



## Milborne Ladybirds Playgroup

### **SAFEGUARDING CHILDREN - POLICY AND PROCEDURES**

Ladybirds intend to create in the Preschool an environment in which children are safe from maltreatment; where adults take positive actions to prevent impairment to children's health and development; where children can achieve their best outcome in safety. Any suspicion of abuse is promptly and appropriately responded to. In order to achieve this, we will:

#### **Ensure adults working with children are suitable**

In accordance with the Childcare Act 2006, Working Together to Safeguard Children 2015 and Statutory Framework for the EYFS 2017 all adults working in Preschool (including unsupervised volunteers and supervised volunteers who provide personal care) will be subject to an Enhanced check through the Disclosure and Barring system.

All applicants applying to work within the Preschool whether voluntary or paid will be interviewed by members of Staff and of the Management Committee of which at least one member has completed Safer Recruitment training. All applicants will be asked to provide at least one reference. These 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 appointments both paid and voluntary will be subject to a probationary period and will not be confirmed unless the Preschool is confident that the person can be safely entrusted with children.

Visitors to the Preschool will not be allowed into the play area unless accompanied by Staff. They will be required to sign the visitor's book on arrival and departure. Visitors will be asked to leave their mobile phone on the managers table. A copy of the Safeguarding policy is available for all visitors and parents to read. All unauthorised visitors will be asked to leave the play area.

#### **Training**

All adults working in the Preschool will undergo safeguarding training. New adults will be asked to read this Safeguarding policy and discuss this with the Setting's Designated Safeguarding Lead (DSL) as part of the induction programme. We aim for all adults involved in the group to be able to recognize the symptoms of possible abuse and be able to respond appropriately to concerns. Employees new to Childcare will be expected to attend 'Introduction to Safeguarding' training as soon as possible.

The DSL and Deputy DSL will attend training every two years- including interagency training- to maintain knowledge of current requirements and good practice to safeguard children. Senior staff will attend a minimum of Level 2 Safeguarding training and attend refresher courses according to current guidelines.

#### **Prevent abuse by means of good practice**

Staff will not be left alone for long periods with individual children or with small groups.



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Volunteers and students who have not been checked will be fully supervised and never left alone with children.

Children will be encouraged to develop a sense of autonomy and independence through adult support in making choices and finding names for their own feelings and acceptable ways to express them. This will enable children to have the self-confidence and the vocabulary to resist inappropriate approaches.

The layout of the playroom will permit constant supervision and visibility of all children.

Cameras and mobile phones will remain in the main room at the managers table and not be taken into areas where a child or adult cannot be seen by other adults.

Any adult seen to be using a mobile phone will be asked to leave the Preschool room and leave their phone outside or on the managers table

### **Prevent Duty**

The Counter Terrorism and Security Act (2015) places a Prevent duty on early years settings “to have due regard to the need to prevent people from being drawn into terrorism”. As such, Ladybirds will report any evidence of promotion of terrorism to the Authorities

### **Respond appropriately to suspicions of abuse**

The Children Act 1989 places a duty on Children’s Social Care (CSC) to investigate suspicions of abuse. Allegations of child abuse can lead to criminal investigation so staff must not do anything to jeopardise this, for example ask a child a leading question or attempt to investigate matters themselves.

All 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, the DSL, CSC and the Management Committee chairperson.

Before sharing information about a child permission from the person with parental responsibility must be obtained unless seeking consent is likely to increase the risk to the child.

### **Physical Abuse**

Action will be taken if staff have any reason to believe that there has been a physical injury to a child and where there is reasonable suspicion that the injury was inflicted or knowingly not prevented.

Any mark or injury to a child when they arrive at Ladybirds will be recorded in the incident book (marked as Existing injury) , discussed with the parent, the explanation recorded and countersigned by the parent/guardian. If there appears to be any discrepancy or query regarding the injury after the parent has left and the child discloses conflicting information the DSL may share this information with CSC or the police if the child is believed to be in danger of significant harm.



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All bruising, bleeding, fractures and possible injuries in children who are not independently mobile will always be referred for advice. This may lead to a referral to social care, in line with guidelines from the Dorset Safeguarding Board.

### **Sexual Abuse**

Action will be taken under this heading if staff witness occasions where a child indicates sexual activity through words, play, drawing or has an excessive pre-occupation with sexual matters or has an inappropriate knowledge of adult sexual behaviour.

In these instances, the observation will be recorded, shared with only those who need to know and referred to CSC who will notify the police if there is any concern that the child is in danger of any significant harm.

### **Emotional Abuse**

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

Observations will be recorded, shared with only those who need to know and referred to CSC who will notify the police if there is any concern that the child is in danger of any significant harm.

### **Neglect**

Action will be taken under this heading if staff has reason to believe that there has been persistent or severe neglect of a child which results in serious impairment of the child's health or development.

