



Safeguarding and Welfare Requirement: Child Protection Policy and Procedures



Safeguarding And Welfare Policies and Procedures

Updates	Member of Staff	Comments

Table of Contents

Pre-School Designated Safeguarding Officers	Position
Laura Spillett	Proprietor
Stephanie Barrett	Proprietor
Katie Ingham	Deputy Manager
Kimberly Fletcher	Assistant Manager



Safeguarding and Welfare Requirement: Child Protection Policy and Procedures

- 1.1 Principles
- 1.2 Procedures and Key Commitments
- 1.3 Physical Abuse
- 1.4 Neglect
- 1.5 Sexual Abuse
- 1.6 Emotional Abuse
- 1.7 Vulnerability
- 1.8 Fabricated Illness
- 1.9 Response from Parents
- 1.10 Recording Suspicions of Abuse and Disclosure
- 1.11 Informing Parents
- 1.12 Liaison with other agencies
- 1.13 Allegations against staff
- 1.14 Staff Training
- 1.15 Collection Procedures
- 1.16 Intimate Care
- 1.17 Photographs of Children
- 1.18 Confidentiality
- 1.19 Support to Families
- 1.20 Links with Other Policies
- 1.21 Contact Details
- 1.22 Legal Framework
- 1.23 Further Guidance

1.1 Principles

Policy Statement

BeBright Pre School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment

BeBright Pre School will work with children, parents and the community to ensure the upmost importance with regards to the rights and safety of children and vulnerable adults. Children and parents have the right to expect the pre-school to provide a safe and secure environment as part of our parent/carer partnership role. Our Safeguarding Policy is based on the three key commitments of the Pre-school Learning Alliance Safeguarding Children Policy.

We support and protect the children and families in our care and implement robust procedures to prevent the impairment of children's health and development. The subject of Safeguarding is broad and therefore this document should be used in conjunction with other pre school policies and procedures in place to provide an all-round holistic approach.

"Safeguarding is everyone's business - So never ever do nothing."

(A combination of two quotes by Lord Laming following the death of Victoria Climbié)

We will follow the comprehensive guidelines in Working Together to Safeguard Children (Department of Education 2018) and the DFE Guidance Safeguarding Children and Safe Recruitment in Education (2007). There is also comprehensive local guidance provided by Lincolnshire County Council which can be found at [Lincolnshire Safeguarding Children Partnership – About the LSCP - Lincolnshire County Council](#) . There is a Local Authority Designated Officer (LADO) available here whereby any child protection issues can be referred.

This policy has been written in accordance with locally agreed inter-agency procedures and is available on the pre school website. We have also taken into consideration our commitment to the early Years Foundation Stage and the key components of the policy:

- Ensure safe recruitment in checking the suitability of staff and volunteers to work with children

- Raise awareness of child protection issues and equip children with the skills needed to keep them safe.
- Develop and then implement procedures for identifying and reporting cases, or suspected cases, of abuse
- Establish a safe environment in which children can learn, develop and thrive
- In accordance with his/her agreed child protection plan, supporting children who have been identified as requiring extra support

Children have the right to be treated with respect and to be kept safe from any abuse in whatever form. Safeguarding and promoting the welfare of children, for the sake of the policy is defined as:

- Protecting children from maltreatment
- Preventing the impairment of children's health or development
- Ensuring that children are growing up in circumstances consistent with the provision of safe and effective care

(Definitions from 'Working together to safeguard children')

Our policy has also been written in conjunction with the UNCRC Rights of the Child.

- Every child has the right to be safe
 - Every child has the right to personal privacy
 - Every child has the right to be valued as an individual
 - Every child has the right to be treated with dignity and respect
 - Every child has the right to be involved and consulted in their own intimate care to the best of their abilities and where practicable
- Our designated safeguarding officers who co-ordinate child, young person and vulnerable adult protection issues are Laura Spillett, Stephanie Barrett, Katie Ingham and Kimberley Fletcher
 - When the setting is open but neither of the designated officers are on site, a suitably trained deputy is available at all times for staff to discuss safeguarding concerns.

