



At Pulborough Village Pre-School our aim is to keep children safe by adopting the highest standards and by taking reasonable steps to protect children from harm. We plan to provide an environment which ensures children are safe from potential abuse and will respond to any suspicion of potential abuse in a way that reflects the child's rights and reinforces the adults' responsibility to the children. We recognise that all staff, including volunteers and students, have a responsibility to safeguard children and have an active role in protecting children from harm.

Legal Framework:-

Safeguarding Vulnerable Groups Act 2006

The Statutory Framework for the Early Years Foundation Stage (EYFS) 2017

Working Together to Safeguard Children 2018

Children Act 2006

Children Act 2004 and 1989

Prevent Duty 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 children are growing up in circumstances consistent with the provision of safe and effective care,
- Taking action to enable all children to have the best outcomes. (Taken from 'Working Together to Safeguard Children 2013')

How we do this:

- We practice safe recruiting in checking suitability of staff (and volunteers) to work with children – see *Recruitment Policy*;
- Any positions within the staff team are exempt from provisions of the Rehabilitation of Offenders Act 1974;
- The organisation of the Pre-School ensures that all children and staff can be seen and monitored at all times, and not left alone for long periods with children;
- Staff carrying out toileting duties and nappy changing will do so in a way that allows them to be seen and monitored by other staff;
- New members of staff, volunteers or students who do not have an enhanced DBS Disclosure will not be left with children unsupervised at any stage, nor will they be permitted to carry out toileting duties or nappy changing;
- Staff will not allow any child to be collected by someone who is under the influence of alcohol/drugs – a record of any incidents will be kept and Social Services will be informed;
- Children will only be collected by authorised adults;
- Staff, students, volunteers and visitors are required to comply with the Pre-School's Mobile Phone Policy, Photography Policy, and Social Networking Policy;
- Children will be encouraged to develop a sense of autonomy and independence, through adult support, in making choices and finding names for their feelings and acceptable



ways to express them. This will enable children to have the self-confidence and vocabulary to resist inappropriate approaches;

- All staff will attend regular Safeguarding/Child Protection training;
- A designated person will be responsible for Safeguarding/Child Protection to whom all concerns will be referred;
- All staff must be aware of all policies relating to Safeguarding and Child Protection;
- Staff must be aware, and sensitive to, differing family patterns, life styles and child rearing patterns; whilst maintaining their focus on the needs of the child;
- All staff to understand the definitions and signs of child abuse;
- All staff to know how to respond to a child who discloses abuse;
- All staff to know how to report possible abuse and how to maintain written records;
- Parents will have access to all policies;
- The Pre-School recognises that parents should always be involved in the monitoring of children's behaviour and development, and that they should be the first point of contact – *except in cases of suspected sexual abuse or the child is at risk of immediate significant harm*;
- We will, wherever possible, continue to support and work with the child and their family, to maintain continuity of care;
- Staff to be aware and accept that the development and behaviour of a child in these circumstances may range from the perceived 'normal'.
- The Pre-School will work with Local Authority Children's Services, OFSTED, Police and other agencies to ensure the child's best interests are met;
- All staff to be aware that it is a disciplinary offence not to report concerns about the conduct of colleagues that could place a child at risk, and should have full understanding of the Whistleblowing Policy.

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 know to them or a stranger. This could be an adult/adults, another child/children.

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 to marked degree.

Signs and Indicators:

- Failure to thrive and meet development milestones;
- Fearful or withdrawn tendencies;
- Aggressive behaviour;
- Unexplained injuries to child, or conflicting reports from parents or staff;
- Repeated injuries;
- Unaddressed injuries or illness.



Responding to suspicions of abuse:

- Changes in children's behaviour/appearance will be investigated;
- Parents will normally be the first point of contact, though suspicions may also be referred to Multi Agency Safeguarding Hub (MASH);
- All suspicions and investigations will be kept confidential and shared only with those who need to know.

The Law recognises the following categories of abuse under the Children Act 1989 and 2004:

Physical, Emotional, Sexual and Neglect

Staff should also be aware of Female Genital Mutilation (FGM) and Fabricated Illness.

Staff should make an objective record of any observations or disclosure. Staff should make a clear record of what they have observed or been told, including:-

- Child's name;
- Child's address;
- Age of the child and date of birth;
- Date and time of observation or disclosure;
- Exact words spoken by the child;
- Exact position and type of injury or marks seen;
- Exact observation of any incident including any other witness;
- Any changes in the child's behaviour;
- Name of the person to whom it was reported, and any other person present at the time;
- Record any discussion held with parent(s) where deemed appropriate.

These records should be signed by the person recording and by the Designated Safeguarding Person. These will be kept separate from the on-going records of the child's development and progress.

Dealing with a disclosure or observation:

- Listen to the child and **do not ask direct questions**. Never stop a child who is freely recalling an incident. Do not make any promises or agree to keep secrets;
- Inform designated Person immediately;
- After discussion with all concerned it may be thought necessary for the matter to be raised with the Local Authority Children's Services (contact details are in register and Safeguarding /Child Protection Folder) Referrals must be confirmed in writing within 24 hours;
- If no referral is made the incident should be recorded in full, and the reasons noted why no further action was taken;
- If necessary protect the child from immediate harm;
- Where allegations of abuse are made against a member of staff the Pre-School will act immediately. The accused member of staff will be suspend from any contact with children and the Allegations Against Staff will be implemented;
- If the child is deemed to be at risk of immediate harm staff will contact the Police;
- Concerns should be discussed with parents unless there is concern that this will place the child at greater risk.



Prevent Duty:

Pulborough Village Pre-School has due regard for the need to prevent people from being drawn into terrorism.

When we talk about extremism or terrorism we are talking about all forms including:

- Far right;
- Far Left;
- Animal rights;
- Al Qa'ida or Daesh inspired groups;
- Nationalist (IRA)

Signs that may mean someone needs help:-

- Isolation;
- Lack of Pre-School attendance;
- Abusive/aggressive/extremist views and comments/threats/language;
- Fascination/fixation with weapons;
- Changes in friendship groups;
- Change in behaviour;
- Changes in appearance;

Should any member of staff have a concern they should discuss the matter to the Designated Person. They should make an objective record of any observations or disclosure. Staff should make a clear record of what they have observed or been told.

Referrals should be made via MASH.

Ensuring the safety of children:-

- Ensure all door alarms are switched on and active, and that the any sounding of the alarms are investigated immediately;
- Ensure main door is locked and alarmed when top outside area is not in use;
- When top outside area is in use gate will be secured, a member of staff will be present at all times, main door and at least one window left open;
- When using the garden gate will be closed and secured, at least two members of staff present, no unauthorised access to garden area;
- Children will be escorted on the stairs at all times;
- Staff will not allow any child to be collected by any person who has not been authorised or been noted in the Collection Book to do so. In emergencies parents may telephone the Pre-School to inform them of any changes to collection arrangements – if deemed necessary staff may telephone parent on the number held for the parent in the register.
- Staff to be made aware of any restraining orders or written parental wishes;
- A member of staff will be positioned at the main door during children's arrival and departure times, ensuring that all children leave with authorised adult;
- Children to be collected from where they are sat in the play room;
- Children to be supervised at all times.



Authorised Admittance:

- Identity will be checked;
- Visitors book will be signed;
- Visitors will be escorted by staff at all times;
- Visitors will not be left alone with children at any time;

In the event of forced unauthorised access staff will:

- Ask person to leave;
- Maintain safety of children, if needed move them to a safe environment;
- Contact the police.

Pulborough Village Pre-School does not expect any member of staff, volunteer or student to put themselves at risk.

Safeguarding is a much wider subject than the elements covered within this single policy, therefore this document should be used in conjunction with the Pre-School's other policies and procedures.



Designated Person:- Diane Streeter

Contact Details

OFSTED	Piccadilly Gate, Store Street, Manchester, M1 2WD Telephone 0300 123 1231 www.ofsted.gov.uk
West Sussex Safeguarding Board (LSCB)	lsbc@westsussex.gov.uk Telephone 033 222 4108
Multi Agency Safeguarding Hub (MASH)	MASH@westsussex.gov.uk Telephone 01403 229900 Out of hours 0330 222 6664
West Sussex Family Information Service	01243 777807
Local Authority Designated Officer	0330 222 3339
OFSTED Whistleblowing hotline	0300 123 3155
NSPCC	0800 800 5000
DfE Due Diligence and Counter Extremism Group	02073 407264 Counter.extremism@education.gsi.gov.uk
	sussexchildprotection.procedures.org.uk
Prevent Local Channel Panel Chairs	For West Sussex excluding Crawley: Beverly Knight Community Safety and Wellbeing, WSCC Telephone: 0330 222 4223 Mobile: 0789 458 9071 Email: Beverly.knight@westsussex.gov.uk
Sussex Police Prevent Team:	Sussex Police Prevent Team: Telephone: 101 Ext. 531355 Email: prevent@sussex.pnn.police.uk