

Tickton Pre-school and Tickton Play Pals Safeguarding and Child Protection Policy and Procedures.  
Including managing allegations of abuse against a member of staff.  
Prevent Duty and FGM and monitoring child absence.



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Safeguarding partners and relevant agencies must comply with arrangements for their area and will be expected to work together to resolve any disputes locally (Tickton Pre-school is a relevant agency).

Working in conjunction with statutory documents: -

- 'Working together to Safeguard Children 2018'
- The Early Years Foundation Stage Statutory Framework (EYFS).
- The Local Safeguarding board (ERSGB) Safeguarding Tool Kit and guidance (including local authorities, chief officers of police and clinical commissioning groups).
- Inspecting safeguarding in early years, education and skills settings.

Quality and Consistency.  
A Secure Foundation.  
Partnership Working.  
Equality of Opportunity.

Unique Child

Positive Partnerships

Enabling Environment

Learning and Developing

Tickton Pre-school and Tickton Play Pals Safeguarding and Child Protection Policy and Procedures.  
Including managing allegations of abuse against a member of staff.  
Prevent Duty and FGM and monitoring child absence.

**Safeguarding children, child protection and protecting children's welfare.**

**All requirements under the EYFS MUST be followed.**

## **EVERYONE IS RESPONSIBLE FOR THE PROTECTION AND SAFEGUARDING OF CHILDREN**

**Children are at the centre of everything we do.**

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### **Links with setting policies (read policies in conjunction with each other):-**

- Tickton Pre-school and Play Pals Acceptable use of ICT and Social Media Policy. Including safeguarding children and protecting professionals. Acceptable Internet use. Acceptable Social Networking use. Digital Images Policy - Staff acceptable use agreement.
- Links to 'Staff code of conduct'.
- Tickton Pre-school and Play Pals mobile phone, external camera (personal camera) use, personal devices and wearable technology Policy.
- Tickton Pre-school and Play Pals Confidentiality Policy.
- Tickton Pre-school and Play Pals E-Safety Audit.

### **Policy Statement-**

Tickton Pre-school and Play Pals will work with children, parents and the community to **ensure** the rights and safety of **all children**, ensuring they have the very best start in life. Practitioners **must** create a setting that is welcoming, safe and stimulating for all children and families. Children develop and learn best when they are healthy, safe and secure, when their individual needs are met, and when they have positive, caring relationships with the adults caring for them.

We know how important it is for children and young people to get the right help at the right time when there are concerns for their safety, welfare or well-being. Tickton Pre-school and Play Pals practitioners **must** take all necessary steps to keep children safe and well, to safeguard children and protect them from any harm. Practitioners must ensure that children are growing up in circumstances consistent with the provision of safe and effective care. We must act to enable children to have the best outcomes.

Practitioners at Tickton Pre-school and Play Pals must be alert to any issues for concern in a child's life and take all necessary steps to keep children safe and well. We must ensure the suitability of all adults who have contact with children within our setting.

**Safeguarding action may be needed to protect children from:**

***Neglect and maltreatment, Physical abuse, Emotional abuse, Bullying (including online and prejudice-based bullying), Domestic violence, Racist, disability and homophobic or transphobic abuse, Gender based violence, Substance misuse, Relationship abuse, Radicalisation and/or extremist behaviour, FGM (Female Genital mutilation), Breast Flattening, Child sexual exploitation and trafficking, Forced marriage, Poor Parenting, Fabricated or induced illness, Violence and bullying, Gang activity, Online abuse and the impact of new technologies on sexual behaviour, for example 'sexing' and accessing pornography and Any issues not listed but that pose a risk to children.***

**Procedure: -**

**SAFEGUARDING**

**If you have any concerns regarding child protection or a child in need then this MUST be reported through the Golden number:**

**(01482) 395500**

**The Early Help and Safeguarding Hub (EHaSH)**

**(EHaSH provides a co-ordinated 'front door' to the support and safeguarding services for settings and the public. It is a signal point of contact for professionals or members of the public who may have concerns about a child or young person with regards to their welfare and/or safety.**

**An Interactive Voice Response (IVR) will help direct telephone contacts to the most appropriate person. The system will give the option for either a discussion with a social worker (where there are concerns for the safety or welfare of children and young people) or a discussion with a family support practitioner if the child/ young person is in need of early help.**

**If you are worried about anything regarding the safety, protection or safeguarding of a child ring the golden number they will sign post you... never do nothing.**

**Always report your safeguarding concerns to the setting manager.**

**Be sure that the information you pass on is accurate and complete.**

### **Definition of safeguarding**

In relation to children and young people, safeguarding and promoting their welfare is defined in 'Working together to safeguard children' as:

- Protecting children from maltreatment.
- Preventing impairment of children's health or development.
- Ensuring that children are growing up in circumstances consistent with the provision of safe and effective care.
- Taking action to enable all children to have the best outcomes.

