

## 20. Safeguarding Children policy

The Pre-school designated person responsible for Safeguarding is: - Julie Barber – Assistant Deputy.

The nominated committee member responsible for child protection issues is Mathew Hardware

The Pre-school designated deputy responsible for Safeguarding is: - Amber Davidge-Sears

The Pre-school designates assistant deputy responsible for Safeguarding is: - Jenny Rogers

### 20.1 Statement of intent

Our Pre-School wants to work with children, parents/carers and the community to ensure the safety of children and to give them the very best start in life.

### 20.2 Aims

Our aims are to:

- 1 Create an environment in our Pre-School which encourages children to develop a positive self-image, regardless of race, language, religion, culture or home background;
- 2 Help children to establish and sustain satisfying relationships within their families, with peers, and with other adults;
- 3 Encourage children to develop a sense of autonomy and independence;
- 4 Enable children to have the self-confidence and the vocabulary to resist inappropriate approaches;
- 5 Work with parents to build their understanding of and commitment to the welfare of all our children. We can do this by offering to complete an Early Help Assessment (EHA). This is a simple, easy to use assessment which captures all of a child/young persons and family's needs at the earliest opportunity, and with consent. (this can not be completed or submitted without consent).
- 6 To safeguard children, parents/carers, staff and Walton Under Fives Pre-school as a setting.

The legal framework for this work is:

*EYFS 2017*

*Working Together to Safeguard Children March 2018*

*The Rehabilitation of Offenders Act 1974*

*The Children Acts 2006*

*Inspecting Safeguarding 2016*

*What to do if you are worried about a child being abused (see attached)*

*Guidance for safer working practice for those working in education settings 2015*

*Information sharing 2018*

*Human Rights Act 1998*

*General Data Protection Regulation 2018*

*The Protection of Children Act 1999*

*The Children (NI) Order*

*The Children (Scotland) Order*

*Keeping children safe in education 2018*

*Effective support for children in education*

*Effective support for children and families in Somerset 2017*

Liaison with other bodies:

We work within the Somerset Safeguarding Children Boards guidelines and the South West Child Protection Procedures ([www.swcpp.org.uk](http://www.swcpp.org.uk)). We have a copy of Somerset Safeguarding Children's Boards guidelines available for staff and parents to see. We notify the registration authority (Ofsted) of any incident or accident and any changes in our arrangements which may affect the wellbeing of children. We have procedures for contacting the local authority on child protection issues, including

maintaining a list of names, addresses and telephone numbers of social workers, to ensure that it is easy, in any emergency, for the Pre-School and social services to work well together. Records of the local NSPCC contacts are also kept. If a report is to be made to the authorities, we act within the Somerset Safeguarding Children's Boards guidance in deciding whether we must inform the child's parents at the same time.

## 20.3 Methods

### 20.3.1 Staffing and volunteering

Our designated staff member responsible for co-ordinating child protection issues is **Julie Barber**. We provide adequate and appropriate staffing resources to meet the needs of children. Applicants for posts within the Pre-School are clearly informed that the positions are exempt from the Rehabilitation of Offenders Act 1974. Candidates are informed of the need to carry out checks before posts can be confirmed. Where applications are rejected because of disclosed information, applicants have the right to know and challenge incorrect information.

We abide by Ofsted requirements in respect of references and police checks for staff, long term students and regular volunteers, to ensure that no disqualified person or unfit person works at the Pre-School or has access to the children. Existing staff will be re-checked regularly using the Disclosure and Barring Service on-line facility and confirmation will be recorded in the CRB file. Volunteers do not work unsupervised. We abide by the Protection of Children Act 2004 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. We have procedures for recording the details of visitors to the Pre-School. We take security steps to ensure that we have control over who comes into the Pre-School so that no unauthorised person has unsupervised access to the children.

### 20.3.2 Safer Recruitment

The pre-school operates Safe Recruitment procedures and all prospective staff are subject to criminal record checks and checks by the Disclosure and Barring Service (DBS).

