

St Anthony's Pre-school

LOVING. LEARNING. TOGETHER



Safeguarding (Child Protection) Policy

**April 2024
(To be reviews April 2025)**



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INTRODUCTION

3.2 Providers must take all necessary steps to keep children safe and well... : safeguard children; ensure the suitability of adults who have contact with children; promote good health; manage behaviour; and maintain records, policies and procedures.

Page 21 Statutory Framework for the Early Years Foundation Stage 2023

St Anthony's Pre-School is committed to building a 'culture of safety' in which the children in our care are protected from abuse, harm and radicalisation.

The Pre-School will respond promptly and appropriately to all incidents or concerns regarding the safety of a child that may occur. The Pre-school's child protection procedures comply with all relevant legislation and with guidance issued by Brighton & Hove Safeguarding Children Partnership (BHSCP)

There will be a Child Protection Officer (DSL) available at all times while the Pre-school is in session. The DSL coordinates child protection issues and liaises with external agencies (eg Social Care, BHSCP, LADO, National Prevent referral and Ofsted).

The Pre-school's designated DSLs are Stephen Gardener and Sophie Weal (Katie on Monday pm and Friday).

The Policy is based on the Government's statutory guidance 'Working Together to Safeguard Children 2018' (2022) and the Early Years Statutory Requirements 2023 to ensure the following procedures are followed:

- Procedures when an allegation is raised against a member of staff.
- Covering the use of mobile phones, smart watches and cameras.
- Training of staff.
- Designated Staff to tackle Safeguarding and Child Protection concerns.
- Ensuring the suitability of people looking after children.

The Pre-school follows the guidance of 'Working Together to Safeguard Children 2018' and updated 2022. It is a requirement of providers to report any suspicions they may have that a child has suffered/is suffering or is at risk of suffering harm to the Local Safeguarding Children Board (Front Door for Families).

A copy of this policy and procedures are available for all staff with relevant contact telephone numbers.

POLICY STATEMENT

The Pre-school will ensure the following:

- That confidentiality is maintained at all times.
- All staff have an enhanced DBS and have appropriate recruitment clearances.
- If a child shows concern to Pre-school staff on an occasion when he/she has entered the Pre-school either by presenting a sign of an injury or verbalising an incident this will be recorded on the child's page in our safeguarding folder under 'safeguarding'.
- Staff will inform and discuss any concerns they have regarding a child's safety with the designated person. Should concerns arise full, contemporaneous and objective records must be kept.
- Parent or carers permission will be sought (although this is not a requirement) before a referral is undertaken or discussed with other agencies, unless doing so may itself place the child at further risk.
- The Designated Person will seek advice from the following professionals to establish if the report constitutes a child protection concern:

Local Authority Safeguarding Board - Brighton and Hove: Front Door for Families

Mon-Thurs (9.00-17.00) Tel: 01273 290400

Fri Only (9.00-16.30) Tel: 01273 290400

Out of Hours Tel: 01273 335905

Tel: 01273 335906

Email: FrontDoorforFamilies@brighton-hove.gov.uk

Local Authority Safeguarding Board - Brighton and Hove: LADO

Local Authority Designated Officer: Kay Whitcroft Tel: 01273 295643

Mobile: 07584217271

Email: LADO@brighton-hove.gov.uk

The Local Authority Designated Officer (LADO) will be appointed if an allegation has been made against a member of staff or the setting. A strategy meeting will be arranged if deemed appropriate.

The DSL will contact Ofsted if required.

ROLE OF THE PRE-SCHOOL DESIGNATED SAFEGUARDING LEAD

Within our Pre-school, Stephen Gardener is the named Designated Safeguarding Lead (DSL) and will support staff and families should a safeguarding or child protection concern be raised.

