

## 1.2 Child protection and Safeguarding children, young people and vulnerable adults

### Policy statement

Great Holm Preschool work with children, parents and the community to ensure the rights and safety of children, young people (A 'young person' is defined as 16 to 19 years old – in our setting they may be a student, worker, volunteer or parent) and vulnerable adults. We aim to keep children safe by adopting the highest possible standards and taking all reasonable steps to protect children from harm. Safeguarding is about more than child protection. Child Protection is specifically about protecting children and young people from suspected abuse and neglect. Safeguarding is much wider than child protection. It includes everything an organization can do to keep children and young people safe, including minimizing the risk of harm and accidents and taking action to tackle safety concerns. The purpose of this Safeguarding Policy is to set a clear protocol of action and a framework for our responsibilities and legal duties in relation to each child's welfare. The hope is to ensure a reliable and effective response in the event of any concern for a child's welfare, and to support each child and each family. We aim to put children's needs first at all times. We hope to encourage children to be confident and assertive. We aim to develop a trusting and respectful relationship with the children in our care, so that they know they will be listened to and believed.

### Procedures

Great Holm Preschool recognises the responsibilities of all staff to safeguard children. All staff, including volunteers and students and service providers, have an active part protecting children from harm. The aims of this policy are:

- To support the child's development in ways that will foster security, confidence and independence
- To raise awareness of staff of the need to safeguard children and their responsibilities in identifying and reporting possible abuse
- To provide systematic means of monitoring children known to be at risk of harm
- To emphasise the need for good levels of communication between members of staff and between staff and parents/carers
- To ensure that all staff who have access to children are suitable to do so and have a valid satisfactory DBS check

- To ensure that all staff, volunteers and students receive regular child protection training as a condition of employment.

We carry out the following procedures to ensure we meet three key commitments to child protection and safeguarding, which incorporates responding to child protection concerns.

### Key commitment 1

We are committed to building a 'culture of safety' in which children, young people and vulnerable adults are protected from abuse and harm.

Our designated person who co-ordinates child, young person and vulnerable adult protection issues is:

**Victoria Farrell**

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- When the setting is open but the designated person is not on site, a suitably trained deputy is available at all times for staff to discuss safeguarding concerns, this designated officer is:

**Jessica Fuller**

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- The designated person and the suitably trained designated officer ensure they have relevant links with statutory and voluntary organisations with regard to Child protection and safeguarding.
- The designated person has ultimate lead responsibility for the following but the suitably trained designated officer is able to also manage and respond to:
  - Managing referrals
  - Act as a point of contact with external agencies
  - Attend and contribute to child protection case conferences
  - Ensures all staff understand the Child protection policies and procedures
  - Understands relevant data protection legislations and regulations
  - Knows the importance of information sharing both internally and externally
  - Is able to keep detailed, accurate, secure written records of concern and referrals
  - Offers support and advice on the prevent duty and how to protect children from the risk of radicalisation
  - Keeps the Online Safety policy updated and shares this information with staff
  - Recognises the additional risks that SEN children, children with disabilities and vulnerable children face online
  - Encourage a culture of listening to children and taking into account their wishes and feelings, among all staff, in any measures the preschool may put in place to protect them.
  - Listening and responding to other staffs concerns and taking appropriate action
  - Being contactable even when not on-site, staff have the mobile number of the designated lead and deputy.

- The designated person (and the person who deputises for them) understands local safeguarding procedures, attends relevant training at least every two years and refreshes their knowledge of safeguarding at least annually.
- We ensure all staff are trained to understand our Child Protection and Safeguarding policies and procedures and that parents are made aware of them. 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.
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- All staff understand that Child Protection and Safeguarding is their responsibility.
- All staff have an up-to-date knowledge of Child Protection and Safeguarding issues, are alert to potential indicators and signs of abuse and neglect, they understand their professional duty to ensure Child Protection and Safeguarding concerns are reported to the Designated Safeguarding Lead or deputy, the local authority children's social care team (MASH or MKTOGETHER) , the NSPCC and/or the police. They receive updates on Child Protection and Safeguarding at least annually.

