**Safeguarding and Welfare Requirement: Child Protection**

Providers must have and implement a policy and procedures to safeguard children.

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| **Policy Statement** |
| **Little Birch Pre-School setting will work with children, parents and the community to ensure the rights and safety of children, young people\* and vulnerable adults.** \*A ‘young person’ is defined as 16 to 19 years old – in our setting they may be a student, worker, volunteer or parent. |

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| **Procedures** |
| **Little Birch Pre-School are 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.*** Our **Designated Safeguarding Lead (DSL)** who co-ordinates child, young person and vulnerable adult protection issues is: **Alex Fulton – Pre-School Manager**
* When the setting is open but the designated person is not on site, a suitably trained deputy is available at all times for staff to discuss safeguarding concerns.
* Our **Deputy Designated Safeguarding Lead (DDSL)** who co-ordinates child, young person and vulnerable adult protection issues is: **Kerry Kennett – Pre-School Leader**
* In the event of a safeguarding concern relating to the Pre-School Manager the committee chairperson should be contacted. **Zoe Gibson-Stacey 07545 286745**
* Designated Safeguarding Lead and the suitably trained Deputy Designated Safeguarding Lead ensure they have relevant links with statutory and voluntary organisations with regard to safeguarding.
* Designated Safeguarding Lead and the suitably trained Deputy Designated Safeguarding Lead understands Pan Dorset Safeguarding Children Partnership safeguarding procedures, attends relevant Pan Dorset Safeguarding Children Partnership training at least every two years and refreshes their knowledge of safeguarding at least annually.
* Little Birch Pre-School ensure all staff are trained to understand our safeguarding policies and procedures and that parents are made aware of them too.
* All staff understand that safeguarding is their responsibility.
* 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 **Children’s Advice and Duty Service (ChAD)** and/or the family’s social worker (where applicable). If staff are concerned about a child and need support or advice from Children’s Services, they can call a professionals-only number to discuss their concern. They will immediately speak with one of ChAD’s consultant social workers who will go through their concerns. ChAD will make the same safeguarding checks with partners in health and police, callers will not need to complete a referral form. The intention is to agree together what should happen next - whether this is allocating a social worker, family worker or supporting you in meeting the need through an early help assessment and team around the family approach. ChAD’s ethos is **'never doing nothing'** so that families are supported as soon as they need help.
* Staff 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 professionally curious.
* 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 the thresholds of significant harm and understand how to access services for families, including for those families who are below the threshold for significant harm, according to arrangements published by the Pan Dorset Safeguarding Children Partnership.
* All staff understand their responsibilities under the General Data Protection Regulation and the Data Protection Act 2018, and understand relevant safeguarding legislation, statutory requirements and local safeguarding partner requirements and ensure that any information they may share about parents and their children with other agencies is shared appropriately and lawfully.
* We will support families to receive appropriate early help by sharing information with other agencies in accordance with statutory requirements and legislation.
* We will share information lawfully with safeguarding partners and other agencies where there are safeguarding concerns.
* We will be transparent about how we lawfully process data.
* 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 and know how to follow local safeguarding procedures to resolve professional disputes between staff and organisations.
* All staff understand what Little Birch Pre-School 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 cameras and 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 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.
* 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 living or 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.
* 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).
* From 31 August 2018, staff and volunteers in childcare settings that are not based on domestic premises are ***not*** required to notify their line manager 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. For childminders and childcare provided from domestic settings they will be required to notify if anyone in their household has any relevant convictions, court orders or reprimands or had registration refused or cancelled in relation to childcare provision or have had certain Orders made in relation to the care of their children in accordance with the Childcare Disqualification and Childcare Regulations 2018, and Disqualification under the Childcare Act guidance effective from 31 August 2018.
* Staff receive regular supervision, which includes discussion of any safeguarding issues, and their performance and learning needs are reviewed regularly.
* In addition to induction and supervision, staff are provided with clear expectations in relation to their behaviour outlined in the Little Birch Pre-School employee handbook.
* Little Birch Pre-School notify the Disclosure and Barring Service (DBS) 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.

