

Buckles & Bows Pre-School Nursery

## **Safeguarding Children and Child Protection Policy**

At Buckles and Bows we work with children, parents and the community to ensure the safety of children and to give them the very best possible start in life.

### **Aim of the policy**

Our overall aim is to ensure children in our care are kept safe from harm through implementing this policy and promoting children's right to be strong, resilient and listened to by:

- Creating an environment that encourages children to develop a positive self image, which includes their heritage arising from their colour and ethnicity, their languages spoken at home, their religious beliefs, cultural traditions and home background
- Encouraging children to develop a sense of autonomy and independence.
- Enabling children to have the self-confidence and the age appropriate vocabulary to keep themselves safe.
- Helping children to establish and sustain satisfying relationships within their families, with peers, and with other adults.
- Working with parents to build their understanding of and commitment to the Principles of safeguarding all our children.
- Being alert to any issues for concern in the child's life at home or elsewhere.

This Policy will be included on our website and highlighted to parents when they register their children or during our induction sessions. Surrey's Safeguarding Procedure for Early Years and Play Providers 2014 is always displayed on our notice board.

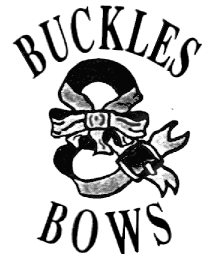


### **Liaison with other bodies/ Safeguarding documents**

- We work within the Surrey Safeguarding Children Board guidelines.
- 'What to do if you are worried a child is being abused' is accessible to parents and staff. We have regard to the Government's statutory guidance 'Working together to Safeguard Children 2013'  
<https://www.gov.uk/government/publications/working-together-to-safeguard-children>
- If we have concerns about children's safety or welfare, we will notify agencies with statutory responsibilities without delay (This means the Surrey Multi-Agency Safeguarding Hub - MASH Tel. 0300 470 9100, and in emergencies, the Police)
- We follow Surrey's Safeguarding Procedure for Early Years and Play Providers 2014.
- We notify Ofsted of any allegations of serious harm or abuse by any person, living working or looking after children on our premises. This is done within 14 days of these allegations.
- If a referral is to be made to Surrey's Children's Social Care Referral and Assessment Team, we act under their guidance and within Surrey's Safeguarding Procedure for Early Years and Play Providers 2014 in deciding whether we must inform the child's parents at the same time.

### **Staffing and volunteering**

- Our designated practitioner takes the lead responsibility for safeguarding children in the setting. Our designated practitioner is: Lisa Fuller.
- Our designated deputy officer is: Felicia Ford.
- The designated practitioner is responsible for liaison with Surrey's Children's Social Care Referral and Assessment Team and the Police
- The designated practitioner will provide support, advice and guidance to any other staff on an ongoing basis, and on any specific safeguarding issue within the setting as required.

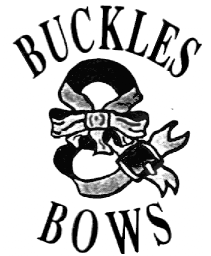


- The designated practitioner will undertake the appropriate level of child protection training (as detailed in the Surrey Safeguarding Board Training Pathway) to equip them to identify, understand and respond appropriately to signs of possible abuse and neglect and take the lead in responding to safeguarding concerns.
- We provide adequate and appropriate staffing resources 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.
- Candidates are informed of the need to carry out 'enhanced disclosure' checks with the Disclosure Baring Service (DBS) before posts can be confirmed.
- Where applications are rejected because of information that has been disclosed, applicants have the right to know and to challenge incorrect information.
- We inform staff, volunteers, students and others of their requirement to disclose any convictions, cautions, court orders, reprimands and warnings which may affect their suitability to work with children (whether received before or during their employment at the setting). A reminder of this requirement is within their regular 1:1 or Supervision cycle.
- If we become aware of relevant information which may lead to disqualification of an employee we will take appropriate action to ensure the safety of the children.
- We will not employ or continue to employ a person who has a disqualification.
- We will meet our disqualification requirements within the Early Years Foundation Stage, Statutory Framework, Safeguarding and Welfare Requirements 2014.
- We do not allow people whose suitability has not been checked, including a criminal records check through the Disclosure Baring Service to have unsupervised contact with children being cared for.
- We abide by the Safeguarding Vulnerable Groups Act 2006 requirements in respect of any person who is dismissed from our



employment, or resigns in circumstances that would otherwise have lead to dismissal for reasons of child protection concern.

