



Safeguarding children, young people and vulnerable adults

Policy statement

Our setting will work with children, parents and the community to ensure the rights and safety of children, young people and vulnerable adults.

Procedures

We have three key commitments to ensure the continued safety and protection of our children and their families at Tiny Feet.

Key commitment one:

We are committed to building a “culture of safety” in which children, young people and vulnerable adults are protected from abuse and harm in all areas of our practice.

- One designated person who co-ordinates child, young person and protection issues is: **Louise Trego**
- Our designated officer (a member of the management team) who oversees this work is **Louise Trego**
- When the setting is open but the designated person is not on site, a suitably trained deputy is available at all times for staff to discuss safeguarding concerns. The Deputy Designated Safeguarding Lead is: **Nicola Coles**
- The designated person, the suitably trained deputy and the designated officer ensure they have relevant links with statutory and voluntary organisations with regard to safeguarding.
- The designated person (and the person who deputises for them) understands LSCB safeguarding procedures, attends LSCB training at least every two years and refreshes their knowledge of safeguarding at least annually.
- We ensure all staff are trained to understand our safeguarding policies and procedures and that parents are made aware of them.
- All staff have an up to date knowledge of safeguarding issues, are alert to potential indicators and signs of abuse and neglect and understand their professional duty to ensure safeguarding and child protection concerns are reported to the local authority children’s social care team or the NSPCC. The staff receive updates on Safeguarding at least annually.

- All staff are confident to ask questions in relation to any safeguarding concerns and know not to just take things at face value but can be respectfully sceptical.
- All staff understand LSCB thresholds of significant harm and understand how to access services for families, including for those families who are below the threshold for significant harm.
- All staff understand how to escalate their concerns in the event that they feel either the local authority or Tiny Feet has not acted adequately to safeguard.
- All staff understand what the organisation expects of them in terms of their required behaviour and conduct. The staff will follow our policies and procedures on positive behaviour, online safety (including use of mobile phones), whistle blowing and dignity at work.
- Children have a key person to build a relationship with and are supported to articulate their worries, concerns or complaints that they may in an age appropriate way.
- All staff understand our policy on promoting positive behaviour and follow it in relation to children showing aggression towards other children.
- Adequate and appropriate staffing resources are provided to meet the needs of children.
- Applicants for posts within the setting are clearly informed that the positions are exempt from the Rehabilitations of Offenders Act 1974.
- Enhanced criminal records and barred lists checks and other suitability checks are carried out for staff and volunteers prior to their post being confirmed. This is to ensure that no disqualified person or unsuitable person works at Tiny Feet or has access to the children.
- Where application are rejected based on information disclosed, applicants have the right to know and challenge incorrect information.
- Enhanced criminal records and barred list checks are carried out on anyone living or working on the premises.
- Volunteers must:
 - Be aged 17 or over
 - Be considered competent and responsible
 - Receive a robust induction and regular supervisory meetings
 - Be familiar with all the settings policies and procedures
 - Be fully checked for suitability if they are to have unsupervised access to the children at any time.

- Information is recorded about staff qualifications and the identity checks and vetting processes that have been completed including:
 - The criminal records disclosure reference number
 - Certificate of good conduct or equivalent where a UK DBS check is not appropriate
 - The date the disclosure was obtained
 - Details of who obtained it
- All staff and volunteers are informed that they are expected to disclose any convictions, cautions, court orders or reprimands and warnings which may affect their suitability to work with children (whether received before or during their employment with us).
- All staff and volunteers are required to notify us if anyone in their household (including family members, lodgers, partners, etc) has any relevant convictions, cautions, court orders, reprimands or warnings or has been barred from or had registration refused or cancelled in relation to any childcare provision or have had orders made in relation to care of their children.
- We notify the Disclosure and Barring Service of any person who is dismissed from our employment or resigns in circumstances that would otherwise have led to a dismissal for reasons of a child protection concern.
- Procedures are in place to record the details of visitors to the setting.
- Security steps are taken to ensure that we have control over who comes into the setting so that no unauthorised person has unsupervised access to the children.
- Steps are taken to ensure children are not photographed or filmed on video for any other purpose than to record their development or their participation in events organised by us. Parents sign a consent form and have access to records holding visual images of their child.
- Any personal information is held securely and in line with data protection requirements and guidance from the ICO.
- The designated person in the setting has responsibility for ensuring that there is an adequate online safety policy in place.
- We keep a written record of all complaints and concerns including details of how they were responded to.
- We ensure that robust risk assessments are completed that they are seen and signed by relevant staff and they are regularly reviewed and updated, in line with our Health and Safety Policy.

