

Child Protection

Safeguarding: Protecting Children from Abuse

Designated Safeguarding Lead	Deputy Designated Safeguarding Lead	Nominated Safeguarding Committee member
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Part 1: Information for all Staff and Volunteers

Our Commitment:

We will work with children, parents, families and the community to ensure the rights and safety of children and to give them the best start in life. Within the setting, we know that safeguarding is everyone's responsibility.

The Statutory Framework and Introduction:

Under Section 40 of the Children Act 2006, we are required to comply with the welfare requirements of the early years foundation stage (EYFS). In doing so we are alert to any issues of concern in a child's life. We focus on the needs and interests of the child. We take a child-centred approach in all that we do, supporting children's welfare, health and well-being; and their learning and development.

The EYFS requires us to establish and implement policies and procedures to safeguard children. We have many inter-related policies that help us meet this requirement. This policy responds in particular to the requirements set out in paragraphs 3.4-3.8 of the EYFS. That said, it should not be read in isolation. Related policies include, but are not limited to, those on children's safety and security; terrorism and lockdown; children's safety and security; staffing; health and safety and data protection, confidentiality and records. Together, these policies help us meet the requirement to ensure that we keep children safe from harm and abuse and to respond appropriately where we have cause for concern. Where relevant, cross-references to other policies are made throughout this document.

Safeguarding and promoting the welfare of children means:

- Protecting them from maltreatment.
- Preventing impairment of children's health or development.
- Promoting practices at home that are consistent with safe and effective care.
- Enabling children to have the best outcomes.
- Working together to Safeguard Children 2018.

This policy sets out our procedures for:

- Taking action when we are concerned a child is being abused or may be at risk of harm; and
- Managing allegations made against a member of staff, or an adult seen to be in a position of trust at Pre-School (volunteers, for example).
- It also sets out our commitment to keeping our knowledge and skills of safeguarding issues up to date; and
- Outlines the signs of potential abuse and neglect and acknowledges that some children may be particularly vulnerable to abuse.

In developing this policy and our procedures we have referred to:

- The Early Years Foundation Stage 2017.
- Working Together to Safeguard Children 2018.
- The Model Safeguarding Policy – Waltham Forest (2019).
- Inspecting Safeguarding in Early Years, Education and Skills Settings 2019

We have also considered the advice contained in “Keeping Children Safe in Education” (2016). Although this guidance is statutory only for maintained schools (including nurseries), we have reflected on the advice and good practice it promotes, as far as these are relevant to our setting.

We also use, and have available for support, advice from the Local Authority’s Multi-Agency Safeguarding Hub (MASH). They are our first port-of-call, on the telephone and via the information published online, for advice and support, particularly concerning referrals.

This policy is reviewed annually. The policy is shared with all staff and volunteers. It is published in full on our website. A summary of the key principles and commitments are included in the Parent’s Handbook. Parents can request a copy of the full policy.

We often have many different adults working with us. “Staff” means adults who are employed by Handsworth Pre-School and includes cover staff and Learning Support Assistants. We also ensure that adult volunteers, including adults who may be in a trusted position, for example, a Committee Member, are briefed in safeguarding and have copies of this policy. Adults in the setting who are not staff are not left unsupervised with the children. Support for young people who come to us on work experience are covered below.

Types of Abuse, Harm and Neglect

Staff are well placed to observe any physical, emotional or behavioural signs, which indicate that a child may be suffering significant harm. The relationships between staff, pupils, parents and families can foster respect, confidence and trust which can lead to disclosures of abuse.

Types and abuse and possible indicators

Type of Abuse	Possible Indicators
<p>Neglect The persistent failure to meet a child's basic physical and psychological needs, likely to result in the serious impairments of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to:</p> <p>provide food, clothing and shelter;</p> <p>protect a child from physical and emotional harm or danger;</p> <p>ensure adequate supervision;</p> <p>ensure access to appropriate medical care or treatment.</p>	<p>Obvious signs of lack of care including:</p> <p>Problems with personal hygiene;</p> <p>Constant hunger;</p> <p>Inadequate clothing;</p> <p>Emaciation;</p> <p>Lateness or non-attendance at the setting;</p> <p>Poor relationship with peers;</p> <p>Untreated medical problems;</p> <p>Compulsive stealing and scavenging;</p> <p>Rocking, hair twisting, thumb sucking;</p> <p>Running away;</p> <p>Low self-esteem.</p>
<p>Physical Abuse</p> <p>May involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child e.g. FGM, Breast ironing. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces illness in a child</p>	<p>Physical signs that do not tally with the given account of occurrence conflicting or unrealistic explanations of cause repeated injuries delay in reporting or seeking medical advice.</p>
<p>Sexual Abuse</p> <p>Forcing or enticing a child to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The</p>	<p>Sudden changes in behaviour</p> <p>Displays of affection which are sexual and age inappropriate</p> <p>Tendency to cling or need constant</p>