- All staff are confident to ask questions in relation to Child Protection and Safeguarding 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 Safeguarding Partners 'MKTOGETHER'.
- 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 partnership 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 the organisation expects of them in terms of their required behaviour and conduct, and follow all of our policies and procedures.
- 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 (DBS) with barred lists checks and other suitability checks are 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.
- 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 the identity checks, vetting processes and staff qualifications 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).
- From 31 August 2018, staff and volunteers in childcare settings that are not based on domestic premises are **not** required to notify their line manager if anyone in their household (including family members, lodgers, partners etc.) has any relevant convictions, cautions, court orders, reprimands or warnings or has been barred from, or had registration refused or cancelled in relation to any childcare provision or have had orders made in relation to care of their children.
- Staff receive regular supervisions, which includes discussion of any safeguarding issues, and their performance and learning needs are reviewed regularly.
- In addition to induction and supervision, staff are provided with clear expectations in relation to their behaviour.
- 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.
- We have a visitors' books to record the details of visitors to the setting – if visitors have to come into the building they will be asked to wear a mask during their visits and hand sanitize on entry.
- 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. Staff do not use personal cameras or filming equipment to record images.
- Personal mobile phones are not used where children are present; they are stored in the office.
- We keep a written record of all complaints and concerns including details of how they were responded to.
- 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 will support the designated person to undertake their role adequately and offer advice, guidance, supervision and support.
- The designated person will inform the designated officer at the first opportunity of every significant safeguarding concern, however this should not delay any referrals being made to children's social care (MASH), or where appropriate, the LADO, Ofsted or RIDDOR.

## Key commitment 2

We are committed to responding promptly and appropriately to all incidents, allegations or concerns of abuse and welfare that may occur. We 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' (HMG, 2015) and the Care Act 2014.

### *Responding to suspicions of abuse:*

- We acknowledge that abuse of children can take different forms - Physical, Emotional, Sexual, Neglect, Online, Non-recent, Grooming, So-called 'honour-based violence which includes - FGM, Forced marriages, and practices such as breast ironing, Radicalisation, Domestic, Child Trafficking, Child Sexual Exploitation, Bullying and Cyberbullying.
- We ensure that all staff has an understanding of the additional vulnerabilities that arise from special educational needs and/or disabilities, vulnerable groups of children, plus inequalities of race, gender, language, religion, sexual orientation or culture, and that these receive full consideration in relation to child, young person or vulnerable adult protection.
- When children are suffering any type of abuse, this may be demonstrated through:
  - significant changes in their behaviour;
  - deterioration in their general well-being;
  - their comments which may give cause for concern, or the things they say (direct or indirect disclosure);
  - changes in their appearance, their behaviour, or their play;
  - unexplained bruising, marks or signs of possible abuse or neglect; and
  - any reason to suspect neglect or abuse outside the setting.
- We understand how to identify children who may be in need of early help and how to access services for them
- We understand that we have a duty to refer a child under the Children Act 1989 as defined 'Child in need' to the local authority children's social work services (MASH). Children in need may be assessed under section 17 of the Children Act 1989.
- We understand that we have a duty to make an immediate referral of any child who is suffering or is likely to suffer from to local authority children's social work services (MASH) and if appropriate the police.
- We are aware of the 'hidden harm' agenda concerning parents with drug and alcohol problems and consider other factors affecting parental capacity and risk, such as social exclusion, domestic violence, radicalisation, mental or physical illness and parent's learning disability.
- We are aware that children's vulnerability is potentially increased when they are privately fostered and when we know that a child is being cared for under a private fostering arrangement, we inform our local Multi-agency Safeguarding Hub (MASH)
- We are prepared to take action if we have concerns about the welfare of a child who fails to arrive at a session when expected. The designated person will take immediate action to contact the child's parent to seek an explanation for the child's absence and be assured that the child is safe and well. If no contact is made with the child's parents and the designated person has reason to believe that the child

is at risk of significant harm, the relevant professionals are contacted immediately and MKTOGETHER procedures are followed. If the child has current involvement with social care the social worker is notified on the day of the unexplained absence.

