



Registered Charity No: 1038425
 Village Hall, Newport Road, Hanslope, MK19 7NZ
www.hanslopepreschool.org

Child Protection and Safeguarding Policy

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Roles and Responsibilities	Designated Person	Contact Details
Acting Practice Manager and Designated Safeguarding Lead	Charmaine Cayton	charmaine.cayton@hanslopepreschool.org 07977721755
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Chairperson of the Management Committee and Safeguarding	Brittany Mudaliar	brittany.mudaliar@hanslopepreschool.org
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Children's Rights and Entitlements

Policy statement

- We promote children's rights to be strong, resilient, and listened to by creating an environment in our setting that encourages children to develop a positive self-image, which includes their heritage arising from their colour and ethnicity, their languages are spoken at home, their religious beliefs, cultural traditions, and home background.
- We promote children's rights to be strong, resilient, and listened to by encouraging children to develop a sense of autonomy and independence.
- We promote children's rights to be strong resilient and listened to by enabling children to have the self-confidence and the vocabulary to resist inappropriate approaches.
- We help children to establish and sustain satisfying relationships within their families, with peers, and with other adults.
- We work with parents to build their understanding of, and commitment to, the principles of safeguarding all our children.

What it means to promote children's rights and entitlements to be 'strong, resilient and listened to'.

To be strong means to be:

- Secure in their foremost attachment relationships, where they are loved and cared for by at least one person who can offer consistent, positive, and unconditional regard and who can be relied on.
- Safe and valued as individuals in their families and in relationships beyond the family, such as day care or school.
- Self-assured and form a positive sense of themselves – including all aspects of their identity and heritage.
- Included equally and belong in our setting and in community life.
- Confident in abilities and proud of their achievements.
- Progressing optimally in all aspects of their development and learning.
- Part of a peer group in which to learn to negotiate, and develop social skills and identity as global citizens, respecting the rights of others in a diverse world.
- Able to represent themselves and participate in aspects of service delivery that affects them, as well as aspects of key decisions that affect their lives.

To be resilient means to:

- Be sure of their self-worth and dignity.

- Be able to be assertive and state their needs effectively.
- Be able to overcome difficulties and problems.
- Be positive in their outlook on life.
- Be able to cope with challenge and change.
- Have a sense of justice towards themselves and others.
- Develop a sense of responsibility towards themselves and others.
- Be able to represent themselves and others in key decision-making processes.

To be listened to means:

- Adults who are close to children recognise their need and right to express and communicate their thoughts, feelings, and ideas.
- Adults who are close to children can tune in to their verbal signs and body language to understand and interpret what is being expressed and communicated.
- Adults who are close to children can respond appropriately and, when required, act upon their understanding of what children express and communicate.
- Adults respect children's rights and facilitate children's participation and representation in imaginative and child-centred ways in all aspects of core services.

Child Protection and Safeguarding children

Policy statement

Hanslope Pre-school will work with children, parents, and the community to ensure the rights and safety of children, young people* and vulnerable adults. Our Child Protection and Safeguarding Policy is based on the three key commitments of the Early Year Alliance Safeguarding Children Policy.

Procedures

We carry out the following procedures to ensure we meet the three key commitments of the Early Years Alliance Safeguarding Children Policy, which incorporates responding to child protection concerns.

Key Commitment 1

Hanslope Pre-school is committed to building a 'culture of safety' in which children, young people, and vulnerable adults are protected from abuse and harm in all areas of our service delivery.

Staff and volunteers

- When the setting is open, but the designated person is not on site (Charmaine Cayton – Practice Manager), a suitably trained deputy, Kim Vernon– Deputy Practice Manager, is always available for staff to discuss safeguarding concerns.
- Our designated person (a member of staff) who coordinates children, young persons, and vulnerable adult protection issues is **Charmaine Cayton** – Practice Manager.
- Our designated officer (a member of the management team) who oversees this work is Brittany Mudaliar
- the Committee Chairperson.
- The designated person (and the person who deputises for them) understands LSCB safeguarding procedures, attends relevant LSCB training at least every two years, and refreshes their knowledge of safeguarding at least annually.
- We ensure all staff are trained to understand our safeguarding policies and procedures and that parents are made aware of them too.
- All staff understand that safeguarding is their responsibility.
- All staff have up-to-date knowledge of safeguarding issues, are alert to potential indicators and signs of abuse and neglect and understand their professional duty to ensure safeguarding and child protection concerns are reported to the local authority children's social care team or the NSPCC. They receive updates on safeguarding at least annually.
- All staff are confident to ask questions in relation to any safeguarding concerns and know not to just take things at face value but can be respectfully sceptical.
- All staff understand the principles of early help (as defined in Working Together to Safeguard Children, 2018) and can identify those children and families who may need early help and enable them to access it.
- All staff understand the thresholds of significant harm and understand how to access services for those families, including for those families who are below the threshold for significant harm, according to arrangements published by the LSCB or safeguarding partners in areas where the safeguarding partners have replaced the LSCB.
- All staff understand their responsibilities under the General Data Protection Regulations and the Data Protection Act 2018, and understand relevant safeguarding legislation, statutory requirements and local safeguarding partner

requirements and ensure that any information they may share about parents and their children with other agencies is shared appropriately and lawfully.

