



SAFEGUARDING CHILDREN CHILD PROTECTION POLICY AND PRACTICE

Our Child protection/Safeguarding Lead is Janet Robson. Janet (Pre School Manager) has attended the required training on Child Protection.

All staff members attend Safeguarding/Child Protection training from basic awareness to advanced child protection as and when necessary.

At Mulberry Court Pre school we are committed to safeguarding and promoting the welfare of children and expect all staff and volunteers to share this commitment. We intend create an environment for children to be safe from abuse and in which any suspicion of abuse is promptly and appropriately responded to. Staff and volunteers recognise their responsibility to provide an environment that always promotes the safety of the children.

This safeguarding policy is based on guidelines and legislation outlined in the following documents;

The legal framework:

Primary legislation

The Children Act 1989

The Protection of Children Act 1999

Data Protection Act 1998

The Children Act 2004 (Every Child Matters)

The Children (NI)

The Children (Scotland)

Order 26 of the Counter-Terrorism and Security Act 2015

Keeping children Safe in Education

Further Guidance



Portsmouth Children's Trust and Portsmouth Safeguarding Children's Board
Protocol and Guidance 2014

What to do If You Are Worried a Child Is Being Abused

The Common Assessment Framework

Working Together to Safeguard Children 2013

The Common Assessment Framework 2005

Keeping Children Safe in Education 2018

Secondary Legislation

Sexual Offences Act (2003)

Criminal Justice and Court Services Act (2000)

Human Rights ACT (1999)

Race Relations (Amendment) Act (2000)

Race Relations (Amendment) Act (1976)

Regulations Rehabilitation of Offenders Act 1974

Contacts;

Mulberry Court Pre-school, Designated Officer for Safeguarding Children
(DOSC) – Janet Robson - Pre-school Manager

Multi Agency Safeguarding Hub – 02392 688793 or 0845 671 0271 58

Emergency out of hours – 0845 600 4555

Police (non emergency) – 0845 045 4545

Local Authority Designated Officer (LADO) Rebecca Paradise – 02392882500

Email: LADO@portsmouthcc.gov.uk

Ofsted – 0300 123 1231

Procedure

Staff, Students and Volunteers



- We ensure all staff; students and volunteers are made aware of our safeguarding policies and procedures through rigorous induction.
- We abide by Ofsted requirements in respect of references disclosure and barring checks (DBS) and Enhanced Criminal Record Bureau (CRB) for staff, students and volunteers, to ensure that no disqualified or unsuitable person works at the setting or has access to the children.
- Staff are expected to disclose any convictions, cautions, court orders, reprimands and warnings that may affect their suitability to work with children (whether received before or during employment at Mulberry Court pre-school).
- We do not allow people whose suitability has not been checked, including through a CRB/ DBS check, to have unsupervised contact with children in our care.
- Students and volunteers do not work unsupervised.
- We abide by the 'Protection of vulnerable group' act requirements in respect of any person who is dismissed from employment or resigns in circumstances that would otherwise have led to dismissal for reasons of child protection concerns.

Prevent abuse by means of good practice

- Adults will not be left alone with individual children or small groups for any long period of time. If a child needs first aid treatment, the first aider is in sight of another adult at all times. Staff changing nappies will be visible but maintain the child's privacy.
- Adults, who have not been registered as being "fit" persons, will not take children unaccompanied to the toilet. If a child needs a full change of clothing another staff member will be present.
- Children will be encouraged to develop a sense of autonomy and independence, through adult support, in making choices and in finding names for their own feelings and acceptable ways to express them. This will enable children to have self-confidence and vocabulary to resist inappropriate approaches.



- The layout of the Pre-school will permit constant supervision of all the children.

Recruitment

- All applicants for posts within the Pre-school, whether voluntary or paid, will be interviewed before an appointment is made and will be asked to provide two references to support their application. All such references will be required to be submitted in writing and will be followed up verbally before offered a position at the setting. In the case of applicants with unexplained gaps in their employment history, or have moved from one job to another, explanations will be sought at the point of interview. All applicants will undergo a DBS check by the registering body before commencement of work can be undertaken. Children will not be left with anyone who has not been checked (See recruitment policy)
- All appointments, both paid and voluntary, will be subject to a probationary period and will not be confirmed unless the Pre-school is confident that the applicant can be safely entrusted with children.
- We provide regular supervision that provides opportunity for staff, student and volunteers to discuss any issues concerning children's development or wellbeing.
- Supervisions also provide opportunity for staff, students and volunteers to raise concerns if a colleague's behaviour and conduct is putting children at risk.
- If staff, students and volunteers have concerns regarding the Room Leaders behaviour and/or conduct regarding the safety and welfare of the children, they must report this to the Manager of the pre-school.
- Any allegations of abuse made against a member of staff, student or volunteer will be dealt with in line with this policy.
- We have procedures for recording the details of visitors to the setting.
- We have security steps to ensure we have control over who comes into the setting so that no unauthorised person has unsupervised access to the children.