**Matthew Hardware** has received training in relation to Safer Recruitment.

### 20.3.3 Training

We seek out training opportunities for all adults involved in the Pre-School to ensure that they are able to recognise the signs and symptoms of possible physical abuse, emotional abuse, sexual abuse and neglect and so that they are aware of the local authority guidelines for making referrals. We ensure that all staff are trained in how to apply the correct procedures for reporting and recording their concerns in the Pre-School.

Training is provided by Somerset County Council, recognised as an appropriate training provider for courses in Introduction to Child Protection, Working Together and appropriate Update to Child Protection courses.

The designated safeguarding persons will attend regular Safeguarding Training no less than at 2 year intervals or more frequently if new legislation/updates are introduced. They will have responsibility for communicating any updates to staff and **Designated Committee Member, Matthew Hardware**. All employees and Designated Committee Member will receive Basic Awareness training no less than every three years.

Staff and volunteers will be provided with any amended Policy and training / advice given during the next Staff Meeting to ensure all staff understand the requirements of the policy and how it may affect them in their role. All staff will be required to sign to confirm they have read and understood the Safeguarding Policy.

The Designated Safeguarding **Committee Member, Matthew Hardware** and person responsible for Safeguarding within the pre-school **Julie Barber** will maintain up to date knowledge of safeguarding issues and read the Government's statutory guidance Working Together to Safeguard Children March 2015 and the Somerset Safeguarding Board guidelines.

#### **20.3.4 Responsibility**

The pre-school recognises that everyone who works with children has a responsibility to keep them safe and will try to ensure that:

- everyone who comes into contact with children has a role to play in identifying concerns, sharing information and taking prompt action and
- support and promote an effective inter-agency collaborative approach.

#### **20.3.5 Planning**

The layout of the room allows for constant supervision of all children.  
Early Help Assessment if appropriate.

#### **20.3.6 Curriculum**

We introduce key elements of child protection into the Early Years Foundation Stage planning so that children can develop understanding of why and how to keep safe. We create within the Pre-School a culture of value and respect for the individual. We ensure that this is carried out in a way that is appropriate for the ages and stages of our children.

#### **20.3.7 Responding to suspicions of abuse**

We acknowledge that abuse of children can take different forms - physical, emotional, sexual and neglect. When children are suffering from physical, sexual or emotional abuse, this may be demonstrated through changes in their behaviour, or in their play. Where such changes in behaviour occur, or where children's play gives cause for concern, the Pre-School investigates. We allow any investigation to be carried out with sensitivity. Staff in the Pre-School take care not to influence the outcome either through the way they speak to children or ask questions of children. Where a child shows signs and symptoms of 'failure to thrive' or neglect, we make appropriate referrals.

#### **20.3.8 Disclosures**

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

- Offers reassurance to the child;
- Listens to the child; and reassures the child that they believe them.
- Gives reassurance that she or he will take action.
- The member of staff does not question the child

#### **20.3.9 Recording suspicions of abuse and disclosures**

Staff member to make a record of:

- 1 The child's name;
- 2 The child's address;
- 3 The age of the child;
- 4 The date and time of the observation or the disclosure;
- 5 An objective record of the observation or disclosure;
- 6 The exact words spoken by the child;
- 7 The name of the person to whom the concern was reported, with date and time; and
- 8 The names of any other person present at the time.

These records are signed and dated and kept in a separate confidential file and are only accessible to the Manager and Designated Safeguarding Committee Member. Confidential records kept on a child will be shared with the child's parents. All members of staff know the procedures for recording and reporting.

#### **20.3.10 Informing Parents**

Parents/carers are normally the first point of contact. If a suspicion of abuse is recorded, parents/carers are informed at the same time as the report is made, except where the guidance of the Somerset Safeguarding Children's Boards does not allow this. This will usually be the case where the parent is the likely abuser. In these cases the investigating officers will inform parents.

