



# SAFEGUARDING POLICY

Catkins Preschool

July 2022

## Named Person

*The Designated Safeguarding Lead* Anne Phillips

*Deputy Designated Safeguarding Lead* Amy Davey

As the Designated Safeguarding Lead at Catkins Preschool, Anne Phillips takes responsibility for providing advice and support to other staff, and ensures that safeguarding children remains a priority in all that we do. Amy Davey is the deputy should the designated safeguarding person be unavailable.

## Introduction

At Catkins Preschool the care and welfare of the children is our primary concern and it is our duty to ensure that the children are kept safe both in and out of the setting.

Working Together to Safeguard Children (2018) states that safeguarding and promoting the welfare of children is defined as:

- protecting children from maltreatment
- preventing impairment of children's health or development
- ensuring that children grow up in circumstances consistent with the provision of safe and effective care
- taking action to enable all children to have the best outcomes.

This document also reminds us that safeguarding is everyone's responsibility. Everyone who comes into contact with children and families has a role to play. Everyone should consider wider environmental factors in a child's life that may be a threat to their safety and welfare.

Within Catkins Preschool we take positive steps to promote safeguarding and we do this in a variety of ways:

- providing the children with an environment where they can feel safe, secure, valued and respected
- developing strong bonds between the children and adults so they can feel confident to talk freely and feel listened to
- creating and maintaining relationships between the setting and the families of the children to work together to ensure the safety and well being of all children in our care
- making sure that all staff have the relevant training to recognise signs of abuse and understand the setting's safeguarding procedures and how to report their concerns
- working together with other agencies, where necessary, to safeguard children identified as at risk

Catkins Preschool follows the KSCB Safeguarding Children Procedures which can be found online at: [www.kscmp.org.uk](http://www.kscmp.org.uk)

### Responsibilities of Staff and Management

#### *Management*

The safeguarding policy, and those relating to it as mentioned above, will be reviewed annually and updated as needed. If any changes occur before this annual review, changes will of course be made immediately. Staff will be notified of any changes and be able to reflect on practices and offer any alterations or additions to the policies and procedure as they see necessary.

Anne Phillips, as the designated safeguarding lead, will ensure the policies, procedures and staff training remain up to date. As part of her role Anne Phillips will extend her knowledge of current regional and national safeguarding concerns by completing extra training courses as they become available.

As the Designated Safeguard Lead, Anne Phillips has the following responsibilities;

- To be there for all staff to discuss any safeguarding concerns.
- To communicate with other professionals in all agencies
- Overseeing child protection action within the setting, including making referrals as necessary
- Maintaining a confidential recording system for safeguarding and child protection concerns
- Ensuring all staff are aware of the setting's policies and procedures and their responsibilities in relation to safeguarding children
- Make sure all staff have received appropriate and up to date child protection training, at least every 3 years
- Ensuring their own training is kept up to date by attending appropriate Designated Safeguarding Lead training and any other appropriate training being offered
- Researching and reading any safeguarding newsletters etc to keep up with any developments relevant to their role

#### *Staff Members*

All members of staff understand the importance of the welfare of the children and their role in this and have a responsibility to identify children who may be in need of extra help or who are suffering or are likely to suffer. They understand the safeguarding policies and procedures and can use these. The staff are aware of the indicators of abuse and neglect and can identify cases of children who may need help or protection. When a child tells them that he or she is being abused they understand what the next steps are and the impact of this on the child. They will also be able to reassure children who make disclosures that they will be taken seriously and every effort will be made to try and keep them safe. Staff must also maintain an appropriate level of confidentiality.

Staff must also provide a safe environment in which children can learn by reinforcing the setting's rules and being vigilant to risks the children may take. The staff will also undertake appropriate training which is regularly updated. They also have access to online training courses to further their understanding of safeguarding issues.

### Responsibilities of Parents and Careers

We strive to maintain great communication and positive relationships with the children's families and carers. We believe they also have a vital role in the safeguarding of the children in our setting and wider community, We ask that the parents openly talk to their children about safeguarding issues at an age relevant level and support the preschool in their safeguarding approaches. Also parents and families should be reassured that they can always seek help and support from the preschool or other agencies.

### Categories of Abuse

The four categories most commonly used to label abuse are; neglect and physical, emotional or sexual abuse. Staff are aware that safeguarding issues can often come into more than one category. Through their training staff can recognise signs of abuse and will report their concerns to the Designated Safeguarding Lead. Children may report to members of staff that abuse is happening to them and this will be followed up according to the processes set out in this policy. Staff are aware that safeguarding issues can often come into more than one category. Staff will remember that children can be at risk of exploitation in situations outside their families. Examples including (but not limited to) sexual exploitation, county lines, criminal exploitation and serious youth violence.

