

**Downham Market Children’s Centre**

**Snape Lane**

**Paradise Road**

**Downham Market**

**Norfolk PE38 9JE**

**CHILD PROTECTION POLICY (SAFEGUARDING Children)**

Clackclose Preschool is a registered charity committed to safeguarding and promoting the welfare of children and young people and expects all practitioners to share this commitment.

**Designated Person (Safeguarding Lead Practitioner (SLP))**

The Safeguarding Lead Practitioner (SLP) at Clackclose Pre-School is Jayne Buchan.

**Aims**

The aims of this policy include: -

 To ensure every child who attends the setting is safe and protected from harm

 To ensure all those working in the setting, either paid or unpaid, have a clear understanding of the legal responsibility to safeguard and promote the welfare of all children

 To ensure parents/carers have a clear understanding of the legal responsibilities relating to safeguarding and promoting the welfare of all children

 To prevent impairment of health or development

 To enable children to have optimum life chances and enter adulthood successfully

**Setting Ethos**

Practitioners and volunteers will aim to be positive role models in their interactions with children within the Preschool.

Practitioners and committee members will build up a good relationship with parents and carers. Practitioners and volunteers can support and advise parents/carers on relevant issues such as sleep patterns etc. Parents/carers need to know that the Preschool has a duty to report any concerns about the welfare of all children. Parents/carers need to know that if they have any concerns regarding the welfare of a child that they can speak to a practitioner.

Practitioners and committee members (trustees) will build up and maintain good contacts with Health Visitors, Local schools, the local Children’s Centre, King’s Lynn and West Norfolk Borough Councils Help Hub and Children’s Services so that advice and support is easily available if needed.

The Practitioner will get to know the children in their care well, so that any change in the child’s behaviour will be noticed. Children will be encouraged to develop independence through adult support. They should be enabled to name their feelings and encouraged to express them, this will build self-confidence.

Practitioners and volunteers should avoid being alone with individual children in the Preschool. This is to safeguard themselves from suspicions of abuse.

The practitioners and volunteers will have training in the signs and symptoms of child abuse. They will seek further advice and training where appropriate.

**Confidentiality (See also Confidentiality Policy)**

The Preschool acknowledges that the children's records may contain sensitive information about that child, the family and their situation. Whilst this information is needed by the Preschool it should not come into the public eye. To ensure that all using the Preschool can do so with confidence, we will respect confidentiality in the following ways: -

Parents/carers will have access to any records relating to their child(ren) but will not have access to those of any other child. All confidential records will be kept securely within the Preschool. If a parent/carer requires access to their children's records they should request this in writing in accordance with the Confidentiality and Data Protection Policy.

Whenever worrying changes are observed in a child's behaviour or appearance, a specific and confidential record will be formed.

Practitioners will not discuss any child or parent/carer, other than for purposes of planning or group management.

Information given by parents/carers to practitioners will not be passed on to any other person without permission or written consent where appropriate (except where there is a safeguarding concern).

Any student on placement will be advised of this confidentiality policy and will be required to respect it.

**Procedures**

All practitioners and student volunteers will receive an induction into the settings safeguarding arrangements, policy and practice. All practitioners have a copy of the Policy.

All parents will receive a copy of the Safeguarding Policy either in the brochure or at their child’s Open Afternoon. All policies are available on request from practitioners or on the website. Information regarding safeguarding children is also available on the parent/carer notice board.

Prior to their child starting Pre-school parents will be asked to fill in forms giving us details of their child, their likes/dislikes, family, pets and favourite toys etc.

**Information Sharing**

If the pre-school has concerns for a child regarding Safeguarding, a separate child protection file is created. When the child moves on to another setting, we share a photocopy of the file and keep the original. Where possible the file is hand delivered. When this is not possible it is sent by recorded post where the receiver has to sign to confirm receipt of the file and that they will maintain the data in accordance with GDPR. The transfer record contains the details of our setting and the person delivering the files as well as the details of the setting and the person receiving the file. A copy of the document is stored with the original file maintained by the setting and a copy is left with the receiver.

