



Safeguarding Children & Child Protection Policy

Safeguarding and promoting the welfare of children¹ is everyone's responsibility.

Safeguarding and promoting the welfare of children is defined as: *“Protecting children from maltreatment; preventing impairment of children's health or development; ensuring that children grow up in circumstances consistent with the provision of safe and effective care; and taking action to enable all children to have the best outcomes.”* (Working Together to Safeguard Children, 2018).

Child protection refers to actions taken to prevent children suffering, or being likely to suffer, significant harm.

This policy has been developed in accordance with the principles established by the Children Acts 1989 and 2004, the Childcare Act 2006, and the Safeguarding Vulnerable Groups Act 2006 and is in line with government publications:

- “Working Together to Safeguard Children” 2018,
- “Framework for the Assessment of Children in Need and their Families” 2000,
- “What to do if you are Worried a Child is being Abused” 2015,
- “Information Sharing: Advice for practitioners providing safeguarding services to children, young people, parents and carers” 2018,
- “Statutory Framework for the Early Years Foundation Stage” 2017,
- “The Prevent Duty: Departmental Advice for Schools and Childcare Providers” 2015,
- “Keeping Children Safe in Education” 2018.

¹ Within the context of this policy a child refers to an individual under the age of 18. 'Children' therefore means 'children and young people' throughout.

Shaw Village Pre School

Holy Trinity Church, Shaw Village Centre, Ramleaze Drive, Shaw, Swindon, SN5 5PY

Telephone Number: 07488297871 Email: : shawvillagepreschool@googlemail.com

Ofsted Registration Number: 2574436



We are committed to:

- Providing a childcare setting where children are safe and secure;
- Planning opportunities and experiences that enable children to learn and develop the skills they need to keep themselves safe, including learning about online safety;
- Providing an enabling environment where children know that they can talk and will be listened to and that their views are valued and respected;
- Using our knowledge of safeguarding and child protection to identify children with potential or emerging problems / concerns and implementing plans to avoid them escalating;
- Recognising the signs and symptoms of abuse and following the correct procedures for reporting concerns;
- Providing support for children who have been abused and taking part in multi-agency action plans to keep them safe;
- Working in partnership with parents/carers;
- Following the correct procedures if an allegation is made against me or a member of my staff or if we have a concern about another adult that works with children.

As a registered Childcare provider, we take seriously our responsibility to ensure the safety and promote the welfare of children in our care in line with the procedures laid out by the Local Safeguarding Children Board:

- South West Child Protection Procedures (SWCPP), <http://www.online-procedures.co.uk/swcpp/>
- Local Safeguarding Children Board guidance, www.swindonlscb.org.uk

We have developed a structured procedure to be followed in the case of suspected abuse, which is regularly reviewed and updated.

As a childcare provider, we have a Designated Safeguarding Lead. We work with other agencies, including Children's Services and the Local Safeguarding Children Board, to ensure we have adequate arrangements in place to identify, assess, and support those children who are suffering harm or likely to suffer harm. It is our responsibility to ensure all policies and procedures are implemented. We can be contacted on: 07488 297 871 during the following hours: 0700-2000.

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The Designated Safeguarding Lead attended Level 3 Child Protection Training, as advised by the Local Safeguarding Children Board on 11th February 2020.

We update our training every 2 years and regularly update our knowledge in the interim – e.g. online training / local newsletters.

It is our duty to ensure all policies and procedures are shared with and understood by all staff. We use induction training for all staff to help them understand their roles and responsibilities, including information about safeguarding and child protection policies and procedures, emergency evacuation procedures, our equal opportunities (inclusion) policy and our health and safety policy. No apprentice will be left in the sole charge of children without parent/carer permission and a valid paediatric first aid certificate (see also safer recruitment policy). Our staff / apprentice(s) attended Level 1 Basic Awareness Training and renew this training every 3 years. We will provide support, advice and guidance to our staff/ apprentice(s) on an ongoing basis and on any specific safeguarding issue. Staff/apprentices will receive updates on safeguarding and child protection at least annually. All staff / apprentices will be asked to declare whether they are suitable to be working with children on an annual basis (see section on disqualification below).