- The designated officers ensure they have relevant links with statutory and voluntary organisations with regard to safeguarding.
- The designated person (and the person who deputises for them) understands LSCP safeguarding procedures, attends relevant LSCP training at least every two years and refreshes their knowledge of safeguarding at least annually.
- BeBright Pre School ensures all staff are trained to understand our safeguarding policies and procedures during their induction period and a copy of the policy is always available for parents/carers at all times.
- All staff have an 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 are able to identify those children and families who may be in need of early help and enable them to access it.
- All staff understand LSCP thresholds of significant harm and understand how to access services for families, including for those families who are below the threshold for significant harm.
- All staff understand how to escalate their concerns in the event that they feel either the local authority and/or their own organisation has not acted adequately to safeguard.
- 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 mobile phones), whistleblowing and dignity at work.
- Children have a key person to build a relationship with, and are supported to articulate any worries, concerns or complaints that they may have in an age appropriate way.
- All staff understand our policy on promoting positive behaviour and follow it in relation to children showing aggression towards other children.
- Adequate and appropriate staffing resources are provided to meet the needs of children.



Safeguarding and Welfare Requirement: Child Protection Policy and Procedures

- Applicants for posts within the setting are clearly informed that the positions are exempt from the Rehabilitation of Offenders Act 1974.
- Enhanced criminal records and barred lists checks and other suitability checks are carried out for staff and volunteers prior to their post being confirmed, to ensure that no disqualified person or unsuitable person works at the setting or has access to the children.
- Where applications are rejected based on information disclosed, applicants have the right to know and to challenge incorrect information.
- Enhanced criminal records and barred lists checks are carried out on anyone working on the premises.
- Volunteers must:
 - be aged 17 or over;
 - be considered competent and responsible;
 - receive a robust induction and regular supervisory meetings;
 - be familiar with all the settings policies and procedures;
 - be fully checked for suitability if they are to have unsupervised access to the children at any time.
 - complete the setting induction programme
- Information is recorded about staff qualifications, and the identity checks and vetting processes that have been completed including:
 - the criminal records disclosure reference number;
 - certificate of good conduct or equivalent where a UK DBS check is not appropriate;
 - the date the disclosure was obtained; and
 - 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).
- All staff and volunteers are required to notify us 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 orders made in relation to care of their children.

- BeBright Pre School will notify the Disclosure and Barring Service immediately of any person who is dismissed from our employment or resigns in circumstances that would otherwise have led to dismissal for reasons of a child protection concern.
- Procedures are in place to record the details of visitors to the setting.
- Security steps are taken to ensure that the managers have control over who comes into the setting so that no unauthorised person has unsupervised access to the children.
- Steps are taken 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 personal information is held securely and in line with data protection requirements and guidance from the ICO.
- The designated persons in the setting has responsibility for ensuring that there is an adequate online safety policy in place.
- We keep a written record of all 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 officers will support the designated person to undertake their role adequately and offer advice, 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 children's social care, the LADO, Ofsted or Riddor.

1.2 Procedures

BeBright Pre-School's prime responsibility is the welfare and well-being of all the children in our care. All staff will work as a multi-agency team where needed in the best interests of the child. We carry out procedures to ensure we meet the three key commitments of the Learning Alliance Safeguarding Children Policy, which incorporates responding to child protection concerns.

Key Commitment 1



BeBright 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.

Key Commitment 2

BeBright 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.

Key Commitment 3

Be Bright Pre School is committed to promoting awareness of child abuse issues throughout our 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.