They will:

- Ensure nursery staffs undertake Level 3 Child Protection & Safeguarding training annually.
- Ensure all staff complete and maintain documentation of a child's health, wellbeing and daily routine.
- Refer to [BHSCP Threshold document](#) to make decisions
- All staff comply with the use of Mobile Phones section (see later in document) whilst on the premises, outdoor activities and outings.
- Maintain accurate and secure Safeguarding or Child Protection records.
- Ensure staff have annual training and aware of any updates.
- Ensure staff know the signs and symptoms of abuse.
- Attend Local Authority 'Strategy Meeting' and meet with all professionals assigned to the case.
- Support children, staff and families on advice from Local Authority professionals.
- Ensure all staff have cleared relevant checks when recruiting to a post.
- Supervise staff practice and challenge inappropriate behaviours.
- Act as a source of support, advice and expertise on matters of safety and safeguarding and deciding whether to make a referral by liaising with relevant agencies.
- Lead in a case of staff suspension due to a safeguarding concern.
- The DSL will liaise with the police and BHSCP in cases where a crime may have been committed.
- To inform Ofsted and the Local Education Authority with a concern of Child Protection or Safeguarding
- Liaise with Disclose and Barring service in cases where a person has been dismissed or resigned due to risk/ harm of a child.
- The DSL will review annually the 'Child Protection and Safeguarding' policy annually and update when required.
- It is the duty of the staff team to escalate a concern to Front Door for Families should they disagree with the decision of the DSL

IDENTIFYING AND REPORTING SAFEGUARDING CONCERNS

Child abuse and neglect

Child abuse is any form of physical, emotional or sexual mistreatment or lack of care that leads to injury or harm. An individual may abuse or neglect a child directly, or by failing to protect them from harm. Some forms of child abuse and neglect are listed below.

- **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 the child feel that they are worthless, unloved, or inadequate. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.
- **Physical abuse** can involve hitting, shaking, throwing, poisoning, burning, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may be also caused when a parent or carer feigns the symptoms of, or deliberately causes, ill health to a child.
- **Sexual abuse** involves forcing or enticing a child to take part in sexual activities, whether or not the child is aware of what is happening. This can involve physical contact, or non-contact activities such as showing children sexual activities or encouraging them to behave in sexually inappropriate ways.
- **Neglect** is the persistent failure to meet a child's basic physical and emotional needs. It can involve a failure to provide adequate food, clothing and shelter, to protect a child from physical and emotional harm, to ensure adequate supervision or to allow access to medical treatment.
- All staff have completed safeguarding training are all aware of CSE-Child Sexual Exploitation, FGM-Female Genital Mutilation and Forced Marriage.

Signs of child abuse and neglect

Signs of possible abuse and neglect may include:

- significant changes in a child's behaviour
- deterioration in a child's general well-being
- unexplained bruising or marks
- FGM
- comments made by a child which give cause for concern
- inappropriate behaviour displayed by a member of staff, or any other person. For example, inappropriate sexual comments, excessive one-to-one attention beyond the requirements of their role, or inappropriate sharing of images.

If abuse is suspected or disclosed that member of staff will:

- reassure the child that they were right to speak out (if appropriate)
- listen to the child but not question them
- give reassurance that the staff member will take action
- record the incident as soon as possible

If a member of staff witnesses or suspects abuse, they will record the matter straightaway. They will automatically alert the DSL who will assess the safeguarding concern. If a third party expresses concern that a child is being abused, the Pre-school will encourage them to contact Front Door for Families directly. If they will not do so, we will explain that The Nursery is obliged to and the incident will be logged accordingly.

Fabricated Illness

Fabricated or induced illness is when the carer may exaggerate or deliberately cause symptoms of illness to a child in order to seek out unnecessary medical treatment or investigation.

The signs may include the carer exaggerating a real illness or symptoms, inducing physical illness through poisoning, starvation and inappropriate diet. They may also present false allegations of abuse, encourage

the child to appear ill or disabled to obtain unnecessary treatment or specialised support. Any concerns should be recorded on the child's Family Safeguarding tab, which will then be referred to the DSL who will assess.

