



## **Guildhall Feoffment Pre-school & Nursery Safeguarding and Child Protection Policy**

Guildhall Feoffment Preschool and Nursery recognises the responsibility to have arrangements in place to safeguard and promote the welfare of all children in line with 'Working Together to Safeguard Children September 2023, Safeguarding Vulnerable Groups 2006 and Keeping Children Safe in Education September 2023.

This policy sets out how we, as a Preschool and Nursery, comply with the statutory responsibilities relating to safeguarding and promoting the welfare of children who attend our setting.

Our policy applies to all staff, paid and unpaid, working in the setting, including volunteers and students, all of whom have a vital role in safeguarding children. Concerned parents may also contact the setting's Designated Safeguarding Team for Child Protection.

The welfare of all children in our care is paramount. We are committed to providing rich, safe, well managed environments where staff can protect and support children to be safe and prevent them from harm. We want to ensure ALL children are protected from abuse and harm by taking a proactive approach to safeguarding children in our daily practice and through training and awareness. We work in cooperation with parents, carers, local authorities and other agencies in relation to the EYFS.

While implementing this policy we respect and support all families regardless of background, culture and ability. This policy sets out clear systems and procedures to be followed should any concerns be raised concerning the safety and welfare of any child in our care.

**Our Designated Safeguarding Lead is: Carly Shannon**

**Our Deputy Designated Safeguarding Leads are: Tracey Griggs, Millie Frankum and Lisa Bennington**

### **Safeguarding Role for all staff members, volunteers and Students**

All staff, Committee Trustees, volunteers and students have a responsibility to always follow the safeguarding policy and procedures, particularly if concerns arise about the safety or welfare of an adult at risk or a child.

All staff know the names of the Designated Safeguarding Team and what their role involves.

All staff know how to record and pass on concerns about a child or member of staff and know where the 'Record of Concern' forms are kept.

All staff understand their individual responsibility to refer child protection concerns to relevant agencies as a matter of urgency if there is no DSL present and/or they feel the child remains at risk of significant harm.

All staff understand the setting policy on babysitting for families who attend Guildhall Feoffment Preschool and Nursery. Please see our Babysitting Policy for more details.

We will create an ethos in which children feel secure, their viewpoints valued, they are encouraged to talk, and they are listened to. Providing this safe, respectful and communication friendly environment will encourage the children in our care, to form positive and trusting relationships with staff and enhance their confidence and wellbeing. With adult support, children will be encouraged to develop a sense of autonomy and independence allowing them to make choices and express themselves in acceptable ways. This will enable children to build on their self-esteem, knowledge and vocabulary to resist inappropriate approaches.

Staff will act as positive role models to the children in our setting, as well as ensuring they are aware of the need to maintain appropriate and professional boundaries in their relationships with children and parents/carers. Please see our staff code of conduct policy.

All members of staff will undertake relevant training in Safeguarding Children, this must be updated every two to three years and their knowledge and skills should be refreshed at least annually via newsletters and staff meetings. The training will ensure staff respond appropriately to: significant changes in children's behaviour; deterioration in their general well-being; unexplained bruising, marks or signs of possible abuse or neglect; the comments children make that may give cause for concern; and are fully aware of procedures they need to follow. Staff are also aware that there may be additional barriers that exist when recognising the signs of abuse and neglect of children who have special educational needs and/or disabilities.

All staff recognise and know how to respond to signs that may indicate a child is suffering from or likely to be suffering from harm. They understand that they have a responsibility to act immediately by discussing their concerns with the Designated Safeguarding Lead or a Deputy Designated Safeguarding Lead.

ALL concerns about the welfare of children at Guildhall Feoffment Preschool and Nursery MUST be reported to the Designated Safeguarding Lead or a Deputy Designated Safeguarding Lead.

There must always be a member of the Designated Safeguarding Team on the premises at any time.

The Designated Safeguarding Lead is responsible for coordinating action taken to safeguard children at risk, which may include seeking further clarification if there are any doubts it is a safeguarding issue.

The Designated Lead may seek guidance from a relevant professional at the Suffolk Safeguarding Partnership Team, MASH team (0345 606 1499) or Customer First (0800 800 4005).

Within Guildhall Feoffment Preschool and Nursery there is a clear approach to implementing the Prevent Duty and keeping children and learners safe from the dangers

of radicalisation and extremism. Staff access training to learn how to identify key signs and the support available to them.