<p>activities may involve physical contact, penetrative or non-penetrative acts and also includes involving children in watching pornographic material or watching sexual acts.</p>	<p>reassurance</p> <p>Tendency to cry easily</p> <p>Regression to younger behaviour – e.g. thumb sucking, acting like a baby</p> <p>Unexplained gifts or money</p> <p>Depression and withdrawal</p> <p>Wetting/soiling day or night</p> <p>Fear of undressing for PE</p>
<p>Emotional Abuse</p> <p>The persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child’s emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person.</p>	<p>Rejection</p> <p>Isolation</p> <p>child being blamed for actions of adults</p> <p>child being used as carer for younger siblings</p> <p>affection and basic emotional care giving/warmth, persistently absent or withheld.</p>

These definitions are not exclusive or exhaustive. Further advice on what constitutes harm, abuse and neglect can be sought through the Borough MASH Team.

Female Genital Mutilation (FGM) is illegal and is considered a form of child abuse. Girls at Pre-School may not be of an age to be immediately at risk of FGM, but we are alert to the risks to older sisters and/or female relatives in the family. We are also aware of the potential of future risk to children in our care.

If we are concerned that a child in our care, or a member of their family, may be at risk of FGM, we will make referrals to MASH. If we think a child is in immediate danger, we will call the Police.

Extremism and Radicalisation (Prevent), whilst it is unlikely that children at Pre-School will themselves be radicalised, they may be at risk through radicalisation within their wider family. Older siblings and family members may be at risk of radicalisation or have become radicalised themselves. Children may therefore be exposed to extremist views and actions in their homes or community groups. If we believe that a family member of a child at Pre-School is either radicalised or a perpetrator of extremist views, we will make referrals as appropriate. We will monitor children’s attendance and will make referrals if we believe they are at risk of being taken, or we believe they have been taken to a Country at war,

Vulnerable groups

Some children are at increased risk of abuse. We give special consideration to:

- Children with language or communication difficulties
- Children with Special Educational Needs or Disabilities (SEND)
- Children who may witness domestic abuse

Children who are privately fostered

Private fostering is when someone other than a parent or close relative cares for a child for a period of 28 days or more, with the agreement of the child's parent. It applies to children under the age of 16 or aged under 18 if the child is disabled. By law, a parent, private foster carer or other persons involved in making the private fostering arrangement must notify children's services as soon as possible. If a child at Pre-School is subject to private fostering, we will check that the Local Authority is aware of the arrangement, through discussions with MASH.

Children with irregular attendance

Attendance, and absence are closely monitored. A child going missing from education is a potential indicator of abuse. We monitor children's attendance and take steps when absences are extended and/or unexplained. Our Missing Children's Policy sets this out in more detail.

Where parents of children who may start school inform our setting that they wish to home educate their child, we will inform the Local Authority in accordance with the Elective Home Education procedure.

Other Vulnerabilities

There are other circumstances that may increase a child's risk of harm or abuse. These include (but are not limited to) children:

- affected by parental substance misuse
- affected by parental mental health needs
- who are asylum seekers
- living away from home
- living in temporary accommodation
- living transient lifestyles
- living in chaotic or unsupportive homes
- who are vulnerable to discrimination or maltreatment due to race, ethnicity, religion, or sexuality
- who do not have English as a first language

Work Experience Students

We welcome young people¹, who are at school or college, and adults who are studying or training. We recognise that young people also need to be kept safe whilst with us.

¹ Young People – children aged 18 or below who are attending a school or college

We acknowledge that they may also disclose abuse, or their behaviour or something they say may give rise to a concern about their well-being. If this is the case, we will firstly contact the Designated Safeguarding Lead in the young person's sponsoring institution. We follow the procedures set out below to make referrals as appropriate. If we think the young person is at immediate risk of harm, we will telephone the police and MASH and inform the sponsoring institution's DSL once we know the child is safe.