### **Children need protecting from:**

- *Neglect and maltreatment,*
- *Physical abuse,*
- *Emotional abuse,*
- *Bullying (including online and prejudice-based bullying),*
- *Domestic violence,*
- *Racist, disability and homophobic or transphobic abuse,*
- *Gender based violence,*
- *Substance misuse,*
- *Relationship abuse,*
- *Radicalisation and/or extremist behaviour,*
- *FGM (Female Genital mutilation),*
- *Child sexual exploitation and trafficking.*
- *Forced marriage,*
- *Poor Parenting,*
- *Fabricated or induced illness,*
- *Violence and bullying,*
- *Gang activity,*

- *Online abuse and the impact of new technologies on sexual behaviour, for example 'sexing' and accessing pornography.*
- ***Any issues not listed but that pose a risk to children.***

**Safeguarding also relates to broader aspects of care and education, including:**

- Children's and learners' health and safety and well-being, including their mental health
- Meeting the needs of children who have special educational needs or disabilities.
- The use of reasonable force
- Meeting the needs of children and learners with medical conditions
- Providing first aid
- Educational visits
- Intimate care and emotional well-being
- Online safety and associated issues
- Appropriate arrangements to ensure children's and learners' security, taking into account the local context

The General Data Protection Regulation (GDPR) are not barriers to justified information sharing but provides a framework to ensure that personal information about living individuals is shared appropriately.

**Staff and volunteers:**

**Safeguarding and Child Protection Co-ordinator:**

**Our designated Safeguarding Officer at Tickton Pre-school and Play Pals is: - Helen Turner (setting manager).**

Our designated lead person co-ordinates child protection issues and safeguarding at Tickton Pre-school and Play Pals. Concerns regarding safeguarding children must be reported to Helen Turner and recorded appropriately in line with this policy. **Helen Turner can be contacted at any time with any safeguarding or child protection concern: - (01964) 501744 or (01964 501914).**

Helen Turner holds ERYC safeguarding certificates at level 1, 2 and 3 and is responsible for working with local statutory children's services' and agencies.

The lead practitioner must attend regular safeguarding training that enables them to identify, understand and respond appropriately to any signs of possible abuse and neglect. They must support, advise and guide all other staff members and volunteers on an ongoing basis regarding any specific safeguarding and child protection issues as required and ensure all staff complete safeguarding training. The safeguarding and child protection co-ordinator must respond appropriately to any possible signs of abuse and/or neglect.

The lead practitioner must attend regular safeguarding update meetings held by the ERYC.  
**Our designated Deputy Safeguarding Officer at Tickton Pre-school and Play Pals is: - Sharon Haysom (deputy setting manager).**

Our Deputy designated lead person co-ordinates child protection issues and safeguarding at Tickton Pre-school and Play Pals in the absence of the setting manager. Our Deputy Safeguarding Officer must undertake regular safeguarding training and link with the setting manager on a regular basis to discuss safeguarding and child protection).

**Our designated parent committee member for safeguarding and child protection is: - Sally Harling (setting chair-person).**

Our designated parent committee member must hold a foundation ERYC safeguarding certificate and attend any relevant safeguarding training provided by the east riding council.

**EVERYONE IS RESPONSIBLE FOR THE PROTECTION AND SAFEGUARDING OF CHILDREN**

**IF FOR ANY REASON THE SAFEGUARDING COORDINATOR IS UNAVAILABLE YOU MUST CALL THE GOLDEN NUMBER TO REPORT YOUR CONCERN.**

**01482 395500**

Safeguarding is not just about protecting children from deliberate harm and neglect but related to broader aspects of care and education too. All practitioners and volunteers must read, understand and sign the settings safeguarding and child protection policies during their induction and review these on a regular basis or as and when required, for example; if changes/developments are made due to changes in national and/or local statutory safeguarding practice. Practitioners must have a clear understanding of their safeguarding duties and responsibilities. Staff must be aware of how to identify any signs of possible abuse and how to respond in a timely and appropriate way.

The manager and staff team must have regard to the settings camera and mobile phones policy. No staff member may use personal cameras within the setting or personal mobile phones at any point. Setting cameras and ICT equipment must be used to take pictures for children's profiles/observations – these must be stored in the settings store room unit and never taken home. As a setting we must ensure all staff, parents/carers, and volunteers are made aware of our safeguarding policies and procedures. The manager must make this a priority during induction periods and throughout ongoing training and staff development. Parents and families must be able to access all policies.

**All providers have must have regard to the publication 'What to do if you are worried a child is being abused' and the Government's statutory guidance 'Working Together to Safeguard Children'.** (These documents can be found in the settings safeguarding file).