Website: **www.gov.uk/guidance/barring-referrals*** Procedures are in place to record the details of visitors to the setting. All visitors are required to sign in and out of the visitors book provided upon entering the setting.
* Security steps are taken to ensure that Little Birch Pre-School 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 images of children are held securely and in a locked filing cabinet when not in use. Staff do not use personal cameras or filming equipment to record images.
* Personal mobile phones of all staff and visitors to the setting are locked away and not used where children are present.
* The Designated Safeguarding Lead and Deputy Safeguarding Lead in the setting have 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 Safeguarding Lead will be supported by the Deputy Designated Safeguarding Lead to undertake their role adequately and offer advice, guidance, supervision and support.

Contact details:**Children’s Advice and Duty Service (ChAD)**Dedicated line for professionals: **01305 228558**Emergency: **999**Police Non-Emergency: **101****North Dorset Children’s Social Care**North Dorset: **01258 472652****Local Authority Designated Officer (LADO)**Dorset has a single Local Authority Designated Officer (LADO) to:* be involved in the management and oversight of individual cases which meet the threshold;
* provide advice and guidance to employers and voluntary organisations;
* liaise with the police and other agencies;
* monitor the progress of cases to ensure that they are dealt with as
* quickly as possible, consistent with a thorough and fair process.

Dorset LADO: **Patrick Crawford** at **Dorset County Council** Contact Dorset LADO: **01305 221122****Ofsted**Contacting Ofsted about concerns: Telephone: **0300 123 4666** Email: **CIE@ofsted.gov.uk****Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR)**All incidents can be reported online but a telephone service is also provided **for reporting fatal/specified, and major incidents** **only** **Incident Contact Centre: 0345 300 9923** (opening hours Monday to Friday 08:30 am to 17:00 pm).The HSE and local authority enforcement officers **are not an emergency service**. More information on when, and how, to report very serious or dangerous incidents, can be found by visiting the HSE ways to contact HSE web page: **http://www.hse.gov.uk/contact/contact.htm**If you want to report less serious incidents out of normal working hours, you can always complete an online form. |
| **Little Birch 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.****Responding to suspicions of abuse*** We acknowledge that abuse of children can take different forms - physical, emotional, and sexual, as well as neglect. Including wider forms of abuse.

