

Willoughby Way, Winklebury, Basingstoke, Hampshire, RG23 8AF

Ofsted URN:

Charity Number: 1162991

Safeguarding and Child Protection Policy

Including, managing allegations of abuse against an employee and Prevent Duty

Policy Statement

W.I.S.P.S will work with the children, parents/carers and the community to ensure the rights and safety of the children and 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
Keeping safe	Respecting each other Parents as partners	The wider context	Personal, social and emotional development

Procedures

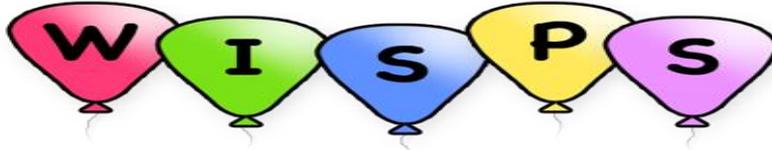
W.I.S.P.S carries out the following procedures to ensure we meet the three key commitments of the Alliance Safeguarding Children Policy.

Key commitment 1

The Pre-school is committed to building a 'culture of safety' in which children are protected from abuse and harm in all areas of our service delivery.

Employees and volunteers

- W.I.S.P.S has a designated person who co-ordinates child protection issues and a designated officer who will help oversee work carried out.
- Our designated person is: **Toni Nocella** (Toni has attended advance child protection training). Our designated officer is: **Kerrie Wood** (Kerrie has attended Safeguarding Level 4 training).



Willoughby Way, Winklebury, Basingstoke, Hampshire, RG23 8AF

Ofsted URN:

Charity Number: 1162991

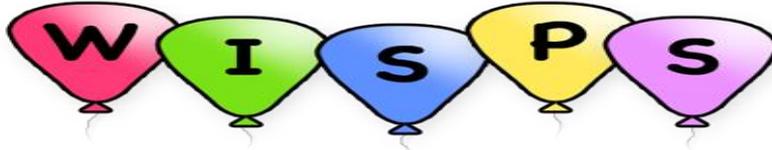
- All parents and employees are made aware of W.I.S.P.S Safeguarding policies and Procedures.
- Adequate training and resources are available to employees to meet the needs of children.
- Applicants for employment are informed that all positions are exempt from the Rehabilitation of Offenders Act 1974.
- Criminal Records are checked in accordance to our Disclosure and Barring Service Policy.
- All volunteers are supervised at all times and never left alone with children.
- W.I.S.P.S abide by the Protection of Vulnerable Groups Act requirement 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.
- W.I.S.P.S has a visitor's book for all visitors to sign when attending the setting.
- Security steps are taken to ensure that we have control over who comes into the pre-school so that no unauthorised person has unsupervised access to children.

Key commitment 2

The pre-school is 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 2006)

Responding to abuse suspicions

- W.I.S.P.S acknowledges that abuse of children can take different forms – physical, emotional and sexual, as well as neglect.
- Children who are suffering from physical, sexual or emotional abuse, or who may be experiencing neglect, will demonstrate this through things they say (direct or indirect disclosure) or through changes in their appearance, behaviour or play.
- Where evidence is apparent, the child's Key-Person will keep a dated record of the details of concerns and discusses what to do with the 'designated person'. The information is stored on the child's personal file.
- Concerns are referred to the local authority Children's Social Care department and we co-operate fully in any subsequent investigation. **N.B in some cases this may mean the police or other identified agency of the Local Safeguarding Children's Board.**
- Care is taken so as not to influence the outcome either way through the way we speak with children or by asking questions of children.



Willoughby Way, Winklebury, Basingstoke, Hampshire, RG23 8AF

Ofsted URN:

Charity Number: 1162991

- Detailed procedures are used in the reporting format contained in the Pre-School Learning Alliance's publication '*Child Protection Record for use in Early Years Settings*' when making a referral to children's social care or other appropriate agencies.

Recording suspicions of abuse and disclosures

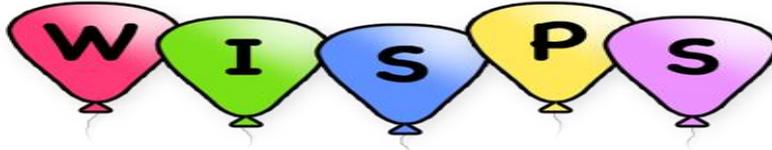
- Suspicions of abuse and disclosure would include inappropriate behaviour displayed by other members of staff, or any other person working with the children. For example, inappropriate sexual comments; excessive one-to-one attention beyond the requirements of their usual role and responsibilities; or inappropriate sharing of images.
- Where a child makes comments to an employee 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 sign of possible abuse or neglect, that employee will:
 - Listen to the child, offer reassurance and gives assurance that they will take action
 - Not question the child
 - Make a written record that forms an objective record of the observations 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 reported to, with date and time
 - Names of any witnesses
 - Keep records signed and dated in the child's personal file, which is kept securely

Making a referral to the local authority social care team

- The 'Child Protection Record' contains detailed procedures for making referrals to the local social care team, as well as a template form for recording concerns and making a referral. This is based on '*What to do if you're worried a child is being abused*' (HMG 2006)
- A copy of this document is kept at the pre-school and W.I.S.P.S follows the detailed guidelines given.
- All employees are familiar with the Child Protection Record and follow the procedures for recording and reporting.