Practitioners must always be alert to any issues for concern in the child's life at home or elsewhere. The management team must ensure that all staff have up-to-date knowledge of any safeguarding issues. This is why quality ongoing partnership working and induction periods are so important.

We must notify agencies with statutory responsibilities without delay of any safeguarding concerns. We must provide adequate and appropriate staffing resources and ratios to meet the needs of all children.

The management team must organise and ensure that staff complete safeguarding training to enable them to identify signs of possible abuse and neglect and understand how to respond in a timely and appropriate way.

The manager MUST ensure that people looking after children are suitable to fulfil the requirements of their roles.

Online safety concerns:

The DSL (Designated Safeguarding Lead) – Helen Turner must take lead responsibility for online safety concerns. Online safety concerns must be reported to the DSL, recorded and actioned – following Tickton Pre-school and Play Pals safeguarding and child protection procedures. Children can report their concerns to any staff member. Tickton Pre-school and Play Pals has a mobile phone, external camera (personal camera) use, personal devices and wearable technology Policy in place – this must be followed, read and signed by all staff.

Applicants for posts within the setting are clearly informed that the positions are exempt from the Rehabilitation of Offenders Act 1974 and that the setting is committed to safeguarding children. The setting has a robust recruitment policy and procedure in place. Candidates are informed of the need and legal duty to carry out 'enhanced disclosure' (DBS) checks with the Criminal Records Bureau before posts can be confirmed and that two positive references must be received and checked. Where applications are rejected because of information that has been disclosed, applicants have the right to know and to challenge incorrect information.

All staff practitioners, managers and volunteers must have a DBS check completed and in place. Certificate numbers, outcomes and dates are recorded and kept by the manager. Our setting uses CAPITA to carry out DBS checks.

Tickton Pre-school and Play Pals management team will ensure that no disqualified person or unsuitable person works or volunteers at the setting or has access to any child. Students do not work unsupervised or have any access to the children's WC and changing areas.

Tickton Pre-school and Play Pals management team must inform Ofsted of any allegations of serious harm or abuse by any person working or looking after children at the setting. Ofsted must be notified of the action taken in respect of any allegations by the setting. This must be done as soon as reasonably practicable (or within 14 days), It is an offence not to do so.

We abide by the Protection of Vulnerable Groups Act (2006) requirements in respect of any person who is dismissed from our employment, or resigns in circumstances that would otherwise have led to dismissal for reasons of child protection concern.



**Please see:- Tickton Pre-school and Play Pals 'Whistle Blowing Policy'.**

**Visitors at Tickton Pre-school and Play Pals.**

**All visitors must complete a setting visitor's form and must be supervised at all times.**

**Visitors must never be left alone with children in the setting.**

- We have procedures for recording the details of all 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 access to the children. Visits are made by appointment.
- Identification and identification cards are checked upon arrival to the setting.
- All visits are planned and supervised at all times by designated staff members.
- Our intercom system is used for deliveries and un-planned visitors to ascertain the reason for the visit.

- If staff are unsure as to the visitor, they must always check with the manager or deputy manager. We operate a buddy system when opening the doors to any new visitor or delivery (see policy).

### **Responding to suspicions of abuse and Recording suspicions of abuse and disclosures:**

As a setting we must acknowledge that abuse of children can take different forms (or be a combination of abuse)

**Physical abuse.**

**Emotional abuse.**

**Sexual abuse.**

**Neglectful abuse.**

All staff and volunteers are trained to a minimum of foundation level (E-learning) (Safeguarding children in education ER eHub E learning) and have up-to-date knowledge of all safeguarding issues. This training is updated at least every three years. The management team at Tickton Pre-school encourage practitioners to attend regular safeguarding training that deals with a range of support strategies. All staff Practitioners must complete Prevent duty training and FGM training online (this is part of core training). External and internal training ensures that the staff team can identify signs of possible abuse and neglect and respond in a timely and appropriate way.

When children are suffering from physical abuse, sexual abuse, emotional abuse, and/or neglect, this may be demonstrated through the things that children say (direct or indirect disclosure), through changes in their appearance, through their behaviours and/or in their play.

#### **This may include: -**

- Significant changes in children's behaviour;
- Deterioration in children's general well-being;
- FGM (Female Genital Mutilation)
- Breast tissue damage.
- Unexplained bruising, marks or signs of possible abuse or neglect;
- Children's comments which give cause for concern;

- Any reasons to suspect neglect or abuse outside the setting, for example in the child's home (on a home visit).

