EYFS Safeguarding and Child Protection Policy

This policy will be checked annually and revised accordingly or where there is a change in the law or circumstances

EYFS Safeguarding policy

Introduction

DLPT (EYFS) fully recognises the responsibility to have arrangements in place to safeguard and promote the welfare of all children.

Through their day-to-day contact with children and direct work with families, all staff, students and volunteers at the setting have a crucial role to play in noticing indicators of possible abuse or neglect and in referring them to the Designated Person for Child Protection. This policy sets out how the setting complies with statutory responsibilities relating to safeguarding and promoting the welfare of children who attend the setting.

There are four main elements to our policy:

1. **Prevention** through the support offered to children and the creation and maintenance of a whole-setting protective ethos.
2. **Procedures** for identifying and reporting cases, or suspected cases of abuse.
3. **Supporting children** who may have been abused or witnessed violence towards others.
4. **Promoting a protective ethos.** Our policy applies to all staff, paid and unpaid, working in the setting, including volunteers. Concerned parents may also contact the setting's Designated Person/s for Child Protection.

1. PREVENTION

We recognise that high self-esteem, confidence, supportive friends and good lines of communication with a trusted adult help to protect children. The setting will therefore:

- Establish and maintain an ethos where children feel secure, are encouraged to talk, and are actively listened to.
- Ensure children know that there are adults in the setting whom they can approach if they are worried or in difficulty.

2. PROCEDURES

We will follow Cambridgeshire Local Safeguarding Children Board (LSCB)* procedures, which can be accessed online: http://www.cambridgeshire.gov.uk/lscb/ (www.cambslscb.org.uk). The setting has regard for Working Together to Safeguard

* LSCBs bring together representatives of each of the main agencies and professionals responsible for helping to protect children from abuse and neglect in a given area. The LSCB is a multi-agency forum set up to agree how the different services and professional groups should cooperate to safeguard children in that area, and for making sure that arrangements work effectively to bring about good outcomes for children.

Children 2015 and What to Do if You are Worried a Child is Being Abused 2015 (Department for Education).

The setting will:

- Ensure a trained DP is always available (during setting hours) for staff in the setting to discuss any safeguarding concerns.
- Ensure this training is updated every two years and in addition to the formal training DPs will refresh their knowledge and skills e.g. via bulletins, meetings or further reading at least annually
- Recognise the importance of the role of the Designated Person and ensure she/he has the time and training to undertake her/his duties.
- Ensure there are contingency arrangements should the Designated Person not be available (another Designated Person will be on site).
- Ensure that the Designated Person has access to Social Care at the Local Authority for 'what if' conversations. The Emergency Duty Team (out of hours) is also available
- Ensure that the Designated Person has access to the Education Child Protection service Advice Line

The roles of staff and management

The setting will ensure every member of staff knows:

- The name of the Designated Person and her/his role.
- How to pass on and record concerns about a child.
- That they have an individual responsibility for referring child protection concerns to relevant agencies and within the timescales set out in LSCB procedures.

All staff, committee members and volunteers will undertake appropriate safeguarding training at induction and receive regular updates on safeguarding (at least annually).

The setting will ensure that all staff attend basic child protection training every three years at a minimum. Training made available must enable staff to identify signs of possible abuse and neglect at the earliest opportunity and to respond to these in a timely and appropriate way.

These may include:

- Significant changes in children's behaviour.
- Deterioration in children's general well-being.
- Unexplained bruising, marks or signs of abuse or neglect.
- Children's comments which give cause for concern.
- Pattern of absences or frequent absences
- Any reasons to suspect neglect or abuse outside the setting for example in the child's home.
- Inappropriate behaviour displayed by other members of staff or any other person working with the children.

Liaison with other agencies

The setting will:

- Work to develop effective links with relevant services to promote the safety and welfare of all children.