The following procedures are to be used as a working document for staff members, parents/carers and children at BeBright Pre School. These procedures are to be followed if anyone has a concern regarding the health and safety of a child in the pre-school, or if someone suspects that any form of child abuse is taking place including within the workplace. This could be in the form of Physical Abuse, Neglect, Sexual Abuse or Emotional Abuse.

1.3 Physical Abuse

Action will be taken under this heading if staff members have reason to believe that there has been physical injury to a child. Examples which **may** indicate physical abuse include:

- Patterns of bruising
- Finger, hand or nail marks
- Bite marks
- Round burn marks, burns, scalds
- Lacerations
- Fractures
- Fear of going home with parents/fear of adults/fear of medical help
- Violence or aggression towards others
- Isolates him/herself from peers



It is important at this point to remember that many children will have cuts and grazes from normal childhood injuries, these should be logged and discussed with the pre school manger.

If there are any signs of the above they should be recorded on an existing injury form as soon as they come into the pre school by a member of staff, the injury will then be discussed with the parent/carer either face to face on the door or over the telephone. Such discussions will be recorded on the form which parents will be required to sign for accuracy. The parent can have access to these records. The concern should be raised with the parent and such discussions will be recorded.

It may be considered appropriate to arrange a meeting with the parent/carer to complete an Early Help Assessment (EHA) or liaise with any other agencies such as the health visiting team. If the designated safeguarding lead believes the injuries may be as a result of abuse then a referral will be made to Children's Services.

1.4 Neglect

Neglect is described as a situation when parents or carers fail to meet the basic essential needs of children such as adequate food, clothes, warmth and medical care which may result in serious impairment of the child's health and development. Examples of neglect **may** include:

- Hunger
- Tiredness and listlessness
- Child is dirty and unkempt
- Poor clothing according to the weather
- Poor concentration
- Untreated illnesses/injuries
- Failure to achieve milestones
- Failure to develop socially

The concern should be raised with the parent and such discussions will be recorded. It may be considered appropriate to arrange a meeting with the parent/carer to complete an Early Help

Assessment (EHA) or liaise with any other agencies such as the health visiting team. If there are any other queries then the LSCP should be notified.

1.5 Sexual Abuse

Action will be taken under this heading if a staff member has witnessed occasions where a child indicates sexual activity through words, play, drawing or inappropriate knowledge of adult sexual behaviour. Examples of behaviour which **may** indicate sexual abuse include:

- Sexually explicit play or behaviour
- Anal or vaginal discharge, soreness or scratching
- Inability to concentrate/tiredness
- Refusal to communicate, selective mutism
- Thrush or throat infections
- Persistent complaints of stomach pain
- Eating disorder
- Regressive behaviour
- Touching others inappropriately
- Bruises or scratches in genital area

If a child starts to disclose about abuse they may be experiencing all staff at BeBright Pre School will be honest with the child that is making the disclosure that they will need to share the information with one of the safeguarding officers to keep them safe.

The adult should reassure the child at all times and listen without interrupting and then everything recorded in a confidential report. The matter will be referred to the local safeguarding board for advice without the notification of parents.

1.6 Emotional Abuse

Action will be taken under this heading if staff members have reason to believe that there is a severe adverse effect on the behaviour and emotional development of the child caused by persistent or severe ill treatment or rejection.

Examples of emotional abuse **may** look like:

- Delayed physical/mental/emotional support

- Sudden speech disorders
- Inappropriate emotional responses
- Regression, tics, twitches, rocking and head banging
- Running away
- Lack of confidence
- Withdrawn

Any concerns should be raised with the safeguarding officer and parent. It may be considered appropriate to arrange a meeting with the parent/carer to complete an Early Help Assessment (EHA) or liaise with any other agencies such as the health visiting team. If the designated safeguarding lead believes the injuries may be as a result of abuse then a referral will be made to Children's Services.

1.7 Vulnerabilities

BeBright Pre School ensure that all staff have an understanding of 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 child, young person or vulnerable adult protection.