**Staff practitioners and volunteers must be aware that some additional barriers exist when recognising signs of abuse and neglect of children who have special educational needs and/or disabilities.**

**Staff practitioners and volunteers must be aware of any inappropriate behaviour displayed by other members of staff, or any other person working with children (for example; students), this may include: -**

- Inappropriate sexual comments;
- Excessive one-to-one attention beyond the requirements of their usual role and responsibilities.
- The **inappropriate** sharing of any images.

**Staff must respond in a timely and appropriate way to any signs of possible abuse and/or neglect.**

- Where such evidence is apparent, the staff member makes a dated, detailed and accurate safeguarding record of the concern.
- We must take care not to influence the outcome either through the way we speak to children or by asking any questions of children. The exact actions and language used by the child word for word must be recorded, including the language and actions used by any staff member/parent word for word. Children must never be made to give explanations.
- The staff member must take their safeguarding concern to the setting manager immediately and discuss what has happened, giving their record of concern to the 'designated safeguarding officer' (Helen Turner). The designated safeguarding officer will call the golden number and report the concern as appropriate.

- We refer concerns to the local authority children's social care department via **EHaSH (01482 395500)** and co-operate fully in any subsequent investigation. In some cases, this may mean social workers, the police or other agencies identified by the Local Safeguarding Children's Board on becoming involved.
- The safeguarding co-ordinator must always contact the **ERYC LADO** (local designated officer) and Ofsted in any cases involving allegations against any staff member/s. The LADO will lead this investigation.
- If the allegation is against the setting manager, the setting chair-person and parent committee safeguarding officer must be informed and will deal with incident in partnership with the deputy safeguarding officer (Sharon Haysom). The **ERYC LADO** (local designated officer) and **Ofsted** must be contacted in any cases involving allegations against staff. All setting safeguarding procedures must be followed.

**(See settings whistle blowing policy).**

Information regarding any ongoing safeguarding issues within the setting are stored in the managers locked metal file storage unit.

#### **Informing parents:**

- Parents/Guardians are normally a first point of contact.
- If a suspicion of abuse is recorded, parents/guardians are informed at the same time as the report and referral to EHaHS is made, except where the guidance of the Local Safeguarding Children Board does not allow this. This will usually be the case where the parent is the likely abuser, in this case the investigating officers will inform parents. If a referral is to be made to the local authority social care department, we act within the area's Safeguarding Children and Child Protection guidance in deciding whether we must inform the child's parents at the same time.
- Concerns are discussed with the child's parents/carers/legal guardians if appropriate and no risk to the child is presented / evident – acting on the advice of EHaSH.

**We follow all information/advice given by the local safeguarding team and social care, Ofsted, the LADO and the police after referrals have been made.**

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

Where a child makes comments to a member of staff/ volunteer/ student that gives cause for concern (a disclosure), or a staff member observes signs or signals that gives cause for concern; such as, significant changes in behaviour; deterioration in general well-being; unexplained bruising, marks or signs of possible abuse or neglect **that member of staff must:-**

- Listen to the child, offer reassurance and give assurance that you will act (at an age appropriate level).
- Never question the child.
- **REPORT INCIDENT TO THE SAFEGUARDING CO-ORDINATOR (HELEN TURNER) IMMEDIATELY. Any concerns regarding child protection or a child in need are reported through the Golden number: 01482 395500.**
- An objective written record of the observation/disclosure must be completed (complete a child protection record) – (SEE PRO-FORMA/example 'APENDIX A' at the back of this policy). Complete a written record of the concern and give this to the setting manager and safeguarding co-ordinator as appropriate. Report pro-forma's can be found in the setting safeguarding file – these are stored in the staff store room on the left-hand side shelving unit.
- The staff member or manager must also complete an east riding SCT22 form - this will be sent to the children's safeguarding team following a verbal referral (this must be done within 48 hours) – a copy of this will also be kept at the setting.
- Record the date and time of the observation or disclosure.
- Record the exact words spoken by the child / person as far as possible.
- Record the name of the person to whom the concern was reported to at EHaSH, with the date and time; and the names of any other persons present at the time.
- These records must be signed and dated and kept securely and confidentially by the setting manager. The manager will store these records in a locked confidential record storage container.
- Ofsted will be informed as required.

- The manager will ensure that any child protection record and or PEP (personal education plan) is completed and updated as required.

The manager must make sure all members of staff are familiar with the settings Child Protection Records and how to follow the procedures for recording and reporting any concerns.

The manager must ensure that all staff know where all safeguarding and child protection information is kept.

### **FURTHER INFORMATION and SUPPORT MATERIALS:**

**Working Together to Safeguard Children** A guide to inter-agency working to safeguard and promote the welfare of children – A statutory document that details all legal expectations and practices regarding safeguarding children. A copy of this document must be kept at the setting and all staff must be made aware of this document.

