



## Ripponden Pre-school: Child Protection Policy

### Statement of intent

Ripponden Pre-school will work with children, parents and the community to ensure the safety of children and to give them the very best start in life.

The key commitments of Ripponden Pre School's policy for child protection.

1. The Alliance is committed to building a 'culture of safety' in which children are protected from abuse and harm in all areas of its service delivery. Our designated persons are **Sharron Smith and Beverley Burton**.
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 'Working Together to Safeguard Children 2015'.
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.

### Aims

Our aims are to carry out this policy by:

- Promoting children's right to be strong, resilient and listened to by creating an environment in our setting that encourages children to develop a positive self image, which includes their heritage arising from their colour and ethnicity, their languages spoken at home, their religious beliefs, cultural traditions and home background;
- Promoting children's right to be strong, resilient and listened to by encouraging children to develop a sense of autonomy and independence;
- Promoting children's right to be strong, resilient and listened to by enabling children to have the self confidence and the vocabulary to resist inappropriate approaches;
- Helping children to establish and sustain satisfying relationships within their families, with peers, and with other adults; and
- Working with parents to build their understanding of and commitment to the principles of safeguarding all our children.

The legal framework for this work is:

*Primary legislation*

The Children Act 1989, 2004

The Protection of Children Act 1999

Data Protection Act 1998

The Counter Terrorism and Security Act

*Guidance*

Working Together to Safeguard Children (revised 2015)

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*Secondary Legislation*

Equality Act (2010)

Prevent Duty

Liaison with other bodies

- We work within the Local Safeguarding Children Board guidelines.
- We have a copy of 'Working Together to Safeguard Children, 2015' for parents and staff and all staff are familiar with what to do if they have concerns. Information can be found on the Local Safeguarding Children Board website (website [www.calderdale-scb.org.uk](http://www.calderdale-scb.org.uk)).
- 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 03001231231) of any serious incident or accident and any changes in our arrangements, which may affect the well-being of children. In cases of child protection we contact (Multi Agency Screening Team (MAST) 01422 393336 and Emergency Duty Team (Out of hours) 01422 288000 and complete the Child and Family Single Assessment form, along with an Early Intervention referral form. In serious child protection cases we do not need parental consent on the forms. In all other early intervention cases we complete the forms and gain parental responsibility consent. For all other safeguarding issues we seek advice from the Local Safeguarding Children's Board.
- Details of the local National Society for the Prevention of Cruelty to Children (NSPCC) contacts are also kept.
- If a referral is to be made to the local authority social services department, we act within the Local Safeguarding Children Board (website [www.calderdale-scb.org.uk](http://www.calderdale-scb.org.uk)) guidance in deciding whether we must inform the child's parents at the same time.
- As there is no internet access at Ripponden Pre-school, if staff need information from the Local Safeguarding Children Board website during working hours, they should contact a Committee member who will retrieve the information for them.

**Methods**

**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.

Staffing and volunteering

- Our designated persons who oversee and co-ordinate child protection issues are Sharron Smith and Beverley Burton.
- We provide adequate and appropriate staffing resources to meet the needs of children.
- It is policy that all staff must disclose if anyone within their household has ever been excluded from working with children
- All staff are also required to sign a recruitment disclosure form upon employment
- 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 Barring Service (DBS) before posts can be confirmed.
- Where applications are rejected because of information that has been disclosed, applicants have the right to know and to challenge incorrect information. We may support the candidate to apply for a ‘Waiver’ allowing them to be employed
- We abide by Ofsted requirements in respect of references and Disclosure 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.
- Volunteers do not work unsupervised.
- We abide by the Protection of Children 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 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 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 ‘Working Together to Safeguard Children 2010’.

### Methods

#### Responding to suspicions of abuse

- We acknowledge that abuse of children can take different forms – physical, emotional and sexual as well as neglect.
- When children are suffering from physical, sexual or emotional abuse, or may be experiencing neglect, this may be demonstrated through the things they say (direct or indirect disclosure) or through changes in their appearance, their behaviour, 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 do with the setting leader or manager who is acting as the ‘designated person’. The information is stored on the child’s personal file.
- Staff in the setting take care not to influence the outcome either through the way they speak to children to by asking questions of the children.

#### Allegations against staff

- We ensure that all parents know how to complain about staff or volunteer action within the setting, which may include an allegation of abuse.
- We follow the guidance of the Calderdale Safeguarding Children Board when responding to any complaint that a member of staff or volunteer has abused a child.
- We respond to any disclosure by children or staff that abuse by a member of staff may have taken, or is taking place, by first recording the details of any such alleged incident.

- We refer any such complaint immediately to the Calderdale Safeguarding Children Board via the Local authority designated officer (**LADO**) **Cheryl Baxter on 01422 394088 or 07769886090 to investigate.**
- We co-operate entirely with any investigation carried out by children's care services in conjunction with the police.
- Our policy may, under the advice from LADO, suspend the member of staff on full pay 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.

The **LADO** has responsibility for:

- Offering support, guidance and advice to employers on management of allegations against persons who work with children.
- Liaising with the Police and other agencies.
- Management oversight of individual cases.
- Ensuring that allegations are dealt with quickly and in a thorough and consistent manner.

Where a Leader/employer believes the information meets the criteria of an allegation, a referral should be made within 1 day to the LADO.