Signs and symptoms of abuse

Lists of signs and symptoms are not fail-safe mechanisms, but can be useful indicators in certain combinations (see Appendix 1). These may indicate that a child is being abused, but in themselves they are not evidence of abuse. They are useful to help build an emerging picture. There may be other reasons for a child showing such signs or behaving in such ways. There is considerable overlap between signs and symptoms of different signs of abuse, particularly between emotional abuse and other forms of abuse.

We are aware that children with special educational needs or disability and babies are particularly vulnerable to being abused. We will maintain an attitude of “it could happen here” where safeguarding is concerned and we will always act in the best interests of the child.

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Abuse could be:

Physical Abuse: Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child. Physical harm may also be caused when a parent/carer fabricates the symptoms of, or deliberately induces, illness in a child.

Emotional Abuse: Emotional abuse is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyberbullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

Sexual Abuse: Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

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Neglect: Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development.

Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent/carer failing to:

- provide adequate food, clothing and shelter (including exclusion from home or abandonment);
- protect a child from physical and emotional harm or danger;
- ensure adequate supervision (including the use of inadequate care-givers); or ensure access to appropriate medical care or treatment.

It may also include neglect of, or unresponsiveness to, a child's basic emotional needs

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Specific Forms of Abuse and Safeguarding Issues

The table below outlines additional information on specific forms of abuse and safeguarding issues that we are aware of. Where a child is suffering, or is likely to suffer from harm, a referral to children’s social care (and if appropriate the police) will be made immediately following the processes included in this policy.

Abuse / Safeguarding Issue	Details
Child criminal exploitation: county lines	Criminal exploitation of children is a geographically widespread form of harm. It 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. I will refer (suspected) cases of child criminal exploitation to children’s social care.
Child Sexual Exploitation (CSE)	Child sexual exploitation is when people use their power over children (difference in age, intellect, strength, money or other resources) to sexually abuse them. Children may be ‘groomed’ by ‘boyfriends’ who then force the child/young person into sexual activities with their friends/associates. Consent cannot be given, even where a child believes they are voluntarily engaging in sexual activity with the person who is exploiting them. CSE can happen online. CSE is a form of sexual abuse
Child Trafficking and Modern Slavery	Child trafficking and modern slavery are child abuse. They are also a crime and an abuse of human rights. If we suspect that these have or are about to occur or if we have any concerns, we will contact FCP/MASH. And we will make a referral to the National Referral Mechanism (http://www.nationalcrimeagency.gov.uk/about-us/what-we-do/specialist-capabilities/uk-human-trafficking-centre/national-referral-mechanism). Further information is available at www.nspcc.org.uk/preventing-abuse/child-abuse-and-neglect/child-trafficking/ .
Children and	We will support the welfare of children involved in the court

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the Court System	<p>system as much as possible. Involvement in the court system could be, for example:</p> <ul style="list-style-type: none"> • Children affected by separation and subsequent child arrangements being made in family courts • Children giving evidence in criminal courts, either for crimes committed against them or for crimes they have witnessed.
Children Missing Sessions	<p>Children missing sessions, particularly repeatedly, can be a vital warning sign of a range of safeguarding possibilities, including abuse and neglect or an indication of mental health problems, risk of substance abuse, risk of travelling to conflict zones, risk of female genital mutilation or risk of forced marriage. Parents/carers are asked to inform me of reasons for absence and these will always be recorded.</p>
Children with Family Members in Prison	<p>Children with family members in prison are at risk of poor outcomes including poverty, stigma, isolation and poor mental health. We will put appropriate support in place to help prevent such negative consequences. (www.nicco.org.uk)</p>
Domestic Abuse (DA)	<p>DA is any violent or abusive behaviour used by one person to dominate and control another within a close personal or family relationship. Children can witness DA in a variety of ways, they may be in the same room and get caught up in an incident, perhaps trying to defend the victim, they may be in a different room but able to hear abuse taking place and witness injuries caused by the abuse, or they may be asked to take part in verbally abusing the victim. All children witnessing domestic abuse are being emotionally abused, recent legislation recognises DA as “significant harm” and must always be referred to FCP/MASH.</p>
Fabricating or Inducing Illness (FII)	<p>(Also known as Munchausen’s Syndrome by Proxy). FII is a form of child abuse. It occurs when a parent or carer exaggerates or deliberately causes symptoms of illness in a child. It can include:</p> <ul style="list-style-type: none"> • persuading healthcare professionals that the child is ill when they're perfectly healthy • exaggerating or lying about the child's symptoms