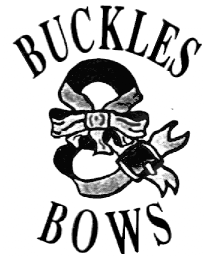
- In the event of the disqualification of a registered provider, a childcare worker, a person living in the same household as the registered provider, or a person employed in that household, the provider will not continue as an early years provider - nor be directly concerned in the management of such provision. Where a person is disqualified, the provider will not employ that person in connection with early years provision. Where an employer becomes aware of relevant information that may lead to disqualification of an employee, we will take appropriate action to ensure the safety of children.
- We are aware that a registered person or a childcare worker may also be disqualified because they live in the same household as another person who is disqualified, or because they live in the same household where a disqualified person is employed.
- We will notify Ofsted of any significant event which is likely to affect the suitability of any person who is in regular contact with children on the premises where childcare is provided. The disqualification of an employee could be an instance of a significant event.
- We will give Ofsted the details laid out in section 3.17 of the Early Years Foundation Stage, Safeguarding and Welfare Requirements.
- Ofsted will be informed within 14 days of the date that as a provider we are aware of the information.
- We abide by Ofsted requirements in respect of references, Criminal records checks through the Disclosure and Baring Service and other suitability checks for staff, volunteers, students and others (including those living or working on the premises) to ensure that no disqualified person or unsuitable person works at the setting or has access to the children. This includes recording information about staff qualifications, checks and vetting processes and the carrying out of staff identity checks
- Volunteers do not work unsupervised.
- All staff will be required to read this policy and Surrey's Safeguarding



- Procedure for Early Years and Play Providers 2014 during their induction and confirm they have read and understood the contents by signing the register at the back of our copy of Surrey's Safeguarding Procedure for Early Years and Play Providers. They will be required to read and confirm understanding of the contents of the above documents annually.
- We have procedures for recording the details of visitors to the setting plus checking their identification and recording this.
- We take all reasonable security steps to ensure we have control over who comes into the setting so that no unauthorised person has unsupervised access to the children.

#### **Procedure for checking the identity of visitors**

- If the visitor or prospective parent is unknown to the setting we check their credentials and reason for visit before allowing them to enter the setting
- We ask for at least 1 form of identification to verify who they are and, if appropriate, which organisation they work for (eg official identity badge, driving licence, bankcard which shows signature)
- If we require further verification we will contact the main landline telephone number of their organisation and ask to be put through to the visitor's manager
- We ensure that the visitor or prospective parent is supervised whilst we are carrying out these checks, and throughout their visit
- We record that ID has been checked, together with the visitor's name, reason for visit, time and date in our Visitor's book/log. The Visitor or prospective parent is required to sign the book/log and their signature is then checked against their identification
- If the visitor or prospective parent is known to the setting we check that they have a valid reason to enter. They are then required to complete the visitor's book/log and will not be left unsupervised in the setting.

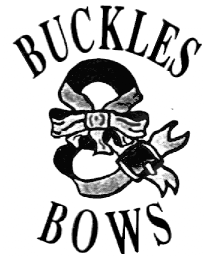


### **Responding to suspicions of abuse**

- We acknowledge that abuse of children can take different forms - physical, emotional, and sexual, as well as neglect.
- When children are suffering from physical, sexual or emotional abuse, or may be experiencing neglect, this may be demonstrated through the things they say (direct or indirect disclosure) or through changes in their appearance, their behaviour, or their play.
- Where such evidence is apparent, the child's key person makes a dated record of the details of the concern and discusses what to do with the setting designated practitioner. The information is stored on the child's personal file. The practitioner will follow Surrey's Safeguarding Procedure for Early Years and Play Providers
- Staff in the setting take care not to influence the outcome either through the way they speak to children or by asking questions of children.

