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Play • Learn • Grow

Safeguarding Children and Child Protection Policy

Including managing allegations of abuse against a member of staff and Prevent Duty Extremism, Radicalism and British Values.

First Step Pre-school Ltd offer an environment which encourages children to develop a positive self-image, regardless of race, language, religion, culture, home background, ability and SEND;

Policy statement

Protect the children who use our services.

Provide staff, committee members, volunteers, students and visitors with information and guidance to safeguard children.

Procedures

If you are worried about a child, young person or adult, who you think is being abused or neglected – [REPORT IT](#)

Access Response Team, South Glos Children's Service
General advice 01454 866000
Out of hours: 01454 615165 or immediate danger; phone 999

Staff and volunteers

- Designated Safeguard Lead (DSL) responsible for safeguarding children within First Step pre-school Ltd are Manager Sue Ross, Deputy Georgina Tucker Deputy Jade Bennett. They will coordinate any child protection issues, unless they are the accused, in which case the Chairman of the Management Committee would investigate.
- Staff understand that safeguarding is part of their role and must keep knowledge up to date.
- Staff will undergo an enhanced disclosure check with the Disclosure and Barring Service (DBS).
- Staff are expected to disclose, as soon as possible, any convictions, cautions, court orders or reprimands and warnings which may affect their suitability to work with children. Staff will sign a disclosure to confirm this at supervisions.
- Volunteers and visitors are not left unsupervised.
- Staff awaiting DBS checks do not work unsupervised.
- Visitors must fill in the book on entering First Step Pre-school Ltd.
- There are measures in place to ensure no unauthorised person has unsupervised access to the children.

Responding to suspicions of abuse

- Abuse can take different forms - physical, emotional, sexual, neglect, domestic violence, bullying, grooming.
- Disclosure from a child can be indirect or direct and can be seen in their appearance or behaviour.
- Factors affecting parental capacity - social exclusion, domestic violence, drug or alcohol abuse, mental or physical illness or learning disability.
- Factors that affect children's vulnerability – beliefs in spirit possession, sexual exploitation through internet abuse, Female Genital Mutilation, Gang activity, forced marriage, honour based violence or child trafficking.
- When a child in our care or known to us may be affected by any of these factors we follow the procedure for reporting child protection concerns.
- Where such evidence is apparent, the observer makes a time line of details of the concern and discuss with the DSL. The information is filed in the child's personal file.
- We refer concerns to Access Response Team and co-operate fully in any investigation.
NB In some cases this may mean the police or another agency identified by the Local Safeguarding Children's Board.
- Students or school children (16 – 19) that are on work experience/placement are protected under the Children's Act 1989. If there are any concerns whilst at First Step Pre-school Ltd, DSL will speak with the student, document and follow the procedure to access support for them

Non-mobile babies & children

- Safeguarding procedures will be put in place if a non-accidental injury to a non-mobile baby/child presents when dropping or picking up at First Step Pre-school Ltd.

Recording and Reporting suspicions of abuse and disclosures

- When there is a cause for concern, a disclosure or signs or signals, changes in behaviour; deterioration in general well-being; unexplained bruising, marks or signs of possible abuse or neglect that the member of staff:
 - listens to the child, offers reassurance and gives assurance that she or he will take action (the child will be helped to understand that they are valued and respected and not at fault or blame);
 - does not ask leading questions
 - document what has been said, the observation or disclosure must include:
 - name, age and address
 - date and time of the observation or the disclosure
 - the exact words spoken
 - name of the person the concern was reported to, with date and time
 - names of any other person present
 - documents are signed and dated and kept in the child's file which is kept securely and confidentially.
- Report to DSL, where a decision will be made to refer. Access Response Team, South Glos Children's Service 01454 866000.
- Notify OFSTED of any major incident/accident and any changes which may affect the wellbeing of children.

Informing parents/carers

- Parents/carers are informed of the 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 Access Response Team.
- Parents/carers are the first point of contact, DSL will explain what has been reported, give time to respond and document. Keep parents/carers involved with any decision unless this causes more concern for the child, usually when the parent/carer is the likely abuser. In these cases the investigating officers will inform parents/carers.
- First Step Pre-school Ltd will work closely with the family/carers to ensure they understand the process and decisions that are being made.
- First Step pre-school Ltd will continue to welcome the child and the family whilst investigations are being made in relation to any alleged abuse.

