

The PEAPOD

Child Protection and Safeguarding policy 2018

Purpose of this policy

The Peapod Nursery School takes child protection and safeguarding children very seriously. This policy details the signs of child abuse and the action to be taken in the event of a concern regarding child protection.

All staff and parent helpers are required to read and understand this policy and to know the procedure to follow in the event of a concern being raised. It is expected that all staff will attend a child protection course as part of their induction, and renew this every three years.

Every Child Matters

In 2003, the government introduced Every Child Matters' five outcomes. These are key to children's wellbeing.

Being healthy

Staying Safe

Enjoying and achieving

Making a positive contribution

Achieving economic wellbeing

These five outcomes apply to all children and underpin the development of the setting and the children who attend.

This policy has been read and approved by the following staff

Manager

Sarah Howlett

Date_____

Deputy Manager

Carla Andrade

Date_____

SENCo

Joanna Markwell

Date_____

This policy will be updated as necessary, and reviewed no later than October 2019

Date this policy was replaced_____

The PEAPOD

Child Protection and Safeguarding policy 2018

Responsibility

It is everyone's responsibility to be alert and aware of safeguarding and child protection. It is the duty of anyone who is concerned about the wellbeing of a child to act, whether they are staff or a parent or a member of the community.

It is not the duty of these people to investigate these concerns, but to report any concerns to the Local Child Protection Services, whose contact details are:

Children's Social Care Protection helpline at Hants direct on **01329 225379**

Children's Services can build an accurate picture of the child and act accordingly.

The Peapod Nursery School has a Lead Safeguarding Officer (LSO). The LSO is Sarah Howlett The role of the LSO is to co-ordinate concerns and ensure they are dealt with appropriately. If the LSO is not available, Joanna Markwell will deputise for the role.

Staff and DBS checking

The Peapod Nursery School will obtain a DBS check for all staff in the setting. A DBS is Disclosures and Barring Service and replaces the old CRB check (Criminal Record Bureau).

A DBS check will be obtained for all regular volunteer helpers in the setting.

Anyone who has not had a DBS check, or who is waiting on the outcome will be supervised within the setting to ensure they do not have unsupervised contact with the children.

The setting holds a mobile phone policy which states staff and visitors are not permitted to use their phones in the children's play area.

Staff are required to inform the manager if they become aware of any changes to their DBS status, or to the status of any persons they are living with or involved with.

Staff must register on the up-date service for their DBS, at their own expense, within 19 days of their full DBS being received.

The PEAPOD

Child Protection and Safeguarding policy 2018

Recognising concerns and signs of abuse

There are four main types of abuse, which are detailed below. The descriptions are not exhaustive and concerns about abuse should not be discounted if they are not listed.

Physical Abuse

This is where physical injury is caused to the child, even if it does not leave a mark. It could be hitting, shaking, smacking, throwing, suffocating, or just generally heavy handed behaviour towards the child. It is likely the actual abuse will not be witnessed, but practitioners may be concerned by injuries to the child, or by something the child says.

Concern should be raised if a child has the following injuries:

- Burn marks
- Finger print bruising
- Bruises to their bottoms, arms, head, abdomen, eyes (especially both)

Emotional Abuse

Anyone who is being abused or witnessing abuse is being emotionally abused. It is also emotional abuse to threaten a child, reject or demean the child. Withholding affection or attention is also emotional abuse, as is depriving a child of their social and developmental needs (for example restricting friendships and access to age appropriate toys). Emotional abuse can be seen in the child's behaviour with children either being overly affectionate and eager to please, or excessively withdrawn.

Concerns should be raised if a child has the following behaviour:

- Excessively clingy or attention seeking
- Low self-esteem or self-confidence
- Overly affectionate towards strangers
- Eating disorders
- Self-harming

Sexual Abuse

Sexual abuse is the inappropriate behaviour towards a child. This could be full physical contact, touching the child's intimate areas; or exposing the child to inappropriate materials, such as pornographic images. Displaying excessive sexual behaviour in the presence of a child is also inappropriate and abuse.

Concerns should be raised if a child shows the following behaviour:

- Inappropriate understanding of sexual language
- Overly sexual behaviour towards others
- Physical injury or soreness to intimate areas

The PEAPOD

Child Protection and Safeguarding policy 2018

Neglect

Neglect is when a parent or carer fails to meet the needs of the child. This includes physical, emotional and psychological needs. Physical neglect is where a carer fails to provide adequate clothing, food or other needs such as toileting facilities or sleep. Emotional neglect is where a carer fails to provide the emotional comfort, interaction and affection. Psychological neglect is where the child is not provided with stimulation and age appropriate toys and resources to develop appropriately.

