to safeguard children online.
- Clear systems and processes are in place for identifying possible mental health concerns, including routes to escalate and clear referral and accountability systems.
- Enhanced DBS checks (without barred list checks unless the governor is also a volunteer) are in place for all committee members.
- Any weaknesses in safeguarding are remedied immediately.

Surrey Children's SPA (Single Point of Access)

The Surrey Children's SPA is the front door to support, information and advice. The SPA is the conduit for access to services at levels 3 and 4 of Effective Family Resilience, it also provides direct information, advice and guidance about where and how to find the appropriate support for families.

- **Phone:** 0300 470 9100.
- **Out of hours:** 01483517898 to speak to the emergency duty team
- **Email:** cspa@surreycc.gov.uk

(Emails are only dealt with during normal office hours).

Schools and Settings Consultation line – is available for advice from a qualified social worker to support the preschool to help the child and family or decide whether they need to discuss with the family that a request for support to children's social care is submitted. *The Consultation line staff will give advice only.*

Staff should continue to consult the Effective Family Resilience Guidance, Surrey Child Protection Procedures and the designated safeguarding lead (Rachel Flynn).

The Child Protection Consultation Line is operational between Monday and Friday, 9am to 5pm on **0300 470 9100** and select the consultation line option.

The Designated Safeguarding Lead:

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) and be available for staff to discuss any safeguarding concerns.

Manage referrals:

The DSL is expected to refer cases:

- Of suspected abuse and neglect to the C-Spa and support staff to make these referrals.
- To the Channel programme (where there is a radicalisation concern) and support staff to make these referrals.
- Report concerns that a child may be at risk of radicalisation or involvement in terrorism, and use the [Prevent referral form](#). 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.
- To the Disclosure and Barring service (where a person is dismissed/left due to risk/harm to a child)
- To the Police (where a crime may have been committed)

Work with others:

- Act as a source of support, advice, and expertise for all staff
- Act as a point of contact for the safeguarding partners; Local Authority, Police and Health
- Liaise with the “case manager” and the Local Authority Designated Officer
- Liaise with staff and external agencies on matters of safety and safeguarding (including online and digital safety) so that children’s needs are considered holistically
- Liaise with the senior mental health lead/ the mental health support team
- Promote supportive engagement with parents and/or carers in safeguarding and promoting the welfare of children, including where families may be facing challenging circumstances
- Know who its cohort of children who have or have had a social worker are, understanding their academic progress and attainment, and maintaining a culture of high aspirations for this cohort
- Support staff to provide additional academic support or reasonable adjustments to help children who have or have had a social worker reach their potential, recognising that even when statutory social care intervention has ended, there is still a lasting impact on children’s educational outcomes

Raise awareness:

- Ensure each member of staff has access to and understands the Child Protection and Safeguarding policy and procedures
- Ensure the policy is reviewed annually (as a minimum)
- Ensure the policy is available upon request and parents are aware of the setting’s obligations to refer cases where necessary

- Link with safeguarding partners to make sure staff are aware of training opportunities and SSCP arrangements
- Help promote the educational and developmental outcomes by sharing information about the welfare, safeguarding and Child Protection issues that a child is experiences or has experienced with appropriate staff members

Training, knowledge, and skills

- Undergo training to provide them with knowledge and skills required to carry out the role (at least every two years)
- Understand Surrey's Effective Family Resilience assessment process and request for support pathway for providing Early Help and statutory intervention
- Have a working knowledge of how local authorities conduct a Child Protection case conference/ review conference and attend/contribute effectively
- Understand the importance of the role in providing information and support to children social care
- Understand the lasting impact that adversity and trauma can have, including on children's behaviour, mental health and wellbeing, and what is needed in responding to this in promoting educational outcomes
- Are alert to the specific needs of children in need, those with additional needs and disabilities, those with relevant health conditions and young carers
- Understand the importance of information sharing, both within the setting, and with the safeguarding partners, other agencies, organisations, and practitioners
- Understand and support the setting with regards to the requirements of the Prevent duty and can provide advice and support to staff on protecting children from the risk of radicalisation
- Are able to understand the unique risks associated with online safety and be confident that they have the relevant knowledge and up to date capability required to keep children safe whilst they are online at the setting
- Can recognise the additional risks that children with additional needs and disabilities face online
- Obtain access to resources and attend any relevant or refresher training courses

In addition to the formal training set out above, their knowledge and skills should be refreshed (this might be via e-bulletins, meeting other DSL's, attending Early Years network meetings or simply taking time to read and digest safeguarding developments) at regular intervals, as required, and at least annually, to allow them to understand and keep up with any developments relevant to their role.