We recognise that young people, and adults on work placements, may also be perpetrators of abuse. We do not allow those on work experience or work placements to be unsupervised with the children. If we feel their behaviour gives cause for concern; or an allegation is made, we will follow the procedures set out in Part 3 below.

Helping Children Keep Themselves Safe

We recognise that we can support young children in developing self-confidence, self-esteem and resilience. We can also teach children to understand and manage risk. The Early Years Foundation Stage Learning and Development Section 1. sets out how we support children's Personal, Social and Emotional Development in this way. Our Teaching and Learning Policy sets out how we at Pre-School deliver these commitments.

Our Achieving Positive Behaviour Policy sets out how we support all children to play together. We recognise that some children may present difficult or challenging behaviour, for a variety of reasons. Their behaviour may show in relationships with adults in the setting and/or with their peers. Our 'Behaviour' policy sets out the steps we take to ensure positive outcomes for all.

Mobile Phones, Smart Watches, Tablets, Photographs, Social Media and other Technology

We operate a 'no mobile phones' policy. Staff must keep their mobile phones in the storage room or in the office. They must not have their phones with them in the main hall or garden, whilst children are on the premises. If staff need to make or receive an urgent personal phone call, they may do so with the permission of the Pre-School Leader. Calls must be made/received from the storage room or the office.

The setting mobile phone is for making calls or sending texts for business purposes only.

The setting camera must be used only by staff and only for the purposes of taking pictures for the children's Early Learning Records and/or display. Parental approval is sought for the use of children's photos through our Registration Form. The Pre-School Leader will download pictures weekly, which are given to staff for use in the ELRs. Pictures are then deleted from the camera/Pre-School Leader's computer. The Pre-School leader's computer is password protected. More information on how we maintain confidentiality and data is in our Data Protection and Confidentiality policy.

The setting iPad is for the children to use to experience ICT in the curriculum. Use by children is one-to-one or small group with a member of staff. Children should not be left to use the iPad by themselves. The iPad should not be connected to the internet, unless a staff member is supervising an activity-relevant search with a child. Apps on the iPad are age appropriate and are managed by the Pre-School Leader and her Deputy.

Parents and visitors must not use mobile phones, tablets or other smart devices whilst in the setting and children are present. If they need to make or receive urgent calls, they may do so in the office.

We recognise that parents may want to record images of special events such as the Nativity Play, Sports Day etc. At each event we will remind parents only to take pictures of their child. If other children are in shot, even in the background, we ask parents not to share images on social media.

Staff must not publish comments about the Pre-School, or a child who attends or has attended Pre-School, on social media forums. Staff must not publish images of children who attend or have attended Pre-School on social media forums. Staff must not accept or request a parent to be a 'friend' on social media if the only contact they have with that parent is through their child attending Pre-School.

Toileting and Nappy Changing

We have a duty of care towards children's personal needs, but we also recognise that children may be more vulnerable to abuse whilst toileting. Staff will change a child's nappy when it becomes soiled. If there is no need for a child's nappy to be changed during session times, we will not do so. If staff do change a nappy, they will inform another member of staff that they are doing so.

As children progress towards toilet training, we support and encourage their independence. Staff encourage children to manage their toileting needs by themselves. In general, staff will not wipe a child's bottom after a visit to the toilet. Staff will, however, help and guide a child through reassurance and instruction, to wipe themselves and to manage their own clothing. If children are very soiled or their clothing is dirty or wet, staff will ensure that they are clean. Parents will be told that their child has been cleaned and/or changed. Our cleaning will not be as thorough or as intimate as at home, but a child will be made clean and comfortable enough to return to play. If we suspect a child's soiling is due to a tummy upset or other health issue, we will clean them and telephone parents in line with our Managing Health Care Needs policy.

Babysitting and Child-minding outside Pre-School Hours

Staff are not permitted to babysit or child-mind Pre-School children. We strongly discourage older children of staff members from babysitting or child-minding children on the Pre-School register.

Visitors

All visitors are asked to sign in and out of the setting, recorded in our Visitors Book. No visitor will be left unsupervised with the children. Parent visitors who come for stay and play, for example, are asked to leave bags, mobile phones etc in the storage area/office.