Concerns should be raised if a child displays the following:

- Lacking in suitable clothing such as rain coats, wrong size clothing
- Hunger, or incorrect portion size in lunch box
- Failure to meet developmental milestones

Although this policy has given examples of situations and observations which indicate cause for concern, this list is by no means exhaustive. If any member of staff has a concern regarding safeguarding, they should bring it to the attention of the settings LSO.

Action to be taken in the event of a disclosure of abuse by a child

If a child makes an allegation or discloses abuse, it is important it is handled correctly. The child should be taken to a quiet area way from the majority, but they should not be taken away so they feel excluded or vulnerable.

It is important that they remain with the person they made the comment to, even if it is not their key carer. They should be reassured by their chosen confidant, by maintaining a calm and caring attitude. It is important not to show personal feelings, such as anger, shock, or pity. It should be dealt with immediately, and not put off.

The child's words should be written down as they say it, do not interpret or put words into their mouths. Encourage the child with open ended questions, do not make suggestive questions, for example ask "What did he do?" rather than "did he do this?" The reporting person should date and sign their notes.

The child should be reassured that they have done the right thing, but do not praise them, and do not make promises about what will happen. The child should be told that their report will be given to the Lead Safeguarding Officer.

The staff and the setting will not investigate any reports made by children, and will contact the Children's services.

The PEAPOD

Child Protection and Safeguarding policy 2018

Action to be taken if there is a concern about a child

If you are concerned about the wellbeing of a child, a safeguarding concern report should be completed. The action to be taken will depend on the nature of the concern, and each concern will be treated individually and in confidence. All concerns must be signed and dated.

Action to be taken after a concern had been recorded.

For a green concern

If you have a suspicion that something isn't right, but can't put a finger on it, or a 'gut feeling' about a child, it is important that this isn't ignored. A concern form must be reported and the LSO informed. If the concern is small, it will be recorded. It is important to record these small details, as it will help build a bigger picture into the child's situation. If further reports are made, the concern may become an amber concern.

For an amber concern

If you have a concern that something is wrong, that has specific details, such as a comment or bruise, it must be recorded and brought to the attention of the LSO. The LSO will contact the

Children's Social Care Protection helpline at Hants direct on **01329 225379**
and follow the advice given, including action to be taken to protect the child.

For a red concern

If you are concerned that a child is in immediate risk, the LSO must be informed immediately, and the concern put in writing. The LSO will immediately contact

Children's Social Care Protection helpline at Hants direct on **01329 225379**

and Ofsted (if required) on **0300 1231231**. Follow action and advice given to ensure the child is protected.

The PEAPOD

Child Protection and Safeguarding policy 2018

Whistle blowing

If any of the setting staff have a concern about another member of staff, they have an obligation to report their concerns. Ideally the concern should be brought to the attention of the LSO, and it should be recorded, signed and dated by the reporting member of staff. The concern will be dealt with confidentially within the setting but will be handed over to the Hampshire LADO to investigate. The setting will follow the directions given by the LADO.

If the staff member who is concerned is reluctant to bring the concern to the LSO, or if the concern relates to the LSO, they can take their concern to the deputy manager, or can report to the LADO directly.

Local Authority Designated Officer (LADO) 01962 876364

If a parent or member of the community has a concern regarding a member of the setting, they should bring the concern to the LSO, or they can make their report directly to the LCPB.

If a parent or member of the community makes a complaint or accusation about the setting or member of staff, and brings it to a member of staff, that member of staff should record all the details the parent told them, sign and date it and then immediately report the concern to the LSO. If the concern is serious, the parent should be encouraged to put their concern in writing.

In the event of a concern being made against the setting, management or any of the staff, the setting will not investigate, but refer the matter to the LADO for external and independent investigation. Ofsted will be notified of any such event, regardless of the outcome. Staff can find all contact details on the staff notice board.

Private fostering

Private Fostering is where a family member is caring for a child. It is important that any carer of a child in the setting informs their key carer if their child is in this kind of fostering situation. The setting has an obligation to inform LCPB of the child's situation.

The PEAPOD

Child Protection and Safeguarding policy 2018

Information provided to parents

All parents will be able to gain access to a copy of the child protection policy via the website, or they are welcome to request a paper copy to read from any member of staff.