Key commitment two:

We are committed to responding promptly and appropriately to all incidents, allegations or concerns of abuse that may occur and to work with other statutory agencies.

Responding to suspicions of abuse

- We acknowledge that abuse of children can take different forms – physical, emotional, sexual and neglect.
- We ensure that all staff have an understanding of the additional vulnerabilities that arise from special educational needs, disabilities, inequalities of race, gender, language, religion, sexual orientation and culture. These are considered in relation to a child, young person or vulnerable adult.
- When children are suffering from physical, sexual, emotional or neglect this may be demonstrated through:
 - Significant changes in their behaviour
 - Deterioration in their general well being
 - Their comments which may give cause for concern or the things they say (direct or indirect disclosure)
 - Changes in their appearance, behaviour or their play
 - Unexplained bruising, marks or signs of possible abuse or neglect
 - Any reason to suspect neglect or abuse outside the setting
- We are aware of the hidden harm agenda concerning parents with drug or alcohol problems. We consider other factors affecting parental capacity and risk such as social exclusion, domestic violence, radicalisation, mental or physical illness and parent's learning disability.
- We are aware that children's vulnerability is potentially increased when they are privately fostered or being cared for under a private fostering arrangement. We inform our local children's social care team.
- We are aware of other factors that affect children's vulnerability or have affected children the children or young people attending our setting. For example abuse of children who have special needs, disabilities, fabricated or induced illness, child abuse linked to beliefs in spirit possession, sexual exploitation of children, including through the internet. FGM (Female Genital Mutilation), radicalisation or extremism.
- We are aware of peer on peer abuse and sexualised behaviour.
- We are aware of County Lines, cross borders, gangs, trafficking and cuckooing. These included gangs using children and vulnerable adults to move drugs and money by means of force and coercion. Concerns of this nature will be reported to the police and an EHA will be completed.

- Radicalisation and extremism we follow the Prevent Duty guidance for England and Wales, published by the Home Office and LSCB procedures on responding to radicalisation.
- The designated person completes online Prevent training and attends local WRAP training where available. This is to ensure they are familiar with the local protocol and procedures for responding to concerns about radicalisation.
- We are aware of the mandatory duty that applies teachers, health workers and Early years work force to report cases of Female Genital Mutilation (FGM).
- We are also aware that some children and young people are affected by gang activity. Or by complex, multiple or organised abuse, through forced marriage, honour based violence or 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 may come into with us.
- We will take action if a child fails to attend an expected session to ensure their safety by contacting the child's family.
- Where we believe that a child in our care or that is known to us may be affected by any of these factors we will follow the procedures below for reporting child protection concerns and follow the LSCB procedures.
- 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 member of staff who is the settings designated safeguarding lead and in their absence, the deputy safeguarding lead. The information is stored on the child's personal file/safeguarding file.
- 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 the escalation procedures.
- We refer to concerns to the local authority children's social care team and cooperate fully in any subsequent investigation. That could include police or other agencies identified by the Local Safeguarding Children Board.
- We take care not to influence the outcome either through the way we speak to children or by asking questions of the children.
- We take into account of the need to protect young people aged 16-19 as defined by the Children Act 1989. This may include students or school children on placement, young employees or young parents. Where abuse is suspected we follow the procedure of reporting any other child protection concerns. The views of the young person will always be taken into account, but the setting may override the young person's refusal to consent to share information if it feels that it is necessary to prevent a crime from being committed or intervene where one may have been, or to prevent harm to a child or adult. Sharing confidential information without consent is done only where not sharing it could be worse than the outcome of having shared it.