Providing support to staff

Support and advise staff and help them feel confident on welfare, safeguarding and Child Protection matters. This includes specifically to:

- ensure that staff are supported during the referrals processes; and
- support staff to consider how safeguarding, welfare and educational outcomes are linked, including to inform the provision of academic and pastoral support

Understanding the views of children

- Encourage a culture of listening to children and taking account of their wishes and feelings, among all staff, and in any measures the setting may put in place to protect them
- Understand the difficulties that children may have in approaching staff about their circumstances and consider how to build trusted relationships which facilitate communication

Holding and sharing information

- Understand the importance of information sharing, both within the setting and with other settings on transfer including in-year, and with the safeguarding partners, other agencies, organisations and practitioners.
- Understand relevant data protection legislation and regulations, especially the Data Protection Act 2018 and the UK General Data Protection Regulation (UK GDPR).
- Be able to keep detailed, accurate, secure written records of concerns and referrals and understand the purpose of this record-keeping.

Safeguarding and Child Protection procedures

At Addlestone Preschool if a member of staff suspects abuse, spots signs or indicators of abuse and neglect, or they have a disclosure of abuse made to them they must: Listen positively and try to reassure the child

- Only use open questions to clarify information eg. Tell, Explain, Describe (TED)
- Not promise confidentiality
- Explain that they need to pass information to the DSL/other professionals to help keep the child and/or other children safe.

(Additional consideration needs to be given to children with communication difficulties and for those whose preferred language is not English. It is important to communicate with children in a way that is appropriate to their age, understanding and preference.)

1. Make an initial record of the information related to the concern.
 2. Report it to the DSL immediately.
 3. The DSL will consider if there is a requirement for immediate medical intervention, however urgent medical attention should not be delayed if the DSL is not immediately available.
 4. Make an accurate record (which may be used in any subsequent court proceedings) as soon as possible and within 24 hours of the occurrence, of all that has happened, including details of:
 - Dates and times of their observations
 - Dates and times of any discussions in which they were involved
 - Any injuries
 - Explanations given by the child / adult
 - Rationale for decision making and action taken
 - Any actual words or phrases used by the child
 5. The records must be signed and dated by the author or / equivalent on electronic based records
 6. In the absence of the DSL, staff must be prepared to refer directly to C-SPA (and the Police if appropriate) if there is the potential for significant harm
- In all cases, if staff are unsure, they will always speak to the DSL.

Following a report of concerns the DSL must:

[Use the SSCP Levels of Need document](#), to decide the relevant actions to be taken.

If we suspect a child is suffering, or is likely to suffer, harm or abuse the DSL must contact the C-SPA. By sending a [Request for Support Form](#) by secure email to: cspa@surreycc.gov.uk.

If a child is in immediate danger and urgent protective action is required, the Police (dial 999) must be called. The DSL must also notify the C-SPA of the occurrence and what action has been taken made to the C-SPA and the Police if it is appropriate. If

there is not a risk of significant harm, the DSL will either actively monitor the situation or consider offering Early Help.

The DSL may seek advice or guidance from the C-SPA consultation line before deciding next steps.

When a child needs urgent medical attention and there is suspicion of abuse the DSL should take the child to the accident and emergency unit at the nearest hospital, having first notified the C-SPA. The DSL should seek advice about what action the C-SPA will take and about informing the parents, remembering that parents should normally be informed that a child requires urgent hospital attention.

The exception to this process will be in those cases of known FGM where there is a mandatory requirement for the teacher to report directly to the Police. The DSL should also be made aware.