- We will support families to receive appropriate Early Years help by sharing information with other agencies in accordance with statutory requirements and legislation.
- We will share information lawfully with safeguarding partners and other agencies where there are safeguarding concerns.
- We will be transparent about how we lawfully process data.
- All staff understand how to escalate their concerns if they feel either the local authority and/or their own organisation has not acted adequately to safeguard and know how to follow local safeguarding procedures to resolve professional disputes between staff and organisations.
- All staff understand what the organisation expects of them in terms of their required behaviour and conduct, and follow our policies and procedures on positive behaviour, online safety (including use of cameras and mobile phones), whistleblowing, and dignity at work.
- Children have a Keyperson to build a relationship with, and are supported to articulate any worries, concerns, or complaints that they have in an age-appropriate way.
- All staff understand our policy on promoting positive behaviour and follows it in relation to children showing aggression towards other children.
- We provide adequate and appropriate staffing resources to meet the needs of children.
- Applicants for posts within the Pre-school 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 and Barring Service before posts can be confirmed, to ensure that no disqualified person or unsuitable person works at the setting or has access to children.
- Where applications are rejected because of obtaining 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 and Barring Service checks for staff and volunteers, to ensure that no disqualified person or unsuitable person works at the setting or has access to the children.
- Enhanced criminal records and barred checks are carried out on anyone working on the premises.
- Volunteers must:
 - be aged 17 or over.
 - be considered competent and responsible.
 - receive robust induction and regular supervisory meetings.
 - be familiar with all the setting's policies and procedures.
- Volunteers do not work unsupervised.
- We record information about staff qualifications, and the identity checks and vetting processes that have been completed including:
 - the criminal records disclosure number.
 - certificate of good conduct or equivalent where a UK DBS check is not appropriate.
 - the date the disclosure was obtained.
 - details of who obtained it.
- All staff and volunteers are informed 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).
- From 31st August 2018, staff volunteers in childcare settings that are not based on domestic premises are **not** required to notify their line manager if anyone in their household (including family members, lodgers, partners etc.) has any relevant convictions, cautions, court orders, reprimands or warnings or has been barred from, or had registration refused or cancelled in relation to any childcare provision or have had certain orders made in relation to care of their children in accordance with the Childcare Disqualification and Childcare Regulations 2018, and Disqualifications under the Childcare Act guidance effective from 31st August 2018.
- Staff receives regular supervision, which includes discussion of any safeguarding issues, and their performance and learning needs are reviewed regularly.
- In addition to induction and supervision, staff are provided with clear expectations in relation to their behaviour through our working policies.
- We notify the Disclosure and Barring Service of any person who is dismissed from our employment or resigns in circumstances that would otherwise have led to dismissal from our employment for reasons of a child protection concern.
- We have procedures in place for recording the details of visitors to the setting.
- We take security steps to ensure that we have control over who comes into the setting so that no unauthorised person has unsupervised access to the children.
- We take steps to ensure children are not photographed or filmed on video for any other purpose than to record their development or their participation in events organised by us. Parents sign a consent form and have access to

records holding visual images of their child. Any images of children are held securely and in a locked filing cabinet when not in use. Staff do not use personal cameras or filming equipment to record images.

- Personal mobile phones are not used where children are present.
- The designated person in the setting has responsibility for ensuring that there is an adequate online safety policy in place.
- We keep written records of all our complaints and concerns including details of how they were responded to.
- We ensure that robust risk assessments are completed, that they are seen and signed by all relevant staff, and that they are regularly reviewed, and updated, in line with our health and safety policy.
- The designated officer will support the designated person to undertake their role adequately and offer advice and guidance, supervision, and support.
- The designated person will inform the designated officer at the first opportunity of every significant safeguarding concern; however, this should not delay any referrals being made to the children's social care, or where appropriate LADO, Ofsted or RIDDOR.

Key Commitment 2

Hanslope Pre-school is committed to responding promptly and appropriately to all incidents, allegations 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're worried a child is being abused' (HMG 2015) and the Care Act 2014.

Responding to suspicions of abuse

- We acknowledge that abuse of children can take different forms: physical, emotional, and sexual, as well as neglect.