### **Allegations against staff**

- All allegations will be taken seriously and investigated promptly by the DSL (Lisa Fuller)
- If an allegation is made against the DCPO it will be made to the Deputy DDSL (Felicia Ford)
- A record of the allegation will be recorded, together with all statements by all adults involved.
- We ensure that all parents know how to complain about staff or volunteers within the setting, including an allegation of abuse.
- All staff and volunteers are made aware of the role of Surrey LADO (Local Authority Designated Officer)
- We follow the guidance of the Surrey Safeguarding Board when responding to any complaint that a member of staff or volunteer has abused a child.
- We respond to any disclosure by children or staff that abuse by a member of staff may have taken place, or is taking place, by first recording the details of any such alleged incident.



- We refer the allegation to The Complaints Investigations and Enforcement Team at Ofsted (08456 404040) within 14 days. The Local Authority Duty Officer (LADO) number is 0300 2001 006.
- We co-operate entirely with any investigation carried out by the Local Authority Designated Officer in conjunction with the police and Ofsted.
- Our policy is to suspend the member of staff on normal pay 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.
- We notify Ofsted of any allegations of serious harm or abuse by any person, living, working or looking after children on our premises (whether the allegations relate to harm or abuse committed on the premises or elsewhere). This will be done as soon as is reasonably practicable, but at the very latest within 14 days of these allegation
- 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 as soon as is reasonably practicable, but at least within 14 days of the incident

### **Physical Intervention**

If a child is endangering him/herself or others physical intervention may be required (See Behaviour Management Policy). Staff only use physical intervention as a last resort to protect the child or others, serious damage to property or serious disruption to the environment. Such events will be recorded on a physical handling form and signed by the parents/carer.

### **Whistle Blowing**

- We recognise that children cannot be expected to raise concerns in an environment where staff fail to do so.
- A concern would first be reported to the manager (Lisa Fuller) of Buckles and Bows Pre-School. If this would be detrimental to the



Nursery the Chairperson of the committee would be informed and they in turn would inform Surrey County Council Early Years and Childcare services

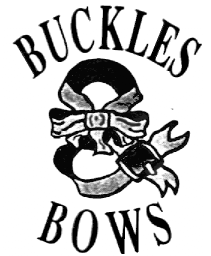
- All staff should be aware of their duty to raise concerns, where they exist, about the management of child protection, which may include the attitude or actions of colleagues. If it becomes necessary to consult outside the Nursery, they should speak in the first instance, to the Area Education Officer/LADO following the Whistleblowing Policy.
- All concerns would be treated in confidence and the identity of the staff member who raised the concerns would be protected unless subsequent enquiries makes this untenable.
- Concerns can be raised verbally and in writing. If a written report is made then the background of the concern, names, dates, places and the reason for the report must be noted.

The whistleblowing hotline number is 0300 1233155 or email [whistleblowing@ofsted.gov.uk](mailto:whistleblowing@ofsted.gov.uk)

### Training

- The designated practitioner will attend child protection training that equips them to carry out their role and is in line with Surrey's Child Protection Training Pathway for staff working in childcare settings i.e. Advanced Inter-agency Child protection (2days)
- In line with Surrey's Child Protection Training Pathway for staff working in childcare settings, all staff (other than the designated practitioner) are trained to understand and implement our safeguarding policy and procedures i.e. at least to Basic Awareness level.
- The training will enable staff to identify signs of possible abuse and neglect at the earliest opportunity, and to respond in a timely and appropriate way. This will also include inappropriate behaviour displayed by other members of staff, or any other person working with the children. For example, inappropriate sexual comments;





excessive one-to-one attention beyond the requirements of their usual role and responsibilities; or inappropriate sharing of images (Refer to Surrey Safeguarding Procedure for Early Years and Play Providers 2014)

### **Early Years Foundation Stage/ Curriculum**

- Children's personal, social and emotional development is promoted so that they feel emotionally safe in our setting and grow to be strong, resilient, and listened to and develop an understanding of why and how to keep themselves safe.
- Children are provided with opportunities and experiences which foster a culture of mutual value and respect through having positive regard for each other's heritage arising from their colour, gender, ethnicity, languages spoken at home, cultural and social background.