- BeBright Pre School is aware of the 'hidden harm' agenda 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 and parent's learning disability.
- BeBright Pre School is 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.
- BeBright Pre School is prepared to take action if we have concerns about the welfare of a child who fails to arrive at a session when expected. The designated person will take immediate action to contact the child's parent 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 has current involvement with social care the social worker is notified on the day of the unexplained absence.



Safeguarding and Welfare Requirement: Child Protection Policy and Procedures

- BeBright Pre School is 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, BeBright Pre School follow the Prevent Duty guidance for England and Wales published by the Home Office and LSCP procedures on responding to radicalisation and have completed the required PREVENT training.
- The designated officers complete 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.
- BeBright Pre School is aware of the mandatory duty that applies to teachers, including early years practitioners, and health workers to report cases of Female Genital Mutilation to the police.
- BeBright Pre School are also 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 who we may come into contact with.
- 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 concerns and follow the LSCP procedures.
- Where such evidence is apparent, the child's key person 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 on the child's personal file in a locked filing cabinet that is accessible by the designated safeguarding officers
- In the event that a staff member or volunteer is unhappy with the decision made of the designated person in relation to whether to make a safeguarding referral they must follow escalation procedures.

- BeBright Pre School refer concerns to the local authority children's social care team 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 Board.

1.8 Fabricated Induced Illness

This is also a type of physical abuse. This is where a child is presented with an illness that is fabricated or induced by the adult carer. The carer may seek out unnecessary medical treatment. A carer could exaggerate a real illness or symptoms or could include a physical illness through poisoning, starvation and inappropriate diet. The safeguarding officer should speak to the carer first and foremost and investigate what support can be offered to the family, LCSP should be contacted for advise and this should be logged the same as other safeguarding concerns.

1.9 Response from Parents

Responses from parents can indicate cause for concern, these **may** include:

- Delay in seeking medical treatment
- Denial of any injury
- Incompatible explanations offered
- Reluctance to give information
- Alcohol or substance misuse
- Violence in the child's home

1.10 Recording Suspicions of Abuse and Disclosures

Staff should make an objective record (supported by the Designated Safeguarding Officer present) of any observation or disclosure and include:

- Child's name, address, age and date of birth
- Date and time of the disclosure
- EXACT words spoken by the child
- EXACT position and type of injuries/marks seen
- EXACT observation of an incident including any other witnesses
- Name of the person to whom the concern was reported to, date and time and the name of any other person present at the time

- Any discussions held with parents

These records should then be signed by the person reporting the incident and the safeguarding officer, dated and kept in a separate confidential file. It may be then necessary to contact other agencies such as Ofsted and the local safeguarding board and an Early Help Assessment may be required. Staff must not make any comments either privately or publicly about the incident/parents/staff's supposed or actual behaviour.

All staff are also aware that adults can also be vulnerable and know how to refer adults who are in need of community care services.

- We have a whistleblowing policy in place.
- Staff/volunteers know they can contact the organisation Public Concern at Work for advice relating to whistleblowing; if they feel that the organisation has not acted adequately in relation to safeguarding they can contact the NSPCC whistleblowing helpline.

Making a referral to the local authority children's social care team

- The Pre-school Learning Alliance's publication *Safeguarding Children* contains procedures for making a referral to the local children's social care team, as well as a template form for recording concerns and making a referral.
- We keep a copy of this document alongside the procedures for recording and reporting set down by our Local Safeguarding Children Board, which we follow where local procedures differ from those of the Pre-school Learning Alliance.

Escalation process

- If we feel that a referral made has not been dealt with properly or that concerns are not being addressed or responded to, we will follow the LSCP escalation process.
- We will ensure that staff are aware of how to escalate concerns.

1.11 Informing parents

- Parents/carers are normally the first point of contact. Concerns are discussed with parents to gain their view of events, unless it is felt that this may put the child at risk or interfere with the course

of a police investigation. Advice will be sought from raising an hypothetical query with LSCP if necessary.

