



Registered Charity No 1035670

## Safeguarding Children Policy & Procedures

Beckley Preschool believes that children have the right to be completely safe and secure from both the fear and reality of abuse, and we are fully committed to protecting all the children in our care from harm.

The appointed team members responsible for safeguarding are:

Designated Committee member for safeguarding:

**Stephanie Bloomfield 01797 260582**

Beckley Preschool Manager: Designated Safeguarding Lead (DSL)

**Katie Appleton 01797 260582**

All safeguarding concerns relating to allegations against staff and volunteers should in the first instance be reported to the Designated Safeguarding Lead (DSL) and recorded. If the concerns raised relate to the DSL, then the designated Committee member for safeguarding should be contacted. The allegations against staff and volunteers policy shall be implemented.

Safeguarding and promoting the welfare of children is defined for the purpose of statutory guidance under the Children Act 1989 and 2004 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; and
- undertaking that role so as to enable those children to have optimum life chances and to enter adulthood successfully.

## Agency's values and principles

Children and young people have the right to be protected from neglect and abuse. **Everyone** has a responsibility to protect children and young people and to report concerns.

Children's needs are paramount and take precedence over the needs of adults in any conflict between the two. This setting's policy and procedure is to safeguard all children, to ensure they are all equally valued and to give them the best start in life.

All allegations and concerns are taken seriously and dealt with appropriately in accordance with this policy and procedure.

This setting has a comprehensive set of policies and procedures that are available to parents/carers in the setting at all times.

This policy must be adhered to by all staff, volunteers, trustees, board members, employees (contracted and non-contracted), trainees, service providers, contractors, etc.

## Legal framework

**This policy has regard to the following laws and statutory guidance:**

**Children Act 1989 and 2004** define safeguarding and promoting the welfare of 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, and
- undertaking that role so as to enable those children to have optimum life chances and to enter adulthood successfully

**Working Together to Safeguard Children (2023)** sets out how organisations and individuals must work together to safeguard and promote the welfare of children and young people in accordance with the Children Act 1989 and 2004

**The Children and Social Work Act (2017)** created new duties for the police, health and the local authority to make arrangements to safeguard and promote the welfare of children in their area. From October 2019 this arrangement will be called the '**East Sussex Safeguarding Children Partnership**' (ESSCP). More details are set out in the [East Sussex Safeguarding Children Partnership - Published Arrangements \(2019\)](#)

## **Statutory Framework for the Early Years Foundation Stage 2024**

The mandatory framework for all early years providers, maintained schools, non-maintained schools, independent schools and all providers on the Early Years Register; this framework is the minimum standard for the setting. The safeguarding and welfare requirements are given legal force by regulations made under Section 39(1)(b) of the Childcare Act 2006

## **Safeguarding and child protection within the organisation**

Charity trustees in the UK are required to take steps to protect everyone who comes into contact with their organisation from harm (Charity Commission for England and Wales, 2019; Charity Commission for Northern Ireland, 2019; Scottish Charity Regulator, 2018).

This includes:

- ensuring safeguarding policies, procedures and measures are fit for purpose and up-to-date
- making sure everyone in the organisation is aware of their safeguarding responsibilities and knows how to respond to concerns
- having a lead trustee for safeguarding and child protection
- challenging any decisions which adversely affect anyone's wellbeing
- managing allegations of abuse against someone involved in the organisation
- reporting serious incidents as necessary

## **Roles and responsibilities**

- The "Registered Person" for Ofsted purposes is Beckley Preschool Committee, who have overall legal responsibility for safeguarding. If concerns relate to a member of the committee (trustee), then the Local Authority Designated Officer (LADO) and Ofsted should be contacted in line with the whistle-blowing policy. Contact details for LADO and Ofsted are on the last page of this document
- The Designated Safeguarding Lead (DSL) will usually be responsible for passing on concerns or making referrals through the Single Point of Advice (SPOA). In their absence the next most senior member of staff on duty will assume responsibility. Contact details for SPOA are on the

last page of this document

- All staff, volunteers, or contractors must adhere to the procedure for reporting concerns to the lead person or Registered Person
- All staff, volunteers, contractors and visitors to the setting must sign a register and record their exact time of arrival and departure

