

Safeguarding policy for Mursley Kingfishers Pre-School

(Including managing allegations of abuse against a member of staff)

The designated person who co-ordinates child protection issues is:

Kelly Hall (pre-school leader)

The person with overall responsibility for Safeguarding is:

Mr David May (Headteacher)

Policy statement

Our setting will work with children, parents and the community to ensure the rights and safety of children and to give them the very best start in life. We intend to create in our pre-school an environment in which children are protected from abuse and in which any suspicion of abuse is promptly and appropriately responded to, working with statutory agencies as appropriate.

Procedure

- We ensure all staff and parents are made aware of our safeguarding policies and procedures.
- We provide adequate and appropriate staffing resources to meet the needs of children.
- Applicants for posts within the setting are clearly informed that the positions are exempt from the Rehabilitation of Offenders Act 1974.
- Candidates are informed of the need to carry out Disclosure and Barring Service (DBS) checks with the Criminal Records Bureau before posts can be confirmed.
- All references received are from appropriate professional sources and not personal email accounts.
- All references are received and verified before new staff are offered a position within Kingfishers Preschool.
- Where applications are rejected because of information that has been disclosed, applicants have the right to know and to challenge incorrect information.
- We abide by Ofsted requirements in respect of references and DBS checks for staff and volunteers, to ensure that no disqualified person or unsuitable person works at the setting or has access to the children.
- Volunteers do not work unsupervised.
- We abide by the Protection of Vulnerable Groups Act 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 setting.

- We take security steps to ensure that we have control over who comes into the setting so that no unauthorised person has unsupervised access to the children.
- We are aware of and follow the guidance in 'Bucks Safeguarding Oct 2015'.

Responding to suspicions of abuse

- We acknowledge that abuse of children can take different forms - physical, emotional, and sexual, as well as neglect.
 - When children are suffering from physical, sexual or emotional abuse, or may be experiencing neglect, this may be demonstrated through the things they say (direct or indirect disclosure) or through changes in their appearance, their behaviour, or their play.
 - 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 setting leader or manager who is acting as the 'designated person'. The information is stored on the child's personal file.
 - We refer concerns to the local authority children's social care department and co-operate fully in any subsequent investigation.
- NB In some cases this may mean the police or another agency identified by First Response.
- We take care not to influence the outcome either through the way we speak to children or by asking questions of children.

Recording suspicions of abuse and disclosures

- Where a child makes comments to a member of staff that gives cause for concern (disclosure), observes signs or signals that gives cause for concern, such as significant changes in behaviour; deterioration in general well-being; unexplained bruising, marks or signs of possible abuse or neglect that member of staff:
 - listens to the child, offers reassurance and gives assurance that she or he will take action;
 - does not question the child;
 - makes a written record that forms an objective record of the observation or disclosure that includes:
 - the date and time of the observation or the disclosure;
 - the exact words spoken by the child as far as possible;
 - the name of the person to whom the concern was reported, with date and time; and
 - the names of any other person present at the time.

These records are signed and dated and kept in the child's personal file on CPoms which is kept securely and confidentially.

Making a referral to the First Response team

- Where a person has reasonable cause to suspect that a child is suffering or at risk of suffering significant harm, the First Response will be contacted on 0845 4600 001 within 24 hours and Ofsted within 14 days.

Liaison with other agencies

- We are aware of and follow the guidance in '*Working together to Safeguard Children 2015*.'
- We work within the Buckinghamshire Safeguarding Children Board guidelines.
- We have a copy of '*Working together to Safeguard Children. 2015*' for parents and staff and all staff are familiar with what to do if they have concerns.
- We have procedures for contacting the local authority on child protection issues, including maintaining a list of relevant contact numbers (see child protection folder), to ensure that it is easy, in any emergency, for the setting and social services to work well together.
- We notify Ofsted of any incident, accident or allegations and any changes in our arrangements which may affect the wellbeing of children.
- Contact details for the local National Society for the Prevention of Cruelty to Children (NSPCC) are also kept.
- Parents are normally the first point of contact. If a referral is to be made to the local authority social care department, we act within the area's Safeguarding Children and Child Protection guidance in deciding whether we must inform the child's parents at the same time, or if the investigating officers will inform parents.

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. The procedure is detailed on the website.
- We follow the guidance of the Buckinghamshire Safeguarding Children Board when responding to any complaint that a member of staff, or volunteer within the setting, or anyone living or working on the premises occupied by 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, or anyone living or working on the premises occupied by the setting, may have taken, or is taking place, by first recording the details of any such alleged incident.
- Allegations against staff members will be reported to LADO within 24 hours (01296 382070) and Ofsted within 14 days.
- We co-operate entirely with any investigation carried out by LADO in conjunction with the police.
- Where the management committee and First Response agree it is appropriate in the circumstances, the governors will suspend the member of staff on full pay, or the volunteer, for the duration of the investigation, only if we are unable to find alternative work for them away

from the children. 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 a volunteer is dismissed from the setting because of misconduct relating to a child, we notify the Independent Barring Board administrators so that the name may be included on the Protection of Children and Vulnerable Adults Barred List.

Use of mobile phones and cameras

See separate policy.

Training

- We seek out training opportunities for all adults involved in the setting to ensure that they are able to recognise the signs and signals of possible physical abuse, emotional abuse, sexual abuse and neglect and that they are aware of the local authority guidelines for making referrals.
- We ensure that all staff know the procedures for reporting and recording their concerns in the setting.
- During regular staff meetings procedures are discussed and reviewed to ensure all staff are aware of their role and responsibility in safeguarding children and the processes to follow.
- All staff complete mandatory safeguarding training annually during staff training days and individual training is updated as required for each staff member.
- Kingfishers Preschool has an appointed DSL who ensures they are regularly updating their knowledge and training and who oversees the training needs of staff within the preschool.

Planning

- The layout of the rooms allows for constant supervision. No child is left alone with staff or volunteers in a one-to-one situation without being visible to others.
- Privacy for children during nappy changing and intimate care procedures is at all times considered whilst not compromising safeguarding procedures.

Curriculum

- We introduce key elements of keeping children safe into our programme to promote the personal, social and emotional development of all children, so that they may grow to be *strong, resilient and listened to* and that they develop an understanding of why and how to keep safe.

- We create within the setting a culture of value and respect for the individual, having positive regard for children's heritage arising from their colour, ethnicity, languages spoken at home, cultural and 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 Buckinghamshire Safeguarding Children Board.

Support to families

- We believe in building trusting and supportive relationships with families, staff and volunteers in the group.
- We make clear to parents our role and responsibilities in relation to child protection, such as for the reporting of concerns, providing information, monitoring of the child, and liaising at all times with the local children's social care team.
- We will continue to welcome the child and the family whilst investigations are being made in relation to any alleged abuse.
- We follow the Child Protection Plan as set by the child's social care worker in relation to the setting's designated role and tasks in supporting that child and their family, subsequent to any investigation.
- Confidential records kept on a child are shared with the child's parents or those who have parental responsibility for the child in accordance with the Confidentiality and Client Access to Records procedure and only if appropriate under the guidance of the Buckinghamshire Safeguarding Children Board.

July 2017

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