

06 Safeguarding children, young people and vulnerable adults policy

Alongside associated procedures in 06.1-06.10 Safeguarding children, young people and vulnerable adults, this policy was adopted by *Sandy Bears Nursery & Pre-School* on *January 2022*.

Designated person/lead for safeguarding is: Astone Richardson

Designed officer is: Laura Yates

Aim

We are committed to safeguarding children, young people and vulnerable adults and will do this by putting young people and vulnerable adult's right to be '*strong, resilient and listened to*' at the heart of all our activities.

The Early Years Alliance 'three key commitments' are broad statements against which policies and procedures across the organisation will be drawn to provide a consistent and coherent strategy for safeguarding children young people and vulnerable adults in all services provided. The three key commitments are:

1. The Alliance is committed to building 'a culture of safety' in which children, young people and vulnerable adults are protected from abuse and harm in all areas of its service delivery.
2. The Alliance is committed to responding promptly and appropriately to all incidents or concerns of abuse that may occur and to work with statutory agencies in accordance with the procedures that are set down in '*What to do if you are worried a child is being abused*' (HMG 2015) and '*No Secrets (updated by the Care Act 2014) and Working Together 2018*.'
3. The Alliance is committed to promoting awareness of child abuse issues throughout its training and learning programmes for adults. It is also committed to empowering children, young people, and vulnerable adults, through its curriculum, promoting their right to be '*strong, resilient and listened to*'.

NB: A 'young person' is defined as 16–19-year-old. In an early years setting, they may be a student, worker, or parent.

A 'vulnerable adult' (see guidance to the Care Act 2014) as: '*a person aged 18 years or over, who is in receipt of or may need community care services by reason of 'mental or other disability, age or illness and who is or may be unable to take care of him or herself, or unable to protect him or herself against significant harm or exploitation*'. In early years, this person may be a service user, parent of a service user, or a volunteer.

Key Commitment 1

- We have a 'designated person', sometimes known as the designated lead for safeguarding, who is responsible for carrying out child, young person, or adult protection procedures.

- When the setting is open but the Designated Officer is not on site, a suitably trained deputy/ leader is available at all times for staff to discuss safeguarding concerns. The designated Officer or/and Senior Officer are always available to reach via phone.
- The designated person reports to a 'designated officer' responsible for overseeing all child, young person or adult protection matters.
- The 'designated person' and the 'designated officer' ensure they have links with statutory and voluntary organisations regarding safeguarding children.
- The 'designated person' and the 'designated officer' ensure they have received appropriate training on child protection matters and that all staff are adequately informed and/or trained to recognise possible child abuse in the categories of physical, emotional and sexual abuse and neglect.
- The 'designated person' and the 'designated officer' ensure all staff are aware of the additional vulnerabilities that affect children that arise from inequalities of race, gender, disability, language, religion, sexual orientation or culture and that these receive full consideration in child, young person or adult protection related matters.
- The 'designated person' and the 'designated officer' ensure that staff are aware and receive training in social factors affecting children's vulnerability including
 - social exclusion
 - domestic violence and controlling or coercive behaviour
 - mental illness
 - drug and alcohol abuse (substance misuse)
 - parental learning disability
 - radicalisation
- The 'designated person' and the 'designated officer' ensure that staff are aware and receive training in other ways that children may suffer significant harm and stay up to date with relevant contextual safeguarding matters:
 - abuse of disabled children
 - fabricated or induced illness
 - child abuse linked to spirit possession
 - sexually exploited children
 - children who are trafficked and/or exploited
 - female genital mutilation
 - extra-familial abuse and threats

