



Safeguarding Children

Safeguarding Children & Child Protection

Including managing allegations of abuse against a member of staff/management. Please see also our Mobile Phone Use and Recruitment policies, both of which support our Safeguarding Policy.

Policy Statement

Baildon Village Pre-School works with children, parents and carers and recognises its legal and moral duty to promote the wellbeing of children and protect them from harm and respond to suspected or known child abuse. We believe that every child regardless of age has at all times and in all situations a right to feel safe and protected from any situation or practice that results in a child being physically, emotionally, sexually and neglected.

Any disclosures or fears a child may share will be taken seriously, however staff must not promise secrecy. If concerns arise, the preschools child protection procedures will be followed.

We encourage children to play and communicate with each other in a positive way at all times. We provide an environment that celebrates individuality and helps children develop a positive body image. Their confidence is built upon, so we hope they would be able to resist unwanted and inappropriate approaches.

Procedures

Staff & Volunteers

The lead responsibility for Safeguarding with Baildon Village Pre-School is Helen Brearley and Sarah Scholefield. They will keep their training up to date and ensure all staff are trained to understand our safeguarding policies and procedures and these are updated as necessary.

Baildon Village Pre-School ensures all parents and carers are made aware of our safeguarding policies and procedures.

We provide adequate and appropriate staffing resources to meet the needs of children.

Applicants for posts within the setting are clearly informed that the positions are exempt from Rehabilitation of Offenders Acts 1974.

Candidates are informed of the need to carry out 'enhanced disclosure checks' with the Disclosure and Barring Service (DBS) before posts can become confirmed. Where applications are rejected because of information that has been disclosed, applicants have the right to know and challenge the correct information.

Baildon Village Pre-School abides by Ofsted/Prospects requirements in respect of references and Disclosure and Barring Service checks for staff and volunteers, to ensure that no disqualified person or unsuitable person works at the setting or has access to the children.

We would seek advice from the Bradford Safeguarding Board when a DBS check has been returned with information of concern to us as an employer. Each

circumstance may be different and judged independently with regard to information provided.



Volunteers do not work unsupervised.

We record information about staff qualifications and the identity checks that have been completed including;

- DBS number
- The date the enhanced check was completed
- The details of who obtained it

We inform all staff that they are expected to disclose any convictions, cautions, court orders or reprimands and warnings which might affect their suitability to work with children (whether received before or during their employment with us). Baldon village pre-school abide by the Protection of Vulnerable Groups Act requirements in respect of any person who is dismissed from our employment or resigns in circumstances that would have otherwise have lead to dismissal for reasons of child protection concerns.

We have procedures for recording the details of visitors to the setting.

We take security steps to ensure that we have control over who come in to the setting so that no unauthorised person has unsupervised access to the children.

We take steps to ensure children are not photographed or filmed on video for any other purpose that 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.

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;

- significant changes in their behaviour
- deterioration in their general well being
- Comments which may give cause for concern, or things they say (direct or indirect disclosure)
- Changes in their appearance, behaviour or play
- Unexplained bruising, marks or signs of possible abuse or neglect
- Any reason to suspect neglect or abuse outside the setting

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, sexual exploitation of children, through internet abuse and female genital mutilation that may have affected children and young people using our provision.



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 come in to contact with.

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 concerns and discusses what to do with the member of staff who is acting as 'designated person' / The information is recorded and stored on the child's personal file.

We refer any concerns to the local authority Children's Social Care department and cooperate fully in any subsequent investigation.

PLEASE NOTE: In some cases, this may mean the police and/or another agency identified by Bradford's Safeguarding Board.

We 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 is suspected we follow the procedure for reporting any other child protection concerns. The views of the young person will always be taken in to account, but the setting may override the young person's refusal to consent to share information if it feels 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.

Recording Suspicions of Abuse & Disclosures

Where a child makes comments to a member of staff that gives cause for concern (disclosure), observers 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 they will take action.
- Does not question the child.
- Makes a written record that forms an objective record of the observation or disclosure that includes;
 - The date and time of the observation or disclosure.
 - The exact words spoken by the child as far as possible.
 - The name of the person to whom the concern was reported, with date and time.
 - The names of any other person present at the time.

These records are signed and dated and kept in the 'concerns book' which is kept securely and confidentially.



Sarah Scholefield and Catherine Murray as lead practitioner (who has completed training as recognised by BSCB), is as designated persons informed of the issue at the earliest opportunity.

Safeguarding in the Preschool is the responsibility of all staff, including volunteers.

