



# CUCKFIELD PRESCHOOL PLAYGROUP

## Safeguarding and Child Protection Policy

### Purpose and Aims

The purpose of Cuckfield Pre-School's safeguarding and child protection policy is to provide a secure framework for the workforce in safeguarding and promoting the welfare of those children/young people who attend our setting. The policy aims to ensure that:

- All our children are safe and protected from harm.
- Other elements of provision and policies are in place to enable children to feel safe and adopt safe practices;
- Staff, children, committee, visitors, volunteers and parents are aware of the expected behaviours' and the settings legal responsibilities in relation to the safeguarding and promoting the welfare of all our children.

### Ethos

*'Every child deserves the best possible start in life and the support that enable them to fulfil their potential. A secure, safe and happy childhood is important in its own right.'* Statutory Framework for the Early Years Foundation Stage (EYFS)

Safeguarding in Cuckfield Pre-School is considered everyone's responsibility and as such our setting aims to create the safest environment within which every child can achieve their full potential. Cuckfield Pre-School recognises the contribution it can make in ensuring that all children registered or who use our setting feel that they will be listened to and appropriate action taken. We will do this by working in partnership with other agencies in accordance with **Working Together to Safeguard Children July 2018**<sup>1</sup> and seeking to establish effective working relationships with parents, carers and other colleagues to develop and provide activities and opportunities that will help to equip our children with the skills they need. This will include materials and learning experiences that will encourage our children to develop essential life skills and protective behaviours.

<sup>1</sup> <https://www.gov.uk/government/publications/working-together-to-safeguard-children--2>

### Responsibilities and expectations

Cuckfield Pre-School has trustees whose legal responsibility it is to make sure that the setting has an effective safeguarding policy and procedures in place and monitors that the setting complies with them.

The trustees should also ensure the following: -

- that the safeguarding policy is made available to parents and carers if requested.
- that all staff and volunteers are properly checked to make sure they are safe to work with the children who attend our setting.
- that the setting has procedures for handling allegations of abuse made against members of staff (including the Manager) or volunteers.
- the safe and appropriate use of cameras, mobile phones, technology and on-line equipment within the setting.

<sup>2</sup><https://www.gov.uk/government/publications/prevent-duty-guidance> [http://www.foundationyears.org.uk/files/2015/03/Fundamental\\_British\\_Values.pdf](http://www.foundationyears.org.uk/files/2015/03/Fundamental_British_Values.pdf)

- the Counter Terrorism and Security Act 2015 which places a duty on early years and childcare providers “to have due regard to the need to prevent people from being drawn into terrorism” (The Prevent Duty) is implemented, taking into account the Local Safeguarding Children’s Board ‘Prevent’<sup>2</sup> policies, protocols and procedures and ensuring the Fundamental British Values are implemented as stated in the EYFS. See the “How British Values are embedded in practice.”
- a Safeguarding Designated Officer (SDO) is appointed who has lead responsibility for dealing with all safeguarding issues in our setting. The **Safeguarding Designated Officer** is Bridget Todd and Linda Surridge,
- The responsibilities for the Safeguarding Designated Officer (SDO) are: -
  - to ensure that all safeguarding issues raised in setting are effectively responded to, recorded and referred to the appropriate agency.
  - Be responsible for arranging the settings safeguarding training for all staff who work with the children. The SDO must ensure that the whole settings safeguarding training takes place at least every three years.
  - to attend or ensure that a senior member of staff who has the relevant training and access to appropriate supervision, attends where appropriate, all child protection case conferences, reviews, core groups or meetings where it concerns a child in our care and to contribute to multi-agency discussions to safeguard and promote the child’s welfare.
  - for ensuring the acceptable, safe use and storage of all camera technology, images, and mobile phones through the implementation, monitoring and reviewing of the appropriate policies and procedures.
  - Implementing the Fundamental British Values.

All Child Protection concerns need to be acted on **immediately**. If you are concerned that a child may be at risk or is suffering abuse, you must tell the Safeguarding Designated Officer.

**All Adults, including the SDO, have a duty to refer all known or suspected cases of abuse. Staff to contact Bridget Todd, Linda Surridge or the Trustee Chair who will contact MASH (Multi Agency Safeguarding Hub)**

Where a disclosure is made to a visiting staff member from a different agency, e.g. Early Years Advisors, Health Visitors, it is the responsibility of that agency staff to formally report the referral to the Setting’s Designated Person in the first instance. Any records made should be kept securely on the Child’s Protection file.

## Recognising concerns, signs and indicators of abuse

Safeguarding is not just about protecting children from deliberate harm. In our setting, it includes such things as child safety, bullying, racist abuse and harassment, visits, intimate care and internet safety etc. However, it must be acknowledged that technology itself will not present the greatest risk, but the behaviours of individuals using such equipment will. The witnessing of abuse can have a damaging affect on those who are party to it, as well as the child subjected to the actual abuse, and will have a significant impact on the health and emotional well-being of the child. Abuse can take place in any family, institution or community setting, by telephone or on the internet. Abuse can often be difficult to recognise as children may behave differently or seem unhappy for many reasons, as they move through the stages of childhood or their family circumstances change. However, it is important to know the indicators of abuse and to be alert to the **need to consult further**.

## Physical Abuse

This can involve hitting, shaking, throwing, poisoning, punching, kicking, scalding, burning, drowning and suffocating. It can also result when a parent or carer deliberately causes the ill health of a child to seek attention through fabricated or induced illness. This was previously known as Munchausen's Syndrome by Proxy.