- Co-operate as required, in line with Working Together to Safeguard Children 2015, with key agencies in their enquiries regarding child protection matters including attendance and providing written reports at child protection conferences and core groups.

- Notify the relevant Social Care Unit immediately if there is an unexplained absence of a child who is subject to a Child Protection Plan there is any change in circumstances to a child who is subject to a Child Protection Plan.

Record keeping

The setting will keep clear, detailed written records of concern about children's welfare using the Log of Concern Form (noting the date, event and action taken). The setting will ensure all records are kept secure and in locked location. Parents do not have an automatic right to access child welfare records and consideration will be given as to what the consequences of information sharing might be. Unless it would place the child at risk of significant harm, parents will be informed that a Log of Concern Form has been completed, where it will be stored and what will happen to it when the child leaves the setting.

When the child about whom there have been child welfare concerns (whether subject to a child protection plan or not) leaves the setting or transfers to setting, the child's child welfare file will be transferred to the receiving setting or setting using the following protocol:

- The file will be marked 'confidential, addressee only' and sent to the Designated Person, if known, of the receiving setting or setting. The file will be delivered by hand if possible; otherwise sent by delivery that can be tracked and signed for.
- The setting will contact the receiving setting/setting by telephone to make them aware that there is a child welfare file and, once sent, ask them to confirm as soon as possible that they have received the file. The setting will keep a record that the file has been received in order to be able to identify its location.
- Parents will be made aware that child welfare records will be transferred, unless this would place the child at risk of acute harm.
- The setting will not keep a copy of transferred records but will keep a record of the current file location and date the file was transferred.
- If individual child welfare files cannot be transferred for any reason, the setting will archive them for 25 years from the child's date of birth*

- All actions and decisions will be led by what is considered to be in the best interests of the child.

*The national Independent Enquiry into Child Sexual Abuse has requested that all files are now kept. Archived files will therefore be kept for the duration of the enquiry, until 2020.

Confidentiality and information sharing

Staff will ensure confidentiality and that relevant and proportionate information is shared appropriately. The setting works within the guidelines set out in Information Sharing Advice for Safeguarding Practioners 2015 (Department for Education).

The Designated Person may disclose any information about a child to other members of staff on a 'need to know' basis only.

All staff must be aware that they have a professional responsibility to share relevant and proportionate information with other agencies in order to safeguard children.

If a child discloses information that may indicate that they are at risk of abuse or neglect, the staff member will be clear that they cannot promise to keep the information a secret. The staff member will be honest to the child and explain that it will be necessary to tell someone else in order to help them and keep them safe.

Communication with parents

The setting will:

- Undertake appropriate discussion with parents prior to involvement of another agency, unless the circumstances may put the child at further risk of harm. If in any doubt, staff will seek advice from Social Care as required.
- Ensure that all parents/carers have an understanding of the responsibility placed on the setting and staff for safeguarding and child protection by ensuring that they receive a copy of this policy when registering their child at the setting.
- Record on the log of concern form what discussions have taken place with parents and if a decision was made not to discuss the matter with parents, the reason why not.
- Particular circumstances where parents **may not** be informed include any disclosure of sexual abuse or physical abuse where the child has an injury.

3. SUPPORTING CHILDREN

We recognise that children who are abused or witness abuse may find it difficult to develop a sense of self-worth and trust those around them.

We recognise that some children may adopt inappropriate or abusive behaviours and that these children may be referred on for appropriate support and intervention.

The setting will endeavour to support the child through:

- Activities to encourage self-esteem and self-motivation.
- An ethos that actively promotes a positive, supportive and secure environment that values people.
- A behaviour policy aimed at supporting all children. All staff will agree on a consistent approach, which focuses on the behaviour of the child but does not damage the child's sense of self worth. The setting will ensure that the child knows that some behaviour is unacceptable but she/he is valued and not to be blamed for any abuse which has occurred.
- Liaison with other agencies which support the child and family such as Social Care and Locality Teams.
- A commitment to develop partnerships with parents.