A copy of 'Safeguarding information for parents and carers' poster will be displayed in the reception area

Information provided to staff

Staff will be required to read and understand all the information in this policy.

Staff are expected to complete child protection and safeguarding training, preferably to level 3, within a reasonable period of starting with the Peapod, and renew this training every three years.

A copy of the 'Safeguarding: information for early years and childcare providers' poster will be displayed in the staff room/office.

Safeguarding will be discussed at all staff training and meetings.

Information provided to visitors

A notice about our commitment to safeguarding and child protection is kept within the visitors' book.

All visitors are required to sign in and out of the setting.

Visitors will not be left unaccompanied during their time within the setting.

Visitors will be asked to switch off their mobile phones before entering the play area, and not to use them during their time in the setting.

The PEAPOD

Child Protection and Safeguarding policy 2018

Other forms of child protection issues

Female Genital Mutilation (FGM)

This is female circumcision, and it is illegal in the UK. It is also illegal for anyone to take a child abroad to have the procedure done.

Spirit possession

Some cultures believe in spirit possession. Any form of exorcism is considered abuse.

Honour based violence

This involves a person being abused by family, friends and community for actions that are considered shameful by those people around them.

Breast Ironing

Exactly as it sounds, parents can apply hot items to a child's mammary area to prevent early sexual maturity. It is illegal to carry this out in any form.

These are often considered religious or cultural, and that it is not our place to go against the family's beliefs and customs, however, it is still abuse and must be reported to the LSO.

It is now an offence to engage in sexual communication with a child. Please refer to the fact sheet in the Safeguarding folder for more information.

The PEAPOD

Child Protection and Safeguarding policy 2018

Prevent Duty

Peapod Nursery School understand the importance of Prevent duty, and all staff are expected to understand their responsibility and undertake training within three months of starting, as part of the induction process. The purpose of the policy is to comply with section 26 of the Counterterrorism and Security Act 2015, in the exercise of their functions, to have “due regard to the need to prevent people from being drawn into terrorism”.

Staff will be aware of the signs of radicalisation, in both the children and their parents. By building a close bond between key carer and their children and families, staff will have a good understanding of their behaviour and will be more able to look for sudden or concerning changes.

- **Identity Crisis** - Distance from cultural / religious heritage and feeling uncomfortable with their place in the society around them;
- **Personal Crisis** - Family tensions; sense of isolation; adolescence; low self-esteem; disassociating from existing friendship group and becoming involved with a new and different group of friends; searching for answers to questions about identity, faith and belonging;
- **Personal Circumstances** - Migration; local community tensions; events affecting country or region of origin; alienation from UK values; having a sense of grievance that is triggered by personal experience of racism or discrimination or aspects of Government policy;
- **Unmet aspirations** - Perceptions of injustice; feeling of failure; rejection of community values;
- **Criminality** - Experiences of imprisonment; previous involvement with criminal groups.

However, those closest to the individual may first notice the following changes of behaviour:

- General changes of mood, patterns of behaviour, secrecy;
- Changes of friends and mode of dress;
- Use of inappropriate language;
- Possession of violent extremist literature;
- The expression of extremist views;

The PEAPOD

Child Protection and Safeguarding policy 2018

- Advocating violent actions and means;
- Association with known extremists;
- Seeking to recruit others to an extremist ideology.

We will work with the children to help develop a good resistance to radicalisation. We will do this through our Fundamental British Values. We promote equality and diversity within the setting, and encourage the same from the children and parents.

All practitioners must be able to identify children who may be vulnerable to radicalisation.

There is no single way of identifying an individual who is likely to be susceptible to a terrorist ideology, but staff should be alert to changes in children's behaviour, including even very young children, which could indicate they may need help or protection.

These behaviours can be evident during circle time, Role play activities and quiet times. Quiet times is a good time for children to make disclosures as this is the period that children are closest to their key persons.

People from any walks of life can be drawn into radicalisation and not necessarily from a particular religion or ethnicity. Terrorism is not promoted by any religion. The Prevent duty does not require childcare providers to carry out unnecessary intrusion into family life but we are required to take action when observe behaviour of concern.

What to do if you suspect that children are at the risk of radicalisation:

Any concerns should be brought to the attention of the Lead Safeguarding Officer.

The PEAPOD

Child Protection and Safeguarding policy 2018

British Values

This is not about teaching children to be British, but teaching children the value of Britain, and the values of the country. These are remembered by the abbreviation DIRT.