- All staff are also aware that adults can be vulnerable and know how to refer adults who are in need of community care services.
- We have a whistleblowing policy in place.
- Staff/volunteers know they can contact the Protect charity <https://pcaw.org.uk/homepage/> for advice relating to whistleblowing. If they feel that the organisation has not acted adequately in relation to safeguarding they can contact the NSPCC whistle blowing helpline.

Recording suspicions of abuse and disclosures

- Where a child makes comments to a member of staff that give cause for concern (disclosure), or a member of staff observes signs or signals that give cause for concern. Such as significant changes in behaviour, deterioration in general well being, unexplained bruising, marks or signs of possible abuse or neglect.
- The member of staff will:
 - Listen to the child, offer reassurance. It will then be explained at age appropriate level that they will share the information with others who can help them.
 - Will not question the child
 - Makes a written record that is clear and concise not adding any assumptions or feelings. The form will be dated and what time of disclosure, the exact words spoken by the child as far as possible. The name of the person to whom the concern was reported, with the date and time and the names of any other persons present.
- These records are signed and dated and kept in the child's personal file, which is kept securely and confidently
- The member of staff acting as the designated lead is informed of the issue at the earliest opportunity and within one working day.
- Depending on the seriousness of the disclosure confirmed using the Threshold document it will either be noted and kept on file or referred to the Local Children's Safeguarding Boards
- Where the Local Safeguarding Children's Board stipulates the process for recording and sharing concerns. We will follow their advice and procedures for the next step in the process.

Making a referral to the Local Children's Safeguarding Board

- We will refer to the Threshold document depending on the level of involvement we will talk to the parents/carers of the child first and make a record of the meeting and what was discussed. The setting will continue to monitor the child.

- If there is a continuation of concern with the parents/carers permission the child will be referred using an EHA (Early Help Assessment). To provide support for the child and parents.
- If the level reached is high and there is immediate concern the designated lead can make an instant report to the Local Safeguarding Board.

Escalation process:

- If we feel that a referral being made has not been dealt with properly or that concern are not being addressed or responded to we will follow the LSCB escalation procedure.
- We will ensure staff are of how to escalate concerns.

Informing parents:

- Parents are normally the first point of contact. Concerns are discussed with parents to gain their view of events, unless it is felt that this may put the child at risk, or interfere with the course of a police investigation. We will seek advice from our local safeguarding team.
- Parents are informed when we make a record of concerns in their child's file and that we also make note of any discussion we have with them regarding a concern.
- If a suspicion of abuse warrants referral to social care, parents are informed at the same time that the referral will be made, except where the guidance of the Local Safeguarding Children's Board does not allow this. For example if they think the child or member of staff maybe at risk.
- This will most likely be the case if the parent is the abuser.
- 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 seek advice from the children's social care about whether to advise parents beforehand. The advice will be followed and recorded.

Liaison with other agencies

- We work within the Local Safeguarding Children Board guidelines.
- <https://www.safeguardingschools.co.uk/what-to-do-if-youre-worried-a-child-is-being-abused-2015/> is a helpful guide that can help staff or parents to familiarise themselves in what they need to do if they have any concerns.
- We will notify Ofsted of any incident or accident. Such as any changes in our arrangements which may affect the well-being of children or where an allegation of abuse is made against a member of staff (whether the allegations relate to harm or abuse committed on our premises or elsewhere). Notifications to Ofsted are made as soon as reasonably practicable. This will be need to be within 14 days of the allegations being made.
- Contact details for the local NSPCC

Allegations against staff

- We ensure that all parents know how to complain about the behaviour or actions of staff or volunteers within the setting, or anyone living or working on the premises occupied by the setting, which may include an allegation of abuse.
- We respond to any inappropriate behaviour displayed by members of staff, volunteer or any other person living or working on the premises, which include:
 - Inappropriate sexual comments
 - Excessive one to one attention beyond the requirements of their usual role and responsibilities, or inappropriate sharing of images
- We follow the guidance of the Local Safeguarding Children Board when responding to any complain that a member of staff or volunteer with the setting, or anyone living or working on the premises occupied by the setting has abused a child.
- We ensure that all staff and volunteers know how to raise concerns about a member of staff or volunteer within the setting. We will respond to any concerns raised by staff and volunteers who know how to escalate their concerns if they are not satisfied with our response.
- We respond to any disclosure by children or staff that abuse by a member of staff or volunteer within the setting or anyone living or working on the premises occupied by the setting, may have taken or is taking place by first recording details of any such alleged incident.
- We refer any such complaint immediately to the Local Authority Designated Officer (LADO) to investigate or offer advice.

