 **CHILD PROTECTION POLICY**

Village Preschool Bosham will provide an environment in which young children are safe from abuse and in which any suspicion of abuse is appropriately responded to.

It is the policy of Village Preschool Bosham to:

* Exclude known abusers. DBS checks are carried out on all personnel who work for the company, and it is made clear to applicants within the provision of the Rehabilitation of Offenders Act 1974.
* All applicants who work within the preschool, whether voluntary or paid, will be interviewed and will be asked to provide a minimum of 2 references. All such references will be followed up. In the case of applicants with unexplained gaps in their employment history, or who have moved rapidly from one job to another, explanations will be sought.
* All applicants both paid and voluntary will be subject to a probationary period and will not be confirmed as permanent until the preschool is confident, and relevant DBS are proven that the applicant can be safely entrusted with children.
* Village Preschool Bosham will seek up to date and relevant training opportunities for all staff employed to ensure that they recognise the symptoms to possible physical abuse, emotional abuse, sexual abuse and neglect.
* Staff who have not undergone a DBS check will not be allowed to change a child’s nappy, accompany children to the toilet or supervise sleeping children.
* Children will be encouraged to develop a sense of independence through adult support in making choices and in finding names for their feelings and acceptable ways to express themselves. This will empower children to be self-confident and gain the appropriate vocabulary to apply the situation encouraging them to resist inappropriate behaviour.

**THE LEAD PROFESSIONAL FOR SAFEGUARDING CHILDREN IS**

**Nichola Webb**

**THE LEAD PROFESSIONAL’S DUTIES ARE AS FOLLOW:**

* To be familiar and confident with the safeguarding children policy and procedures followed by the preschool.
* To obtain appropriate training on safeguarding children and their responsibilities required to be undertaken within this role.
* To have responsibility for all safeguarding children and child welfare issues within the preschool.
* To liaise with Social Care and other agencies regarding the safeguarding and welfare issues of the children within the preschool.
* To hold all observations and consultants in a confidential manner.
* **These will be recorded and kept in a locked cabinet on the premises of Village Preschool Bosham**
* To inform and train members of staff in the procedures to follow with regards to safeguarding and welfare issues.
* To source appropriate and relevant training for all other staff within the preschool.

Staff working closely with children know them and are, therefore in a position to notice change. We all can acknowledge that abuse of children can take different forms – Physical, emotional and sexual as well as neglect. If any changes that the staff may observe will be shared confidentially with the named lead professional.

The staff will inform the lead professionally of any of the following:

* Significant changes in behaviour and play.
* Unexplained bruises or marks.
* Any comment a child may make that gives cause for concern.
* Any deterioration in the child’s general wellbeing.
* Neglect.

By using the above information this will enable us to make a decision regarding any necessary action be taken.

The safety of all children is paramount, to ensure this we will:

* Ensure that all outside gates, accessible by children, are locked.
* The main front door is only ever opened by a member of staff.
* All medicines are stored in an area away from the children and only administered by a senior member of staff, (See medication policy)
* Any dietary requirements will be recorded and made available to all members of staff, ensuing confidentiality at all times.

**PROCEDURES**

If a child comments to a member of staff that causes concerns, or a member of staff observes any changes in a child’s behaviour, appearance or in their general wellbeing, it will be reported to Nichola Webb to be appropriately investigated.

* Parents/Carers will normally be the first point of reference, (unless it is felt that the child will be put in any harm or risk), though, suspicions will always immediately be reported to West sussex Direct
* Records will be set up and will involve:
The exact time and date of the observation.

A detailed description of the child’s behaviour/appearance.

The exact words spoken by the child.

The date, name and signature of the recorder.

* Staff will never cross-examine a child, they must listen and observe the child, and remaining calm at all times record exactly what the child has said (in the child’s words) and report to Sharon Vickery.
* Reassurance must be given to the child that he/she has done the right thing by telling someone.
* All such suspicions and investigations will be kept confidential, shared only with those who need to know. The people most commonly involved will be the member of staff and Sharon Vickery.
* If concerns for a child’s welfare arises these will be shared with the Local Safeguarding Children’s Board, children social care, if the pre-school feels that adequate explanations for the changes in the child’s condition have not been provided.
* If a report on the child is to be made to the Local Authorities, the child’s parent/carer will be informed at the same time as the report is made (unless this would be putting the child in danger).
* Any allegation that is reported to the safeguarding lead professional should be reported to the Local Authority Designated Officer (LADO) within 1 day.
* We follow the mandatory Female Genital Mutilation (FGM) reporting process if any member of staff has any concerns regarding an FGM issue, as follows:
* We call 101
* The member of staff who has concerns will be the one to contact the appropriate body with support from the safeguarding officer for confidential reasons and in case of any further proceedings being necessary.
* Advice will be sought from NSPCC FGM Helpline - 0800 028 3550

The preschool will take every step in its power to build up trusting and supportive relationship between children, families and staff.

* Whilst abuse at home is suspected, the preschool will continue to welcome the child and family whilst investigations are proceeding.