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	<ul style="list-style-type: none"> manipulating test results to suggest the presence of illness (e.g. putting glucose in urine samples to suggest the child has diabetes) deliberately inducing symptoms of illness (e.g. poisoning the child with unnecessary medication or other substance. <p>If we suspect FII or if we have concerns we will contact FCP/MASH.</p>
Female Genital Mutilation (FGM)	<p>FGM is a form of abuse. It comprises of all procedures involving partial or total removal of the external female genitalia or other injury to female genital organs. It is illegal for FGM to be practiced in the UK and to remove a child from the UK for this purpose. We are aware of the issues and potential risks of FGM and are aware of the signs that a child may be about to become subject of it – i.e. talking about a journey / becoming a woman plus an extended holiday abroad. If we suspect that this is about to occur or have any concerns, we will contact FCP/MASH. In addition, if we are aware it has occurred in an under 18 year old, it is our duty under the Serious Crime Act 2015 to inform the police.</p>
Forced Marriage (FM)	<p>Forced marriage is a form of abuse. It is a specific offence under s121 of the Anti-Social Behaviour, Crime and Policing Act 2014. A forced marriage is a marriage conducted without the valid consent of one or both parties, and where duress is a factor. Forced marriage is when someone faces physical pressure to marry (e.g. threats, physical violence or sexual violence) or emotional and psychological pressure (e.g. if someone is made to feel like they're bringing shame on their family). This is very different to an arranged marriage where both parties give consent.</p> <p>FM is illegal in England and Wales. This includes:</p> <ul style="list-style-type: none"> taking someone overseas to force them to marry (whether or not the forced marriage takes place) marrying someone who lacks the mental capacity to consent to marriage, whether they are pressured or not.
Homelessness	<p>Being homeless or being at risk of becoming homeless presents a real risk to a child's welfare. We will direct families to the Local Housing Authority for support and if necessary refer to children's</p>

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	social care if a child is harmed or at risk of harm.
So-called 'Honour-Based' Violence (HBV)	<p>So-called 'honour-based' violence (HBV) encompasses incidents or crimes which have been committed to protect or defend the honour of the family and/or the community, including FGM, forced marriage, and practices such as breast ironing.</p> <p>All forms of HBV are abuse (regardless of the motivation) and will be handled and escalated as such.</p> <p><i>See also FGM and FM</i></p>
Peer on Peer Abuse	<p>Safeguarding issues can involve peer on peer abuse. This is most likely to include, but is not limited to, bullying (including cyberbullying); CSE by a peer; sexual violence and sexual harassment; physical abuse such as hitting, kicking, shaking, biting, hair pulling, or otherwise causing physical harm; sexting and initiating/hazing type violence and rituals.</p> <p>Sexual violence and sexual harassment can occur between two children of any age and sex.</p> <p>This form of abuse will not be tolerated or passed off as 'banter', 'having a laugh' or 'part of growing up'.</p> <p>We will ensure that children are appropriately supervised at all times to avoid these issues arising.</p> <p>All victims will be reassured that they are being taken seriously and that they will be supported and kept safe.</p> <p>Our normal safeguarding procedures will be followed. Where a child has been harmed, is at risk of harm, or is in immediate danger, we will make a referral to children's social care and where appropriate the police. We will support the victim, the alleged perpetrator and any other child that has been involved or may have been affected.</p> <p>Risk assessments may be written for any child who has been identified as being at increased risk of peer on peer abuse, either as the 'perpetrator' or the victim and also for all the other children (and if appropriate adults) that could be affected, in order to protect them and keep them safe. These will be shared with the parent/carer and the pupils/students concerned as appropriate and will be kept under review.</p>