<https://ico.org.uk/for-organisations/advice-for-small-organisations/whats-new/blogs/data-protection-tips-for-early-years-settings/>

**Roles and Responsibilities**

|  |  |  |  |
| --- | --- | --- | --- |
| **Role in Setting** | **Name** | **Responsibilities** | **Contact Details** |
| Governing body | Rachel Whitehead Joanne Brown Mandy Seales | Support SLP in their role and ensure procedures are followed when recruiting any practitioners and where an allegation is made against a practitioner. | 01366 385067 / 01366 321274 / 07483 335690 |
| Manager/ supervisor | Jayne Buchan | Duty of care to keep children safe and protected from harm and ensure all policies are followed. | 01366 385067 / 01366 321274 / 07483 335690 |
| Deputy Manager | Sara Bragg | Duty of care to keep children safe and protected from harm and ensure all policies are followed. | 01366 385067 / 01366 321274 / 07483 335690 |
| Safeguarding Lead Practitioner (SLP) | Jayne Buchan | Duty of care to keep children safe and protected from harm and ensure all policies are followed. | 01366 385067 / 01366 321274 / 07483 335690 |
| Deputy Safeguarding Lead Practitioner | Sara Bragg | Duty of care to keep children safe and protected from harm and ensure all policies are followed. | 01366 385067 / 01366 321274 / 07483 335690 |
| Pre-School Practitioners | Samantha Nash  Danielle Gardner  Demelzer Haycock  Leanne Lydon  Poppy Buchan  Emma Cocksedge  Hayley Aldrich | Duty of care to keep children safe and protected from harm and ensure all policies are followed. | 01366 385067 / 01366 321274 / 07483 335690 |

**Training**

Clackclose Pre-School is committed to ensuring all practitioners undertake appropriate training in line with NSCB guidance and their role and to ensure that all training is kept up to date.

Practitioners will seek further advice and training where appropriate. The Designated Person and their Deputies will have training in Early Years Safeguarding for the Lead Practitioner. All other practitioners will have training in Safeguarding. Any training will be updated every 3 years. All volunteers will be given an introduction to safeguarding.

Practitioners have regular opportunities to talk about the settings policies and procedures during monthly practitioners meetings, termly Committee Meetings and during supervision meetings. The SLP keeps all practitioners informed of any updates.

**Parents/Carers**

Clackclose Pre-School is committed to working in partnership with parents/carers and ensures parents/carers are made aware of their duty to promote the protection of children through the following information: -

 Pre-School Brochure

 Policies and Procedures

 News letters

 Parents Notice Board

 Open Afternoons

**Accidents at Pre-school**

Clackclose Preschool will fill out an accident report, to include details of how the accident happened, any injury sustained and action taken and will inform the parents/carers at the end of the session asking them to sign the report. If the child’s parent is not collecting, the manager or deputy manager will contact them on the telephone before the end of the session and ask the person who is collecting them to sign the form on the parents behalf.

The accident reports are always kept in a locked filing cabinet in accordance with the Confidentiality and Data Protection Policy.

**Accidents at Home**

Parents should inform the Preschool when a child has had an accident at home explaining any injury sustained. Practitioners will record this using an Existing Injuries form asking the parents to ensure details are accurate before signing it.

The Existing Injuries records are always kept in a locked filing cabinet in accordance with the Confidentiality and Data Protection Policy.

If a safeguarding concern arises following any reports of accidents at home, a Recording Form for Safeguarding Concerns will be completed and used in the best interests of the safety of the child.

**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.

 **Neglect**

Neglect is the ongoing failure to meet a child’s basic physical and/or psychological needs, likely to result in the serious impairment of the child’s health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to: -

 provide adequate food, clothing and shelter (including exclusion from home or abandonment)

 protect a child from physical and emotional harm or danger

 ensure they get love, care and attention from their parents

 ensure access to appropriate medical care or treatment

It may also include neglect of, or unresponsiveness to, a child’s basic emotional needs.

