



## **Safeguarding Policy**

*At Gravenhurst and Villages Pre-School and Out Of School Club (Pippins and Bramleys) we want to work with parents, children and the community to ensure the safety and protection of all children who attend our services whether it be breakfast club, pre-school, after school club or our holiday club scheme.*

Our aims are....

- To create an environment where all children can feel safe and secure and which actively encourages children to develop a sense of autonomy and independence
- To ensure that every child builds the understanding, self confidence and vocabulary to resist inappropriate approaches
- To encourage children to establish and sustain relationships with their peers, staff, parents and other adults
- To work with parents to help build their understanding of our commitment to actively promoting the welfare of all our children

In order to fulfil these aims, We...

- Ensure all Educators are made aware of this policy and other safeguarding procedures
- Ensure all Educators receive safeguarding training which is updated every 2 years
- Follow the guidelines laid down by the Central Bedfordshire Safeguarding Children's Board (CBSCB).
- Keep a copy of the 'Working Together to Safeguard Children 2023' available to all Educators if required and for parents too located in the office also documentation like 'Prevent Duty' and 'information sharing' will be available too.
- Notify the registration Authority (OFSTED) of any incident or accident which affects the well-being of the children

- Ensure that committee members have DBS checks and have passed further background checks too
- Consult with parents/carers to refer children for additional support through the Early Help Assessment (EHA). We do this with the support of other professionals and the Early Help Team
- Have procedures for contacting the local authority's **Integrated Front Door** on safeguarding children's issues
- If a report is to be made to the authorities, we take advice from the **Integrated Front Door** in deciding whether we must inform the child's parents at the same time.

## **How we ensure that children are safe and protected**

### **Designated Safeguarding Lead (DSL)**

At Gravenhurst and Villages Pre-School we have a named individual who coordinates safeguarding issues and offers support, advice and guidance to all other staff about safeguarding issues. Currently our nominated person for Safeguarding is ***Alice Redman***.

In the event that Alice is not present the following structure of safeguarding lead will take place...

***Emma Clark***

***Kath Cullen***

***Helen Howden***

### **Other Educators**

All Educators know they have a duty to maintain the wellbeing of children in their care.

### **Recruitment**

Applicants for posts within the setting (voluntary/temporary/permanent) are clearly informed that the positions are exempt from the Rehabilitation of Offenders Act 1974 and Safer Recruitment Procedure.

Before any candidates post can be confirmed :

- they need to carry out Enhanced DBS checks
- provide references before post can be confirmed.

We abide by OFSTED requirements in respect of references and police checks for Educators and regular volunteers, to ensure that no disqualified person or unfit person works at the setting or has access to the children.

Where applications are rejected because of information that has been disclosed, applicants have the right to know and to challenge incorrect information.

We abide by the Safeguarding Vulnerable Children Act 2006 requirements in respect of any person who is dismissed from our employment or resigns in circumstances that would have otherwise led to a dismissal for reasons of safeguarding children concern.

### **Active Educators**

Current and prospective Educators are informed that they must disclose any convictions, cautions, court orders, reprimands and warnings which may affect their suitability to work with children whether received before or during employment.

Early years students and trainees are also required to have paediatric first aid (PFA) training in order for them to be included in ratios at the level below their level of study.

### **Volunteers**

Volunteers and unvetted people do not work unsupervised.

### **Setting Visitors**

We have a procedure for recording details of visitors to the setting on BabysDays.

We take security steps to ensure that we have control over who comes into the setting, so that no unauthorised person has unsupervised access to the children. If someone arrives not at the designated pick up time claiming to be there to pick up a child in our care, we will gain verification from a known carer/collector before releasing the child.

Educators, volunteers and visitors are all made aware they cannot carry their mobile phones around with them or wear smartwatches. (see also E-Safety Policy)

### **Intimate Care**

Educators know and understand the procedure for intimate care (Please see intimate care policy) and know that at all times the child's privacy is paramount

### **Disciplinary Action**

Where a member of staff or a volunteer is dismissed from the Setting or internally disciplined because of misconduct relating to a child, we notify Ofsted, the LSCB and if required the DBS application service.

We are under a legal duty of the Safeguarding Vulnerable Groups Act 2006 to notify the DBS application service of relevant information, so that individuals who pose a threat to vulnerable children can be identified and barred from working with these groups.

Please also see our allegations against a member of staff policy and procedure.

## **Training**

All of our Educators have received training on Safeguarding Children Issues through local authority approved providers/e-learning and through our comprehensive induction procedure and ongoing refreshers at staff meetings.

We seek out training opportunities for all adults involved in the setting to ensure that they are able to recognise the signs and symptoms of possible physical abuse, emotional abuse, sexual abuse, neglect, contextual abuse and are aware of inappropriate staff behaviour.

