

Safeguarding Children Policy



16th September, 2016

Safeguarding contact details

Lollipops Preschool Limited

Designated Safeguarding Lead (DSL) Siobhan Mason

Deputy DSL: Dale Malcolm

Kent County Council

The Education Safeguarding Team

Central Duty Team (office hours) **03000 411111**

Central Duty Team (out of hours) **03000 419191**

Local Area Designated Officer **03000 410888**

Area Safeguarding Adviser **03000 412445**

Specialist Children's Services **03000 414141**

All staff have access to this policy and sign to the effect that they have read and understood its content.

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INTRODUCTION

Lollipops' Safeguarding Children Policy is based upon the Safeguarding Exemplar Policy June 2015 developed by Kent County Council's Education Safeguarding Team developed in accordance with the principles established by the Children Acts 1989 and 2004 and related guidance. This includes;

- Statutory framework for the early years foundation stage (EYFS)¹
- Keeping Children Safe in Education²
- Working Together to Safeguard Children³
- Framework for the Assessment of Children in Need and their Families⁴
- Kent and Medway Safeguarding Children Procedures⁵

This policy has been written to guide Lollipops' staff on the approach they must take to safeguarding the children in their care, and to inform parents of that policy.

This document replaces one dated 27th April, 2016. Changes have been made to reflect the revised Department for Education document Keeping children safe in education September 2016.

WHAT IS SAFEGUARDING?

Working Together to Safeguard Children defines safeguarding children as

“the action we take to promote the welfare of children and protect them from harm’, including;

- protecting children from maltreatment;
- preventing impairment of children's health or development;
- ensuring that children grow up in circumstances consistent with the provision of safe and effective care; and
- Taking action to enable all children to have the best outcomes.

It also reminds us that safeguarding “is everyone’s responsibility. Everyone who comes into contact with children and families has a role to play.”

¹ [Statutory framework for the early years foundation stage \(September 2014\)](#)

² [Keeping children safe in education. Statutory guidance for schools and colleges. September 2016](#)

³ [Working together to safeguard children - A guide to inter-agency working to safeguard and promote the welfare of children, March 2015](#)

⁴ [Framework for the Assessment of Children in Need and their Families \(2000\)](#)

⁵ [Kent and Medway Safeguarding Children Procedures is an online resource accessed via Kent Safeguarding Children Board's website -
<http://www.proceduresonline.com/kentandmedway/chapters/contents.html>](#)

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Working Together to Safeguard Children (2015) page 9

ETHOS

‘Every child deserves the best possible start in life and the support that enables them to fulfil their potential. Children develop quickly in the early years and a child’s experiences between birth and age five have a major impact on their future life chances. A secure, safe and happy childhood is important in its own right.’
(EYFS 2014 p5)

At Lollipops, we consider that all those directly involved with our setting have an essential role to play in making it safe and secure. Our setting aims to create the safest environment within which every child has the opportunity to achieve their full potential and we take seriously our responsibility to promote the welfare and safeguard all the children and young people entrusted to our care.

As part of the ethos of the setting we are committed to:

- Maintaining children’s welfare as our paramount concern;
- Providing an environment in which children feel safe, secure, valued and respected, confident to talk openly and sure of being listened to;
- Providing suitable support and guidance so that children have a range of appropriate adults who they feel confident to approach if they are in difficulties;

Using learning at the setting to provide opportunities for increasing self-awareness, self-esteem assertiveness and decision making to provide children with a range of strategies to ensure their own protection and understand the importance of protecting others;

- Working with parents to build an understanding of the setting’s responsibility to ensure the welfare of all children including the need for referral to other agencies in some situations;
- Ensuring all staff have regular training and information in order that they are able to recognise the signs and symptoms of abuse and are aware of the setting’s procedures and lines of communication;
- Responding promptly and appropriately to all incidents by following the procedures shown on the flowchart
- Monitoring children who have been identified as ‘in need’ including the need for protection, keeping confidential records which are stored securely and shared appropriately with other professionals.
- Developing effective and supportive liaison with other agencies.