Signs and indications of neglect include: -

* Poor appearance and hygiene
* Health and development problems
* Housing and family issues
* Changes in behaviour – becoming withdrawn, anxious, clingy, depressed, aggressive
* Changes in eating habits
* Problems sleeping, nightmares or bed wetting
* Eating disorders
* Misses school
* Obsessive behaviour

<https://norfolklscp.org.uk/people-working-with-children/nscp-priorities> -

 **Sexual Abuse**

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities 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 of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways of grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

**Child Sexual Exploitation**

Child sexual exploitation is a type of sexual abuse. Children in exploitative situations and relationships receive something such as gifts, money or affection as a result of performing sexual activities or others performing sexual activities on them. Children or young people may be tricked into believing they are in a loving relationship. They may be groomed online. Child sexual exploitation is a hidden crime. Young people can often trust their abuser and don’t understand that they’re being abused. They may depend on their abuser or be too scared to tell anyone what is happening.

Signs and indications of sexual abuse: -

* Shows sexual behaviour that’s inappropriate for their age
* Use of sexual language or know information that you wouldn’t expect them to
* Anal or vaginal soreness
* An unusual discharge
* Changes in behaviour – becoming withdrawn, anxious, clingy, depressed, aggressive
* Changes in eating habits
* Problems sleeping, nightmares or bed wetting
* Eating disorders
* Misses school
* Obsessive behaviour

 **Physical Abuse**

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.

Signs and indications of physical abuse: -

* Bruises – on the head, ear, neck or soft areas such as the abdomen, back and buttocks, defensive wounds on the forearm, hands or feet, clusters of bruises on upper arm, thigh or body, bruises in the shape of a hand or object
* Burns or scalds
* Bite marks
* Fractures or broken bones
* Other injuries and health problems – scarring, effects of poisoning such as vomiting, drowsiness or seizures, respiratory problems from drowning, suffocating or poisoning
* Changes in behaviour – becoming withdrawn, anxious, clingy, depressed, aggressive
* Changes in eating habits
* Problems sleeping, nightmares or bed wetting
* Eating disorders
* Misses school
* Obsessive behaviour

 **Emotional Abuse**

Emotional abuse is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child’s emotional development, It may involve conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or ‘making fun’ of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the childs developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. Some level or emotional abuse is involved in all types or maltreatment of a child, though it may occur alone.

Signs and indications of emotional abuse: -

* Overly-affectionate towards strangers or people they haven’t known very long
* Lack confidence or become wary or anxious
* Do not appear to have a close relationship with their parent
* Be aggressive towards other children and/or animals
* Changes in behaviour – becoming withdrawn, anxious, clingy, depressed, aggressive
* Changes in eating habits
* Problems sleeping, nightmares or bed wetting
* Eating disorders
* Misses school
* Obsessive behaviour
* **Domestic Abuse**

Domestic abuse is any type of controlling, bullying, threatening or violent behaviour between people in a relationship. It isn’t just physical violence – domestic abuse includes emotional, physical, sexual, financial or psychological abuse. Witnessing domestic abuse is child abuse.

Signs and symptoms of domestic abuse

* Aggressive behaviour
* Anti-social behaviour
* Depression or anxiety
* Progress at school may be affected
* Changes in behaviour – becoming withdrawn, anxious, clingy, depressed, aggressive
* Changes in eating habits
* Problems sleeping, nightmares or bed wetting
* Eating disorders
* Misses school
* Obsessive behaviour
* **Bullying and Cyberbullying**

Bullying is behaviour that hurts someone else – such as name calling, hitting, pushing, spreading rumours, threatening or undermining someone. It can happen anywhere – at school at home or online. It’s usually repeated over a long period of time and can hurt a child both physically and emotionally.