**PROCEDURE TO FOLLOW IF A PARENT/CARER COLLECTING A CHILD IS UNDER THE INFLUENCE OF DRUGS OR ALCOHOL**

If a parent/carer collecting a child from the preschool deems to be under the influence of drugs or alcohol the Lead Professional dealing with Safeguarding Children issues should be informed immediately. The parent/carer will be asked if there is a suitable adult at home to collect both themselves and the child, if so they will be contacted and asked to collect the parent/carer and the child and to ensure that the child is suitably cared for until the parent/carer is fit to do so themselves. Alternatively if there is no suitable adult available to collect the child. The pre-school will contact the Local Safeguarding Children’s Board and seek the advice from the Duty Officer. Under no circumstances will a child be released into the care of an adult under the influence of Drugs or Alcohol in charge of a motor vehicle. Any parent/carer under the influence of Drugs or Alcohol will be asked to remain at the pre-school until such a time that a suitable adult can be contacted or advice has been sought from the Local Safeguarding Children’s Board Duty Officer. Confidential records will be kept of the incident and of all subsequent incidents or proceedings.

**THE CHILDREN’S ACT 2004 & EVERY CHILD MATTERS**

Under section 11 of the Children’s Act 2004, Village Preschool Bosham has a statutory duty to safeguard and protect the welfare of all children in our care. St George’s Pre-school will follow guidance as set out in the ‘Working Together to Safeguard Children’, and ‘Inter-Agency Safeguarding Procedures, Safeguarding Children Board’ documentation.

After the death of Victoria Climbie, a formal enquiry was launched to address the ineffective services that failed this child. This resulted in the formation of the green paper; Every Child Matters, and the Children’s Act 2004

Every Child Matters addresses the opportunity that each child should have to achieve their full potential. These are set out under the five outcomes:

* Stay Safe
* Be Healthy
* Enjoy and Achieve
* Make a Positive Contribution
* Achieve Economic Well-being

It is these five outcomes which structure the way in which we care for the children within our setting, to ensure they have the best start in life, in a secure and safe environment, that protects vulnerable children, and make known any concerns to the relevant bodies.

Village Preschool Bosham will always act in the best interests of each individual child, in line with local policies, and under the guidance of the ‘Local Safeguarding Children Board’.

**THE PREVENT DUTY**

The Prevent duty is the duty in the Counter-Terrorism and Security Act 2015 on specified authorities, in the exercise of their functions, to have due regard to the need to prevent people from being drawn into terrorism.

* Staff can ensure that children understand their own and others’ behaviour and its

consequences, and learn to distinguish right from wrong

* Staff can collaborate with children to create the rules and the codes of behaviour, for example, to agree the rules about tidying up and ensure that all children understand

rules apply to everyone.

**Individual liberty: freedom for all**

As part of the focus on self-confidence & self-awareness and people & communities as cited in Personal Social and Emotional development and Understanding the World:

* Children should develop a positive sense of themselves. Staff can provide opportunities for children to develop their self-knowledge, self-esteem and increase their confidence in their own abilities, for example through allowing children to take risks on an obstacle course, mixing colours, talking about their experiences and learning.
* Staff should encourage a range of experiences that allow children to explore the

language of feelings and responsibility, reflect on their differences and understand we are free to have different opinions, for example in a small group discuss what they feel about transferring into Reception Class.

**Mutual respect and tolerance: treat others as you want to be treated**

As part of the focus on people & communities, managing feelings & behaviour and making

relationships as cited in Personal Social and Emotional development and Understanding the World:

* Managers and staff should create an ethos of inclusivity and tolerance where views, faiths, cultures and races are valued and children are engaged with the wider community.
* Children should acquire a tolerance and appreciation of and respect for their own and other cultures; know about similarities and differences between themselves and others and among families, faiths, communities, cultures and traditions and share and discuss practices, celebrations and experiences.
* Staff should encourage and explain the importance of tolerant behaviours such as

sharing and respecting other’s opinions

* Staffs should promote diverse attitudes and challenge stereotypes, for example, sharing stories that reflect and value the diversity of children’s experiences and providing resources and activities that challenge gender, cultural and racial stereotyping.
* A minimum approach, for example having notices on the walls or multi-faith books on

the shelves will fall short of ‘actively promoting’.

**What is not acceptable is:**

* actively promoting intolerance of other faiths, cultures and races
* failure to challenge gender stereotypes and routinely segregate girls and boys
* isolating children from their wider community
* failure to challenge behaviours (whether of staff, children or parents) that are not in line with the fundamental British values of democracy, rule of law, individual liberty, mutual respect and tolerance for those with different faiths and beliefs

**CONFIDENTIALITY**

The preschool endeavours to uphold the confidentiality of all the children, parents/carers at all times. This will be achieved by:

* All information with regards to the child will be kept on the premises in a locked cupboard
* All information with regard to the child will not be shared with anyone other than those within this policy.

In the absence of the Lead Professional, this role will be the responsibility of Maria Newton

**Contact details for Safeguarding Issues**

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| Sussex Police |
| Phone:  | 101 |
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| Emergency Duty Team (Outside office hours) 03302 226664 |
| Phone: | 01403 229900 |

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| --- |
| West Sussex Local Authority Designated Officer (LADO) |
| Lindsey.tunbridgeadams@westsussex.gov.uk |  |
| Phone 0330 222 3339 |  |

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| --- |
| OFSTED |
| Phone: | 0300 123 1231 |
| Address: | Ofsted, Piccadilly Gate, Store Street, Manchester, M12WD |