**'What to do if you're worried a child is being abused'** contains detailed procedures for making a referral to the local social care team, practitioners can use this information booklet for advice. The settings safeguarding files contain lots of information with regards to the safeguarding and protection of children and adults.

**Inspecting safeguarding in early years, education and skills.** Guidance for Ofsted inspectors to use when inspecting **safeguarding** under the common inspection framework.

**Keeping Children Safe in Education.**

**Prevent Duty Guidance (HM Government) and Prevent duty (DfE)**

### **Liaison with other agencies:**

- We work with all agencies relevant to protect children. We work within the Local Safeguarding Children Board guidelines and act upon advice given.
- Parents can access our safeguarding policies at any time.
- Reviewing safeguarding procedures and updates is part of our regular team planning meetings and forms part of our regular planned individual staff supervision meetings.
- Parents and practitioners can access useful contacts regarding safeguarding children and child protection. We provide a 'parent information file' in the main entrance area that includes information about; domestic violence, abuse, neglect, Childline and the ERSGB. Contact details for the local National Society for the Prevention of Cruelty to Children (NSPCC) are also kept.
- Parents receive safeguarding information in their parent packs during induction periods. Information is also provided on our website and on our parent notice boards.
- Staff are provided with a tool kit of useful information and contacts with regards to safeguarding children and child protection. All staff are informed about where this information is stored in the setting.
- We maintain a list of names, addresses and telephone numbers of any social workers working directly with children within our setting, for example; children who are looked after, to ensure that it is easy, in any emergency, for the setting and social services to work in partnership as required.
- Copies of any individual care plans (PEPS) are obtained and stored in the child's confidential file, these are reviewed and up-dated regularly and as required, in partnership with relevant agencies.

**The manager must notify the registration authority (Ofsted) of any incident or accident and/or any changes in our arrangements which may affect the wellbeing of any child/children.**

### **Safe use of electronic online media:**

Appropriate filters, passcodes and monitoring systems are in place to protect children from Any potentially harmful online materials. This is over seen by the setting manager. No child can access the internet unsupervised by a staff practitioner. All online resources are reviewed to ensure their suitability by the setting manager, children can only access apps and websites that

have been checked for their suitability and approved by the setting manager.

**(See Tickton Pre-school and Play Pals: 'Acceptable use of ICT and Media Policy, including Safeguarding children and protecting professionals in early years settings. Acceptable Internet use. Acceptable Social Networking and acceptable use of Digital Images – Staff acceptable use agreement).**

### **Monitoring child absence:**

Attendance is highlighted in Inspecting safeguarding in early years, education and skills settings. Attendance must be monitored daily. A daily register is completed, and parents are always contacted regarding absence and appropriate records kept. If unusual patterns of absence are noticed this may trigger a safeguarding concern. Please report any concerns to the setting manager and follow all setting procedures with regards to safeguarding and child protection.

### **Allegations against staff/volunteers:**

**All concerns and/or incidents will be reported to the Local East Riding LADO.**

The settings designated safeguarding officer will report any concern through EHaSH and report the concern to the LADO. The setting will follow the guidance of the LADO and the Local Safeguarding Children Board (ERSGB) when responding to any complaint that a member of staff, or volunteer within the setting has abused a child.

**East Riding LADO :- Loraine Wilson (01482 395500)**

We report any such alleged incident to Ofsted and what measures the setting has taken. We are aware that it is an offence not to do this. **Ofsted contact number - 0300 123 1231**

We ensure that all parents know how to complain about the behaviour or actions of staff members and volunteers within the setting by way of the Pre-school and Play Pals prospectus, displayed information, our website and setting policies. **Parents understand they can approach the setting manager, deputy manager or their key person with any concerns or issues at any time.**

Staff understand that they must inform the manager if they are expected of any cautions, court orders, reprimands and/or warnings that may affect their suitability to work with children, whether received before or during their employment at the setting. Where a person is disqualified Tickton



Pre-school and Play Pals will not employ that person within our provision. The manager must ensure the setting meets the responsibilities under the safeguarding vulnerable groups act 2006, which includes a duty to make a referral to the disclosure and barring service where a member of staff is dismissed (or would have been, had the person not left the setting first) because they have harmed a child or put a child at risk of harm.

**Contact number for disclosure and barring service: - 0870 909 0811**

Staff must be made aware that a record of their qualifications, identity, and DBS check outcomes (including the DBS reference number, the date the DBS check was obtained and details of who obtained it) will be stored confidentially by the setting manager at the setting.

The manager ensures data is stored safely and correctly in line with GDPR (General Data Protection Act) expectations (SEE setting confidentiality and GDPR policy).

The manager must not allow any staff member, volunteer or student to work directly with children unsupervised if their suitability has not been checked (including; ID check, qualification check, two positive references checked and obtained and a clear DBS check in place).