- Parents are usually informed when we make a record of concerns in their child's file and that we also make a note of any discussion we have with them regarding a concern. There may be exceptions to this whereby FII, sexual abuse, FGM or perceived risk of immediate harm if the information is shared
- If a suspicion of abuse warrants referral to social care, parents are informed at the same time that the referral will be made, except where the guidance of the Local Safeguarding Children Board does not allow this, for example, where it is believed that the child may be placed at risk.
- This will usually be the case where the parent is the likely abuser.
- If there is a possibility that advising a parent beforehand may place a child at greater risk (or interfere with a police response) the designated person should seek advice from LSCP about whether or not to advise parents beforehand and should record and follow the advice given.

1.12 Liaison with other agencies

- BeBright Pre School works within the Local Safeguarding Children Board guidelines.
- The current version of 'What to do if you're worried a child is being abused' is available for parents and staff and all staff are familiar with what they need to do if they have concerns.
- We have procedures for contacting the local authority regarding child protection issues that is visible in the office/staffroom, telephone numbers of social workers that are involved with a child protection case, to ensure that it is easy, in any emergency, for the setting and children's social care to work well together.
- BeBright Pre School will 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.

1.13 Allegations against staff

- BeBright Pre School will ensure that all parents know how to complain about the behaviour or actions of staff or volunteers within the setting, or anyone living or working on the premises occupied by the setting, which may include an allegation of abuse. The complaints policy is on the settings website and a paper copy is available.
- BeBright Pre School will respond to any inappropriate behaviour displayed by members of staff, volunteer or any other person living or working on the premises, which includes:
 - inappropriate sexual comments;
 - excessive one-to-one attention beyond the requirements of their usual role and responsibilities, or inappropriate sharing of images.
- BeBright Pre School follow the guidance of the Local Safeguarding Children Board when responding to any complaint that a member of staff or volunteer within the setting, or anyone living or working on the premises occupied by the setting, has abused a child.
- BeBright Pre School will ensure that all staff and volunteers know how to raise concerns about a member of staff or volunteer within the setting. 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
- BeBright Pre School will respond to any disclosure by children or staff that abuse by a member of staff or volunteer within the setting, or anyone living or 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.
- BeBright Pre School refer any such complaint immediately to the Local Authority Designated Officer (LADO) to investigate and/or offer advice on 01522 554674
- 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.
- Be Bright Pre School will co-operate entirely with any investigation carried out by children's social care in conjunction with the police.
- Where the management team and children's social care agree it is appropriate in the circumstances, the member of staff or volunteer will be suspended 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.

Disciplinary action

Where a member of staff or volunteer has been dismissed due to engaging in activities that caused concern for the safeguarding of children or vulnerable adults, we will notify the Disclosure and Barring Service 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.

1.14 Staff Training

When recruiting staff and volunteers we will ask specific questions in their application about the following:

- Any criminal record which is followed up by a DBS check
 - If the candidate has or is having regular contact with someone who has a criminal record or is/has been placed on the Sex Offenders Register
 - Whether they are known to social services for any reason to say they cannot work with children
 - The names and addresses of two people, not relatives, who will provide references that comment on the applicant's previous work with other children.
- A safeguarding scenario will also be asked of the candidate at the point of interview.

All staff will be provided the opportunity to undertake child protection training within the first six months of joining the pre-school. Further to this all staff will be actively encouraged to undertake a Level 2 Safeguarding course to ensure that they are able to 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.

The safeguarding officers receive appropriate training, as recommended by the Local Safeguarding Children Board, every two 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 provision.

We ensure that all staff receive updates on safeguarding via staff noticeboard, emails, newsletters, online training and/or discussion at staff meetings at least once a year.

Planning

- The layout of the rooms 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 of other staff or volunteers.

Curriculum

- BeBright Pre School 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 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.