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	[See also our anti-bullying and Use of Electronic Equipment policies.]
Private Fostering	<p>Private fostering is an arrangement when a child under the age of 16 (under 18, if disabled) is provided with care and accommodation for 28 days or more by a person who is not a parent, a person with parental responsibility for them or a relative in their own home.</p> <p>We have a duty to report private fostering to the Local Authority.</p>
Radicalisation & Extremism – Prevent Duty	<p>It is our duty to protect children from radicalisation and any form of violent extremism in line with the Government’s guidance, “The Prevent Duty: Departmental Advice for Schools and Childcare Providers” 2015. We will protect children from being drawn into extremism and terrorism by having robust safeguarding policies and procedures in place to identify children at risk and to intervene as appropriate.</p> <p>The Government’s Prevent Strategy defines extremism as: “Vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs. We also include in our definition of extremism calls for the death of members of our armed forces” (DfE, 2015)</p> <p>Under the Counter Terrorism and Security Act, 2015, and the EYFS, 2017, we have a responsibility to promote British Values and to comply with the Prevent Duty to prevent people from being drawn into extremism/terrorism. Within this we have a responsibility to:</p> <ul style="list-style-type: none"> • Assess the risk of children being drawn into terrorism and of support for extremist ideas • Report concerns if we suspect radicalisation/extremism to the Children’s Social Care / Multi-Agency Safeguarding Hub (MASH) / Local Area Designated Officer (LADO) • “Be alert to any issues for concern in the child’s life at home or elsewhere” (EYFS 2017, section 3.4) • Keep children safe, promote their welfare and take action to protect children from harm

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- Support children's personal, social and emotional development
- Provide staff/ students with sufficient training to recognise potential radicalisation and to know what action to take if they suspect it

In order to do this we will:

- Listen to children and parents/carers
- Report concerns
- Challenge negative behaviour
- Promote the fundamental British values of democracy, rule of law, individual liberty and mutual respect for and tolerance of different faiths and beliefs to help children:
 - Learn right from wrong
 - Mix and share with other children and value each other's views
 - Develop a positive sense of themselves
 - Form positive relationships and develop respect for others
 - Understand appropriate behaviour
 - Learn about similarities and differences between themselves and others
 - Learn how to manage their feelings
 - Have confidence in their own abilities
- Challenge negative attitudes and stereotypes in an age appropriate manner
- Create an ethos of inclusivity within my setting

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We provide a caring, positive, safe and stimulating environment that promotes the social, physical and moral development of the individual child. We support the children's development in ways that will foster security, confidence and independence.

We aim to provide an environment in which children and young people feel valued and respected, and confident to approach us if they are in difficulties, believing they will be effectively listened to.

- “*Working Together to Safeguard Children*” (2018) is available at www.gov.uk/government/publications/working-together-to-safeguard-children--2.
- “*What To Do If You're Worried A Child Is Being Abused*” (2015) is available at www.gov.uk/government/publications/what-to-do-if-youre-worried-a-child-is-being-abused--2).
- “*Keeping Children Safe in Education*” (2018) is available at <https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>.

These documents set out the guidelines for how we must proceed, including escalating child protection concerns to the Local Authority Designated Officer (LADO) as required. We will follow the guidelines on how to record any incidents and disclosures. If a staff/ apprentice, or student has any concerns regarding the way we have dealt with any child

protection concern, it is their duty to report them to the LADO, referring to our whistle blowing policy as appropriate.

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Disclosures

A disclosure is when a child or young person tells someone else about the behaviour of another person or persons towards him or her which makes the hearer think that the child or young person is experiencing some form of abuse or may be at risk of abuse. If a child or young person discloses to us we will:

- Show that we have understood what they are saying and that we take their allegations seriously.
- Listen carefully to the child and will be non-judgemental.
- Encourage the child to talk, without asking leading questions or interrupting when a child is recalling a significant event. Questions will be limited to “WH” questions, such as, “What happened?”; “When did it happen?”; “Who did it?”; “Where were you?”
- Record the concern and the child’s comments in writing, in their own words as far as possible (see Record Keeping). We will do this after the child has finished talking with us in order that we can devote our full attention to the child.
- Inform the child that we cannot promise not to share this information but that everything we do will be in the interest of their safety.
- Seek advice from the Children’s Social Care.
- Follow up action will be taken as soon as possible (within the same working day).

Visitors

Any visitor who receives a disclosure of abuse or who suspects abuse may have occurred or who is concerned for the safety or welfare of a child **must** report the concern immediately to the Designated Safeguarding Lead, or if the disclosure or concern relates to them then to the Local Authority Designated Officer (LADO).

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Record Keeping

If we receive a disclosure of abuse, or if we have a concern about a child, we will record this as soon as possible. The record will contain:

The child's name

The child's date of birth

The date, time and location

An accurate record of what was seen and or said, with context

A note of the child's non-verbal behaviour

A body map (see Appendix 2), if appropriate, to record any visible injuries or marks (photographs will never be taken)

Our name and signature

We will only record the facts as the child has presented them; we will not include personal opinion.

