



Child Protection and Safeguarding Policy

Governors' Committee Responsible:	Full Governing Body
Governor Lead:	Mike Quinlan
Nominated Lead Member of Staff:	Leanne Rogers
Status & Review Cycle:	Statutory Annual
Next Review Date:	April 2022

Safeguarding Statement

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. We recognise our moral and statutory responsibility to safeguard and promote the welfare of all children. We endeavour to provide a safe and welcoming environment where children are respected and valued.

We are committed to building a 'culture of safety' in which children are protected from abuse and harm in all areas.

Key Personnel

The Designated Safeguarding Lead (DSL) is: Leanne Rogers

Contact details: email: DDL@bucklesandbows.org.uk Telephone: 01932 827556

When the setting is open but the designated person is not on site, a suitably trained deputy is available at all times to discuss safeguarding concerns:

The deputy DSL are: Jenny Vymetal

Contact details: email: ddsl@bucklesandbows.org.uk Telephone: 01932 827556

Our designated office who oversees this work is:

The Chair of the Committee is: Mike Quinlan

Contact details: email: chair@bucklesandbows.org.uk



Aim of the policy

Our overall aim is to ensure the welfare and wellbeing of the children in our care

Buckles and Bows DSL is Leanne Rogers and concerns regarding children or adults will initially be discussed with her. All discussions are confidential. Any information regarding the welfare of children outside of the nursery will result in instant dismissal.

The DSL is responsible for:

- Making sure they have the relevant links with statutory and voluntary organisations with regard to safeguarding
- 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.
- Understanding Local Safeguarding (LSPs) safeguarding procedures, attends relevant LSPs training at least every two years and refreshes their knowledge of safeguarding at least annually.
- Providing support, advice and guidance to any other staff on an ongoing basis, and on any specific safeguarding issue within the setting as required.
- Ensuring all staff understand safeguarding policies and procedures and make parents aware too. New staff members are given a copy of the safeguarding policy and are asked to sign to say they have read and understood the relevant information
- Making sure all staff complete 'Working together to Safeguard' children when starting Buckles and Bows and is updated every three years
- All Staff understanding that safeguarding is their responsibility.
- All staff understand the principles of early help (as defined in Working Together to Safeguard children 2018 and able to identify



- those children and families who may be in need of early help and enable them to access it.
- All staff are confident to ask questions in relation to any safeguarding concerns and know not just to take things at face value but can be respectfully skeptical
 - 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 LSP's
 - Make sure that all staff have an update DBS
 - 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
 - All staff understand our policy on promoting positive behaviour and follow it in relation to children showing aggression towards other children.
 - All staff understand what the expectations of Buckles and Bows are 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.
 - All parents read the policy which is included on our website and highlight this to parents when they register their children or during our induction sessions.
 - The DSL will inform the designated officer at the first opportunity of every significant safeguarding concern, however this should not delay any referrals being made to children's social care, or where appropriate, LADO, Ofsted or RIDDOR.

Staffing and volunteering



- The DSL is responsible for liaison with Surrey's CSPA Team and the Police,
- The DSL 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.
- 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 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 or to change nappies or help with toileting.
- 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 led to dismissal for reasons of child protection concern.



- In the event of the disqualification of a registered provider, a childcare worker. 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 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 record information about staff qualifications, checks and vetting processes and the carrying out of staff identity checks
- Volunteers do not work unsupervised.
- 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.
- Staff receive regular supervisions, which includes discussion of any safeguarding issues, and their performance and learning needs are reviewed regularly
- Staff will not use personal mobile phones where children are present
- We ensure that robust risk assessments are completed, that they are seen and signed by all relevant staff and that they are regularly reviewed, in line with our health and safety policy.