## Reporting procedures and making a referral

- The police will be informed immediately if it is suspected a criminal offence has been committed
- The Designated Safeguarding Lead (DSL) will contact SPOA to either discuss a concern or report an incident.
- The timing of referrals will reflect the level of perceived risk and will always be **within one working day** of a concern or risk being identified
- All referrals made verbally must be confirmed in writing by the referrer within 24 hours (the next section defines how records will be kept)
- Any allegation or concern about a member of staff or volunteer must be reported immediately to the Local Authority Designated Officer (LADO) by the DSL. If the concern is regarding the DSL then the designated safeguarding committee member will make the referral to LADO

## Record keeping and records management

- All staff will record concerns on an "incident form" and share them immediately with the Designated Safeguarding Lead (DSL). Concerns should be monitored daily and discussed with SPOA
- The DSL will telephone SPOA and notify them of a safeguarding concern and follow instructions on the completion of paperwork. All referrals should include:
  - The child's name;
  - Address;
  - Sex/Gender at birth;
  - Date of birth;
  - Name(s) or Person(s) with parental responsibility (for consent purposes) and primary carer(s) if different.
  - Details of all concerns regarding the child including witness statements etc.

- Where concerns relate to an allegation against a member of staff, volunteer or contractor, the referral should include the first four items listed above together with full details of the complaint/allegation including witness statements
- All safeguarding records will be held securely and confidentially, however will be shared with other agencies e.g. the police, children's social care and Ofsted, where this assists an on-going investigation. All Safeguarding records should be passed on to any new school/preschool a child attends (Information and Records Management Society [IRMS], 2019; Department of Education, 2016; Department of Education [DfE], 2023). Safeguarding records **must** be held until the child reaches age 25 years, or for looked after children, 75 years, at which point they should be destroyed

### **Safer workforce: (please see the Recruitment: including vetting and barring Policy)**

All management, staff, volunteers and contractors working at this childcare setting will undergo rigorous suitability checks including:-

- Compliance with vetting and barring regulations (see [www.gov.uk](http://www.gov.uk) - "Employing People")
- At least two satisfactory references at least one of which is from a previous employer
- Proof of qualifications
- A health check
- All staff will have clear job descriptions and person specifications that explicitly reference the individual's safeguarding responsibilities
- All staff will be required to undergo safeguarding training as part of their induction and to have read and understood this safeguarding policy and procedure
- All staff participating in recruitment processes such as short-listing, interviewing or induction will be provided with "safer recruitment" training
- Any allegations against employees or volunteers will be dealt with immediately and recorded appropriately (see allegations against members of staff and volunteers)

## Training and development

We are committed to ensuring all staff are qualified, have opportunities for professional development and have relevant up-to-date training in safeguarding children.

- All new staff, volunteers and students will participate in an induction programme before taking up their duties and will be allocated a qualified and experienced member of staff to mentor them for the duration of the induction
- All staff will be required to complete on-line child protection training upon appointment. This will be consolidated by formal Local Authority approved training at Level 1 as soon as possible
- All volunteers and students will be required to complete the on-line child protection training
- The designated Safeguarding Lead (DSL) Practitioner will be required to complete Local Authority approved level 1 and Level 2 Safeguarding training
- All training must reflect the requirements of the statutory guidance **Working Together to Safeguard Children (2023)** and informed by the East Sussex Safeguarding Children Partnership (ESSCP) training strategy and requirements set out in the Learning and Improvement Framework 2022
- Staff are required to have current and up to date knowledge by completing Local Authority approved training every two years
- Staff supervision meetings will record discussions regarding continuing professional development and subsequent identification and planning of training to meet those needs

## Safe Caring

Beckley Preschool will ensure that all staff understand its safeguarding procedures and have had appropriate training and guidance in the principles of safe caring; all activities provided for the children will be carefully planned and age/stage appropriate.