Signs and indications of bullying and/or cyberbullying: -

* Belongings getting “lost” or damaged
* Physical injuries such as unexplained bruises
* Being afraid to go to school
* Being nervous, losing confidence or becoming distressed and withdrawn
* Bullying others
* **Child Trafficking**

Child trafficking is a type of child abuse. Children are recruited, moved or transported and then exploited, forced to work or sold. Children are trafficked for child sexual exploitation, benefit fraud, forced marriage, domestic servitude, forced labour, criminal activity etc.

Signs and indications of child trafficking: -

* Spends a lot of time doing chores
* Rarely leaves the house and has no time for playing
* Is orphaned or living apart from their family
* Lives in substandard accommodation
* Not registered with a GP
* **Online Abuse**

Online abuse is any type of abuse that happens on the web, whether through social networks, playing on line games or using mobile phones. Children and young people may experience cyberbullying, grooming, sexual abuse, sexual exploitation or emotional abuse. Children are at risk from people they know as well as from strangers. On line abuse may be part of abuse that is happening in the real world.

Signs and indications of online abuse: -

* Spent lots, much more or much less time online, texting, gaming or using social media
* Withdrawn, upset or outraged after using the internet or texting
* Become secretive about who they are talking to and what they’re
* **Female Genital Mutilation (FGM)**

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 is dangerous and a criminal offence. There are no medical reasons to carryout FGM.

Signs and indications of FGM: -

A girl at immediate risk of FGM may not know what’s going to happen. But she might talk about or you may become aware of: -

* A long holiday abroad or going ‘home’ to visit family
* An older female relative visiting the UK, a special visitor, relative or cutter visiting from abroad
* A special occasion or ceremony to ‘become a woman’ or get ready for marriage
* A female relative being cut
* **Forced Marriage**

A forced marriage is where one or both people do not or cannot consent to the marriage and pressure or abuse is used to force them into marriage. We also recognise there is a clear distinction between a marriage in which both parties are willing and able to give informed consent to. Forced marriage is a criminal offence. Forced marriage is not the same as an arranged marriage which is common in some cultures, where 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. It is also when anything is done to make someone marry before they turn 18, even of there is no pressure or abuse. Coercion may include physical, psychological, financial, sexual, and emotional pressure. It may also involve physical or sexual violence and abuse.

**Safer Working Practice**

The duty of care to ensure the safety of all children in the setting is placed on all adults whether paid or unpaid.

All practitioners and parents/carers are required to adhere to all Pre-School Policies and Procedures.

**Responding Appropriately to Suspicions of Abuse**

Practitioners will check with parents/carers to seek explanations for unexplained bruises, marks and changes in behaviour. If there is any cause for concern the SLP and the Chairperson are to be informed. In the event of the SLP being absent then the Deputy SLP should be informed.

If the SLP is concerned that there may be a problem or is certain there is a problem then they must call the Children’s Advice and Duty Service (CADS) on 0344 800 8021. The matter must always remain confidential and should not be discussed in front of anyone. Practitioners will be informed on a need to know basis.

If sexual abuse is suspected the practitioners are advised not to question the parent/carer or child, but to seek immediate professional advice by calling CADS.

Anybody whether Practitioner, parent or carer, may seek advice and support from CADS.

Please see the attached procedure for reporting concerns. This is also displayed on the parent/carer noticeboards and the noticeboards in the offices.

**Accidents Resulting in Medical Attention**

Any injuries to a child during a session that result in medical attention will be reported to Ofsted, where necessary.

**Intimate Care (Also see Nappy Changing Policy)**

It is recognised that every child has the right to safety, privacy and dignity when contact of a physical nature is required. The Preschool will ensure that parents/carers, and where possible the child, are involved in making arrangements for intimate care and are informed of any issued that arise. All incidents where intimate contact is required e.g nappy changing and changing of clothes following an accident, will be recorded and parents informed at the end of the session.