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 from 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. Sexual abuse can take place online, and technology can be used to facilitate offline abuse. 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, for example, because 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 caregivers); or ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

- We ensure that all staff understands the additional vulnerabilities that arise from special educational needs and/or disabilities plus inequalities of race, gender, language, religion, sexual orientation, or culture, and that these receive full consideration in relation to the child, young person, or vulnerable adult protection.
- When children are suffering from physical, sexual, or emotional abuse, or experiencing neglect, this may be demonstrated through:
 - significant changes in their behaviour.
 - deterioration in their general well-being.
 - their comments which may give cause for concern, or the things they say (direct or indirect disclosure).
 - changes in their appearance, their behaviour, or their play.
 - unexplained bruising, marks or signs of possible abuse or neglect.

- any reason to suspect neglect or abuse outside the setting.
- We understand how to identify children who may need early help and how to access services for them.
- We understand that we should refer a child who meets the s17 Children Act 1989 child in need definition to local authority children's social work services.
- We understand that we should refer any child who may be at risk of significant harm to local authority children's social work services.
- We are aware of the 'hidden harm' agendas concerning parents with drug and alcohol problems and consider other factors affecting parental capacity and risk, such as social exclusion, domestic violence, radicalisation, mental or physical illness or parents with a learning disability.
- We are aware that children's vulnerability is potentially increased when they are privately fostered and when we know that a child is being cared for under a private fostering arrangement, we inform our local authority children's social care team.
- We are prepared to act if we have concerns about the welfare of a child who fails to arrive at a session when expected. Then designated person will take immediate action to contact the child's parents to seek an explanation for the child's absence and be assured that the child is safe and well. If no contact is made with the child's parents and the designated person has reason to believe that the child is at risk of significant harm, the relevant professionals are contacted immediately and LSCB procedures are followed. If the child is in a current involvement with social care the social worker is notified on the day of the unexplained absence.
- We are aware of other factors that affect children's vulnerability that may affect or may have affected children and young people using our provision, such as abuse of children who have special educational needs and/or disabilities; fabricated or induced illness; child abuse linked to beliefs in spirit possession; sexual exploitation of children. Including through internet abuse; Female Genital Mutilation and radicalisation or extremism.
- In relation to radicalisation and extremism, we follow the Prevent Duty guidance for England and Wales published by the Home Office and LSCB procedures on responding to radicalisation.
- The designated person completes online Channel training, online Prevent training, and attends local WRAP training where available to ensure they are familiar with the local protocol and procedures for responding to concerns about radicalisation.
- We are aware of the mandatory duty that applies to teachers and health workers to report cases of Female Genital Mutation to the police. We are also aware that Early Years Practitioners should follow the local authority published safeguarding procedures to respond to FGM and other safeguarding issues, which involve contacting police if a crime of FGM has been or may be committed.
- We also make ourselves aware that some children and young people are affected by gang activity, by complex, multiple or organised abuse, through forced marriage or honour-based violence or may be victims of child trafficking. While this may be less likely to affect young children in our care, we may become aware of any of these factors affecting older children and young people whom we may meet.
- If we become concerned that a child may be a victim of modern slavery or human trafficking, we will refer to the National Referral Mechanism, as soon as possible and refer and/or seek advice to the local authority children's social work service and/or police.
- We will be alert to the threats children may face from outside their families, such as that posed by organised crime groups such as county lines and child exploitation, online use and from within peer groups and the wider community.
- Where we believe that a child in our care or that is known to us may be affected by any of these factors, we follow the procedures below for reporting child protection and children in need concerns and follow the LSCB procedures, or when they come into force replacing the LSCB, we will follow the local procedures as published by the local safeguarding partners.
- Where such indicators are apparent, the member of staff makes a dated record of the details of the concern and discusses what to do with the member of staff who is acting as the 'designated person'. The information is stored and kept securely in a designated file.
- If a staff member or volunteer is unhappy with the decision made by the designated person in relation to whether to make a safeguarding referral, they must follow the escalation procedures.
- We refer concerns about children's welfare to the local authority children's social care department and co-operate fully in any subsequent investigation. NB In some cases this may mean the police, or another agency identified by the Local Safeguarding Children's Board (or the local safeguarding partners when their published safeguarding arrangements take over from the LSCB).
- We respond to any disclosures sensitively and appropriately and take care not to influence the outcome either through the way we speak to children or by asking questions of children (although we may check out/clarify the details of what we think they have told us with them).
- We take into account the need to protect young people aged 16 - 19 as defined by the Children Act 1989. This may include students or school children on work placement, young employees, or young parents. Where abuse or neglect is suspected we follow the procedure for reporting any other child protection concerns. The views of the young person will always be considered in an age-appropriate way, but the setting may override the young person's refusal to consent to share information if it feels that it is necessary to prevent a crime from being

committed or intervene where one may have been or to prevent harm to a child or adult. Sharing confidential information without consent is done only where not sharing it could be worse than the outcome of having shared it.