- children involved in violent offending, with gangs and county lines.
- The 'designated person' and the 'designated officer' ensure they are adequately informed in vulnerable adult protection matters.
 - The designated officer and the person who deputises for them understands LSCB safeguarding procedures, attends relevant LSCB training at least every two years and refreshes their knowledge of safeguarding at least annually.
 - We ensure all staff are trained to understand our safeguarding policies and procedures and that parents are made aware of them too.
 - All staff understand that safeguarding is their responsibility.
 - All staff have an up-to-date knowledge of safeguarding issues, are alert to potential indicators and signs of abuse and neglect and understand their professional duty to ensure safeguarding and child protection concerns are reported to the local authority children's social care team or the NSPCC. They receive updates on safeguarding at least annually.
 - All staff are confident to ask questions in relation to any safeguarding concerns and know not to just take things at face value but can be respectfully sceptical.
 - All staff understand the principles of early help (as defined in *Working Together to Safeguard Children*, 2018) and are able to identify those children and families who may be in need of early help and enable them to access it.
 - All staff understand the thresholds of significant harm and understand how to access services for families, including for those families who are below the threshold for significant harm, according to arrangements published by the LSCB or safeguarding partners in areas where the safeguarding partners have replaced the LSCB.
 - All staff understand their responsibilities under the General Data Protection Regulation and the Data Protection Act 2018, and understand relevant safeguarding legislation, statutory requirements and local safeguarding partner requirements and ensure that any information they may share about parents and their children with other agencies is shared appropriately and lawfully.
 - We will support families to receive appropriate early help by sharing information with other agencies in accordance with statutory requirements and legislation.
 - We will share information lawfully with safeguarding partners and other agencies where there are safeguarding concerns.
 - We will be transparent about how we lawfully process data.
 - All staff understand how to escalate their concerns in the event that they feel either the local authority and/or their own organisation has not acted adequately to safeguard. and know how to follow local safeguarding procedures to resolve professional disputes between staff and organisations.
 - All staff understand what Sandy Bears expects of them in terms of their required behaviour and conduct, and follow our policies and procedures on positive behaviour, online safety (including use of cameras and mobile phones), whistleblowing and dignity at work.

- Children have a key person to build a relationship with, and are supported to articulate any worries, concerns or complaints that they may have in an age appropriate way.
- All staff understand our policy on promoting positive behaviour and follow it in relation to children showing aggression towards other children.
- Adequate and appropriate staffing resources are provided to meet the needs of children.
- Applicants for posts within the setting are clearly informed that the positions are exempt from the Rehabilitation of Offenders Act 1974.
- Enhanced criminal records and barred lists checks and other suitability checks are usually carried out for staff and volunteers prior to their post being confirmed, to ensure that no disqualified person or unsuitable person works at the setting or has access to the children. If the DBS check takes longer than expected and child, staff ratios must be legally met. References for this staff member must be returned first and the staff must work only under supervision of other qualified staff. They must not change any childrens clothing or nappies, must not assist with any clothing, must not deal with toileting or hand washing, they must not enter the bathroom while children are present and must be supervised by a qualified member of staff at all times.
- Where applications are rejected based on information disclosed, applicants have the right to know and to challenge incorrect information.
- Enhanced criminal records and barred lists checks are carried out on anyone employed at Sandy Bears Nursery or volunteering on the premises.
- Volunteers must:
 - be aged 17 or over;
 - be considered competent and responsible;
 - receive a robust induction and regular supervisory meetings;
 - be familiar with all the settings policies and procedures;
 - be fully checked for suitability if they are to have unsupervised access to the children at any time.
- Information is recorded about staff qualifications, and the identity checks and vetting processes that have been completed including:
 - the criminal records disclosure reference number;
 - certificate of good conduct or equivalent where a UK DBS check is not appropriate;
 - the date the disclosure was obtained; and
 - details of who obtained it.
- All staff and volunteers are informed that they are expected to disclose any convictions, cautions, court orders or reprimands and warnings which may affect their suitability to work with children (whether received before or during their employment with us). This is covered in our supervisions and induction but it is the staff members duty to notify us before waiting for a supervision to approach.
- Staff receive regular supervision, which includes discussion of any safeguarding issues, and their performance, well-being and learning needs are reviewed regularly.