All allegations or concerns about abuse are kept confidential and are only shared with statutory agencies. We use the 2013 Safeguarding Children and Young People, however we also use the form stipulated by the Bradford Safeguarding Board for recording and sharing concerns and follow the procedures set down by them for this process.

Informing Parents

Parents are normally the first point of contact; we discuss concerns with them to gain their views of events, unless we feel this may put the child in greater danger. We inform parents when we make a record of concerns in their child's file and that we also make a note of any discussion we have with them regarding concerns. If a suspicion of abuse warrants a referral to social care, parents are informed at the same time that the referral will be made, except where the guidance of the Bradford Safeguarding Children Board does not allow this, for example, where it is believed that the child may be placed in greater danger.

This will usually be the case where the parent is the likely abuser; in these cases the social workers will inform parents.

Liaison with Other Agencies

Baildon village pre-school works within Bradford Safeguarding Board Guidelines. Baildon village pre-school has a copy of Safeguarding Children and Young People 2013 and all staff are familiar with what to do if they have concerns.

Baildon village pre-school has procedures for contacting the local authority on child protection issues, including maintain a list of names, addresses and telephone numbers of social workers (if involved with the family), to sure that it is easy , in any emergency, for the setting and social services to work well together.

Baildon Village Pre-School notifies 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 (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 allegation being made.

Allegations Against Staff

We ensure that all parents know how to complain about the behaviour or actions of staff or volunteers within the setting, or anyone living or working on the premises occupied by the setting, which may include allegations of abuse.

Policy Date: 14/09/ 2018
Number: 2501831

Date: September 2019 Ofsted Registration



We respond to any inappropriate behaviour displayed by members of staff, or any other person working with children, which includes;

- Inappropriate sexual comments
- Excessive one-to-one attention beyond the requirements of their usual role and responsibilities.
- Inappropriate sharing of images.

We follow the guidance of Bradford Safeguarding Children Board when responding to any complaint that a member of staff, or volunteer within the provision, or anyone living or working on the premises occupied by the setting, has abused a child.

We respond to any disclosure by children or staff that are abused by a member of staff, or volunteer, within the setting, or anyone living or 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.

This safeguarding procedure is applied in all situations where it is alleged that the person has;

- Behaved in a way which 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 which indicates that he/she is unsuitable to work with children.

We refer any such complaint immediately to the Local Authority Designated Officer (LADO) to investigate - telephone 01274 435600. We also report any such alleged incident to Ofsted, including any measures that have been taken. We are aware that it is an offence not to do this.

We cooperate entirely with any investigation carried out by Children's Social Care in conjunction with the police.

Where the management team and Children's Social Care agree it is appropriate, in the circumstances, the committee of Baildon Village Pre School will suspend a member of staff on full pay, or the volunteer, for the duration of the investigation. This is not an indication of admission that the alleged incident has taken place, but it is to protect the staff as well as children and families throughout the process.

In the case of an allegation against the Committee, the staff team acknowledge the need to follow the procedure as above and in this case it may be necessary to either close the setting or make arrangements with Bradford Early Childhood Services to continue to manage the provision whilst an investigation takes place.



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 Independent Safeguarding Authority (ISA) 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.

Training

We seek out training opportunities 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 and neglect and that they are aware of the local guidelines for making referrals.

We ensure that as the designated person receives training in accordance with that recommended by the Bradford Safeguarding Children Board.

We ensure that all staff know the procedures for reporting and recording their concerns in the setting.

Curriculum & Planning

The layout of the rooms allows for constant supervision.

We introduce key elements of keeping children safe into our programme to promote the personal, social and emotional development of children, 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 the individual, having positive regard for children's heritage 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 Bradford 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 Bradford Children's Social Care teams.

We follow the Child Protection Plan as set by the children's Social Worker in relation to the setting's designated role and tasks in supporting that child and their family, subsequent to any investigation.

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Confidential records kept on a child are shared with the parent's or carers of that child or those who have parental responsibility, in accordance with the confidentiality and client access to records procedure and only if appropriate under the guidance of the Bradford Safeguarding Children Board.

We apply the following procedures at transition to ensure the continued protection of children in our care;

- The receiving school or setting will need to be sent a record of any safeguarding or child protection concerns and what measures were taken.
- A summary of the concerns will be made to send to the receiving school, along with the date of the last professional meeting.
- Where a CAF has been raised in respect of any welfare concerns, the name and contact details of the lead professional will be passed on to the receiving setting or school.
- Where there has been a S47 investigation regarding a child protection concern the name and contact details of the child's Social Worker will be passed on to the receiving setting or school - regardless of the outcome of the investigation.
- The information will be posted or taken personally to the setting and addressed to the designated person for child protection and marked as confidential.