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Lollipops adheres to the KSCB Safeguarding Children Procedures (2014). The full KSCB procedures document and additional guidance relating to specific safeguarding issues can be found on the KSCB website

RESPONSIBILITIES

All staff

Safeguarding and promoting the welfare of children is everyone's responsibility. Everyone who comes into contact with children and their families and carers has a role to play in safeguarding children. In order to fulfil this responsibility effectively, all professionals should make sure their approach is child-centred. This means that they should consider, at all times, what is in the best interests of the child.

The EYFS 2014 requires providers 'to take all necessary steps to keep children safe and well' and accordingly, everyone involved in the care of young children has a role to play in their protection. Any member of staff in Lollipops is part of the wider safeguarding system for children and is in a unique position to observe any changes in a child's behaviour or appearance.

All staff have a responsibility to identify children who may be in need of extra help or who are suffering, or are likely to suffer, significant harm. All staff then have a duty of care to take appropriate action, working with other services as needed.

Designated Safeguarding Lead (DSL)

The EYFS states; 'a practitioner must be designated to take lead responsibility for safeguarding children in every setting'; Rachelle Harte, Lollipops' registered person, whose responsibility it is to ensure all legal requirements are met, has appointed an appropriately qualified and experienced Designated Safeguarding Lead (DSL) to fulfil this role in our setting. Additionally, they are committed to ensuring the DSL is properly supported in being able to carry out this role fully, including providing them with appropriate time and resources away from other job commitments.

The DSL has overall responsibility for the day to day oversight of safeguarding and child protection systems in the setting. These responsibilities include;

- Liaising with other professionals in all agencies, including social services, police and health colleagues;
- Keeping apprised of any updates in policy and practice as agreed by Kent Safeguarding Children Board (via the Education Safeguarding Team);
- Being a source of support, advice and guidance to any other setting staff, both paid and voluntary;

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- ensuring that, whilst the setting is open, they or the deputy DSL are available for staff to discuss safeguarding concerns;
- Co-ordinating child protection action within the setting, including making referrals as necessary and maintaining a confidential recording system;
- Ensuring all staff, visitors and volunteers are aware of the setting policies and procedures and their responsibilities in relation to safeguarding children;
- Ensuring all staff, both paid and voluntary, have received appropriate and up to date child protection training and are provided with safeguarding and child protection updates;
- Ensuring their own training is kept up to date by attending appropriate designated person training every 2 years
- Representing or ensuring the setting is represented, by an appropriate senior member of staff, at inter-agency meetings in particular Strategy Discussions, Child Protection Conferences and core groups;
- Managing and monitoring the setting's part in child in need and child protection plans

The welfare and safety of children, however, are the responsibility of all staff in the setting and ANY concern for a child's welfare MUST be reported to the DSL.

In Lollipops the DSL is Siobhan Mason. In her absence, Dale Malcolm, Lollipops Company Secretary will deputise.

SAFEGUARDING AND CHILD PROTECTION PROCEDURES

Lollipops adheres to the KSCB Safeguarding Children Procedures. The full KSCB procedures document and additional guidance relating to specific safeguarding issues can be found on the KSCB website www.kscb.org.uk

Additional guidance including

What to do if you are worried a child is being abused⁶

Information sharing⁷

Kent and Medway Inter-Agency Threshold Criteria for Children in Need⁸

Framework for the Assessment of Children in Need and their Families

can be found in the office.

⁶ [What to do if you are worried a child is being abused \(March 2015\)](#)

⁷ [Information sharing- advice for safeguarding practitioners \(2015\)](#)

⁸ [Kent and Medway Inter-Agency Threshold Criteria for Children in Need](#) (December 2015)

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These provide guidance for professionals including when to make a referral to Specialist Children's Services can be found in the office.

It is the responsibility of the DSL to receive and collate information regarding individual children, to make immediate and on-going assessments of potential risk and to decide actions necessary (with parents / carers in most cases). This includes the need to make referrals to partner agencies and services. To help with this decision, the DSL may choose to consult with the Area Education Safeguarding Adviser. Advice may also be sought from the Early Help Coordination Team or Specialist Children's Services (SCS) Duty Social Workers who offer opportunities for consultation as part of the Child in Need / Child Protection process.