- In addition to induction and supervision, staff are provided with clear expectations in relation to their behaviour outlined in the staff handbook.
- We notify the Disclosure and Barring Service of any person who is dismissed from our employment, or resigns in circumstances that would otherwise have led to dismissal for reasons of a child protection concern.
- Security steps are taken to ensure that we have control over who comes into the setting so that no unauthorised person has unsupervised access to the children.
- Steps are taken to ensure children are not photographed or filmed on video for any other purpose than to record their development or their participation in events organised by us. Parents sign a consent form and have access to records holding visual images of their child.
- Procedures are in place to record the details of visitors to the setting. Visitors must show some form of identification before entering the building. Visitors are signed in, they must read our 'code of conduct' on arrival. Visitors (without DBS checks) must always be supervised by a member of staff and never left unattended/ unsupervised.
- Security steps are taken to ensure that we have control over who comes into the setting so that no unauthorised person has unsupervised access to the children.
- Staff use the 'spy hole' at reception entrance to see the parent/ visitor.
- Staff use the 'spy hole' to see the person. If the staff member cannot see the visitor due to light or the visitor is mistaken for someone else the staff member must explain to the visitor they must wait outside and the staff member must call for a member of the team who does know the visitor or call management to clarify. They must not let the visitor into the building until they are recognised or management have signed them in. If the visitor is from a company, we ask them to hold up their company ID badge to the 'spy hole, this must also be seen again by the member of staff when entering the building.
- When parents or visitors enter the building they must be supervised by a member of the team. The member of staff who allows the parent/ guardian into the building must stay with the parent until they leave and securely lock the door behind them. Another staff member may wish to carry out a hand over with the parent/ guardian. This is then their responsibility to supervise the parent and lock the door behind letting them back out.
- Only qualified practitioners' level 3 and above and staff who have worked at Sandy Bears Nursery + Pre-school for 6-month plus are given permission from management to answer the door, management being Harriet Edwards, Astone Richardson, Laura Yates.
- Management will inform staff of any arranged visits and what company they are coming from etc. The member of staff will then ask to see the visitors ID badge before entering.
- All new visitors must read our code of conduct and sign in before entering the premises.
- Any personal information is held securely and in line with data protection requirements and guidance from the ICO.
- We ensure that robust risk assessments are completed, that they are seen and signed by all relevant staff and that they are regularly reviewed and updated, in line with our health and safety policy.

- The designated officer and senior officer offer advice, guidance, supervision and support to the other staff and leaders to ensure they all have understanding of our SG policies.
- The designated officer will inform the senior officer at the first opportunity of every significant safeguarding concern, however this should not delay any referrals being made to children's social care, or when appropriate the LADO, Ofsted or Riddor.
- Staff would contact the Police immediately if a known abuser was wanting to access the setting from outside or threatening in any manner. Staff where necessary are made aware confidentially of any known abuser which could potentially cause any harm to a child or adult or who has previously been convicted of abuse. Staff treat this information sensitively and professionally. Staff are made aware of this information to prevent the known abuser from coming into the organisation, this also includes employees or volunteers at any level.
- Safeguarding is the responsibility of every person undertaking the work of the organisation in any capacity.
- The safeguarding lead or officer would contact our Local Authority (LADO) when dealing with allegations of abuse against a member of staff, or any other person undertaking work whether paid or unpaid for the organisation, where there is an allegation of abuse or harm of a child.
- If the concern is about quality of care or practice and complaints, depending on the individual case management would contact LSCB or/ and our regulatory body (Ofsted).
 - **OFSTED- 0300 123 1231**
 - **LADO- 01606288931 (Cheshire West) 01270685904 (Cheshire East)**
 - **IART/ LSCB - 0300 123 7047 (Cheshire West) 03001235012 (Cheshire East)**
 - **Anti Terror Hotline- 0800 0324539**
 - **Emergency Duty Team - 01244 979277 (Cheshire West) 0300 1235022 (Cheshire East)**
- Staff follow guidance from our Local Authorities and ensure procedures are all up to date when reporting possible abuse of children or a young person in the setting.
- Safeguarding officers and Leads are well trained to enable them to make the correct judgement where a child may meet the s17 definition of a child in need (Children Act 1989) and/or where a child may be at risk of significant harm. The lead and Officer ensure staff are able to make decisions about appropriate referrals and able to recognise when early interventions are required, using local published threshold documents.
- Our staff recognise children and families who may benefit from early help and can respond appropriately using local early help processes and Designated persons should ensure all staff understand how to identify and respond to families who may need early help.
- Staff are to contact the Police when reporting possible abuse of a vulnerable adult in the setting.
- Safeguarding Officers/ Lead ensure all the correct procedures are followed from advise from Local authorities when working in partnership with agencies involving a child, or young person or vulnerable

adult, for whom there is a protection plan in place. These procedures also take account of working with families with a 'child in need' and with families in need of early help, who are affected by issues of vulnerability such as social exclusion, radicalisation, domestic violence, mental illness, substance misuse and parental learning disability.