As of January 2025, the recommendation from the Central Beds Early Years and Childcare Team is that every member of staff complete:

- Level 3 safeguarding
- FGM
- County Lines
- Protecting children from Child Sexual Exploitation
- And Prevent

The Designated Safeguarding Lead (DSL) has specific training as per the following through the Central Beds trusted provider:

- Designated Safeguarding Lead
- Working Together to Safeguard Children
- Level 3 Safeguarding Children

We ensure that all Educators are aware of the procedures for reporting and recording their concerns in the setting. They are also aware of the local authority guidelines/threshold for making referrals.

## **Layout of the Room**

The layout of the room allows for constant supervision.

## **Our Curriculum**

We value and respect all children within our setting, incorporating British values and the cultural capital of our children into our curriculum.

We support and promote our children to understand how to keep safe and to be strong, resilient and independent individuals.

## **Complaints**

We ensure that all parents know how to complain about the actions of staff or volunteers within the setting, which may include an allegation of abuse (see Complaints Policy)

We have a procedure on Allegations made against a member of staff.

We notify Ofsted and the Local Authority Designated Officer (LADO) team when we receive an allegation made about an Educators, in line with our procedure.

We follow all the disclosure and recording procedures when investigating an allegation that an Educators or volunteer has abused a child as if it were an allegation of abuse by any other person.

## **Child Absences**

As a setting we will follow up if a child is absent for a prolonged period of time with any parents and record and analyse to see if any concerning patterns can be found.

## **Children Information**

To ensure that in an emergency children can be cared for we will hold at least two emergency contact per child on their registration form on BabysDays.

## **Safer Eating**

Following some tragic incidents in recent years at Pre-Schools, children shall be supervised when eating within the setting to prevent incidents of choking and to increase response time to adverse reactions/severe reactions to allergens.

## **Procedures within the setting**

### **If we suspect abuse**

Educators are fully aware that abuse of children can take different forms - physical, emotional, verbal, sexual and neglect. Children can also be at risk of Child Sexual Exploitation, Female Genital Mutilation and radicalisation (this list is not exhaustive).

When children are suffering from physical, sexual or emotional abuse, this may be demonstrated through changes in their behaviour, or in their play. Where such changes in behaviour occur, or where children's play gives cause for concern, we will seek support and advice from the **Integrated Front Door** and follow their guidance.

We allow investigation to be carried out with sensitivity. Educators in the setting take care not to influence the outcome either through the way they speak to children or ask questions of children.

Where a child shows signs and symptoms of 'failure to thrive' or neglect, we make appropriate referrals. We seek parent's permissions before making a referral unless by seeking this permission we put a child at risk.

We work co-operatively with the parent unless this is inconsistent with the need to ensure the child's safety.

All concerns are recorded.

### **Disclosures made to us**

Where a child makes a disclosure to an Educator, that member of staff records the

- disclosure and:
- offers reassurance to the child;
- listens to the child; and
- gives reassurance that she or he will take action.

The Educators does not question the child – the golden rule is to *observe and listen* but do not probe.

## Record Keeping

Educators will make a record of

- The child's name; address, date of birth;
- The date and time of the observation or the disclosure;
- An objective record of the observation or disclosure;
- The exact words spoken by the child;
- The name of the person to whom the concern was reported, with date and time;
- The names of any other person present at the time.

These records are dated and kept in a confidential file on Babysdays that can only be viewed by members of the Management Team.

The Educators will discuss the incident with the Designated Lead. The Designated Lead will then make a decision about who should be notified. If a child's safety is at risk the **Integrated Front Door** will be contacted immediately and we will take advice from them regarding information that is then given to parents.

In a case where a child is not in immediate danger the Designated Lead will try to discuss the matter with parents before making any referrals. However it is the welfare of the child which is paramount and this is at the forefront of all our actions. We are aware that many children have suffered because of lack of communication between agencies, and that government guidance now encourages the full sharing of information. We shall therefore use our professional judgement in sharing information with the agencies that 'need to know', being open and honest with parents and children as to why we feel we need to share the information.

Full records of conversations will be maintained when any referrals or discussions are held with any other agencies or with parents prior to a referral. These records will include dates and times of the conversation, who we speak to, and the advice we were given.

## Informing Parents

We will always aim to involve parents in any referrals before they are made. However, if a suspicion of abuse is recorded, and the child is considered at risk an immediate referral will be made to the **Integrated Front Door** and we will take their advice on informing parents.

## Support families

The setting will take every step in its power to build up trusting and supportive relationships between families and staff and volunteers in the group.

Where abuse at home is suspected, the setting will continue to welcome the child and family while investigations proceed. Confidential records kept on a child will be shared with parents.

With the provision that the care and safety of the *child must always be paramount*, the setting will do all in its power to support and work with the child's family.