We are 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



Recognising signs of abuse responding to suspicions

- We acknowledge that abuse of children can take different forms - physical, emotional, and sexual, as well as neglect.
- We ensure that all staff have an understanding of the vulnerabilities that arise from special education 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 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.
- We understand how to identify children who may be in need or 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 to local authority children's social work services
- We understand that we should refer any child who may be at risk of significant harm to local authority children's social work services
- We refer concerns about children's welfare to 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 local safeguarding partners.
- 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 NSPCC whistleblowing helpline if they feel that an organisation and the local authority have not taken appropriate action to safeguard a child and this has not been addressed satisfactorily through organisation escalation and professional challenge procedures
- We have a whistleblowing policy in place.
- Buckles and Bows Pre-school ensures that staff have the necessary skills and understanding to keep looked after children safe.



- Appropriate staff have information about a child's looked after legal status and care arrangements, including the level of authority delegated to the carer by the authority looking after the child and contact arrangements with birth parents or those with parental responsibility.
- It is essential that staff are aware of FGM practices and the need to look for signs, symptoms and other indicators of FGM. 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.
 - Pupils may become susceptible to radicalisation through a range of social, personal and environmental factors - it is known that violent extremists exploit vulnerabilities in individuals to drive a wedge between them and their families and communities. It is vital that school staff are able to recognise those vulnerabilities. Buckles and Bows follow the Prevent Duty guidance for England and Wales published by the Home Office and LSP's procedures on responding to radicalization. The Department of Education guidance [The Prevent Duty](#) can be accessed via this link.
 - We 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
 - We will be alert to the threats children may face from outside their families, such as that posed by organized crime groups such as county lines and child sexual exploitation, online use and from within peer groups and the wider community
 - If we become concerned that a child may be a victim of modern slavery or human trafficking we will refer to National Referral Mechanism, as soon as possible and/or seek advice to the local authority children's social work service and/or police



- 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 local procedures as published by the local safeguarding partners.
- 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 in a personal Safeguarding file sealed in a brown envelope. The practitioner will follow the statutory framework of the EYFS.
- 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.
- In the event that a staff member or volunteer is unhappy with the decision made of the designated person in relation to whether to make a safeguarding referral they must follow escalation procedures.

Disclosures

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

- listens to the child
- offers reassurance to the child, if appropriate, gives reassurance that she or he will take action
- the member of staff does not question the child
- makes a written record that forms an objective record of the observation or disclosure

The recording will include:

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
- The member of staff acting as the designated person is informed of the issue at the earliest opportunity, and always within one working day
- Where the local safeguarding partners safeguarding procedures stipulates the process for recording and sharing concerns, we include those procedures alongside this procedure and follow the steps set down by the local safeguarding partners.

Children Missing Education

- Attendance, absence and exclusions are closely monitored. A child going missing from education is a potential indicator of abuse and neglect, including sexual abuse and sexual exploitation.

Making a referral to the local authority Referral and assessment Team

- *Safeguarding Children (Pre-school Learning Alliance 2013)* contains procedures to help in making a referral to the local children's social care team, as well as template forms for recording concerns and to assist with making a referral.
- We keep a copy of this document alongside the procedures for recording and reporting set down by our local safeguarding partners, which [we/I] follow where local procedures differ from those of the Early Years Alliance.

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 LSPs escalation process.



- We will ensure that staff are aware of how to escalate concerns.
- We will follow local procedures published by safeguarding partners to resolve professional disputes.

Informing parents

- Parents are normally the first point of contact. Following Surrey's 'Effective Family Resilience' and safeguarding guidelines we aim to work in true partnership with families to provide them with the help and support they need.
- If a suspicion of abuse requires referral, 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, for example where it is believed that the child may be placed at risk.
- This will usually be the case where the parent is the likely abuser. In these cases the investigating officers will inform parents.
- 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.

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.

Liaison with other bodies/ Safeguarding documents

- We work within the Surrey Safeguarding Children Board guidelines. All staff are issued with the 'Effective Family Resilience Surrey' guidance.