At Addlestone Preschool we will make all attempts to discuss any concerns about a child's welfare with the family and where possible to seek their agreement before making a referral to the C-SPA. Where there are doubts or reservations the DSL should clarify with the C-SPA or the Police as to whether the parents should be told about the referral and, if so, when and by whom.

However, if it is suspected that by informing the parents will place increased risk to the child or impede a Police investigation, advice will be sought from the C-SPA and or the Police about next steps.

What happens next?

It is important that concerns are followed up and it is everyone's responsibility to ensure that they are. The member of staff should be informed by the DSL what has happened following a report being made. If they do not receive this information, they should seek it out.

If we have concerns that the disclosure has not been acted upon appropriately, we will follow Surrey's [Inter-Agency Escalation Policy and Procedure](#).

Record Keeping

At Addlestone Preschool we maintain records and obtain and share information (with parents and carers, other professionals working with the child, the Police, social services and Ofsted, as appropriate) to ensure the safe and efficient management of the setting, and to help ensure the needs of all children are met.

At Addlestone Preschool we record any concerns about a child's welfare or safety in a designated file in the office filing cabinet. This record will include the child's words and factual information. A body map will be completed if injuries are observed.

The record will always be signed and dated by the person making the report and will be shared immediately with the DSL. If there is an immediate concern the member of staff will discuss the concern with the DSL first to ensure the safety of the child and then will complete the report after.

The DSL will record any discussions, decisions, and reasons for those decisions on the child's Safeguarding and Child Protection file.

Retention and destruction: records are kept in a child's individual file, in a secure filing cabinet, that is locked and accessed only by the DSL. Records are retained for a period of seven years.

Information sharing and managing the Child Protection file

At Addlestone Preschool we ensure:

Safeguarding and Child Protection files are kept up to date. Information will be kept confidential and stored securely. Safeguarding and Child Protection concerns, and referrals will be kept in a separate Child Protection file for each child.

The file is only accessed by trained staff who need to see it and where the file or content within it is shared, in line with information sharing advice.

Where children leave the setting (including in year transfers) the DSL will ensure their Safeguarding and Child Protection file is transferred to the new setting or school as soon as possible, and within 5 days for an in-year transfer or within the first 5 days of the start of a new term. This should be transferred separately from the main pupil file, ensuring secure transit, and confirmation of receipt should be obtained. Receiving settings and schools should ensure key staff such as DSLs and SENCOs are aware as required.

If the setting is unable to locate the new setting/school the file will be kept until the child is 25 (this is seven years after they reach the school leaving age) (Information and Records Management Society (IRMS), 2019).

Confidentiality and Information Sharing

At Addlestone Preschool 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](#).

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 GDPR 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.

Information will be shared with staff within the setting who ‘need to know’.

Relevant staff have due regard to GDPR principles which allow them to share (and withhold) information.

All staff must be aware that they cannot promise a child to keep secrets which might compromise the child’s safety or wellbeing.

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.

Addlestone Preschool’s trained Data Protection Officer (DPO) is Melanie Osborn. It is a requirement by the General Data Protection Regulations (GDPR) to ensure that our setting is compliant with all matters relating to confidentiality and information sharing.

Safeguarding Children with Additional Needs and Disabilities

At we acknowledge that children with additional needs or disabilities can face additional safeguarding challenges. These can include:

- Assumptions that indicators of possible abuse such as behaviour, mood and injury relate to the child's condition without further exploration
- These children being more prone to peer group isolation or bullying (including prejudice-based bullying) than other children
- The potential for children with additional needs and disabilities or certain medical conditions being disproportionately impacted by behaviours such as bullying, without outwardly showing any signs
- Communication barriers and difficulties in managing or reporting these challenges.

The DSL will work closely with the SENDCO to plan support as required.
(See *SEND Policy for procedures supporting children with additional needs and disabilities*).

Inappropriate Adult behaviour

Providers must train all staff to understand their safeguarding policy and procedures, and ensure that all staff have up to date knowledge of safeguarding issues.