To this end:

- Every effort will be made to avoid or minimise time when members of staff, students or volunteers are left alone with a child. If staff are alone with a child, the door of the room should be kept open and another member of staff should be informed.
- If a child makes inappropriate physical contact with a member of staff, students or volunteer, this will be recorded fully in the Incident Record Book.
- All personal telephones, cameras etc. must be left in the kitchen/staff room

when the children are on the premises. You must never have any form of a personal recording device on your persons in any areas which the children use when they are in attendance. Photographs taken of the children by the staff for recording evidence for their journals will only be taken using the settings cameras and will be kept on the premises.

- Staff will never carry out a personal task for children that they can do for themselves. Where this is essential, staff will help a child whilst being accompanied by a colleague. Unless a child has a particular need, staff should not accompany children into the toilet. All staff are aware that this and other similar activities could be misconstrued.
- Staff will be mindful of how and where they touch children, given their age and emotional understanding. Unnecessary or potentially inappropriate physical contact will be avoided at all times.
- All activities will be planned and appropriate.
- All staff are encouraged and supported to trust their professional judgment and if they suspect abuse has, or is taking place, to report this.
- Full written records of all reported incidents will be produced and maintained. Information recorded will include full details of the alleged incident; details of all the parties involved; any evidence or explanations offered by interested parties; relevant dates, times and locations and any supporting information or evidence from members of staff. Beckley Preschool will demonstrate great care in distinguishing between fact and opinion when recording suspected incidents of child abuse.
- Staff will ensure that all concerns and allegations are treated with sensitivity and confidentiality.
- Any children involved in alleged incidents will be comforted and reassured.

## **Information sharing and working together with other agencies**

The setting respects confidentiality at all times and strictly complies with *General Data Protection Rules (GDPR)*. Data stored must adhere to the *Data Protection Act 2018*. (see *Data Protection Policy*).

However, the setting reserves the right to share information as part of its day to day work in order to safeguard and protect children from harm, while also working together to support families to improve outcomes for all. This may involve liaison with Police, Children's Social Care, participation in multi-agency meetings e.g. case conferences and participation in Serious Case Reviews, if requested to do so.

## Quality assurance

This setting is registered with Ofsted on the Early Years Register, and **MUST** follow and meet the expectations for all safeguarding and welfare; and development and learning requirements of the statutory Early Years Foundation Stage (2024).

The setting is subject to routine and regular inspection by Ofsted. The most recent Ofsted report is available to view in the setting or on-line at [www.ofsted.gov.uk](http://www.ofsted.gov.uk).

## Commissioning and procurement

Any external agencies visiting the premises must respect the setting's policies and procedures at all times and not discuss conversations overheard, or information regarding children and families, outside of the setting. Any concerns regarding safeguarding must immediately be reported to the Designated Safeguarding Lead (DSL), or if concerns relate to that member of staff, the complainant must contact the Local Authority Designated Officer (LADO). Contact details are provided at the end of this document.

Breaches of this Safeguarding Policy by external contractors or visitors will be taken very seriously and appropriate action will be taken.

## Whistle-blowing and complaints

- A separate complaints procedure exists which should be followed by any individual that has a concern or complaint about staff or practice in the setting.
- All concerns regarding Safeguarding or child protection must first be directed to the Designated Safeguarding Lead (DSL).
- If the complaint relates to the Designated Safeguarding Lead (DSL) the complaint must be directed to the Registered Person (Designated Safeguarding committee member).
- If the complaint relates to the Registered Person (committee), the complainant must contact in the first instance, Ofsted; and the Local Authority Designated Officer (LADO) in the event that the complaint is of a safeguarding nature. Contact details are provided at the end of the document.

