

Kings Stanley Play Group Safeguarding – Child Protection Policy

Title: Safeguarding - Child Protection

Person(s) who created policy: KSPG Manager

Date reviewed: June 2023 Review Frequency: Annual

Date for next review: June 2024



<u>Safeguarding - Child Protection Policy</u>

'Providers must take all necessary steps to keep children safe and well; to safeguard children; ensure the suitability of adults who have contact with children; promote good health; manage behaviour and maintain records, policies, and procedures' (Statutory Framework for Early Years Foundation Stage. September 2021 3.2)

'Providers must be alert to any issues of concern in the child's life at home or elsewhere. Providers must have and implement a policy, and procedures, to safeguard children. These should be in line with the guidance and procedures of the relevant local safeguarding partners (LSP). The safeguarding policy and procedures must include an explanation of the action to be taken when there are safeguarding concerns about a child and in the event of an allegation being made against a member of staff' (Statutory Framework for Early Years Foundation Stage. September 2021 3.4)

'Providers must have regard to the government's statutory guidance 'Working Together to Safeguard Children' and to the 'Prevent duty guidance for England and Wales'. All Childcare providers are required to have regard to the government's 'Keeping Children Safe in Education'20 statutory guidance.

(Statutory Framework for the Early Years Foundation Stage.

September 2021 3.7)

Please read alongside our:

Acceptable Conduct Policy

Acceptable Use and E-Safety Policy

Behaviour Policy

Safer Working Practices Policy

Social Networking Policy

Whistle-blowing Policy

And

Keeping Children Safe in Education September 2023



At Kings Stanley Play Group safeguarding is the responsibility of the whole setting, although we have key individuals with overall responsibility as follows:

Mrs Vicki Richardson - Designated Safeguarding Lead,

- Special Educational Needs Coordinator
- Setting Manager.

Mrs Vicky Davis - Deputy Designated Safeguarding Lead,

- Mental Health and Wellbeing Advocate

- Setting Deputy Manager.

Mrs Fraya Nicolls -Committee member responsible for Safeguarding



The Welfare of the Child is Paramount.

All children, whatever their age, culture, disability, gender, language, racial origin, religious beliefs and/or sexual identity, have the right to protection from abuse. maltreatment, impairment of health or development and ensuring that they grow up in circumstances consistent with the provision of safe and effective care by taking action to enable all children to have the best outcomes.

At Kings Stanley Playgroup we work in line with the guidance and procedures:

- Gloucestershire Safeguarding Children Board
- Governments statutory guidance "Working Together" to Safeguard children 2023.
- 'Prevent duty guidance for England and Wales 2022.
- The government's 'Keeping Children Safe in Education 2023 statutory guidance,

All staff to have the following training: Child protection **PREVENT** Chanel awareness FGM awareness

Aims and objectives:

- Keep children safe.
- Comply with all the legal requirements set out in the Statutory Framework for the Early Years Foundation Stage.
- Share information about children in an appropriate manner whilst continuing to maintain confidentiality.
- Follow Gloucestershire Safeguarding Children Partnership Procedures.

Procedure

Kings Stanley Playgroup believes that the well-being of any child is of paramount importance. We will create an environment where children are safe from abuse and any suspicion of abuse is promptly and appropriately responded to by strictly adhering to the following procedures:



- Exclude known abusers All recruitment of staff and regular volunteers within Kings Stanley playgroup will follow guidance outlined in Local Authority (Gloucestershire safeguarding children partnership -GSCP) approved 'Safer Recruitment' training that has been attended by at least one senior member of staff. All applicants shortlisted for interview for positions in the Playgroup will have references checked prior to the interview. Enhanced DBS (Disclosure and Baring Service) checks will be carried out prior to the commencement of employment. Any gaps in employment or frequent job changes will have to be explained in full. All staff will be appointed with a three-month probation period. Staff will be required 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 Kings Stanley Playgroup). This suitability will be checked annually during the month of September through the completion of an ongoing suitability declaration form. For more information on disqualification and disqualification by association see section 3.7.3. No one whose suitability has not been checked, including through a DBS check will be allowed to have unsupervised contact with the children being cared for.
- Ensure all staff have appropriate training- There is a named Designated safeguarding lead on the staff who has undertaken the approved Local Authority multi-agency training for this role (see contact information in this document). There is also at least one deputy safeguarding lead who has under taken the same approved training and a child protection representative on the committee. At every session at least one member of staff will have completed the designated safeguarding lead training. All staff will maintain their up-to-date knowledge in Child Protection Procedures to help them recognise the symptoms and signs of possible physical abuse, neglect, emotional abuse and sexual abuse and understand the appropriate action to take. The Designated safeguarding lead and their deputies will receive training every two years, and all other staff will attend update training every 3 years which is considered best practice. All staff and regular volunteers will be familiarised with safeguarding procedures during induction training and newly appointed staff will attend suitable training as a matter of priority. Parents will be advised to familiarise themselves with the child protection policy and informed of the named contacts for staff and committee via the playgroup notice board, and a short summary of the policy with appropriate contacts is issued to all parents with their registration pack. The current copy of this summary leaflet will be found within the appendices of this document. Duty parent information will outline their responsibilities as volunteers.



- Prevent by means of good practice The Playgroup will follow the child protection procedures laid down by Gloucestershire Safeguarding Children Partnership (GSCP) and all staff will maintain up to date knowledge of these. A copy of the most recent procedures is found within hard copies of this policy. No member of staff will be left alone for long periods with individual children or with small groups, no unqualified staff will be left alone at any time with any children. Adults who have not received clearance through the DBS process will not take any children to the toilet or be left on their own with children. Children will be encouraged to be independent and resilient with adult support, making their own choices and in finding names for their feeling and acceptable ways to express them. This will build their self-confidence and the vocabulary to resist inappropriate advances. The use of the Key Person system helps the child build up trusting relations with an adult in whom they would hopefully feel confident to express any worries they had or who would be aware of any changes within the child's behaviour or appearance that may be cause for concern.
- Respond appropriately to concerns- The Statutory Framework for the Early year's foundation stage 2022 states that 'Providers must have regard to the Government's statutory guidance 'Working together to safeguard Children 2023. If providers have concerns about children's safety or welfare, they must notify agencies with statutory responsibilities without delay. This means the local children's social care services and, in emergencies, the police.' (EYFS 2022).
- This guidance has been updated in the document 'Working together to Safeguard Children 'Department for Education, July 2023.
- •At Kings Stanley Playgroup therefore any safeguarding concerns will be taken seriously and investigated promptly. Staff and Volunteers must report any area of concern to the named Designated safeguarding lead and ensure action is taken. A named representative is also part of the playgroup committee to ensure parents have an additional point of contact. All concerns will be dealt with in a timely and appropriate way in accordance with Kings Stanley Playgroups Confidentiality policy and following the procedures set out by Gloucestershire Safeguarding Children Partnership (GSCP). Possible signs of abuse or neglect that must be responded to include:
- Significant changes in children's behaviour.
- Deterioration in children's general wellbeing.
- Unexplained bruising, marks or signs of possible abuse or neglect.