Training made available by the Pre-school will enable staff to identify signs of possible abuse and neglect at the earliest opportunity, and to respond in a timely and appropriate way. These may include:

- Significant changes in children's behaviour ;
- Deterioration in children's general well-being;
- Unexplained bruising, marks or signs of possible abuse or neglect;
- Bruising in a child not independently mobile (Any child who is not yet crawling, bottom shuffling, pulling to stand, cruising or walking independently: includes all children under 6 months even if they are rolling, or children with significant disabilities resulting in immobility) should raise suspicion of maltreatment and should result in an immediate referral to Children's Services;
- Children's comments which give cause for concern;
- Any reasons to suspect neglect or abuse outside the setting, for example in the child's home; and/or
- Any reasons to suspect genital mutilation; physical and /or behavioural signs;
- Inappropriate behaviour displayed by other member of staff, or any other person working with the children. For example, inappropriate sexual comments; excessive one-to-one attention beyond the requirements of their usual role and responsibilities; or inappropriate sharing of images

Addlestone Preschool will have regard to the Government's statutory guidance 'Working Together to Safeguard Children'. If we have concerns about children's safety or welfare, we will notify agencies with statutory responsibilities without delay. This means the local children's social care services and, in emergencies, the police.

Actions Resulting From Causes for Concern in Children:

Concern might arise through signs of physical abuse, emotional abuse, neglect or sexual abuse.

Whenever worrying changes are observed on arrival at Pre-school or later in a child's behaviour, physical condition or appearance parents/carers will be advised by the DSL of our concern and asked for an explanation (Unless if sharing information may put the child at risk of significant harm).

An accurate record of the concern will be made by staff which will include the name, address and age of the child, together with objective observations (which will be timed, dated and signed by staff) stating the appearance and behaviour and where possible the exact words spoken by the child.

Such records will be kept in a separate book and only accessed by the Supervisor, key worker, other staff as appropriate, or Ofsted.

If an unacceptable explanation is given, or concerns continue, the DSL must inform the Surrey Children's SPA on 0300 470 1900 giving any necessary information.

Pre-school will take care and effort in order to build a trusting and supportive relationship between families, staff and volunteers within the group.

Where abuse at home is suspected Pre-school will continue to welcome the child and their family while investigations proceed.

Refer, also to 'No Smoking, Alcohol or Drugs Policy' regarding parents/carers under the influence of drugs or drink.

Actions Resulting From Allegations of Abuse by Staff

In the event of an allegation of abuse or neglect against a member of staff the Pre-school will act as follows:

- All allegations will be taken seriously and investigated promptly by the DSL.
- If an allegation is made against the DSL, the committee chairperson will take charge of proceedings, working together with Preschool's Chairperson.
- The allegation will be reported to The Complaints Investigations and Enforcement Team at Ofsted (08456 404040) within 14 days. The Local Authority Duty Officer number is 0300 123 1650 (option 3).
Email: LADO@surreycc.gov.uk
- A record of the allegation will be made, together with statements from adults.
- Staff may seek legal advice, either independently or through a professional association.
- Staff may seek support from the Pre-school Learning Alliance and their legal associates 'Lawcall'.
- Depending on the nature of the allegation, staff or helpers may be suspended until the matter is resolved.
- Pre-school will liaise with and follow the advice of Social Services and Ofsted.

Physical Intervention

When a child is endangering him/herself or others physical intervention may be required. (Refer to 'Behaviour Management Policy'). Staff may only use physical intervention as a last resort. At all times it must be the minimal force necessary to prevent injury to the child and/or another person, serious damage to property or serious disruption to the learning of others. Such events will be recorded and signed.

Transition to School

On transition to school all relevant information will be shared with the receiving setting – i.e. Surrey Learning Journey (Ann Locke, IEPs, Observation's – if applicable).

Whistle Blowing

Whistle –blowing is a term used where staff believe that people they work with are behaving in a way that seems wrong or have a serious concern about an aspect of service and will be doing their duty and acting in the public interest by speaking out. These concerns could be:

- a criminal offence
- a breach of legal obligations
- a danger to the health and safety of any individual
- damage to the environment
- deliberate covering up of information tending to show any of the above

Workers are protected under the Public interest disclosure act of 1998, however, malicious or frivolous allegations would result in disciplinary action being taken against them.