**Allegations Against A Practitioner (see Whistleblowing and Managing Allegations against Adults Policy)**

The Pre-School is committed to ensuring all adults involved in the setting are committed to safeguarding children.

All practitioners are clear that they have a duty to share concerns about other practitioners and are given opportunities at staff meeting and a monthly chat with the Chairperson.

If an allegation of abuse is made against a practitioner it should be reported immediately to the SLP, or in her absence to the Deputy SLP, and the Management Committee. The LADO (Local Authority Designated Officer) should also be contacted (01603 223473). The public and out of hours number is 0344 800 8020 for contact process <https://norfolklscp.org.uk/people-working-with-children/how-to-raise-a-concern>

Ofsted must be informed. The procedure for reporting concerns about adults who work with children is also displayed on the parent/carer noticeboards and the noticeboards in the offices.

The practitioner will be removed from the situation and suspended from work whilst initial enquiries are made as to nature and seriousness of the complaint and a full enquiry has been carried out by the LADO.

**Safer Recruitment (See also Recruitment Policy)**

Prior to appointment a Disclosure and Barring Services (DBS) check will be carried out on all potential practitioners and volunteers. A record of evidence of all DBS checks is recorded in the Operational Plan. Applicants for positions within the Preschool will also be required to provide details of two referees, one of whom will be the applicant’s previous employer and the Preschool will request references.

All information for parents to include the Ofsted parents poster is clearly displayed together with the management of allegations referral process on the parents/carers notice board.

**Practitioners Ability to Work**

Practitioners are required to declare information regarding their suitability to work and any medication they are taking which may impair this suitability.

Practitioners complete Health Declarations forms once a year, but should inform the Manager immediately if their suitability to work may be affected.

Should a Practitioner fail to inform the Manager this would be dealt with under the Disciplinary and Grievance Procedure.

**Professional Conduct and Boundaries (see also Professional Conduct and Boundaries Policy)**

When using social media Practitioners should refer to the Professional Conduct and Boundaries Policy and the E-Safety Policy. Practitioners should not befriend parents / carers on social media and should never discuss anything relating to work.

Practitioners must not babysit for children attending the setting nor transport them in their car.

**Use of Photography (see also Confidentiality and Data Protection Police and E-Safety Policy)**

Written consent will be obtained from the parents before photographs are taken. Parents will be asked to give their consent for: -

 Photographs of their child to be taken for use in their Learning Story

 Photographs of their child to be taken alongside another child for use in other Learning Stories

* Photographs of their child to be taken for use in displays

A named camera / tablets will be used to take photographs in the setting and will are stored in a locked cabinet at all times when not in use. Once the photographs have been uploaded to Tapestry or printed off they are deleted from the device.

All parents/carers are informed that photos taken in the setting containing images of any other children must not be uploaded on to social networking sites.

**Parents Mobile Phones/Cameras (see also E-Safety Policy)**

No mobile phones/cameras will be used the premises. Anyone entering the preschool must leave their mobile phone/camera in their bag. Anybody seen using a mobile phone or camera must be asked to put it away immediately.

**Visitors Mobile Phones / Cameras (see also E-Safety Policy)**

Visitors attending the setting will be asked to leave their mobile phones and any cameras locked in the filing cabinet in the office. They will be returned to them as they leave.

**Practitioners Mobile phones / Cameras (see also E-Safety Policy)**

Practitioners mobile phones/cameras will be kept locked in the filling cabinet during session times. Practitioners will be discouraged from using their mobile phones during session times however if it is unavoidable, for example should an emergency arise, then the practitioners should inform the manager and they will be permitted to use the mobile phone in the Early Child and Family Support Centre’s Kitchen.

**Smart Watches / Glasses**

Smart watches and glasses will not be allowed in the setting. Any parents / staff wearing smart watches or glasses will be asked to remove them and place them in the locked filing cabinet. They will be returned to them as they leave.