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- Children's comments or behaviour which give cause for concern.
- Any reason to suspect neglect or abuse outside the setting, for example in the child's home; and/or
- 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 (EYFS 2022)
- Record keeping Any worrying changes in a child's behaviour or physical appearance, or something they have said will be noted in a confidential 'cause for concern' record. This record will be kept separate from the usual records of progress and development, in a locked filing cabinet and will only be accessible to the Manager, designated safeguarding lead or child's key Person. Parents will usually be allowed access to these upon request although it may be necessary for staff to take advice prior to this on rare occasions. This is in line with GSCP guidance for safeguarding leads in Educational Settings. The record will include date and time of observations, and will objectively describe the child's behaviour, comments and / or appearance, using exact quotes of any words spoken by the child. All entries will be signed and dated. The action taken and outcome of any concerns will also be recorded. Kings Stanley playgroup also maintains their own 'physical intervention' record and 'pre-existing injuries' record which parents are asked to sign as necessary. These records are filed and kept in a locked filing cabinet.
- <u>• Liaise with appropriate authorities</u> Where explanations for the changes in appearance / behaviour are not considered to be adequate, or there is immediate cause for concern as a result of injury or disclosure, the confidential records will be shared with the appropriate statutory authority following the child protection procedures outlined by GSCP. The parents / carers will be informed if this is done unless there is a judgement that to do so would put the child, or anyone else, at risk of harm or would hamper any possible future police investigation. Records will be kept of the authority contact. Staff will follow the current step by step procedures as detailed by the GSCP (displayed in the playgroup cupboard and included in the paper copies of this document.). In an emergency situation the police would be notified. Ofsted must be informed of any 'allegations of serious harm or abuse by any person living, working, or looking after children at the premises (whether the allegations relate to harm or abuse committed on the premises or elsewhere) (EYFS 2022) and must be notified of the action taken in respect of the allegations within 14 days of the allegation being made.

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- Confidentiality and information sharing All records will be kept confidential, as detailed above. Written records will be shared with relevant authorities ensuring facts and not opinion are expressed. A record will be kept of any information shared and with whom, and the action taken and the outcome of any concerns.
- <u>Support of the family</u> Kings Stanley Playgroup will take every step possible to build up trusting and supportive relationships between parents / carers, staff, and volunteers. Although the safety and care of the child must always come first, we will do everything possible to support and work with the child's parents / carers. While any investigations proceed the child and parents / carers will continue to be welcomed at Kings Stanley Playgroup unless advised otherwise by a statutory body.
- Escalation of concerns If it is felt that the Designated Safeguarding lead or others have not acted in the best interest of the child in dealing with a safeguarding concern any member of staff has the duty to make a referral themselves in order to act on their concerns. If it is felt that the actions, inaction, or decisions of another agency do not adequately safeguard a child then the 'Escalation of concern' policy outlined by GSCP will be implemented. A copy of the current flowchart will be included within the hard copies of this document.

2. Bullying

Bullying is when a person is habitually cruel or overbearing, especially to smaller or weaker people by using physical or emotional abuse. In extreme cases prejudice motivated bullying and harassment.

At Kings Stanley Playgroup we believe that our children have the right to play and learn in a supportive, caring and safe environment. If behavioural expectations are consistent and reasonable boundaries are in put place by caring and supportive practitioners, it can minimise the occurrence of bullying. Bullying affects everyone, not just the bullies and the victims. No one person or group, whether staff or child, should have to accept this type of behaviour. Only when all issues of bullying are addressed, will a child best be able to benefit from the opportunities available at the Playgroup. Although bullying in the strongest context of the word does not generally occur at Playgroup it is recognised by practitioners that preschool children are developing their personalities and friendships, as well as exploring boundaries and appropriate behaviour which can result in conflict and clashes of personality. Practitioners minimise occurrences by being observant and recognising that some



children prefer the company of others, and some don't. Fully understanding each child and observing them helps with the restorative approach Kings Stanley Playgroup uses. If any level of bullying is suspected observed or reported, the matter will be taken seriously, dealt with promptly and all parties will be supported appropriately and fairly. This will involve working towards a shared understanding of the causes of the behaviour. Kings Stanley Playgroup understands that all behaviour is a form of communication and should be recognised as such. Matters will be documented as necessary and reported to /Deputy Manager and parents if deemed necessary.

As a Playgroup we can -

- Provide an enabling and proactive environment in order to minimise opportunities for bullying.
- Use any opportunity to discuss the appropriate way to behave towards each other: circle time, topics, snack time etc.
- Deal quickly, firmly, and fairly with any complaints, involving parents where necessary in a positive and calm manner.
- The Manager to review the Playgroup Policy and it's degree of success.
- The staff will continue to have a firm but fair approach to behaviour management.
- Never use teaching materials or equipment which gives negative views of any group because of their ethnic origin, gender etc.
- Encourage children to discuss how they get on with other people and to form positive attitudes towards other people, exploring what friendship is.
- Encourage children to treat everyone with respect.
- We will treat bullying as a serious offence and take every possible action to eradicate it from our Playgroup.
- Have suitable training to continue personal development within Behaviour management.