- All staff are also aware that adults can also be vulnerable and know how to refer adults who need community care services.
- All staff know that they can contact the NSPCC whistleblowing helpline (0808 800 5000) if they feel that an organisation and the local authority have not taken appropriate action to safeguard a child, and this has not been addressed satisfactorily through organisational education and professional challenge procedures.
- We have a whistle blowing policy in place.
- Staff/volunteers know they can contact the organisation Protect (formally Public Concern at Work) 020 3117 2520 for advice relating to whistleblowing dilemmas.

Responding to marks or injuries observed

- If a member of staff observes or is informed by a parent/carer of a mark or injury to a child that happened at home or elsewhere, the member of staff requests for the parent/carer to complete an existing injury form, which is signed by the parent/carer and the manager or deputy.
- The member of staff advises the designated person as soon as possible if there are safeguarding concerns about the circumstance of the injury and a cause for concern form is completed by the staff member.
- If there are concerns about the circumstances or explanation given, by the parent/carer and/or child, the designated person decides the course of action to be taken after reviewing the cause for concern form.
- If the mark or injury is noticed later in the day and the parent is not present, this is raised with the designated person.
- If there are concerns about the nature of the injury, and it is unlikely to have occurred at the setting, the designated person decides the course of action required and the cause for concern form is completed as above, taking into consideration any explanation given by the child.
- If there is a likelihood that the injury is recent and occurred at the setting, this is raised with the designated person.
- If there is no cause for further concern, a record is made in the Accident Book, with a note that the circumstances of the injury are not known.
- If the injury is unlikely to have occurred at the setting, this is raised with the designated person
- The parent/carer is advised at the earliest opportunity.
- If the parent believes that the injury was caused at the setting this is still recorded in the accident book and an accurate record made of the discussion is made on the child's personal file.

Responding to the signs and symptoms of abuse

- Concerns about the welfare of a child are discussed with the designated person without delay.
- A written record is made of the concern on the cause for concern form as soon as possible.
- Concerns that a child is in immediate danger or at risk of significant harm are responded to immediately and if a referral is necessary this is made on the same working day.

Responding to a disclosure by a child

- When responding to a disclosure from a child, the aim is to get just enough information to take appropriate action.
- The practitioner listens carefully and calmly, allowing the child time to express what they want to say.
- Staff do not attempt to question the child but if they are not sure what the child said, or what they meant, they may prompt the child further by saying *'tell me more about that'* or *'show me again'*.

- After the initial disclosure, staff speak immediately to the designated person. They do not further question or attempt to interview a child.
- If a child shows visible signs of abuse such as bruising or injury to any part of the body and it is age appropriate to do so, the key person will ask the child how it happened.
- When recording a child's disclosure on the Cause for Concern form, their exact words are used as well as the exact words with which the member of staff responded.
- If marks or injuries are observed, these are recorded on a body diagram.

Decision-making (all categories of abuse)

- The designated person makes a professional judgment about referring to other agencies, including Social Care using the Local Safeguarding Partnership (LSP) threshold document:
 - Level 1: The child's needs are being met. Universal support.
 - Level 2: Universal Plus. Additional professional support is needed to meet child's needs.
 - Level 3: Universal Partnership Plus. Targeted Early Help. Coordinated response needed to address multiple or complex problems.
 - Level 4: Specialist/Statutory intervention required. Children in acute need, are likely to be experiencing, or at risk of experiencing significant harm.
- Staff are alert to indicators that a family may benefit from early help services and should discuss this with the designated person, also completing the Cause for Concern form if they have not already done so.

Seeking consent from parents/carers to share information before making a referral for early help (Tier 2/3*)

Parents are made aware of the setting's Privacy Notice which explains the circumstances under which information about their child will be shared with other agencies. When a referral for early help is necessary, the designated person must always seek consent from the child's parents to share information with the relevant agency.

- If consent is sought and withheld and there are concerns that a child may become at risk of significant harm without early intervention, there may be sufficient grounds to override a parental decision to withhold consent.
- If a parent withholds consent, this information is included on any referral that is made to the local authority. In these circumstances, a parent should still be told that the referral is being made beforehand (unless doing so may place a child at risk of harm).

**Tier 2: Children with additional needs, who may be vulnerable and showing early signs of abuse and/or neglect; their needs are not clear, not known or not being met. Tier 3: Children with complex multiple needs, requiring specialist services to achieve or maintain a satisfactory level of health or development or to prevent significant impairment of their health and development and/or who are disabled.*

Informing parents when making a child protection referral

In most circumstances, consent will not be required to make a child protection referral, because even if consent is refused, there is still a professional duty to act upon concerns and make a referral. When a child protection referral has been made, the designated person contacts the parents (only if agreed with social care) to inform them that a referral has been made, indicating the concerns that have been raised, unless social care advises that the parent should not be contacted until such time as their investigation, or the police investigation, is concluded. Parents are not informed prior to making a referral if:

- there is a possibility that a child may be put at risk of harm by a discussion with a parent/carer, or if a serious offence may have been committed, as it is important that any potential police investigation is not jeopardised
- there are potential concerns about sexual abuse, fabricated illness, FGM or forced marriage
- contacting the parent puts another person at risk; situations, where one parent may be at risk of harm, e.g., domestic abuse; situations where it has not been possible to contact parents to seek their consent, may cause delay to the referral being made

The designated person makes a professional judgment regarding whether consent (from a parent) should be sought before making a child protection referral as described above. They record their decision about informing or not informing parents along with an explanation for this decision. Advice will be sought from the appropriate children's social work team if there is any doubt. The advice can also be sought from the designated officer.

