

## 2. Safeguarding children

### Safeguarding children and child protection

#### Policy statement

Our setting will work with children, parents and the community to ensure the rights and safety of children and to give them the very best start in life.

If you are unsure about whether or not to make a referral, or which service will best help the family and safeguard the child, please refer to the Croydon Continuum of Need on the [Croydon Children Safeguarding Children Partnership website](#) and speak to your designated safeguarding lead within your organisation. If you are then still unsure you can telephone the CSC Single Point of Contact (SPOC) for a consultation with a SPOC practitioner on the number below:

Daytime hours: (Monday to Friday 9am to 5pm) 0208 726 6400 main council number  
(Monday to Friday 9am to 5pm) 0208 255 2888 for **urgent child protection matters** that require the same day intervention from a SPOC social worker;

SPOC Consultation: (Monday to Friday 9am to 5pm) 0208 726 6464 where professionals with safeguarding responsibilities in the SPOC can provide advice on **non-urgent cases**

Out of hours: 5pm - 9am Monday- Friday, 24 hours Saturday, Sunday and bank holidays  
0208 726 6400

#### Procedures

We carry out the following procedures

Bluebells is committed to building a 'culture of safety' in which children are protected from abuse and harm in all areas of its service delivery.

#### Staff and volunteers

- Our designated person at Bluebells who co-ordinates child protection issues is:  
**Stacey Humphrey and Lauren Awcock**
- We ensure all staff and parents are made aware of our safeguarding policies and procedures.
- We provide adequate and appropriate staffing resources to meet the needs of children.
- We provided relevant training and up to date knowledge of safeguarding issues for staff

- Candidates are informed of the need to carry out 'enhanced disclosure' checks with the Disclosure and Barring Service (DBS) before posts can be confirmed.
- Where applications are rejected because of information that has been disclosed, applicants have the right to know and to challenge incorrect information.
- We abide by Ofsted requirements in respect of references and DBS checks for staff and volunteers, to ensure that no disqualified person or unsuitable person works at the setting or has access to the children.
- Volunteers do not work unsupervised.
- We have procedures for recording the details of visitors to the setting.
- We take security steps to ensure that we have control over who comes into the setting so that no unauthorised person has unsupervised access to the children.
- We have records of staff qualifications and have the DBS number that have been completed
- We inform all staff that they expected to disclose any convictions, cautions, court orders or reprimands and warnings that may affect their suitability to work with children during their employment.
- We take steps 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.

Bluebells Pre School 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're worried a child is being abused' 2015.

### ***Responding to suspicions of abuse***

- We acknowledge that abuse of children can take different forms - physical, emotional, and sexual, as well as neglect.
- When children are suffering from physical, sexual or emotional abuse, or may be experiencing neglect, this may be demonstrated through the things they say (direct or indirect disclosure) or through changes in their appearance, their behaviour, their play and deterioration in their general well-being.
- We take into account factors affecting parental capacity, such as social exclusion, domestic violence, parent's drug or alcohol abuse, mental or physical illness or parent's learning disability.
- We are aware of other factors that affect children's vulnerability such as abuse of disabled children, fabricated or induced illness, child abuse linked to beliefs in spirit possession, radicalisation, child trafficking, sexual exploitation of children such as through internet abuse

and Female Genital Mutilation that may affect or may have affected children and young people using our provision.

- Where we believe a child in our care or known to us may be affected by any of these factors we follow the procedure for reporting child protection concerns.
- Where such evidence is apparent, the child's key person makes a dated record of the details of the concern and discusses what to do with the manager who is acting as the 'designated person'. The information is stored on the child's personal file.
- We refer concerns to the local authority children's social care department Single Point of Contact (SPOC) for a consultation with a SPOC practitioner on the number below:

Daytime hours: (Monday to Friday 9am to 5pm) 0208 726 6400 main council number  
(Monday to Friday 9am to 5pm) 0208 255 2888 for **urgent child protection matters** that require the same day intervention from a SPOC social worker;

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We will co-operate fully in any subsequent investigation. In some cases this may mean the police or another agency identified by the Local Safeguarding Children's Board.

