



Statutory framework requirement: Safeguarding and welfare

The provider must take necessary steps to safeguard and promote the welfare of children.

Safeguarding Policy

Hartfield Playschool is committed to building a 'culture of safety' in which children are protected from abuse and harm in all areas of its service delivery. 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.

STAFF AND VOLUNTEERS

- Our designated person who co-ordinates and oversees child protection issues is: Early Years Manager- Debbie Arnett (The Designated Safeguarding Lead)
- We ensure all staff are made aware of and understand our safeguarding policies and procedures (induction training) and parents are aware of them too- signed registration form with agreement of having read and understood all our policies.
- All staff have a minimum of Level 1 Child Protection training and complete online refresher training annually, therefore ensuring an up-to-date knowledge of safeguarding.
- We provide adequate and appropriate staffing resources to meet the needs of all children.
- Candidates are informed of the need to carry out 'enhanced disclosure' checks with the Disclosure and Barring Service (DBS) before posts can be confirmed.
- Where applications are rejected because of obtaining 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. We follow the practices set out by our Safer Recruitment procedures.
- Volunteers do not work unsupervised.
- We inform all staff that they are expected to disclose any convictions, cautions, court orders or reprimands and warnings which may affect their suitability to work with children (whether received before or during their employment with us).
- We have procedures for recording the details of visitors to the setting. We use a 'Visitors Book' where the date, time in and time out, name and reason for visiting are recorded.



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- 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. This applies to indoors and outdoors.
- We take steps to ensure that children are not photographed or filmed on video for any other purpose than to record their development or their participation in events organised by Hartfield Playschool. Parents sign a consent form on our registration form and have access to records holding visual images of their child like the Learning Journey. If a child has not got a consent from parents to be photographed and filmed, a list of the names will be made and kept in the 'Contact Details' file so all staff members are aware of it.
- Digital images – we have 6 Samsung tablets at Playschool now. The images taken with the tablets are used for our Online Learning Journey records, observations and display purposes. They are stored in the locked cupboard in the office when not in use.
- Mobile phones- staff are only allowed to use mobile phones for personal purposes in the office area. Parents, staff and any other adults visiting Hartfield Playschool are not allowed to use mobile phones indoors or outdoors at any time when the children are present.

Hartfield Playschool is committed to responding promptly and appropriately to all incidents or concerns of abuse that may occur, and to work with statutory agencies in accordance with the procedures that are set down in 'What to do if you're worried a child is being abused'.

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, or experiencing neglect, this may be demonstrated through: significant changes in their behaviour, regression in their general well-being, the things they say (direct or indirect disclosure), changes in their appearance, their behaviour, or their play, unexplained bruising, marks or signs of possible abuse or neglect, and any reason to suspect neglect or abuse outside the setting.
- We take into account factors affecting parental capacity, such as social exclusion, domestic violence, parent's drug or alcohol abuse, mental or physical illness or parent's learning disability.



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- Where we believe a child in our care or known to us may be affected by any of these factors we follow the procedure for reporting child protection concerns.
- Where such evidence is apparent, the person who discovered this makes a dated record of the details of the concern and discusses what to do with the Early Years Manager (who is the Designated Safeguarding Lead) (Debbie) or Deputy Early Years Manager (Terri). The Lead Person may feel that more observations need to be taken, and/or conversation with parents/carers need to be conducted. Information will be recorded in a clear, accurate, auditable, relevant and chronologically. This information will be stored in the locked cabinet in the office in individual personal safeguarding files, with access restricted to those with direct safeguarding responsibilities. These procedures enable the setting to build up a picture and assist the Lead Person if she/he decides to make an immediate referral to the children's social care department.
- We refer concerns to the local authority children's social care department and co-operate fully in any subsequent investigation. In some cases this may mean the police or another agency identified by the East Sussex Safeguarding Children's Partnership.
- We take care not to influence the outcome either through the way we speak to children or by asking questions of children.
- We take account of the need to protect young people aged 16-19 as defined by the Children Act 1989. This may include students or school children on work placement, young employees or young parents. Where abuse is suspected we follow the procedure for reporting any other child protection concerns. The views of the young person will always be taken into account, but Hartfield Playschool may override the young person's refusal to consent to share information if it feels that it is necessary to prevent a crime from being committed or intervene where one may have been, or to prevent harm to a child or adult. Sharing confidential information without consent is done only where not sharing it could be worse than the outcome of having shared it.