- We are aware of other factors that affect children's vulnerability that may affect, or may have affected, children and young people using our provision, such as abuse of children who have special educational needs and/or disabilities; fabricated or induced illness; child abuse linked to beliefs in spirit possession; sexual exploitation of children, including through internet abuse; Female Genital Mutilation and radicalisation or extremism.
- In relation to radicalisation and extremism, we follow the Prevent Duty guidance for England and Wales published by the Home Office and the MKTOGETHER procedures on responding to radicalisation, which states we may have to make a referral to the CHANNEL PROGRAMME.
  - Extremism is a vocal or active opposition to our fundamental values, which include Democracy , The rule of law, Individual liberty and the Mutual respect and tolerance of different faiths and beliefs. This also includes calling for the death of members in the armed force.
  - Radicalisation is a process by which a person comes to support terrorism and extremist ideologies associated with terrorist groups
- The designated person completes online Channel training, online Prevent training to ensure they are familiar with the local protocol and procedures for responding to concerns about radicalisation.
- We are aware of the mandatory duty that applies to teachers, and health workers to report cases of Female Genital Mutilation to the police. We are also aware that early years practitioners must follow our local authorities published safeguarding procedures to respond to FGM and other safeguarding issues, which involves contacting police if a crime of FGM has been or may be about to be committed.
- We also make ourselves aware that some children and young people are affected by gang activity, by complex, multiple or organised abuse, through forced marriage or honour based violence or may be victims of child trafficking. While this may be less likely to affect young children in our care, we may become aware of any of these factors affecting older children and young people who we may come into contact with.
- If we become concerned that a child may be a victim of modern slavery or human trafficking we will refer to the National Referral Mechanism (NRM) , as soon as possible and refer and/or seek advice to the local authority children's social work service and/or police.
- We will be alert to the threats children may face from outside their families, such as that posed by organised crime groups such as county lines and child sexual exploitation, online use and from within peer groups and the wider community.
- Where we believe that a child in our care or that is known to us may be affected by any of these factors, we follow the procedures below for reporting child protection and child in need concerns and follow the local procedures as published by the local safeguarding partners MKTOGETHER.
- Where such indicators are apparent, the child's key person makes a dated record of the details of the concern and discusses what to do with the member of staff who is acting as the designated person. The information is stored in a secure and confidential file only accessible to the DSL`s, which is shared with the relevant agencies.

- Peer on peer abuse: All staff are aware that children can abuse other children, This is most likely to include, but not limited to:
  - Bullying (including Cyberbullying)
  - Physical abuse such as hitting, kicking, shaking, biting, hair pulling or otherwise causing physical harm
  - Sexual violence, such as rape, assault by penetration and sexual assault
  - Sexual harassment such as sexual comments, remarks, jokes and online sexual harassment. Which may be stand alone or part of a broader pattern of abuse
  - Upskirting, which typically involves taking a picture under a person's clothing without them knowing, with the intention of viewing their genitals or buttocks to obtain sexual gratification, or to cause the victim humiliation, distress or alarm
  - Sexting (also known as youth produced sexual imagery) and
  - Initiation/hazing type violence and rituals
- We have a separate policy which specifically covers Peer on Peer abuse: **1.8 Peer on Peer Abuse**
- Child Criminal Exploitation: County Lines Criminal exploitation of children is a geographically widespread form of harm that is a typical feature of county lines criminal activity, drug networks or gangs groom and exploit children and young people to carry drugs and money from urban areas to suburban and rural areas, market and seaside towns. Key to identifying potential involvement in county lines are missing episodes, when the victim may have been trafficked for the purpose of transporting drugs and a referral to the National Referral Mechanism (NRM) should be considered. Like other forms of abuse and exploitation, county lines exploitation:
  - can affect any child or young person (male or female) under the age of 18 years
  - can affect any vulnerable adult over the age of 18 years
  - can still be exploitation even if the activity appears consensual
  - can involve force and/or enticement-based methods of compliance and is often accompanied by violence or threats of violence can be perpetrated by individuals or groups, males or females, and young people or adults; and
  - is typified by some form of power imbalance in favour of those perpetrating the exploitation. Whilst age may be the most obvious, this power imbalance can also be due to a range of other factors including gender, cognitive ability, physical strength, status, and access to economic or other resources.
- We report all cases of suspected Child Criminal Exploitation to the local police force on 101 and make a referral to the Local Multi-Agency Safeguarding Hub (MASH)
- Contextual Safeguarding: Safeguarding incidents and/or behaviours can be associated with factors outside of our setting and can occur between children outside of the setting. All staff consider the context within which such incidents and/or behaviours occur. This is known as Contextual Safeguarding, which simply means assessments of children should consider whether wider environmental factors are present in a child's life that are a threat to their safety and/or welfare. Children's social care (MASH) assessments should consider such factors so it is important that our



