



Safeguarding

St Paul's Preschool believes that the prime responsibility of the organisation is to protect the child. We have developed an ethos where children feel secure, their viewpoint valued and they are encouraged to talk and they know that will be listened to.

We recognise that all members of staff, voluntary workers and members of the committee carry a responsibility towards children and their families, particularly with regard to child protection issues.

We will endeavor to keep children safe from abuse and suspicion of abuse will be promptly and appropriately responded to. We will act in the best interest of the child at all times. To achieve this we will:

- Ensure that all adults working with children whether paid or voluntarily will be subject to a Disclosure and Barring Service check. The Disclosure and Barring Service (DBS) helps employers make safer recruitment decisions and prevent unsuitable people from working with vulnerable groups, including children. It replaces the Criminal Records Bureau (CRB) and Independent Safeguarding Authority (ISA).
- We will obtain references for all adults working with children from independent adults who can comment on their ability to work with children.
- Unchecked volunteers will be appropriately supervised at all times and will not be left alone with children.
- We will prevent abuse by good practice. Adults will not be left alone for long periods with individual children or with small groups.
- Ensure that all adults working with children are aware of the booklet "What to do if you are worried a child is being abused" and the accompanying flow chart.
- Report and deal with any accident that happens to a child within the setting in accordance with the accident policy. Accidents will be reported to the parent/carer and the accident will be recorded in the accident record book and signed by the parent/carer. If the accident is of a serious nature it will be reported to Reporting of Injuries, Diseases and Dangerous Occurrences Regulator (RIDDOR) and OFSTED.
- Children who arrive at the preschool with an injury will be entered into the Injury Recorded on Arrival book and signed by the parent/carer.

Training

All staff will attend the Understanding Child Protection course provided by Plymouth Safeguarding Children Board (PSCB), Designated Officers and Management will additionally attend Working Together to Safeguard Children and all other Safeguarding Courses offered by PSCB. All staff will be actively encouraged to attend further specific Safeguarding Courses and refresher courses will be taken when

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appropriate. Practitioners will be trained and able to respond appropriately to any of the following:

- significant changes in children's behaviour
- deterioration in their general well-being
- unexplained bruising, marks or signs of possible abuse
- signs of neglect
- Signs of Female Genital Mutilation (FGM)
- comments children make which give cause for concern
- 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.
- Channel General Awareness

Should a member of staff or volunteer have concerns regarding possible child abuse, they should inform Helen Taylor-Hollis, the preschool Child Protection Officer, or, in her absence the Deputy CPO, Vicky Willis. Any concerns should be passed on even if the member of staff is unsure.

We will share information with or without consent if we feel that a child is at risk of significant harm.

We recognise that child abuse on a child can be inflicted by a physical response such as physical, sexual assaults or by failing to act to prevent harm such as neglect. Harm can also be inflicted emotionally. Abuse can be inflicted by the commission or omission of an act and can occur in family, institutional or community settings by those known to them or by strangers.

We recognise that children with a physical and/ or mental disability could be more vulnerable than children who are considered to not be disabled because of the care needed to meet their needs. Certain disabilities, such as Cerebral palsy, may hinder the child's ability to disclose abuse; subsequently this can act as a barrier to the child reporting an incident of abuse or neglect. It is therefore important that practitioners and students are aware of this and be extra vigilant for the signs of abuse.

Signs may include;

- Unusual bruising or marks on the child's body on a regular basis.
- A sudden change in behavior, the child may continually withdraw themselves from others or from activities they used to enjoy.
- A drastic increase or decrease in the child's appetite.
- The child being reluctant to undress.
- Poor hygiene.
- Complaints of constant tummy ache.
- Drowsiness.

If signs are identified then it should be recorded and discussed with the Child Protection Officer or the Manager. There are various signs that need to be carefully considered, children are individual beings and may respond to situations differently.

Children exposed to abuse may also have been exposed to domestic violence and consequently a

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discontinuity of care. Prolonged and / or regular exposure to domestic violence can have a serious impact on a child's development and emotional well-being including a threat to an unborn child, physical assault as a result of a child's intervention between the adult participants, emotional distress and substance misuse which can be neglectful.

St Paul's Preschool will:

- Seek and supply appropriate training for members of staff and volunteers so that signs of physical, emotional and sexual abuse and neglect are recognised.
- Respond appropriately to suspicions of abuse.
- Report changes in children's behaviour, physical condition or appearance.
- Refer to "What to do if you're worried a child is being abused" and The Child Concern Model.
- Keep confidential records of any concerns, including names of those involved, time, date and if possible the exact words spoken by the child.
- Allow the child to do the talking and allow them to finish.
- We will share information with or without consent if we feel that a child is at risk of significant harm
- Keep all records and concerns of abuse confidential and locked away, shared only with the named contact above and relevant professionals.
- Continue to support families and workers should investigations proceed, and continue to welcome the child into the group's activities.