RECORDING SUSPICIONS OF ABUSE AND DISCLOSURES

- Where a child makes comments to a member of staff or volunteer that give cause for concern (disclosure), or a member of staff observes signs or signals that give 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 will:
 - listen to the child, offer reassurance and give assurance that she or he will take action;



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- not question the child;
- make a written record that forms an objective record of the observation or disclosure that will include: 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 the date and time; and the names of any other person present at the time.
- These records are signed and dated, and kept in the locked cabinet in the office in personal individual safeguarding files for each child. This is kept securely and confidentially in the office and only accessed by those who have a direct responsibility for safeguarding.
- The Designated Safeguarding Lead may feel that more observations need to be taken, and/or conversation with parents/carers need to be conducted. Information will be recorded in a clear, accurate, auditable, relevant and chronologically. This information will be stored in the locked cabinet in the office in individual personal safeguarding files, with access restricted to those with direct safeguarding responsibilities. These procedures enable the setting to build up a picture and assist the Lead Person if she/he decides to make an immediate referral to the children's social care department.
- Where the East Sussex Safeguarding Children Partnership stipulates the process for recording and sharing concerns, we include those procedures alongside this procedure and follow the steps set down by the East Sussex Safeguarding Children Partnership.
- Hate incidents, e.g. racist, homophobic, gender or disability-based bullying, are reported, recorded and considered under safeguarding arrangements.
- Attendance patterns are reviewed and responded to under safeguarding arrangements.
- We will continue to support any pupil leaving the pre-school about whom there have been concerns by ensuring that all appropriate information, including welfare and safeguarding concerns, is forwarded under confidential cover to the pupil's new pre-school or school as a matter of priority, and within 5 working days. (ESCC best practice is that this should be actioned within five working days)

MAKING A REFERRAL TO THE LOCAL AUTHORITY SOCIAL CARE TEAM

- In September 2019 East Sussex introduced a new referral process. All referrals are made through the countywide SPOA, (Single Point of Advice), service. Contactable on 01323464222 or 0-19.spoa@eastsussex.gov.uk



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- Before making a referral you will relate your concerns to the East Sussex Continuum of Need (available at; <https://www.eastsussex.gov.uk/childrenandfamilies/professional-resources/continuum-of-need/levels-indicators/>)
- The single point of advice have provided us with a 'Single Point of Advice Referral' form which can be found at the end of this policy. The Designated safeguarding lead will provide as much information as possible, including your immediate concern, what strategies have been tried, any other relevant background information, whether parents are aware of the referral and what you consider be the risk.
- This form will be completed and returned to SPOA via secure email wherever possible. If there is a significant immediate risk of harm then SPOA should be contacted by telephone.

INFORMING PARENTS

- Parents are normally the first point of contact. We discuss concerns with parents to gain their point of view of events if we feel this is needed, unless we feel this may put the child in greater danger.
- If a suspicion of abuse warrants referral to social care, parents are informed at the same time that the referral will be made, except where the guidance of the East Sussex Safeguarding Children Partnership does not allow this, for example, where it is believed that the child may be placed in greater danger.
- This will usually be the case where the parent is the likely abuser. In these cases the social workers will inform parents.

LIAISON WITH OTHER AGENCIES

- We work within the East Sussex Safeguarding Children Partnership guidelines.
- We have procedures for contacting the local authority regarding child protection issues.
- We notify the registration authority (Ofsted) of any incident or accident and any changes in our arrangements which may affect the wellbeing of children. Notifications to Ofsted are made as soon as is reasonable and practicable, but at least within 14 days of the allegations being made.
- Contact details for the local National Society for the Prevention of Cruelty to Children (NSPCC) are also kept.



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Hartfield Playschool is committed to promoting awareness of child abuse issues throughout training and learning programmes for adults. It is also committed to empowering young children, through its early childhood curriculum, promoting their right to be strong, resilient and listened to.

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 the Designated Safeguarding Lead completed Designated Safeguarding Lead training which is being renewed every 2 years.
- We ensure that all staff know the procedures for reporting and recording their concerns they may have about our setting.

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 or within hearing to others.

CURRICULUM

- We introduce key elements of keeping children safe into our daily routines 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 individuals, 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 East Sussex Safeguarding Children Partnership.

SUPPORT TO FAMILIES

- We believe in building trusting and supportive relationships with families, staff and volunteers at our setting.



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- We make clear to parents our role and responsibilities in relation to child protection, such as for the reporting of concerns, information sharing, 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 East Sussex Safeguarding Children Partnership.

This policy was reviewed by the Supervisor: Marzena Michalowska in line with the 'Essential policies and procedures for the EYFS' by Preschool Learning Alliance

This policy was adopted by Hartfield Playschool staff and Committee in February 2013.

Reviewed: January 2014

Reviewed: November 2014

Reviewed: July 2015

Reviewed: July 2016

Reviewed: July 2017

Reviewed: July 2019

Reviewed and Updated: September 2019

Name of Early Years manager: Debbie Arnett

Signature:

Name of Registered Person and trustee: Sarah Adams

Signature:



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