

HANHAM TODDLERS PRE-SCHOOL

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1.0 Policy

1.1 The Pre-School shall aim to provide an environment in which children are safe from all forms of abuse and neglect, and in which any suspicion of either shall be dealt with appropriately.

1.2 The Pre-School shall endeavour to build trusting and supportive relationships between staff, volunteers and families.

2.0 Scope

2.1 This procedure defines how the Pre-School provide protection for the children in their care, and the process to be followed when the abuse of a child is suspected.

3.0 Referenced Documents

Framework for the Early Years Foundation Stage

P1-2 Record Retention

P2-5 Child Collection

P2-7 Complaints

P2-15 Staffing and Employment

P2-17 Confidentiality

P2-21-1 Safety

P2-21-2 Safety

P2-25 Allegations

What to do if You Are Worried a Child is Being Abused – Summary

Working Together to Safeguard Children – July 2018 and 2020

The Prevent Duty – June 2015

Keeping Children Safe in Education – 2021

Safeguarding Children and Protecting Professionals in Early years Settings: Online Safety

Considerations for Managers – Feb 2019

Approved	Print Name	S Rouch	Position:	Manager
	Signature	Signed copy held in Master Procedure Manual	Date:	21 February 2023
Authorised for Issue	Print Name	K Ricketts	Position:	Chair
	Signature	Signed copy held in Master Procedure Manual	Date:	21 February 2023
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4.0 Definitions

The Pre-School: Hanham Toddlers Pre-School

Board of Trustees: the body that has the overall responsibility for the day-to-day running of the Pre-School, comprising the Trustees, including the Pre-School Manager(s).

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5.0 Procedure

5.1 Contents

- 5.1 Contents
- 5.2 Introduction
- 5.3 Staff Selection and Training
- 5.4 Adult/Child Contact
- 5.5 Notable Pre-existing Injury Notice
- 5.6 When Abuse or Neglect is Suspected
- 5.7 Safeguarding Online

5.2 Introduction

- 5.2.1 Observations of changes in a child's behaviour and/or appearance shall be considered as causes for concern.
- 5.2.2 The Pre-school shall appoint a Designated Safeguarding Lead (DSL) to work with external agencies as required.
- 5.2.3 In situations where support is necessary for the family/child, the Lead Practitioners for the setting shall work with the family to provide this support using *Early Help* form. The completed form shall be sent to:

Access and Response Team (ART)
 South Gloucestershire Council
 PO Box 2082
 The Council Offices
 Castle Street
 Thornbury
 South Gloucestershire
 BS35 9BQ

Telephone: **0 145 486 6000**

Out of hours: **0 145 461 5165**

e-mail: **accessandresponse@southglos.gov.uk**

- 5.2.4 The Pre-School shall operate in accordance with the Local Safeguarding Partnership's approved guidelines when fulfilling their role in providing child protection.