When a child makes a disclosure i.e. tells a member of staff or volunteer about something that has happened, that person has a duty to:

- Allow the child to do the talking and allow them to finish.
- Listen without displaying shock or disbelief.
- Allow the child to talk freely.
- Listen to the child without asking leading questions.
- Reassure the child that what has happened is not their fault;
- But not make promises which will not be kept.
- Not to criticise the alleged perpetrator.
- Tell the child what they are going to do.
- Record the conversation as soon as possible afterwards.
- Refer to the Child Protection Officer, Helen Taylor-Hollis or in her absence the Deputy CPO, Vicky Willis.
- Share their concerns. We will share information with or without consent if we feel that a child is at risk of significant harm. St Paul's Preschool does not expect them to deal with it alone. Dealing with a disclosure from a child, and a child protection case in general, is likely to be stressful for the member staff concerned. Any member of staff should consider seeking support for him/her self and are able to discuss this with Helen Taylor-Hollis for advice and support.

Concerns will be referred to one of the following agencies following discussions with the Child Protection Officer.

- Plymouth Advice and Assessment Team 01752 308600
- Plymouth Advice and Assessment Out of Hours Team – 01752 346984 available 5pm to 8.30am Monday to Friday and all day Saturday and Sunday

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- Police Child Abuse Investigation Team 01752 284522
- Local Authority Designated Officer (Simon White)- 01752 307144
- Early Years coordinator (Maria Hollett) 07795121445 or 01752 308997
- OFSTED will also be informed.

Procedure for resolving professional differences through escalation between agencies

Where there are professional disagreements of the assessment of the risks and needs associated with a child, or differences relating to the planned support and intervention, practitioners must protect the best interests of the child, and their own judgement, by escalating their concerns through their management structure, utilising the Plymouth Safeguarding Children Board procedures for resolving professional differences.

Information Sharing

Five key points about information sharing (South West Safeguarding and Child Protection Group, 2013)

Explain to people openly and honestly what information you will share, with whom and why. The only time that you should not do this is if letting them know may leave someone at risk of significant harm.

You should respect the wishes of family members if they do not want information shared unless someone will be placed at risk of significant harm if you don't share the information.

If in doubt speak to your manager or have a general discussion with children's services, by which we mean, one where you do not necessarily share the name of the family.

Make sure that the information that you are sharing is accurate, up to date, necessary for the purpose for which you are sharing it and only shared with those who need to know it. The information should also be shared securely. Having decided to share information you need not tell everyone everything.

You should always record the reason for your decision; whether you shared the information or not.

Sharing of information amongst practitioners working with children and their families is essential. In many cases it is only when information from a range of sources is put together that a child can be seen to be in need or at risk of harm.

The Common Assessment Framework (CAF) is a core element of the Every Child Matters agenda, which is implemented by all local authorities in England. The CAF process enables practitioners from all agencies and the voluntary sector to work together to assess and meet the needs of children, young people and their families who require targeted, multi-agency support. The CAF Co-ordinator for Plymouth is Amanda Paddison contact number 01752 307160, we will contact her for advice on information sharing.

In the event of a member of staff or volunteer being accused of abuse to a child at St Paul's Preschool the following procedure will be undertaken:

- Advice will be taken from Advice and Assessment and the local Authority Designated Officer on



the next steps to take, the Childrens, Young Peoples and Families Department have the role of investigating and St Paul's Preschool will support the investigation and care will be taken not to jeopardise it in any way.

- St Paul's Preschool will not investigate or interview staff.
- OFSTED will be informed.
- In the case of a staff member they will be suspended on full pay while the case is investigated, advice will be taken from the Local Authority Designated Officer
- Volunteers will have their voluntary work suspended while the case is investigated advice will be taken from the Local Authority Designated Officer
- St Paul's Preschool Disciplinary Procedure will be followed.
- Information will be kept in a confidential file and locked away.

CARA

CARA has been created so that by 9.00am on the next school day the school's Key Adult, Helen Taylor-Hollis, will be informed that the child or young person has been involved in a domestic incident. This knowledge, given to schools through CARA, allows the provision of immediate early intervention through silent or overt support dependent upon the needs and wishes of the child.

We recognise that children who are or who have been abused may find it difficult to develop a sense of self worth or self esteem. A child might feel that they are to blame for their abuse or for causing problems for their family. Some children feel helpless, humiliated and lonely. Their behaviour may become challenging or they may become withdrawn. St Paul's Preschool will provide support for the child and will work with Social Services to provide the best quality care for a child who has suffered any form of abuse.

St Paul's Preschool has appropriate insurance for its activities.

The premises, facilities and equipment used in St Paul's Preschool activities will be safe and comply with health and safety guidelines.

Further information can be found in:

St Paul's Preschool Policy – Whistleblowing

St Paul's Preschool Policy – Mobile Phone

St Paul's Preschool Policy – Intimate Care

St Paul's Preschool Policy – Safeguarding Supervision

[The Plymouth Assessment Framework and Threshold Guidance 2016](#)

[Safer Working Practices for Adults who Work with Children and Young People](#)

[What to do if you're Worried a child is being Abused 2015](#)

[Working Together to Safeguard Children 2015](#)

[Information Sharing 2015](#)

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[Lessons Learnt in Early Years](#)

[Inspecting safeguarding in early years, education and skills 2016](#)

[CAF for children and young people – a practitioner’s guide](#)

The Early Years Safeguarding and Welfare Officer can be contacted for further advice about individual child protection and safeguarding issues.

Approval by the Management Committee:	
Signed:	
Chair:	
Date:	
The next review by the Management Committee will be:	

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