Types of Bullying:

Cyber Bullying

Cyber bullying is when a person or a group of people use the internet, mobile phones, online games or any other kind of digital technology to threaten, tease, upset or humiliate someone else.

Homophobic Bullying

Homophobic bullying is bullying someone because they are a different sexual orientation from you, using insulting words.

Transphobic Bullying

Transphobic bullying is bullying based on prejudice or negative attitudes, views, or beliefs about trans people. Transphobic bullying affects young people who are trans but can also affect those questioning their gender identity as well as students who are not trans but do not confirm to gender stereotypes.

Verbal Bullying

Verbal bullying is being called names or insulted which can have an effect on wellbeing.

Racist Bullying

Treating people differently because of their race, the colour of their skin, where they are from or what they believe in and using offensive words that describe race to bully people. The Equality Act 2010 says you mustn't be discriminated against because of your race. If you're a Gypsy or Traveller, you may be protected against race discrimination.

Sexist Bullying

Treating people differently based on whether they are female or male.

Sexual Bullying

Sexual bullying is a type of bullying and harassment that occurs in connection with sex. It can be physical, verbal, or emotional. Examples include spreading rumours of a sexual nature, abusive, sexualised name calling and unwelcome looks and



comments about someone's appearance or attractiveness, either face to face or to others.

Disablist Bullying

Treating someone differently if they are disabled, or using offensive language to describe people who are disabled and using this to bully people.

Lookism Bullying

Bullying someone because they look different such as if they have ginger hair or wear glasses.

Classist Bullying

Deciding that someone is from a particular social class – usually if they are seen as being rich or poor – and bullying them because of this.

Age Bullying

Treating someone unfairly because of their age.

Religion Bullying

Discriminating against someone due to their set of beliefs

Action to be taken when bullying is suspected -

We will support children by following the six steps of conflict resolution as follows:

- 1. Approach calmly, stopping any harmful actions.
- 2. Acknowledge all children's feelings.
- 3. Gather information from all parties.
- 4. Restate the problem.
- 5. Ask for ideas and solutions and choose one together.
- 6. Be prepared to give follow up support.

We will speak openly with parents/carers in order to formulate a mutual agreement regarding action to move the situation forwards in a way which meets individual needs. If necessary, outside agencies will be contacted in order to support the setting, child, and parents/carers.

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We will support staff by:

Fostering an environment of mutual respect equity and recognition of staff's skills and strengths. This will be facilitated through the service philosophy and by adhering to the Code of Conduct Policy. Our setting endeavours to define clear expectations and guidelines for staff through clear job descriptions, policies, and procedures. Our setting will encourage feedback and open communication to create understanding between staff and management.

3. Child Sexual Exploitation

Child Sexual Exploitation (CSE) is when someone grooms and controls a child for a sexual purpose. It can happen to boys and girls, it can happen in rural and urban areas, it can happen face to face, and it can happen online. It is a form of child abuse.

Child sexual exploitation is becoming more prevalent in today's society and exposes children and young people to abuse, assault and emotional vulnerability. It can threaten their well-being and lead to a loss of self-esteem.

Any practitioner working with a child who they think may be at risk of child sexual exploitation should follow the guidance set out in Working Together and share this information with **local authority children's social care**. You should refer any concerns about a child's welfare to local authority children's social care. If you believe a child is in immediate risk of harm, you should contact the police.

Aims and objectives:

- To increase awareness and understanding of CSE within the Playgroup setting.
- To raise awareness of the risk factors and warning signs of CSE.
- To make available support for children, parents/carers and staff in the event of concerns arising in relation to CSE.
- To enable those seeking help to feel secure and supported.