Informing parents

- Parents/carers are normally the first point of contact.



Willoughby Way, Winklebury, Basingstoke, Hampshire, RG23 8AF

Ofsted URN:

Charity Number: 1162991

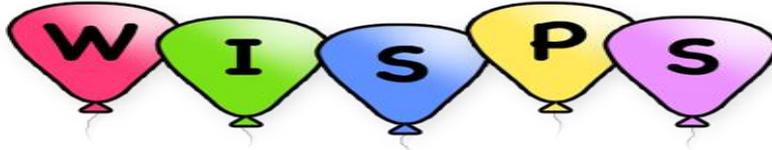
- If a suspicion of abuse is recorded, parents/carers are informed at the same time as the report is made, except where the guideline of the Local Safeguarding Children's Board does not allow this.
- This will usually be the case where the parent is the likely abuser. In these cases the investigating officers will inform parents/carers.

Liaison with other agencies

- W.I.S.P.S work within the Local Safeguarding Children Board guidelines
- There is a copy of '*What to do if you're worried a child is being abused*' for parents/carers and employees, all employees are familiar with what to do if they have concerns.
- The procedures for contacting the local authority on child protection issues include – maintaining a list of names, addresses and telephone numbers of social workers, to ensure that it is easy, in an emergency, for the pre-school and social services to work well together.
- W.I.S.P.S will notify Ofsted of any incident or accident and any changes in our arrangements which may affect the well-being of children.
- NSPCC contact details are kept.
- If a referral is made to the local authority social care team, 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 employees

- All parents/carers are informed of how to make a complaint about behaviour or actions of the employees or volunteers within the pre-school; this may include an allegation of abuse.
- W.I.S.P.S follows the Local Safeguarding Children Boards when responding to any complaint of abuse against an employee or volunteer.
- W.I.S.P.S will respond to any disclosure by a child or employee that abuse by an employee or volunteer within the pre-school, may have taken, or is taking place, by first recording the details of any such alleged incident.
- W.I.S.P.S will refer any such complaint to the local authority's social care team to investigate. Ofsted are also informed of any such allegation and any measures taken.
It is an offence not to do so.
- W.I.S.P.S co-operate entirely with any investigation carried out by children's social care in conjunction with the police.
- Where the Trustees and children's social care agree it is appropriate, the Business Manager: **Kerrie Wood** will suspend the employee on full pay, or the volunteer, for



Willoughby Way, Winklebury, Basingstoke, Hampshire, RG23 8AF

Ofsted URN:

Charity Number: 1162991

the duration of the investigation. This is not an indication of admission that the alleged incident has taken place, but it is to protect employees as well as children and families throughout the process.

Disqualification (all registered providers)

- In the event of the disqualification of a registered provider, a person living in the same household as the registered provider, or a person employed in that household, the provider **must** not continue as an early years provider – nor be directly concerned in the management of such provision.
- Where an employer becomes aware of relevant information which may lead to disqualification of an employee, the provider **must** take appropriate action to ensure the safety of children.
- In the event of disqualification of a person employed in early year's provision, the provider **must** not continue to employ that person.
- The provider **must** give Ofsted the following information when relevant:
 1. Details of any order, determination, conviction, or other ground for disqualification from registration under regulations made under section 75 of the Childcare Act 2006;
 2. The date of the order, determination or conviction, or the date when the other ground for disqualification arose;
 3. The body or court which made the order, determination or conviction, and the sentence (if any) imposed; and
 4. A certified copy of the relevant order (in relation to an order or conviction).
- The information **must** be provided to Ofsted as soon as possible, but at the latest within 14 days (refer to section 76 Childcare Act 2006)

Disciplinary action

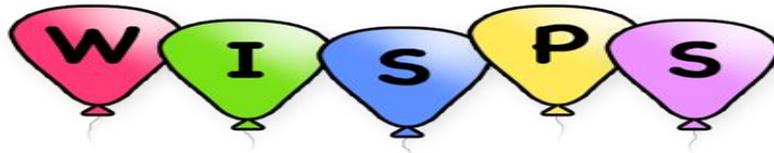
An employee who has been dismissed from the pre-school because of misconduct relating to a child, will have their name reported to the Independent Barring Board of administrators so that their name may be included on the Protection of Children and Vulnerable Adults Barred List.

Key commitment 3

W.I.S.P.S is committed to promoting awareness of child abuse issues. We are also committed to empowering young children, through the early childhood curriculum, promoting the children's right to be strong, resilient and listened to.