#### **20.3.11 Confidentiality**

All suspicions and investigations are kept confidential and shared only with those who need to know. This would be the Manager and Designated Safeguarding Committee Member. Any information is shared under the guidance of the Somerset Safeguarding Children's Boards.

#### **20.3.12 Support to families**

- 1 The Pre-School takes every step in its power to build up trusting and supportive relations among families, staff and volunteers in the group.
- 2 The Pre-School continues to welcome the child and the family whilst investigations are being made in relation to abuse in the home situation.
- 3 Confidential records kept on a child are shared with the child's parents or those who have parental responsibility for the child only if appropriate under the guidance of the Somerset Safeguarding Children's Board.
- 4 With the proviso that the care and safety of the child is paramount, we do all in our power to support and work with the child's family.

#### **20.3.13 Safeguarding Walton Pre-school**

It is the duty of the parent/carer to inform the pre-school if their child has a close family member convicted of a child offence and is on the child offenders register. Walton Pre-school will require the convicted person and the parent/carer to sign a contract stating that offender will not attend the following. These may include, but not limited to fund raising events, family picnics, nativities, parties. Copies of our Risk Assessment and contract are attached.  
(Close family member to include; mother, father, any siblings and grandparents).

## **20.4 Safeguarding Allegation against a member of staff**

We ensure that all parents know how to make a complaint about a staff member or volunteer within the Pre-School, which may include an allegation of abuse. We follow the guidance of the Somerset Safeguarding Children Board when responding to any complaint that a member of staff or volunteer within the setting has abused a child. We respond to any disclosure by children or staff that abuse by a member of staff or volunteer within the setting may have taken or is taking place, by first recording the details of any such alleged incident.

Details are on the pre-school notice board which is in the foyer.

Where there is an alleged offence that has occurred outside of their role at Walton Under Fives Pre-School any investigation determining that a member of staff has committed such offence they will be dismissed immediately.

We refer any such complaint immediately to the LADO (Local Authority Designated Officer) to investigate and follow any instructions given. We also report any such alleged incident to Ofsted within 24 hours and what measure we have taken. We are aware that it is an offence not to do this.

We co-operate entirely with any investigation carried out by children's social care in conjunction with

the police.

Where the management committee and the LADO agree it is appropriate in the circumstances, the chairperson will suspend the member of staff on full pay, or the volunteer, 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.

If a parent/carer has safeguarding concerns about a member of staff or volunteer:

- They need to talk to the designated person for child protection who is the **Julie Barber**. If this is not appropriate for any reason then the parent/carer will need to speak to the designated deputy in her absence, **Amber Davidge-Sears**, or the Designated Safeguarding Committee Member.
- All conversations will be documented, signed and dated by both parent/carer, the designated staff member and Designated Safeguarding Committee Member.
- We will follow the procedures as set out in the staff handbook.

The pre-School Manager will inform Children's Social Care of any allegation and in addition contact the Local Authority Designated Officer and Ofsted. If a member of staff is dismissed for misconduct in relation to children, or resigns before they would have been dismissed, the Committee Chairperson has a duty to report this to the Independent Safeguarding Authority.

#### **20.4.1 Disciplinary Action**

Where a member of staff or a volunteer is dismissed from the Pre-School or internally disciplined because of misconduct relating to a child, we notify the Department of Health administrators so that the name may be included on the List for the Protection of Children and Vulnerable Adults.

#### **20.4.2 Use of Mobile Phones & Cameras**

Staff are not permitted to have their personal mobile phones or cameras on their persons in pre-school. Staff will use the settings mobile telephones if needed, which have a no camera facility. Any photographs taken of the children will be with the settings camera. Prior to staff taking photographs written parental permission will be sought.

#### **20.4.3 Communicating Safeguarding to Parents**

The pre-school prospectus will include details of the Designated Safeguarding Committee Member and pre-school staff member responsible for safeguarding, the policy will be made available to all new parents during Induction, a copy will be available via the pre-school website and a paper copy kept in the Policies Folder in the Parents/carers Information Basket.