Supervision, monitoring and development



The aim of the line management supervision is to provide an accountable process which supports, assures, and develops the knowledge, skills and values of an individual, group, or team. The functions of supervision will be addressed in the supervisory process in the following ways;

- To ensure that the worker carries out those responsibilities to a professional standard.
- To carry out formal appraisals
- To assist in every way with the professional development of the worker including identification of learning needs to fulfil their roles and responsibilities.
- To be a primary source of staff care for the worker.
- To mediate for the worker with colleagues, the organisation, and other stakeholders. Those responsible for supervising practitioners working with children and families will ensure that there is appropriate supervision in place which supports staff and volunteers in their role.

All staff, students and volunteers will attend relevant training to ensure they are competent and confident in carrying out their responsibilities for safeguarding and promoting children's welfare. Training will be appropriate to the area and level of work and will be according to individual roles.

Supervisions will happen termly.

As a minimum all staff will attend basic child protection training and be able to recognise and respond to child welfare concern and provide them with:

1. A clear understanding of what to do when they have a concern.
2. A clear understanding of their roles and responsibilities in relation to identifying, reporting, and recording in the event they have concerns about a child.
3. An understanding of the statutory requirements in relation to confidentiality, consent and information sharing and how to apply these in relation to a particular child about whom they have a concern.

Additional and particular training will be provided for those where it is appropriate and relevant to their job role in relation to:

- The Single Assessment Framework (SAF) (integrated workforce)



- Safe recruitment and vetting.
- Child protection and substance misuse, domestic violence, and children with disabilities.
- Managing allegations against staff.
- Looked after children
- Confidentiality

All staff will undertake suitable refresher training to keep their knowledge and skills up to date. In addition, they will be expected to access the written policies and procedures in relation to safeguarding as part of their initial induction, which will include details of the designated officer for safeguarding.

Responding to concerns raised directly by the child

Where a child makes comments to a member of staff that gives cause for concern (disclosure), observes signs or signals that gives cause for concern, such as significant changes in behaviour, deterioration in general wellbeing; unexplained bruising, marks or sign of possible abuse or neglect that member of staff will:

- Listen to the child, offer reassurance and reassurance that action will be taken.
- Not question the child.
- Make a written record that forms an objective record of the observational disclosure that includes: The date and time of observation or disclosure. The exact words spoken by the child as far as possible. The name of the person to whom the concern was reported, with date, time and the names of any other person present at the time.
- This information will be passed immediately on to the Safeguarding Lead, who will take further action. These records are signed and dated and kept in the safeguarding children file which is kept securely and confidentially. Staff involved will not discuss the concerns with those who do not need to know.

Key records

Whenever worrying changes are observed in a Childs behaviour, physical condition or appearance, a specific and confidential record will be set up, quite



separate from the usual on-going records of children's progress and development. The record will include, in addition to the name, address and age of the child, timed and dated observations, describing objectively the child's behaviour/appearance, without comment or interpretation, where possible, the exact words spoken by the child and the date, name and signature of the observer. All children are signed in and out daily by a member of staff with the time of arrival/departure and who is dropping them off and picking them up. If a child is known to Social Care, a separate confidential record will be kept recording any lateness or early departure and reasons for this, general appearance and wellbeing, parents attitude towards staff and child/ren and any contact with outside agencies by phone, e-mail, written and seen in person. These records will be used to support the key persons or safeguarding officers' attendance or report for any team around the child (TAC) meetings. The pre-school will endeavour to attend any team around the child meetings that they are invited to or provide a written report if a representative is unable to attend.

Responding to Suspicions of Abuse

- If a member of staff, student or volunteer has identified a concern about a child they must follow the "What to do if you are worried a child is being abused" (summarised in the Safeguarding reporting flow chart at the end of this policy), and report concerns in the first instance to the Safeguarding Lead. The Safeguarding Lead will advise and coordinate the appropriate response to concerns.
- The Safeguarding Lead will provide advice and support to the staff member, student or volunteer and where necessary support them in making a referral to Portsmouth MASH on the Portsmouth shared referral form.
- The Safeguarding Lead may seek advice from Portsmouth Joint Action Team where there is uncertainty about whether what has been said indicates abuse. This will not constitute a referral.
- When contacting the MASH, the Safeguarding Lead will make a clear statement of;
 - Known facts
 - Suspicions and allegations
 - Any contact with the family.