All hand-written records will be kept, even if they are subsequently typed up into a more formal format.

If a child makes a disclosure to a staff member/ apprentice / student they will write up the report as above, recording when they have informed the designated safeguarding lead.

We will keep written records of concerns about a child, even if there is no need to make an immediate referral. We will ensure that all such records are kept confidential and securely, separate from a child's records.

Where a child transfers to school or moves to a new setting, child protection documentation will be transferred to the receiving school/setting within 14 days, preferably by hand. If hand delivery isn't possible, postal delivery will be followed up with a telephone conversation. The original documents will be transferred and a receipt for handover will be obtained. If a child leaves our setting and we do not know where they move to, we will contact Family Contact Point MASH regarding any child protection information we hold on that child in order to hand the information over to them.

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Procedure for Referrals

If we have reason to believe that any child in our care needs protection in any way we will:

- Contact Family Contact Point/MASH or the police immediately if we feel the child is in immediate danger
- Refer a child if there are concerns about possible abuse, to Family Contact Point/MASH. Referrals will be made by telephone (see useful numbers). The telephone referral will be confirmed in writing within 24 hours (using form RF1 – electronic copy available at www.swindonlscb.org.uk/wav/Pages/Forms.aspx). Under these circumstances we will share information relating to your child with Family Contact Point/MASH and the Police if requested. Confidentiality will be assured only when it is clear that there is no risk of harm to a child.
- The referral will be shared with the parent/carer, and where appropriate with the child/young person, unless to do so would place the child at increased risk of harm – advice will be sought from Family Contact Point/MASH.
- If a child discloses physical or sexual abuse, where the alleged abuser is either a family member or someone resident within the household, we will contact Family Contact Point/MASH before informing parents.
- If the child is already subject to a child protection plan we will contact the allocated social worker – they will advise when, and by whom, the parents will be informed.
- Liaise with other agencies and professionals.
- Attend case conferences, or other multi-agency planning meetings, as necessary
- Ensure that any child currently with a child protection plan who is absent without explanation is referred to their Social Worker, Social Care Team.
- Notify our local child protection agency and Ofsted of any serious accident, illness or injury to or death of, any child in our care. Ofsted must be informed within 14 days.

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Confidentiality

- We recognise that all matters relating to safeguarding are confidential.
- We will disclose any information about a child on a need to know basis only, referring to 'What to do if you're worried a child is being abused' (2015) and the 'Information Sharing – Advice for practitioners providing safeguarding services to children, young people, parents and carers' (2018)
- We are aware that we have a professional responsibility to share information with other agencies in order to safeguard children.
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- We are aware that we cannot promise a child to keep secrets which might compromise their safety and wellbeing.
- We undertake to share an intention to refer a child to Family Contact Point/MASH with their parents/carers unless to do so could put the child at greater risk of harm, or impede a criminal investigation. If in doubt, we will consult with Family Contact Point/MASH and the Local Authority Designated Officer (LADO).
- We are aware of our duties under the Data Protection Act (2018) and the General Data Protection Regulations (GDPR) and that this legislation does not prevent or limit the storing or sharing of information in order to keep children safe – this includes information which is sensitive and personal, and should be treated as 'special category personal data'. The Data Protection Act 2018 contains 'safeguarding of children and individuals at risk' as a processing condition that allows practitioners to share information. This includes allowing practitioners to share information without consent, if it is not possible to gain consent, it cannot be reasonably expected that a practitioner gains consent, or if to gain consent would place a child at risk. Fears about sharing information will not stand in the way of the need to promote the welfare and protect the safety of children.

Multi-Agency Working

(Team Around the Child (TAC); Team Around the Family (TAF) meetings)

- The welfare of the child is paramount. We will therefore share information in a multi-agency framework, following the confidentiality statement above.

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Early Help / Early Intervention

Where we have concerns about a child (as opposed to a child being in immediate danger) we will follow the early help (early intervention) processes. This will include identifying emerging problems, sharing information with other professionals and in some cases may include undertaking an Early Help Record and Plan (EHRP) or TAC/TAF meetings.

Visitors

- All staff/apprentices working at our setting who are aged 16 or over have received an enhanced DBS (CRB) check. Where these were obtained after September 2014, they are registered with the DBS update service.
- We record all visitors to our setting during working hours with the time and nature of visit. Children are not left unsupervised with visitors.
- Where possible building / repair work to our setting will not be carried out during working hours. Where this is not possible, risk assessments will be carried out and the workmen/women will not have unsupervised access to the children under any circumstances.