## **20.5 Prevent Duty**

The Prevent Duty Guidance for England and Wales (HMG 2015) places duties on registered providers around keeping children safe and promoting their welfare.

The Prevent Duty requires providers to 'have due regard to prevent people from being drawn into terrorism'. This is known as the Prevent Duty and providers are subject to duty under section 26 of the Counter-Terrorism and Security Act 2015.

#### **20.5.1 Staff Training around Prevent Duty and radicalisation**

The statutory guidance refers to the importance of Prevent awareness training to equip staff in how to identify children at risk of being drawn into terrorism and to challenge extremist ideas. All staff have completed Prevent awareness training.

## How does radicalisation happen?

The process of radicalisation may involve:

- being [groomed](#) online or in person
- exploitation, including [sexual exploitation](#)
- psychological manipulation
- exposure to violent material and other inappropriate information
- the risk of physical harm or death through extremist acts.

It happens gradually so children and young people who are affected may not realise what it is that they are being drawn

## Indicators of radicalisation

If a child or young person is being radicalised their day-to-day behaviour may become increasingly centred around an extremist ideology, group or cause. For example, they may:

- spend increasing amounts of time talking to people with extreme views (this includes online and offline communication)
- change their style of dress or personal appearance
- lose interest in friends and activities that are not associated with the extremist ideology, group or cause
- have material or symbols associated with an extreme cause
- try to recruit others to join the cause

What to do if we have a concern:

If a member of staff or volunteer have a concern about a particular child they should follow the pre-school's normal safeguarding procedures, including discussing with the designated safeguarding lead [Julie Barber](#), and where deemed necessary, with children's social care.

Our local authority will have a Prevent lead who can also provide support along with our local police force (dial 101 for non-emergency).

If the child is at immediate risk, call 999 and ask for the police

The Department of Education has dedicated a telephone helpline (02073407264) to enable staff and governor's to raise concerns relating to extremism directly. Concerns can also be raised by email to [counter.extremism@education.gsi.gov.uk](mailto:counter.extremism@education.gsi.gov.uk). The helpline is not intended for use in emergency situations, such as a child being at immediate risk of harm or a security incident, in which case the normal emergency procedures should be followed.

Police anti-terrorism hotline on [0800 789 321](tel:0800789321)

## 20.6 FGM / CSE / Cuckooing / County Lines / Human Trafficking and modern slavery/ Private Fostering / Sexting

All staff have received training in recognises signs that may occur in children / adults in relation to the above offences. If the staff/volunteers have any concern in relation to any of these offences above they should follow the pre-school's normal safeguarding procedures and inform [Julie Barber](#) or one of the other safeguarding officers.

**Female genital mutilation (FGM) is a procedure where the female genitals are deliberately cut, injured or changed, but there's no medical reason for this to be done.**

It's also known as female circumcision or cutting, and by other terms, such as sunna, gudniin, halalays, tahur, megrez and khitan, among others.

FGM is usually carried out on young girls between infancy and the age of 15, most commonly before [puberty](#) starts.

**It's illegal in the UK and is child abuse.**

It's very painful and can seriously harm the health of women and girls.

It can also cause long-term problems with sex, childbirth and mental health.

**IF FGM HAS HAPPENED SPEAK TO THE DESIGNATED SAFEGUARDING LEAD ON DUTY THAT**

## **DAY. IT IS A ILLEGAL AND THEREFORE THE POLICE MUST BE CONTACTED IF IT IS SUSPECTED THE DSL WILL CONTACT OUT LOCAL SSCB**

**Cuckooing** is a practice where people take over a person's home and use the property to facilitate exploitation. It takes the name from cuckoos who take over the nests of other birds.

There are different types of cuckooing:

- Using the property to deal, store or take drugs
- Using the property to sex work
- Taking over the property as a place for them to live
- Taking over the property to financially abuse the tenant

The most common form of cuckooing is where drug dealers take over a person's home and use it to store or distribute drugs.

