



Our safeguarding policy is in line with our local safeguarding children's board (LSCB) Central Bedfordshire, Working together to safeguard children (2018) and the Children's Act (2004)

Statement of intent

Bumblebees Pre-School works with children, parents and the community to ensure the safety and protection of children and to give them the very best start in life.

Aims

Our aims are to:

- create an environment in our Pre-School which is safe and secure for all children; the layout of the room allows for constant supervision
- enable children to have the self-confidence and the vocabulary to resist inappropriate approaches
- encourage children to establish and sustain satisfying relationships within their families, with peers, and with other adults
- encourage children to develop a sense of independence
- work with parents to build their understanding of and commitment to the welfare of all our children

In order to fulfil these aims

- We ensure that all staff, trustees and parents / carers are made aware of the safeguarding policies and procedures
- We ensure that no child is collected by a minor (a child under 16 years of age)
- Our staff have received training in Safeguarding Children with staff receiving update training
- We follow the guidelines laid down by the Local Safeguarding Children Board
- We have a copy of Working Together to Safeguard Children available on line for staff to use if required and for parents to see if they wish. We also have regard for other relevant government guidance including, but not limited to, 'What to do if you're worried a child is being abused,' 'Information Sharing' and 'Prevent Duty.'
- In consultation with parents/carers we are able to refer children for additional help through the Early Help Assessment Form (EHA). We do this with the support of other professionals and the Early Help Team.
- We notify the registration authority (Ofsted) of any incident or accident which affects the wellbeing of children.
- We have procedures for contacting the local authority's Access and Referral Hub on safeguarding children issues
- If a report is to be made to the authorities, we take advice from the Access and Referral Hub in deciding whether we must inform the child's parents at the same time.

How we ensure that Children are safe and protected

Staffing and volunteering

- We have a designated safeguarding lead that completes regular training to enable them to provide support, advice and guidance to all other staff about safeguarding issues.
- We provide adequate and appropriate staffing resources to meet the needs of children.
- All staff have a duty to maintain the wellbeing of children in their care.
- Applicants for posts within the setting are clearly informed that the positions are exempt from the Rehabilitation of Offenders Act 1974 and Safer Recruitment Procedures. Candidates are informed of the need to carry out 'Enhanced with lists' DBS check and take-up references before posts can be confirmed. Where applications are rejected because of information that has been disclosed, applicants have the right to know and to challenge incorrect information.



- Current and prospective staff are informed that they must disclose any convictions, cautions, court orders, reprimands and warnings which may affect their suitability to work with children whether received before or during employment.
- We abide by Ofsted requirements in respect of references and police checks for staff and regular volunteers, to ensure that no disqualified person or unfit person works at the Pre-School or has access to the children.
- Volunteers and un-vetted persons, do not work unsupervised.
- We abide by the Safeguarding Vulnerable Groups Act 2006 (SVGA) 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 safeguarding children 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.

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 Ofsted, the LSCB and if required the DBS. We are under a legal duty of the Safeguarding Vulnerable Groups Act 2006 to notify the DBS of relevant information, so that individuals who pose a threat to vulnerable children can be identified and barred from working with these groups. Please see our allegations against a member of staff policy and procedure.

Training

All of our staff have received training on Safeguarding Children Issues through Local Authority approved providers and through our comprehensive induction procedure. 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, child sexual exploitation and radicalisation as well as awareness of inappropriate staff behaviour. They are aware of the local authority guidelines for making referrals. We ensure that all staff are aware of the procedures for reporting and recording their concerns in the setting. Our designated officer has specific training on multi-agency working, making a referral to the Channel programme as part of the prevent duty because a child is at risk of being drawn into terrorism.

Curriculum

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. We introduce key elements of safeguarding children into our curriculum and activity planning so that children can develop an understanding of why and how to keep safe. (e.g. Stranger Danger, Road Safety)

Complaints

We ensure that all parents know how to complain about staff or volunteer action within the setting, which may include an allegation of abuse.

We have a procedure on Allegations made against a member of staff.

We notify Ofsted and the local Authority Designated Office (LADO) when we receive an allegation made about a member of staff, in line with our procedure.

We follow all the disclosure and recording procedures when investigating an allegation that a member of staff or volunteer has abused a child as if it were an allegation of abuse by any other person.