Confidentiality

- All suspicions and investigations are kept confidential and shared only with those who need to know.
- Any information is shared under guidance of the Local Safeguarding Children Board/Lado.
- GDPR guidelines records will be kept for **6 years** after the last contact.

Allegations against staff

- Document details of any such alleged incident. Dates, times, name D.O.B.
- Contact LADO, The Local Authority Designated Officer who is responsible for co-ordinating the response to concerns that an adult who works with children may have caused them or could cause them harm.
- Report to OFSTED alleged incident and what measures have been taken.
- Co-operate entirely with any investigation carried out by LADO in conjunction with the police.
- Where the management committee and LADO agree it is appropriate in the circumstances, the chairperson will suspend the member of staff on full pay, or the volunteer, for the duration of the investigation. This is not an indication of admission that the alleged incident took place, but is to protect the staff as well as children and families throughout the process.

Disciplinary action

- Follow the disciplinary procedure of First Step Pre-school Ltd.
- Where a member of staff or volunteer is dismissed or internally disciplined, because they have harmed a child or put a child at risk of harm, notify the Disclosure and Barring Service.

Training

- Training is available for all adults involved in First Step Pre-school Ltd to ensure that they are able to recognise the signs and signals of possible abuse and that they are aware of First Step Pre-school Ltd and local authority guidelines for reporting and making referrals.

Curriculum

- Child protection is embedded within the curriculum, encouraging children to develop an understanding of how and why they need to keep safe.

- First Step pre-school Ltd creates an environment where individuals are valued and respected giving regard to 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 for the children.

Internet use, cameras, tablets and mobile phones

- All staff to sign the Acceptable use of Technologies policy.
- Staff, volunteers and visitors are informed that mobile phones are not to be used within the setting, unless authorised by the Manager/Deputy.
- The internet will be used to access information/resources and training purposes to support First Step Pre-school Ltd and developing Early Years knowledge.
- Photos taken will be downloaded only to the pre-school computer or printer.
- Tapestry is used for children's experiences, development and learning journey through their early years, this is shared with parents/carers, it is password protected.
- Personal Social Networking sites (i.e. Facebook, Twitter etc.) Staff must not mention First Step Pre-school Ltd or post any information about the children or setting when using these sites at home (see Social Networking Policy).

Safer Recruitment

- Applicants applying for a position at First Step Pre-school Ltd will be offered an interview before an appointment is made and will be asked to provide at two references. They will also need to provide confirmation of their right to work in the UK
- New employees will undertake a **three** month probationary period before a permanent position will be confirmed
- Applicants for posts within the setting are clearly informed that the positions are exempt from the Rehabilitation of Offenders Act 1974.
- Where applications are rejected because of information that has been disclosed, applicants have the right to know and to challenge incorrect information
- See Safer Recruitment policy for more details.

Legal framework

Primary legislation

www.gov.uk/government/publications/prevent-duty-guidance

Safeguarding: Ofsted Inspections and Safeguarding from (Sept. 2015)

Information Sharing (2015)

What to do if you are worried a child is being abused (2015)

Children Act (1989 s47)

Working Together to Safeguard Children (2015)

Protection of Children Act (1999)

The Children Act (2004)

Human Right Act (1998)

Useful contacts

- Access Response Team (ART) South Glos 01454 866000

- South Glos Safeguarding Board [southglos.gov.uk/safeguarding](https://www.southglos.gov.uk/safeguarding)
- South Glos Council General Enquires www.southglos.gov.uk 01454 868009
- South Glos Early Years Team; 01454 863355 earlyyears@southglos.gov.uk
- Children’s and Young Peoples services; Information Service 01454 868008
- OFSTED; 0300 123 1231 enquires@ofsted.gov.uk
- NSPCC; 0808 800 5000
- Children’s Play link Information Service; 01454 338900
- Out of hours Social Work Team; 01454 615165
- Local Authority Designated Officer (LADO) Tina Wilson; 01454 868508

Child Protection information can be found within:

- Staff Handbook
- Employee Contract
- Confidentiality Policy
- Agreement on the Acceptable Use of Technologies
- Social Networking Policy

This policy was adopted at a meeting of Held on	<u>First Step Pre-school Committee</u> 29 th Sept 2021	name of setting (date)
Date to be reviewed	<u>Sept 2022</u>	(date)
Signed on behalf of the management committee	<u>Signed copy available to view at pre-school</u>	
Name of signatory	<hr/> <hr/>	
Role of signatory (e.g. chair/owner)	<hr/>	