### **Disclosures**

Where a child makes a disclosure to a member of staff, that member of staff:

- offers reassurance to the child
- listens to the child
- if appropriate, gives reassurance that she or he will take action

The member of staff does not question the child

### **Recording suspicions of abuse and disclosures**

Staff make a record of:

- the child's name
- the child's address
- the age of the child
- 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 as far as possible



- 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
- Action taken and by whom

These records are signed and dated and kept in the child's personal file.

### **Making a referral to the local authority Referral and assessment Team**

- We follow Surrey's Safeguarding Procedure for Early Years and Play Providers 2014 when contacting the Surrey Multi-Agency Safeguarding Hub (MASH) with any concerns.
- If a referral is to be made to Surrey Multi-Agency Safeguarding Hub (MASH), we act within Surrey's Safeguarding Procedure for Early Years and Play Providers 2014 in deciding whether we must inform the child's parents at the same time

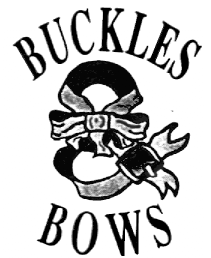
### **Informing parents**

- Parents are normally the first point of contact.
- If a suspicion of abuse is recorded, parents are informed at the same time as the report is made, except where the guidance of the Surrey Safeguarding Board does not allow this.
- This will usually be the case where the parent is the likely abuser. In these cases the investigating officers will inform parents.

### **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 Surrey Safeguarding Children Board.

### **Support to families**



- The setting believes in building trusting and supportive relationships with families, staff and volunteers in the group.
- The setting makes clear to parents its role and responsibilities in relation to Child Protection, such as for the reporting of concerns, providing information, monitoring of the child, and liaising at all times with the local social services department.
- The setting continues 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 social care department in relation to the setting's designated role and tasks in supporting the child and the family, subsequent to any investigation.
- 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 procedure and only if appropriate under the guidance of the Local Safeguarding Children Board.



Appendix to Safeguarding Policy The Prevent Duty & Promoting British Values

## **British Values**

### **TEACHING BRITISH VALUES**

Promoting British Values at Buckles and Bows Pre-School Nursery

The DfE have recently reinforced the need “to create and enforce a clear and rigorous expectation on all schools to promote the fundamental British values of democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs.”

The government set out its definition of British values in the 2011 Prevent Strategy, and these values have been reiterated by the Prime Minister this year. At Buckles and Bows these values are reinforced regularly and in the following ways:

**As part of the focus on self-confidence and self-awareness, managing feelings and behaviour and making relationships as cited in Personal, Social and Emotional Development**

#### **Democracy:**

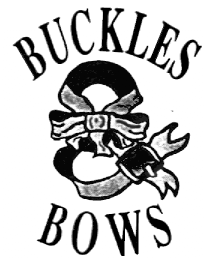
We listen to children’s and parent’s voice. Our school behaviour policy is clear that children are expected to contribute and co-operate, taking into account the views of others.

#### **The Rule of Law:**

We consistently reinforce our high expectations of children. Children are taught the value and reasons behind our expectations (rules), that they are there to protect us, that everyone has a responsibility and that there are consequences when rules are broken.

#### **Individual Liberty:**

Children are actively encouraged to make choices, knowing that they are in a safe and supportive environment. As a pre-school we educate and provide boundaries for young children to make choices safely, through our provision of a



safe environment and empowering teaching. Children are encouraged to know, understand and exercise their rights and personal freedoms.