Democracy Individual Liberty Rule of Law Tolerance and Mutual respect

We listen to children and encourage them to have a voice.

Demonstrate tolerance of others and acting appropriately in a group.

Teach children to respect the law

Allow children to make choices

Teach children about the world and about people who help others

Encourage tolerance and respect

Teaching children from a young age to value and respect themselves and others can help them develop self-confidence and understand right from wrong, which can help them avoid radicalisation in later life. It is important that the staff know and share these beliefs to instil good practices and good attitudes in the setting.

How can we help children to value and respect each other?

Talk about beliefs of themselves and others

Teach about the world around them

plants,

animals,

cultures,

religions,

people (famous/historic)

Diversity - song, dance, and play

- “all about me” photos of children and parents

Talk about the little differences - hair, eyes, size

Teach that behaviour has consequences

not ok to step on ants or pick flowers

References/Further Information

West Yorkshire safeguarding children’s board

The PEAPOD

Child Protection and Safeguarding policy 2018

Safer Recruitment

Anyone working within the Peapod Nursery School, whether directly with the children or not, will be suitably vetted to work with children.

All staff, paid or voluntary, must disclose any convictions, court orders, reprimands, and warnings, prior to commencing working with children, which may affect their suitability to work in a pre-school setting. All staff and volunteers will have a DBS check before being left unsupervised with children. A record of all staff DBS will be held in their employment record, Ref number, date, who obtained it. A copy of the DBS will be held in their employment files.

All staff and volunteers must inform the manager immediately about any convictions, court orders, reprimands, and warnings they receive whilst working in the setting which may affect their suitability or ability to do their job. Under the Safeguarding Vulnerable Groups Act 2006 (section 35), the manager will notify DBS of any staff who is dismissed due to child protection concerns.

Staff will receive initial induction training, and ongoing training.

There will be a probationary period of three months after commencing employment. Regular staff appraisals will be carried out.

Staff supervisions

Staff will be given an opportunity to discuss any concerns or worries they have about staff or children in the setting, in confidence, in a private meeting with the manager Sarah Howlett, or deputy manager Carla Andrade, on a half termly basis. Staff can request a meeting with either manager or deputy (also LSO) between these meetings if they are concerned.

Please refer to the staff supervision policy.

The PEAPOD

Child Protection and Safeguarding policy 2018

Staff Procedure

Once a job vacancy has been advertised, any interested persons will receive an information pack, containing:
covering letter with information about the Peapod
job description / person specification
application form and two references
Safeguarding policy

The manager and deputy will read and discuss all completed application forms and decide on a short list of applicants to see for interview.

Applicants invited for an interview will be asked to bring the following
photo id with address, and a copy to be kept
proof they can work in the UK
original and copy of qualification certificates
completed disclosure of criminal convictions form

References will be asked if they think the applicant can do the job or if there are any safeguarding issues with this person

Interviews will be held with at least two senior members of staff present, one of whom will be the manager.

Questions will be arranged in advance
Future plans/training wish list

Reason for leaving current job
Details about role held in previous job
What they can bring to Peapod
Examples of competency, attitude, motivation.
Specific questions in response to application form.

References/Further Information

Statutory Guidelines 3.09-3.13

Safeguarding vulnerable groups Act 2006, section 35
www.legislation.gov.uk/ukpga/2006/47/section/35

The PEAPOD

Child Protection and Safeguarding policy 2018

Disqualification of staff

If a member of staff, including management becomes disqualified from working with children, they will be dismissed from employment at the Peapod. It is possible that a member of staff could be or become disqualified because of a member of their family or household is disqualified. In this case the staff member can address this matter directly with the DBS. It is not a matter for the Peapod and the disqualification rule applies. If the staff member has the disqualification overturned or obtains an exemption, they can apply to the Peapod to return to employment, which would be granted at the Peapod's discretion.

If the Peapod terminates employment of a staff member due to a child protection issue, the details will be notified to DBS and Ofsted. Ofsted will be notified within 14 days of any situation involving a disqualification being made known to the Peapod. In serious cases, social services and the police will be notified as necessary. If an applicant attempts to gain employment within the Peapod, and is in breach of restrictions, this will be reported to the authorities

Staff are required to disclose any information that may make them unsuitable to work with children. This includes criminal convictions, cautions, court orders, reprimands or warnings that may affect my ability to work with children.