To raise a concern the first step would be to inform the manager of Addlestone Pre-school. If this would be detrimental to the concern then the next course of action would be to inform the chairperson of the Pre-school committee and inform Surrey county council early years and childcare service.

All concerns would be treated in confidence and the identity of the staff member who raised the concerns would be protected unless subsequent enquiries makes this untenable.

Action: Addlestone Pre-School will respond to any concerns raised and after initial inquiries, decide whether any action should be taken. If, however, urgent action needs to be taken before any investigation is conducted, this will be carried out. Staff will be told how the pre-school has dealt with the concern within ten working days of the concern being brought to Addlestone Pre-School's attention.

How to raise a concern: Concerns can be raised verbally and in writing. If writing a written report, then the background of the concern, names, dates places and the reason for making the report should be given.

The Whistle blowing hotline number is: 0300 123 3155 or email whistleblowing@ofsted.gov.uk

Staff are encouraged to use an external, independent and confidential service provided by Navex Global, who can be contacted on their freephone helpline number 0800 069 8180 and through the [Navex Global web pages](#).

The NSPCC whistleblowing helpline is also 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 their setting. 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

Use of Mobile Phones in the setting

The Pre-School only allow staff to use their mobile phones during their own time (e.g. Lunch breaks), this would be in the kitchen or off of Pre-School grounds and they would not be authorised to use them in the room with the children or if they were working in a session. The staff's next of kin's have the contact details of the Pre-School in case of emergencies and will call if the staff members if they need to be contacted. This is to Safeguard the children and illuminate any risk of allegations. However, if an allegation is made, the manager and chair of the committee would be asked to conduct a full investigation and report findings accordingly.

There will be a mobile phone issued for the use in emergencies or on outings which will have no camera facility and only be used for Pre-School activities.

(see also mobile phone policy)

Use of tablets in the setting

Staff will have access to the preschool tablets and each staff member will be allocated a secure log in, which they are to keep private. The tablets are only to be used on the premises and for the purposes of preschool activities.

Photographs and typed observations are taken for the purpose of recording a child/group of children participating in activities or celebrating their achievements. They are an effective form of recording their progression in the Early Years Foundation Stage.

Staff are to record their observations using the Tapestry system only. This system is currently only accessed by staff. Parents may be shown printed copies of their own child's progression at parent meetings.

It is essential that photographs are taken and stored appropriately to safeguard the children in our care. Only the designated Addlestone Pre-school tablets/cameras are to be used to take any photos within the setting.

E-Safety

At Addlestone Pre-school we recognise the immense value information and communication technology (ICT) plays in the learning and development of children, we acknowledge that it must be used safely, in that the potential risks involved should not be ignored.

The preschool endeavours to ensure E-safety is assured to all users of the preschool. Our child protection officer, supported by staff and committee ensures this policy is upheld. Addlestone Pre-school trusts that all adults will respect and uphold this policy so as to maintain E-safety and prevent any potential risks occurring.

Our aims are to act responsibly and the following guidelines should be followed so we can work with children, parents and the community to ensure the safety of children and give them the very best start in life.

- Ensure all electronic communication with children, parents, carers, staff and others is compatible with your professional role and in line with the policies of the setting.
- Do not talk about your professional role in any capacity when using social media such as Facebook and YouTube.
- Do not put online any text, image, sound or video that could upset or offend anyone connected to your setting, member of the community or be incompatible with your professional role.
- Use your organisations or settings ICT systems and resources for all official business. This includes your work email address, mobile phone or photography equipment.
- Only take images of children and/or staff for professional purposes. Ensure that the parent/carer of any child under 18 has given written consent.
- Ensure that any images are represented only in a positive context and are removed from your websites when they expire.
- Do not browse, download, upload or distribute any material that could be considered offensive, illegal or discriminatory.
- Ensure that your online activity, **both in work and outside**, will not bring your organisation or professional role into disrepute.
- You have a duty to report any E-Safety incident which may impact on you, your professionalism or your organisation.