People who choose to exploit will often target the most vulnerable in society. They establish a relationship with the vulnerable person to access their home.

Once they gain control over the victim - whether through drug dependency, debt or as part of their relationship – larger groups will sometimes move in.

Threats are often used to control the victim.

It is common for the drug dealers to have access to several cuckooed addresses at once, and to move quickly between them to evade detection.

The victims of cuckooing are often people who misuse substances such as drugs or alcohol, but there are cases of victims with learning difficulties, mental health issues, physical disabilities or socially isolated.

Staff need to take a professional interest in who is involved in the families we have at the setting so this may be identified.

### **NPCC definition of a County Line**

The 2018 Home Office Serious Crime Strategy states the NPCC definition of a County Line is a term used to describe gangs and organised criminal networks involved in exporting illegal drugs into one or more importing areas [within the UK], using dedicated mobile phone lines or other form of "deal line". They are likely to exploit children and vulnerable adults to move [and store] the drugs and money and they will often use coercion, intimidation, violence (including sexual violence) and weapons.

Perpetrators use children and young people to maximise profits and distance themselves from the criminal act of physically dealing drugs (National Crime agency, 2018). Young people do the majority of the work and take the most risk.

Gangs use the phones to receive orders and contact young people to instruct them where to deliver drugs. This may be to a local dealer or drug user, or a dealer or drug user in another county.

Phrases that young people may use to refer to county lines include:

- 'running a line',
- 'going OT/out there'
- 'going country'
- 'going cunch'.

### **Sexual abuse and exploitation**

As well as being used to transport drugs, county lines gangs may sexually abuse and exploit children of any gender (National Crime Agency, 2018).

This can happen through:

- young people being forced into sexual activity with gang members or for the gang's financial gain
- vulnerable children being made to work off drug debts through sexual exploitation as 'payment' (this might happen after the child has been coerced into becoming dependent on drugs by the gang)



- children being groomed into what they believe is a romantic relationship with a gang member which then leads to exploitation

(National Crime Agency, 2018).

Some children are forced to transport drugs in ways that are invasive and harmful to their bodies.

Young people may be forced to swallow bags of drugs to transport them, which could potentially be life threatening.

The practice of 'plugging' is also common, whereby drugs are inserted into a child's rectum or vagina.

This is a form of sexual abuse and in some cases it can cause a child's death (Ofsted et al, 2018).

### **Who is vulnerable to county lines exploitation?**

Any child could potentially be at risk of criminal exploitation by a county lines gang.

Factors that make a county lines gang more likely to target, groom and exploit a child include:

- the child having experienced neglect, physical and/or sexual abuse in the past
- social isolation or social difficulties
- poverty
- homelessness or insecure accommodation status
- connections with other people involved in gangs
- having a learning disability
- having mental health problems
- having substance misuse issues
- being in care or having a history of being in care
- being excluded from mainstream education

Child trafficking is child abuse. It's defined as recruiting, moving, receiving and harbouring children for the purpose of exploitation (HM Department for Education (DfE) and Home Office, 2011; Department of Health, Social Services and Public Safety and Police Service of Northern Ireland, 2011; Scottish Government, 2013; Wales Safeguarding Procedures Project Board, 2020).

Child trafficking is a form of modern slavery (HM Government, 2014).

Many children are trafficked into the UK from overseas, but children can also be trafficked from one part of the UK to another.

Children are trafficked for:

- [child sexual exploitation](#)
- criminal activity, including:
  - cannabis cultivation
  - street crime - such as pickpocketing, begging and bag theft
  - moving drugs
  - benefit fraud
  - immigration fraud
  - selling pirated goods, such as DVDs
- forced marriage
- domestic servitude, including:
  - cleaning
  - childcare
  - cooking
- forced labour, including working in:
  - restaurants
  - nail bars
  - factories
  - agriculture
- illegal adoption
- unreported private fostering arrangements (for any exploitative purpose).

This list is not exhaustive and children who are trafficked are often exploited in more than one way.