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<p>5.3 <u>Staff Selection and Training</u></p> <p>5.3.1 All staff shall be selected and appointed in accordance with the Staffing and Employment procedure, (P2-15), which requires all relevant suitability checks to be completed.</p> <p>5.3.2 Training opportunities shall be identified for all staff involved in the Pre-School to enable them to recognise the possible symptoms of:</p> <ul style="list-style-type: none"> • physical abuse • neglect • emotional abuse • sexual abuse • radicalisation (The Prevent Duty) <p>5.3.3 Every 2 years, the Designated Safeguarding Lead(s) shall attend South Gloucestershire Safeguarding training.</p> <p>5.3.4 Yearly safeguarding training shall also be given to all staff by a Designated Safeguarding Lead.</p> <p>5.4 <u>Adult/Child Contact</u></p> <p>5.4.1 Only members of staff that have completed satisfactory suitability checks shall ever be permitted to be alone with any child/children.</p> <p>5.4.2 All staff shall be registered for the DBS Update Service, and their status validated monthly by the General Assistant.</p> <p>5.4.3 It shall be ensured that during all activities, in whatever form, throughout all sessions, that all children remain in constant Adult supervision. At no point shall a situation arise where a child/children are left unattended or the requirements of Paragraph 5.4.1 cannot be satisfied.</p> <p>5.4.4 In general, the adults who are likely to be in contact with the children whilst they are in the care of the Pre-School are:</p> <ul style="list-style-type: none"> • Members of staff • Students • Parent Helpers • External Agency Representatives <p>5.4.5 The Manager(s) shall record the attendance of all members of staff and students in the Staff Attendance File.</p> <p>5.4.6 All volunteers, visitors and Parent Helpers shall complete an entry in the attendance record, both on entry to and when leaving the premises, recording the time and a signature.</p>			
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<p>5.4.7 Records shall also be kept of planned, and unplanned absences of staff during term time, such as:</p> <ul style="list-style-type: none"> • Holidays • Medical Appointments • Sickness (including if sent home during a session) <p>5.4.8 During a Pre-School session random visitors may arrive at the door. The door shall always be answered by a member of staff who shall satisfy themselves of the intent of the caller prior to granting them access to the premises, by requesting:</p> <ul style="list-style-type: none"> • their name • the reason for the call • their identity, if necessary <p>If there is any doubt regarding the intent of the call, the caller shall remain at the door (outside) and reference shall be made to the Manager.</p> <p>5.4.9 If a situation arises where an identified person is to be excluded from the Pre-School premises, eg. if a member of a child's family is to be prevented from having contact with a child for safeguarding reasons, the Manager(s) shall inform all members of staff, present at the premises during the relevant sessions and advise any parent helpers, students, or visitors that may be present not to answer the door and to make a member of staff aware, as required.</p> <p>5.4.10 Where possible a photograph of the person shall be obtained to aid identification of the Person. In such circumstances, the photograph shall remain the responsibility of the Manager throughout.</p> <p>5.4.11 The Manager shall nominate a limited number of members of staff to respond to visitors/callers at the door during the relevant sessions.</p> <p>5.4.12 All visitors, including but not limited to teacher advisors, college assessors, <i>OfSTED</i> representatives, Parents/Carers visiting for Open Week, meetings, etc. shall complete an entry in the Visitors Book, located by the entrance main door, both on entry to and when leaving the premises.</p> <p>5.4.13 When it is required for groups of visitors to be present, eg. Parents/Carers attending a presentation, all visitors shall be required to complete an Attendance List.</p> <p>5.4.14 All attendance records, (Visitors Books, class registers, meeting attendance lists, etc.), of staff, children, visitors and absence records shall be retained as defined by the Record Retention procedure (P1-2).</p> <p>5.4.15 As the Pre-School is located at a shared premises, every effort shall be made to segregate the attendees of any event, that is unrelated to the Pre-School, from the children at all times.</p>			