Referring

- The designated person or backup follows their LSP procedures for making a referral.
 - If the designated person or their backup is not on site, the most senior member of staff present takes responsibility for making the referral to social care.
1. If a child is believed to be in immediate danger, or an incident occurs at the end of the session and staff are concerned about the child going home that day, then the Police and/or social care are contacted immediately.
 2. If the child is 'safe' because they are still in the setting, and there is time to do so, the senior member of staff contacts the setting's designated officer for support.
 3. Arrangements for cover (as above) when the designated person and backup designated person are not on-site are agreed upon in advance by the setting manager and clearly communicated to all staff.

Making a referral to the local authority Children's and Family Multi-Agency Referral Hub (MASH)

- We keep a copy of the cause for concern document in the filing cabinet in the setting.
- Staff are made aware of the Milton Keynes Safeguarding Children's Board website and Northampton Safeguarding Children Partnership website to access procedures for recording and reporting (listed below).

Escalation process

- If we feel a referral made has not been dealt with properly or that concerns are not being addressed or responded to, we will follow the Local Safeguarding escalation process.
- We will ensure that all staff members are aware of how to escalate concerns.
- We will follow local procedures published by the LSCB or safeguarding partners to resolve professional disputes.

Reporting a serious child protection incident

- The designated person is responsible for reporting to the designated officer and seeking advice if required prior to making a referral as described above.
- For child protection concerns at Tier 3 and 4** it will be necessary for the designated person to complete the 06.1c Confidential Safeguarding Incident Report form and send it to the designated officer.
- Further briefings are sent to the designated officer when updates are received until the issue is concluded.

** Tier 3: Children with complex multiple needs, requiring specialist services to achieve or maintain a satisfactory level of health or development or to prevent significant impairment of their health and development and/or who are disabled. Tier 4: Children in acute need, who are suffering or are likely to suffer significant harm.

Female genital mutilation (FGM)

Practitioners should be alert to symptoms that would indicate that FGM has occurred, or maybe about to occur, and take appropriate safeguarding action. Designated persons should contact the police immediately as well as refer to children's services local authority social work if they believe that FGM may be about to occur.

It is illegal to undertake FGM or to assist anyone to enable them to practice FGM under the Female Genital Mutilation Act 2003, it is an offence for a UK national or permanent UK resident to perform FGM in the UK or overseas. The practice is medically unnecessary and poses serious health risks to girls. FGM is mostly carried out on girls between the ages of 0-15, statistics indicate that in half of countries that practise FGM girls were cut before the age of 5. LSCB guidance must be followed in relation to FGM, and the designated person is informed regarding specific risks relating to the culture and ethnicity of children who may be attending their setting and shares this knowledge with staff. Symptoms of FGM in very young girls may include difficulty walking, sitting or standing; painful urination and/or urinary tract infection; urinary retention; evidence of surgery; changes to nappy changing or toileting routines; injury to adjacent tissues; spending longer than normal in the bathroom or toilet; unusual and /or changed behaviour after an absence from the setting (including increased anxiety around adults or unwillingness to talk about home experiences or family holidays); parents are reluctant to allow a child to undergo normal medical examinations; if an older sibling has undergone the procedure a younger sibling may be at risk; discussion about plans for an extended family holiday.

Liaison with other agencies and multi-agency working

- We work within the Local Safeguarding Children Board/Local Safeguarding Partners guidelines.
- The current version of 'What to do if you are worried a child is being abused' is available for parents and staff and ensures that all staff members are familiar with what to do if they have concerns.
- We have procedures for contacting the local authority regarding child protection issues and concerns about children's welfare attached to this policy in our Policies, Procedures and Administration file and on the door on the Pre-school store cupboard, including maintaining a list of names, addresses, and telephone numbers of social workers, to ensure that it is easy, in any emergency, for the setting and children's social care to work well together.
- We notify Ofsted of any incident or accident and any changes in our arrangements which may affect the well-being of children or where an allegation of abuse is made against a member of staff (whether the allegations relate to harm or abuse committed on our premises or elsewhere). Notifications to Ofsted are made as soon as is reasonably practicable, but at the latest within 14 days of the allegations being made.
- Contact details for the local National Society for the Prevention of Cruelty to Children (NSPCC) are also kept.

