**Tinytoons Pre-School**

**Safeguarding Children — POLICIES & PROCEDURES— JANUARY 2023**

At our Pre-School we aim to offer a safe and secure environment for all children. In order to achieve this, we comply with the procedures set out by the local Safeguarding Partnership and Children’s Act 1989. /2006 We also use the guidance from “keeping children safe in education” guidance. (2015)

**STAFF & TRAINING (safer recruitment policy)**

We have a thorough and vigilant recruitment process. All applicants must have a **Disclosure and Barring Service (DBS)** check carried out and staff are requested to register for the update service which will allow employers to complete regular online checks to ensure staff are suitable to work with children.

We obtain two references including one from a previous employer. No member of staff will be left alone with a child until the manager is completely satisfied that all checks are complete. Applicants who live in the same household where a disqualified person lives cannot become a child carer.

**DISCLOSURE INFORMATION**: Once a staff member has undergone a DBS check, the leader will check the information on the disclosure form to ensure that there is nothing listed against them which would prevent them doing their job.

In some circumstances when a person does have a criminal background, we would not necessarily exclude that person from employment if their past record did not affect the job they had applied for. This is a very sensitive issue and would be dealt with by the Manager only and all information kept completely confidential. Once an offer of employment has been made the disclosure information would then be destroyed

Each staff member joining our pre-school will be party to an **induction** process which is ongoing and consists of various tasks that must be taught/completed. for example staff **must** attend SAFEGUARDING training within 3 months of starting employment and understand our safeguarding procedures in relation to children and the Ofsted Statutory Guidance, “working together to safeguard children”.

This will ensure they are aware of procedures and practises. This means that all staff are aware of ‘signs of abuse’ and how to deal with them appropriately. At our regular staff meetings, safeguarding is the first thing on the agenda and we share knowledge and updates from our local Safeguarding Partnership.

All staff are also required to be First-aiders and to be trained in food hygiene. This is in addition to training which will enhance their own professional development and practise. High staff ratios allow us to make sure that children are well supervised at all times

**CHILD PROTECTION**

If staff have any concerns about a child (whether a child has made a disclosure to a member of staff or we have noticed changes in behaviour/appearance of a child, we will take the required steps to investigate thoroughly.

* If we are worried about a child for any reason, it is important to tell someone straight away. All staff must follow our child protection policy and report concerns immediately to the DSL (designated safeguarding lead) so that the correct steps are taken from the start.
* Staff ensure that they are familiar with reporting procedures in our setting and that confidentiality is not promised to the child, parent or carer in question as this could compromise subsequent investigations.
* We ensure that the child’s own words are used and are not changed in any way when recording a concern; avoid asking leading questions.
* A calm and non-judgemental approach is key, particularly if it is about a sensitive issue.

We will use the **Continuum of Needs** guidance on the HSCP website and refer to the governments statutory guidance “working together to safeguard children”. (2018)

If staff have a safeguarding concern they will discuss with the Designated Safeguarding Lead for the setting. If needed a referral will be made to the local safeguarding childrens partnership (childrens services) online or via telephone **0300 123 4043.**

If a child is at risk of immediate harm the **police** will be called. We will log our concerns and set up a confidential record. This will include detailed observations on the child and any conversations between child and staff members/key person including times and dates. These records will be shared with the local authority as necessary. It is important to make sure all records and events are kept in chronological order. Our Designated Safeguarding lead is **Tina Phillpot**.

**Allegations against staff**

If an allegation is made against a member of staff, the Designated Lead will contact the Local Authority Designated Officer (LADO) who will give advice.

LADO – Local Authority Designated Officer – **01992 555420**

The LADO should also be informed **within one working day** of all allegations that come to an employer's attention or that are made directly to the police. All referrals to be made via email using the LADO referral form online.

**Staff who have been dismissed**

Under the safeguarding vulnerable groups act 2006.

There is a legal requirement for employers to make a referral to the Disclosure Barring Service. This is an online referral, [www.gov.uk/dbs](http://www.gov.uk/dbs) however you can call 03000200190 This is for any staff they dismiss who are not suitable to work with children, e.g. if they have:

• behaved in a way that has harmed a child, or may have harmed a child;

• possibly committed a criminal offence against or related to a child; or

• behaved towards a child or children in a way that indicates he or she would pose a risk of harm if they work regularly or closely with children.

We will always take advice from our local authority designated safeguarding officer (lado) on this matter to ensure it is dealt with appropriately.

**Whistle-blowing:** Should any member of staff who raises a concern over a child feel that the concern is not dealt with appropriately by their line manager, they must ring the local safeguarding partnership directly. 0300 123 4043 (childrens services) The **Ofsted** whistleblowing hotline number is **0300 123 3155.** [**whistleblowing@ofsted.gov.uk**](mailto:whistleblowing@ofsted.gov.uk)

**All Staff will be trained on Safeguarding Issues.**

**Female genital mutilation – (FGM)**

All staff complete FGM training.

If they have suspicions that FGM has happened, we must contact the police.

If staff have concerns/knowledge that FGM is about to happen or is being planned a referral must be made to childrens services in line with the referrals procedure.

**County Lines**

**County lines** is the organised criminal distribution of drugs from the big cities into smaller towns and rural areas using children and vulnerable people. If staff feel there is a concern, they will follow the home office county lines guidance in reporting suspicions.

**Halo**

Taxi drivers are now working with the police to help identify vulnerable children who are at risk from trafficking and grooming.

**Trio of vulnerability**

The trio consists of domestic violence, mental health issues and substance misuse.

Witchcraft/sexual exploitation/upskirting – All suspicions of abuse should be reported.

Managers should make themselves aware of and know what is happening in their local area and share this information with the staff at staff meetings to keep everyone up to date. (crime in the area, child abuse cases)