E-Safety for children

We aim to ensure the children at Addlestone Preschool learn the foundations of safe online behaviour. Children are naturally curious in understanding the world we live in; it is our responsibility to enable them to do so, including helping them to recognise the value of technology and use it safely. Role modelling safe use of the internet is part of our everyday practice.

When we use tablets, the interactive table or laptop directly with the children staff will role model the positive use of technology.

Staff will minimise risk by:

- Check apps, websites and search results before using them with children.
- Children will always be supervised when accessing the internet.
- Ensure safety modes and filters are applied.
- Role model safe behaviour and privacy awareness. Talk to children about safe use, for example ask permission before taking a child's picture even if parental consent has been given.
- Check privacy settings to make sure personal data is not being shared inadvertently or inappropriately.

For more information and practical advice, access the Childnet 'Educators pack for online safety awareness': www.childnet.com/resources/educators-pack-for-online-safetyawareness

Staff are also aware of the risks that could be posed to children because of the online behaviour of their parents/carers;

- this could include oversharing information about their children (or other children) online,
- children at risk due to their own personal vulnerabilities, for example they may be at risk of exposure to radicalisation.
- children could be neglected because of their parents or carers overuse of the internet, or because of parents or carers failing to safeguard them online.

Staff will follow the safeguarding procedures set out in this document should they feel a child is at risk.

See also useful links document for online safety (located on the Safeguarding board/folder within preschool).

Babysitting

This policy has been implemented to provide clarification of some points regarding private babysitting arrangements between staff and parents/carers.

Implementation

- The Pre-school will not be responsible for any private babysitting arrangements or agreements made between staff members and third parties i.e. parents, committee members or suppliers and associates.
- The management team must be advised if a private arrangement has been made between a staff member and a person associated with the pre-school.
- Out of hours babysitting arrangements must not interfere with a staff members' employment at the Pre-school.
- Confidentiality by staff with regard to other staff, children, families and associates of the Pre-school must be adhered to and respected at all times.
- The Pre-school will not be held responsible for any health and safety or other issues that may arise from these private arrangements.
- No member of staff will take a child away from the setting unless they are a named person on the child's records.

Private Fostering Arrangements

A private fostering arrangement occurs when someone other than a parent or close relative cares for a child for a period of 28 days or more, with the agreement of the child's parents. It applies to children under the age of 16 years old or 18 years old if the child is disabled.

Looked After Children by the local authority or those who are placed in residential school/colleges, children's homes or hospitals are not considered to be privately fostered.

Private fostering occurs in all cultures and children may be privately fostered at any age.

Addlestone Preschool recognises that most privately fostered children remain safe and well but are aware that safeguarding concerns have been raised in some cases. Therefore, all staff are alert to possible safeguarding issues, including the possibility that the child has been trafficked into the country.

By law, a parent, private foster carer or other persons involved in making a private fostering arrangement must notify Children's Social Care immediately. However, where a member of staff becomes aware that a child may be in a private fostering arrangement, they will raise this with the DSL and the DSL will notify the C-SPA immediately.

Looked After Children

The most common reason for children becoming looked after is because of abuse and neglect.

Addlestone Preschool will ensure that staff have the necessary skills and understanding to keep looked after children safe. Appropriate staff have information about a child's looked after legal status and care arrangements, including the level of authority delegated to the carer by the authority looking after the child and contact arrangements with birth parents or those with parental responsibility.

The DSL will have the appropriate level of training to equip them with the knowledge and skills to undertake their role.

The DSL will have details of the child's social worker and the name and contact details of [Surrey County Council's Head of Virtual School](#).

Terrorism and Security

As stated in the Counter Terrorism and Security Act, *"have due regard to the need to prevent people from being drawn into terrorism"*, we recognise that as an Early Years Provider we have a duty to have control measures in place relating to this act. If any concerns arise about families leaving the country or long term/frequent absences (please see also our non-attendance policy) they must be reported to the Manager/Deputy Manager who will call 101 if deemed necessary.

Prevent

[The Prevent Duty for England and Wales \(2015\)](#) under section 26 of the [Counter Terrorism and Security Act 2015](#) places a duty on education and other children's services to have due regard to the need to prevent people from being drawn into terrorism.

