

## **Safeguarding Policy**

### **Child Protection, Safeguarding and Reporting Procedure**

Our setting will work with children, parents, other professionals and the community to ensure the rights and safety of children, to provide a safe and secure environment and to give them from the very best start in life. Our setting is committed to ensuring that the children are protected from abuse and harm in all areas of our service delivery.

**Designated Safeguarding Lead (EYFS 3.5)** - The named practitioner designated to take lead responsibility for safeguarding children in the setting is the Preschool Manager, Janine Clark. In her absence, the Deputy Designated Safeguarding Lead is the Deputy Manager, Claire Nicholas. The named practitioner will attend child protection courses, liaise with local statutory children's services agencies and Local Safeguarding Children's Board (LSCB) as appropriate and review concerns raised by staff members.

**Child Protection (EYFS 3.6, 3.7)** - All practitioners will have an up-to-date knowledge and understanding of safeguarding issues by attending child protection training every two years to ensure all practitioners can identify signs of possible abuse and neglect at the earliest opportunity and can respond in timely and appropriate way.

We will follow the Government's statutory guidance 'Working Together to Safeguard Children' and the Prevent Duty Guidance for England and Wales. If we have concerns about children's safety or welfare, we contact the Integrated Front Door (IFD) on **01403 229900** and in an emergency, the police, immediately. Sussex Child Protection and Safeguarding Procedures are updated at regular intervals so view online at <http://sussexchildprotection.procedures.org.uk>

**Safeguarding and Reporting Procedure** - Our priority is to safeguard children and it is the responsibility of each practitioner to help prevent them from being physically, sexually or emotionally abused or neglected. We consider factors that can affect parental capacity such as social exclusion, domestic violence, parent's drug or alcohol abuse, mental or physical illness or learning disability.

We are aware of other factors that can affect children's vulnerability such as abuse of disabled children, fabricated or induced illness, child abuse linked to beliefs in spirit possession, sexual possession of children such as through internet abuse and female genital mutilation that may affect or have affected children using our provision. If an act of FGM appears to have been carried out on a girl (under 18) the DSL will report this to the police immediately.

We also make ourselves aware that some children are affected by gang activity, by complex, multiple or organised abuse, through forced marriage or honour-based violence or may be victim of child trafficking. We are alert to harmful behaviours, discriminatory or extremist discussions by influential adults and are aware of extremism and radicalisation. We actively promote fundamental British values in the setting. While this may be less likely to affect young children in our care, we may become aware of any of these factors that may affect the children who we come into contact with.

All practitioners will be alert to the potential need for early help for a child who:

- is disabled and has specific additional needs
- has special educational needs (whether or not they have a statutory Education, Health and Care Plan)
  - is a young carer
- is showing signs of being drawn into anti-social or criminal behaviour, including gang involvement and association with organised crime groups
  - is frequently missing/goes missing from care or from home
- is at risk of modern slavery, trafficking or exploitation
- is at risk of being radicalised or exploited
- is in a family circumstance presenting challenges for the child, such as drug and alcohol misuse, adult mental health issues and domestic abuse
- is misusing drugs or alcohol themselves
- has returned home to their family from care
- is a privately fostered child.

Where a child makes comments or discloses information to a member of staff that gives cause for concern or a member of staff observes signs or signals that give cause for concern, such as significant changes in behaviour, deterioration in general wellbeing, unexplained bruising, marks or signs of possible abuse that member of staff will: -

- Listen to the child, offer reassurance and gives assurance that she or he will act.
- Not ask questions
- Make a written record on a safeguarding incident and concern form including date and time of disclosure, exact words spoken by child as far as possible, name of the person the concern was reported to with the date and time and names of any other people present at the time. Any bruises or injuries should be recorded on a 'body map' noting the position, size and colour of any marks.
- All information is to remain confidential.

This record is signed and dated and kept in a personal file for the child, which is kept securely and confidentially. The designated person is made aware of the issue immediately. In the event that a designated person is unavailable, staff are aware of the procedures to be

followed and are aware that they should ring **01403 229900** to seek advice or to make a referral.

Parents are normally the first point of contact and the concerns will be discussed to gain their view of events unless it is felt that this may put the child in greater danger. Parents are informed when we make a record of concerns in a personal file for their child and we also make a note of any discussion we have with the parent regarding the concern.

If a suspicion of abuse warrants a referral, parents are informed at the same time that the referral is made, except where the guidance of West Sussex Safeguarding Children Partnership does not allow this. This will usually be the case where the parent is the likely abuser and the child may be placed in greater danger. In these cases, the social workers will inform the parents.

### **Accident at Home**

If a child comes into the setting with a mark or bruise, an 'Accident at Home' form should be completed with the parents, giving information about the incident, noting details and colour of any mark/bruise and any actions taken by the parents. This information will be held in the child's individual file.

### **Termly Conversations with our Early Years and Childcare Advisor**

We will engage with our EYCA and will hold a termly conversation meeting. The purpose of this meeting is to support early identification of vulnerable children in partnership with our preschool.

The termly conversation meeting will consist of three main parts:

- Discuss children and young people who our preschool are concerned about and who could benefit from early help intervention.
- Discuss children in our preschool already on an Early Help Plan
- Share Early Help key messages with our preschool

(Reviewed September 2021)