Adult behaviour's may also indicate child abuse or neglect, so staff should be aware of parent-child interactions or concerning parental behaviours; this could include parents who are under the influence of drugs or alcohol or if there is a sudden change in their mental health.

### Safeguarding Procedures

If staff are made aware of a child protection concern, they are should follow the below where applicable;

1. Listen carefully to the concern
2. Only use open questions to clarify information where necessary and keep a note of responses if possible
3. Not promise confidentiality as disclosures will have to be shared
4. Be clear about boundaries and how the report will be progressed
5. Formally record the concern in line with the setting's record keeping requirements
6. Tell the Designated Safeguarding Lead or deputy as soon as practically possible

The Designated Safeguarding Lead or the deputy will make themselves available for staff to talk to with any child protection concerns. They should then collect any information about the child and decide on any actions that need to be taken.

If a child is at immediate risk of harm then a request for multi agency support will be made with the front door services (03000 411111) as detailed here [Integrated Children's Services - KELS](#) or the police can be called. The Designated Safeguard Lead may seek advice or guidance from their Area Education Safeguarding Advisor (03000 41 24 45) from the Education Safeguarding Service before deciding next steps.

Where it is identified a child may benefit from Early Help support, the Designated Safeguarding Lead will make a request for support via the Front Door, all early help cases will be kept under constant review and consideration will be given to escalating concerns to the Front Door or seeking advice via the Education Safeguarding Service if the situation does not appear to be improving or is getting worse.

In all but the most exceptional circumstances, parents or carers will be made aware of the concerns for their child at the earliest possible stage. In the event of a referral to Children Social Work Service being necessary, parents or carers will be informed; unless there is a valid reason not to do so.

If a staff member has reported their concerns about a child and does not feel that appropriate action has been taken, it is the responsibility of that staff member to seek further direct consultation from either a member of the Education Safeguarding Service or Specialist Children's Services Team who may be able to provide advice on subsequent actions to be taken.

### Recording Incidents

Staff with any concerns will record these on child protection incident form and pass the form on to the Designated Safeguarding Lead. The member of staff should only record facts not their own judgements or opinions about the situation. Where possible the staff member should record the child's own words and do this as soon as possible. All other members of staff must then read and sign the form and it will be kept securely in the locked filing cabinet. Staff members must ask if they wish to view any of these files. Safeguarding records are kept in accordance with data protection legislation.

Members of staff are aware that they must follow our Confidentiality Policy but they also have a professional responsibility to share information with other agencies to safeguard children. All staff are aware they cannot promise confidentiality in situations which might compromise a child's safety or wellbeing.

## Safeguarding and Complaints

All members of our community should feel able to raise or report any concerns about children's safety. Staff can access the NSPCC whistleblowing helpline (0800 028 0285) if they do not feel able to raise concerns regarding child protection failures internally. Catkins Preschool will take all concerns reported seriously and all complaints will be considered and responded to in line with the relevant and appropriate process.

## Staff Training

All staff members will receive appropriate safeguarding and child protection training this will enable them to:

- Recognise potential safeguarding and child protection concerns involving children and adults
- Respond appropriately to safeguarding issues and take action in line with this policy
- Record concerns in line with the settings policies
- Refer concerns to the Designated Safeguarding Lead and be able to seek support external to the setting if required

Staff will be able to identify the signs of abuse in the children they care for. Things to look out for may include:

- significant changes in children's behaviour
- deterioration in children's general well-being
- unexplained bruising, marks or signs of possible abuse or neglect
- children's comments which give cause for concern
- any reasons to suspect neglect or abuse outside the setting, for example in the child's home or that a girl may have been subjected to (or is at risk of) Female Genital Mutilation
- 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

## Safe Working Practise

All members of staff, including temporary staff and volunteers, are required to work within all our preschool policies.

Staff understand that children may make allegations against staff in situations where they feel vulnerable or where they perceive there to be a possible risk to their welfare. As such, all staff should take care not to place themselves in a vulnerable position regarding child protection or potential allegations.

Physical intervention should only be used when the child is endangering themselves or others and such events should be recorded and signed by a witness. Staff should be aware of the settings Behaviour Management Policies and any physical interventions must be in line with agreed policy and procedure,

Staff are made aware of the professional risks associated with the use of social media and electronic communication including; email, mobile phones, texting, social network sites etc.

### Safer Recruitment, Suitable People and Disqualification

Catkins Preschool recruits staff and volunteers who are suitable to fulfil the requirements of their roles, are safe to work with our children and have their welfare and protection as the highest priority.

The setting will keep the following information about all employees

- Dates of recruitment
- References
- DBS reference number, including date check was obtained and details of who obtained it
- Eligibility to work in the UK checks if necessary
- Relevant training documents

### Allegations against Members of Staff

Allegations of harm, criminal offences towards children or that a member of staff has behaved in an inappropriate way towards a child should be referred immediately to the management who will first contact the Local Authority Designated Officer (03000 410888) to agree further action to be taken.