- Recognition that children living in a home environment where there is domestic abuse/violence, mental ill-health or substance misuse may be vulnerable and in need of support and protection.
- Monitoring children's welfare, keeping records and seeking advice or making a referral to other agencies, e.g. Social Care, when necessary.

Children of Substance Misusing Parents/Carers

Misuse of drugs and/or alcohol is strongly associated with Significant Harm to children, especially when combined with other features such as domestic violence.

When the setting receives information about drug and alcohol abuse by a child's parents/carers they will follow appropriate procedures. This is particularly important if the following factors are present:

- Use of the family resources to finance the parent's dependency, characterised by inadequate food, heat and clothing for the children.
- Children exposed to unsuitable caregivers or visitors, e.g. customers or dealers
- The effects of alcohol leading to an inappropriate display of sexual and/or aggressive behaviour.
- Chaotic drug and alcohol use leading to emotional unavailability, irrational behaviour and reduced parental vigilance.
- Disturbed moods as a result of withdrawal symptoms or dependency.
- Unsafe storage of drugs and/or alcohol or injecting equipment.
- Drugs and/or alcohol having an adverse impact on the growth and development of the unborn child.

Domestic Abuse

Domestic Abuse is defined as any incident or pattern of incidents of controlling, coercive or threatening behaviour, violence or abuse between those aged 16 or over who are or have been intimate partners or family members regardless of gender or sexuality. This can encompass but is not limited to the following types of abuse: Psychological, physical, sexual, financial and emotional.

The setting recognises that where there is Domestic Abuse in a family, the children/young person will always be affected; the longer the violence continues, the greater the risk of significant and enduring harm, which they may carry with them into their adult life and relationships. Where there are concerns regarding Domestic Abuse, the setting will seek advice from the relevant agencies and follow child protection procedures.

Children with Special Educational Needs and/or Disabilities (SEND)

Statistically, children with special educational needs and/or disabilities (SEND) are most vulnerable to abuse. Setting practitioners who support children with SEND will use their knowledge of the individual child to ensure that signs and indicators of abuse are recognised and acted upon quickly & sensitively. Children who have difficulty with expressive language may be particularly vulnerable to abuse so practitioners will be alert to changes in behaviour and other possible signs of abuse.
Staff supervision will be vigilant to create a protective ethos around the child.

Peer on Peer Abuse

Peer on peer abuse can manifest itself in many ways. This can include sexual bullying, being coerced to send sexual images, sexual assault and teenage relationship abuse. There are clear links with sexual exploitation and domestic abuse.

This form of abuse will not be tolerated and victims will be appropriately supported. Any indication that a child has suffered from peer on peer abuse will be dealt with under the child protection procedures outlined in this policy.

Consideration will always need to be given to the welfare of both the victim(s) and perpetrator(s) in these situations.

Prevention of Radicalisation

Since 2010, when the Government published the Prevent Strategy, there has been an awareness of the specific need to safeguard children, young people and families from violent extremism. There have been several occasions both locally and nationally in which extremist groups have attempted to radicalise vulnerable children and young people to hold extreme views including views justifying political, religious, sexist or racist violence, or to steer them into a rigid and narrow ideology that is intolerant of diversity and leaves them vulnerable to future radicalisation.

The current threat from terrorism in the United Kingdom may include the exploitation of vulnerable people, to involve them in terrorism or in activity in support of terrorism. The normalisation of extreme views may also make children and young people vulnerable to future manipulation and exploitation. The setting is clear that this exploitation and radicalisation should be viewed as a safeguarding concern.

The Counter-terrorism and Security Act, 2015 places a duty on authorities ‘to have due regard to the need to prevent people from being drawn into terrorism’. Setting staff are made aware of this duty.