Staff at Addlestone Preschool are clear that exploitation of vulnerable children and radicalisation should be viewed as a safeguarding concern.

Staff receive training to help identify early signs of radicalisation and extremism.

Opportunities are provided in the curriculum to enable children to discuss issues of religion, ethnicity and culture. The setting promotes and embeds the fundamental British value in the setting through activities and within policies.

The committee and the DSL will assess the level of risk within the setting and put actions in place to reduce that risk. Risk assessment may include, [due diligence checks for external speakers and private hire of facilities](#), anti-bullying policy and other issues specific to the setting's profile, community and philosophy.

When any member of staff has concerns that a child may be at risk of radicalisation or involvement in terrorism, they should speak with the DSL in the first instance. They should then follow the safeguarding procedures and refer cases by e-mail to

preventreferrals@surrey.pnn.police.uk following the [Prevent referral form](#). 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.

Female Genital Mutilation (FGM)

Female Genital Mutilation (FGM) is illegal in England and Wales under the FGM Act (2003). It is a form of child abuse and violence against women. [A mandatory reporting duty requires teachers to report 'known' cases of FGM in under 18s](#), which are identified in the course of their professional work, to the Police.

The duty applies to all persons in Addlestone Preschool who are employed or engaged to carry out 'teaching work', whether or not they have qualified teacher status.

The duty applies to the individual who becomes aware of the case to make a report. It should not be transferred to the DSL; however, the DSL should be informed.

If a staff member is informed by a girl under 18 that an act of FGM has been carried out on her or observes physical signs which appear to show that an act of FGM has been carried out on a girl under 18 and they have no reason to believe the act was necessary for the girl's physical or mental health or for purposes connected with labour or birth, the teacher should personally make a report to the Police force in which the girl resides by calling 101. The report should be made immediately.

Staff at Addlestone Preschool are trained to be aware of risk indicators of FGM.

Concerns about FGM outside of the mandatory reporting duty should be reported using the setting's procedures. Staff should be particularly alert to suspicions or concerns expressed by female children about going on a long holiday during the summer holiday.

There should also be consideration of potential risk to other girls in the family and the wider community. Where there is a risk to life or likelihood of serious immediate harm the teacher should report the case immediately to the Police, including dialling 999 if appropriate.

There are no circumstances in which a member of staff should examine a girl. To discuss concerns call the FGM Helpline: 0800 028 3550

Forced Marriage

A forced marriage is a marriage in which one or both people do not (or in cases of people with learning disabilities cannot) consent to the marriage but are coerced into it. Coercion may include physical, psychological, financial, sexual and emotional pressure. It may also involve physical or sexual violence and abuse.

Forced marriage is recognised in the UK as a form of violence against women and men, domestic/child abuse and a serious abuse of human rights. Since June 2014 forcing someone to marry has become a criminal offence in England and Wales under the [Anti-Social Behaviour, Crime and Policing Act 2014](#).

A forced marriage is not the same as an arranged marriage which is common in many cultures. The families of both spouses take a leading role in arranging the marriage but the choice of whether or not to accept the arrangement remains with the prospective spouses.

Following [Forced marriage guidance](#) staff should never attempt to intervene directly or through a third party. Contact should be made with the C-SPA and/or the Forced Marriage Unit 200 7008 0151