- We work within the local safeguarding partners 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 2018'
<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 Children's Services Single Point of Access (SPA). Tel: 0300 470 9100, Out of hours Tel: 01483 517898 to speak to the emergency duty team. E-mail: cspa@surreycc.gov.uk. (See Appendix 7)

- We comply with the Surrey Safeguarding Children Board's Manual of procedures which can be accessed on-line at <http://www.surreyscb.org.uk>
- 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 as quickly as humanely possible, but at the latest within 14 days of these allegations.
- If a referral is to be made to the SPA, we act under their guidance and within the 'Effective Family Resilience Surrey' guidance in deciding whether we must inform the child's parents at the same time.

Allegations against staff

- All allegations will be taken seriously and investigated promptly by the DSL (Leanne Rogers)
- If an allegation is made against the DSL it will be made to the Deputy DDSL (Jenny Vymetal)
- 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.
- 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 living or 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
- 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 (0300 1231231) within 14 days. The Local Authority Duty Officer (LADO) number is 0300 123 1650 or lado@surreycc.gov.uk.
- 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 due to engaging in activities that caused concern for the safeguarding of children or vulnerable adults, we will notify the Disclosure and Barring server of relevant information, so that individuals who pose a threat to children and vulnerable groups can be identified and barred from working with these, 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 DSL (Leanne Rogers) 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



- 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

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 through 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.
- Designated persons receive appropriate training, as recommended by the local safeguarding partners, 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.

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.

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 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..
- 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 Surrey Safeguarding Children Board.

E-Safety

We aim to ensure that adults work safely and responsibly and help them to monitor their standards and practice. We aim to minimise the risk of misplaced or malicious allegations being made against the staff and other adults within our setting. We comply with the law on discrimination, data protection and the health and safety of employees. We aim to project a clear message that unlawful or unsafe behaviour is unacceptable and that, where appropriate, disciplinary action will be taken

Methods

In order to achieve this aim, we operate the following e-safety policy.

- The presence of the e-safety policy is included within staff and voluntary staff inductions. The policy is available for all parents and carers. All staff are asked to sign to show that they have read and understood the policy.
- All mobile phones will be placed within a box in the kitchen and staff may only access these during their breaks, the phones must not be taken into any of the children's rooms with them.



- Parents are notified at induction that the grounds of Buckles and Bows is a mobile phone free zone. Signs are displayed in the lobby to remind the parents of this fact.
- Staff will need to ensure that the Manager has up to date contact information and that staff make their families aware of the Nursery telephone number. This is the responsibility of the individual staff member.
- The cameras belonging to the setting must be kept on the premises at all times, the SIM cards are securely stored and all photographs are wiped from them once used for the learning journeys. Any photographs used for advertising purposes will only be done so with the written agreement of the parents or carers of the children concerned.
- Under the GDPR (2018) the pre-school must seek parental consent to take photographs. Photographs may be taken during indoor and outdoor play and displayed within the pre-school or a child's learning journey for parents/carers to look through. Often photographs may contain other children in the background.
- Photographs will only be taken of the children during normal pre-school activities. Cameras will never be taken into the toilet/changing area.
- Events such as Christmas and Fundraising events may be recorded by video and photographs by staff and parent/carers but will always be in full view of all attending. If parent/carers do not wish their child to be included in such photographs, it is their responsibility to inform the Manager of this. Videos of such events must not be shared on social media by staff/ parents/carers.
- All children will be constantly supervised whilst using the computers within the setting.