If any member of staff has concerns that a child or young person or adult may be at risk of radicalisation or involvement in terrorism, they should speak with the Designated Person who will seek the appropriate advice and make a Prevent referral if required.

Child Sexual Exploitation (CSE)

Child Sexual Exploitation involves exploitative situations, contexts and relationships where young people receive something (for example food, drugs, alcohol, gifts or in some cases simply affection) as a result of engaging in sexual activities.

Exploitation is marked out by an imbalance of power in the relationship and involves varying degrees of coercion, intimidation and sexual bullying including cyberbullying and grooming.

If CSE is suspected, the setting will complete a Log of Concern form and make a referral to Social Care.

Female Genital Mutilation (FGM)

Female genital mutilation includes procedures that intentionally alter or injure the female genital organs for non-medical reasons. It is carried out on children between the ages of 0–15, depending on the community in which they live. FGM is extremely harmful and has short and long term effects on physical and psychological health.

FGM is internationally recognised as a violation of the human rights of girls and women, and is illegal in most countries, including the UK.

The setting takes these concerns seriously and staff will be made aware of the possible signs and indicators that may alert them to the possibility of FGM. There is statutory duty for professionals in England and Wales to report 'known' cases of FGM in under-18s which they identify in the course of their professional work to the police. (Multi-agency statutory guidance on female genital mutilation, April 2016).

Where there is a concern about a child in relation to FGM the setting will contact children's social care. If the concerns are based on more concrete evidence, i.e. the young person says this is going to happen to them or that it has happened to them or a sister, the setting will report this to the police.

Online Safety

It is important that children and young people receive consistent messages about the safe use of technology and are able to recognise and manage the risks posed in both the real and the virtual world.

Terms such as 'e-safety', 'online', 'communication technologies' and 'digital technologies' refer to all fixed and mobile technologies that adults and children may encounter, now and in the future, which allow them access to content and communications that could raise issues or pose risks to their well-being.

The issues can be categorised into three areas of risk:

- **Content** – being exposed to illegal, inappropriate or harmful material
- **Contact** – being subjected to harmful online interaction with other users
- **Conduct** – personal online behaviour that increases the likelihood of, or causes, harm

Best practice:

- **Whole setting approach** –staff recognise and are aware of e-safety issues and the management team make online safety a priority; online safety

- **Policies** – online safety policies and procedures are in place and implemented.

- **Monitoring and evaluation** – risk assessment is taken seriously and used to promote online safety. There are appropriate filters and monitoring systems in place to protect children from harmful online material.

- **Management of Personal Data** – data is managed securely and in accordance with the requirements of the Data Protection Act.)

4. PROMOTING A PROTECTIVE ETHOS

The settings will create an ethos in which children feel secure, their viewpoints are valued, they are encouraged to talk and they are listened to. This will be achieved in the following ways:

- All staff, including the Designated Persons, are trained regularly to ensure skills and knowledge are up-to-date.
- Staff know how to respond to child protection concerns.
- Contribution to an inter-agency approach to child protection by working effectively and supportively with other agencies.
- Raising children's awareness and actively promoting self-esteem building, so that children have a range of strategies and contacts to ensure their safety.
- Using personal safety programmes, such as Protective Behaviours, NSPCC PANTS campaign and the Early Years Service 'Children's Safety Matters' training and resources.
- Working with parents to build an understanding of the setting's responsibility to the welfare of the children.
- Ensuring the relevant policies are in place, i.e. the use of mobile phones and cameras, behaviour management, intimate care, whistle-blowing, social networking.
- Being vigilant to the inappropriate behaviour of staff or adults working with children and ensuring that all staff and volunteers know the allegations procedure and relevant contacts.
- Staff acting as positive role models to children and young people.
- Ensuring staff are aware of the need to maintain appropriate and professional boundaries in their relationships with children and parents/carers.