- We will work in partnership with all agencies in order to protect the child and the family, this may mean the Police or another agency identified by the Local Safeguarding Children's Board.
- We take care not to influence the outcome either through the way we speak to children or by asking questions of children.

Informing parents

- Parents are usually contacted immediately.
- If a suspicion of abuse is recorded, parents are informed at the same time as the report is made, except where the guidance of the Joint Action Team does not allow this. This will usually be the case where the parent is the likely abuser. In this case investigating officers will inform the parents.

Children Known to Social Care

- Key person will be aware that the child is known to Social Care.
- Key person is responsible for monitoring and recording patterns of attendance
- Pre-existing injuries will be recorded.
- Any concerns will be shared immediately with the Safeguarding Lead and the child's Social Worker.

Management of Allegations Against Staff

- Any allegations of abuse made against a member of staff or volunteer in the Pre-school will be dealt with fairly, quickly and consistently, in a way that provides effective protection for the child and at the same time supports the person who is the subject of the allegation.
- Ofsted will be notified of any allegations of serious harm or abuse by a person working or looking after children at the premises (whether the allegations relate to harm or abuse committed on the premises or elsewhere). Ofsted will be informed as soon as is reasonably practicable, but at the latest within 14 days of the allegations being made.



- All allegations of a serious harm or abuse must be reported to the Safeguarding Lead who will inform the LADO to determine the next steps, (if the allegation is made against the Safeguarding Lead the Deputy Manager Roxanne Walshe will inform LADO). There will be one or more of four possible outcomes following this initial discussion

1. An immediate referral to the Police for potential criminal investigation.
2. Child is suffering or at risk of suffering significant harm, an immediate referral to Social Care for potential child protection investigation.
3. The shared judgement of the Safeguarding Lead and the LADO is that the allegation(s) are a disciplinary matter.
4. The shared judgement of the Safeguarding Lead and the LADO is that the allegation(s) are demonstrably false, displaced or potentially malicious.

- Allegations will be treated seriously and the decision to inform parents or carers will be made in conjunction with the LADO if they do not already know. In circumstances where police or Social Care is involved, the LADO will consult with these agencies as to how the parents should be informed.

- The accused member of staff will be informed of the allegation as soon as appropriate after the DOSC has consulted the LADO. In circumstances where a strategy meeting is required with the Police and Social Care, the accused should not be informed until those agencies have agreed that information can be disclosed to the individual. If the person is a member of a union or professional association, they should be advised to seek support from that organisation.

- A full investigation of the allegation will be carried out by the appropriate agencies in liaison with the LADO and the Safeguarding Lead.

- In some cases where there is a risk of harm posed to children or vulnerable adults by accused person consideration will be given to placing a cautionary suspension on the accused from their place of work. This will only happen on the advice from the LADO, however this is usually the course of action where the allegations warrant further investigation by police or Social Care.



- If an allegation is substantiated following full investigation and the member of staff is dismissed, advice will be sought from the LADO as to whether a referral to the Disclosure and Barring Service is required.
- If it is decided on conclusion of the investigation that the member of staff should return to work, the appropriate manager will consider how best to facilitate this. Help and support will be provided to the individual to return to work and depending on the individual's circumstances, a phased return with the provision of a mentor will be considered.
- On the conclusion of a case in which an allegation is substantiated, the owner will oversee a review of the circumstances of the cases to determine whether there are any improvements to be made to the organisations procedures or practice to help prevent similar events in the future.
- If an allegation is unfounded the matter will be referred to Social Care to determine whether the child concerned is in need of services.

Camera, Mobile phone and recording devices

- Mulberry Court pre-school does not allow the use of personal cameras, mobile phones and recording devices by staff, students or volunteers whilst on duty except the Room Leader and Manager when uploading onto Facebook/parents page.
- Any member of staff who does not comply with this will be dealt with in line with the settings grievance and disciplinary procedures.
- Children will only be photographed with parental consent has been obtained, for use in learning journeys and website.
- Parents and visitors are informed that the use of mobile phones within the pre school is not allowed. Anyone seen using their mobile phone will immediately be challenged by a member of staff who will ask them to terminate the use and if necessary, escort them off the premises where they can use their phone safely.

Date:10/01/2024



Signed..... Janet Robson (Pre school Manager)

To be reviewed... January 2025