### **Signs and indicators**

Children who are trafficked are intentionally hidden and isolated from the services and communities



who can identify and protect them. While identification may be difficult, there will be signs that you can watch for.

Children who have **been trafficked or are at risk of being trafficked** may:

- have to do excessive housework chores
- rarely leave the house and have limited freedom of movement
- not have any documents (or have falsified documents)
- give a prepared story which is very similar to stories given by other children
- be unable or reluctant to give details of accommodation or personal details
- not be registered with a school or a GP practice
- have a history with missing links and unexplained moves
- be cared for by adults who are not their parents or carers
- not have a good quality relationship with their adult carers
- be one among a number of unrelated children found at one address
- receive unexplained or unidentified phone calls whilst in a care placement or temporary accommodation

(Department for Education and Home Office, 2011).

Signs an **adult may be trafficking a child** include:

- making multiple visa applications for different children
- acting as a guarantor for multiple visa applications for children
- having previously acted as the guarantor on visa applications for visitors who have not left the UK when the visa expired

### **Private Fostering**

In January 2014, Ofsted published a report called '[Private fostering: better information, better understanding](#)'. From a safeguarding perspective, the report's findings gave much cause for concern. Many private fostering arrangements are 'hidden' and, it appears, are rarely brought to the attention of local authorities, even though there it is an offence not to inform them. The penalty for non-reporting is a maximum £5,000 fine, but it seems that convictions are extremely rare.

The legislation governing private fostering is the 'Children (Private Arrangements for Fostering) Regulations 2005' and came into force following the death of [Victoria Climbié](#) in 2000. Victoria was privately fostered by her great aunt.

Given the 'hidden' nature of much private fostering, local authorities have a duty to raise awareness of the need to notify the local Children's Services department.

#### **What is private fostering?**

A private fostering arrangement is one that is made privately (without the involvement of a local authority) for the care of a child under the age of 16 years (under 18, if disabled) by someone other than a parent or close relative, in their own home, with the intention that it should last for 28 days or more. (\*Close family relative is defined as a 'grandparent, brother, sister, uncle or aunt' and includes half-siblings and step-parents; it does not include great-aunts or uncles, great grandparents or cousins.)

**Sexting** is when people share a sexual message and/or a naked or semi-naked image, video or text message with another person. It's also known as nude image sharing.

Children and young people may consent to sending a nude image of themselves. They can also be forced or coerced into sharing images by their peers or adults online.

If a child or young person originally shares the image consensually, they have no control over how other people might use it.

If the image is shared around peer groups it may lead to bullying and isolation. Perpetrators of abuse may circulate a nude image more widely and use this to blackmail a child and/or groom them for further sexual abuse.

It's a criminal offence to create or share explicit images of a child, even if the person doing it is a child. If sexting is reported to the police, they will make a record but may decide not take any formal action against a young person.

## 20.7 Fabricated or induced illness

Fabricated or induced illness (FII) is a rare form of child abuse. It happens when a parent or carer, usually the child's biological mother, exaggerates or deliberately causes symptoms of illness in the child.

FII is also known as "Munchausen's syndrome by proxy" (not to be confused with Munchausen's syndrome, where a person pretends to be ill or causes illness or injury to themselves).

Fabricated or induced illness (FII) covers a wide range of symptoms and behaviours involving parents seeking healthcare for a child. This ranges from extreme neglect (failing to get medical care) to induced illness.

Behaviours in FII include a mother, or other carer, who:

- persuades healthcare professionals that their child is ill when they're healthy
- exaggerates or lies about their child's symptoms
- manipulates test results to suggest the presence of illness, for example, by putting glucose in urine samples to suggest the child has diabetes
- deliberately induces symptoms of illness, for example, by poisoning their child with unnecessary medicine or other substances

If you suspect that someone you know may be fabricating or inducing illness in their child, you should not confront them directly. It's unlikely to make the person admit to wrongdoing, and it may give them the opportunity to dispose of any evidence of abuse.