Parent visitors should not toilet any child other than their own. Parent visitors should use the adult toilets which are in the block near the Fellowship Hall/Lounge. Staff supervise entry/exit from the Cowling (Pre-School) Hall and, when we open and at home time, the main street door. Parents are asked not to open or hold open these doors to anyone without staff being present.

Part 2: What Staff Should Do if they Suspect Abuse, or if Abuse is Disclosed

Children, parents, members of the child's family or the wider community may disclose abuse – or say something to a member of staff which gives rise to a concern that abuse is occurring. We recognise that it is difficult for individuals to disclose abuse and that people who do so may have chosen carefully to whom they wish to speak. All staff will handle disclosures sensitively.

Disclosures of abuse cannot remain confidential. Staff will need immediately to speak to the Designated Safeguarding Lead and they will be asked to record what they have been told. Similarly, if a member of staff sees or hears something from a child or family member, either in Pre-School or outside, that causes concern about potential or actual abuse, they must refer their concerns to the Safeguarding Lead. Again, they will be asked to make a record of what they have seen or heard.

If the Designated Safeguarding Lead is not available, staff should speak to the Deputy Designated Safeguarding Lead.

Responding to Disclosure:

If abuse is disclosed to a member of staff they should listen, record and pass on information to the Designated Safeguarding Lead following the principles set out below. Staff will:

- Listen to and take seriously any disclosure or information that a child may be at risk of harm
- Clarify the information
- Try to keep questions to a minimum and of an 'open' nature e.g. 'Can you tell me what happened?' rather than 'Did x hit you?'
- Try not to show signs of shock, horror or surprise
- Not express feelings or judgements regarding any person alleged to have harmed the child
- Explain sensitively to the person that they have a responsibility to refer the information to the designated safeguarding lead
- Explain what will happen next and that the person will be involved as appropriate

- Report your concern as soon as possible to the DSL, definitely by the end of the day
- Do not start your own investigation
- Share information on a need-to-know basis only – do not discuss the issue with colleagues, friends or family
- Make a written record of what has been said and what you have done as a result.
- Seek support for yourself if you are distressed

Responding to Concerns about a Child’s Welfare:

It is *not* the responsibility of staff to investigate welfare concerns or determine the truth of any allegation. All staff; have a duty to recognise concerns and maintain an open mind. All concerns regarding the welfare of pupils must be recorded and discussed with the designated safeguarding lead with responsibility for safeguarding lead.

Staff must immediately report:

- Any suspicion that a child is injured, marked or bruised in a way which is not readily attributable to the normal knocks or scrapes received in play
- Any explanation given which appears inconsistent or suspicious
- Any behaviours which give rise to suspicions that a child may have suffered harm
- Any concerns that a child may be suffering from inadequate care, ill treatment, or emotional maltreatment
- Any concerns that a child is presenting signs or symptoms of abuse or neglect
- Any significant changes in a child’s presentation, including non-attendance
- Any hint or disclosure of abuse about or by a child / young person
- Any concerns regarding person(s) who may pose a risk to children (e.g. living in a household with children present)
- Information which indicates that the child is living with someone who does not have parental responsibility for them (private fostering)

There will be occasions when staff may suspect that a pupil may be at risk but have no ‘real’ evidence. The children’s behaviour may have changed, or physical but inconclusive signs may have been noticed. In these circumstances, staff will try to give the pupil the opportunity to talk. The signs they have noticed may be due to a variety of factors, for example, a parent has moved out, a pet has died, a grandparent is very ill, or an accident has occurred.

Early Help

If it appears that a child/family is in need of additional support, but where we do not think a child is at risk of abuse, we may seek parental consent to refer to the Borough’s Early Help Service.

Whenever a member of staff has worries about a child’s welfare, they, must discuss their concerns with the Designated Safeguarding Lead.

What the Designated Safeguarding Lead will do:

Throughout, staff are able to speak to either the Designated Safeguarding Lead (DSL), or if she is absent or unavailable, or they would be more comfortable in doing so, they may also speak to the Deputy DSL.