Domestic Abuse

The Government defines 'Domestic Abuse' as an incident or pattern of incidents demonstrated in of controlling, coercive, threatening behaviour, violence or abuse of a person 16 years or over who are or have been intimate partners or family members regardless of gender, sexuality. Other signs of Domestic Abuse are physiological, physical, sexual, emotional and financial abuse.

The updated Working Together to Safeguard Children 2022 states that practitioners need to develop their knowledge and skills in addressing the impact that domestic violence has upon children both as a witness and by being forced to collude in the act. This has both short term and long term emotional effects on the individual.

Any concerns should be recorded on the child's Family Safeguarding tab, which will then be referred to the DSL who will assess.

Female Genital Mutilation (FGM)

FGM is the procedure which includes the removal of part or all of the external genitalia for cultural or other therapeutic reasons will:

- Refer to the Local Children's Safeguarding Board (BHSCP)
- Report to the police via the non-emergency number 101 unless the child is at risk

Missing/Repeated Absence of a Child

If it is determined that a child has repeated absence from the setting without prior acceptable notification then St Anthony's Pre-school has a responsibility to ensure that the welfare of the child is upheld and has the responsibility to liaise with other agencies such as Health Visitor, Social Worker known to the family to ensure they receive the required support.

Where a child is repeatedly absent from the setting the Pre-school Manager has the responsibility to ensure the child is safe and therefore will contact the parent or carer to establish the child's welfare.

In such circumstances there may be a child protection concern and therefore the nursery will be permitted to follow the Safeguarding and Child Protection policy and procedures and report to the DSL.

Late pick up

If a child is late being picked up, we call a parent/carer after 10 minutes and keep calling until we get an answer. If we don't hear from anyone within an hour, we then call FDFD and ask for advice. We will stay in the hall until child is picked up or told otherwise.

Unauthorised or Incapacitated Persons

We will not release any child to any person who is not authorised to pick up by the child's parent or carer. Staff will notify the person with legal responsibility of the child and will only release if verified.

We will not release any child to any person[s] we feel may be incapacitated in a way which could result in harm to a child for example under the influence of alcohol or drugs or behaving in a manner not suitable of taking charge of a child.

It is the responsibility of the Pre-school Manager, Deputy Manager or senior member of staff on duty to contact the child's other parent or carer or emergency contact person. If no contact can be made then the Local Safeguarding Children Board (BHSCP) will be informed and/ or a 999 call if we feel that there is a risk or potential harm to a child.

The Pre-school management team will document any concerns regarding the suitability of persons collecting and their outcomes in our safeguarding file.

ALLEGATIONS SURROUNDING A STAFF MEMBER OR VOLUNTEER

The DSL will be responsible where there is a Safeguarding or Child Protection allegation about a member of Staff, Volunteer or Student.

Allegations of abuse made against a person who works with children detailed in 'Working Together Safeguard Children 2018' (updated 2022). The procedures should be applied when there is an allegation or concern that any person who works with children in connection with his/her employment or voluntary activity has:

- Behaved in a way that has harmed a child or may have harmed a child
- Possibly committed a criminal offence against or related to a child
- Behaved towards a child or children in a way that indicates that he/she is unsuitable to work with children.

The DSL will:

- Decide whether the concerns or complaints fall within the threshold of significant harm and therefore requires appropriate disciplinary procedures.
- Consult BHSCP LADO regarding the concern. A LADO will be assigned to the case and discuss what information can be shared with parents or carers to reassure and contain rumours.
- Arrange for the member of staff or volunteer to refrain from work while investigation is taking place.
- Suspend the member of staff (if allegations are very serious and are likely to lead to dismissal and prosecution)
- Ensure that confidentiality is maintained at all times.
- Support the other staff.
- Inform Ofsted about the situation.

Should a member of staff have an allegation against the DSL, they can make contact with LADO directly at the contact details listed below.