### **Responding to Marks or Injuries Observed**

- If a member of staff is informed by a parent/carer of a mark or injury to a child that happened at home or elsewhere, the member of staff records this information on an 'Existing Injury' form, which the parent/carer signs. This is kept in the child's personal file.
- The member of staff advises the DSL as soon as possible if there are safeguarding concerns about the circumstances of the injury.
- If there are concerns about the circumstances or explanation given, by the parents/carer or child, the DSL decides the course of action to be taken.
- If the mark or injury is noticed later in the day, the parent is not present and there are concerns about the mark or nature of the injury, a 'Record of Concern' form is completed and raised with the DSL.
- If the likelihood that the injury is recent and there is cause for concern that it occurred at the setting, this is raised with the DSL.
- If there is **no** cause for concern about the mark or injury, an 'Accident Record' form is completed, stating that the cause of the injury is unknown.
- The parent/carer will be advised at the earliest opportunity - providing it doesn't put the child at more risk.
- If the parent believes the injury was caused at our setting, this is recorded on an 'Accident Record' Form and an accurate record made of the discussion is kept on the child's file.

### **Responding to the signs and symptoms of abuse**

- Concerns about the welfare of a child are discussed with the Designated Safeguard Lead without delay.
- A written record is made on a Record of Concern Form as soon as possible.
- Concerns that a child is in immediate danger or at risk of significant harm are responded to immediately and if a referral is necessary, is made on the same working day.

### **Responding to a disclosure by a child**

- When responding to a disclosure from a child, the aim is to remain calm, listen carefully, reassure the child, record factually what the child tells you, do not ask leading questions and do not promise not to tell anyone. Give the child time to express what they want to say. Reassure them that they have done the right thing by telling you.
- Staff may prompt the child further by saying, 'tell me more about that' or 'show me again'. But NEVER 'interview' the child.
- When recording a child's disclosure on a 'Record of Concern' form, their exact words are used as well as the exact words the member of staff used.
- This is reported immediately to the DSL.
- If marks or injuries are observed, these are recorded on a body/hand/foot map, as appropriate.

### **DSL Decision Making**

The Designated Safeguarding Lead makes a professional judgement about referring to other agencies or speaking to the MASH team for guidance.

### **For Concerns about a Child**

If there is a concern about a child, the DSL will need to complete and submit a Multi-Agency Referral Form (MARF).

If a child is in immediate danger, or an incident occurs at the end of the session and staff are concerned about the child going home that day, then the police and/or social care are contacted immediately.

### **Making a Referral**

Dial 999 if the person is in immediate danger.

To discuss whether or not a referral is required, the DSL or DDSL can call the Suffolk Safeguarding Partnership for Referral Guidance on 0345 6061 499 to speak with a MASH social worker.

### **Record Keeping**

We will keep clear, detailed written records of concerns about children's welfare using a 'Record of Concern' Form. Records will be kept by the DSL:

- A clear and comprehensive summary of the concern.
- Details of how the concern was followed up and resolved.
- A note of any action taken, decisions reached and the outcome.
- Records will be stored in individual child safeguarding files.
- Records will be stored securely and confidentially.

Any safeguarding files will be sent to the child's next setting or school. This will be sent as soon as possible after the child has moved setting and will be marked 'Confidential, Addressee only' and sent to the DSL, if known, of the receiving school/setting. The file will be hand delivered where possible, otherwise sent by delivery that is tracked and signed for. We will NOT keep copies once a child has left.

Should a child leave and we have no forwarding school or setting, the child's safeguarding file will be kept until the child reaches 25 Years old.

### **Staffing - employment and deployment**

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

All staff, volunteers and committee trustees are required to register with the DBS update service.

We have a robust induction which includes all relevant aspects of safeguarding practice.

Staff, volunteers and committee trustees are expected to disclose any convictions, cautions, court orders, reprimands and warnings, which may affect their suitability to work with children. This is checked and recorded during staff supervisions to ensure ongoing suitability.

It will be made clear to applications for posts within the Pre-school and Nursery that the position is exempt from the provisions of the Rehabilitation of Offenders Act 1974.

All appointments, paid and voluntary, will be subject to a probationary period and confirmed only when the Nursery Manager is confident, they can be safely entrusted with the care of the children.

New staff members are made aware of policies and procedures as part of their induction.

**These members of staff/Committee have undertaken Safer Recruitment Training:  
Carly Shannon, Sue Herriott.**

Any changes and/or updates made with regard to Safeguarding will be distributed by the manager to staff. This may also include: Prevent Duty, encompassing Radicalisation and Extremism and Female Genital Mutilation. This enables staff to fully understand risks and signs that may arise with children in their care and the up-to-date procedures.

Adults will not be left alone for long periods with individual children or small groups.

The layout of the provision and the deployment of staff, both inside and outside will provide for the needs of the children and allow for constant supervision of all children.