**Mutual Respect:**

Part of our school ethos and behaviour policy has revolved around Core Values such as 'Respect', and children are modelled this by caring, sharing and listening to others. Staff help children to understand how to respect by talking about how actions/words can affect others. Staff support the decisions that children make and provide activities that involve turn-taking, sharing and collaboration. Children should be given opportunities to develop enquiring minds in an atmosphere where questions are valued.

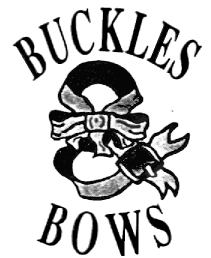
**As part of the focus on people & communities as cited in Understanding the World:**

We aim to enhance children's understanding of different faiths and beliefs by participating in a range of celebrations throughout the year. Children have the opportunity to dress-up in clothes and try different foods from other cultures and we encourage parents/carers to participate and support our multi-cultural events. Staff create an ethos of inclusivity and tolerance where views, faiths, cultures and races are valued. 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.

**Monitoring and Evaluation**

Our Child Protection Policy and Procedures will be monitored and evaluated by:

- The staff and committee of Buckles and Bows Pre-School
- Discussions with children and staff
- Scrutiny of Attendance data
- Scrutiny of range of risk assessments
- Logs of bullying/racist/behaviour incidents
- Review of parental concerns and parent questionnaires



## The legal framework for this Policy

### *Primary legislation*

Data Protection Act 1998

The Children Act 1989 - s 47

The Children Act 2004 (Every Child Matters)

Safeguarding Vulnerable Groups Act 2006

Protection of Freedoms Act 2012

### *Guidance*

Working Together to Safeguard Children (revised 2013)

What to Do if You are Worried a Child is Being Abused (revised 2006)

### *Secondary Legislation*

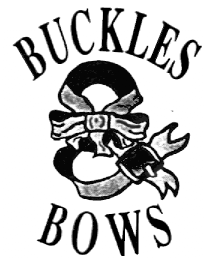
Sexual Offences Act (2003)

Criminal Justice and Court Services Act (2000)

Human Rights Act (1999)

Equality Act 2010

Rehabilitation of Offenders Act 1974



## Multi-agency Safeguarding Hub (MASH)

### What is the MASH?

The Surrey Multi-Agency Safeguarding Hub (MASH) is the single point of contact for reporting concerns about the safety of a child, young person or adult. It aims to improve the safeguarding response for children and adults at risk of abuse or neglect through better information sharing and high-quality and timely responses.

The Surrey MASH achieves this by co-locating agencies. It brings together Surrey County Council social care workers for both children and adults, early help services, health workers and police as well as a vast array of virtual partners across Surrey. By being able to share relevant information between the co-located agencies, the MASH aims to identify need, risk and harm accurately to allow timely and the most appropriate intervention.

The Surrey MASH should be contacted if you would like to report a concern about the safety of a child, young person or an adult.

However, please note, if the child already has an allocated social worker, please contact them directly.

MASH contacts:

Telephone: 0300 470 9100

Internal email name: Surrey MASH/CAE/SCC

Email: [mash@surreycc.gov.uk](mailto:mash@surreycc.gov.uk)

Secure email: [mash@surreycc.gcsx.gov.uk](mailto:mash@surreycc.gcsx.gov.uk) or Egress

The MASH telephone number connects you to adult and child social care only. You can contact the police using the non-emergency number, 101, or in an emergency where the safety of a child, young person or adult is at immediate risk, dial 999.

### Working time

The team of multi-agency staff will be based at Guildford Police Station, with the social care staff working 9am to 5pm Monday to Friday. The police staff in the MASH, operate a 7-day service (excluding Bank Holidays), working 8am to 5pm Monday to Friday and 8am to 4pm Saturday and Sunday.



MASH team Surrey Police PO Box 101 Guildford Surrey

GU1 9PE

Out of hours

Outside these hours, if you would like to contact adult or child social care, the existing 01483 517898 for our emergency duty team will continue to operate. If you wish to report a concern to the police you can contact them directly by dialing 101 for non-urgent situations or 999 in an emergency.