If we suspect abuse

- We will always seek and follow guidance from the Access and Referral Hub and Social Services.



- We, as staff acknowledge that abuse of children can take different forms - physical, emotional, verbal, sexual and neglect. Children can also be at risk of child sexual exploitation and radicalisation.
- 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 will seek support and advice and investigate.
- We allow 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. We seek parent's permissions before making a referral unless by seeking this permission we put a child at risk.
- We work co-operatively with the parent unless this is inconsistent with the need to ensure the child's safety.
- All concerns are recorded.

Disclosures made to us

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

- offers reassurance to the child;
- does not promise the child not to tell anyone
- listens to the child; and
- gives reassurance that she or he will take action.

The member of staff *does not question the child* – the golden rule is observe and listen but do not probe.

Recording and Reporting suspicions of abuse and disclosures

Staff make a record of:

- The child's name
- The date and time of the observation or the disclosure
- An objective record of the observation or disclosure
- The exact words spoken by the child
- The name of the person to whom the concern was reported, with date and time
- The names of any other person present at the time
- These records are signed and dated and kept in a separate confidential file

The member of staff will discuss the incident with the safeguarding lead and a decision will be made about who should be notified. If a child's safety is at risk the Access and Referral Hub will be contacted immediately. We will take advice from them regarding information that is then given to parents.

In a case where a child is not in immediate danger we try to discuss the matter with parents before making any referrals. However it is the welfare of the child which is paramount and this is at the forefront of all our actions. We are aware that many children have suffered because of lack of communication between agencies, and that government guidance now encourages the full sharing of information. We shall therefore use our professional judgement in sharing information with the agencies that 'need to know,' being open and honest with parents and children as to why we feel we need to share the information.



Full records of conversations will be maintained when any referrals or discussions are held with any other agencies or with parents prior to a referral. These records will include dates and times of the conversation, who we speak to, and the advice we were given.

Informing Parents / Carers

We will always aim to involve parents / carers in any referrals before they are made. However if a suspicion of abuse is recorded, and the child is considered at risk an immediate referral will be made to the Access and Referral Hub and we will take their advice on informing parents.

Confidentiality

All suspicions and investigations are kept confidential and shared only with those who need to know. If there are concerns within the Pre-School it is important that the Leader is made aware of them. However children will work with a number of different adults in the Pre-School and they should also be made aware that there are concerns about an aspect of well-being of the child in question. Any information shared with external agencies is done under the guidance of the Local Safeguarding Children Board.

Support to families

The setting takes every step in its power to build up trusting and supportive relations among families, staff and volunteers in the group.

The setting continues to welcome the child and the family whilst investigations are being made in relation to abuse in the home situation.

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 Local Safeguarding Children Board.

With the provision 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.

Use of camera and mobile phones

We ask parents for permission to use the photos/video of their children for the purpose of displays, publicity and in learning journeys/developmental files. We also ask parental permission for their child to be photographed by a professional photographer or by parents for special events.

Only photos taken by staff with a setting camera or video camera will be used in the setting, for the newsletter or for publicity.

Staff must never use a camera to take a picture of bruises or any other injuries. Concerns over bruises etc., must be referred to the Leader and full details recorded in the incident book and drawn on the body map before being referred to Social Care.

Staff will never take photos on their own cameras, mobile phones or wrist cameras. Mobile phones or wrist cameras are kept out of the play areas along with other personal belongings. Memory cards remain on the premises when they are not in use. Pre-School cameras are locked away in the designated area at the end of the day.

Parents are reminded not to use their mobile phones or wrist cameras while on the premises and there are signs up to remind them. We discuss with parents any concerns they have with any of the photography occurring in the setting. We hope that an understanding can be reached in all situations.



Access and Referral Hub – 0300 300 8585

Police – central beds 01234 841212 / Luton 01582 4021212

If immediate danger ring 999

NSPCC 24 hr helpline – 0808 800 5000

Ofsted – 0300 123 1231

DBS - <https://www.gov.uk/disclosure-barring-service-check/overview>

LADO - 0300 300 4833

Prevent Officer (Channel Panel) – 0300 300 8585

Channel programme – 020 7340 7264

National Whistleblowing Number 8am – 8pm Mon – Fri 0800 028 0285