**Promoting British Values and Preventing Radicalisation**

Prevent aims to stop people becoming terrorists of supporting terrorism and is part of a wider counterterrorism strategy called Contest. The prevent strategy has three objectives: -

* Challenging the ideology that supports terrorism and those who promote it
* Protecting vulnerable people
* Supporting sectors and institutions where there are risks of radicalisation

Practitioners working for an early years childcare provider are subject to a duty under section 26 of the Counter-Terrorism and Security Act 2015, in the exercise of their functions, to have “due regard to the need to prevent people from being drawn into terrorism”. This duty is known as the Prevent Duty.

To ensure we adhere to the Prevent Duty we will endeavour to: -

* Provide appropriate training for staff as soon as possible. Part of this training will enable staff to identify children who may be at risk of radicalisation.
* Promote British values
* We will build the children’s resilience by promoting fundamental British values and enable them to challenge extremist views.
* We will assess the risk, by means of formal risk assessment, of children being drawn into terrorism, including support for extremist ideas that are part of the terrorist ideology.
* We will ensure staff understand the risks so they can respond in an appropriate and proportionate way.
* We will be aware of online risk of radicalisation through the use of social media and the internet.
* Practitioners will be alert to changes in children’s behaviour which could indicate that they may be in need of help or protection (children at risk of radicalisation may display different signs or may seek to hide their views). The key worker approach means we already know our children well and so we will notice any changes in behaviour, demeanour or personality quickly.
* We will not carry out unnecessary intrusion into family life but we will take action when we observe behaviour of concern. They key worker approach means we already have a rapport with our families so we will notice any changes in behaviour, demeanour or personality quickly.
* We will build up an effective engagement with parents/carers and families
* We will assist and advise families who raise concerns with us and point them in the right direction and to the right support mechanisms.
* We will ensure that Prevent awareness training is undertaken.
* We will ensure that any resources used in Pre-School are age appropriate for the children in our care and that our staff have the knowledge and confidence to use the resources effectively.

The Prevent Let’s Talk About It booklet is displayed on the parents/carers noticeboards, the staff noticeboards and attached to this policy.

**Prevent Referrals**

Any concerns under the prevent duty should be reported to CADS in the same way as any other safeguarding concerns.

[www.norfolk-pcc.gov.uk/who-we-are/community-safety-partnership/preventing-extremism-and-radicalisation](http://www.norfolk-pcc.gov.uk/who-we-are/community-safety-partnership/preventing-extremism-and-radicalisation)

**County Lines and Preventing Child Sexual and / or Criminal Exploitation**

Criminal exploitation is also known as ‘county lines’ and is when gangs and organised crime networks groom and exploit children to sell drugs. Often these children are made to travel across counties, and they use dedicated mobile phone ‘lines’ to supply drugs.

Criminals are deliberately targeting vulnerable children, those who are homeless, experiencing learning difficulties, going through family breakdowns, struggling at school, living in care homes or trapped in poverty. These criminals groom children into trafficking their drugs for them with promises of money, friendship and status. They control children using threats, violence and sexual abuse.

Signs and indications of criminal exploitation and county lines: -

* Returning home late, staying out all night or going missing
* Being found in areas away from home
* Increasing drug use, or being found to have large amounts of drugs on them
* Being secretive about who they are talking to and where they are going
* Unexplained absence from school, college, training or work
* Unexplained money, phones, clothes or jewellery
* Disruptive or aggressive behaviour
* Unusual sexual or drug related language
* Injuries

**County Lines Referrals**

Any concerns relating to criminal exploitation or county lines should be reported to CADS in the same way as any other safeguarding concerns.

**Covid-19**

During Covid-19, we are still required to fulfil our statutory responsibilities for the safety and well-being of the children. This remains paramount and we continue to follow safeguarding procedures.