setting provides as much information as possible as part of any referral process. This will allow the assessment to consider all the available evidence and the full context of any abuse.

- In the event that a staff member or volunteer is unhappy with the decision made of the designated person in relation to whether to make a safeguarding referral they must follow escalation procedures.
- We refer concerns about children's welfare to the local authority children's social care team (MASH) and co-operate fully in any subsequent investigation. NB In some cases this may mean the police or another agency identified by the Local Safeguarding Partners MKTOGETHER
- We respond to any disclosures sensitively and appropriately and take care not to influence the outcome either through the way we speak to children or by asking questions of children.
- We take account of the need to protect young people aged 16-19 as defined by the Children Act 1989. This may include students or school children on work placement, young employees or young parents. Where abuse or neglect is suspected we follow the procedure for reporting any other child protection concerns. The views of the young person will always be taken into account in an age appropriate way, but the setting may override the young person's refusal to consent to share information if it feels that it is necessary to prevent a crime from being committed or intervene where one may have been, or to prevent harm to a child or adult. Sharing confidential information without consent is done only where not sharing it could be worse than the outcome of having shared it.
- All staff are also aware that adults can also be vulnerable and know how to refer adults who are in need of community care services.
- We have a whistleblowing policy in place **Whistle Blowing 1.10**
- All staff and volunteers know that they can contact the NSPCC whistleblowing helpline or the independent charity PROTECT if they feel that or organisation and the local authority have not taken appropriate action to safeguard a child and this has not been addressed satisfactorily through organisational escalation and professional challenge procedures. They can also be contacted for advice relating to whistleblowing dilemmas.

#### *Recording suspicions of abuse and disclosures*

- Where a child makes comments to a member of staff that give cause for concern (disclosure), or a member of staff observes signs or signals that give cause for concern, such as significant changes in behaviour; deterioration in general well-being; unexplained bruising, marks or signs of possible abuse or neglect; that member of staff:
  - listens to the child, offers reassurance and gives assurance that she or he will take action;
  - does not question the child, although it is OK to ask questions for the purposes of clarification;
  - makes a written record that forms an objective record of the observation or disclosure that includes: the date and time of the observation or the disclosure; the exact words spoken by the child as far as possible; the name of the person to whom the concern was reported, with the date and time; and the names of any other person present at the time.

- These records are signed and dated and kept in the Safeguarding file, which is kept securely and confidentially and only accessible to the DSL`s and are shared with relevant agencies.
- The member of staff acting as the designated person is informed of the issue at the earliest opportunity, and always within one working day.
- Where the Local Safeguarding Partners MKTOGETHER procedures stipulates the process for recording and sharing concerns, we include those procedures alongside this procedure and follow the steps set down by the Local Safeguarding Partners MKTOGETHER

#### *Making a referral to the local authority children's social care team*

- The Multi-agency Safeguarding Hub (MASH) website contains procedures to help in making a referral to the local children's social care team, as well as template forms for recording concerns and to assist with making a referral.
- We keep a copy of this document alongside the procedures for recording and reporting set down by the Local Safeguarding Partners MASH and MKTOGETHER.