Training

- W.I.S.P.S seek out training opportunities for all adults involved in the pre-school to ensure that they are able to recognise the signs and signals of possible physical abuse,



Willoughby Way, Winklebury, Basingstoke, Hampshire, RG23 8AF

Ofsted URN:

Charity Number: 1162991

emotional abuse, sexual abuse and neglect and that they are aware of the guidelines for making referrals.

- All employees know the procedures for reporting and recording their concerns in the pre-school.

Planning

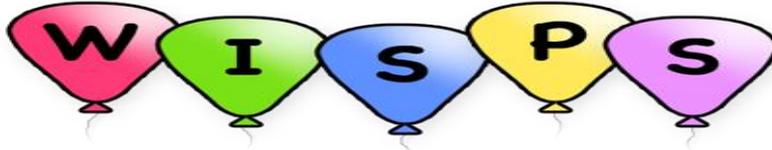
- The layout of the pre-school rooms allow for constant supervision. No child is left alone with employees or volunteers in a one-to-one situation without being visible to others.

Curriculum

- W.I.S.P.S introduce key elements of keeping children safe into children's learning 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 remain safe.
- British Values are taught throughout the early years' curriculum, children are encouraged to develop a positive self through reward systems and praise, having the opportunity to develop their respect for others by participating in festivals/celebrations of different cultures and begin to be aware of similarities and differences.
- W.I.S.P.S have 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.
- Circle time and Key-Person time will enable children to express their views/opinions to others whilst being able to state how/what they would like to concentrate on learning next.
- Children will begin to accept that all people are different.
- Children learn about consequences/rules and boundaries through everyday provision. Children will manage their own risks and be aware of actions/words that may potentially harm others. Children participate in making rules for the setting and respecting their environment and other people.
- W.I.S.P.S ensures the curriculum 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 shared is done so under the guidance of the Local Safeguarding Children board.



Willoughby Way, Winklebury, Basingstoke, Hampshire, RG23 8AF

Ofsted URN:

Charity Number: 1162991

Support to families

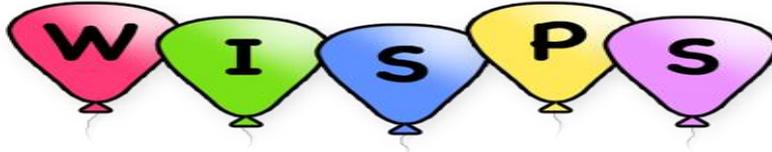
- W.I.S.P.S believes in building trusting and supportive relationships with families, employees and volunteers.
- It is made clear to parents/carers W.I.S.P.S role and responsibilities in relation to child protection, such as reporting concerns, providing information, monitoring of the child and liaising at all times with the local children's social care team.
- W.I.S.P.S will continue to welcome the child and family whilst investigations are being made in relation to any alleged abuse.
- We follow the Child Protection Plan in relation to the pre-school's designated role and tasks in supporting the child and their family, subsequent to any investigation.
- Records are kept and shared on a need-to-know basis in accordance to the Confidentiality and Client Access to Records Policy.

Prevent Duty (to help prevent radicalisation and extremism)

In order for W.I.S.P.S to fulfil the Prevent duty, it is essential that staff are able to identify children who may be vulnerable to radicalisation, and know what to do when they are identified. Protecting children from the risk of radicalisation is seen as part of our wider safeguarding duties, and is similar in nature to protecting children from other harms (e.g. drugs, gangs, neglect, sexual exploitation), whether these come from within their family or are the product of outside influences.

- Staff will be required to complete an initial e-learning course (to be updated annually) on Prevent Duty, which will help them acquire skills to be able to identify children who may be vulnerable to radicalisation, and know what to do when they are identified.
- W.I.S.P.S will ensure children have the opportunity to express their feelings (as outlined in our curriculum section), through their Personal, Social and Emotional development, during circle times, activities and Key-Person time. *Children of such a young age should have the opportunities to support their emotional needs/views and to begin to respect and understand differences between people and the outside world.*
- As part of W.I.S.P.S Safeguarding training, staff are to be aware of changes in children's behaviour which may indicate that they need some help or protection.
- Should staff believe that a child may be vulnerable to radicalisation, then staff would be confident in referring to the Channel Programme which supports the setting from an early stage. Alternatively, W.I.S.P.S can contact the Local Authority who will have a Prevent Lead who can also provide support.

The Department for Education has a dedicated telephone helpline 020 7340 7264 which staff can use to raise concerns relating to extremism directly.



Willoughby Way, Winklebury, Basingstoke, Hampshire, RG23 8AF

Ofsted URN:

Charity Number: 1162991

An alternative option is to email counter.extremism@education.gsi.gov.uk to raise any concerns or support.

If a child is at risk of harm or a security incident, the normal Safeguarding Procedures will be followed.