- Staff are aware that they are not allowed to use any of the settings IT equipment for anything other than work purposes, any accessing of inappropriate material will result in a disciplinary procedure.
- Buckles and Bows Pre-School respects employees rights to a private life. However, staff need to be aware that online relationships should not be fostered between themselves and parents or carers of the children. They should also not use their own IT to contact parents or carers.
- Staff need to monitor very carefully what information they put onto social media and social networking sites - they must ensure that they must not compromise their professional integrity or bring the setting into disrepute.
- Staff need to be aware that the confidentiality required within the setting extends to outside of the setting and also to all social media.
- We are committed to ensuring that all our employees are treated with dignity and respect at work. Bullying and harassment of any kind will not be tolerated in the workplace. Cyberbullying methods could include using text messages, mobile phone calls, instant messenger services, by circulating photos or video clips or by posting comments on web sites, blogs or in chat rooms. Personal blogs that refer to colleagues without their consent are also unacceptable.
- Any e-safety concerns can be reported to, or discussed with, Lisa Fuller (DSL)

Where any indecent images of children or other unsuitable material are found these will immediately be reported, we will make no attempt to investigate or evaluate the material as this may lead to evidence being contaminated which may in turn lead to criminal prosecution.



Criminal Online Content will be reported to:

Internet Watch Foundation www.iwf.org.uk or to CEOP
www.ceop.police.uk/report-abuse. Reports
are confidential and can be submitted anonymously.

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

GDPR 2018

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 (2018)

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

The Legal Framework surrounding e-safety:

The Computer Misuse Act 1990 (sections 1-3) Copyright, Design and Patents Act 1988
GDPR (2018)
Malicious Communications Act 1998 (section 1) Obscene Publications Act 1959 and 1964 Public Order Act 1986 (sections 17-29) Protection of Children Act 1978 (section 1) Protection from Harassment Act 1997
The Equality Act 2010
Regulation of Investigatory Powers Act 2000 Sexual Offences Act 2003

This policy was adopted at a meeting of the pre-school held on.....

Signed on behalf of the pre-school.....

Position within group.....

Review date.....



Addendum 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.

The Protecting British Values section of this policy was adopted at a meeting of the pre-school held on:

Signed on behalf of the pre-school.....



Position within group.....

Review date:

Surrey Children's SPA (THE SINGLE POINT OF ACCESS)

The Surrey Children's SPA is the umbrella term for the front door to support, information and advice for residents, families and those who work with Surrey Children. The SPA is the conduit for access to services at levels 3 and 4 of Effective Family Resilience, it also provides direct information, advice and guidance to residents and people who work with children in Surrey about where and how to find the appropriate support for families. We are committed to children and their families receiving the right help at the right time and our SPA will better enable us to fulfil this commitment.

The way to contact the SPA has not changed:

- **Phone:** 0300 470 9100
- **Out of hours phone:** 01483 517898 to speak to our emergency duty team.
- **For concerns for a child or young person email:** csmash@surreycc.gov.uk

(Emails are only dealt with during normal office hours)

The success of our new model is based on having strong relationships with families and we have to start this relationship in an open and transparent way. We are asking for everyone who seeks support for a family via the SPA to have



express consent from the parents (or Gillick competent young person) when submitting that request. There will be some exceptional circumstances whereby to speak to the parents would likely cause harm to the child and we would not expect consent to be sought. The Multi-Agency Referral Form (MARF) has been withdrawn and has been replaced with a form called '[Request for Support Form](#)'. When people request support it is implicit that the family is not being handed over but that the request is for children's services to join the existing network around the family.

All requests for support and contacts with the SPA will be directed through the contact centre to the **Children's Request for Support team**. The team is based in the corporate contact centre. Operating from a detailed guidance document and with support from a qualified social worker, the team will perform initial triage on all contacts from members of the public and professionals. Where there are information requests, they will deal with these direct. Where contact details clearly indicate that a response is required from a specific team they will send the service request to the appropriate team to respond. The team is trained in motivational interviewing so that they can begin that positive relationship between service user, partner and Surrey County Council from the outset.

Requests for support that reach level 4 of Effective Family Resilience will be sent straight to the Quadrant Assessment Teams. The duty manager will assess and record whether the needs of the child require assessment under s.17 Children Act 1989 or if a strategy meeting is required to determine whether the assessment should be under s.47.