Honour-based abuse

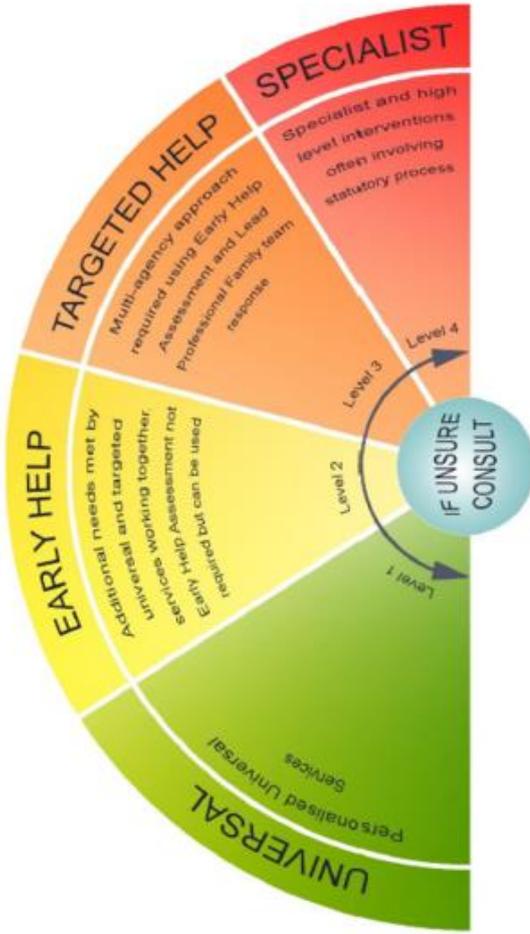
Honour based abuse (HBA) can be described as a collection of practices, which are used to control behaviour within families or other social groups to protect perceived cultural and religious beliefs and/or honour. Such violence can occur when perpetrators perceive that a relative has shamed the family and/or community by breaking their honour code.

Honour based abuse might be committed against people who:

- become involved with a boyfriend or girlfriend from a different culture or religion.
- want to get out of an arranged marriage; become involved with a boyfriend or girlfriend from a different culture or religion.
- want to get out of an arranged marriage.
- want to get out of a forced marriage
- wear clothes or take part in activities that might not be considered traditional within a particular culture

It is considered a violation of human rights and may be a form of domestic and/or sexual abuse.

The Surrey Effective Family Resilience Windscreen



Phone: 0300 470 9100

Email: csmash@surreycc.gov.uk or csmash@surreycc.gcsx.gov.uk for confidential referrals

Universal:	Early Help:	Targeted Help:	Specialist:
Children and young people who make good overall progress in most areas of development and receive appropriate universal services, such as health care and education. They may also use leisure and play facilities, housing or voluntary sector services.	Children and young people whose needs require some extra support. A single universal or targeted service or two services are likely to be involved; these services should work together. A Team Around the Family meeting to share information and agree an Early Help Plan to support the child and family is helpful. No need for specialist services.	Vulnerable Children. Children and young people whose needs are more complex. This refers to the range, depth or significance of the needs. A number of these indicators would need to be present to indicate need at Level 3. More than one service is involved, using a Team Around the Family approach, Early Help Plan and a Lead Practitioner to co-ordinate multi-agency support. Targeted Early Help can support at this level.	Children and young people whose needs are complex and enduring and cross many domains. More than one service is normally involved, with a co-ordinated multi-agency approach and a Lead Professional, commonly in a non-statutory role. At times statutory intervention may be required.

<https://www.surreyscb.org.uk/>

<https://www.surreycc.gov.uk/people-and-community/family-information-service>

Appendix 1 Terminology

Safeguarding and promoting the welfare of children is defined as:

- protecting children from maltreatment;
- preventing impairment of children's health or development;
- ensuring that children grow up in circumstances consistent with the provision of safe and effective care;
- taking action to enable all children to have the best outcomes.
- Preventing impairment of children's mental or physical health or development.

Child Protection is a part of safeguarding and promoting welfare. It refers to the activity that is undertaken to protect specific children who are suffering, or are likely to suffer, significant harm.

Early Help means providing support as soon as any needs emerge or are identified at any point in a child's life.

Staff refers to all those working for or on behalf of the setting, full or part time, temporary or permanent, in either a paid or voluntary capacity.

Child(ren) includes everyone under the age of 18. On the whole, this will apply to pupils of our setting; however the policy will extend to visiting children and students from other establishments.

Parents refers to birth parents and other adults who are in a parenting role, for example step-parents, foster carers and adoptive parents.

Social Care refers to Children's Services in the area in which the child is resident, unless a child is a Child Looked After then this will be the Children's Services in their home authority.

MAP refers to the Surrey Multi-Agency Partnership.

C-SPA refers to the Children's Single Point of Access.