#### *Escalation process*

- If we feel that a referral made has not been dealt with properly or that concerns are not being addressed or responded to, we will follow the Local Safeguarding Partners MKTOGETHER escalation process.
- We will ensure that staff are aware of how to escalate concerns and who to contact.
- We will follow local procedures published by the Local Safeguarding Partners MKTOGETHER to resolve professional disputes.

#### *Informing parents*

- Parents are normally the first point of contact. Concerns are normally discussed with parents to gain their view of events, unless it is felt that this may put the child or other person at risk, or may interfere with the course of a police investigation, or may unduly delay the referral, or unless it is otherwise unreasonable to seek consent. Advice will be sought from social care, or in some circumstances police, where necessary.
- Parents are informed when we make a record of concerns regarding their child and that we also make a note of any discussions we have with them regarding a concern.
- If a suspicion of abuse warrants referral to social care, parents are informed at the same time that the referral will be made, except where the procedures of the Local Safeguarding Partners MKTOGETHER does not allow this, for example, where it is believed that the child may be placed at risk.
- This will usually be the case where the parent is the likely abuser or where sexual abuse may have occurred.
- If there is a possibility that advising a parent beforehand may place a child at greater risk (or interfere with a police response) the designated person should consider seeking advice from children's social car

(MASH) about whether or not to advise parents beforehand, and should record and follow the advice given.

#### *Liaison with other agencies and multi-agency working*

- We work within the Local Safeguarding Partners MKTOGETHER guidelines.
- The current version of 'What to do if you're worried a child is being abused' is available for parents and staff and all staff are familiar with what they need to do if they have concerns.
- We have procedures for contacting the local authority regarding child protection issues and concerns about children's welfare, 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 children's social care to work well together.
- We notify Ofsted of any incident or accident and any changes in our arrangements which may affect the well-being of children or where an allegation of abuse is made against a member of staff (whether the allegations relate to harm or abuse committed on our premises or elsewhere). Notifications to Ofsted are made as soon as is reasonably practicable, but at the latest within 14 days of the allegations being made.
- Contact details for the local National Society for the Prevention of Cruelty to Children (NSPCC) are displayed for staff, volunteers, students and parents.

#### *Allegations against staff and persons in position of trust*

- Any complaints about the behaviour or actions of staff, volunteers and anyone else working within the setting, which may include an allegation of abuse should be reported to the settings Designated Safeguarding Lead: **Victoria Farrell or Jessica Fuller**. If contacting the DSL's is not an option, contact with The Local Authority Designated Office should be made: **Jo Clifford 01908 254 373 or**  
**Email: Lado@milton-keynes.gov.uk**
- We ensure that all staff, volunteers and anyone else working in the setting knows how to raise concerns that they may have about the conduct or behaviour of other people including staff/colleagues.
- We differentiate between allegations, and concerns about the quality of care or practice and complaints and have a separate process for responding to complaints.
- We respond to any inappropriate behaviour displayed by members of staff, volunteer or any other person working on the premises, which includes:
  - inappropriate sexual comments;
  - excessive one-to-one attention beyond the requirements of their usual role and responsibilities, or inappropriate sharing of images
- We recognise and respond to allegations that a person who works with children has:
  - 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
  - behaved towards a child or children in a way that indicates they may pose a risk of harm to children

- We respond to any concerns raised by staff and volunteers who know how to escalate their concerns if they are not satisfied with the DSL's response
- We respond to any disclosure by children or staff that abuse by a member of staff or volunteer within the setting, or anyone else working on the premises occupied by the setting, may have taken, or is taking place, by first recording the details of any such alleged incident.
- We refer any such complaint immediately to a senior manager within the organisation and the Local Authority Designated Officer (LADO) as necessary to investigate and/or offer advice:

*Jo Clifford - 01908 254 300*

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- We also report any such alleged incident to Ofsted, as well as what measures we have taken. We are aware that it is an offence not to do this.
- We co-operate entirely with any investigation carried out by children's social care (MASH) in conjunction with the police.
- Where the management team and children's social care agree it is appropriate in the circumstances, the member of staff or volunteer will be suspended for the duration of the investigation. This is not an indication of admission that the alleged incident has taken place, but is to protect the staff, as well as children and families, throughout the process. Where it is appropriate and practical and agreed with LADO, we will seek to offer an alternative to suspension for the duration of the investigation, if an alternative is available that will safeguard children and not place the affected staff or volunteer at risk.

### *Disciplinary action*

Where a member of staff or volunteer has been dismissed due to engaging in activities that caused concern for the safeguarding of children or vulnerable adults, we will notify the Disclosure and Barring Service of relevant information, so that individuals who pose a threat to children and vulnerable groups can be identified and barred from working with these groups.

### Key commitment 3

We are committed to promoting awareness of child abuse issues throughout our training and learning programmes for adults. We are also committed to empowering children through our early childhood curriculum, promoting their right to be strong, resilient and listened to.

### *Training*

- Training opportunities are sought for all adults involved in the setting to ensure that they are able to recognise the signs and signals of possible Physical abuse, Emotional abuse, Sexual abuse, Neglect, Online abuse, Non-recent abuse, Grooming, FGM, Domestic abuse, Child Trafficking, Child Sexual

Exploitation, Bullying and Peer on Peer abuse and that they are aware of the local guidelines for making referrals. Training opportunities also cover extra familial threats such as radicalisation and how to identify and respond to families who may be in need of early help, and organisational safeguarding procedures.

- Designated persons receive appropriate training, as recommended by the Local Safeguarding Partners MKTOGETHER every two years and refresh their knowledge and skills at least annually.
- We ensure that all staff know the procedures for reporting and recording any concerns they may have about the provision.
- We ensure that all staff receive updates on safeguarding via emails, newsletters or online training at least once a year
- Discussion`s at staff meetings relating to Child protection and Safeguarding are held every half term

### *Planning*

- The layout of the rooms allows for constant supervision. No child is left alone with staff or volunteers in a one-to-one situation without being within sight and/or hearing of other staff or volunteers

### *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 so that they develop an understanding of why and how to keep safe.
- We create within the setting a culture of value and respect for individuals, 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 the 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 Multi-Agency Safeguarding Hub or the Local Multi-Agency Safeguarding Partnership and in line with the GDPR, Data Protection Act 2018, and Working Together 2018.

### *Support to families*

- We believe in building trusting and supportive relationships with families, staff and volunteers.

- We make clear to parents our role and responsibilities in relation to child protection, such as for the reporting of concerns, information sharing, monitoring of the child, and liaising at all times with the local children's social care team (MASH)
- 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 worker in relation to the setting's designated role and tasks in supporting that child and their family, subsequent to any investigation.
- We will engage with any child in need plan or early help plan as agreed.
- 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.

## **Legal framework**

### *Primary legislation*

- Children Act (1989 s47)
- Protection of Children Act (1999)
- The Children Act (2004 s11)
- Children and Social Work Act 2017
- Safeguarding Vulnerable Groups Act (2006)
- Childcare Act (2006)
- Child Safeguarding Practice Review and Relevant Agency (England) Regulations (2018)
- Keeping Children Safe in Education (2019)

### *Secondary legislation*

- Sexual Offences Act (2003)
- Criminal Justice and Court Services Act (2000)
- Equality Act (2010)
- General Data Protection Regulations (GDPR) (2018)
- Childcare (Disqualification) Regulations (2009)
- Children and Families Act (2014)
- Care Act (2014)
- Serious Crime Act (2015)
- Counter-Terrorism and Security Act (2015)

## **Further guidance**