Allegations against staff and persons in a position of trust

- We ensure that all parents know how to complain about the behaviour or actions of staff or volunteers within the setting, or anyone working on the premises occupied by the setting, which may include an allegation of abuse.
- We ensure that all staff, volunteers, and anyone else working in the setting knows how to raise concerns that they may have about the conduct of other people including staff/colleagues.
- We differentiate between allegations, and concerns about the quality of care or practice and complaints and have a separate process to responding to complaints.
- We respond to any inappropriate behaviour displayed by members of staff/volunteers or any other person working with the children, which includes:
 - Inappropriate sexual comments.
 - Excessive one-to-one attention beyond the requirements of their usual role and responsibilities.
 - Inappropriate sharing of images.
- We will recognise and respond to allegations that a person who works with children has:
 - behaved in a way that has harmed a child, or may have harmed a child
 - possibly committed a criminal offence against a related child
 - behaved towards a child or children in a way that indicates they may pose a risk or harm to children
- We follow the guidance of the local Safeguarding Children's Board when responding to any complaint that a member of staff or volunteer within the setting, or anyone working on the premises occupied by the setting, has abused a child.
- We respond to any concerns raised by staff and volunteers who know how to escalate their concerns if they are not satisfied with our response.
- We respond to any disclosure by children or staff that abuse by a member of staff or volunteer within the setting, or anyone working on the premises occupied by the setting, may have taken, or is taking place, by first recording the details of any such alleged incident.
- We refer any such complaint immediately to a senior manager within the organisation and the Local Authority Designated Officer (LADO) as necessary to investigate and/or offer advice.

CONTACT Jo Clifford or Sarah Capel-Jones **on 01908 254307 Milton Keynes** or Andy Smith **on 01604 367862 or 01604 362993 Northampton.**

- We also report any such alleged incident to Ofsted (unless advised by LADO that this is unnecessary due to the incident not meeting the threshold) as well as what measures we have taken. We are aware that it is an offence not to do this.
- We co-operate entirely with any investigation carried out by children's social care in conjunction with the police.
- Where the management committee and children's social care agree it is appropriate in the circumstances, the chairperson will suspend the member of staff on full pay, or the volunteer, 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 or volunteers as well as children and families throughout the process. Where it is appropriate and practical and agreed LADO, we will set to offer an alternative to suspension for the duration of the investigation, if an alternative is available that will safeguard children and not place the affected staff or volunteer at risk.

Disciplinary action

Where a member of staff or a volunteer is dismissed due to engaging in activities that caused concern for the safeguarding of children or vulnerable adults, we will notify the Disclosure and Barring Services of relevant information so that individuals, who pose a threat to children and vulnerable groups, can be identified, and barred from working with these groups.

Key Commitment 3

Hanslope Pre-school is committed to promoting awareness of child abuse issues throughout its training and learning programmes for adults. We are also committed to empowering children, through our early childhood curriculum, promoting their right to be strong, resilient, and listened to.

Training

- We seek out training opportunities for all adults involved in the setting to ensure that they can recognise the signs and signals of possible physical abuse, emotional abuse, sexual abuse (including child sexual exploitation) and neglect and that they are aware of the local authority guidelines for making referrals. Training opportunities should also cover extra familial threats such as online risks, radicalisation, and grooming, and how to identify and respond to families who may need early help, and organisational safeguarding procedures.
- We ensure that designated persons receive training in accordance with that recommended by the Local Safeguarding Children's Board, every 2 years and refresh their knowledge and skills at least annually.
- We ensure that all staff know the procedures for reporting and recording any concerns they may have about the setting.
- We ensure that all staff receives updates on safeguarding via emails, newsletters, online training and/or discussion at staff meetings at least once a year.

Planning

- The layout of the playrooms allows for constant supervision. No child is left alone with staff or volunteers in a one-to-one situation without being within sight and/or hearing distance to other staff or volunteers.

Curriculum

- We introduce key elements of keeping children safe into our programme to promote the personal, social, and emotional development of all children, so that they may grow to be strong, resilient, and listened to and so that they develop an understanding of why and how to keep safe.
- We create within the setting a culture of value and respect for the individuals, having positive regard for children's heritage arising from their colour, ethnicity, languages spoken at home, cultural and social background.
- We ensure that this is carried out in a way that is developmentally appropriate for the children.

Confidentiality

- All suspicions and investigations are kept confidential and shared only with those who need to know. Any information is shared under the guidance of the Local Safeguarding Children Board/Local safeguarding Partners and in line with the GDPR, Data Protection Act 2018, and Working Together 2018.

