

General Welfare Requirement: Safeguarding and Promoting Children's Welfare

The provider must take necessary steps to safeguard and promote the welfare of children.

1.2 Safeguarding children and child protection

Disclaimer from Ofsted: The EYFS requires that a setting's safeguarding policy 'should be in line with the guidance and procedures of the relevant LSCB'.

EYFS: 3.4-3.18, 3.19, 3.21,
3.22

At Fairford Pre-School we work with children, parents, external agencies and the community to ensure the welfare and safety of children and to give them the very best start in life. Children have the right to be treated with respect, be helped to thrive and to be safe from any abuse in whatever form.

We support the children within our care, protect them from maltreatment and have robust procedures in place to prevent the impairment of children's health and development. In our setting we strive to protect children from the risk of radicalisation and we promote acceptance and tolerance of other beliefs and cultures (please refer to our Valuing Diversity and Promoting Equality policy for further information). Safeguarding is a much wider subject than the elements covered within this single policy, therefore this document should be used in conjunction with our other policies and procedures.

Legal framework and definition of safeguarding

- Children Act 1989 and 2004
- Childcare Act 2006
- Safeguarding Vulnerable Groups Act 2006
- The Statutory Framework for the Early Years Foundation Stage (EYFS) 2017
- Working together to safeguard children 2015 (updated 2017)
- Keeping children safe in education 2016
- What to do if you're worried a child is being abused 2015
- Counter-Terrorism and Security Act 2015.

Safeguarding and promoting the welfare of children, in relation to this policy is defined as:

- Protecting children from maltreatment
- Preventing the impairment of children's health or development
- Ensuring that children are growing up in circumstances consistent with the provision of safe and effective care
- Taking action to enable all children have the best outcomes.

(Definition taken from the HM Government document 'Working together to safeguard children 2015').

Policy intention

To safeguard children and promote their welfare we will:

- Create an environment to encourage children to develop a positive self-image (Please see our Children's Rights and Entitlements policy).
- Provide positive role models and develop a safe culture where staff are confident to raise concerns about professional conduct (Please see our Adult Behaviour policy and Whistleblowing policy).
- Support staff to notice the softer signs of abuse and know what action to take
- Encourage children to develop a sense of independence and autonomy in a way that is appropriate to their age and stage of development
- Provide a safe and secure environment for all children
- Promote tolerance and acceptance of different beliefs, cultures and communities (See our Valuing Diversity and Promoting Equality policy).
- Help children to understand how they can influence and participate in decision-making and how to promote British values through play, discussion and role modelling (See our British Values policy).
- Always listen to children

- Provide an environment where practitioners are confident to identify where children and families may need intervention and seek the help they need (See our Supporting Children with Special Educational Needs policy).
- Share information with other agencies as appropriate.

Fairford Pre-School is aware that abuse does occur in our society and we are vigilant in identifying signs of abuse and reporting concerns. Our practitioners have a duty to protect and promote the welfare of children. Due to the many hours of care we are providing, staff may often be the first people to identify that there may be a problem. They may well be the first people in whom children confide information that may suggest abuse or to spot changes in a child's behaviour which may indicate abuse.

Our prime responsibility is the welfare and well-being of each child in our care. As such we believe we have a duty to the children, parents and staff to act quickly and responsibly in any instance that may come to our attention. This includes sharing information with any relevant agencies such as local authority services for children's social care, health professionals or the police. All staff will work with other agencies in the best interest of the child, including as part of a multi-agency team, where needed.

Fairford Pre-School aims to:

- Keep the child at the centre of all we do
- Ensure staff are trained right from induction to understand the child protection and safeguarding policy and procedures, are alert to identify possible signs of abuse (including the signs known as softer signs of abuse), understand what is meant by child protection and are aware of the different ways in which children can be harmed, including by other children through bullying or discriminatory behaviour (please see our Promoting Positive Behaviour policy).
- Be aware of the increased vulnerability of children with Special Educational Needs and Disabilities (SEND) and other vulnerable or isolated families and children (see our Supporting Children with Special Educational needs policy).
- Ensure staff understand how to recognise early indicators of potential radicalisation and terrorism threats and act on them appropriately in line with national and local procedures
- Ensure that all staff feel confident and supported to act in the best interest of the child, share information and seek the help that the child may need
- Ensure that all staff are familiar and updated regularly with child protection training and procedures and kept informed of changes to local/national procedures, including through annual safeguarding newsletters and updates
- Make any child protection referrals in a timely way, sharing relevant information as necessary in line with procedures set out by the Gloucestershire Safeguarding Children Board (GSCB)
- Make any referrals relating to extremism to the police (or the Government helpline) in a timely way, sharing relevant information as appropriate
- Ensure that information is shared only with those people who need to know in order to protect the child and act in their best interest
- Keep the setting safe online using appropriate filters, checks and safeguards, monitoring access at all times
- Ensure that children are never placed at risk while in the charge of Fairford Pre-School staff (please see our policies on Health and Safety, Maintaining children's safety and security on premises, Supervision of children on outings and visits, Risk assessment, Fire safety and emergency evacuation, Equipment and resources, Outdoor play, Physical Development and movement)
- Identify changes in staff behaviour and act on these as per the Adult Behaviour Policy
- Take any appropriate action relating to allegations of serious harm or abuse against any person working with children at Fairford Pre-School including reporting such allegations to Ofsted and other relevant authorities
- Ensure parents are fully aware of child protection policies and procedures when they register with the Fairford Pre-School and are kept informed of all updates when they occur
- Regularly review and update this policy with staff and parents where appropriate and make sure it complies with any legal requirements and any guidance or procedures issued by GSCB.

We will support children by offering reassurance, comfort and sensitive interactions. We will devise activities according to individual circumstances to enable children to develop confidence and self-esteem within their peer group and support them to learn how to keep themselves safe.

Contact telephone numbers and website address

Children's Practitioner Advice Line	01452 426565 Option 1
Children's Helpdesk (Urgent Concerns)	01452 426565 Option 2
Family Information Service	0800 542 0202
GDASS	0845 602 9035
Community Social Worker (Cotswolds)	01452 328101

A flow chart summarising procedures is displayed in the foyer for parents and in the kitchen for staff.

Ofsted **0300 123 1231**

Non-emergency police **101**

Government helpline for extremism concerns **020 7340 7264**

Local contact details for the local National Society for the Prevention of Cruelty to Children (NSPCC) are 01793 425700 (Swindon) and nationally contact details for the NSPCC are 0808 800500.

We are signed up to receive alerts from GSCB via email. www.gscb.org.uk

Early Help

If staff or parents have a worry or concern about a child they can contact the Family Information Service on their free and confidential helpline 0800 542 02 02 for advice. Further information and links for parents can be found on our website under More Information.

Referrals to the Children's Helpdesk (from 20th June 2017)

All practitioners are to use Liquid Logic's new portal to complete the Multi Agency Service Request Form (MARF). <http://www.gscb.org.uk/frequently-used-forms/>

When a child is at immediate risk of significant harm contact the Children's Helpdesk on 01452 426565.

From October 2017 word formatted MARFs will no longer be accepted.

Types of abuse and particular procedures followed

Abuse and neglect are forms of maltreatment of a child. Somebody may abuse or neglect a child by harming them or by failing to act to prevent harm. Children may be abused within a family, institution or community setting by those known to them or a stranger. This could be an adult or adults, another child or children.

What to do if you're worried a child is being abused (advice for practitioners) 2015.

The signs and indicators listed below may not necessarily indicate that a child has been abused, but will help us to recognise that something may be wrong, especially if a child shows a number of these symptoms or any of them to a marked degree.

Indicators of child abuse

- Failure to thrive and meet developmental milestones
- Fearful or withdrawn tendencies
- Unexplained injuries to a child or conflicting reports from parents or staff
- Repeated injuries
- Unaddressed illnesses or injuries
- Significant changes to behaviour patterns.

Softer signs of abuse as defined by National Institute for Health and Care Excellence (NICE) include:

- Low self-esteem
- Wetting and soiling
- Recurrent nightmares
- Aggressive behaviour
- Withdrawing communication
- Habitual body rocking

- Indiscriminate contact or affection seeking
- Over-friendliness towards strangers
- Excessive clinginess
- Persistently seeking attention.

We are aware that peer on peer abuse does take place, so we include children in our policies when we talk about potential abusers. This may take the form of bullying, physically hurting another child, emotional abuse, or sexual abuse. We will report this in the same way as we do for adults abusing children, and will take advice from the appropriate bodies on this area.

Recording suspicions of abuse and disclosures

Staff should make an objective record of any observation or disclosure, supported by the Designated Safeguarding Lead (DSL). This record should include:

- Child's name
- Child's address
- Age of the child and date of birth
- Date and time of the observation or the disclosure
- Exact words spoken by the child
- Exact position and type of any injuries or marks seen
- Exact observation of any incident including any concern was reported, with date and time; and the names of any other person present at the time
- Any discussion held with the parent(s) (where deemed appropriate).

These records should be signed by the person reporting this and the DSL or Deputy DSL, dated and kept in a separate confidential file. They should be reported as soon as possible and within one working day to the DSL or Deputy DSL.

If a child starts to talk to an adult about potential abuse it is important not to promise the child complete confidentiality. This promise cannot be kept. It is vital that the child is allowed to talk openly and disclosure is not forced or words put into the child's mouth. As soon as possible after the disclosure details must be logged accurately.

It may be thought necessary that through discussion with all concerned the matter needs to be raised with GSCB's social care team and Ofsted as required. Staff involved may be asked to supply details of any information/concerns they have with regard to a child. Fairford Pre-School expects all members of staff to co-operate with the local authority children's social care, police, and Ofsted in any way necessary to ensure the safety of the children.

Staff must not make any comments either publicly or in private about the supposed or actual behaviour of a parent or member of staff.

Physical abuse

Action needs to be taken if staff have reason to believe that there has been a physical injury to a child, including deliberate poisoning, where there is definite knowledge or reasonable suspicion that the injury was inflicted or knowingly not prevented. These symptoms may include bruising or injuries in an area that is not usual for a child, e.g. fleshy parts of the arms and legs, back, wrists, ankles and face.

Many children will have cuts and grazes from normal childhood injuries. We ask parents to let us know of any injuries their child has and they are logged in our Injuries on arrival book and discussed with the manager.

Children and babies may be abused physically through shaking or throwing. Other injuries may include burns or scalds. These are not usual childhood injuries and should always be logged and discussed with the manager.

Female genital mutilation

This type of physical abuse is practised as a cultural ritual by certain ethnic groups and there is now more awareness of its prevalence in some communities in England including its effect on the child and any other siblings involved. This procedure may be carried out shortly after birth and during childhood as well as

adolescence, just before marriage or during a woman's first pregnancy and varies widely according to the community.¹ Symptoms may include bleeding, painful areas, acute urinary retention, urinary infection, wound infection, septicaemia, incontinence, vaginal and pelvic infections with depression and post-traumatic stress disorder as well as physiological concerns. If anyone has concerns about a child relating to this area, they should contact GSCB children's social care team in the same way as other types of physical abuse. There is a mandatory duty to report to police any case where an act of female genital mutilation appears to have been carried out on a girl under the age of 18, and we will ensure this is followed in our setting.

Fabricated illness

This is also a type of physical abuse. This is where a child is presented with an illness that is fabricated by the adult carer. The carer may seek out unnecessary medical treatment or investigation. The signs may include a carer exaggerating a real illness or symptoms, complete fabrication of symptoms or inducing physical illness, e.g. through poisoning, starvation, inappropriate diet. This may also be presented through false allegations of abuse or encouraging the child to appear disabled or ill to obtain unnecessary treatment or specialist support.

Procedure:

- All signs of marks/injuries to a child, when they come into Fairford Pre-School or occur during time at the Fairford Pre-School, will be recorded as soon as noticed by a staff member
- The incident will be discussed with the parent at the earliest opportunity, where felt appropriate
- Such discussions will be recorded and the parent will have access to such records
- If there are queries regarding the injury GSCB's social care team will be notified in line with procedures set out by GSCB.

Sexual abuse

Action needs to be taken if the staff member has witnessed an occasion(s) where a child indicated sexual activity through words, play, drawing, had an excessive preoccupation with sexual matters or had an inappropriate knowledge of adult sexual behaviour or language. This may include acting out sexual activity on dolls/toys or in the role play area with their peers, drawing pictures that are inappropriate for a child, talking about sexual activities or using sexual language or words. The child may become worried when their clothes are removed, e.g. for nappy changes.

The physical symptoms may include genital trauma, discharge and bruises between the legs or signs of a sexually transmitted disease (STD). Emotional symptoms could include a distinct change in a child's behaviour. They may be withdrawn or overly extroverted and outgoing. They may withdraw away from a particular adult and become distressed if they reach out for them, but they may also be particularly clingy to a potential abuser so all symptoms and signs should be looked at together and assessed as a whole.

If a child starts to talk openly to an adult about abuse they may be experiencing the procedure below will be followed:

Procedure:

- The adult should reassure the child and listen without interrupting if the child wishes to talk
- The observed instances will be detailed in a confidential report
- The observed instances will be reported to the DSL or Deputy DSL.
- The matter will be referred to the local authority children's social care team.

Child sexual exploitation (CSE)

Working Together to Safeguard Children 2015 (2017 updated version) defines CSE as "...a form of child sexual abuse. It occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18 into sexual activity (a) in exchange for something the victim needs or wants, and/or (b) for the financial advantage or increased status of the perpetrator or facilitator. The victim may have been sexually exploited even if the sexual activity appears consensual. Child sexual exploitation does not always involve physical contact; it can also occur through the use of technology."

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We will be aware of the possibility of CSE and the signs and symptoms this may manifest as. If we have concerns we will follow the same procedures as for other concerns and we will record and refer as appropriate.

Emotional abuse

Action should be taken if the staff member has reason to believe that there is a severe, adverse effect on the behaviour and emotional development of a child, caused by persistent or severe ill treatment or rejection.

This may include extremes of discipline where a child is shouted at or put down on a consistent basis, lack of emotional attachment by a parent, or it may include parents or carers placing inappropriate age or developmental expectations upon them. Emotional abuse may also be imposed through the child witnessing domestic abuse and alcohol and drug misuse by adults caring for them.

The child is likely to show extremes of emotion with this type of abuse. This may include shying away from an adult who is abusing them, becoming withdrawn, aggressive or clingy in order to receive their love and attention. This type of abuse is harder to identify as the child is not likely to show any physical signs.

Procedure:

- The concern should be discussed with the DSL
- The concern will be discussed with the parent
- Such discussions will be recorded and the parent will have access to such records
- An Assessment Framework form may need to be completed
- If there are queries regarding the circumstances and/or the concerns relate to the parents the matter will be referred to the local authority children's social care team.

Neglect

Action should be taken if the staff member has reason to believe that there has been any type of neglect of a child (for example, by exposure to any kind of danger, including cold, starvation or failure to seek medical treatment, when required, on behalf of the child), which results in serious impairment of the child's health or development, including failure to thrive.

Signs may include a child persistently arriving at Fairford Pre-School unwashed or unkempt, wearing clothes that are too small (especially shoes that may restrict the child's growth or hurt them), arriving at Fairford Pre-School in the same nappy they went home in or a child having an illness or identified special educational need or disability that is not being addressed by the parent. A child may also be persistently hungry if a parent is withholding food or not providing enough for a child's needs.

Neglect may also be shown through emotional signs, e.g. a child may not be receiving the attention they need at home and may crave love and support at Fairford Pre-School. They may be clingy and emotional. In addition, neglect may occur through pregnancy as a result of maternal substance abuse.

Procedure:

- The concern will be discussed with the parent
- Such discussions will be recorded and the parent will have access to such records
- An assessment form may need to be completed
- If there are queries regarding the circumstances the GSCB social care team will be notified.

Escalation process

- If we feel that a referral made to GSCB has not been dealt with properly or that concerns are not being addressed or responded to, we will follow the GSCB escalation process.
- We will ensure that staff are aware of how to escalate concerns and further guidance can be found on the GSCB website.

Monitoring children's attendance

As part of our requirements under the statutory framework and guidance documents we are required to monitor children's attendance patterns to ensure they are consistent and no cause for concern. Parents should please inform the staff prior to their children taking holidays or days off, and all sickness should be

called into Fairford Pre-School on the day so the staff are able to account for a child's absence. This should not stop parents taking precious time with their children, but enables children's attendance to be logged so we know the child is safe.

Looked after children (please also see our Children in Care policy)

As part of our safeguarding practice we will ensure our staff are aware of how to keep looked after children safe. In order to do this we ask that we are informed of:

- The legal status of the child (e.g. whether the child is being looked after under voluntary arrangements with consent of parents or on an interim or full care order)
- Contact arrangements for the biological parents (or those with parental responsibility)
- The child's care arrangements and the levels of authority delegated to the carer by the authority looking after him/her
- The details of the child's social worker and any other support agencies involved
- Any child protection plan or care plan in place for the child in question.

Staffing and volunteering

Our policy is to provide a secure and safe environment for all children. We only allow an adult who is employed to care for children and who has an enhanced clearance from the Disclosure and Barring Service (DBS) to be left alone with children. We obtain enhanced criminal records checks (DBS) for all regular volunteers and do not allow any volunteers to be unsupervised with children. We record information about staff qualifications, and the identity checks and vetting processes that have been completed including:

- the criminal records disclosure reference number;
- the date the disclosure was obtained; and
- details of who obtained it.

We inform all staff that they are expected to disclose any convictions, cautions, court orders or reprimands and warnings which may affect their suitability to work with children (whether received before or during their employment with us).

All staff will attend child protection training and receive initial basic child protection training during their induction period. This will include the procedures for spotting signs and behaviours of abuse and abusers/potential abusers, recording and reporting concerns and creating a safe and secure environment for the children Fairford Pre-School. During induction staff will be given contact details for the LADO (local authority designated officer), the local authority children's services team, GSCB and Ofsted to enable them to report any safeguarding concerns, independently, if they feel it necessary to do so.

We have a DSL and Deputy DSL within Fairford Pre-School who take responsibility for safeguarding and co-ordinate child protection and welfare issues. They will receive comprehensive training at least every two years and update their knowledge on an ongoing basis, but at least once a year.

The DSL and Deputy DSL liaise with GSCB and the local authority children's social care team, undertakes specific training, including a child protection training course, and receives regular updates to developments within this field. They in turn support the ongoing development and knowledge update of all staff on the team.

Although, under the EYFS, we are only required to have one DSL for best practice and to ensure cover at all times, we currently have a Deputy DSL at Fairford Pre-School. This enables safeguarding to stay high on our priorities at all times. We aim for there to always be at least one DSL or Deputy to be on duty at all times our provision is open. This will ensure that prompt action can be taken if concerns are raised.

The Designated Safeguarding Lead (DSL) at Fairford Pre-School is: Liz Walters and Lucy Sherman is the Deputy DSL. Rosie Masterman is our committee member responsible for safeguarding.

- We provide adequate and appropriate staffing resources to meet the needs of all children
- Applicants for posts at our setting are clearly informed that the positions are exempt from the Rehabilitation of Offenders Act 1974. Candidates are informed of the need to carry out checks before posts can be confirmed. Where applications are rejected because of information that has been disclosed, applicants have the right to know and to challenge incorrect information

- We give staff members, volunteers and students regular opportunities to declare changes that may affect their suitability to care for the children. This includes information about their health, medication or about changes in their home life such as whether anyone they live with in a household has committed an offence or been involved in an incident that means they are disqualified from working with children. A note is made regarding this in our staff contract template and will be included in all new staff contracts.
- We request DBS checks on all new staff or we use the DBS update service (with staff consent) to re-check staff's criminal history and suitability to work with children
- We abide by the requirements of the EYFS and any Ofsted guidance in respect to obtaining references and suitability checks for staff, students and volunteers, to ensure that all staff, students and volunteers working in the setting are suitable to do so
- We ensure we receive at least two written references BEFORE a new member of staff commences employment with us (Please see our Recruitment and Selection policy).
- All students will have enhanced DBS checks conducted on them before their placement starts
- Volunteers, including students, do not work unsupervised
- We abide by the requirements of the Safeguarding Vulnerable Groups Act 2006 and the Childcare Act 2006 in respect of any person who is disqualified from providing childcare, is dismissed from our employment, or resigns in circumstances that would otherwise have led to dismissal for reasons of child protection concern
- We have procedures for recording the details of visitors and take security steps to ensure that we have control over who comes into the Fairford Pre-School so that no unauthorised person has unsupervised access to the children. (Please see our Visitor procedure for further information).
- All visitors/contractors will be supervised whilst on the premises, especially when in the areas the children use. Where possible we will arrange for contractors to carry out work during holiday time when children are not on site.
- As a staff team we will be fully aware of how to safeguard the whole site and be aware of potential dangers on the boundaries such as drones, Pokémon hotspots, strangers lingering. We will ensure the children remain safe at all times
- The Adult Behaviour Policy sits alongside this policy to enable us to monitor changes in behaviours that may cause concern. All staff sign up to this policy too to ensure any changes are reported to management so we are able to support the individual staff member and ensure the safety and care of the children is not compromised
- All staff have access to and comply with the Whistleblowing policy which will enable them to share any concerns that may arise about their colleagues in an appropriate manner
- Signs of inappropriate staff behaviour may include inappropriate sexual comments; excessive one-to-one attention beyond the requirements of their usual role and responsibilities; or inappropriate sharing of images. This is not an exhaustive list, any changes in behaviour must be reported and acted upon immediately
- All staff will receive regular supervision meetings where opportunities will be made available to discuss any issues relating to individual children, child protection training and any needs for further support
- We use peer on peer and manager observations in the setting to ensure that the care we provide for children is at the highest level and any areas for staff development are quickly highlighted. Peer observations allow us to share constructive feedback, develop practice and build trust so that staff are able to share any concerns they may have. Any concerns are raised with the designated lead and dealt with in an appropriate and timely manner
- The deployment of staff allows for constant supervision and support. Where children need to spend time away from the rest of the group, the door will be left ajar or other safeguards will be put into action to ensure the safety of the child and the adult.

Informing parents

Parents are normally the first point of contact. If a suspicion of abuse is recorded, parents are informed at the same time as the report is made, except where the guidance of the GSCB/ local authority children's social care team/police does not allow this. This will usually be the case where the parent or family member is the likely abuser or where a child may be endangered by this disclosure. In these cases the investigating officers will inform parents.

Confidentiality

All suspicions, enquiries and external investigations are kept confidential and shared only with those who need to know. Any information is shared in line with guidance from the GSCB. Personal information is held securely and in line with data protection requirements and guidance from the Information Commissioners Office (ICO). Please see our Confidentiality and Client Access to Records policy.

Support to families

We take every step in our power to build up trusting and supportive relations among families, staff, students and volunteers within the setting.

Fairford Pre-School continues to welcome the child and the family whilst enquiries are being made in relation to abuse in the home situation. Parents and families will be treated with respect in a non-judgmental manner whilst any external investigations are carried out in the best interest of the child.

Confidential records kept on a child are shared with the child's parents or those who have parental responsibility for the child, only if appropriate in line with guidance of the GSCB with the proviso that the care and safety of the child is paramount. We will do all in our power to support and work with the child's family.

If a staff member identifies a need for early help in a child they will refer the child to the SENCO (please see our Special Educational Needs policy for further information).

Employees, students or volunteers of Fairford Pre-School

We have an Adult Behaviour Policy in place that supports us to monitor staff and changes in their character. Staff are aware of the need to disclose changes to circumstance and use the whistle blowing policy where required.

Allegations against adults working or volunteering with children

Allegations

If an allegation is made against a member of staff, student or volunteer or any other person who works on the premises regardless of whether the allegation relates to Fairford Pre-School premises or elsewhere, we will follow the procedure below.

The allegation should be reported to the session leader on duty. If this person is the subject of the allegation then this should be reported to the committee chair, DSL, deputy DSL instead.

The Local Authority Designated Officer (LADO), Ofsted and GSCB will then be informed immediately in order for this to be investigated by the appropriate bodies promptly:

- The LADO will be informed immediately for advice and guidance
- If as an individual you feel this will not be taken seriously or are worried about the allegation getting back to the person in question then it is your duty to inform the LADO yourself directly
- A full investigation will be carried out by the appropriate professionals (LADO, Ofsted, GSCB) to determine how this will be handled
- Fairford Pre-School will follow all instructions from the LADO, Ofsted, LSCB and ask all staff members to do the same and co-operate where required
- Support will be provided to all those involved in an allegation throughout the external investigation in line with LADO support and advice
- Fairford Pre-School reserves the right to suspend any member of staff during an investigation
- All enquiries/external investigations/interviews will be documented and kept in a locked file for access by the relevant authorities
- Unfounded allegations will result in all rights being reinstated
- Founded allegations will be passed on to the relevant organisations including the local authority children's social care team and where an offence is believed to have been committed, the police, and will result in the termination of employment. Ofsted will be notified immediately of this decision. We will also notify the Disclosure and Barring Service (DBS) to ensure their records are updated

- All records will be kept until the person reaches normal retirement age or for 21 years and 3 months if that is longer. This will ensure accurate information is available for references and future DBS checks and avoids any unnecessary reinvestigation
- Fairford Pre-School retains the right to dismiss any member of staff in connection with founded allegations following an inquiry
- Counselling will be available for any member of Fairford Pre-School who is affected by an allegation, their colleagues and the parents.