OFSTED must be notified of any child or young person involved or suspected of involvement in sexual exploitation. Staff must always give consideration to the needs of the child or young person and arrangements for their immediate safety, continuing protection and safeguarding the child or young persons' diversion from exploitation.



As with all Child Protection and Safeguarding concerns within Playgroup, the identification or disclosure of CSE will be recorded and securely stored. Information will be shared on a 'need to know' basis to ensure the safety and well-being those involved.

4. FGM

FGM, also known as female circumcision, cutting or Sunna is a crime and a safeguarding issue. It is everyone's responsibility to safeguard all young girls in Playgroup from being subject to this dangerous and illegal practice.

On suspicion of FGM the Local Authority must be contacted, and advice taken.

All staff at Kings Stanley Playgroup will be trained in FGM.

5. Preventing Radicalisation

Radicalisation is a process by which an individual or group comes to adopt increasingly extreme political, social, or religious ideals and aspirations that reject or undermine the status quo or reject and/or undermine contemporary ideas and expressions of freedom of choice. The threats to children & young people take many forms, not only the high-profile incidents of those travelling to countries such as Syria and Iraq to fight, but on a much broader perspective also. The internet, in particular social media, is being used as a channel to promote and engage. Often this promotion glorifies violence, attracting and influencing many people including children and in the extreme cases, radicalising them. Research concludes that children can be trusting and not necessarily appreciate bias that can lead to them being drawn into these groups and adopt these extremist views, and in viewing this shocking and extreme content may become normalised to it.

From July 2015 all schools, registered early years childcare providers and later years childcare providers are subject to a duty under section 26 of the counter terrorism and Security Act 2015 to have 'due regard to the need to prevent people from being drawn into terrorism'. This duty is known as the prevent duty. It states that schools and childcare providers need to be able to identify children who may be vulnerable to radicalisation of many different forms and know what to do when identified.





Further information; 'The Prevent duty: For schools and childcare providers' Department for Education, 2022

https://www.gov.uk/government/publications/prevent-duty-guidance

Kings Stanley playgroup will build children's resilience by promoting British values and enabling them to challenge extremist views. Staff will undergo training to help them understand when it is appropriate to make a referral to the Channel programme (a process for safeguarding those vulnerable to being drawn into terrorism).

As with managing other safeguarding risks, staff should be alert to changes in children's behaviour which could indicate they may be in need of help or protection. Even very young children may be vulnerable to radicalisation by others, whether in the family or outside, and display concerning behaviour. The prevent duty does not require staff to carry out unnecessary intrusion into family life but as with any other safeguarding risk, they must take action when they observe behaviour of concern.

In the first instance, staff with concerns will discuss these with the designated safeguarding lead. A referral will be made to the police who have practitioners that complete an assessment. Social Care will also be contacted through the Children and Families help desk and the police on 101, following GSCE prevent pathway.

6. Use of images/photography

There is evidence that some people have used children's activities such as sporting events as an opportunity to take inappropriate photographs or film footage of children. All groups should be vigilant, and any concerns should be reported to the named person responsible.

Informed consent forms should be sought for children under the age of 18, with regard to any material which could be used to identify them individually.

Video as a coaching aid: there is no intention to prevent staff using video equipment as legitimate activity, however, children and their parents/carers should be made aware that this is part of the activity programme, and such films should be stored safely and used appropriately.

All photographs/videos must only be taken on Playgroup equipment.

7. Mobile Phones and smart watches



King's Stanley Playgroup allows staff to bring in personal mobile telephones for their own use.

All staff must ensure that their mobile telephones and smart watches are left in the office (no child access) throughout contact time with children.

Mobile phone calls may only be taken during staff breaks or in staff members' own time. If staff have a personal emergency, they are free to use the settings phone or make a personal call from their mobile in the office.

If a member of staff is waiting for an emergency personal call, they must insure they have provided the settings number to be contacted on, this is the responsibility of the individual staff member.

All visitors to the setting will also be asked to leave their mobile phones either on the shelf provided or in their bags on the coat hooks provided, opposite to the phone shelf.