## Breaches of policy

Breaches of this policy will be taken very seriously and disciplinary action will ensue for members of staff. A separate Code of Conduct describes this process in more detail.



## Policy review

This policy will be reviewed annually and involve participation of staff in order to promote continuing awareness of safeguarding policies and procedures. Parents will be informed when the policy has been renewed.

## Related policies

The following policies are required by law and also support safeguarding at this setting:-

- Recruitment: including vetting and induction
- Complaints Procedure
- Missing child
- Failure to collect a child
- Photographs and digital images
- Mobile telephones
- Social networking and e-safety
- Confidentiality and secure data in transit
- Equality of opportunities
- Behavior Management
- Communicating with parents
- Supporting children with learning difficulties and disabilities
- Emergency evacuation
- Administering medicines
- Ill or infectious children/infection control
- Health and safety including risk assessment
- Smoking
- Drugs, alcohol and medication (for adults)
- Sun safety
- Healthy eating
- Prevent Duty
- Allegations against members of staff

## Procedures for Safeguarding and Protecting Children

These procedures provide detailed knowledge and instructions on what employees, volunteers and others should do to ensure they safeguard and protect children appropriately, in order to comply with the setting's Safeguarding Policy.

### Definitions

The following are commonly used terms in relation to safeguarding and protecting children.

#### Child

The United Nations Convention on the Rights of the Child (UNCRC) (1989) defines a child as "every human being below the age of eighteen years, unless under the law applicable to the child, majority is attained earlier" [Article 1].

#### Significant harm

The Children Act 1989 introduced the concept of Significant Harm as the threshold which justifies compulsory intervention in family life in the best interests of the children.

The Children Act (1989) [s.10] [9] defines the following terms:

- "harm" means ill treatment or the impairment of health or development including, for example, impairment suffered from seeing or hearing the ill treatment of another.
- "development" means physical, intellectual, emotional, social or behavioural development.
- "health means physical or mental health".
- "Ill-treatment includes sexual abuse and forms of ill-treatment which are not physical".

The Children Act (1989) [s.10] defines the term significant as:

- "Where the question of whether harm suffered by a child is *significant* turns on the child's health or development, his health or development shall be compared with that which could reasonably be expected of a similar child"

## Types of abuse

Abuse and neglect are forms of maltreatment of a child. The following categories overlap and an abused child does frequently suffer more than one type of abuse. For more detailed information, see the [Sussex Child Protection and Safeguarding Procedures](#) website.

**Physical abuse** may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.

### VISIBLE SIGNS:

- Injuries to any part of the body
- The child who finds it painful to walk, sit down, to move its jaws or is in some other kind of pain
- Injuries which are not typical of the bumps and scrapes associated with children's activities
- The regular occurrence of unexplained injuries
- A child who is often injured, even when apparently reasonable explanations are given

### BEHAVIOURAL SIGNS:

- Guarded, secretive behaviour
- Uncharacteristic aggression or withdrawn behaviour
- Compulsive eating or sudden loss of appetite
- The child who suddenly becomes ill co-ordinated
- The child who finds it difficult to stay awake
- The child who is often absent

### WHAT TO LISTEN FOR:

- Listen for confused or conflicting explanations of how the injuries happened
- Listen carefully to what is said and ideally record it word for word as much as possible and;
- Consider if the explanation is in keeping with the nature, age and site of the injury

**Emotional abuse** is the persistent emotional maltreatment of a child so as to cause severe and persistent adverse effects on the child's emotional development. It may involve:

- making a child feel worthless, unloved or inadequate (high criticism and/or low warmth)
- conveying to the child that they are only there to meet another's needs
- inappropriate age or developmental expectations
- overprotection and limitation of exploration, learning and social interaction
- seeing or hearing the ill-treatment of another (eg domestic violence)
- serious bullying causing children frequently to feel frightened or in danger, or
- exploitation or corruption

Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

#### WATCH FOR PARENT/CARER BEHAVIOURS:

- A poor attachment relationship with the child
- Unresponsive or neglectful behaviour towards the child's emotional or psychological needs
- Persistent negative comments about the child
- Inappropriate or inconsistent developmental expectations of the child
- Parental problems that supersede the needs of the child
- Dysfunctional family relationships including domestic violence

#### WATCH FOR CHILD BEHAVIOURS:

- Emotional indicators such as low self-esteem, unhappiness, fear, distress, anxiety
- Behavioural indicators such as attention seeking, opposition, withdrawn, insecurity
- Physical indicators such as failure to grow at a normal rate or significant delay in achieving developmental, cognitive or educational milestones

**Sexual Abuse** involves forcing or enticing a child or young person to take part in sexual activities, including prostitution, whether or not the child is aware of what is happening. The activities may involve physical contact, including penetration of any part of the body, or non-penetrative acts. They may include non-contact activities, such as involving children in looking at or in the production of sexual images, including the internet, watching sexual activities, or encouraging children to behave in sexually inappropriate ways.

There may be no recognisable signs of sexual abuse but the following indicators may be signs that a child is or has been sexually abused:

#### PHYSICAL SIGNS

- Signs of blood or other discharge on the child's under clothes
- Awkwardness/discomfort in walking or sitting down
- Tummy pains
- Return to wetting when child has been dry
- Tiredness

#### BEHAVIOURAL SIGNS

- Extreme variations in behaviour e.g. anxiety, aggression or withdrawal
- Sexually provocative behaviour or knowledge that is incompatible with the child's age and understanding
- Drawings and/or written work which are sexually explicit (indirect disclosure)
- A direct disclosure - It is important to recognise that younger children have neither the experience nor the understanding to be able to make up stories about sexual activities

**Neglect** is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born it may involve a parent failing to:

- provide adequate food, clothing and shelter (including exclusion from home or abandonment)
- protect a child from physical and emotional harm or danger
- ensure adequate supervision (including the use of inadequate care-givers), or
- ensure access to appropriate medical care or treatment

It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

Indicators of neglect are recognisable in the child, in the parent/carer's behaviours and within the home environment.

## PHYSICAL SIGNS

- Failure to grow at a normal rate and level
- Underweight or obesity
- Recurrent infections
- Unkempt, dirty appearance
- Smelly
- Inadequate, inappropriate or unwashed clothes
- Hunger
- Listlessness

## BEHAVIOURAL SIGNS

- Attachment disorders
- Indiscriminate friendliness
- Poor social relationships
- Poor concentration
- Developmental delays
- Low self esteem

## ENVIRONMENTAL SIGNS

- Insufficient food, heating and ventilation in the home
- Risk from animals in the household
- Inappropriate sleeping arrangements and inadequate bedding
- Dangerous or hazardous environment

## **Child-on-child abuse**

Child-on-child abuse can include (but is not limited to): bullying (including cyberbullying); sexual violence and sexual harassment; physical abuse such as hitting, kicking, shaking, biting, hair pulling, or otherwise causing physical harm; sexting and initiation/hazing type violence and rituals.

## **Adults' behaviour which might be a sign of abuse and neglect**

Children can be subjected to abuse from any adult that comes into contact with them. Inappropriate behaviour displayed by members of staff, volunteers or any other person working with the children that might be a sign of abuse or neglect.

For example:

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

## **WHAT TO DO IF CHILD ABUSE IS SUSPECTED: RECOGNITION AND REFERRAL**

Any concern regarding safeguarding must immediately be reported to the Designated Safeguarding Lead (DSL) in the setting. If the concern is related to the DSL, then the referral should be escalated to the Designated Safeguarding committee member.