**Neglect -** According to the NSPCC neglect is the most common form of child abuse, with one in ten children experiencing neglect in the UK. It is the most common reason for taking child protection action. Neglect means not meeting a child’s basic needs. A child may be neglected if they are left hungry, dirty or poorly clothed, living in an unsafe home, such as around violence, alcohol or drugs, not getting love, care or attention, not getting education, health or dental care. Neglect often happens over a period of time, but can also be a one-off event. Incidents often don’t meet social care or criminal thresholds as it is the cumulative effect that is most impactful. A child who is neglected will often suffer from other forms of abuse as well. Neglect is dangerous and can cause serious, long-term damage or even death.**Fabricated or Induced Illness (FII) – Fabricated or induced illness (FII) is a rare form of child abuse. It occurs when a parent or carer, usually the child's biological mother, exaggerates or deliberately causes symptoms of illness in the child.** FII is also known as "Munchausen's syndrome by proxy" (not to be confused with Munchausen's syndrome, where a person pretends to be ill or causes illness or injury to themselves). Fabricated or induced illness (FII) covers a wide range of symptoms and behaviours involving parents seeking healthcare for a child. This ranges from extreme neglect (failing to seek medical care) to induced illness. Behaviours in FII include a mother or other carer who, persuades healthcare professionals that their child is ill when they're perfectly healthy, exaggerates or lies about their child's symptoms, manipulates test results to suggest the presence of illness – for example, by putting glucose in urine samples to suggest the child has diabetes, deliberately induces symptoms of illness –for example, by poisoning her child with unnecessary medicine or other substances.([www.nhs.uk](http://www.nhs.uk)) **Child Criminal Exploitation -** Child Criminal Exploitation occurs where an individual or group takes advantage of a person under the age of 18 and may coerce, manipulate or deceive a child or young person under that age into any activity (a) In exchange for something the victim needs or wants, and/or (b) For the financial advantage or increased status of the perpetrator or facilitator and/or (c) Through violence or the threat of violence. The victim may be exploited even if the activity appears consensual (i.e. moving drugs or the proceeds of drugs from one place to another). Child Criminal Exploitation does not always involve physical contact; it can also occur through the use of technology. (Home Office 2018)**Child Sexual Exploitation** - Child sexual exploitation is a form of child sexual abuse. It occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18 into sexual activity (a) in exchange for something the victim needs or wants, and/or (b) for the financial advantage or increased status of the perpetrator or facilitator. The victim may have been sexually exploited even if the sexual activity appears consensual. Child sexual exploitation does not always involve physical contact; it can also occur through the use of technology (DfE 2017). Children and young people who become involved face risks to their physical, emotional and psychological health and well-being. Any young person could become a victim of child sexual exploitation; the crime affects both girls and boys, from any background and of any ethnicity. It is the organised and deliberate exploitation of a child purely for the sexual gratification of adults. (Pan Dorset Safeguarding Children Partnership website)**County Lines –** County lines is the term used for urban gangs supplying drugs to suburban areas and market coastal towns using dedicated mobile phone lines or “deal lines”.  It involves child criminal exploitation (CCE) as gangs use children and vulnerable people to move drugs and money.  Gangs establish a base in the market location, typically by taking over the homes of local vulnerable adults by force or coercion, a practice referred to as ‘cuckooing’. County lines is a major, cross-cutting issue involving drugs, violence, gangs, safeguarding, criminal and sexual exploitation, modern slavery, and missing persons; and the response to tackle it involves the police, the National Crime Agency, a wide range of Government departments, local government agencies and VCS (voluntary and community sector) organisations. County lines activity and the associated violence, drug dealing and exploitation has a devastating impact on young people, vulnerable adults and local communities. (Pan Dorset Safeguarding Children Partnership website)**Female Genital Mutilation (FGM) -** (also known as FC – Female Circumcision or FGC – Female Genital Cutting) is illegal in England, Wales and Northern Ireland. WHO definition, List of traditional and local terms for FGM in safeguarding file, Female Genital Mutilation Act 2003, classified by WHO into 4 types. Required to report known cases of FGM to the Police in women under 18. It is recommended that reports are made by calling 101. Police will record the information and initiate a multi-agency response. It is illegal to perform on UK resident or UK national outside the UK. NSPCC FGM Helpline: **0800 028 3550**NSPCC FGM Email: **fgmhelp@nspcc.org.uk**Type 1 – ClitoridectomyType 2 – ExcisionType 3 – InfibulationType 4 – Other**Domestic Violence and Abuse –** Domestic violence and abuse has been recognised nationally as having a significant impact on both individuals and families, including affecting a woman’s ability to care for her children.Research evidence shows that children experiencing domestic violence and abuse can be negatively affected in every aspect of their functioning, safety, physical and mental health and well-being, school attendance and achievement, economic wellbeing and emotional development. The effects may continue into adulthood affecting their ability to form peer friendships and healthy partner relationships of their own. In the most extreme cases, children are at risk of serious injury or death as a result of domestic violence and abuse. For many children experience of living with domestic violence and abuse is the underlying factor in other needs for which they come to the notice of services and individual organisations. (Pan Dorset Safeguarding Children Partnership)* We 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.
* When children are suffering from physical, sexual or emotional abuse, or experiencing neglect, this may be demonstrated through:
* significant changes in their behaviour;
* deterioration in their general well-being;
* their comments which may give cause for concern, or the things they say (direct or indirect disclosure);
* changes in their appearance, their behaviour, or their play;
* unexplained bruising, marks or signs of possible abuse or neglect; and
* any reason to suspect neglect or abuse outside the setting.
* We understand how to identify children who may be in need of early help, how to access services for them.
* We understand that we should refer a child who meets the s17 Children Act 1989 child in need definition Childen’s Advice and Duty Service (ChAD) or local authority children’s social work services.
* We understand that we should refer any child who may be at risk of significant harm to the Children’s Advice and Duty Service (ChAD) or local authority children’s social work services.
* Contact details:

**Children’s Advice and Duty Service (ChAD)**Dorset: **01305 228558**Emergency: **999**Police Non-Emergency: **101****North Dorset Children’s Social Care**North Dorset: **01258 472652*** We are 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.
* We are 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.
* We are 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 Safeguarding Lead or Deputy Designated Safeguarding Lead 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 has been able to be made with the child’s parents and the Designated Safeguarding Lead or Deputy Designated Safeguarding Lead has reason to believe that the child is at risk of significant harm, the Children’s Advice and Duty Service (ChAD) will be contacted and Pan Dorset Safeguarding Children Partnership procedures are followed. If the child has current involvement with social care the social worker is notified on the day of the unexplained absence.
* We are 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, we follow the Prevent Duty guidance for England and Wales published by the Home Office and Pan Dorset Safeguarding Children Partnership procedures on responding to radicalisation.
* All staff complete online Channel training, online Prevent training and the, Designated Safeguarding Lead and Deputy Designated Safeguarding Lead attend local WRAP training where available to ensure they are familiar with the local protocol and procedures for responding to concerns about radicalisation.
* We are aware of the mandatory duty that applies to teachers, and health workers to report cases of Female Genital Mutilation (FGM) to the police. We are also aware that early years practitioners should follow local authority published safeguarding procedures to respond to FGM and other safeguarding issues, which involves contacting police if a crime of FGM has been or may be about to be committed.
* We also make ourselves 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.
* If we become concerned that a child may be a victim of modern slavery or human trafficking we will refer to the National Referral Mechanism, as soon as possible and refer and/or seek advice to the local authority children’s social work service and/or police.
* Further information about the National Referral Mechanism can be accessed at:

Website: **http://www.nationalcrimeagency.gov.uk*** We will be alert to the threats children may face from outside their families, such as that posed by organised crime groups such as county lines and child sexual exploitation, online use and from within peer groups and the wider community.
* 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 and child in need concerns and follow the Pan Dorset Safeguarding Children Partnership procedures.
* Where such indicators are 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 Safeguarding Lead. The information is stored under the Child’s name in the Safeguarding Records file.
* In the event that a staff member or volunteer is unhappy with the decision made of the Designated Safeguarding Lead in relation to whether to make a safeguarding referral they must follow escalation procedures as detailed in page 12 of this policy.
* We refer concerns about children’s welfare to the Children’s Advice and Duty Service (ChAD) or 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 Pan Dorset Safeguarding Children Partnership.
* We respond to any disclosures sensitively and appropriately and take care not to influence the outcome either through the way we speak to children or by asking questions of children (although we may check out/clarify the details of what we think they have told us with them).
* We take account of the need to protect young people aged 16-19 as defined by the Children Act 1989. This may include students or school children on work placement, young employees or young parents. Where abuse or neglect is suspected we follow the procedure for reporting any other child protection concerns. The views of the young person will always be taken into account in an age appropriate way, but the setting may override the young person’s refusal to consent to share information if it feels that it is necessary to prevent a crime from being committed or intervene where one may have been, or to prevent harm to a child or adult. Sharing confidential information without consent is done only where not sharing it could be worse than the outcome of having shared it.
* 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.
* All staff know that they can contact the [National Society for the Prevention of Cruelty to Children](https://en.wikipedia.org/wiki/National_Society_for_the_Prevention_of_Cruelty_to_Children) (NSPCC) whistleblowing helpline if they feel that our organisation and the local authority have not taken appropriate action to safeguard a child and this has not been addressed satisfactorily through organisational escalation and professional challenge procedures.
* Contact details:

NSPCC Whistleblowing Helpline: **0800 028 0285**NSPCC Whistleblowing Helpline Email: **help@nspcc.org.uk*** We have a whistleblowing policy in place.
* Staff/volunteers know they can contact the organisation Public Concern at Work for advice relating to whistleblowing dilemmas.
* Contact details:

Public Concern at Work Whistleblowing Advice: **020 3117 2520****Recording suspicions of abuse and disclosures*** Where a child makes comments to a member of staff that give cause for concern (disclosure), or a member of staff observes signs or signals that give cause for concern, such as significant changes in behaviour; deterioration in general well-being; unexplained bruising, marks or signs of possible abuse or neglect; that member of staff:
* Listens to the child, offers reassurance and gives assurance that she or he will take action;
* Does not question the child, although it is OK to ask questions for the purposes of clarification;
* Makes a written record that forms an objective record of the observation or disclosure that includes: the date and time of the observation or the disclosure; the exact words spoken by the child as far as possible; the name of the person to whom the concern was reported, with the date and time; and the names of any other person present at the time.
* These records are signed and dated and kept under the Child's name in the Safeguarding and Incident Record file, and added to the child’s chronology which is kept securely and confidentially.
* The member of staff acting as the Designated Safeguarding Lead is informed of the issue at the earliest opportunity.
* Where Pan Dorset Safeguarding Children Partnership procedures stipulates the process for recording and sharing concerns, we include those procedures alongside this procedure and follow the steps set down by the Pan Dorset Safeguarding Children Partnership.