Contacts relating to adults: [11 Adult Social Care locality teams \(social workers or social care practitioners\) including hospital teams](#)

General or non-safeguarding queries for adults or young adults

For any general or non-safeguarding concerns in relation to an adult (including young adults) please contact Surrey County Council's Contact Centre:

Telephone: 0300 200 1005

Minicom: 020 8541 9698

Fax: 020 8541 9575

Email: [contact.centre@surreycc.gov.uk](mailto:contact.centre@surreycc.gov.uk) SMS: 07527 182861

Contacting the Police: If you wish to report concerns directly to the Police, please call 101, or in an emergency where the immediate safety of a child, young person or adult is at risk, dial 999.

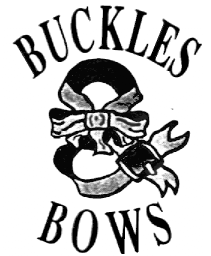
**Why does the Surrey MASH have both social workers from Adult Social Care and Children's Social Care?**

By offering advice from social workers from both adults and children services, we can take a whole family approach—adults look after children/ young people and vice versa—concerns/ risks often affect both adults and children. For example, an adult at risk who is experiencing abuse could also be a parent and the abuse they are experiencing could impact on their child. A MASH which covers both can look at the risks for both adult and child and come up with a holistic plan that supports the family.

**Is there a difference between safeguarding children and safeguarding adults?**

Yes, safeguarding children applies to all children. It is defined as:





- • Protecting children from maltreatment
- • Preventing impairment of children's health or development
- • Ensuring that children grow up in circumstances consistent with the provision of safe

and effective care

- • Taking action to enable all children to have the best outcomes

Safeguarding adults applies to adults who have care and support needs and because of those needs are unable to protect themselves from abuse or neglect (Care Act 2014).

### The MASH partners

The Surrey MASH is made up of staff from Adult Social Care, Children's Social Care, Health and Surrey Police. We also have a virtual team of partners who support the MASH via information sharing.

This includes workers from the WiSE (What is Sexual Exploitation) Project, Education workers, Independent Domestic Violence Advisers, Youth Support Services, Probation Service, Ambulance, Hospitals, Surrey Fire and Rescue Service, Trading Standards, schools and colleges, a Data Analysis team as well as four Early Help Co-Ordination hubs.

Because of closer partnership working, there is clearer accountability and less duplication.

### How does the MASH work?

The MASH will consider all matters that come to its attention and decide what the best level of support, or most appropriate service, is. If there is not enough information to make this decision, the MASH will request other agencies such as police, health and schools, for information to be able to make that decision and get it right the first time.



## What are the benefits of the MASH?

The Surrey MASH will:

- • make sure every child, young person and adult has the opportunity to access a service relevant to the level of need, harm and risk identified by the safeguarding partnership;
- • make sure the voice of the child, young person and adult is always first and foremost, and the Surrey MASH will make sure that the best interests of children, young people, families and adults are central in all considerations and decisions;
- • ensure every concern regarding a child or young person is considered and forwarded to the appropriate service, both statutory or within the early help offer;
- • deliver effective co-ordination between all safeguarding agencies to identify need, harm and risk as early as possible and deliver improved outcomes for all.

## How does MASH and Early Help work together?

Early Help co-ordination will support all Surrey agencies, preventing and reducing the repetition of youth and parental crime, schools' pupil absence and exclusion, domestic abuse and or violence, child abuse and neglect, poor family physical and emotional health, substance misuse, homelessness and financial exclusion.

Improved compliance by the safeguarding partnership with provision of help earlier with an audit trail showing outcomes to agencies involved.

## Data Sharing in the MASH

Any data or information in the MASH is shared using a secure IT system. Only information that is 'lawfully' relevant to each case will be shared. The data will be used to inform our decision on the most appropriate service by gaining a better understanding of risk and need. All other information that is not relevant, necessary or proportionate to the need or risk of that individual case will not be shared and will not be accessible to any third parties.