



Hopton School house playgroup and OOSC policies.

1.2 Safeguarding children and child protection

(Including managing allegations of abuse against a member of staff)

Policy statement

We 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. Our safeguarding policy is based on the three key commitments of the Pre-school Learning Alliance Safeguarding Children Policy.

EYFS key themes and commitments

A Unique Child	Positive Relationships	Enabling Environments	Learning and Development
1.3 Keeping safe	2.1 Respecting each other 2.2 Parents as partners	3.4 The wider context	4.4 Personal, social and emotional development

Procedures

We carry out the following procedures to ensure we meet the three key commitments of the Alliance Safeguarding Children Policy.

Key commitment 1

We are 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 Play Leaders act as the designated person (a member of staff) on site who co-ordinate any child protection issues.
- We ensure all staff and parents are made aware of our safeguarding policies and procedures and where to find them.
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Hopton School house playgroup and OOSC policies.

- We ensure all staff have adequate training 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 the Rehabilitation of Offenders Act 1974.
- Candidates are informed of the need to carry out 'enhanced disclosure' checks with the Disclosure and Barring service (formally known as Criminal Records Bureau) 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 Disclosure and Barring checks (formally known as Criminal Record Bureau checks - CRB 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 and will not carry out personal care i.e – Toileting/nappies.
- We 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 otherwise have lead to dismissal for reasons of child protection concern.
- We have procedures for recording the details of visitors to the setting. - All persons entering HSH will be asked for ID, to sign in, time, date and reason for visit and be asked to sign out when leaving.
- We use these 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.

Key commitment 2

We are 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' (HMG 2015).

Responding to suspicions of abuse

- We acknowledge that abuse of children can take different forms - physical, emotional, and sexual, as well as neglect.



Hopton School house playgroup and OOSC policies.

- Children can also suffer peer on peer abuse which can include:

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; up-skirting, 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 cause the victim humiliation, distress or alarm; sexting (also known as youth produced sexual imagery); and initiation/hazing type violence and rituals.

(Taken from Keeping Children Safe in Education, DfE, 2020, p10)

- Staff are also aware of other types of abuse, for example, Female Genital Mutilation (FGM) and undertake training to ensure they know how to respond appropriately.
- Staff are also aware that gang violence and street crime could involve or affect a young child. Indicators could be:

increased absence from school, a change in friendships or relationships with older individuals or groups, a significant decline in performance, signs of self-harm or a significant change in wellbeing, or signs of assault or unexplained injuries. Unexplained gifts or new possessions could also indicate that children have been approached by, or are involved with, individuals associated with criminal networks or gangs. (County lines)

(Taken from Keeping Children Safe in Education, DfE, 2020, p10)



Hopton School house playgroup and OOSC policies.

- When children are suffering from physical, sexual or emotional abuse, or may be experiencing neglect or peer on peer abuse, this may be demonstrated through the things they say (direct or indirect disclosure) or through changes in their appearance, their behaviour, or their play.
- 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 setting leader or manager who is acting as the 'designated person'. The information is stored in the child's personal file.
- We use the Gloucestershire Children's Safeguarding Board (www.gscb.org.uk) referral process by filling out a Multi-Agency Request Form (MARF) when making a referral to children's social care or other appropriate agencies.
- We take care not to influence the outcome either through the way we speak to children or by asking questions of children.

Recording suspicions of abuse and disclosures

- Where a child makes comments to a member of staff that gives cause for concern (disclosure), observes signs or signals that gives 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;
 - Staff will not ask leading questions and only use open ended question such as 'what happened next'.
 - 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 date and time; and
 - the names of any other person present at the time.
- These records are signed and dated and kept in the child's personal file which is kept securely and confidentially under the Data protection act 2018.



Hopton School house playgroup and OOSC policies.

Informing parents

- Parents are normally the first point of contact, unless it is not safe to do so. In this case the local authority will be called first. If staff are unsure, they will call the Local safeguarding board for advice. (LADO).
- If a suspicion of abuse/neglect is recorded, parents are informed at the same time as the report is made, except where the guidance of the Local Safeguarding Children Board does not allow this.
- This will usually be the case where the parent is the likely abuser. In these cases, the investigating officers will inform parents.

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' for parents and staff and all staff are familiar with what to do if they have concerns. (Safeguarding board in office and copy on our website)
- 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.
- Contact details for the local National Society for the Prevention of Cruelty to Children (NSPCC) are also kept.
- If a referral is to be made to the local authority social care department, we act within the area's Safeguarding Children and Child Protection guidance in deciding whether we must inform the child's parents at the same time.

Allegations against staff

- We ensure that all parents know how to make a formal complaint about the behaviour or actions of staff or volunteers within the setting, or working on the premises occupied by the setting, which may include an allegation of abuse.
- We follow the guidance of the Local Safeguarding Children Board when responding to any complaint that a member of staff, or volunteer within the setting, or anyone living or working on the premises occupied by the setting, has abused a child. We do this by ensuring we follow the advice of the Local



Hopton School house playgroup and OOSC policies.

Authority Designated Officer (LADO) who can be contacted via the GSCB website.

- We respond to any disclosure by children or staff that abuse by a member of staff or volunteer within the setting, 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.
- We refer any complaints immediately to our local authority department (LADO) to investigate. We also report any such alleged incident to Ofsted and what measures we have taken.
- If an allegation has been made against a member of staff, they will be immediately dismissed pending investigation.
- We co-operate entirely with any investigation carried out.
- Where the management committee and children's social care agree it is appropriate in the circumstances, the chairperson will suspend the 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 is to protect the staff as well as children and families throughout the process.

LADO-Nigel Hatton 01452 426994

Disciplinary action

- Where a member of staff or a volunteer is dismissed from the setting because of misconduct relating to a child, we notify the Independent Barring Board administrators so that the name may be included on the Protection of Children and Vulnerable Adults Barred List.

Key commitment 3

We are 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 can recognise the signs and signals of possible physical abuse, emotional abuse, sexual abuse and neglect and that they are aware of the local authority guidelines for making referrals.



Hopton School house playgroup and OOSC policies.

- The Designated Safeguarding Lead and the deputy SG lead receive L3 multi-agency training every 2 years.
- All other staff receive L2 training every 2 years also. online - e-training through the GSCB website.
- We ensure that all staff know the procedures for reporting and recording their concerns in the setting.
- Information can be found on display in the office for staff to refer to.
- The Manager/DSL will update staff in between of any updates.

Planning

- The layout of the rooms, high child / adult ratios and excellent daily planning ensures constant supervision for every child.

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 the children.

Children with special educational needs:

- Children with SEND (special educational needs or disabilities) or certain health conditions can face additional safeguarding challenges.

These can include:

- Assumptions that a child's behaviour mood, injury etc relate to the child's SEND need and not explored further.
- Sen children can be more prone to peer group isolation or bullying.
- Missed signs of abuse due to communication barriers and physical barriers.

Hopton school house will closely monitor and support children with SEND needs. Working alongside the SENCO and key persons.

Please also see 2.4 Supporting children with special educational needs.



Hopton School house playgroup and OOSC policies.

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.

Offer of Early Help

In line with the Gloucestershire Safeguarding Board yearly audit, we regularly consider our offer of early help in supporting parents via our notice board or through conversation. This is to provide support with parenting, language development, dietary advice, and toileting. Key staff attend multi-agency meetings to support the child's best interests if required. Staff have up to date training which includes various e-learning courses to further knowledge on issues such as, domestic violence and female genital mutilation (FGM). The setting also promotes the fundamental British values and **Prevent Duty**.(1.3 policy)



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