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<p>5.4.16 The Landlord(s) of the premises shall be advised in writing of the obligations of the Pre-School and the importance of the requirement to safeguard the children and requested to advise, in advance, of any functions that will require there to be independent, non Pre-School attendees at the premises during the same time as any Pre-School session.</p> <p>5.4.17 All staff, volunteers, students, trainees and Parent Helpers shall be briefed of the shared occupancy during such times as described in Paragraph 5.4.14.</p> <p>5.4.18 In order to prevent inadvertent contact between non Pre-School attendees present at the premises and children attending the Pre-School, the Manager(s) shall define appropriate security measures.</p> <p>5.4.19 Any person (staff, volunteer, student, trainee, Parent Helper or visitor) attending the Pre-school who identifies a concern of there being any unauthorised person(s) present during a session, shall raise the concern to the Manager, or senior member of staff immediately.</p> <p>5.4.20 Each class room shall be arranged so that constant adult supervision of all children is achieved at all times as detailed in Paragraph 5.4.2.</p> <p>5.4.21 In line with best practice guidelines, all staff are required to use the correct vocabulary when referring to a child's anatomy, to enable a child to be confident about their own body, should it be necessary for them to share information.</p> <p>5.4.22 To enable children to have the self-confidence and the vocabulary to resist inappropriate approaches, they shall be encouraged to develop a sense of autonomy and independence, through adult support, to make choices and express their own feelings.</p> <p>5.4.23 All staff, volunteers, students, trainees and Parent Helpers shall be made aware of the Confidentiality procedure (P2-17), as part of their induction, and the use of confidential information that they may be party to.</p> <p>5.4.24 In particular the use of any form of camera, (telephone/tablet camera, camcorder, personal, etc.), shall not be permitted during attendance at the Pre-school or participating in any event relating to, or representing the Pre-school.</p> <p>The only cameras permitted for use are those purchased by the Pre-school, for staff use only, for child observation purposes and shall remain on the premises.</p> <p>5.4.25 On entry to the Pre-school premises, all staff, volunteers, students, trainees and Parent Helpers shall surrender their mobile telephone, placing it in a box which shall be stored away from the classrooms, under the constant supervision of the Manager or General Assistant.</p> <p>5.4.26 Mobile telephones shall only be used in conjunction with Pre-school activities when permitted by the Manager, for such occasions as outings.</p>			
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<p>5.4.27 Any person (staff, volunteer, student, trainee, Parent Helper or visitor) attending the Pre-school identifying a concern that they consider to be inappropriate behaviour displayed by another person attending the Pre-school in any capacity (staff, volunteer, student, trainee, Parent Helper or visitor), shall report the incident to the Manager. Eg:</p> <ul style="list-style-type: none"> • inappropriate sexual comments • excessive one-to-one attention beyond the requirements of their usual role and responsibilities • inappropriate use of a mobile telephone/tablet affecting the children • inappropriate sharing of images <p>5.4.28 When groups of visitors are present, as described in Paragraph 5.4.12, the responsible person for the event shall remind all those present of the Policy regarding the use of mobile telephones and social media whilst attending the event.</p> <p>Any visitor suspected of or found to be abusing the Policy shall be requested by the Manager to surrender their device.</p> <p>This shall also be included in the <i>Parent/Carer Induction Pack</i>.</p> <p>5.4.29 Any allegation shall be handled in accordance with Section 5.3 of the Allegations procedure P2-25.</p> <p>5.5 <u>Notable Pre-existing Injury Notice</u></p> <p>5.5.1 Instances can arise where a Parent/Carer advises the Pre-School of a pre-existing injury that the child has sustained outside of the care of the setting. In the event that this occurs a specific record shall be raised by the member of staff who receives the advice, using the Notable Pre-existing Injury Notice Form, (Form 22), prior to the advising Parent/Carer leaving the premises.</p> <p>The advising Parent/Carer shall be requested to complete and sign the form, along with the member of staff receiving the advice and a Manager, acknowledging the record having been made.</p> <p>The record shall include:</p> <ul style="list-style-type: none"> • the date • child's name • child's class group • injury description • injury location on body • injury size • injury cause (including how and location eg. at home, in the park, etc.) • name of advising Parent/Carer • signature of advising Parent/Carer • name of receiving member of staff 			