Requests for support up to Level 3 of Effective Family Resilience will be directed to the **Early Help Hub**. The Early Help Hub is staffed by advisors from Early Years, family information service, SEND, youth homeless, education, Surrey Police and Early Help. The Early Help Hub will offer information advice and guidance to residents and those working with children in Surrey. All of the Early Help Hub staff will be trained in motivational interviewing and they will assist families to seek help using the online **Family Information Service (FIS)**, will offer advice to those working with families about how best to support them and connect them to other people or services who can join them to support a family.



The Early Help Hub will act as the main conduit for support for families at Level 3 of Effective Family Resilience. Surrey County Council commissions targeted support for children up to the age of 11 through **Family Centres**. The Family Centre Model will be effective from September 2019, in the meantime they work with families up to the age of 5 offering a range of support at levels 2 and 3 of Effective Family Resilience. From September there will be 21 Family Centres based in communities with the greatest need offering a range of evidence based interventions for children up to the age of 11 at levels 2 and 3 of Effective Family Resilience. The Centres will provide outreach to families who do not live nearby. Family Centres will have access to EHM from September and will undertake Early Help assessments, plans and reviews for level 3 families.

The **Family Support Programme (FSP)** will also support families with children aged 5 – 18 and is delivered by 6 teams covering the 11 Districts and Boroughs. The FSP staff are trained in evidence based interventions and will undertake early help assessment and plan and will also move to recording on EHM this year.

Support from the Targeted Youth Support Service will also be accessed through the Early Help Hub.

CAMHS and SEND will be co-located in the Early Help Hub. Both services will have their front door triage co-located with partners in the Hub, including our SEND advice and advocacy service (SSIAS). The plan is to move toward a fully integrated Hub from September 2019. We know that children can be referred to multiple agencies and sometimes they may be referred to the wrong service but wait for an assessment or to be directed to a different source of help. Working with our partners in SEND and CAMHS we will have an integrated initial response whereby we are able to determine which service is best placed to meet that child's needs. This will provide a swifter service and prevent multiple assessments.



Family Group Conferences will be located in the Early Help Hub as we are keen to deploy this service early in the presentation of a problem, of course we will continue to offer a FGC service to children who are subjects of formal child protection processes and in pre-proceedings.

The Multi-Agency Partnership (MAP) receives requests for support when it is unclear if the need is at level 3 or 4 of Effective Family Resilience. The MAP is a multi-agency team, staffed by qualified social workers, education advisors, police and 0-19 public health nurses. The team is supported by MAP officers and administrators. The MAP will research and analyse information about a child in order to determine whether this is a level 3 or level 4 need.

Schools and Settings Consultation line. Most of our young people in Surrey are in schools and Early Years settings and we are committed to supporting colleagues who work in this sector. We are providing a dedicated consultation line whereby they can access advice from a qualified social worker to support the school or setting to help the child and family or decide whether they need to discuss with the family that a request for support to children's social care is submitted. Formal requests for support cannot be made through this service it is for consultation only.

New Child Protection Consultation Line for Schools and Early Years Settings:

Children Families Learning and Culture are implementing a Child Protection Consultation Line for Schools and Early Years Settings in response to recent discussions with schools about how we could strengthen support for referrals and ensure that requests for support and safeguarding of children are getting to the right place, at the right time.



The aim of the Child Protection Consultation line is to support Schools and Early Years Settings to ensure we are able to direct you to the most appropriate service that can meet the child and family's needs.

If you are unsure that a child or family in your school or Early Years setting warrants a child protection request for support and would like to discuss your concerns please contact the Child Protection Consultation Line before completing the [Request for Support Form](#). This will enable families to receive the most appropriate support in a timely manner.

The Consultation line staff will give advice only. If they advise a request for support is required, they will record this on the child's record and the referrers call will be forwarded to the Contact Centre. If they advise Early Help support, they will note the same on the child's record and forward to Early Help Services. The referrer should note on the Request for Support form that a consultation has taken place with the Consultation Line and that they were advised to make a child protection request for support. This will enable the appropriate support to be given to the child and family in a timely manner.