It is the responsibility of all members of staff to be vigilant and report any concerns to the designated person.

Concerns will be taken seriously, logged, and investigated appropriately.

8. Allegations against adults

In order to manage allegations against childcare professionals, every Local Authority appoints a Local Authority Designated Officer (LADO). The LADO should be alerted to all cases in which it is alleged that a person who works with children has:

- Behaved in a way that has harmed or may have harmed a childcare.
- Possibly committed a criminal offence against children.
- Behaved towards a child or children in a way that indicates she/he may pose a risk to children. (Working Together 2023)
- We ensure that all parents and staff know how to complain about staff or volunteers within the setting, including an allegation of abuse.
- The person making the allegation will be treated with respect and assured of a thorough investigation.

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- Local Authorities (LADO) will be informed, and advice taken.
- Ofsted will be informed as soon as is reasonably practical and in any case within 14 days of the event occurring and advice taken.
- The member of staff may need to be suspended pending further enquiry.
- The member of staff will be supported though the process of investigation.
- The person making the allegation will be kept informed of progress.
- All information will be kept confidential.
- All actions will be in line with the complaints procedure.

9.Concerns about a child

Should any members of staff have any concerns about a child then the following procedure form the Gloucestershire Safeguarding Children's Partnership must be followed. Any allegations of serious harm or abuse by any person living, working, or looking after children at the premises (whether the allegations relate to harm or abuse committed on the premises or elsewhere) will be reported to Ofsted.



Child Protection Process

Professional has concerns

If a Professional has a concern about the well being of a child (or unborn baby), then follow the General Procedures provided.



Consultation with supervisor

Professional discusses concerns with supervisor or Designated Safeguarding Lead to decide next steps



Discussion with parents

Professional discusses concerns with parents/carers of the child and explains what steps they will take next (if this does not put the child at further risk or affect a police investigation)



MASH

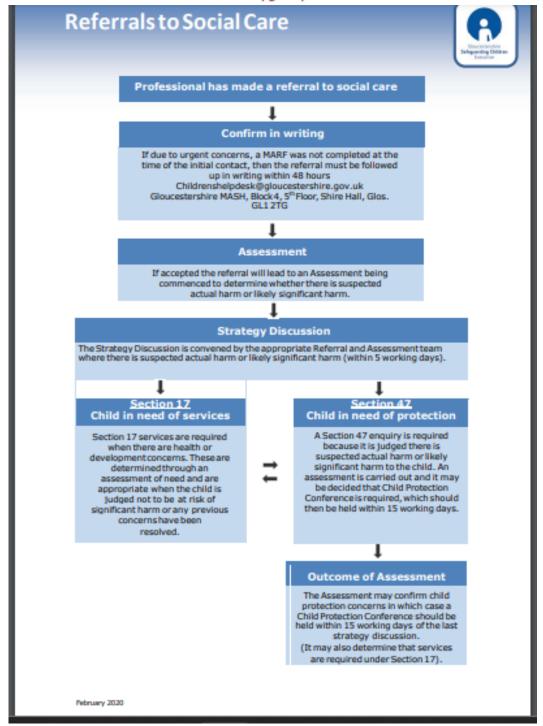
Where there are urgent concerns, professional contacts Gloucestershire MASH on 01452 426565 (option 3)