This policy was adopted by Baildon Village Pre School Management Committee and the staff of Baildon Village Pre School.



Safeguarding Policy Important Information

Named Person	Catherine Murray Sarah Scholefield
Bradford Initial Contact Point	01274 437500
Bradford Safeguarding Board	01274 434361
LADO	01274 434361 Dawn Holt
Out of hours emergency duty team	01274 431010
Police Non-Emergency	101
Police Emergency	999

The Working Together to Safeguard Children Policy is held on Baildon Village Pre-School

Computer, the Pre-School laptop and a memory stick, if you would like to view this document please contact a member of staff.

Female Genital Mutilation (FGM)

- Female genital mutilation (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's dangerous and a criminal offence.
- <http://www.nspcc.org.uk/preventing-abuse/child-abuse-and-neglect/female-genital-mutilation-fgm/signs-symptoms-and-effects/>
- The term FGM covers all harmful procedures to the genitalia for non-medical purposes. There are 4 types-all are illegal and have serious health risks.
- FGM ranges from pricking or cauterizing the genital area, through partial or total removal of the clitoris, cutting the lips(labia) and narrowing the vaginal opening.



The cutting is made using instruments such as a knife, pair of scissors, scalpel, glass or razor blade.

- FGM is usually performed by someone with no medical training. Girls are given no anaesthetic, no antiseptic treatment and are often forcibly restrained.

Signs and indicators 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
 - 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- a sister, cousin, an older female relative such as a mother or aunt.
- A girl or woman who's had FGM may:
 - Have difficulty walking, standing, or sitting
 - Spend longer in the bathroom or the toilet
 - Appear withdrawn, anxious or depressed
 - Have unusual behaviour after an absence from school
 - Be partially reluctant to undergo normal medical examinations
 - Ask for help but may not be explicit about the problem due to embarrassment or fear.

Prevent Duty

All staff and visitors:

Have a duty to protect children under the Counter Terrorism Security Act

2015

Have a duty to report any suspicions

Have a duty to attend all relevant WRAP training

To work with BSCB to coordinate any referrals

Must ensure that children are safe from terrorist and extremist material when

accessing the internet

Have a duty to promote British values

To follow guidance outlined in the schools' Prevent risk assessment

Staff should understand when it is appropriate to make a referral to the local

authority Channel Programme

Grooming

We are also aware that grooming could take place-this is where someone builds an emotional connection with a child to gain their trust for the purposes of sexual abuse, sexual abuse, sexual exploitation or trafficking. This can take place face-to-face or on-line and by a stranger or someone the child knows. We are aware

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that groomers can be male or female and of any age and that many young children are not aware they are being groomed.



Sexual exploitation

We understand that child sexual exploitation can occur and is a type of sexual abuse. Children in exploitative situations receive items such as gifts, money, or affection as a result of performing sexual activities or other performing sexual activities on them. Children may be tricked into believing they are in a loving relationship. Some young people are trafficked into or within the UK for the purpose of sexual exploitation.

What to do if we are concerned about FGM, grooming, sexual exploitation or radicalisation, we would:

If you are concerned about the safety or welfare of the child in the Bradford District, these are the number that you can call for advice and to make a referral:

- During office hours call Children's Social Care Initial Contact Point-**01274 437500**-(8.30am to 5pm Monday to Thursday, 8.30am to 4.30pm on Friday)
- At all other times, Social Services Emergency Duty Team-**1274 431010**
- If you have reason to believe that a child is at **immediate risk of harm**, contact the police on **999**



Baildon Village Preschool will fulfil local and national responsibilities as laid out in the following documents.

Working together to Safeguard children 2018

Key Guidance

Information on concern

Timescales

Safeguarding policies and procedures are built upon

Early Years Foundation Stage Framework document

Education Act 2002

Keeping children safe in Education

LSCB Local Safeguard Children's Board

Created by Children's Act 2004

Every Child Matters 2004

Stay safe, Be healthy, Enjoy and Achieve, Make a positive contribution, Economic Well Being

Children's Act 2006

Improve outcomes for children

Threshold Guidance Document LSCP 2017

NICE Guidelines

Information Sharing 2018 7 Golden Rules

Attached Document

Designated Safeguarding Officer Duties

Day to day responsibilities

Alert and recognise

Raise concerns

Share information

Make referrals

Contribute towards plans and decision

Challenge poor practise in the workplace