## **Confidentiality**

All suspicions and investigations are kept confidential and shared only with those who need to know.

If there are concerns within a setting it is important that the Room Leader is made aware of them. However children will work with a number of different adults in a setting and they should also be made aware that there are concerns about an aspect of well-being of the child in question.

Any information shared with external agencies is done under the guidance of the Local Safeguarding Children Board.

## **Use of camera and mobile phones and other technology**

We ask parents for permission to use the photos/video of their children for the purpose of displays, website, publicity and in learning journeys/developmental files.

Only photos taken by staff with a setting camera/ipad will be used.

Educators will not take photos on their personal cameras or mobile phones, these will be stored in the office at all times with other personal belongings. Pre-School cameras/ipads are locked away in the office over night.

Educators will not wear expensive and possibly intrusive piece of equipment, and parents and visitors will be asked to either remove them (i.e. watches) and leave them in the office or put them in a pocket/bag. (For full details see E-Safety Policy)

## **Terrorism and Radicalisation** (taken from the Prevent Duty Document 2015)

From Wednesday 1st July 2015 The Prevent duty became law. All schools and registered early years and childcare providers must have due regard to the need to prevent people being drawn into terrorism.

The government has defined extremism in the Prevent strategy as: 'vocal or active opposition to fundamental British Values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs.'

### **As a provider we will**

- Assess the risk to children being drawn in to terrorism.
- Protect children and young people from being drawn into terrorism by having robust safeguarding policy
- Ensure our safeguarding arrangements take into account the policies and procedures of the local safeguarding children board.
- Make sure we have training that gives me the knowledge and confidence to identify children at risk of being drawn into terrorism and to challenge extremist ideas which can lead to legitimise terrorism.
- We will ensure children are safe from terrorist and extremist material when accessing the internet. (see E-Safety Policy)

## **Our Key Commitments to Promoting British Values**

We are aware of the prevent duty legislation and how we can promote British values within the setting and local community some of these ways are:

### Democracy - Social - PSE self-confidence and self-awareness

- Recognise and model respect for each child and their families.
- Involve children in decision making in the setting, such as decisions on what we have for meals, which park we attend, what we play and rules.
- Involve parents in decision making about the setting – by sending questionnaires home. Have an open door policy where parents can attend the setting and feel confident to share their ideas and feedback.
- Work in partnership with local safeguarding board.
- Play games which children have to take turns.
- Be a good role model to the children, lead by example.

### The rule of the law - Moral - PSE- Managing feelings and behaviour

- Support children in managing their feelings and behaviour.
- Provide books that show characters help and support each other.
- Talk about emotions, use music that captures different moods. (Emotional Literacy)
- Read books about People Who Help us i.e. Police Force and Firefighters and if possible arrange visits from police and fire service.
- Talk about rules, why rules are important and what the consequences may be if not abided by. Create setting rules together. Encourage how children resolve conflict i.e. a cuddle and making them feel better.
- Visit local places in the community, on walks etc. talk about things we see like road signs , traffic lights, signs inside buildings etc.

### Individual liberty - Spiritual – PSE - self-confidence and self-awareness/Understanding the world

- Allow children to take age / development stage appropriate risks - for example during outdoor play.
- Try new ideas and encourage children to join in, making new things exciting and fun, joining in ourselves and model the behaviours ourselves. Continually praise children's efforts.
- Take photo's/video's of the children and share these with parents so they can see what the child has achieved at the setting.
- Have talks about feelings, posters on display and help children to recognise that everyone has different opinions and to respect those.



Mutual respect and tolerance of different faiths and beliefs - Cultural - PSE-making relationships - Understanding the world - people and communities.

- Support children's understanding of diversity and challenge negative attitudes and stereotypes.
- Model and inclusive attitude to different faiths and beliefs.
- Provide opportunities that encourage turn taking i.e. games, favourite seat in the car, choosing a story, helping set the table etc.
- Provide role play experiences/ resources and activities that challenge gender, cultural and radical stereotyping.
- Help children recognise and respect both similarities and differences.
- Work in partnership with parents to share knowledge and experience.
- Involve children in the wider community, visit places of worship, visit toddler groups, sure starts centres etc.

**Useful Numbers....**

**Integrated Front Door – 0300 300 8585**

**Email: [IFD@centralbedfordshire.gov.uk](mailto:IFD@centralbedfordshire.gov.uk)**

**Police – 01234 841212**

**NSPCC - Help for adults concerned about a child – 0808 800 5000**

**Ofsted – 0300 123 4666**

**DBS - <https://www.gov.uk/disclosure-barring-service-check/overview>**

**LADO - 0300 300 8142**

**Prevent Officer (Channel Panel) – 0300 300 8585**

**National Whistleblowing Advice Line - 0800 028 0285**