Sharron Smith, Leader of the setting has the responsibility for regularly checking Calderdale's Safeguarding Children website ([www.calderdale-scb.org.uk](http://www.calderdale-scb.org.uk)) and updating new procedures and contact details.

### **Disciplinary action**

- Where a member of staff or a volunteer is investigated at the setting or internally disciplined because of misconduct relating to a child, we work with Ofsted 03001231231 and Calderdale Safeguarding Children Board 01422 394074 so that the name may be included on the List for the Protection of Children and Vulnerable Adults.
- We cannot accept resignation while the investigation is proceeding.
- We also operate a whistle blowing policy whereas all relevant departments and agencies are notified and involved in any investigation or complaint.

#### **Key Commitment 3**

We are committed to promoting awareness of child abuse 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.

### **Method**

#### **Training**

- We seek out training opportunities for all adults involved in the setting to ensure that they are able to recognise the signs and symptoms of possible physical abuse, emotional abuse, sexual abuse and neglect and so that they are aware of the local authority guidelines for making referrals.

- We ensure that all staff know the procedures for reporting and recording their concerns in the setting at induction.
- Training Policy

## **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 visible to others.

## **Curriculum**

- We introduce key elements of child protection 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 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 to the children.

## **Bullying (also see Behaviour Management Policy)**

Bullying involves the persistent physical or verbal abuse of another child or children. We take bullying very seriously.

If a child bullies another child or children:

- we intervene to stop the child harming the other child or children;
- we explain to the child doing the bullying why her/his behaviour is inappropriate;
- we give reassurance to the child or children who have been bullied;
- we help the child who has done the bullying to say sorry for her/his actions;
- we make sure that children who bully receive praise when they display acceptable behaviour;
- we do not label children who bully;
- when children bully, we discuss what has happened with their parents and work out with them a plan for handling the child's behaviour; and
- when children have been bullied, we share what has happened with their parents, explaining that the child who did the bullying is being helped to adopt more acceptable ways of behaving.

## **Disclosures**

Where a child makes a disclosure to a member of staff, that member of staff:

- Offers reassurance to the child;
- Listens to the child; and
- Gives reassurance that she or he will take action.

The member of staff does not question the child.

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

Staff make a record of:

- The child's name;
- The child's address;
- The age of the child;
- The date and time of the observation or the disclosure;
- An objective record 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; 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.

The Pre-school Learning Alliance's publication 'Child Protection Record' contains detailed procedures for this as well as a template form for recording concerns and making a referral.

All members of staff know the procedures for recording and reporting.

### **Informing parents**

- Parents are normally the first point of contact.
- If a suspicion of abuse is recorded, parents are informed at the same time as the report is made, except where the guidance of the local Area Safeguarding Committee does not allow this.
- This will usually be the case where the child may be put at further risk or harm. In these cases the investigating officers will inform parents.

### **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 Area Safeguarding Children Committee.

### **Support to families**

- Ripponden Pre-school believes in building trusting and supportive relationships with families, staff and volunteers in the group.
- Ripponden Pre-school makes clear to parents its 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 social services department.
- The setting continues to welcome the child and the family whilst investigations are being made in relation to any alleged abused.

- We follow the Child Protection Plan as set by the social services department in relation to Ripponden Pre-school's designated role and tasks in supporting the child and the family, subsequent to any investigation.
- Confidential records kept on a child are shared with the child's parents of those who have parental responsibility for the child in accordance with the procedure and only if appropriate under the guidance of the Area Safeguarding Children Committee.

### **Prevent Duty**

- Ripponden preschool is committed any safeguarding and child protection issues in the child's life at home or elsewhere including issues related to radicalisation or extremism. As the stated in the 'Counter Terrorism and Security Act' providers have a duty to '*have due regard to the need to prevent people from being drawn into terrorism*'. This is known as 'The Prevent Duty'
- If there are any radicalisation concerns regarding a child the DSL must report to MAST on 01422 393336 and also inform Calderdale's prevent duty officer Sadia Hussain on 07702 656834. [Sadia.hussain@calderdale.gov.uk](mailto:Sadia.hussain@calderdale.gov.uk). If Prevent coordinator is unavailable call the police on 101
- If the concerns are regarding a family member, the DSL must report to Calderdale's Prevent duty officer Sadia Hussain on 07702 656834, who will then pass the case on to a Chanel panel to support the individual and family.

*For further information on the prevent duty go to*

<https://www.gov.uk/government/publications/prevent-duty-guidance>

### **Fundamental British Values**

- Ripponden pre school is dedicated to promoting British values, which is embedded in the EYFS, through democracy – making decisions together, Rule of law – understanding rules matter, individual liberty – freedom for all and mutual respect and tolerance – treat others as you want to be treated.

### **Attendance**

- Ripponden Preschool will monitor the attendance records in the register each week.
- If there are any unauthorised absences Sharron Smith must investigate this with parents and record reasons for absence. If there are noticeable patterns of absences, from evaluating both the register and the non attendance book, then this must be recorded in chronological order in the safeguarding file. Sharron must ask parents to provide proof, such as a doctors sick note, if absences continue and explain to parents that their child's funding could be stopped. Provide parent with attendance policy. Refer as a safeguarding issue if necessary.

This policy was adopted at a meeting of the **Ripponden Pre-school Committee** held on 14 May 2008.

Reviewed May 2016 Signed ..... Manager



**ECM – Staying Safe**