1.15 Collection procedures

The pre school has a duty of care to ensure that children are only handed over to authorised collectors such as parents/carers, friends and relatives. The collection policy will be made available to all parents/carers at the point of joining the pre school and all staff will be made aware of the collection procedures.

1.16 Intimate Care

BeBright Pre School has developed intimate care guidelines to protect children and staff. Disabled children and children with special educational needs may be especially vulnerable and all staff involved with giving intimate care needs to be sensitive towards their individual needs. The understanding of what is intimate care may also vary within diverse cultures so staff members need to be aware of any cultural specifics that may impact upon care that we provide. Intimate care can include:

Feeding

Oral Care

Washing

Dressing/Undressing



Toileting/nappy changing

Supervision of a child involved in intimate care

Applying/renewing dressings to intimate parts of the body

Parents have a responsibility to advise the staff of the intimate care needs of their child which must be documented in the child's individual care plan.

1.17 Photographs of children

The use of photographic images of children in publications and on the pre school website is covered under the Data Protection Policy. No photographs will be published without written consent of the parent/carer.

1.18 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.

1.19 Support to families

- We believe in building trusting and supportive relationships with families, staff and volunteers.
- 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 at all times 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 worker in relation to the setting's designated role and tasks in supporting that child and their family, subsequent to any investigation.
- 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 the Confidentiality and Client Access to Records procedure, and only if appropriate under the guidance of the Local Safeguarding Children Board.
- If a family cannot attend the setting we will encourage an online meeting via Zoom or Microsoft Teams as it is important that any worries are shared in person.

1.20 Links with other policies

Child safeguarding and protection issues overlap with procedures addressed in other policies and procedures such as:

- Behaviour management Arrivals and Departures
- Special Educational Needs Code of Conduct
- Confidentiality Whistleblowing
- Recruitment of staff Keyperson
- Health and Safety Allegations against staff
- Equal opportunities and diversity Complaints and concerns
- Late Collection Missing child
- Emergency evacuation Nappy changing
- Admissions Observation, Assessment and Planning
- Risk Assessment's Partnership with Parents
- Accidents and Incidents Transition
- Registration Forms Parent Charter

Please see the COVID 19 policy for our safeguarding policies and procedures.

1.21 Contact details

- **Lincolnshire Safeguarding Children's Board Customer Service Centre:**
Office hours: Tel. 01522 782111
Out of hours: Tel. 01522 782333
- **Lincolnshire Police:** Tel. 01522 558022
- **Ofsted:** Tel.0300 123 1231
- **Lincolnshire County Council Social Services (Lincoln)** 01522 514626
(Spalding) 01775 710991
- **Early help consultant:** Amy.Burchett@lincolnshire.gov.uk

1.22 Legal framework

Primary legislation

- Children Act (1989 s47)
- Protection of Children Act (1999)
- The Children Act (2004 s11)
- Safeguarding Vulnerable Groups Act (2006)
- Childcare Act (2006)

Secondary legislation

- Sexual Offences Act (2003)
- Criminal Justice and Court Services Act (2000)
- Equality Act (2010)
- Data Protection Act (1998)
- Childcare (Disqualification) Regulations (2009)
- Children and Families Act (2014)
- Care Act (2014)
- Serious Crime Act (2015)
- Counter-Terrorism and Security Act (2015)

1.23 Further guidance

- Working Together to Safeguard Children (HMG, 2018)
- What to do if you're Worried a Child is Being Abused (HMG, 2015)
- 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: Guidance for Practitioners providing Safeguarding Services (DfE 2015)



Safeguarding and Welfare Requirement: Child Protection Policy and Procedures

- 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)

This policy was adopted by BeBright Pre School *(name of provider)*
On _____ *(date)*
Date to be reviewed _____ *(date)*
Signed on behalf of the provider _____
Name of signatory _____
Role of signatory (e.g. chair, director or owner) _____

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