Support to families

- We believe in building trusting and supportive relationships with families, staff, and volunteers in the group.
- We make clear to parents our role and responsibilities in relation to child protection, such as for the reporting of concerns, information sharing, monitoring of the child, and liaising always with the local children's social care team.
- We will continue to welcome the child and the family whilst investigations are being made in relation to any alleged abuse.
- We follow the Child Protection Plan as set by the child's social care worker in relation to the setting's designated role and tasks in supporting the child and their family, after any investigation.
- We will engage with any child in need plan or early help plan as agreed.

- Confidential records kept on a child are shared with the child's parents or those who have parental responsibility for the child in accordance with our Confidentiality and Client Access to Records procedure and only if appropriate under the guidance of the local Safeguarding Children Board.

Legal framework

Primary legislation

- Children Act 1989 – s 47
- Protection of Children Act 1999
- Care Act 2014
- Children Act 2004 s11
- Children and Social Work Act 2017
- Safeguarding Vulnerable Groups Act 2006
- Counterterrorism and Security Act 2015
- General Data Protection Regulation 2018
- Data Protection Act 2018
- Modern Slavery Act 2015
- Sexual Offences Act 2003
- Serious Crime Act 2015
- Criminal Justice and Court Services Act (2000)
- Human Rights Act (1998)
- Equalities Act (2006)
- Equalities Act (2010)
- Disability Discrimination Act (1995)
- Data Protection Act (2018)
- Freedom of Information Act (2000)
- Children's Safeguarding Practice Review and Relevant Agency (England) Regulations 2018

Further guidance

- Working Together to Safeguard Children (HMG 2018)
https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/779401/Working_Together_to_Safeguard_Children.pdf
- What to do if you are Worried a Child is Being Abused-(HMG 2015)
https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/419604/What_to_do_if_you_re_worried_a_child_is_being_abused.pdf
- Framework for the Assessment of Children in Need and their Families (DoH 2000)
- The Common Assessment Framework for Children and Young People: A Guide for Practitioners (CWDC 2010)
- Statutory guidance on making arrangements to safeguard and promote the welfare of children under section 11 of the Children Act 2004 (HMG 2008)
- Hidden Harm – Responding to the Needs of Children of Problem Drug Users (ACMD 2003)
- Information Sharing: Advice for Practitioners providing Safeguarding Services (DfE2018)
- Disclosure and Barring Service: www.gov.uk/disclosure-barring-service-check
- Revised Prevent Duty Guidance for England and Wales (HMG 2015)
- Inspecting Safeguarding in Early Years, Education and Skills Settings, (Ofsted, 2016)
- Keeping children safe in education 2022

Other useful Early Years Alliance publications

- Safeguarding Children (2013)
- Safeguarding through Effective Supervision (2013)
- The New Early Years Employee Handbook (2016)
- People Management in the Early Years (2016)

*A 'young person' is defined as 16 to 19 years old – in our Pre-school they may be a student, worker, volunteer, or parent.

This policy was reviewed by Hanslope Pre-school on 11th September 2023

Date to be reviewed 11th September 2024

Signed on behalf of Hanslope Pre-school

.....B. Mudaliar.....

By Brittany Mudaliar Chairperson on 22/09/2023

Hanslope Pre-school – Child Protection Contacts

Managing Allegations against People who work with children

Milton Keynes Council LADO (Local Authority Designated Officer: 01908 254307 or E-mail lado@milton-keynes.gov.uk)

Northampton Council Designated Officer (formally LADO) 01604 362993. or email ladoreferral@nctrust.co.uk

If LADO is unavailable, you should contact the Children's Social Care Referral and Assessment Team below.

[Designated Officer \(formerly LADO\) - Northamptonshire Safeguarding Children Board \(northamptonshirescb.org.uk\)](http://northamptonshirescb.org.uk)

Concerned about a child?

Milton Keynes council

Multi-Agency Safeguarding HUB (MASH) Team: 01908 253169 or 01908 253170

Emergency Social Work Team (out of hours only): 01908 265545

E-mail: children@milton-keynes.gov.uk

[DL leaflet final version \(non-print version\).pdf](#)

[Milton Keynes Children and Families Multi-Agency Referral Form \(MARF\) - Section 1: Child/Children's details - MyCouncil \(milton-keynes.gov.uk\)](#)

Milton Keynes Safeguarding Children's Board

Contact: 01908 254373

E-mail: mktogether@milton-keynes.gov.uk

www.mkscb.org

Northampton Council

Multi-Agency Safeguarding HUB (MASH) Team: 0300 126 7000

Emergency out-of-hours team: 01604 626 938

[Make a children's referral to Northamptonshire's MASH - Online form \(achieveservice.com\)](http://achieveservice.com)

Ofsted

General Helpline: 0300 123 1231 (Monday to Friday, 8.00am – 6.45 pm)

Or e-mail: enquiries@ofsted.gov.uk

Or write to:

Ofsted

Piccadilly Gate

Store Street

Manchester

M1 2WD

Complaints and Concerns about Childcare Providers: 0300 123 4666 (Monday to Friday 8.00am – 6.00pm)

Whistle-blowers Hotline: 0300 123 3155 (Monday to Friday 8.00 am – 6.00pm)

Or e-mail: whistleblowing@ofsted.gov.uk

Or write to:

WBHL

Ofsted

Piccadilly Gate

Store Street

Manchester M1 2WD

Visit website at www.ofsted.gov.uk

Northamptonshire County Council

Customer Service centre – Children’s Social Care: 0300 126 1000 (Monday to Friday 8.00am – 6.00pm)

Out of hours team: 01604 626938

Other Useful Contacts

NSPCC

Child Protection Helpline: 0808 800 5000

E-mail: help@nspcc.org.uk

www.nspcc.org.uk

NSPCC –National Whistleblowing Advice Line

0800 028 0285

Family Rights Group – Provides advice and support for families whose children are involved with social services.

Advice line: 0808 801 0366 (Monday to Friday 9.30am – 3.00pm)

E-mail: office@frg.org.uk

www.frg.org.uk

Coram Children’s Legal Centre – Advice and information service covering all aspects of law and policy affecting children.

Contact: 01206 714650 (Monday to Friday 8.00am – 6.00pm)

E-mail: info@coramclc.org.uk

www.childrenslegalentre.com

Citizens Advice Bureau

Milton Keynes Central: 01908 604475

National Phone Service (roll out programme): 0843 816 6365

www.citizenadvice.org.uk

www.miltonkeynescab.org.uk

Family Lives – offers support to anyone parenting a child

Free parent line: 0808 800 2222

E-mail support available via the website

www.familylives.org.uk

Kidscape – helping to prevent bullying and child abuse

Helpline: 08451 205 204

www.kidscape.org.uk

Action for Children (Previously NCH)

www.actionforchildren.org

BBC Children in Need
www.bbc.co.uk/pudsey

Childline
Helpline for children & young people: 0800 1111
www.childline.org.uk

The role of the LADO (Local Authority Designated Officer)

The role of the LADO is set out in HM Government guidance Working Together to Safeguard Children (2018) Chapter 2 Paragraph 4. and is governed by the authorities' duties under section 11 of the Children Act 2004 and MKSCB Inter-Agency Policy and Procedures (Ch 2.8). This guidance outlines procedures for managing allegations against people who work with children who are paid, unpaid, volunteers, casual, agency or anyone self-employed.

The LADO* must be contacted within one working day in respect of all cases in which it is alleged that a person who works with children has:

- behaved in a way that has harmed or may have harmed a child.
- possibly committed a criminal offence against or related to a child.
- behaved towards a child or children in a way that indicates they may pose a risk of harm to children.

There may be up to three strands in the consideration of an allegation:

- a police investigation of a possible criminal offence.
- enquiries and assessments by children's social care about whether a child needs protection or in need of services.
- consideration by an employer of disciplinary action in respect of the individual.

The LADO is responsible for:

- Providing advice, information and guidance to employers and voluntary organisations around allegations and concerns regarding paid and unpaid workers.
- Managing and overseeing individual cases from all partner agencies.
- Ensuring the child's voice is heard and that they are safeguarded.
- Ensuring there is a consistent, fair, and thorough process for all adults working with children and young people against whom an allegation is made.
- Monitoring the progress of cases to ensure they are dealt with as quickly as possible.
- Recommending a referral and chairing the strategy meeting in cases where the allegation requires investigation by police and/or social care.

The LADO is involved from the initial phase of the allegation through to the conclusion of the case. The LADO is available to discuss any concerns and to assist you in deciding whether you need to make a referral and/or take any immediate management action to protect a child.

If you wish to discuss any concerns and are unsure if the above criteria have been met please complete [LADO Notification Form - Dec 2020.docx \(live.com\)](#)

and return a to lado@milton-keynes.gov.uk prior to contacting the service on 01908 254300.

[Designated Officer \(formerly LADO\) - Northamptonshire Safeguarding Children Board \(northamptonshirescb.org.uk\)](#)
ladoreferral@nctrust.co.uk

If the above criteria have been met then you should make a referral to the Multi Agency Safeguarding Hub (MASH) by completing the <https://www.milton-keynes.gov.uk/assets/attach/57299/LADO-Notification-Form-Dec18.doc>

*If the LADO is not available, you should refer to Multi Agency Safeguarding Hub on 01908 253169/3170.

Additional information can be accessed via the LADO page of the MKSB website: www.mkscb.org

Or Multi Agency Safeguarding Hub (Northampton) on 0300 1267000

website: [Worried about a child? - Northamptonshire Safeguarding Children Board \(northamptonshirescb.org.uk\)](#)

Last Updated: 18th September 2023