### **18.1: In an emergency immediate steps must be taken to ensure the safety of the child (Sussex Child Protection and Safeguarding Procedures):**

- if it is suspected a criminal offence has been committed or that the child is in need of immediate protection telephone the Police **immediately**
- request medical assistance if required
- telephone the Single Point of Advice (SPoA) for East Sussex County Council (**01323 464222**)
- notify parents/carers or legal guardians (do not contact parents/carers or legal guardians if this will place the child at further risk of harm)

### **18.2: In all other circumstances the following steps must be taken to safeguard the child (Sussex Child Protection and Safeguarding Procedures):**

- The Designated Safeguarding Lead (DSL) must:
  - Speak to parents where it is felt this will not put the child at further risk
  - inform Children's Social Services through SPoA (Contact numbers are provided at the end of this document)
  - make relevant referrals to LADO regarding the perceived risk but **at least within one working day of the recognition of the risk**
  - Ensure clear information is provided regarding the child, including:
    - The child's name;
    - Address;
    - Sex/Gender at birth;
    - Date of birth;
    - Name(s) or Person(s) with parental responsibility (for consent purposes) and primary carer(s) if different.
    - Details of all concerns regarding the child including witness statements etc
  - Ensure clear records are kept and that verbal notifications are followed up by a written confirmation within 24 hours
  - Ensure that information is shared on a "need to know basis only" and that,

where appropriate, parents and carers are kept informed and/or supported appropriately

- Keep records of concerns confidentially in a lockable filing cabinet
- Participate in on-going enquiries or multi-agency meetings as appropriate

OFSTED will be informed of any allegations of abuse towards a child, pertaining to a member of staff, student or volunteer; or any abuse that is alleged to have taken place on the premises or during a visit or outing. **PLEASE SEE A SEPARATE POLICY FOR ALLEGATIONS AGAINST A MEMBER OF STAFF, STUDENT OR VOLUNTEER.**

### CONTACT NUMBERS FOR EAST SUSSEX CHILDREN'S SOCIAL CARE

Team	Telephone number
<p><b>Single Point of Advice (SPoA)</b>            Child Protection and Child in Need referrals for children and young persons living in East Sussex            Available at: <a href="mailto:0-19.SPOA@eastsussex.gov.uk">0-19.SPOA@eastsussex.gov.uk</a></p>	01323 464222
<p><b>Children's Disability Service (CDS) - accessed through SPoA</b>            Available at: <a href="mailto:0-19.SPOA@eastsussex.gov.uk">0-19.SPOA@eastsussex.gov.uk</a></p>	01323 464222
<p><b>Emergency Duty Service - covers East Sussex and Brighton &amp; Hove</b>            For a serious concern about a child's welfare that cannot wait until the next working day:            Out of hours on weekdays from 5pm - 8.30am (after 4.30pm on Fridays). Also weekends and bank holidays            Available at: <a href="mailto:webspoo@eastsussex.gov.uk">webspoo@eastsussex.gov.uk</a></p>	01273 335905 or 01273 335906
<p><b>Local Authority Designated Officer (LADO) - Donna Davis</b>            Available at: <a href="mailto:amanda.glover@eastsussex.gov.uk">amanda.glover@eastsussex.gov.uk</a></p>	01323 466606 or 07825 782793
<p><b>East Sussex Safeguarding Children Partnership</b>            Available at: <a href="mailto:ESSCP.Contact@eastsussex.gov.uk">ESSCP.Contact@eastsussex.gov.uk</a></p>	01273 481544
<p><b>Ofsted general enquiries:</b>            Available at: <a href="mailto:enquiries@ofsted.gov.uk">enquiries@ofsted.gov.uk</a></p> <p><b>Ofsted concerns about a provider:</b>            Available at: <a href="mailto:CIE@ofsted.gov.uk">CIE@ofsted.gov.uk</a></p>	0300 1231231  0300 123 4666



This policy was adopted by the Management Committee of Beckley Preschool on 22<sup>nd</sup> May 2008.

It was reviewed and updated on 8<sup>th</sup> November 2019.

It has been reviewed and updated on 16th January 2024

Signed on behalf of the management committee

Name of signatory

Role of signatory