In responding to a disclosure, or concerns about a child's welfare, the DSL will:

- Consider the child's wishes and feelings, but not promise confidentiality
- Consider any urgent medical needs of the child
- Make an immediate Request for Help, Support and Protection to Waltham Forest MASH Team if there has been a disclosure and/or allegation of abuse; or there are clear grounds for concerns about the child's safety and well-being. This document is available on the Borough's website.
- Consult with a member of Waltham Forest MASH for advice, if they are uncertain whether a referral is required

Following initial discussion with the MASH Team the DSL will decide:

- To talk to the child's parents, unless advised or considered that to do so may place the child at risk of significant harm, impede any police investigation and/or place the member of staff or others at risk.
- Make referrals as appropriate, including contacting the designated officer for safeguarding in another agency if that agency is working with the family.
- If there is the threat or risk of immediate harm to the child, staff or other children at Pre-school, the DSL will telephone 999 for the Police.
- If no referrals are made, the DSL will record and retain information in a "Safeguarding" file and will continue to monitor the situation.
- The DSL will record information and actions taken, including the reasons for any decisions made.

Action following a child protection referral

The designated safeguarding lead will;

- Maintain contact with the allocated social worker.
- Contribute to the Strategy Discussion and Strategy Meeting.
- Provide a report for, attend and contribute to any Initial and Review Child Protection Conference.
- Attend Core Group Meetings for any child subject to a Child Protection Plan or Child in Need Meeting for any child subject to a Child in Need Plan.
- Where a child on a Child Protection Plan moves from the school/setting or goes missing, immediately inform the key worker in Social Care.
- Transfer relevant documentation to the new school/setting and record that they have done so using the record sheet in the safeguarding file.

If designated safeguarding lead considers that the social care response to a referral or the child protection plan has not led to the child being adequately safeguarded, they

will contact the line manager in Children's Social Care. They will follow up any concerns or discussion in writing.

- The Escalation Policy is available on the Borough's Website, if the DSL continues to feel that issues are not being addressed.

Supporting Children after Referrals or Allegations have been made and Working in Partnership with Parents

- We will continue to provide a secure, caring, supportive and protective relationship for the child
- We aim to build open and honest working partnerships with parents and seek to do so on most occasions where we have concerns about a child.
- However, there may be occasions when we make referrals without consultation with parents. We will do so if advised by the MASH team, or if we think that speaking to the child's parent will place them, or staff at greater risk of harm. If this is the case, we will contact MASH (or the Police if appropriate) without discussion with, or the approval of, the child's parents.
- Children will be given a proper explanation (appropriate to age & understanding) of what action is being taken on their behalf and why
- We will endeavour always to preserve the privacy, dignity and right to confidentiality of the child and parents. The Designated Safeguarding Lead will determine which members of staff "need to know" personal information and what they "need to know" for the purpose of supporting and protecting the child

If a member of staff does not believe concerns about a child's welfare are being acted upon appropriately by either the DSL or Deputy DSL, they may refer to the other post holder or direct to the Chair of the Committee. Staff are also able to make direct referrals through MASH if they feel it is necessary to do so. Our Whistleblowing Policy provides further details as appropriate.

Part 3: The Management and Leadership of Safeguarding

The role of the Chair of the Committee

Roles and Responsibilities

The Chair of our Parent Committee and is nominated to lead on safeguarding issues. She/he will ensure that:

- We have a safeguarding policy and procedures in place, and the policy is made available to parents on request.
- We operate safer recruitment procedures and that all appropriate checks are carried out on staff and volunteers who work with children.
- We follow the published local procedures for dealing with allegations of abuse against staff and volunteers.
- A senior member of the setting's leadership team is designated as Safeguarding Lead. Our Designated Safeguarding Lead (DSL) is Louise Paul her Deputy is

Janet Cushing. Either one or both Safeguarding Leads are available during setting hours.

- The chair liaises with the Local Authority and/or partner agencies should allegations or abuse be made against the Pre-school Leader.