Staff will be required to provide the following details, which will be given to Ofsted as part of the EYFS Statutory Guidelines

- Details of the criminal convictions, cautions, court orders, reprimands, warning or other grounds for disqualification.

- Date

- Any sentence imposed.

- A certificate of the order relating to the conviction.

Contact details to be used in the event of a disqualification

The PEAPOD

Child Protection and Safeguarding policy 2018

Authorised Collectors

Both parents and two additional contacts are catered for on the child's personal details. If parents would like to add more collectors, for example, a childminder, the Peapod is happy to arrange an additional authorised collector.

For security reasons, children will only be released to someone we are expecting, so please let us know if it will be someone other than yourself picking up. For example, Mum drops off and picks up every day, but it could be nanny every Tuesday and Daddy tonight as a treat.

You can remove an authorised collector with just a phone call, but please ensure someone can pick up in their place.

Please discuss any additional requirements you may have.

Staff Procedure

Children can only be released into the care of the child's parents, unless it has been arranged in advanced. If staff are unsure about anyone who has arrived to collect a child, they must double check with either management or that child's key carer.

Ideally, parents will be welcomed into the reception area, to assist their child to remove their coat and then sign the register as their child enters the play room.

The reverse should happen when leaving, with staff calling children from the leaving mat in the hall when their parents are signing them out in the reception area. This keeps the reception area clear and free moving.

The front door must be kept locked at all other times and only persons expected by the Peapod will be allowed access into the building. Visitors will be expected to provide identification and to sign the visitors book.

Church members and key holders are not permitted access into the building during the weekday, without good reason and prior knowledge. They must request entry via the doorbell and must be invited in by a member of staff.

If we don't recognise your authorised collector, they will be asked for the password. Please be understanding if we are still asking for the password on their 7th pick up, it takes a long time for every Key Carer to know every collector! We regret children cannot be released to anyone under 18, except for young parents.

The PEAPOD

Child Protection and Safeguarding policy 2018

Attendance

Failure to attend

Parents are required to inform the Peapod of any lateness or non-attendance. After the main door has been opened to allow parents to drop off their children, a member of staff must remain by the door until all parents have left. The door must then be locked.

Staff are required to record the times the children leave and enter the setting. Any non-arrivals must be checked against the record of children not attending. The reason for non-arrival must be recorded, eg ill, hol, app. DNTU is used if children do not notify us that their child is not attending.

Children arriving up to 15 minutes late will still be admitted. Children arriving later than this time must telephone the setting first.

Failure to collect

A member of staff must remain by the door once it is unlocked to allow parents to collect their children. Once all the parents have left, the door must be locked. The register must be checked and all children not signed out must be checked. If the child is still present, the Peapod must attempt to contact the main carer. If they are unavailable, additional contacts must be tried.

The child will be cared for until an authorised collector can pick up the child. If no one can be contacted, the matter must be referred to the manager, and CPP as a child protection issue and social services may be contacted after one hour. The Peapod will then follow the advice of social services.

The PEAPOD

Child Protection and Safeguarding policy 2018

Cameras and Mobile Phones in the Setting

Staff are not permitted to have their mobile phones with them while working with the children. These can be kept in the office. If it is necessary for a member of staff to use their phone, they must use the office or staff room. Staff are not permitted to give parents their private numbers, or keep contact details of the parents on their phone. If a member of staff has a personal friendship with a parent who uses the setting, management must be informed. Staff are not permitted to take photos, or have photos of children from the setting, on their phones. Staff are not permitted to 'friend' parents on social media.

The Peapod will be contactable via a mobile number, which will be used by staff and parents to contact the Peapod. No photos will be taken on the Peapod phone and personal contact details will not be stored on the phone.

Photos are a good way to record WOW moments for children to share with their parents. The Peapod has several cameras for use within the setting. These can be used for taking photos for the child's development file and for sharing with the parent. All parents must complete a consent form for photos to be taken of their child and to agree to the methods that photo can be used. Photos will not be stored long term. Parents can choose if they do not want pictures taken of their child, or do not want them used in a certain way.

Any photos used for marketing will be presented to the parents for individual approval before use. Each staff member has a camera which is the property of the setting but the responsibility of each staff member. Staff must keep the cameras safe and secure while working in the setting, and store them in the lockable filing cabinet at all other times. The cameras are not permitted to leave the setting.

Visitors are required to switch off their mobile phones while in the setting.

The PEAPOD

Child Protection and Safeguarding policy 2018