LADO CONTACT DETAILS:

- The role of the LADO is to manage and oversee individual cases, capture concerns, allegations or offences and involvement from the initial phase of the allegation through to the conclusion of the case. The LADO can be contacted for advice and guidance to first establish whether any concern or allegation is within the scope of safeguarding procedures and may have some foundation.

Details for most up-to-date Local Authority Designated Officer (LADO) at BHSCP:

<https://www.bhscp.org.uk/local-authority-designated-officer-lado/>

Email: ladoenquiries@brighton-hove.gov.uk

USE OF MOBILE PHONES

This part of the policy is part of St Anthony's Pre-school wider commitment to safeguarding the welfare of children. At St Anthony's Pre-school we recognise that mobile phones are a part of everyday life but there are times and places where their use is inappropriate.

Staff: Staff working directly with children must not use mobile phones as it is inappropriate and can distract them from caring for the children in their group. Mobile phones are to be stored with personal possessions at the start of each session and will be kept in a secure place, out of sight, until the end of the session. The exception to this rule is for The Pre-school manager who will have Pre-school mobile phone on her/his person at all times - any member of staff expecting an urgent call during working hours at The Pre-school premises should direct these to the manager's phone.

Smart watches will not be allowed on the premises if they can take photos which connects to their phone. These will also be kept in a secured place until the end of the session.

Visiting Parents and Carers: Mobile phones and conversations within groups can be very disruptive and they divert the parent/carers attention away from the responsibility of looking after their children. If urgent calls must be taken parents are asked to step outside and to have the conversation off the premises.

Cameras and camera phones: One of the key ways that practitioners support children's development in the Early Years and engage parents in their children's learning is through photographs that record their activities and achievements. Staff will always check with parents that they consent to the use of cameras for appropriate recording purposes in this way. These photographs will be recorded on our secure parent portal for sharing with families.

SAFER RECRUITMENT

St Anthony's Pre-school recognises the importance of safe recruitment and has taken into account the government guidance in Keeping Children Safe in Education 2022 to ensure there is a safe and responsible recruitment process for all individuals who come into contact with children and young people.

This applies whether in a paid or voluntary capacity.

The Pre-school's safe recruitment process includes:

- Ensuring job descriptions and job advertisements highlight the key responsibilities of the role and The Pre-school's commitment to safeguarding.
- Applications must be made by the candidate and not an agent; St Anthony's Pre-school will then shortlist and interview as appropriate for the role. Each candidate will be interviewed by two members of staff prior to any offer and interviews will include exploration of candidates' attitudes and approaches towards safeguarding.
- Ensuring all applicants identity, qualifications and experience are verified through original documentation and any gaps in CVs will be properly explored.
- All roles or positions will require satisfactory references and criminal record checks under the Disclosure & Barring Service (DBS) appropriate to the role concerned and in line with The Rehabilitation of Offenders Act 1974; Guidance for roles should be assessed in line with government guidance DBS checks for staff working with Children.
- All staff will require an up to date DBS.
- Those working with children will need a written references including an express request of details of any safeguarding matters recording by previous employers to ensure the fulfilment of The Pre-school's commitment to the ongoing safeguarding of children.
- A person may not commence work prior to the background checks and references being returned
- All staff complete a probationary period of at least one month
- All staff and working with children sign a self-declaration form. This requires employees to declare any criminal history or medical conditions they may have
- All staff also have to complete regular ongoing suitability declaration forms

If a person's criminal record check reveals cautions, convictions, community resolutions, warnings or final reprimands, St Anthony's Pre-school will consider the nature of the offence/offences in deciding if the person is unsuitable for working with children and young people. St Anthony's Pre-school will conduct a risk assessment to evaluate the information and the person may be required to attend a risk assessment meeting with the relevant Designated Safeguarding Lead (DSL) prior to any recruitment decision being made.

Making safe and fair decisions about membership for people with criminal records

1. The Rehabilitation of Offenders Act, means it is unlawful to refuse or withdraw membership or to

prejudice a candidate in any way when a caution or conviction has been spent.