Call: 0300 123 2224

- We also report any alleged incident to Ofsted (unless advised by LADO that this is unnecessary due to the incident not meeting the threshold). As well as what measures we have taken. We are aware that is an offence not to do this.
- We will cooperate entirely with any investigation carried out by children's social care in conjunction with the police.
- Where the management team and children's social care agree it is appropriate in the circumstances, the member of staff or volunteer will be suspended 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.

Disciplinary Action

- Where a member of staff or volunteer has been dismissed due to engaging in activities that caused concern for the safeguarding of children or vulnerable adults. We will notify Disclosure and Barring Service of relevant information. This will prevent the individual from posing a threat to children and vulnerable groups by being identified and barred from working with these groups.

Key commitment 3

- We are committed to promoting awareness of child abuse issues throughout our training. During our regular meetings our Safeguarding Policy and our practice will be discussed to make sure everyone is clear in their duties towards the children.
- We will help children to empower themselves by using the EYFS (Early Years Foundation Stage) to promote their resilience making them strong and to know they will be listened to.

Training

- Training opportunities are sought for all adults involved in the setting to ensure that they are able to recognise signs and signals of possible physical, emotional, sexual abuse (including sexual exploitation) and neglect. The staff will be made aware of our procedures of who to report to and what to do if they are not happy with the response.
- Louise Trego and Nicola Coles to receive appropriate training as recommended by the Local Safeguarding Children Board. This training will be taken every two years with a refresher course annually.
- We will ensure all staff know the procedures for reporting and recording any concerns they may have about the provision.
- We ensure the all staff receive updates on safeguarding via email, newsletters, online training or discussions at staff meetings at least once a year.

Planning

- The layout of the hall and rooms allows for constant supervision. No child is left alone with staff/volunteers in a one-to-one situation with being within sight or hearing of other staff and volunteers.

Curriculum- EYFS (Early Years Foundation Stage)

- We introduce key elements of keeping children safe into our planning to help promote the personal/social/emotional development of all children. This will help them to grow and be strong, resilient and listened to which promotes understanding of why and how to keep safe.
- We create within the setting a culture of value and respect for individuals. By having a positive respect for the child and family's heritage regardless of their ethnicity, colour, language, culture or social background.

- We ensure that this is carried out in a way that is developmentally appropriate for the children.

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 Local Safeguarding Children Board.

Support to families

- **We believe in building trust and supportive relationships with all our families, staff and volunteers.**

Our guidance for this policy comes from the listed sources and reports:

- Hidden Harm – Responding to the Needs of Children of Problem Drug Users (ACMD 2003)
- Information Sharing: Guidance for Practitioners providing Safeguarding Services (DfE 2015 updated 2018)
- Disclosure and Barring Service: www.gov.uk/disclosure-barring-service-check
- Revised Prevent Duty Guidance for England and Wales (HMG 2015 updated 2019)
- Inspecting Safeguarding in Early Years, Education and Skills Settings (Ofsted 2016)
- Keeping Children Safe in Education (2016)
- Effective Support for Children and Families updated editions:

[Effective Support for Children and Families Version 4 October 2019](#)

[Effective Support for Children and Young People with Special Educational Needs and Disabilities \(SEND\) and Their Families in Somerset Version 2.2](#)

Effective Support for Children Young People: Neglect

This policy was adopted by Tiny Feet Preschool on July 202

Signed on behalf of the provider _____

Title/Role _____

*A young person is defined as 16 to 19 years old. At Tiny Feet this will include students on work placements, worker, volunteer or parent.

Policy updated 09/07/2020