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<ul style="list-style-type: none"> • position of receiving member of staff • signature of receiving member of staff <p>5.5.2 Consideration shall be made of the cause, frequency and nature of such injury advice against the likelihood of the child suffering from harm or abuse. If this is suspected the process defined in Section 5.6 shall be followed.</p> <p>5.5.3 All records shall be kept secure by the Pre-School Manager.</p> <p>5.6 <u>When Harm, Abuse, Neglect or Radicalisation is Suspected</u></p> <p>5.6.1 In the event that a concerning change is observed in a child's behaviour, physical condition or appearance, it shall be brought to the attention of the Pre-School DSL. If the concern is confirmed, a specific record shall be raised by the Group Leader using the Child Observation Form, (Form F4) and in the event that a concern seems to be forming a pattern, a record is made in the Concerns Book.</p> <p>The record shall include:</p> <ul style="list-style-type: none"> • the date • child's name • child's age • child's address • the name and position of the observer • the name(s) and position(s) of any other observer(s) • time and date of the initial observation(s) • an objective description of the child's behaviour/appearance, without comment or interpretation • where possible, the exact words spoken by the child • the signature of the observer <p>All records shall remain confidential.</p> <p>5.6.2 Whilst completing the above information reference shall be made to the <i>What to do if You Are Worried a Child is Being Abused - Summary</i> booklet, located at the back of each Procedures Manual, to consider the next action – which may include seeking immediate Medical advice.</p> <p>Note: If necessary, advice may be sought from either <i>Access and Response</i> (see Paragraph 5.6.6) or <i>OfSTED</i>.</p> <p>5.6.3 Where abuse at home is suspected, the Pre-School shall continue to welcome the child and family while observations and investigations proceed.</p>			
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<p>5.6.4 When any form of abuse is suspected Parents/Carers shall normally be the first point of reference, made by the Manager(s) and Board of Trustees Chair. However, if the cause for concern is considered significant enough, immediate contact shall be made with ART or the Police. (See paragraph 5.6.6).</p> <p>5.6.5 <i>OfSTED</i> shall be informed of any significant concerns of harm or abuse and the action taken as soon as possible, but not exceeding 14 days following identification of the concern.</p> <p>5.6.6 If the explanation of the cause of the observation is considered unsatisfactory, or the cause for concern is considered significant enough, the Access and Response Team (ART) shall be contacted and the child's Parents/Carers shall be informed. In the first instance this shall be a verbal communication, by the Manager.</p> <p>Access and Response Team contact details:</p> <p style="padding-left: 40px;">Telephone: 0 145 486 6000</p> <p style="padding-left: 40px;">Out of hours: 0 145 461 5165</p> <p style="padding-left: 40px;">e-mail: accessandresponse@southglos.gov.uk</p> <p>or</p> <p>The Police Public Protection Unit:</p> <p style="padding-left: 40px;">Telephone: 0 117 945 5969</p> <p>The action shall be followed up in writing, by the Manager(s), within 48 hours.</p> <p>5.6.7 When any form of radicalisation is suspected reference shall be made to the Manager(s) and the Board of Trustees Chair. If the cause for concern is considered significant enough, contact shall be made with The Department for Education.</p> <p>Department for Education Contact Details:</p> <p style="padding-left: 40px;">Telephone: 0 207 340 7264</p> <p style="padding-left: 40px;">e-mail: counter.extremism@education.gsi.gov.uk</p> <p>or</p> <p>The Police (non-emergency):</p> <p style="padding-left: 40px;">Telephone: 101</p> <p>NOTE: In cases of immediate concern of risk or harm or a security incident normal emergency procedures shall be followed.</p>			