Observations will be recorded, shared with only those who need to know and referred to CSC who will notify the police if there is any concern that the child is in danger of any significant harm.

### **Bullying**

Ladybirds will not tolerate any form of bullying including racist, disability, homophobic or transphobic abuse. Any adult heard to or seen to act in anyway that it is deemed they are acting in a bullying manner will be asked to leave the preschool. If the instance is considered serious advice will be sought from the MASH team.

Children will be taught to respect and listen to other opinions and adults will monitor tolerance of other views.

### **Gender based violence, radicalisation, extremist behaviour, child sexual exploitation, trafficking and child criminal exploitation\***

\*including county lines – where children are trafficked within England for the purpose of criminal exploitation



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Any evidence of any of these actions whether it relates to the child attending the Preschool, any of their family or anyone connected to the Preschool will be referred to the respective authority.

Adults who work for the Preschool will be made aware of the signs of any of these forms of abuse and must report any suspicions to the DSL immediately

The DSL will report to the Police any known case of female genital mutilation on a girl under the age of 18

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### **Allegations against staff**

Action will be taken if there is a concern raised or allegation made against a member of staff or volunteer which suggests that a child has been harmed or is vulnerable to abuse.

Any allegation of abuse against Staff will be reported immediately to the DSL and Chair of the Management Committee. A written report which is timed, dated and includes a clear name or signature must be made.

A referral will be made to the Local Authority Designated Officer (LADO)

Ofsted will be contacted within 14 days of an allegation being made.

The member of Staff will be suspended on full pay while investigations are carried out. If there is no proof of any misconduct the person should return to work and be given support to continue in their duties. If the matter is upheld the person will be dismissed on the grounds of gross misconduct.

### **Keep records**

Whenever worrying changes are observed in a child’s behaviour, physical condition or appearance, a specific and confidential record will be set up, quite separate from the usual, ongoing records of children’s progress and development. The record will include, in addition to the name, address and age of the child: Timed and dated observations describing, objectively, the child’s behaviour and or appearance, without comment or interpretation, the exact words spoken by the child, the dated name and signature of the recorder.

Such records will be kept in a separate file and will not be accessible to people in the Preschool other than the DSL, chairman and key worker or other member of Staff if appropriate.

### **Sharing Information**



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Ladybirds follow the guidance of ‘Working together to Safeguard Children 2015’ and the Data Protection Act 1998 when sharing information with other agencies.

Working together to Safeguard Children 2015 is the Government statutory guidance on interagency working to safeguard and promote the welfare of children and states “all professionals share appropriate information in a timely way and can discuss any concerns about an individual child with colleagues and local authority children social care”

The Data Protection Act 1998 does not present a barrier to sharing information for the purpose of preventing serious harm to the mental or physical condition of any child.

### **Support families**

Parents have access to this Safeguarding Policy. When a child starts Ladybirds the policy will be shown to the parent taking care not to frighten or accuse but to impress the commitment to their child’s wellbeing.

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

Where abuse at home is suspected, the Preschool will continue to welcome the child and family while investigations proceed.

Confidential records kept on a child will be shown to the child’s parents. These may not be shared in the case of possible physical or sexual abuse. With the provision that the care and safety of the child must always be paramount, the Preschool will do all in its power to support and work with the child’s family.

### **Designated person**

Designated Safeguarding Lead in Ladybirds is **Liz Dyer**  
Deputy Designated Safeguarding Lead in Ladybirds is **Alex Pearse**

### **Who to contact when making a referral**

By a professional - 01305 228558  
By families or public - MASH (see below)

### **Pan Dorset Safeguarding Children Partnership**

County hall, Colliton Park, Dorchester DT1 1 XJ  
Email [dorsetlscb@dorset.cc.gov.uk](mailto:dorsetlscb@dorset.cc.gov.uk)

### **MASH (Multi Agency Safeguarding Hub)**

01202 228866  
[mash@dorsetcouncil.gov.uk](mailto:mash@dorsetcouncil.gov.uk)



## Milborne Ladybirds Playgroup

**Dorset Police:** Emergency 999      Non-Emergency 101  
Police Safeguarding referral unit [mash@dorset.pnn.police.uk](mailto:mash@dorset.pnn.police.uk) 01202 222229

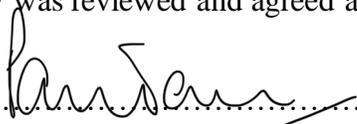
### **Ofsted**

The National Business Unit  
Ofsted  
Piccadilly Gate  
Store Street  
Manchester  
M1 2WD

0300 123 1231  
Email: [enquiries@ofsted.gov.uk](mailto:enquiries@ofsted.gov.uk)

### **Reviewing the Policy**

The Safeguarding Policy will be kept under review and will be reviewed annually  
This policy was reviewed and agreed at a meeting of the Management Committee held on 25 August 2020

Signed .....  ..... Chairperson