Disqualification and Disqualification by Association

Under the Childcare Act 2006 staff / apprentices must provide the setting with up to date information regarding any convictions, cautions, court orders, reprimands and warnings which may affect our suitability to work with children, whether received before or during current roles.

Disqualification by Association: Under the Childcare Act 2006 staff must provide the setting with up to date information about anyone who works in our setting who has been disqualified from working in childcare. This extends to information regarding disqualification by association: An individual is disqualified by association from working in my setting if someone who lives or works in their household is disqualified from working with children. Staff must inform us immediately if they become disqualified by association.

Staff will be required to complete an annual declaration regarding their on-going suitability to work with children.

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Staff are required to complete an annual declaration for the setting to confirm their ongoing suitability to work with children.

If an individual is disqualified or disqualified by association from working with children, they can apply to Ofsted for a waiver to this qualification.

Physical Intervention

On occasion, physical intervention (positive handling) may be necessary to protect a child from danger. Any instances where physical intervention is needed will be recorded and where possible signed by a witness. We understand that physical intervention of a nature which is both unreasonable and disproportionate to the circumstances and or causes injury or distress to a child, may be considered under child protection procedures and, if involving staff, disciplinary procedures.

Mobile Phones / Cameras / IT Equipment / Social Networking

- Written permission will be obtained from parents/carers before taking any photographs of children
- Mobile phones, cameras and IT equipment will never be used in compromising situations, which could be misinterpreted and lead to potential allegations. Photographs will never be taken in sensitive areas such as toilets or nappy changing areas.
- The personal phones, cameras and IT equipment of any staff or students will be stored in the staff area and will only be used while the staff are on designated breaks away from the children.
- Visitors to our setting will never be left unsupervised with children and therefore visitors will never be in a situation where their mobile phone/camera/IT equipment usage could lead to potential allegations.
- We will not post anything on social networking sites that could cause offense to any child or their family. We will gain signed parental/carer's permission before sharing any images with others and then only in pre-approved closed groups.
- All devices where photographs or personal information are stored will be password protected and secure.

Shaw Village Pre School

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- Any staff will be made aware of the above phone/camera/IT equipment policy and will be made aware of professional boundaries when using social networking sites. They will not be permitted to share images, video or audio on any mobile phone or social networking site without prior permission from myself and parents/carers of any children involved.
- To help children keep themselves safe:
 - Internet access will always be supervised. This enables us to carefully monitoring the internet use.
An internet filter is installed on our equipment to identify which websites are suitable for children and to protect children from viewing inappropriate material
We explain the 'Internet Use Rules' to the children:
 - They will not be able to access to chat rooms/Facebook etc
 - There is no access to the web cam
 - They can access agreed websites only
 - They cannot download any materials without my permission

We have a full separate Use of Electronic Equipment Policy

Other Policies

Please see our Allegations of Abuse Policy regarding how we protect ourselves and other adults in our setting from allegations being made against us.

This safeguarding children and child protection policy should be read in conjunction with the following policies/procedures:

- Safer Recruitment Policy
- Whistle Blowing Policy
- Complaints Policy
- Data Protection and Confidentiality Policy
- Information Sharing Policy
- The Use of Electronic Equipment Policy
- Managing Behaviour (Promoting Positive Behaviour) Policy
- Anti-Bullying Policy
- Health and Safety Policy
- Recording and Reporting Accidents and Incidents Policy

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- Illness Policy
- Medicines Policy
- Emergency Plan
- Fire and Emergency Evacuation Plan
- Lost Child Policy
- Non-Collection of Child Policy
- Working in Partnership with Parents / Carers Policy
- Equal Opportunities (Inclusion) Policy
- Toileting and Intimate Care Policy
- Risk Assessments

Phone Numbers

Family Contact Point/MASH	01793 466903
Emergency Duty Service	01793 436699
Swindon Local Authority Designated Officer (LADO)	01793 463854
<i>Jon Goddard (Monday-Wednesday)</i>	<i>07392 103019</i>
<i>Sean Capewell (Monday-Friday)</i>	<i>07392 103032</i>
Swindon Local Safeguarding Children's Board	01793 463803

Signed: _____

Date: _____ Review Date: _____

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