### **Mobile phones and cameras**

All staff, students and volunteers are fully aware of the use of mobile phone, Cameras and technological devices policy and supports the preschool and nursery in safeguarding children.

Staff, students and volunteers leave their phones in a safe place in the office, when they sign in on the sheet supplied. Phones and devices are not kept on their person. Please see our Mobile Phone and Camera policy for more details.

### **E-Safety**

- Guildhall Feoffment Preschool and Nursery recognises that social media, professional networking sites, blogsites, and personal web sites are all useful technologies and are now part of everyday life. Strict guidelines are put in place for staff to adhere to.

- Children have permitted access to tablets and suitable age-appropriate websites under staff supervision. This enables the children to develop an understanding of how to keep themselves safe online and that information can be retrieved online to further enhance their development.

Please see our Social Networking Policy and acceptable use of technological devices policy.

## **Allegations against Members of Staff**

- All allegations of abuse are taken very seriously. If a parent, member of the public or colleague has any concerns about a member of the Pre-school or Nursery staff, volunteers or committee, they must report it, if appropriate, to one of the Designated Safeguarding Team - details located on the information board, Office door and situated on the inside of the toilet door for privacy. Staff can access all policies via the Policy File or it can be accessed via our website should you wish to do this when not in the setting.
- On occasion we may seek guidance from a relevant professional at the Suffolk Safeguarding Partnership Team. There is a duty for professionals, including our setting, to refer any Safeguarding concerns we have to the MASH team (0345 606 1499) or Customer First (0808 800 4005), the Local Authority Designated Officer (LADO) (0300 123 2044) for safeguarding and to inform Ofsted, regardless of whether the complainant wishes to take the matter further.
- We follow the guidelines laid down by the Suffolk Safeguarding Partnership when we respond to any allegation made against a member of staff or a volunteer that a child has been abused.
- We respond to any disclosure by our children, staff members or volunteers by accurately recording what they say without questioning/asking leading questions and without interviewing the staff member or volunteer as we understand that this may jeopardise any future proceedings.
- We cooperate with any investigation carried out by the Local Authority Designated officer for safeguarding in conjunction with the police.
- Where the management committee and the Local Authority Designated Officer for safeguarding deem it is appropriate, a staff member or volunteer will be suspended on full pay, for the duration of the investigation by the Chairperson/Manager. This is not an indication of an admission of guilt but is in place to protect the member of staff, volunteer, children and their families throughout the process.

If the allegation is made about the Designated Safeguarding Lead (s), staff must inform the Committee Chairperson - Sue Herriott.

## **Whistleblowing**

We have a separate Whistleblowing Policy which aims to help and protect both staff and children by:

- Preventing a problem getting worse
- Safeguarding children
- Reducing the potential risks to others.

The earlier a concern is raised, the easier and sooner the setting can take action. The responsibility for expressing concerns about unacceptable practice or behaviour rests with all staff, students and volunteers.

## **Disciplinary Action**

Should a staff member or volunteer be dismissed from our setting due to gross misconduct relating to a child we will notify the Disclosure and Barring Service administrators so that their name may be included on the DBS Barred List.

## **Related Policies**

This policy will need to be read in conjunction with the following Guildhall Feoffment Preschool and Nursery policies:

- Equality & Diversity
- Whistle Blowing
- Safer Recruitment
- Data Protection
- Complaints Policy & Procedure
- Working with Students and Volunteers
- Confidentiality Policy
- Mobile Phone and Camera
- Social Networking
- Acceptable use of ICT/technological devices
- Staff code of conduct
- Babysitting
- Role of the Designated Safeguarding Lead
- SEND

### **Abuse in children includes:**

**Physical abuse:** a form of abuse which 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.

**Emotional abuse:** the persistent emotional maltreatment of a child such as to cause severe and adverse effects on the child's emotional development. Some level of emotional abuse is involved in all types of maltreatment of a child, although it may occur alone.

**Sexual abuse:** involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening.

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

It is important to be aware of more specific types of abuse and exploitation that fall within these categories. They are child exploitation, radicalisation and extremism, cyberbullying and online abuse, criminal exploitation, County Lines, trafficking, modern slavery, domestic abuse, FGM, honour-based abuse, grooming, cuckooing or go missing (See Appendix A).

**Abuse may be carried out deliberately or unknowingly. Abuse may be a single act or repeated acts. People who behave abusively come from all backgrounds and walks of life. They may be people in positions of trust; they may also be relatives, friends, neighbours, or people who use the same services as the person experiencing abuse.**

Please refer to Appendix B for a list of useful contacts that may be able to help you.

Date: February 2024

Review Date: February 2025

Signed:

Trustee Signed: