

Safeguarding & Child Protection Policy

Statement of intent

Trull Saplings Preschool is committed to working with children, parents and the wider community to ensure the safety of children and to give them the very best start in life.

Aim

The key commitments of Trull Saplings Preschool policy for safeguarding children are:

1. Trull Saplings Preschool is committed to building a 'culture of safety' in which children are protected from abuse and harm in all areas of its service delivery
2. Trull Saplings Preschool is committed to responding promptly and appropriately to all incidents or concerns of abuse that may occur and to work with statutory agencies in accordance with the procedures that are set down in 'What to do if you are worried a child is being abused' (Jan 2011)
3. Trull Saplings Preschool is committed to promoting awareness of child abuse issues throughout its training and learning programmes for adults. It is also committed to empowering your children, through its early childhood curriculum, promoting their right to be strong, resilient and listened to

"Safeguarding and promoting the welfare of children is everyone's responsibility. Everyone who comes into contact with children and their families and carers has a role to play in safeguarding children. In order to fulfil this responsibility effectively, all professionals should make sure their approach is child-centred. This means that they should consider, at all times, what is in the best interests of the child."

Keeping Children Safe in Education 2018

"Providers must be alert to any issues of concern in the child's life at home or elsewhere. Providers must have and implement a policy, and procedures, to safeguard children. These should be in line with the guidance and procedures of the relevant Local Safeguarding Children Board (LSCB). The safeguarding policy and procedures must include an explanation of the action to be taken when there are safeguarding concerns about a child and in the event of an allegation being made against a member of staff, and cover the use of mobile phones and cameras in the setting."

Method

In order to achieve this aim, we operate the following procedures:

- To ensure that all staff understand their responsibilities and are able to follow the correct procedures for both the potential identifying and reporting of abuse
- To ensure that staff are aware of the correct procedures to follow when dealing with an allegation against a member of staff
- To raise awareness of all staff working with children of the importance of safeguarding and child protection
- To ensure early intervention to support children and families
- To ensure that all parents are aware of how seriously the setting will deal with potential child protection, safeguarding or abuse situations, and the course of action the setting will take
- To ensure effective multi agency working
- To support children in their development to enable them to become strong communicators who are independent, confident and secure
- Our Child Protection and Safeguarding Policy is written in line with current guidance and protocols; we ensure that the policy is reflective of current practice, guidance and legislation by keeping up to date with government and governing bodies information via communication with Somerset County Council's EYFS team and registration with bodies such as The Pre-School Learning Alliance . This policy is written with regard to guidance from **South West Child Protection Procedures and Somerset Safeguarding Children Board, the Early Years Foundation Stage Statutory Guidance and Inspecting Safeguarding in Early Years, Education and Skills Settings Guidance.**

- The review and updating of this policy is the joint responsibility of the **Supervisor** and the **Chair of the Committee**. The Chair will have overall responsibility for ensuring that this work is completed and all policies will be reviewed on an annual basis. Any change of guidance or legislation governing this policy within the year will be immediately reflected in the policy (ahead of its annual review if necessary). Policies are reviewed throughout the year by the Supervisor, Business Manager and Chair as they are working documents
- Parents/carers are made aware of our policies upon registering their child at the setting. A copy of our policies can be emailed directly to the parents/carers upon request and digital files are made available to parents/carers via our Preschool's website. Staff have access to the policies via Microsoft OneDrive

The Designated Safeguarding Lead

The Designated Safeguarding Lead is a **senior** member of staff designated to take the lead responsibility for safeguarding within the setting. At Trull Saplings Preschool our current Designated Safeguarding Lead is Claire Lawrence* (Supervisor) and our Deputy Designated Safeguarding Lead is Kate Walker (Key Person). Their responsibilities include the following:

- Take responsibility as the setting liaison between services for children attending that have a CP (Child Protection) or CIN (Child in Need) plan in place. To write the appropriate records and reports as requested and ensure confidentiality and security of all records and plans.
- To take the lead on safeguarding and child protection inductions for all new members of staff, students or volunteers.
- To provide support and advice to other members of staff following the correct protocols and procedures.
- To ensure all staff have current and relevant safeguarding and child protection training in place.
- To provide regular termly updates to staff with reference to child protection and safeguarding.
- To lead on early help assessments within the setting, liaising with the appropriate services as required.
- Work with staff to ensure there is a culture of listening to and taking account of each child within the setting.
- Instil the message that safeguarding and child protection are everyone's responsibility.
- The committee will oversee and speak to staff regarding any safeguarding concerns and will support staff when needed.

1. Safer recruitment

Trull Saplings Preschool uses a Safe Recruitment Policy to ensure that the Staff and Volunteers that come into contact with the children within the setting are: suitably qualified, that they are subject to appropriate checks for suitability to work with children and to ensure that every child's safety is at the forefront of our minds when recruiting.

To ensure that safe recruitment policies and procedures are followed, Trull Saplings Preschool carries out the following:

- Enhanced DBS checks with barred list information
- EY2 checks
- Identity checks (including proof of address)
- The right to work
- Disclosure of medical information
- Verification of qualifications
- Employment references (written and then verbally verified)
- The Supervisor (Claire Lawrence) Business Manager (Comfort Smithson) have all undertaken the Early Years Alliance Safer Recruitment Online Programme and will hold annual in-house training to circulate the information to all staff and committee members
- All Safer Recruiting checks are on a Single Central Record within the setting
- Applicants for posts within the Preschool are clearly informed that the positions are exempt from the Rehabilitation of Offenders Act 1974

- Candidates are informed of the need to carry out ‘enhanced disclosure’ checks with the Disclosure & Barring Service 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 abide by Ofsted requirements in respect of references and Disclosure & Barring Services checks for staff and volunteers, to ensure that no disqualified person or unsuitable person works at the Preschool or has access to the children
- Students, Volunteers and Committee members are subject to DBS checks in the same way as staff are
- Information is recorded about staff and volunteers qualifications, and the identity checks and vetting processes that have been completed in a **Single Central Record** including:
 - The criminal records disclosure reference number
 - The date the disclosure was obtained
 - Details of who obtained it
 - Proof of address
 - Identification
 - Reference checks
- All staff and volunteers are informed that they are expected to disclose any convictions, cautions, court orders or reprimands and warnings, or by association of living with somebody who is subject to any of the aforementioned, which may affect their suitability to work with children (whether received before or during their employment with us).
- We abide by the Protection of Children Act requirements in respect of any person who is dismissed from our employment, or resigns in circumstances that would otherwise have lead to dismissal for reasons of child protection concern
- Suitability of staff, students, volunteers and Committee Members is continually checked and monitored by termly Supervisions, Observations (Staff), Appraisals (staff) and the updating of their DBS certification every 3 years
- Where individuals have lived or worked outside of the UK, Trull Saplings Preschool makes use of Passport and National Insurance Number Checks. Where necessary we will contact the embassy or high commission of the country in question or make enquiries with **The Foreign & Commonwealth Office Response Centre Helpline: 020 7008 1500**
- Under the Safeguarding Vulnerable Groups Act 2006, Trull Saplings Preschool has a legal duty to make a referral to the Disclosure and Barring Service, there are two main conditions which should be met for a referral to be made, these are:
 - 1) They have permanently removed a person from ‘regulated activity’ through dismissal or permanent transfer from ‘regulated activity’ (or would have if the person had not left, resigned, retired or been made redundant); and
 - 2) They believe the person has :
 - a. Engaged in ‘relevant conduct’
 - b. Satisfied the ‘harm test’ (i.e. no action or inaction occurred but the present risk that it could was significant), or
 - c. Received a caution or conviction for a ‘relevant offence’ (a list of these offences is available on the DBS website, or call the helpline for advice).
- A referral should not be made when an allegation is first made. An investigation and evidence gathering should be first undertaken by the person or organisation that would normally refer to the DBS. This is in order to establish if the allegation has foundation, for example as part of an internal disciplinary process. Without evidence or substance to the claims many allegations will be quickly closed down as there will be no foundation on which the DBS can proceed
- Where reasonable evidence is found, Trull Saplings Preschool uses the DBS Referral Form (attached to this document) to make a referral to the Disclosure and Barring Service

2. Induction and staff training

Upon the recruitment of new staff, volunteers or committee members, each individual is given access to our policies. The Supervisor will ensure that each new employee (the Chair, each new committee member)

has read each of the policies and the employee/committee member then signs a written record to show that they have read and understood and/or asked questions to clarify any misconceptions. As part of our induction process, our DSL works with new employees, committee members, students and volunteers to ensure they understand their responsibilities in terms of safeguarding and child protection. Our DSL carries out refresher Safeguarding training for all staff, volunteers and committee members at the beginning of each term. Induction of new recruits follows a structured timetable; during their probationary period the individual will be closely observed to monitor their attitudes and behaviours to ensure that they are consistent with the suitability to work with children. For all new recruits, Trull Saplings Preschool has:

- 1) a timetabled induction period to observe new starters
- 2) makes sure that appropriate safeguarding training is part of induction
- 3) sets out the new recruit's role, the boundaries of the role and what is safe and unsafe practice
- 4) makes sure that equality and diversity and other relevant training is part of induction e.g. FGM, Radicalisation, etc.
- 5) makes it clear that safeguarding is an integral part of everyone's role

It is the responsibility of the DSL and deputy DSL to ensure they are keeping their training up to date, following the guidelines as stipulated by the Somerset Safeguarding Children Board (SSCB). The DSL and deputy DSL will have completed both the Introduction To Child Protection and Working Together training and ensure their training is updated every 2 years. The Supervisor and Chair will ensure that records of training are kept both on the Single Central File and Staff Training Matrix, in order to make sure that qualifications and training are kept up to date and relevant to the position.

Staff and committee members complete Basic Awareness training, and this is updated every **2** years. The DSL will update their knowledge every year, and provide staff and committee with updates on safeguarding and child protection regularly, but at least annually. The DSL is expected to carry out in-house training for the staff and committee members annually, at the first committee meeting after the AGM in October of each year.

The Committee submit their Safeguarding training credentials to Somerset EYFS Safeguarding Advisers to verify the validity of their training for our EYFS setting. We will ensure that these advisers are able to access training, via Somerset Safeguarding Children Board, on a bi-annual basis.

3. Supervision

At Trull Saplings Preschool we have regular, appropriate supervision in place for staff. Effective supervision provides support, coaching and training for each member of staff whilst promoting the interests of the children.

Supervision at Trull Saplings Preschool fosters a culture of mutual support, teamwork and continuous improvement, which encourages the confidential discussion of sensitive issues. This Supervision offers opportunities for discussion, particularly concerning children's development, safeguarding and well-being.

- The Business Manager and the Supervisor are jointly responsible for termly Supervision of all staff, the designated Committee member and Business Manager will carry out Supervisions of the Supervisor. A designated Committee Member and Supervisor will carry out the Business Manager Supervision. Details of these supervisions are completed within a Supervision form, agreed and signed by all parties present; the designated Committee Member, Business Manager, Supervisor and staff member and are filed within the staff members personnel file.
- As part of our Supervision and Observations, we offer staff the opportunity to identify, through mutual discussion, areas of interest and/or areas in their practice where they feel they need or would like to further their knowledge and expertise. This then helps to inform our Staff Training Matrix and we encourage ALL members of staff to have the opportunity to access CPD to enable continual growth and (budget dependent) endeavour to offer them access to such training

4. Managing allegations against staff and volunteers

If it is alleged that a member of staff or a volunteer has:

- 1) behaved in a way that has harmed a child, or may have harmed a child;
- 2) possibly committed a criminal offence against or related to a child; or
- 3) behaved towards a child or children in a way that indicates they may pose a risk of harm to children,

The criteria has been met for the DSL to **contact the LADO within 1 working day** and the referral should be made via **Somerset Direct 0300 123 2224**

Trull Saplings Preschool will **not start any investigation** prior to speaking with the LADO who will advise them as to the correct process to follow.

The LADO's role is to provide advice and guidance, to liaise with the police and other agencies, and to monitor the progress of the case to ensure it is dealt with as quickly as possible, following a consistent, thorough and fair process.

- We ensure that all parents know how to complain about staff or volunteer action within the setting, which may include an allegation of abuse.
- We follow the guidance of the Local Safeguarding Children Board when responding to any complaint that a member of staff or volunteer has abused a child
- We respond to any disclosure by children or staff that abuse by a member of staff may have taken, or is taking place, by first recording the details of any such alleged incident.
- We refer any such complaint immediately to the local authority's social service department to investigate.
- We co-operate entirely with any investigation carried out by social services in conjunction with the police.
- Our policy is to suspend the member of staff on full pay for the duration of the investigation, this is not an indication of admission that the alleged incident has taken place, but is to protect the staff as well as children and families throughout the process.
- Ofsted (0300 1231231) will be contacted within 14 days of an allegation being made.

5. Mobile phones, cameras and digital devices.

At Trull Saplings Preschool we have a total ban on the use of Mobile phones in setting whilst in session.

- All members of staff **MUST** leave their mobile phones in a locked cabinet during session
- The Supervisor will be the keyholder to access the cabinet
- All volunteers, students and visitors are subject to the same ban on mobile phones and will be asked for their devices upon entering the setting to be stored in the locked cabinet for the duration of their stay
- Staff must ensure that they give the settings landline telephone number: 01823 334774 to any persons who may need to contact them in an emergency (e.g. for dependents at school) so as to remove any need to access their mobile phone during session
- Trull Saplings Preschool seeks written permissions from all parents for the taking and using of images of the children which are only ever taken via the setting's digital camera or the setting's Amazon Kindle Fire tablets.
- Parents are given the following options with regards to the use of their children's images (where pictures are to be used on a public forum, children's names will never be published alongside their image):
 - 1) You give your consent for your child's Key Person to take written and photographic observations of your child in order to monitor his/her developmental progress using the program Tapestry
 - 2) You give your consent for photographs of your child to be displayed around the Preschool room on photo boards.
 - 3) You give your consent for photographs of your child to be displayed on our Preschool website (photos will only be taken by Preschool staff)
 - I am happy for you to use my child's picture on the website []*
 - I am happy for you to show the back of my child's head but not their face []*
 - I would rather my child does not appear on the website []*

4) You give your consent for photographs of your child to be displayed on our Facebook Business Page (photos will only be taken by Preschool staff)

I am happy for you to use my child's picture on the website []

I am happy for you to show the back of my child's head but not their face []

I would rather my child does not appear on the website []

- Photographs are taken during the session to record the children's achievements and activities, helping to form observations which are entered into their Learning & Development Record on Tapestry, a document that we must statutorily produce for each child according to the EYFS Guidance
- The digital camera and Amazon Kindle Fire Tablet's allows our Key Persons to be able to see at once if the image is suitable or, if not, they are able to delete it straight away
- Parents are made aware of this policy through our consent form, which every child's parent must complete as part of their registration to attend the setting and by being given access to read this (and all other governing policies)
- Visitors and other professionals visiting the setting will be verbally informed of our photography procedures and via the use of signage within the setting
- With regard to the taking of group photos of the children, for example, at family attended nativity plays or celebration days, where parents request permission to photograph or record their own children, permission will first be gained from all parents for their children to be included
- Where no unanimous agreement can be found, photography during such events will be restricted to that of the settings camera
- Trull Saplings Preschool own electronic devices which are connected to the internet to use our online learning journal Tapestry. The children may have use of the Amazon Kindle Fire Tablets to play age appropriate games as part of the EYFS however they will be closely monitored by staff to ensure no harmful material is accessed by the children.

6. Child protection

All adults who work or volunteer with children should be able to identify concerns about child abuse. The 4 types of abuse are categorised as: Physical, Emotional, Sexual and Neglect.

Abuse, neglect and safeguarding issues are rarely standalone events that can be covered by one definition or label. In most cases, multiple issues will overlap with one another.

Abuse: a form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others (e.g. via the internet). They may be abused by an adult or adults or by another child or children.

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. It may involve conveying to a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond a child's developmental capability as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyberbullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. 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. The activities may involve physical contact, including assault by penetration (for example rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also

include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

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. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to: provide adequate food, clothing and shelter (including exclusion from home or abandonment); protect a child from physical and emotional harm or danger; ensure adequate supervision (including the use of inadequate care-givers); or ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

Staff are also made aware of and would recognise other specific safeguarding issues, including:

- Child Sexual Exploitation – CSE
- Female Genital Mutilation – FGM – teachers understand their mandatory duty to report to police
- Bullying – including cyber bullying
- Domestic Violence
- Drugs
- Fabricated or induced illness
- Faith abuse
- Forced marriage
- Gangs and youth violence
- Gender based violence/violence against women and girls – VAWG
- Mental health
- Private fostering
- Preventing radicalisation
- Sexting
- Teenage relationship abuse
- Trafficking

Trull Saplings Preschool ensures that we are accessing the most up to date information available to inform their policies and procedures in line with the SWCPP and SSCB protocols and procedures. We are pro-active in researching and resourcing our safeguarding and child protection processes.

We ensure that staff are aware of their responsibilities to act if they are concerned about a child through regular training, and an embedded culture of openness whereby staff feel comfortable discussing and acting upon any concerns they may have.

Staff are made aware of the correct procedures via bi-annual basic safeguarding training and termly updates on Safeguarding and Child Protection policy

Within our setting, concerns raised about individual children are recorded in an individual Five Section File (securely stored separately from the child's personal files) and contains the following information:

Section 1) Admin Section

Name, D.O.B, address, parental details, GP, Other Agencies involved. This section must be kept up to date and will also include the Chronology of the file; each document elsewhere in the file should have a corresponding line in the chronology, it is good practice to number these lines and identify each document within the file with that reference number.

Section 2) Internal Information

This section contains school concern forms, school meeting notes, conversations with parents.

Section 3) External Information

Anything that comes in from outside the school, including phone calls, printouts of emails, referral forms.

Section 4) Multi-Agency Meetings

Minutes of meetings, notes and formal documents are kept in this section.

Section 5) Legal Papers

This section is kept clear of material that could be kept elsewhere in the file. We only include legal documentation like the child protection plan within this section.

The child who is the subject of a child protection record has a right to access their personal record under the Data Protection Act, unless to do so would affect their health or well-being, or that of another person, or would be likely to prejudice an ongoing criminal investigation.

Parents (i.e. those with parental responsibility in law) are able to exercise this right on behalf of their child, with the same exceptions as apply to the child's right to access the records. The Preschool will take advice about sharing information with parents if they have particular concerns about doing so. However, it is generally good practice to share all information held, unless there is a valid reason to withhold it, (e.g. if to do so would place the child at risk of significant harm). If a parent wishes to make a request to access the records on a child's behalf, this must be done so in writing.

The Preschool will first consider any third party information contained in the record; any third party information, such as health assessments or social work reports, is the property of the original agency. The Preschool will seek permission from these third parties before releasing their information to the parent. Where requests are in any way complex e.g. a child expresses their concern about access by a parent, further legal or data protection advice will be sought by the Preschool before proceeding.

7. Additional Barriers for SEND Children

Trull Saplings Preschool recognises the additional barriers that exist when recognising the signs of abuse and neglect of children who have SEND

- **Communication barriers:** speech, language and communication can be impaired and make it more difficult to make a disclosure. Messages about prevention of abuse are not always accessible to SEND children. Carers may often be relied upon to communicate for a SEND child, leaving them at risk of abuse from their carer
- **Increased isolation:** SEND children are more likely to be more isolated than non-SEND children: reliance on carers to get out, restricted independence through use of mobility aids or sign language interpreters, possible limited access to support systems
- **Dependency on others:** SEND children are more likely to have regular contact with a wide range of adults involved in their care increasing the risk of the child being left alone with an abusive adult, if they are reliant on an abusive carer they may be reluctant to disclose abuse, caring for a SEND child is stressful and can give rise for abuse or neglect within their family
- **Inadequate response to disclosure:** Professionals involved may lack experience in dealing with a SEND child's needs and this may affect their response or level of care, communication barriers may prevent adequate response to disclosures
- **Missing the signs:** behaviours that are responses to abuse may be misunderstood as part of a child's disability or health condition and can prevent others from recognising the signs of abuse and taking action
- **Lack of Education on staying safe:** Accessible personal safety programmes, exploration of what is abuse and sex and relationship education are often not available to deaf and disabled children

8. Staff Responding to Disclosures

If a child makes a disclosure or allegation at the setting, our staff will:

- Stay calm and listen carefully
- Reassure the child that they have done the right thing in telling them and that they believe them
- Reinforce that this is not their fault
- Will not make promises that they cannot keep
- Explain that they will need to tell other people in order to stop this happening
- WILL NOT investigate or ask leading questions, encourage the child to use their own words
- Inform the DSL within the setting immediately / as soon as possible
- Only tell the people that it is necessary to inform
- Record on the appropriate form the child's

- name, address and date of birth
- time and date of the incident
- what the child said
- what the staff member said
- their observations of the child's behaviour and emotional state

It is the DSL's responsibility to follow the appropriate procedures when considering the next steps

9. Reporting Concerns

If any of our staff or volunteers are worried about a child or young person who could be in danger they will immediately inform our DSL.

Referrals to Children's social care services usually fall in to three categories:

- a) Requests for information from Children's social care;
- b) Provision of information such as notifications about a child;
- c) Requests, for services for a child, which will be in the form of a referral.

Children's social care has the responsibility to clarify with the referrer the nature of the concerns and how and why they have arisen.

The **Effective Support for Children and Families in Somerset Threshold** provides guidance about the criteria for making and receiving referrals.

The child must be seen by a qualified social worker as soon as possible following a referral and the child's needs and safety remain paramount at all times.

Our DSL will consider the level of need through use of the **Effective Support for Children and Families in Somerset Threshold** document.

The DSL can contact the **First Response Team (CSC) through the Designated Leads Consultation Line 0300 123 3078** to ask for advice if they are not sure if the level of need is at Level 3 Complex or Level 4 Acute.

It is our professional responsibility to refer a child to Children's social care under section 11 of the Children Act 2004 if we believe or suspect that the child:

- a. Has suffered significant harm;
- b. Is likely to suffer significant harm;
- c. Has a disability, developmental and welfare needs which are likely only to be met through provision of family support services (with agreement of the child's parent) under the Children Act 1989;
- d. Is a Child in Need whose development would be likely to be impaired without provision of services.

If our concern comes under any of the preceding four points our DSL will contact the First Response Team on the Designated Leads Consultation Line 0300 123 3078

If it is necessary to speak to a social worker outside of office hours, our DSL will contact the **Emergency Duty Team (EDT) on 0300 123 23 27**, although it is imperative to act immediately and not release a child from the setting before addressing any concerns, if we believe the child to be at risk of harm by doing so.

For all referrals to Children's social care, the child should be regarded as potentially a child in need, and the referral should be evaluated on the same day that it was received. A decision must be made by a qualified social worker supported by line manager within **one working day** about the type of response that is required.

New referrals and referrals on closed cases should be made to the Children's social care duty social worker. Referrals on open cases should be made to the allocated social worker for the case (or in their absence their manager or the duty social worker).

The referrer should provide information about their concerns and any information they may have gathered in an assessment that may have taken place prior to making the referral. The referrer may be asked for information about some of the following (although the initial phone call for advice can be made anonymously):

- 1) Full names (including aliases and spelling variations), date of birth and gender of all child/ren in the household;
- 2) Family address and (where relevant) school / nursery attended;
- 3) Identity of those with parental responsibility and any other significant adults who may be involved in caring for the child such as grandparents;
- 4) Names and date of birth of all household members, if available;
- 5) Where available, the child's NHS number and education UPN number;
- 6) Ethnicity, first language and religion of children and parents;
- 7) Any special needs of children or parents;
- 8) Any significant/important recent or historical events/incidents in child or family's life;
- 9) Cause for concern including details of any allegations, their sources, timing and location;
- 10) Child's current location and emotional and physical condition;
- 11) Whether the child needs immediate protection;
- 12) Details of alleged perpetrator, if relevant;
- 13) Referrer's relationship and knowledge of child and parents;
- 14) Known involvement of other agencies / professionals (e.g. GP);
- 15) Information regarding parental knowledge of, and agreement to, the referral;
- 16) The child's views and wishes, if known.
- 17) Other information may be relevant and some information may not be available at the time of making the referral. However, there should not be a delay in order to collect information if the delay may place the child at risk of significant harm.
- 18) The parents' permission should be sought before discussing a referral about them with other agencies, unless permission-seeking may itself place a child at risk of significant harm. Where a professional decides not to seek parental permission before making a referral to Children's social care, the decision must be recorded in the child's file with reasons, dated and signed and confirmed in the referral to Children's social care.
- 19) **All referrals from professionals should be confirmed in writing, by the referrer, within 48 hours. If the referrer has not received an acknowledgement within three working days, they should contact Children's social care again.**

At the end of the referral discussion, the referrer and Children's social care should be clear about the proposed action, who will be taking it, timescales and whether no further action will be taken.

Referral outcomes about a child, where there may be concerns, typically fall in to four categories and pathways:

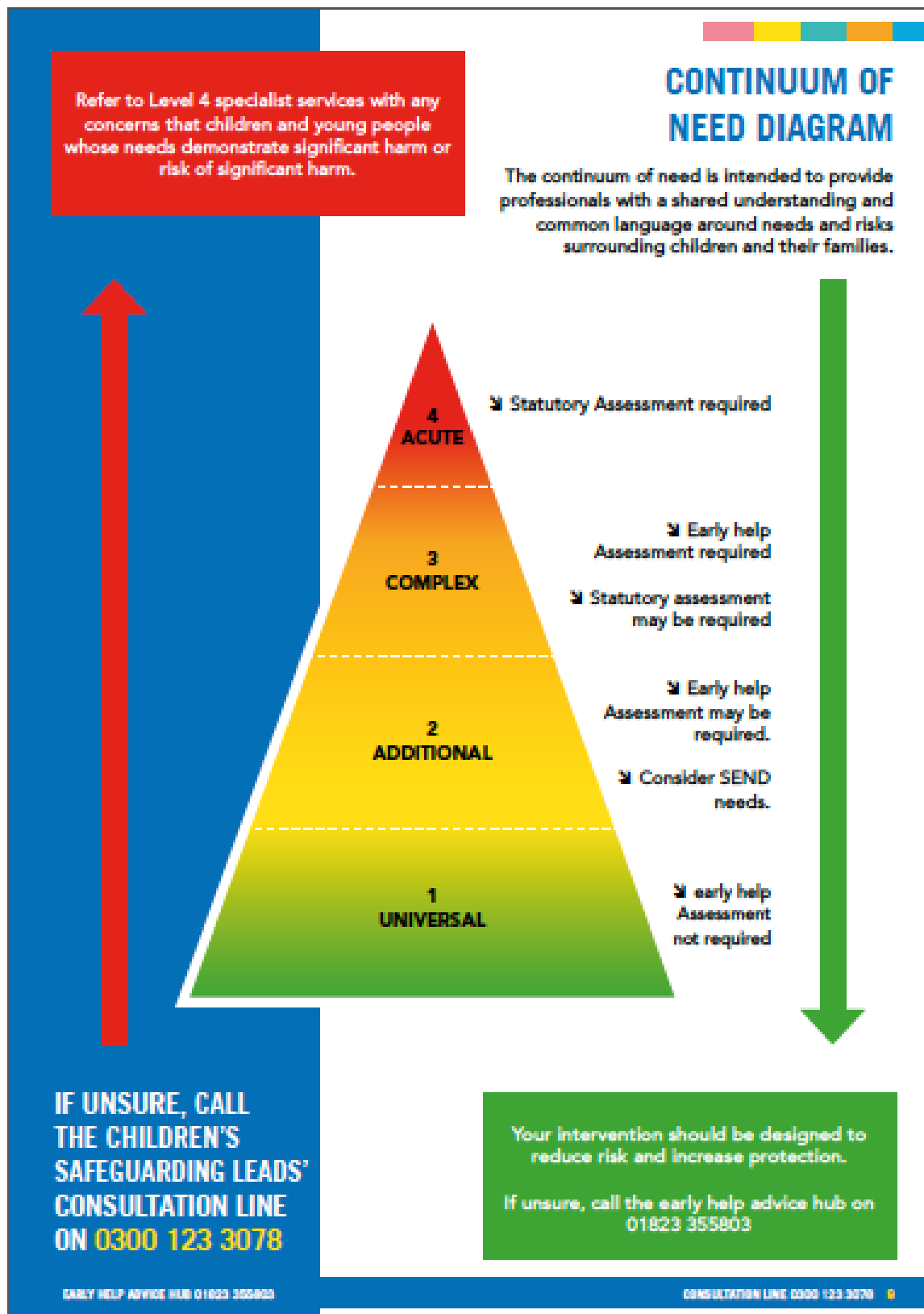
- No further action, which may include information to signpost to other agencies;
- Early help - referrals for intervention and prevention services within an Early Help Assessment and Early Help services range of provision;
- Child in Need services - assessment to be undertaken by Children's Social Care (Section 17 CA 1989);
- Child Protection services - assessment and child protection enquiries to be undertaken by Children's Social Care (Section 47 CA 1989) with active involvement of other agencies such as the police.

Whatever the outcome of a referral, it should have been assessed by a qualified social worker and a decision should have been made by the relevant line manager within the time scale of **one working day** about what should happen next. The Children's social care manager must approve the outcome of the referral and ensure that a record has been commenced and/or updated.

If Trull Preschool disagrees with the decisions made by Children's social care about the outcome of the referral, we may consider making a complaint under the local Complaint procedure or raise the matter under the local Professional Disagreement protocol.

Further information on referrals can be found on the SSCB site:

http://www.proceduresonline.com/swcpp/somerset/p_referrals.html



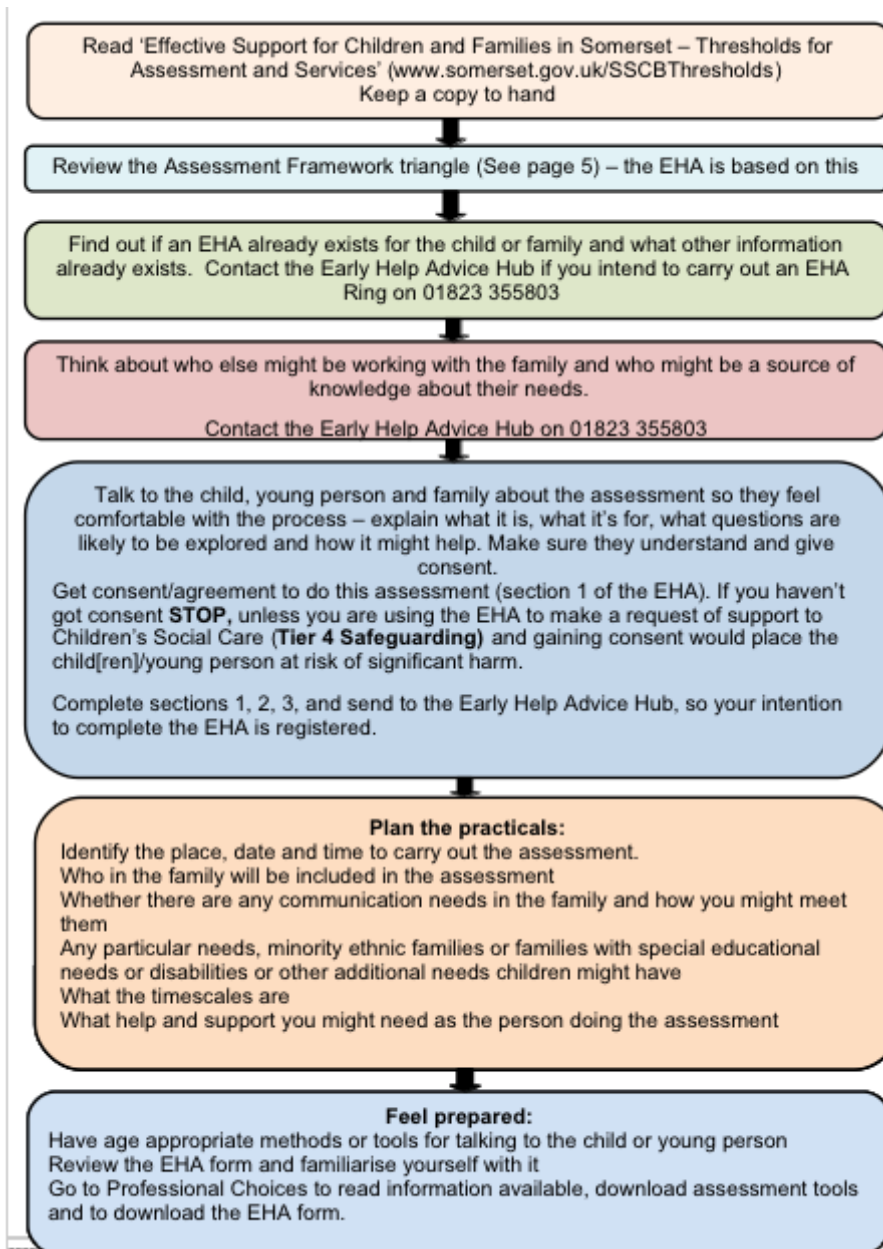
10. Early Help

Providing Early Help is more effective in promoting the welfare of children and young people and their families than reacting later. Early Help means providing support as soon as a problem emerges, at any point in a child's life, from the foundation years through to the teenage years.

The Early Help Assessment (EHA) is a simple, easy to use assessment, which captures all of a child/young person's and family's needs at the earliest opportunity, and with consent (without consent the Early Help Advice Hub will not be able to register the EHA). It is a shared tool which can be used by all agencies in Somerset who are delivering early help in a co-ordinated way, so that they understand and respond to the needs of children/young people.

It is a tool for practitioners to identify the needs of children/young people and their families and make 'request for services' involvement where required, if services already involved are not able to meet the identified needs. Initially, before completing an EHA, we would call the **The Early Help Advice Hub: 01823 355803** to find out if an EHA has already been logged.

Flow Chart to show how our Trull Saplings Preschool carry out their assessment and referral of pupils via the EHA process:





Trull Saplings Preschool uses the Effective Support for Children and Families in Somerset document and the Early Help Assessment (EHA) to assess and refer children who are displaying levels of need at Level 2 Additional and Level 3 Complex.

All guidance and documentation can be found on the Professional Choices webpage:

<http://professionalchoices.org.uk/eha/>

Further help and support can be provided through the Early Help Advice Hub on 01823 355803 or

EHACoordinator@somerset.gov.uk.

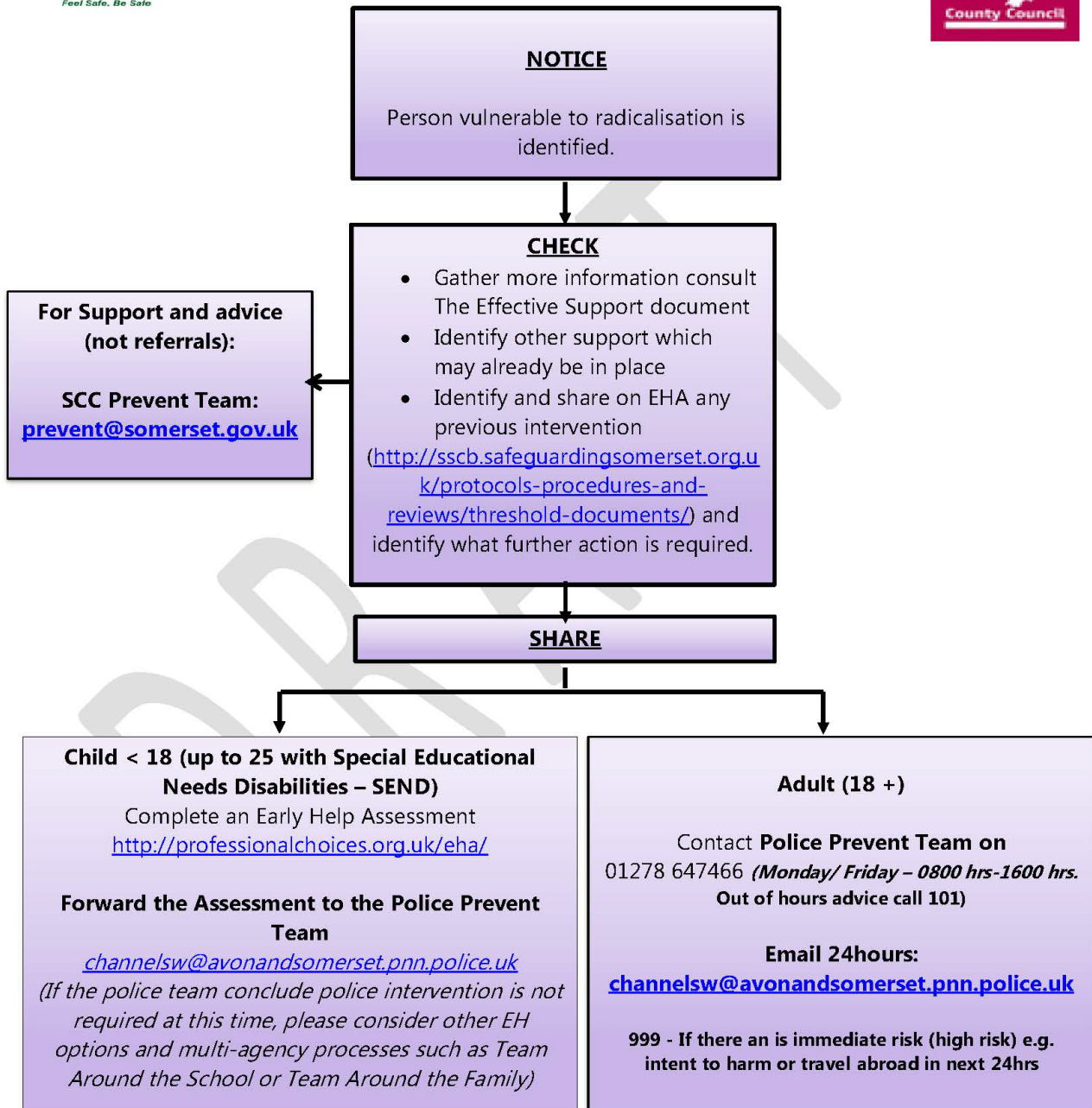
11. Prevent

From 1 July 2015 all school and childcare providers must have regard to the statutory guidance issued under section 29 of the Counter Terrorism and Security Act 2015. Early years providers are subject to a duty under section 26 of this Act to have “due regard to the need to prevent people being drawn into terrorism”.

At Trull Saplings Preschool, all of our staff have to undertake Prevent Training

<https://www.elearning.prevent.homeoffice.gov.uk/> in order to be able to identify the signs of a possible risk of radicalisation of the children within our setting. Any concerns identified are immediately reported to our DSL who will then use the Somerset Prevent Duty Referral Chart to collate information, gain advice and make referrals (see diagram below).

Somerset Prevent Duty Referral Chart



Consent Guide

- You do not need consent to refer a case to the Police Prevent Team regardless of age
- Nevertheless, it is good practice, in the case of a child / young person / family; it is recommended that consent is gained to ensure early help is engaged as soon as possible, to ensure transparency. <http://www.somerset.gov.uk/information-and-statistics/data-protection/data-protection-act/>

Police and SCC Prevent team assess the referral and its suitability for the Channel panel.
Contact is made with referrer.

The Prevent and Channel Referral Guide can be found on the following webpage:

<http://www.somerset.gov.uk/health-and-wellbeing/the-channel-panel-and-the-prevent-referral-process/>

At Trull Saplings Preschool, we aim to have at least one member of staff having attended the follow up face-to-face WRAP training provided by Somerset County Council's Prevent Team.

12. FGM

Female Genital Mutilation (FGM) is illegal in England and Wales under the FGM Act 2003. It is a form of child abuse and violence against women. FGM comprises all procedures involving partial or total removal of the external female genitalia for non-medical reasons.

Section 5B of the 2003 Act¹ introduces a mandatory reporting duty which requires regulated health and social care professionals and teachers in England and Wales to report 'known' cases of FGM in under 18s which they identify in the course of their professional work to the police. The duty came into force on 31 October 2015.

At Trull Saplings Preschool, our staff annually complete the following training to help them identify individuals at risk of FGM.

<http://www.safeguardingchildren.co.uk/resources/female-genital-mutilation-recognising-preventing-fgm-free-online-training/>

We will follow the guidelines for referral of concerns of child abuse should we have concerns that an individual is at risk of FGM. Staff will inform the DSL and the DSL will contact the First Response Team on the Designated Leads Consultation Line 0300 123 3078 and pursue the reporting of concerns as described in Section 8 of this policy.

13. Accidents and Incidents

In order to comply with the EYFS 2024, Trull Saplings Preschool provides a staffing ratio in line with the requirements of the Statutory Framework for the Early Years Foundation Stage (2024) to ensure that children have sufficient individual attention and to guarantee care and education of a high quality. This in turn allows for suitable supervision to help stop the occurrence of preventable accidents.

All staff members are given training on Accidents and Incidents and the procedures for dealing and reporting them during their induction period.

Our setting is able to take action to apply first aid treatment in the event of an accident involving a child or adult. At least one adult with a current first aid certificate is on the premises, or on an outing, at any one time. The first aid qualification includes first aid training for infants and young children. We aim to ensure that first aid training is local authority approved and is relevant to adults caring for young children.

We aim to ensure that ALL of our staff have recognised PFA training (all permanent staff members currently hold a PFA).

Trull Saplings Preschool has a first aid box accessible at all times.

The Supervisor and/or Deputy Supervisor are responsible for the upkeep and checking of the contents of the First Aid box on a weekly basis. These checks are recorded on a daily signing off sheet and any items found to be lacking are immediately reported to the Business Manager for immediate repurchase.

Trull Saplings Preschool will inform Ofsted of a serious accident, illness, injury or death of any child in their care or adult and the action taken within the appropriate time scales.

Our accident record file

All forms are kept safely and are easily accessible. All staff know where the individual Accident Record forms are. The accident record forms capture the following information within it, including:

- name;
- date of birth;
- time and place of accident;
- any equipment/other person involved;
- first aid given and by whom;
- any witnesses to accident;
- witness to first aid;
- any other actions, e.g. calling parent.

In the event a child in our setting being subject to any accident, Trull Saplings Preschool staff will inform parents/carers on the same day and both the staff attending and parent will sign the Accident Record form to acknowledge the sharing of this information.

A copy of the completed accident record form is given to the parent/carer and the original is stored in the child's file which is kept in a locked filing cabinet within the Preschool cupboard.

When there is any injury requiring general practitioner or hospital treatment to a child, parent, volunteer or visitor or where there is a death of a child or adult on the premises, we make a report to the Health and Safety Executive using the format for the Reporting of Injuries, Diseases and Dangerous Occurrences

Dealing with incidents

We meet our legal requirements for the safety of our employees by complying with RIDDOR (the Reporting of Injury, Disease and Dangerous Occurrences Regulations). We report to the Health and Safety Executive:

- Any accident to a member of staff requiring treatment by a general practitioner or hospital.
- Any dangerous occurrences. This may be an event that causes injury or fatalities or an event that does not cause an accident but could have done, such as a gas leak.
- Any dangerous occurrence is recorded on our Incident Report Form.

Our Incident Report Form

We have ready access to telephone numbers for emergency services, including local police. Where we rent premises we ensure we have access to the person responsible and that there is a shared procedure for dealing with emergencies.

We have parental permission for Emergency Aid on our parent consent form.

We keep an incident record file for recording incidents including those that are reportable to the Health and Safety Executive as above. These incidents include:

- break in, burglary, theft of personal or the setting's property
- an intruder gaining unauthorised access to the premises
- fire, flood, gas leak or electrical failure
- attack on member of staff or parent on the premises or near by
- any racist incident involving a staff or family on the centre's premises
- death of a child
- a terrorist attack, or threat of one

In the incident report form we record the date and time of the incident, nature of the event, who was affected, what was done about it - or if it was reported to the police, and if so a crime number. Any follow up, or insurance claim made, should also be recorded.

In the unlikely event of a terrorist attack we follow the advice of the emergency services with regard to evacuation, medical aid and contacting children's families. Our standard Fire Safety Policy will be followed and staff will take charge of their key children. The incident is recorded when the threat is averted.

In the unlikely event of a child dying on the premises, for example, through cot death in the case of a baby, or any other means involving an older child, the emergency services are called, and the advice of these services are followed.

Use of Risk Assessments

A daily Risk Assessment of our premises is carried out by the Supervisor or Deputy Supervisor on a daily basis.

The premises risk assessment is reviewed annually by a member of the committee.

A Risk Assessment will be carried out for any Trips or Outings outside of our premises.

Any activities that are to take place on the premises (e.g. visiting persons carrying out 'out of the ordinary' activities that carry additional risks) will also be subject to a risk assessment.

Sickness

Our policy for the exclusion of ill or infectious children is discussed with parents. This includes procedures for contacting parents - or other authorised adults - if a child becomes ill while in the setting.

- We do not provide care for children who are unwell, have a temperature, or sickness and diarrhoea, or who have an infectious disease.
- Children/staff who have been vomiting/and or diarrhoea must be excluded for 48 hours.
- Children with headlice are not excluded, but must be treated to remedy the condition.
- Parents are notified if there is a case of headlice in the setting.
- Parents are notified if there is an infectious disease, such as chicken pox.
- HIV (Human Immunodeficiency Virus) may affect children or families attending the setting. Staff may or may not be informed about it.
- Children or families are not excluded because of HIV.

Good hygiene practice concerning the clearing of any spilled bodily fluids is carried out at all times.

We refer to the advice on the Guidance of Infection Control in schools and other childcare settings.

The local authority's medical officer for environmental health is notified of any infectious diseases that a qualified medical person considers notifiable. (Infectious Disease (Notification) Act 1889). Ofsted is also informed where this is the case. The full list is obtainable from www.patient.co.uk and includes common childhood illnesses such as measles.

In the event of food poisoning affecting 2 or more children, Ofsted will be notified on 0300 1231231.

13. Staff Behaviour

Trull Saplings Preschool has a staff behaviour policy. This document informs all staff, committee and volunteers associated with the setting about acceptable and desirable levels of conduct to safeguard both children and adults. All Staff are issued with an Employee Handbook which they are to read and sign a form to say they have read the handbook. Please see staff behaviour policy.

Key guidance:

- Children Act 1989 and 2004
- The Early Years Foundation Stage – Section 3 – The Safeguarding and Welfare Requirements
- Effective Support for Children and Families in Somerset – Thresholds for assessment and services 2017
- What to do if you are worried a child is being abused 2015
- Working Together to Safeguard Children 2018
- Keeping Children Safe in Education 2020

- Serious accidents, injuries and deaths that registered providers must notify to Ofsted and local child protection agencies 2011
- Somerset Safeguarding Children Board website for information, guidance and protocols
- Information Sharing – Advice for Practitioners providing safeguarding services to children, young people, parents and carers 2018
- Safeguarding Vulnerable Groups Act 2006
- Disqualification under the Childcare Act 2006 – Statutory guidance for local authorities, maintained schools, academies and free schools June 2016
- The Prevent Duty 2015
- Prevent Duty <https://www.gov.uk/government/publications/prevent-duty-guidance> and Prevent Resources www.somerset.gov.uk/prevent and www.somerset.gov.uk/channel
- Inspecting Safeguarding in early years, education and skills settings – published August 2016
- Early Years Inspection Handbook 2019
- Early Years Compliance Handbook 2019
- <http://www.supportservicesforeducation.co.uk/Services/3129>
- NSPCC website www.nspcc.org.uk
- Guidance for safer working practice for those working with children and young people in education settings 2019

Linked Policies

Our safeguarding policy links directly with the following other policies within our setting:

- Accident policy
- Confidentiality policy
- Employment & Staffing policy
- Emergency policies – emergency closure, fire safety, intruder
- Health & Safety policy
- Information and records – including sharing information with parents/carers
- Intimate care policy
- Medication policy
- Missing child policy
- Non-attendance policy
- Non-collection policy
- Privacy policy
- Safer recruitment policy
- Special educational needs and disability policy
- Staff behaviour policy
- Valuing diversity and promoting equality policy
- Whistleblowing policy

This policy was agreed by the Trull Saplings Preschool Committee in September 2023 and will be reviewed in September 2024

Rhys Davies

Chair

For and on behalf of Trull Saplings Preschool