- We take care not to influence the outcome either through the way we speak to children or by asking questions of children.

### ***Liaison with other agencies***

- We work within the Local Safeguarding Children Board guidelines.
- We have a copy of 'What to do if you're worried a child is being abused' (2015) for parents and staff and all staff are familiar with what to do if they have concerns.
- We have procedures for contacting the local authority on child protection issues, including maintaining a list of names, addresses and telephone numbers of social workers, to ensure that it is easy, in any emergency, for the setting and social services to work well together.
- We notify the registration authority (Ofsted) of any incident or accident and any changes in our arrangements which may affect the wellbeing of children or where an allegation of abuse is made against a member of staff.

**Bluebells Pre School is committed to promoting awareness of child abuse issues throughout its training and learning programmes for adults. It is also committed to empowering young children, through its early childhood curriculum, promoting their right to be strong, resilient and listened to.**

### ***Training***

- We seek out training opportunities for all adults involved in the setting to ensure that they are able to recognise the signs and symptoms of possible physical abuse, emotional abuse, sexual abuse and neglect and that they are aware of the local authority guidelines for making referrals.
- We ensure that all staff know the procedures for reporting and recording their concerns in the setting.
- All staff carry out yearly levels 1 and 2 safeguarding training on line, managers will carry out level 3 safeguarding training
- Staff will be trained in FGM and prevent
- The designated lead will attend termly safeguarding forums to keep up to date with local and national policies and procedures.

### ***Planning***

- The layout of the room allows for constant supervision.
- ICT equipment have passwords to be able to access them, parents/guardians sign a GDPR statement to allow us to record and take pictures of their children.

### ***Curriculum***

- We introduce key elements of keeping children safe into our programme to promote the personal, social and emotional development of all children, so that they may grow to be *strong, resilient and listened to* and that they develop an understanding of why and how to keep safe.
- We create within the setting a culture of value and respect for the individual, having positive regard for children's heritage arising from their colour, ethnicity, languages spoken at home, cultural and social background.
- We ensure that this is carried out in a way that is developmentally appropriate for all children.

### ***Confidentiality***

- All suspicions and investigations are kept confidential and shared only with those who need to know. Any information is shared under the guidance of the Local Safeguarding Children Board.

### ***Support to families***

- We believe in building trusting and supportive relationships with families, staff and volunteers in the group.
- We make clear to parents our role and responsibilities in relation to child protection, such as for the reporting of concerns, providing information, monitoring of the child, and liaising at all times with the local children's social care team.
- We will continue to welcome the child and the family whilst investigations are being made in relation to any alleged abuse.
- We follow the **Child Protection Plan** as set by the child's social care worker in relation to the setting's designated role and tasks in supporting that child and their family, subsequent to any investigation.
- Confidential records kept on a child are shared with the child's parents or those who have parental responsibility for the child in accordance with the Confidentiality and Client Access to Records procedure and only if appropriate under the guidance of the Local Safeguarding Children Board.

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### ***GDPR***

**The GDPR and Data Protection statement Act 2018 does not prevent, or limit, the sharing of information for the purposes of keeping children and young people safe.**

**Where possible we will share information with consent, however we will share without consent if we feel that the child or young person's safety maybe at risk**

#### Legal Framework

Children Act 1989 (s47)

Protection of Children Act 1999

Data Protection Act 2018

The Children Act (every child Matters) 2004

Safeguarding Venerable Groups Act 2006

#### Further guidance

Working together to Safeguard Children 2015

What to do if you're worried a child is being abused 2015

London Child Protection Procedures 2016 (updated every 6 months)

Safer working practices for adults working with children 2015

Signed

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Stacey Humphrey (Pre School Manager)

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July 2013  
Updated October 2021