**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 Pan Dorset Safeguarding Children Partnership process.
* We will ensure that staff are aware of how to escalate concerns.
* We will follow local procedures published by the Pan Dorset Safeguarding Children Partnership or safeguarding partners to resolve professional disputes.

**Informing parents*** Parents are normally the first point of contact. Concerns are normally discussed with parents to gain their view of events, unless it is felt that this may put the child or other person at risk, or may interfere with the course of a police investigation, or may unduly delay the referral, or unless it is otherwise unreasonable to seek consent. Advice will be sought from the Children’s Advice and Duty Service (ChAD) or in some circumstances police, where necessary.
* Parents are not to be made aware of a referral where Sexual or Physical abuse is suspected.
* Parents are 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.
* If a suspicion of abuse warrants referral to the Children’s Advice and Duty Service (ChAD) or children’s social care, parents are informed at the same time that the referral will be made, except where the procedures of the Pan Dorset Safeguarding Children Partnership does not allow this, for example, where it is believed that the child may be placed at risk.
* 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 consider seeking advice from children’s social care, about whether or not to advise parents beforehand, and should record and follow the advice given.

**Liaison with other agencies and multi-agency working*** We work within the Pan Dorset Safeguarding Children Partnership 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 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.

**Allegations against staff and persons in position of trust*** We ensure that all parents know how to complain about the behaviour or actions of staff or volunteers within the setting, or anyone working on the premises occupied by the setting, which may include an allegation of abuse.
* We ensure that all staff volunteers and anyone else working in the setting knows how to raise concerns that they may have about the conduct or behaviour of other people including staff/colleagues.
* We differentiate between allegations, and concerns about the quality of care or practice and complaints and have a separate process for responding to complaints.
* We respond to any inappropriate behaviour displayed by members of staff, volunteer or any other person 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
* We will recognise and respond to allegations that a person who works with children has:
	+ behaved in a way that has harmed a child, or may have harmed a child
	+ possibly committed a criminal offence against or related to a child
	+ behaved towards a child or children in a way that indicates they may pose a risk of harm to children
* 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.
* We 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.
* We refer any such complaint immediately to the Designated Safeguarding Lead or committee chairperson within the organisation and the Local Authority Designated Officer (LADO) as necessary to investigate and/or offer advice:

Dorset LADO: **Patrick Crawford** at **Dorset County Council**. Contact Dorset LADO: **01305 221122*** We also report any such alleged incident to Ofsted (unless advised by the 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.
* We 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. Where it is appropriate and practical and agreed with LADO, we will seek to offer an alternative to suspension for the duration of the investigation, if an alternative is available that will safeguard children and not place the affected staff or volunteer at risk.

**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 (DBS) 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.
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| **We are committed to promoting awareness of child abuse issues throughout our training and learning programmes for adults. We are also committed to empowering children our early childhood curriculum, promoting their right to be strong, resilient and listened to.****Training*** Training opportunities are sought for all adults involved in the setting 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. Training opportunities should also cover extra familial threats such as online risks, radicalisation and grooming, and how to identify and respond to families who may be in need of early help, and organisational safeguarding procedures.
* The Designated Safeguarding Lead and Deputy Designated Safeguarding Lead receive appropriate training, as recommended by the Pan Dorset Safeguarding Children Partnership 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 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*** We 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.

**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/Local Safeguarding Partners and in line with the GDPR, Data Protection Act 2018, and Working Together to Safeguard Children 2018.

**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.
* We will engage with any child in need plan or early help plan as agreed.
* 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 Pan Dorset Safeguarding Children Partnership.
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| **Legal Framework****Primary legislation*** Children Act (1989 s47)
* Protection of Children Act (1999)
* The Children Act (2004 s11)
* Children and Social Work Act 2017
* Safeguarding Vulnerable Groups Act (2006)
* Childcare Act (2006)
* Child Safeguarding Practice Review and Relevant Agency (England) Regulations 2018

**Secondary legislation*** Sexual Offences Act (2003)
* Criminal Justice and Court Services Act (2000)
* Equality Act (2010)
* General Data Protection Regulations (GDPR) (2018)
* Childcare (Disqualification) Regulations (2009)
* Children and Families Act (2014)
* Care Act (2014)
* Serious Crime Act (2015)
* Counter-Terrorism and Security Act (2015)

**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: Advice for Practitioners providing Safeguarding Services (DfE 2018)
* Disclosure and Barring Service: [www.gov.uk/disclosure-barring-service-check](http://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, 2018)
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