Preventing unsuitable people from working with children

The setting has a duty to ensure that people looking after children are suitable to fulfill the requirements for their role. The setting will follow safer recruitment practices including verifying qualifications and ensuring appropriate DBS and reference checks are undertaken. The setting will not allow people whose suitability has not been checked, to have unsupervised contact with children.

Staff are expected to disclose any convictions, cautions, court orders, reprimands and warnings which may affect their suitability to work with children (whether received before or during their employment at the setting).

Disqualification By Association (DBA) - The setting has a responsibility to ensure staff are suitable to work with children and not disqualified. All staff will need to declare (using the setting DBA declaration form) if they live in the same household as someone who is disqualified. Staff that may be disqualified may apply to Ofsted for a "waiver" of disqualification but cannot work in the setting until a waiver is confirmed.

The setting will ensure that any disciplinary proceedings against staff relating to child protection matters are concluded in full even when the member of staff is no longer employed at the setting and that notification of any concerns is made to the relevant agencies, the Disclosure and Barring Service (DBS) and included in references where applicable

For further information, refer to the setting's safer recruitment policy.

5. WHISTLEBLOWING

The setting has a separate whistle-blowing policy which aims to help and protect both staff and children by:

- Preventing a problem getting worse;
- Safeguarding children and young people; Reducing the potential risks to others.

The earlier a concern is raised, the easier and sooner it is possible for the setting to take action.

The responsibility for expressing concerns about unacceptable practice or behaviour rests with all staff, students and volunteers.

6. ALLEGATIONS OF ABUSE AGAINST ADULTS WHO WORK OR VOLUNTEER IN THE SETTING

If an allegation is made against a staff member or volunteer, the following action will be taken (as per the 'Allegations of Abuse against Adults who Work or Volunteer in a Childcare Setting' flowchart and guidance):

- The setting will ensure the immediate safety of the children.
- The setting will **not** start to investigate and will immediately contact the Early Years Safeguarding Manager (if the Early Years Safeguarding Manager is not contactable, the Local Authority Designated Officer (LADO) should be contacted direct).
- The Early Years Safeguarding Manager will discuss the case with the LADO, who will decide if it could be a child protection case.
- If the LADO decides the matter is a child protection case, external/internal agencies (e.g. police) will be informed by the LADO and the setting will act upon the advice given to ensure that any investigation is not jeopardised.
- The setting will notify Ofsted of an allegation of abuse.
- It may be necessary for the employer to suspend the alleged perpetrator. Suspension is a neutral act to allow a thorough and fair investigation.
- If it is agreed that the matter is not a child protection case, the setting will investigate the matter and feed back the outcome of the investigation to the Early Years Safeguarding Manager and Ofsted.

7. MANAGEMENT CHILD PROTECTION RESPONSIBILITIES

The committee/owner fully recognises their responsibilities with regard to child protection and safeguarding and promoting the welfare of children. They will:

- Designate a committee member (where applicable) for child protection who will monitor the setting's child protection policy and practice and champion good practice in relation to child protection and safeguarding.
- Ensure that this policy is annually reviewed in conjunction with the setting's Designated Person/s.

8. ADOPTION AND ANNUAL REVIEW OF THE POLICY

This policy was adopted at a meeting of: *(insert name of setting)*

Signed on behalf of the Management Committee / Proprietor: *(insert signature)*

(insert role of signatory)

held on: *(insert meeting date)*

This policy was reviewed on: *(insert date)* *(insert signature)*

This policy was reviewed on: *(insert date)* *(insert signature)*

This policy was reviewed on: *(insert date)* *(insert signature)*

Useful contacts:

Education Child Protection Service Advice Line	01223 703800
Cambridgeshire Direct Contact Centre (Social Care)	0345 045 5203
Early Years Safeguarding Manager (Gemma Hope)	01223 714760
Local Authority Designated Officer (LADO)	01223 727967
Ofsted	0300 123 1231
Police – non-emergency and Multi Agency Safeguarding Hub (MASH)	101