Rebecca Timmis, Allegations Management Co-Ordinator

01452 42 6320

Please see our Complaints policy for details on how to make a complaint.

Extremism – the Prevent Duty

Under the Counter-Terrorism and Security Act 2015 we have a duty to refer any concerns of extremism to the police.

This may be a cause for concern relating to a change in behaviour of a child or family member, comments causing concern made to a member of the team (or other persons in the setting) or actions that lead staff to be worried about the safety of a child in their care.

Alongside this we will be alert to any early signs in children and families who may be at risk of radicalisation, on which we will act and document all concerns when reporting further. All staff are required to complete online training using the following link:

http://course.ncalt.com/Channel_General_Awareness/01/index.html

Prevent referral pathway: http://www.gscb.org.uk/media/1571/prevent_referral_guidance-67496.pdf

Please see our British Values policy for further information.

e-Safety

We are aware of the growth of internet use and the advantages this can bring. However, we are also aware of the dangers and strive to support children, staff and families in using the internet safely.

We do this by:

- Ensuring we have appropriate antivirus and anti-spyware software on all devices and update them regularly
- Ensuring content blockers and filters are on our computers, laptops and any mobile devices
- Ensure management monitor all internet activities in the setting
- Using approved devices to record/photograph in the setting
- Never emailing personal or financial information
- Reporting emails with inappropriate content to the internet watch foundation (IWF www.iwf.org.uk)
- Children do not currently use the internet at our setting but their screen time is monitored so it is within an acceptable level and is integrated within their programme of learning.
- We ask staff to complete a free online e-safety briefing which can be found at <https://moodle.ndna.org.uk>
- We abide by an acceptable use policy, ensuring staff only use the work IT equipment for matters relating to the children and their education and care. No personal use will be tolerated
- We take steps to ensure children are not photographed or filmed for any other purpose than to record their development or their participation in events organised by us. Parents sign a consent form allowing staff to photograph children on Pre-School's camera and permission is requested for special events.
- Please see our Internet and E-safety policy, ICT Misuse policy and Acceptable use policy for further information.

Fairford Pre-School has a clear commitment to protecting children and promoting welfare. Should anyone believe that this policy is not being upheld, it is their duty to report the matter to the attention of the DSL or committee chair at the earliest opportunity. All staff and volunteers will be given a copy of this policy and a

record made that it has been read by the staff and committee members on their induction paperwork. Parents can access it via our website. A summary of the child protection process is follows.

Child Protection Process

Professional has concerns

If a Professional has a concern about the well-being of a child (or unborn baby), then follow the General Procedures provided



Consultation with supervisor

Professional discusses concerns with supervisor or Designated Safeguarding Lead to decide next steps



Discussion with parents

Professional discusses concerns with parents/carers of the child and explains what steps they will take next (if this does not put the child at further risk or affect a police investigation).



Contact the Children and Families Helpdesk

Where there are urgent concerns, professional contacts the Children and Families Helpdesk on **01452 426565**



Seeking advice from Children's Social Care

Professional can contact their local R&A Team to discuss concerns in principle with a Social Worker or Social Worker Manager and receive advice about whether a referral is appropriate or whether there are alternative ways of addressing their concerns.



Making a request for Service to Children's Social Care

Unless there are urgent concerns, professional completes a Multi Agency Service Request Form. This is passed on to a Social Work Team Member and the caller will be contacted by a Social Worker within 24 hours (unless there are immediate risks in which case the professional will put through to a Social Work Team straight away). The Social Work Team will discuss whether the referral is appropriate and what action can/will be taken.

Use the 'resolution of professional difficulties (escalation) procedures if you are left feeling that the response from social care has not addressed your concerns for the child. Advice about procedural issues including using the resolving professional differences procedures can be obtained through the **Children and Families Helpdesk on 01452 426565**
For out of hours social work advice please contact the **Emergency Duty Team on 01452 614 194**