The Pre-School Leader will ensure that:

- The policies and procedures are fully implemented, and followed by all staff;
- Sufficient resources and time are allocated so that the DSL and Deputy can carry out their roles effectively.
- All staff and volunteers feel able to raise concerns about poor or unsafe practice in regard to children, and such concerns are addressed sensitively and effectively in a timely manner our Whistle Blowing Policy supports this action.
- All children are provided with opportunities throughout the curriculum to learn about keeping themselves safe; and to build their self-confidence; self-esteem and resilience.
- Ensure procedures for managing allegations against staff is known to staff:
- Operate the procedure for managing allegations and disclosures are operated effectively and relevant concerns are referred to the Local Authority Designated Officer (LADO) and MASH.
- That anyone who has harmed or may pose a risk to a child is referred to the DBS;

It is the Designated Safeguarding Lead's responsibility to:

- Refer cases of suspected abuse or allegations to children's social care and maintain a record of all referrals;
- Act as a source of support, advice and expertise within the Pre-school;
- Liaise with the chairperson to inform her of any issues and on-going investigations.
- Recognise how to identify signs of abuse and know when it is appropriate to make a referral;
- Have knowledge of the local authority policies and procedures. Including Early Help, MASH, the local LADO role, the conduct of child protection case conferences and be able to attend and contribute to these;
- Ensure that all staff have access to and understand our setting's child protection policy;
- Ensure that all staff have necessary training in safeguarding and child protection;
- Keep detailed, accurate and secure written records;
- Obtain access to resources and attend any relevant or refresher training courses every two years.
- Ensure the safeguarding policy is updated and reviewed annually and work with the committee and parents/carers so that they know about the safeguarding policy.
- Copy relevant documents to a child's new setting or school, when they leave us. This includes informing receiving schools about any concerns that were lodged prior to referrals being made or where actions were closed;
- Inform a child's social worker when they leave Pre-school.

- Inform OFSTED that allegations or disclosures of harm have been made. OFSTED must be informed as soon as reasonably practical but no later than 14 days of the allegations being made.

All staff are expected to know and comply with the procedures set out in this policy.

Training and Induction

The DSL will undertake appropriate child protection training when taking up her role, and refresher training every two years. The Deputy DSL will also undertake appropriate child protection training, which will be refreshed every two years.

The Chair (or Committee Safeguarding Lead) will undertake appropriate child protection/ safeguarding training.

All new staff will receive induction training, including training in safeguarding/child protection. New staff are supported by a mentor, with whom they can discuss any safeguarding concerns or questions. Our Induction Policy sets out in further detail how we support new staff in safe and effective working practices.

All staff and volunteers are given a copy of this Policy. They receive support from the DSL in understanding and carrying out their responsibilities. Regular staff supervisions are carried out, (please see our Staffing Policies). These discussions will always include consideration of any safeguarding/child protection issues. Staff ratios are maintained. Key workers provide a trusted adult for children/families. More details are in our Staffing and Teaching and Learning Policies.

Safeguarding/child protection issues are on the agenda for our regular staff meetings, planning days and INSET sessions.

Safer Recruitment

We are required by the EYFS to make sure that the adults working in our setting are suitable people for looking after children. Our Employment Policy sets out more detail on how we do this. In advertising, interviewing and recruiting staff, we make sure we undertake full and necessary checks to confirm they are suitable to work with children. All staff are checked through the Disclosure and Barring Service (DBS) on appointment and annually thereafter.

Staff are asked annually to confirm whether or not they have any criminal convictions² in the past twelve months that may affect their suitability to work with children.

Staff are asked annually to confirm whether anyone with whom they live with have been subject to a relevant criminal conviction in the past twelve months.

² Convictions, cautions, court orders, reprimands and warnings

We record, on staff individual files, information about qualifications, identity checks and vetting procedures. If criminal records are disclosed, we keep on file the disclosure reference number, the date the disclosure was obtained, and who obtained it.

We will inform the DBS should a member of staff be dismissed due to harming a child, or to putting a child at risk of harm. We will also inform the DBS should the member of staff leave the setting before being dismissed for this reason³.

Sharing Information; Working with Parents and with Other Agencies

We understand that effective, clear, accurate and timely sharing of information is vital to keeping children safe, to supporting effective referrals, child protection procedures and outcomes. We ensure that the records we keep on children and their families are clear and up to date. We follow the guidance, “Information Sharing, Advice for Practitioners.” (DfE, March 2015). Data Protection and Confidentiality Policy set out how we make sure the information we keep is necessary, relevant, adequate, accurate and timely.

In the majority of cases, we would expect to be able to discuss child protection concerns, including any records kept and referrals made, with the child’s parents. However, we will not share our concerns with parents if we are advised not by MASH or the Police or should we think that by doing so we may increase the risk of harm to the child or place them in immediate risk.

We will share information with partner agencies, in particular with the Borough’s MASH team in order to support referrals and ongoing child protection procedures. Should the Borough or the Police request historical information about a child who has left our setting, we will also share information. If other agencies request historical data, we will seek advice from MASH before sharing.

We will share information with a child’s new school or setting, when they leave us, should there be ongoing or historical child protection concerns. We will record the information we shared and when using the relevant forms included in the Safeguarding Concern file.

Part 4: Managing Allegations made against staff/trusted adults

Allegations of abuse or harm may be made about the behaviour of staff, volunteers, or other adults in a trusted position at Pre-School. Allegations can refer to behaviour whilst in the setting; or outside at home and in the community. Allegations outside the setting may refer to children known to the person concerned, or unknown.

³ Safeguarding Vulnerable Groups Act 2006

Children rarely make false or malicious claims – although misunderstandings and misinterpretations of events can happen. Children may also make allegations against an innocent party because they are too scared to name the real perpetrator. We recognise that adults may also make allegations against staff on their child's behalf. We are aware that allegations may be false, malicious or misplaced. However, any allegation made against a member of staff will be taken seriously.

Allegations may include:

- Staff behaving in a way that has harmed a child, or may have harmed a child
- Possible criminal offences committed against a child or related to a child; or
- Behaviour that indicates the member of staff would pose a risk of harm if he/she was to work regularly or closely with children.

Staff who are the subject of an allegation have the right to have their case dealt with fairly, quickly and consistently and to be kept informed of progress. Suspension is not always necessary, and alternatives will always be considered. Staff may be suspended if this is the best way to ensure children are protected. We will provide support and a named contact for the suspended member of staff.

Allegations concerning staff who no longer work at the setting, or historical allegations, will be referred to the police. We will comply with requests for information and records, as made by the leading agencies.

Responding to an allegation

The person receiving or identifying an allegation or concern will:

- Treat the matter seriously and keep an open mind.
- Make a written record of the information, including the time, date and place of the incident/s, persons present and what was said. This record will be signed and dated.
- Immediately report the matter to the Designated Safeguarding Lead. If the allegation concerns the Designated Safeguarding Lead, the matter should be reported directly to the Pre-School Leader or the Chair.

Action by the Designated Safeguarding Lead (or leading member of staff as appropriate):

- Obtain written details of the concern or allegation but do not investigate or interview child, adult or witnesses
- Contact the LADO within 1 working day
- Discuss with the LADO next steps using the [London Child Protection Procedures Flow Charts Allegations/Concerns Against Staff](#)
- Inform the Chair of Committee of the allegation, if he/she is not already involved
- Contact Ofsted as soon as possible but at least within 14 days on: 0300 1234666 or online. We will keep a record of our notification
- Conduct a disciplinary investigation, if an allegation indicates the need for this

- Contribute to the child protection process by attending professional strategy meetings
- Maintain contact with the LADO
- Ensure clear and comprehensive records regarding the allegation, and action taken, and outcome are retained on the staff member's personnel file
- Consider whether a referral to the DBS should be made.

Subsequent action by the DSL will be shaped by advice from the LADO and OFSTED as appropriate.

Work Experience or Placement Students; or allegations concerning older children

Work experience students⁴ are not left unsupervised by staff. However, we acknowledge that allegations may be made against those with us for work experience. If allegations are made, we will follow the procedures set out above, with the addition of also contacting the Designated Safeguarding Lead in the students' sponsoring institution. Should allegations be made against school-aged work experience children, we acknowledge that their case will need to be handled with additional sensitivity. We will take advice from the child's sponsoring school; and the MASH team.

Should a child in the setting or disclose or allege that abuse is being perpetrated by an older sibling or an older child in the community, we will follow the procedures for "Responding to disclosure". If we know the school attended by the child against whom the allegation has been made, we will contact the school's Designated Safeguarding Lead as well as seek advice from MASH.

Whistleblowing

All staff are made aware of their duty to raise concerns about the attitude or actions of staff if they cause concern about danger or illegality that effects others including children. Details about how and when staff may 'whistle-blow' are set out in our Whistleblowing policy.