All staff must co-operate entirely with any investigation carried out by, Ofsted, The LADO and children's social care team in conjunction with the police. Where we become aware of relevant information that may lead to the disqualification of an employee, the management team take all appropriate actions to ensure the safety of all children. Ofsted will be informed. Where the management committee and children's social care team agree it is appropriate in the circumstances, the manager and chairperson will suspend the member of staff or volunteer on full pay for the duration of the investigation. This is not an indication or admission that the alleged incident has taken place but is to protect the staff as well as children and families throughout the investigation process.

If the allegation is against the setting manager (Helen Turner) this must be reported to the Chairperson of the setting committee immediately through the deputy manager and deputy safeguarding officer (Sharon Haysom). The Chair Person will contact the East Riding Safeguarding team, Ofsted and LADO. With the support of the parent committee the deputy safeguarding officer will take all actions required - working in conjunction with the children's social care team, LADO, Ofsted and the police. The incident must be reported to Ofsted.

### **Drugs and alcohol.**

NO staff member or volunteer may work with children under the influence of alcohol, drugs or any other substance that affects their ability to care for children. If practitioners are taking medication which may affect their ability to care for children, those practitioners must inform the manager and seek medical advice.

The manager must ensure that those practitioners taking medication only work directly with children if medical advice confirms that the medication is unlikely to impair the staff member's ability to look after children properly.

All appropriate staff medication must be stored in the staff medical safe - out of reach of children at all times.

### **Disciplinary action:**

A member of staff will be dismissed if found guilty of any form of abuse or harm to children or any other offense that makes it untenable for the staff member to remain working with children, which includes but is not limited to; domestic violence, assault, drug and alcohol misuse, abuse, gross misconduct and passing confidential information to third parties (data protection).

### **SEE: Tickton Pre-schools and Play Pals DISCIPLINARY PROCEDURE.**

The setting safeguarding officer will notify the Independent Barring Board Administrators so that the name may be included on the Protection of Children and Vulnerable Adults Barred List. This person will not continue to be employed by the setting. Detailed records of all investigations and actions taken will be kept and stored confidentially by the manager, the manager will share all information with appropriate agencies.

Disqualification by Association is based on domestic premises care. However, disqualification under the Childcare Act 2006, still applies to staff themselves. Staff Must inform their manager of any issue/s that could affect their suitability to work with children. Safeguarding is a main theme during supervisions, team meetings and inductions. The manager will ask staff to self-declare that they are not Disqualified under the Childcare Act 2006. The manager will remind all staff about the expectation to inform the setting where their relationships and associations, both within and outside of the workplace (including online), may have implications for the safeguarding of children in the setting.

### **Bullying:**

ALL instances of bullying must be reported to the setting manager and/or the setting chair person.

**NO FORM OF BULLYING IS TOLERATED AND MAY LEAD TO DISCIPLINARY ACTION.** All

information will be treated sensitivity and dealt with appropriately – through recorded

conversations to resolve any problems / conflicts and/or concerns. **Regular supervision**

**meetings will take place between each team member and the setting manager on an**

**ongoing basis.**

### **Allegation made against a child or young person:**

In an incident where an allegation is made against a child or young person – the safeguarding team (golden number) would be contacted immediately and all safeguarding procedures would be followed in line with instructions given by the social care team and police.

### **Training:**

Tickton Pre-school and Play Pals staff seek out safeguarding training opportunities (under the guidance of the designated safeguarding officer) to ensure that they can recognise the signs and signals of possible physical abuse, emotional abuse, sexual abuse and neglect and that they are aware of the local authority guidelines for making referrals. Training must be disseminated throughout the team via regular full team meetings.

All staff must have a minimum of 'foundation level safeguarding' training within the setting (This must be maintained and updated every 3 years). We encourage and support all staff to undertake further levels of training.

The designated safeguarding co-ordinator for Tickton Pre-school and Play Pals (Helen Turner) must have a level 3 safeguarding certificate and attend regular easting safeguarding update meetings and training. The manager uses team planning meetings to update staff with any ongoing safeguarding and child protection issues, concerns or changes. Safeguarding is a key theme of staff supervision meetings.

### **Planning and Curriculum:**

The layout of our setting allows for constant supervision of children and adults. No child is left alone with staff or volunteers in a one-to-one situation without being visible to others. The team uses planning meetings to discuss appropriate safeguarding issues, updates and legal requirements – lead by the settings manager and Safeguarding co-ordinator (Helen Turner). We introduce key elements of keeping children safe into our planning to promote the personal, social and emotional development of all children, so that they may grow to be strong, resilient and listened to. At Tickton Pre-school children develop an understanding of why and how to keep safe. We create within the pre-school and out of school club a culture of value and respect for the individual.