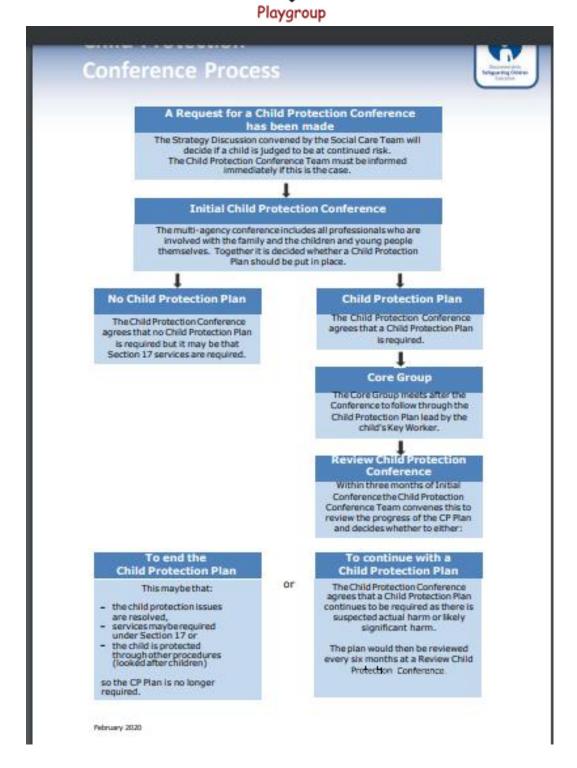
Seeking advice from Children's Social Care

Professional can contact the Children's Practitioner Advice Line on 01452 426565 to discuss their concerns with a qualified social worker and receive advice about whether a referral is

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Allegations Management



Concern about a member of staff or a volunteer working with children

If a professional receives an allegation or has a concern about the behaviour of a member of staff working or volunteering with children and that concern could amount to:

- a. a member of staff or volunteer has behaved in a way that has harmed a child, or may have harmed a child, or
- b. possibly committed a criminal offence against or related to a child, or
- behaved towards a child or children in a way that indicates s/he may pose a risk of harm to children.

Then that professional should:



Report their concerns

Report the concern to the most senior person not implicated in the allegation.



Completion of written record

Complete a written record of the nature and circumstances surrounding the concern, including any previous concerns help. Include where the concern came from and brief details only.



Seek advice before proceeding - Initial Discussion

Always contact the Local Authority Designated Officer (LADO) for advice prior to investigating the allegation. This is because it might meet the criminal threshold and so your investigation could interfere with a Police or Social Care investigation.

Local Authority Designated Officer (LADO) - Tel: 01452 426994

The LADO will offer advice on any immediate action required and will assist with employment and safeguarding issues.



Allegations Management Process

If, after your Initial Discussion with the LADO, it is agreed that the allegation meets the criteria, a multi-agency meeting will be convened and you will be invited. This might result in a criminal investigation, a Social Care investigation and/or an investigation to inform whether disciplinary action is required.

If it is agreed that the allegation does not meet the criteria, the LADO will record the Initial Discussion and send it to you for your records. Any further action will be taken within your setting if



Further action

Further meetings might be required and these will be convened by the LADO, with your input at all times. Further information on the Allegations Management process can be found in the Government Document: Working Together to Safeguard Children 2018 and the South West Procedures.

http://www.proceduresonline.com/swcpp/gloucestershire/p_alleg_against_staff.html

The Manager will



- Carry out an induction process for new employees at the commencement of employment. At this time, appropriate behaviours will be reinforced and discussed.
- Familiarise new employees with the Code of Conduct Policy and the Complaints and Feedback Policy.
- Inform educators that inappropriate behaviours such as harassment and bullying will not be tolerated.
- Encourage educators to report inappropriate behaviours using the Complaints and Feedback Policy.
- Address all inappropriate behaviours.
- Increase staff awareness of appropriate interactions through professional development and training.
- Encourage open discussions through staff team meetings, informal
 conversations and at performance appraisals to clarify each staff member's
 role within our setting.
 Welcome constructive feedback. Staff will be
 encouraged to express opinions and work collaboratively with the Manager
 and the committee to contribute to the success of the service and to facilitate
 continual improvement.
- Regularly review communication practices within the setting to ensure all staff are supported, empowered, and acknowledged for their contributions to the team and the service.
- · Treat all staff equitably.

Staff will

- Be involved in decision making with a clear understanding of their roles and responsibilities as defined in their job descriptions, duty lists, rosters and setting policies.
- Be valued for their contributions to KSPG daily routines.
- Be encouraged to embrace the uniqueness and diversity of their colleagues.
- Skills, strengths, and opinions of team members will be respected and supported by all educators to create team cohesion based on respect and professionalism.