Ofsted would then be informed as soon as possible of the allegation with no longer than 14 days of the allegation having been made. The Disclosure and Barring Service would also be informed when the staff member is dismissed or that they would have been had they not left the setting first.

All staff are aware of the Whistle Blowing policy and that it is a disciplinary offense not to report their concerns.

### Peer on Peer Abuse

Peer on peer abuse can take many forms, including (but not limited to) bullying, cyberbullying, gender-based abuse, sexually harmful behaviour and violence and 'sexting'. The setting is mindful that some potential issues may be affected by the gender, age, ability and culture of those involved. Staff have a role to play in challenging inappropriate behaviour between peers and should confront these exchanges and model positive interactions with the children.

### Child Sexual Exploitation and Child Criminal Exploitation

When a group take advantage of an imbalance in power to coerce, manipulate or deceive a child into taking part in sexual or criminal activity it can be classed as Child Sexual Exploitation or Child Criminal Exploitation. This is often in exchange for something the victim needs or wants, and for the financial advantage or increased status of the perpetrator. This is often partnered with violence or the threat of violence. Exploitation can affect children, both male and female and can include children who have been moved (commonly referred to as trafficking) for this purpose. If a member of staff suspects exploitation of any kind is taking place they should speak to the Designated Safeguarding Lead.

### Honour Based Abuse

So-called 'honour'-based abuse (HBA) are incidents or crimes which have been committed to protect or defend the honour of the family and or the community, including female genital mutilation (FGM), forced marriage, and practices such as breast ironing. All forms of HBA are abuse and staff will report any concerns about HBA to the Designated Safeguarding Lead.

### Prevent Duty

Catkins Preschool recognise that children are vulnerable to extremist ideology and radicalisation and staff will be alert to changes in children's behaviour which could indicate that they may be in need of help or protection. Any concerns should be reported to the Designated Safeguarding Lead who will call the dedicated helpline (020 7340 7264).

### Safeguarding and Children with Special Educational Needs and Disabilities

Children with special educational needs (SEN) and disabilities can face additional safeguarding challenges as they may have an impaired capacity to resist or avoid abuse. They may have speech, language and communication needs which may make it difficult to tell others what is happening. Members of staff are aware that children with SEN and disabilities can be disproportionately impacted by safeguarding concerns.

### Looked After Children

Where a child is looked after, the Designated Safeguarding Lead will hold details of the social worker and the name of the virtual school head in the authority that looks after the child. If a child is being cared for as part of a private fostering arrangement (when a child lives with a non relative for more than 28 days) we have duty to recognise these arrangements and inform the LA via the front door service.

### Online Safety

There are three areas of risk surrounding online safety:

1. Content – being exposed to illegal or harmful material
2. Contact – being subjected to harmful online interactions with others
3. Conduct – online behaviour that either can or does cause harm

We recognise the specific risks that can be posed by mobile phones and cameras, and in accordance with EYFS 2021 has appropriate policies in place. We share these regularly with those visiting the setting and these are reiterated at events such as the nativity and the leavers' service. Within the setting children are monitored very closely when using any device to ensure they do not access the internet.

### Security



Appropriate checks will be undertaken in respect of visitors and volunteers coming into setting. Visitors will be expected to sign in and out. Any individual who is not known or identifiable should be challenged for clarification documentation. Those working alongside the children must show us a valid DBS check and will not be left alone with the children at any time.

Catkins Preschol will not accept behaviours from any person that threatens security or leads others (child or adult) to feel unsafe. Such behaviour will be treated as a serious concern and may result in a decision to refuse access for that individual to the site.

### *Arrivals*

A register is kept for all children who attend the setting and arrival and departure times will be recorded if outside normal times. Children are only allowed into the preschool if their registration and other relevant forms have been fully completed. Headcounts will be completed throughout the day.

### *Departures*

Parents can collect their children at any time but it is preferable for them to inform staff to give warning. Children will be released to the parents/carers as detailed on their registration form unless the setting has been informed otherwise in which case a password must be used, this will be recorded in the going home book. Children can only be collected by an adult over the age of 18.

### Parental Responsibility and Contact

We will need to see a copy of your child's birth certificate to find out who has parental rights. In the event that any other person has parental rights for your child, we will also need to see a copy of the court order stating this. Those with parental responsibility will be entitled to receive any reports about the child and will be involved in the child's care and education. We have a legal responsibility to involve them in your child's care and education; regardless of whether this is your wish. The only circumstance when this responsibility varies is if a court order is in place. There may also be exceptional circumstances when the police or Children's Social Services tell us that a particular individual poses a risk, therefore should not have access to information.