2. Following information coming to light, St Anthony's Pre-school will establish whether the conviction is unspent. This can be achieved through a self-declaration form or a face-to-face meeting.

3. Following confirmation of an unspent offence The Pre-school may carry out a Safeguarding risk assessment based on the activity being attended. Following the risk assessment, a decision will be made about the terms of participation.

4. In the event that a spent conviction comes to light, Safeguarding should be at the heart of any decision and any breaches should be dealt with through normal disciplinary procedures, taking no account of the spent conviction.

STAFF TRAINING

The Nursery promotes awareness of child abuse and the risk of radicalisation through its staff training.

- All new staff receive training in Safeguarding when they join the company. All staff will have the safeguarding training renewed annually.
- DSL training is renewed every 2 years, with DSL also undergoing annual safeguarding refreshers.
- **DSL training** completed for Katie Cragg and Sophie Weal 15/4/2024 and to be **renewed by 15/4/2025**
- **Steve is 2023**

INFORMATION SHARING (GDPR)

The General Data Protection Regulation 2018 (GDPR) and Data Protection Act 2018 does not prevent the sharing of information for the purpose of keeping children safe. Studies shown from Serious Case Reviews that it is the fear of practitioners sharing information that prevents the raising concerns and early interventions.

Working Together to Keep Children Safe 2018(2022) says 'Practitioners should be proactive in sharing information as early as possible to help identify, assess and respond to risks or concerns about the safety and welfare of children whether this is emerging or where a child is already known to the Local authority social care'.

The GDPR 2018 regulates the sharing of personal information however it is not necessary to seek consent to share information with safeguarding concerns or promoting the welfare of a child if there is a lawful basis to process personal data.

Record keeping

All records kept are dated, factual, shared and acknowledged by parents (where appropriate). These include existing injuries. These records are kept securely in our safeguarding file.

CONTACT NUMBERS

Front Door Families (formerly MASH): 01273 290400 Out of hours: 07584 217271 Kay Whitcroft

Police: 101 (non-emergency) or 999 (emergency)

Anti-terrorist hotline: 0800 789 321

NSPCC: 0808 800 500

Ofsted: 0300 123 1231

If you think that someone may be vulnerable to radicalisation you can make a referral using the Channel [Prevent National Referral Form](#).

For initial advice and support, please consult with:

- The Channel Coordinator based at the Safer Communities team in the council at: Channel.Prevent@brighton-hove.gov.uk or call on 01273 291115

- Educational settings can also contact the Prevent Education Officer at: Channel.Prevent@brighton-hove.gov.uk or call on 01273 293926
- Or the Local Authority Prevent Lead/ Coordinator: Nahida.Shaikh@brighton-hove.gov.uk or call 01273 290584 / 07717303292
- If you are concerned about a child, please contact Front Door For Families on 01273 290400, FrontDoorForFamilies@brighton-hove.gov.uk, or use their [Online Referral Form](#).
- *If a child is in immediate danger, you should contact the police by calling 999.*

Any worker who believes a crime is being committed, or planned, or is aware of any terrorist activity, should contact Sussex Police Prevent team without delay on 101 ext. 550543

This policy has been written with reference to the following legislation, statutory guidance and procedures:

Children Act 1989, Safeguarding Vulnerable Groups Act 2006

The Children Act 2004

Counter Terrorism and Security Act 2015 Prevent Duty

The Early Years Foundation Stage Statutory framework July 2023

Working together to safeguard children HMG 2018

What to do if you're worried a child is being abused HMG 2015

Information Sharing: Advice for practitioners providing Safeguarding Services DfE 2018

Pan Sussex procedures <https://www.bhscp.org.uk/> BHSCP

BHSCP Threshold Document

This policy was adopted by: St Anthony's Pre-school	Date: 15.4.2024 Reviewed 15.4.24 Reviewed 15.4.25
To be reviewed: 15.4.25	Signed: Sophie Weal