We are offering care to children of Keyworkers and those who are considered vulnerable. We are in regular contact via telephone, tapestry, and a Whatsapp group. We can also offer additional sessions to reduce safeguarding concerns for vulnerable children.

We are promoting the County Campaign; See Something, Hear Something, Say Something; with our parents. Sharing this on Tapestry and with the poster displayed on parents notice boards.

Local enquiry line 01553 669276 for information on support services available for families.

Should practitioners have any safeguarding concerns they should follow the normal procedure and report it to CADS.

Following advice from the Early Years Advice Team, we follow and carry out a ‘Covid-19 Safeguarding Considerations for Norfolk Early Years Providers’ check list on a weekly basis. A copy of this is attached with this policy.

**Other Relevant Policies**

Safeguarding children is much broader than child protection. Other relevant policies are: -

 Nappy Changing Procedure

 Safer Recruitment

 Confidentiality and Data Protection

* Observation, Assessment and Planning
* Admissions
* Key Person
* Partnership with Parents
* Maintaining the Safety of Children
* Whistleblowing and Managing Allegations Against Adults
* E-Safety

**Key Legislation and Guidance**

The key legislation and guidance that has informed this policy include: -

* Children Act 1989
* Children Act 2004
* Working together to Safeguard Children (9 Dec 2020)

 What to do if you’re worried a is child being abused (March 2015)

 Norfolk Safeguarding Children Partnership (NSCP) guidance(March 2019)

 Early Years Foundation Stage (Sept 2021)

* Counter-Terrorism and Security Act 2015 (section 26)
* General Data Protection Regulations (UKGDPR)
* Charity Commission Guidance
* Revised Prevent Duty guidance for England and Wales (April 2021)
* Awareness of the Graded Care Profile (Neglect)
* Early Years Inspection Handbook For OFSTED registered provision (Sept 2021)
* Inspecting Safeguarding in Early Years Education and skills setting (Sept 2021)

**Safeguarding Procedures**

If you have concerns regarding a child then you should follow the appropriate flow charts which can be found 1) attached to this policy, 2) on the parents/carers noticeboard and 3) on the noticeboard in the offices. The appropriate referral should be made by the SLP and should be detailed on the correct form which can be found either attached to this policy or in the Safeguarding and Early Years and Childcare folder.

All forms relating to concerns or referrals will be kept in a separate file in accordance with the Pre-School Confidentiality Policy. This information will be forwarded to the child’s new setting when they move on from the Pre-School. Children’s Services will be informed that the child has left the setting and given the details of their new setting.

If you have concerns regarding an adult working with children then you should follow the appropriate flow charts which can be found 1) attached to this policy, 2) on the parents/carers noticeboard and 3) on the noticeboard in the offices. Any referrals should be documented on the appropriate forms.

**Designated Person (Safeguarding Lead Practitioner (SLP))**

The Senior Supervisor will be the SLP responsible for this policy. The Deputy Manager will be the SLP in the event of the Senior Supervisors absence. They will be supported in this role by all practitioners and committee members. The Senior Supervisor/Deputy Manager means whoever is holding that post at the time.

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

Supervisor/Deputy

2011 – 2012 Jayne Buchan/Sara Bragg 2012 – 2013 Jayne Buchan/Sara Bragg

2013 – 2014 Jayne Buchan/Sara Bragg 2014 – 2015 Jayne Buchan/Sara Bragg

2015 – 2016 Jayne Buchan/Sara Bragg 2016 – 2017 Jayne Buchan/Sara Bragg

2017 – 2018 Jayne Buchan/Sara Bragg 2018-2019 Sonja Fysh/Sara Bragg

2019 – 2020 Sonja Fysh/Sara Bragg 2020 -2021 Sara Bragg/Jayne Buchan

2021 – 2022 Jayne Buchan/Sara Bragg

2022-2023 Jayne Buchan/Sara Bragg

2023-2024 Jayne Buchan/Sara Bragg

**Review Date: May 2025**