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<p>5.6.8 Whilst the care and safety of the child shall remain the priority, the Pre-School shall endeavour to support and work with the child's family throughout.</p> <p>5.6.9 All such suspicions and subsequent investigations shall be treated in the strictest of confidence. Records shall only be shared with those people and organisations that are required to review them.</p> <p>Those most commonly involved will be the observing member of staff, Key Person, Group Leader, Pre-School Manager(s) and the Board of Trustees Chair.</p> <p>5.6.10 All records shall be kept secure by the Pre-School Manager.</p> <p>5.6.11 All confidential records relating to the child shall be shared with the child's Parents/Carers.</p>			
<p>5.7 <u>Safeguarding Online</u></p> <p>5.7.1 To safeguard children, practitioners and staff online, the Setting takes advice from the content of <i>Safeguarding Children and Protecting Professionals in Early years Settings: Online Safety Considerations for Managers</i></p> <p>Web Address: www.gov.uk/government/publications/safeguarding-children-and-protecting-professionals-in-early-years-settings-online-safety-considerations</p>			
<p>6.0 Amendment Record</p> <p>First issue</p> <p>Issue 2: Re-name Section 5.5 and include new Section 5.6 in Contents Create new Section 5.5 and re-number Section 5.6</p> <p>Issue 3: Include references to Safety procedures P2-21-1 and P2-21-2 in Section 3 Correct reference of Allegations procedure to P2-25 in Section 3 Change reference from <i>First Point</i> to <i>Access and Response</i> in Paragraphs 5.2.3 & 5.6.6 Re-word Paragraph 5.4.1 and amend reference to Paragraph 5.4.18 Expanded definition included in Paragraph 5.4.4 Insert new Paragraphs 5.4.6, 5.4.7, 5.4.8 5.4.11 and 5.4.15 Re-number Paragraphs to end of Section 5.4 Amend reference to Paragraph 5.4.12 in Paragraph 5.4.14 Re-word Paragraph 5.4.17 Amend reference to Paragraph 5.4.10 in Paragraph 5.4.25 Correct reference to the Allegations procedure in Paragraph 5.4.26</p>			
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	<p>Issue 4:</p> <p>Re-organise Section 5.4, slight re-wording of some Paragraphs and re-number.</p> <p>5.4.2 – new Paragraph.</p> <p>5.4.18 – new Paragraph</p> <p>5.6.2 – replace <i>First Point</i> with <i>Access and Response</i></p> <p>Issue 5:</p> <p>Replace L Bunting with S Rouch as Manager</p> <p>Replace N Bowman with L Hansom as Chair</p> <p>New revision date for <i>Working Together to Safeguard Children</i> and include new reference <i>Keeping Children Safe in Education</i></p> <p>Include reference <i>Safeguarding Children and Protecting Professionals in Early years Settings: Online Safety Considerations for Managers – Feb 2019</i> in Section 3</p> <p>Remove reference to Deputy Manager in Section 4</p> <p>Include reference to new Section 5.7 <i>Safeguarding Online</i> in Section 5.1</p> <p>Remove reference to The Bristol Standards from Section 5.2.2</p> <p>Replace reference to <i>Single Assessment Form</i> with <i>Early Help Form</i> and update contact details in Section 5.2.3</p> <p>Replace reference to <i>Local Children's Safeguarding Board</i> with <i>Local Safeguarding Partnership</i> in Section 5.2.4</p> <p>Re-word Section 5.4.2</p> <p>Replace <i>First Point</i> with <i>ART</i> in Paragraphs 5.6.2 and 5.6.4</p> <p>5.7 - New Section 5.7 <i>Safeguarding Online</i></p> <p>5.7.1 - New Paragraph</p> <p>Issue 6:</p> <p>Section 3 - correct title of procedure P2-15</p> <p>Signature Block - update name of Chair</p> <p>Section 4 - re-word Definitions to reflect the introduction of the Board of Trustees</p> <p>Paragraph 5.4.5 - insert new paragraph and renumber paragraphs to the end of Section</p> <p>Paragraph 5.4.6 - reword paragraph</p> <p>Paragraph 5.4.9 - reword paragraph</p> <p>Paragraph 5.4.18 - reword paragraph</p> <p>Paragraph 5.4.28 - correct reference to paragraph</p> <p>Paragraph 5.5.1 - reference that the Parent/Carer completes the form and identify further injury detail requirements</p> <p>Paragraph 5.6.1 - include reference to DSL and Concerns Book</p> <p>Paragraph 5.6.4 - include reference to the Board of Trustees</p> <p>Paragraph 5.6.7 - include reference to the Board of Trustees</p> <p>Paragraph 5.6.9 - include reference to the Board of Trustees</p>		
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