Issues discussed during consultations may include the urgency and gravity of the concerns for a child or young person and the extent to which parents/carers are made aware of these.

New referrals to Services will be made using the agreed process i.e. the Early Help Notification form or inter-agency referral form for referrals to SCS. These will be made with reference to the Kent Interagency Threshold Criteria for Children in Need. In situations where there are felt to be urgent or grave concerns, a telephone referral will be made prior to the form being completed and sent to the County Duty Team. Concerns for children who are already known to Services will be passed to the allocated worker / Team.

In all but the most exceptional circumstances, parents /carers will be made aware of the concerns felt for a child or young person at the earliest possible stage by the DSL. In the event of a referral to Specialist Children's Services being necessary, parents/carers will be informed by the unless there is a valid reason not to do so.

In the absence of the availability of the DSL to discuss an immediate and urgent concern, staff can seek advice from the Education Safeguards Team or Specialist Children's Services: contact details can be found on the front page of this document.

The role of the school in situations where there are child protection concerns is NOT to investigate but to recognise and refer.

On occasion, staff may pass information about a child to the DSL, but remain anxious about action subsequently taken. Staff should feel able to clarify with the DSL further progress, so that they can reassure themselves the child is safe and their welfare is being considered. If following this process, the staff member remains concerned that appropriate action is not being taken by the DSL, it is the responsibility of that staff member to seek further direct consultation from either a member of the Education Safeguards Team or the local Specialist Children's Services Team who will be able to discuss the concern and advise on appropriate action to be taken.

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RECOGNITION AND CATEGORIES OF ABUSE:

Working Together to Safeguard Children 2015 defines ‘abuse’ as ‘a form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm.’”

All staff should be aware of the definitions and signs and symptoms of abuse. There are four categories of abuse:

1. □ Physical abuse
2. □ Sexual abuse
3. □ Emotional abuse
4. □ Neglect

The most up to date definitions and possible indicators and signs of abuse are found in Appendix 1 of this document. This also includes information on current safeguarding priorities relating to female genital mutilation, child sexual exploitation, the Prevent strategy and Children Missing in Education.

INDUCTION AND TRAINING

All setting staff, both paid and voluntary, will be expected to undertake an appropriate level of safeguarding training. Advice on appropriate training courses will be sought from the KSCB, but any training should ensure staff have an up to date knowledge of safeguarding issues. In addition all staff members will receive regular safeguarding and child protection updates (for example, via email, e-bulletins, staff meetings), as required, but at least annually, to provide them with relevant skills and knowledge to safeguard children effectively. This will enable staff to identify signs of possible abuse and neglect at the earliest opportunity and to respond in a timely and appropriate way. It should also include an understanding of the setting’s own safeguarding policy and procedures including the action to be taken in the event of inappropriate behaviour displayed by other members of staff, or any other person working with the children.

For further information please see Induction of Staff Policy

RECORD KEEPING

Staff must record any welfare concern that they have about a child on the Setting’s safeguarding incident/concern form (with a body map where injuries have been observed) and pass this without delay to the DSL. Records must be completed as soon as possible after the incident/event and must be signed and dated.

Incident/concern forms are kept in the Safeguarding File in office.

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Safeguarding records are kept separate from all other records relating to the child in the setting. They are retained centrally and securely by the DSL and are shared on a 'need to know' basis only.

Detailed guidance on Record Keeping is found in a separate document "Early Years Record Keeping Guidelines" - Staff MUST familiarise themselves with the responsibilities outlined in this document.

All safeguarding records will be forwarded to a child's subsequent setting or when they move to school at transition. The records should be sent under confidential and separate cover to the new DSL or person with responsibility for child protection in the receiving school.

CONFIDENTIALITY AND INFORMATION SHARING

We recognise that all matters relating to child protection are confidential. All members of staff will only disclose information about a child to other members of staff on a need to know basis.