Parents

The parent handbook sets out our Complaints procedure if they have concerns about staff actions at Pre-School. Contact details for OFSTED are also provided in the handbook and on our website, should parents feel they are unable to raise their concerns with staff. Parents may also speak to other agencies – the Borough, the Police or the NSPCC for example – if they have concerns about staff behaviour and child protection.

⁴ Young people in education who are at Pre-School for work experience; or adults who are with us for a work placement. Our 'Student Placement and Work Experience Policy' sets out more detail.

Useful Telephone Numbers

Police Referral Desk	Metropolitan Police Child Abuse & Investigation Team (CAIT)	020 8345 3633 020 8345 3693
Local Authority Designated Officer (LADO) and Safeguarding in Education	Waltham Forest Children & Families Services	020 8496 3646
Waltham Forest Multi Agency Safeguarding Hub (MASH) Team	Waltham Forest Children & Families Services	csreferrals@walthamforest.gov.uk 020 8496 2307/2310/2311/2316/2317
Team Manager – Waltham Forest Multi Agency Safeguarding Hub (MASH) Team	Waltham Forest Children & Families Services	020 8496 2317
Designated Nurse for Safeguarding Children	Clinical Commissioning Group (CCG) – GP Services	020 3688 2638
Deputy Child Protection Coordinators	Waltham Forest Children and Families Services	020 8496 8279
Team Manager Children’s Emergency Duty	Waltham Forest Children and Families Services	020 8496 3000
Designated Doctor for Child Protection	North East London Foundation Trust (NELFT)	020 8430 7893 07795 548987
Named Nurse for Safeguarding Community Health Services, School Nursing, Health Visitors and Child and Adolescent Mental Health Services (CAHAMS)	North East London Foundation Trust (NELFT)	020 8430 7827/7822 07568 130143 Fax 020 8430 7981
Named Contact for FGM Sylvie Lovell Early Help Family Practitioner (0-11)	London Borough Waltham Forest	020 8496 3281 07973 748024 Email: sylvie.lovell@walthamforest.gov.uk
Named Nurse for Safeguarding	Bart’s Health, Whipps Cross Paediatric A&E	020 8535 6855 bleep 514 Pager: 08700555500 ask for 850122 Secretary: Ext 5072
Amy Strode Senior Programme Manager (Prevent Education Officer)	Waltham Forest Council Community Safety Team	Email: Amy.Strode@walthamforest.gov.uk Mobile: 07816150037
Waltham Forest Multi Agency safeguarding	221 Hoe Street,	csreferrals@walthamforest.gov.uk

Hub	Walthamstow, London, E17 9PH	020 8496 2310 Out of hours: 020 8496 3000
Ofsted Notification number		0300 1234666
NSPCC East London Service Centre		020 3763 2380
NSPCC Helpline		0808 800 5000
Childline		0800 1111

Legal framework

Primary legislation

- Children Act (1989 s47)
- The Children Act (2004 s11)
- The Children Act (2006)
- Safeguarding Vulnerable Groups Act (2006)
- The Early Years Foundation Stage (2017)

Secondary legislation

- Sexual Offences Act (2003)
- Criminal Justice and Court Services Act (2000)
- Equalities Act (2010)
- Data Protection Act (1998)
- Childcare (Disqualification) Regulations (2009)
- Childcare and Families Act (2014)
- Care Act (2014)
- Serious Crime Act (2015)
- Counter-Terrorism and Security Act (2015)
- General Data Protection Regulations (2017)

Further Guidance

- Inspecting Safeguarding in Early Years, Education and Skills Settings 2019
- Working Together to Safeguard Children (HMG 2018)
- What to do if you are Worried a Child is Being Abused (HMG 2015)
- Statutory guidance on making arrangements to safeguard and promote the welfare of children under section 11 of the Children Act 2004 (HMG 2008)
- Information Sharing: Guidance for Practitioners providing Safeguarding Services (DfE 2018)
- Disclosure & Barring Service: www.gov.uk/disclosure-barring-service-check
- Revised Prevent Duty Guidance for England and Wales (HMG, 2015)

This policy was adopted at a meeting of	Handsworth Pre-school	name of setting
Held on	26 November 2019	(date)
Date to be reviewed	25 November 2020	(date)
Signed on behalf of the management committee		
Name of signatory	Jonny Cooper	
Role of signatory (e.g. chair/owner)	Chair	