- These procedures take account of diversity and inclusion issues to promote equal treatment of children and their families and that take account of factors that affect children that arise from inequalities of race, gender, disability, language, religion, sexual orientation, or culture.
- Our designated GDPR officer (Astone Richardson) ensures the correct record keeping, confidentiality and information sharing and documentation storage is in line with data protection requirements.
- We follow government and LSCB guidance in relation to extremism.
- The procedures of the Local Safeguarding Partners are followed.
- All staff receive adequate training in child protection matters and have access to the setting's policy and procedures for reporting concerns of possible abuse and the safeguarding procedures of the Local Safeguarding Partners.
- All staff have adequate information on issues affecting vulnerability in families such as social exclusion, domestic violence, mental illness, substance misuse and parental learning disability, together with training that takes account of factors that affect children that arise from inequalities of race, gender, disability, language, religion, sexual orientation, or culture.
- We use available curriculum materials for young children, taking account of information in the Early Years Foundation Stage, that enable children to be *strong, resilient, and listened to*.
- All services seek to build the emotional and social skills of children and young people who are service users in an age-appropriate way, including increasing their understanding of how to stay safe.
- We adhere to the EYFS Safeguarding and Welfare requirements.

Legal references

Primary legislation

Children Act 1989 – s 47

Protection of Children Act 1999

Care Act 2014

Children Act 2004 s11

Children and Social Work Act 2017

Safeguarding Vulnerable Groups Act 2006

Counter-Terrorism and Security Act 2015

General Data Protection Regulation 2018

Policies & Procedures for the EYFS 2021 (Early Years Alliance 2021)

Data Protection Act 2018

Modern Slavery Act 2015

Sexual Offences Act 2003

Serious Crime Act 2015

Criminal Justice and Court Services Act (2000)

Human Rights Act (1998)

Equalities Act (2006)

Equalities Act (2010)

Disability Discrimination Act (1995)

Data Protection Act (2018)

Freedom of Information Act (2000)

Further Guidance

Working Together to Safeguard Children (HMG 2018)

Statutory Framework for the Early Years Foundation Stage 2021

What to Do if You're Worried a Child is Being Abused (HMG 2015)

Prevent duty guidance for England and Wales: guidance for specified authorities in England and Wales on the duty of schools and other providers in the Counter-Terrorism and Security Act 2015 to have due regard to the need to prevent people from being drawn into terrorism' (HMG 2015)

Keeping Children Safe in Education 2018

Education Inspection Framework (Ofsted 2019)

The framework for the assessment of children in need and their families (DoH 2000)

The Common Assessment Framework (2006)

Statutory guidance on inter-agency working to safeguard and promote the welfare of children (DfE 2015)

Further guidance

Information sharing advice for safeguarding practitioners (DfE 2018)

The Team Around the Child (TAC) and the Lead Professional (CWDC 2009)

The Common Assessment Framework (CAF) – guide for practitioners (CWDC 2010)

The Common Assessment Framework (CAF) – guide for managers (CWDC 2010)

Multi-Agency Statutory Guidance on Female Genital Mutilation (HMG. 2016)

Policies & Procedures for the EYFS 2021 (Early Years Alliance 2021)

Multi-Agency Public Protection Arrangements (MAPPA) (Ministry of Justice, National Offender Management Service and HM Prison Service 2014)

Safeguarding Children from Abuse Linked to a Belief in Spirit Possession (HMG 200)

Safeguarding Children in whom Illness is Fabricated or Induced (HMG 2007)

Safeguarding Disabled Children: Practice Guidance (DfE 2009)

Safeguarding Children who may have been Trafficked (DfE and Home Office 2011)

Child sexual exploitation: definition and guide for practitioners (DfE 2017)

Handling Cases of Forced Marriage: Multi-Agency Practice Guidelines (HMG 2014)