The Consultation Line will be open to all schools in the County, including Independent Schools and Early Years Settings. There will be an expectation that you continue to consult the Effective Family Resilience Guidance, Surrey Child Protection Procedures and your designated safeguarding lead.

The Child Protection Consultation Line is operational between Monday and Friday, 9am to 5pm on **0300 470 9100** and select the consultation line option.

Where professionals are concerned that a child may be at imminent risk of significant harm please call 999 for police or make an urgent Request for Support.

The Surrey Effective Family Resilience Windscreen



Phone: 0300 470 9100

Email: csmash@surreycc.gov.uk

Universal:	Early Help:	Targeted Help:	Specialist:
Children and young people who make good overall progress in most areas of development and receive appropriate universal services, such as health care and education. They may also use leisure and play facilities, housing or voluntary sector services.	Children and young people whose needs require some extra support. A single universal or targeted service or two services are likely to be involved; these services should work together. A Team Around the Family meeting to share information and agree an Early Help Plan to support the child and family is helpful. No need for specialist services.	Vulnerable Children. Children and young people whose needs are more complex. This refers to the range, depth or significance of the needs. A number of these indicators would need to be present to indicate need at Level 3. More than one service is involved, using a Team Around the Family approach, Early Help Plan and a Lead Practitioner to co-ordinate multi-agency support. Targeted Early Help can support at this level.	Children and young people whose needs are complex and enduring and cross many domains. More than one service is normally involved, with a co-ordinated multi-agency approach and a Lead Professional, commonly in a non-statutory role. At times statutory intervention may be required.

<https://www.surreyscb.org.uk/>

<https://www.surreycc.gov.uk/people-and-community/family-information-service>



Covid- 19 Child Protection and Safeguarding Policy Addendum

Governors' Committee Responsible:	Full Governing Body
Governor Lead:	Mike Quinlan
Nominated Lead Member of Staff:	Lisa Fuller
Status & Review Cycle:	Statutory Annual
Next Review Date:	Continuous

Safeguarding Statement

Although day-to-day working arrangements may be different in the setting, the key principles of Buckles and Bows child protection and safeguarding policy will remain the same during this time. If anyone has a concern about a child they should act immediately following the safeguarding and child protection policy and procedures.

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. We recognise our moral and statutory responsibility to safeguard and promote the welfare of all children. We endeavour to provide a safe and welcoming environment where children are respected and valued. We are alert to the signs of abuse and neglect and follow our procedures to ensure that children receive effective support, protection and justice. Child protection forms part of the Pre - school's safeguarding responsibilities.

Key Personnel

The Designated Safeguarding Lead (DSL) is: Lisa Fuller

Contact details: email: manager@bucklesandbows.org.uk Telephone: 01932 827556



The deputy DSL is: Leanne Rogers and Jenny Vymetal
Contact details: email: SENco@bucklesandbows.org.uk Telephone: 01932
827556

The Chair of the Committee is: Mike Quinlan
Contact details: email: chair@bucklesandbows.org.uk

Highlight any new ways of working during this period

- A nominated child protection lead should always be available to deal with concerns and there should be people who are trained to deputise in their absence. Where it is not possible for a designated safeguarding lead (DSL) or deputy to be on site, a trained DSL will be contactable via phone or online video. All staff are aware of the reporting routes for anyone concerned about the welfare of a child
- Safe recruitment practices will continue to be followed as set out in statutory guidance when recruiting new staff and volunteers

Explain how we will continue to contribute to multi-agency child protection meetings and plans

If we have concerns about children's safety or welfare, we will as normal notify agencies with statutory responsibilities without delay. This means the Surrey Children's Services Single Point of Access (CSPA). Tel: 0300 470 9100, Out of hours Tel: 01483 517898 to speak to the emergency duty team.
Email: cspa@surreycc.gov.uk