All staff must be aware that they have a professional responsibility to share information with other agencies in order to safeguard children. All staff must be aware that they cannot promise a child to keep secrets which might compromise the child's safety or wellbeing. Further advice is available in the document Information Sharing advice for safeguarding practitioners (2015). "Child Protection - Dealing with Disclosures in Early Years Settings" provides advice on dealing with disclosures.

E-SAFETY

e-Safety (online safety) relates to the specific challenges and risks presented by new technologies, including the internet, mobile phones and other devices, for children and young people as well as adults, both within and outside of the setting.

Further information on this issue can be found in Lollipops' online safety policy.

SUPERVISION AND SUPPORT:

At Lollipops, we recognise that regular, planned and accountable supervision, which is a two-way process, offers support and develops the knowledge, skills and values of an individual, group or team. We see its purpose is to monitor the progress of professional practice and to help staff to improve the quality of the work they do, thus improving outcomes for children as well as achieving agreed objectives

Supervision also provides an opportunity to discuss sensitive issues including the safeguarding of children and any concerns raised about an individual or colleague's practice.

Further information on this issue can be found in Lollipops' Supervision Policy.

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SUITABLE PEOPLE

Lollipops is committed to ensuring all steps are taken to recruit staff and volunteers who are safe to work with our children and have their welfare and protection as the highest priority. It is the responsibility of the Manager of the Preschool to ensure that effective systems are in place so that all staff and volunteers are properly checked to make sure they are safe to work with the children who attend our setting. We do not allow people, whose suitability has not been checked to have unsupervised contact with children being cared for.

ALLEGATIONS AGAINST MEMBERS OF STAFF AND VOLUNTEERS

At Lollipops we recognise that it is possible for staff and volunteers to behave in a way that might cause harm to children and we take seriously any allegation received. Such allegations should be referred immediately to the DSL who will follow the Allegations Against Staff policy.

In the event the allegation concerns the DSL, Rachelle Harte should be contacted on 01322 291151.

The registered person of Lollipops also ensures we meet our responsibilities under Section 35 of Safeguarding Vulnerable Groups Act 2006. This includes the duty to make a referral to the Disclosure and Barring Service where a member of staff is dismissed (or would have been, had the person not left the setting first) because they have harmed a child or put a child at risk of harm.

All staff need to be aware of the setting's Whistle-blowing procedure and that it is a disciplinary offence not to report concerns about the conduct of a colleague that could place a child at risk. When in doubt - consult.

For specific guidance on how to respond to allegations against staff, please refer to the "Allegations Against Staff Policy" which can be found in the office, reception and staff USB sticks.

Allegations of abuse made against other children

Children with special educational needs and disabilities

MONITORING AND REVIEW

All setting staff and volunteers will be provided with a copy of this policy and will be expected to read it and sign to the effect that they have understood its contents.

The policy will also be available to parents.

The policy forms part of our Setting development plan and will be reviewed annually.

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Setting Policies on Related Safeguarding Issues

(to be read and followed alongside this document)

- e-Safety Policy
- Mobile Phone and Photographic Images Policy
- Behaviour Management Policy
- Allegations Against Staff Policy
- Guidelines for Safeguarding Record Keeping in Settings
- Safeguarding Children and Child Protection - Induction Leaflet Guidelines for Early Years Staff
- Legal Contact guidance
- Advice notes: Dealing with Disclosures in Early Years Settings
- Health and Safety Policy
- Guidance for Safer Working Practice for Adults who Work with Children and Young People / Code of Conduct for Staff
- KSCB document: Safer Practice with Technology - Guidance for Adults who Work with Children and Young People
- Guidance on the Use of Photographic Images
- Safer Recruitment Guidelines
- Whistle-Blowing Policy
- DOH (2009) "Safeguarding Disabled Children - Practice Guidance"

Siobhan Mason
Manager

Date

Rachelle Harte
Registered Person

Date

Appendix 1 - Definitions and possible indicators and signs of abuse

Appendix 2 - Safeguarding Procedures (Allegations against staff members)

Appendix 3 - Safeguarding Procedures (General)