A clinician may suspect fabricated or induced illness if, after carrying out examinations and tests, there appears to be no explanation for the child's symptoms (for more information, you can read the NICE guidance about when to suspect child maltreatment in under 18s).

They should also look out for 1 or more of the following warning signs:

- symptoms only appear when the parent or carer is present
- the only person claiming to notice symptoms is the parent or carer
- the affected child has an inexplicably poor response to medicine or other treatment
- if 1 particular health problem is resolved, the parent or carer may then begin reporting a new set of symptoms
- the child's alleged symptoms do not seem plausible – for example, a child who has supposedly lost a lot of blood but does not become unwell
- the parent or carer has a history of frequently changing GPs or visiting different hospitals for treatment, particularly if their views about the child's treatment are challenged by medical staff
- the child's daily activities are being limited far beyond what you would usually expect as a result of having a certain condition – for example, they never go to school or have to wear leg braces even though they can walk properly
- the parent or carer has good medical knowledge or a medical background
- the parent or carer does not seem too worried about the child's health, despite being very attentive
- the parent or carer develops close and friendly relationships with healthcare staff, but may become abusive or argumentative if their own views about what's wrong with the child are challenged
- 1 parent (commonly the father) has little or no involvement in the care of the child
- the parent or carer encourages medical staff to perform often painful tests and procedures on the child (tests that most parents would only agree to if they were persuaded that it was absolutely necessary)

If any staff have any concerns regarding FII, please speak to the designated safeguarding lead on duty that day.

## 20.8 Useful Contacts

**NSPCC – 0800 800500**

If you would like to contact the government directly the website for Somerset Direct is:

[www.somerset.gov.uk](http://www.somerset.gov.uk)

**Somerset Safeguarding Children Board (SSCB) – 0300 123 2224**

**Lado Enquiries – 0300 123 2224**

**Out of hours – 0300 123 2327**

**Ofsted – 0300 123 1231**

## 20.8 Links to other policies, legislation and forms:

- South West Child Protection Procedures
- Somerset Safeguarding Children Board (SSCB)
- Recruitment policy, procedure and CRB checks
- Visitor Records
- Incident Form
- EYFS Statutory Requirements page 13-14, 3.1-3.8
- New Child Induction Procedure
- Employee handbook
- Appendix 1 Flow Chart of action if allegation is made against a staff member
- Health and Safety policy 13
- Data Protection Policy 9.
- Confidentiality Policy 8.
- Staff Code of Conduct Policy – 31
- Risk Assessment Safeguarding

## 20.9 Training / Education

This policy forms part of the Induction Training of students, volunteers and employees and is followed up by Safeguarding Training through a local, professional training provider eg: SSE

This policy was reviewed and adopted at a meeting of Walton under Fives Pre-school Committee in June 2018. This policy was reviewed in March 2021.

Signed (Pre School Manager) ..... Date .....

Signed (Committee Chair) ..... Date .....

## APPENDIX 1

### Allegation against Staff Member Action Flowchart

1. You will be asked to leave the premises while an investigation is carried out. You will receive your normal pay during this period.
2. The Manager and Designated Committee Member will conduct an investigation which will include:- If the complaint is about the manager, the deputy manager will work with the designated committee member
  - Interviewing all parties involved
  - Documenting all conversations and maintaining a comprehensive and chronological record of events
  - You will be kept informed of what is happening
  - All suspicions and investigation will be kept confidential and shared only on a need to know basis
  - You will be able to have a colleague or Trade Union Representative accompany you to any meeting, interview or hearing
3. The Manager and Designated Committee member will inform the Local Area Designated Officer and other interested parties from Statutory Organisations as required by law.
4. You will be given an opportunity to present your information and defence against any allegation.
5. It will be the aim of the Manager and Designated Committee member to conclude their investigations as quickly as possible to minimise any stress and upset during this time.
6. You can appeal against any decision by stating your case in writing to the Chair of the Committee within 7 days of a decision being reached.