## Emotional Abuse

Emotional Abuse is where a child's need for love, security, recognition and praise is not met. It may involve seeing or hearing the ill-treatment of someone else such as in Domestic Violence or Domestic Abuse. A parent, carer or authority figure is considered emotionally abusive when they are consistently hostile, rejecting, threatening or undermining toward a child or other family member. It can also occur when children are prevented from having social contact with others or if inappropriate expectations are placed upon them. Symptoms that indicate emotional abuse include:

- Excessively clingy or attention seeking.
- Very low self-esteem or excessive self-criticism.
- Withdrawn behaviour or fearfulness.
- Lack of appropriate boundaries with strangers; too eager to please.
- Eating disorders or self-harm

## Sexual Abuse

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, whether the child is aware of what is happening. This may include physical contact both penetrative and non-penetrative, or viewing pornographic material including using the internet. Indicators of sexual abuse include: allegations or disclosures, genital soreness, injuries, sexually transmitted diseases, inappropriate sexualised behaviour including words, play or drawing.

Child Sexual Exploitation is a form of abuse of which involves children (male and female, of different ethnic origins and of different ages) receiving something (e.g. food, accommodation, drugs, alcohol, cigarettes, affection, gifts, money) in exchange for sexual activity. It can occur using technology without the child's immediate recognition.

## Neglect

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs which can significantly harm their health and development. Neglect can include inadequate supervision (being left alone for long periods of time), lack of stimulation, social contact or education, lack of appropriate food, shelter, appropriate clothing for conditions and medical attention and treatment when necessary.

## What to do if you are concerned

If a child makes a disclosure or allegation of abuse against an adult or other child or young person, it is important that you:

- Stay calm and listen carefully.
- Reassure them that they have done the right thing in telling you.
- Do not investigate or ask leading questions.
- Let them know that you will need to tell someone else.
- Do not promise to keep what they have told you a secret.

- Inform your Safeguarding Designated Officer as soon as possible.
- Make a written record of the allegation, disclosure or incident which you must sign, date and record your position using the setting safeguarding record log forms.

If you are concerned that a member of staff or adult in a position of trust poses a danger to a child or young person or that they might be abusing a child or young person you should report your concerns to the Safeguarding Designated Officer. Where those concerns relate to the Safeguarding Designated Officer or Manager however, this should be reported to the Chair of Trustees.

## Managing Allegations

We are aware of the possibility of allegations being made against members of staff or volunteers that are working or may encounter children and young people whilst in our setting. Allegations will usually be that abuse has taken place. This could include inappropriate behaviour displayed by members of staff or other persons working with the children such as inappropriate sexual comments, excessive one to one attention beyond the requirements their role and responsibilities, inappropriate sharing or images. They can be made by children and young people or other concerned adults. Allegations are made for a variety of reasons:

- Abuse has taken place.
- Something has happened to the child that reminds them of a past event – the child is unable to recognize that the situation and people are different; Children can misinterpret your language or your actions.
- Some children recognise that allegations can be powerful and if they are angry with you about something, they can make an allegation as a way of hitting out.
- An allegation can be a way of seeking attention.

If an allegation is made against an adult in a position of trust whether they be members of staff or volunteers this should be brought to the immediate attention of the SDO who will advise the Manager. In the case of the allegation being made against the SDO or manager this will be brought to the immediate attention of the Chair of Trustees. The SDO/Chair of Trustees will need to discuss with the Local Authority Designated Officer (LADO) the nature of the allegations made against the adult, in order for the appropriate action to be taken. This may constitute an initial evaluation meeting or strategy discussion depending on the allegation being made. SDO/ Manager will need to:

- Refer to the Local Authority Designated Officer (LADO) immediately (within 1 working day) and follow up in writing within 48 hours. Consider safeguarding arrangements of the child or young person to ensure they are away from the alleged abuser.
- Contact the parents or carers of the child/young person if advised to do so by the LADO.
- Consider the rights of the staff member for a fair and equal process of investigation.
- Advise Ofsted of allegation within 14 days of the allegation
- Ensure that the appropriate disciplinary procedures are followed including whether suspending a member of staff from work until the outcome of any investigation if this is deemed necessary.
- Act on any decision made in any strategy meeting.
- Advise the Disclosure and Barring Service <sup>3</sup>where a member of staff has been disciplined or dismissed as a result of the allegations being founded.

A copy of “**What to do if you’re worried a child is being abused, Advice for Practitioners<sup>3</sup>**” booklet is kept with this policy. This sets out the guidelines on dealing with incidents, disclosures and the procedures that must be followed.

## Training

All members of staff will have access to safeguarding training at least every three years. And on-going in-house training annually.

<sup>3</sup> <https://www.gov.uk/government/publications/what-to-do-if-youre-worried-a-child-is-being-abused--2>

We will inform all parents of our Safeguarding and Child Protection Policy. We are also able to arrange for our policy to be made available to parents whose first language is not English, on request.

## Mobile Phones and Cameras

Cuckfield Pre-School has policies and procedures in place about the use of mobile phones in the setting. All staff phones are to be kept in a box in the office. Parents/visitors are not to use mobile phones in the Cuckfield Preschool setting

### Legislation relating to this policy:

Children Act 1989, 2004  
Education Act 1996, 2002 (Section 175)  
School Standards and Framework act 1998  
Keeping Children Safe in Education 2015  
Every Child Matters 2003  
Statutory Framework for the Early Years Foundation Stage 2017  
Working Together to Safeguard Children 2018  
The Counter Terrorism and Security Act 2015

### Manuals kept in setting:

What to do if you’re worried a child is being abused 2015  
Working Together to Safeguard Children 2018

**MASH contact Number – 01403 229900**

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Adopted on 26/09/2019

Review Date -July 2020