### Court Orders

If your child is the subject to any court orders, we will need to see the original order to make sure we have all the relevant information. As already stated, there may be occasions when a court order is made preventing a person from having access to any information on your child, or contact with them. If this is the case, we must see a copy of the order and a solicitor's letter will not be sufficient.

### Missing Children

In the unlikely event of a child going missing, our missing child procedure is followed. The following measures and precautions have been put into place to limit the chances of this happening:

- The entrance and exit doors are staffed at arrival and departure times.
- Children are supervised at all times once on the premises.
- The outside door is locked as soon as possible and a protective plate is put through the top of the door to stop it opening
- Any visitors or late arrivals need to come to the side door before a member of staff can let them into the building. There are two baby gates between the kitchen and the outside door. The door has an alarm on it and there is always a member of staff in or around the kitchen
- The outside gate has a heavy metal closer on it which the children cannot reach or lift. When playing outside members of staff are always vigilant near the gate to make sure children do not climb on it.
- Children are marked in the register on arrival and we carry out a headcount during each session morning and afternoon.
- The fire exits are blocked by baby gates and staff check all doors are locked and secure in the morning before the setting is opened

Should these precautions fail and, in the event, that a child is lost, we will ensure a search is made for the child as soon as possible, parents and authorities are notified at the appropriate stage, and a high level of care is maintained to other children at the setting while procedures are followed.

#### *Child going missing on the premises*

- As soon as it is noticed that a child is missing the manager and one other person will carry out a thorough search of the building and outside area.
- The manager will instruct staff to gather all remaining children into a group for a quiet activity (such as stories, or drawing ) in the kissick room where they are adequately supervised and secure. These staff must remain calm and make the other children's activities remain as normal as possible.
- The register is double checked by the staff member in the kissick room to make sure no other child has also gone missing
- Doors and gates are checked to see if there has been a breach of security whereby a child could get out
- The manager will talk to all other members of staff as quickly as possible to establish when and where the child was last seen including logging the time and clothes that the child was wearing, all this information will be recorded.
- The manager will telephone the police to report the situation and follow their advice.
- The manager will telephone the parent or carer to report the situation and ask them to make their way to preschool using their normal route.

#### *Child going missing on an outing*

Children go out on walks in a ratio of two children to every member of staff. This normally means a maximum of 4 children with 2 adults. In the very unlikely event that one of the children goes missing on a walk. The following procedure will be adhered to:

- As soon as it is noticed that a child is missing, staff on the outing ask children to stand with their designated person and carry out a headcount to ensure that no other child has gone astray.

- One staff member searches the immediate vicinity but does not search beyond that.
- If the manager is not present she is contacted immediately.
- The manager contacts the police for advice and to report the child as missing.
- The manager then contacts the parent, who makes their way to the setting or the last known sighting as advised by police.
- Staff, will if appropriate to do so, take the remaining children back to the setting, whilst the reporting staff member remains at the last known sighting point if advised to by police.
- When taking children out on walks one member of staff on the outing is responsible for making sure she has a mobile phone so that contact can be made with the setting immediately if necessary.

#### *Follow up Procedure*

The setting manager for that day together with the child's key person will speak with the parent(s) and an incident report will be written including; the date and time of the report, names of staff and children who were in the group at the time and the name of the staff designated responsible for the missing child and the time when the child was last seen and the time it is estimated that the child went missing. A conclusion will then be drawn as to how the breach of security happened. If the incident warrants a police investigation, all staff will cooperate fully. The incident will then be reported to Ofsted and the insurance provider will be informed. Depending on their need, staff may receive counselling and support.

#### Access and Review of the Safeguarding Policy

The policies will be readily available to staff and parents, they are stored at the setting and will also be accessible via the website. The policy forms part of Catkins Preschool Development Plan and will be reviewed annually in August. Every year staff will be asked to sign to confirm they have read the policies and offer any suggestions for editing or clarification on any points. If any safeguarding concerns occur before the annual review, the Designated Safeguarding Lead will amend policies accordingly.

#### Relevant Safeguarding Contact Details

##### ***Area Safeguarding Advisor (Education Safeguarding Service)***

Telephone: 03000 41 24 45

##### ***Online Safety within the Education Safeguarding Service***

Rebecca Avery, Education Safeguarding Advisor (Online Protection):

Ashley Assiter, e-Safety Development Officer

03000 415797

esafetyofficer@kent.gov.uk (non-urgent issues only)

***Local Authority Designated Officer***

Telephone: 03000 410888

Email: kentchildrenslado@kent.gov.uk

***Children Social Work Service and Front Door***

03000 411111

Out of Hours Number: 03000 419191

***Kent Police***

101 (or 999 if there is an immediate risk of harm)

Anti Terrorist Hotline: 0800 789 321

***Kent Safeguarding Children Multi-Agency Partnership***

Telephone: 03000 421126

Email: kscmp@kent.gov.uk