### **FGM – Female Genital Mutilation.**

The Female Genital Mutilation Act 2003 and amendments brought through the Serious Crime Act 2015 in England.

FGM is illegal under the Female Genital Mutilation Act (this offence captures mutilation of a female's labia majora, labia minora and/or clitoris).

All staff must undertake FGM training and be aware of what FGM is and how to safeguard children.

FGM is not an issue that can be decided on by personal preference – it is an illegal, extremely harmful practice and a form of child abuse and violence against women and girls. **It is mandatory to report FGM or planned/intended FGM to a girl under the age of 18 years old.** A report must be made to the police via the 101 number and must be reported to EHASH (following Tickton Pre-school and Play Pals safeguarding and child protection procedures).

Staff must speak to the setting manager about any concerns.

If you are concerned that a girl is at risk of FGM, a referral must be made to the local children's services team. If you are concerned that the girl is in immediate danger, contact the police by calling 999. You should also contact the Foreign and Commonwealth Office if the girl has been taken abroad: **telephone: 020 7008 1500**

There is no single way of identifying an individual who is likely to be susceptible to an ideology. As with managing other safeguarding risks and child protection, staff must be alert to changes in a child's behaviour or parent/carers behaviour and comments that could indicate that they may be in need of help and/or protection.

### **Breast flattening**

#### **All staff must be aware of Breast Flattening.**

Breast flattening, also known as breast ironing, is the process during which **young pubescent girls' breasts are ironed, massaged, flattened and/or pounded down over a period of time** (sometimes years) in order for the breasts to disappear or delay the development of the breasts entirely. In some families, large stones, a hammer or spatula that have been heated over scorching coals can be used to compress the breast tissue. Other families may opt to use an elastic belt or binder to press the breasts preventing them from growing.

Breast flattening usually starts with the first signs of puberty, which can be as young as nine years old and is usually carried out by female relatives. It should also be acknowledged that some adolescent girls and boys may choose to bind their breast using constrictive material due to gender transformation or identity, and this may also cause health problems.

#### **Health implications of Flattening**

Due to the type of instruments that may be used, the type of force and the lack of aftercare, significant health and developmental issue may occur, such as:

- Abscesses
- Cysts
- Itching
- Tissue damage
- Infection
- Discharge of milk
- Dissymmetry of the breasts
- Severe fever
- Even the complete disappearance of one or both breasts.
- There will also be an impact on the child's social and psychological well-being.

In many cases, the abuser thinks they are doing something good for the child by delaying the effects of puberty and the practice is designed to:

- make teenage girls look less "womanly"

- prevent pregnancy and rape
- enable the girl to continue her education
- prevent dishonor being brought upon the family if the girl begins sexual relations outside of marriage
- deter unwanted attention

### **The Law for Breast Flattening:**

Although there is no specific law within the UK around breast flattening, it is a form of physical abuse and if professionals are concerned a child may be at risk of, or suffering significant harm, they must refer to their local safeguarding procedures.

### **Signs that a girl could be at risk of Breast Flattening:**

- A girl is embarrassed about her body
- A girl is born to a woman who has undergone breast flattening
- A girl has an older sibling or cousin who has undergone breast flattening
- If there are references to breast flattening in conversation, for example a girl may tell other children about it
- A girl may request help from a teacher or another adult if she is aware or suspects that she is at immediate risk
- A girl from an affected community is withdrawn from PSHE and/or Sex and Relationship Education as her parents wish to keep her uninformed about her rights
- One or both parents or elder family members consider breast flattening integral to their cultural identity
- The family indicate that there are strong levels of influence held by elders who are involved in bringing up female children and support breast flattening
- A girl/family has limited level of integration within UK community

### **Signs that a girl is undergoing Breast Flattening**

As well as the above, we should be mindful that:

- A girl may disclose to a teacher, social worker, GP or another medical professional.
- Some girls may ask for help, perhaps talk about pain or discomfort in their chest area, but may not be explicit about the problem due to embarrassment or fear
- A girl may display reluctance to undergo medical examination
- A girl may be fearful of changing for physical activities due to scars showing or bandages being visible

### **What to do if you are worried**

Staff must speak to the setting manager about their concerns.

If you are concerned that a girl is at risk of breast flattening, a referral must be made to the local children's services team. If you are concerned that the girl is in immediate danger, contact the

police by calling 999. You should also contact the Foreign and Commonwealth Office if the girl has been taken abroad: telephone: 020 7008 1500

### **Prevent Duty: (Counter-Terrorism and Security Act 2015) and British Values.**

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. We must promote British values (see setting equality policy), supporting children's PSED, understanding of the world and welfare in line with the EYFS.

All staff must have regard to the Prevent Duty (Counter-Terrorism and Security Act 2015). If staff are concerned about the dangers of radicalisation and extremism, they must report their concerns to the setting manager Helen Turner.

Protecting children from the risk of radicalisation must form part of Tickton Pre-school and Play Pals' wider safeguarding duties – whether these come from within their family or are the product of outside influences (including social media and gang activity). We can build children's resilience to radicalisation by promoting fundamental British values.

Our setting must risk assess the risk of children being drawn into terrorism, including support for extremist ideas that are part of terrorist ideology within our given local context. Extremism is vocal or active opposition to fundamental British values. Some children may be at risk of online radicalisation. There is no single way to identify an individual who is likely to be susceptible to terrorist ideology.

Staff **MUST** be alert to any changes in a child's behaviour which could indicate that they may need help or protection.

Children at risk or radicalisation may display different signs or seek to hide their views. Setting staff should use their professional judgement in identifying children who might be at risk of radicalisation and act proportionately.

Even very young children may be vulnerable to radicalisation by others, whether in the family or outside, and display concerning behaviour. The Prevent Duty does not require childcare providers to carry out unnecessary intrusion into family life, but as with any other safeguarding risk, they must take action when they observe behaviour of concern **following our setting's safeguarding procedures and working in partnership with our local authority and local safeguarding board.**

Tickton Pre-school and Tickton Play Pals Safeguarding and Child Protection Policy and Procedures.

Including managing allegations of abuse against a member of staff.

Prevent Duty and FGM and monitoring child absence.

**The Channel Programme** - making a referral to the channel programme (this is for people who are identified as being vulnerable to being drawn into terrorism), this would be referenced /advised through our local safeguarding board (EHaSH / golden number) should a referral be made.

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



**Confidentiality:**

All suspicions and investigations are kept confidential and shared only with those who need to know. Any information is shared under the guidance of the Local Safeguarding Children Board in line with GDPR. **We are members of ISO.**

**(SEE settings confidentially policy).**

**Support to families:**

We believe in building trusting and supportive relationships with children, families, staff and volunteers at Tickton Pre-school and Play Pals, to build a foundation of open communication.

We make it clear to parents our role and responsibilities in relation to child protection, such as the need to report concerns, provide information, the monitoring and observation of child/ren, and liaising/working in partnership at all times with the local children's social care team as appropriate. We will continue to welcome a child and the family whilst investigations are being made in relation to any alleged abuse.

If required we follow a child's individual Protection Plan and/or PEP (Personal Education Plan) as set by the child's social care team in relation to the setting's designated role, supporting the child and their family appropriately - subsequent to any investigation. Care plans are stored in the managers confidential information records. Part C of a child's PEP's is completed by the setting on a termly basis or as required at review meetings. .

Confidential records kept on a child are shared with the child's parents or those who have parental responsibility for the child in accordance with the Confidentiality and Client Access to Records procedure and only if appropriate under the guidance of the Local Safeguarding Children Board. SEE settings confidentiality policy.

## **Key Messages:**

**The action we take to promote the welfare of children and protect them from harm is everyone's responsibility. Everyone who comes into contact with children and families has a role to play.**

**All childcare practitioners have a DUTY to recognise, and act upon, any concern they may have regarding the safety of a child.**

### **The child's needs are paramount,**

**Every assessment made should be child centred. Where there is a conflict between the needs of the child and their parents/carers, decisions should be made in the child's best interest.**

**We make clear to parents that if they share information of a safeguarding nature such as domestic violence or substances misuse or this information would have to be reported to EHASH so appropriate support could be put in place.**

## **Legal framework:**

### **Primary legislation.**

- The Early Years Foundation Stage (EYFS)
- **WORKING TOGETHER TO SAFEGUARD CHILDREN**
- The Children Act (1989)
- The Children Act (2006)
- The Children Act (2004)
- The Early Years Foundation Stage Statutory Framework (EYFS)
- Protection of Children's Act (1999)
- Data Protection Act (1998)
- Prevent Counter Terrorism and Security Act 2015
- The UN convention on the rights of the child
- Safeguarding Vulnerable Groups Act (2006) Secondary Legislation.
- Sexual Offences Act (2003)
- Criminal Justice and Court Services Act (2000)
- Human Rights Act (1999)
- Race Relations Act (1976)
- Race Relations (Amendment) Act (2000)
- Equalities Act (2006)
- Data protection Act (1998)

### **Further Guidance:**

- The Safeguarding Tool Kit (ERSGB)
- Ofsted: Inspecting safeguarding in early years.
- Working Together to Safeguard Children
- What to do if you're Worried a Child is Being Abused
- Framework for the Assessment of Children in Need and their Families
- Information Sharing: Practitioners' Guide