**Safeguarding Children**

**Child Protection**

Pied Piper Pre-School believes that it is unacceptable for a child to experience abuse of any kind and recognises its responsibility to safeguard the welfare of all children by a commitment to practice which protects them.

**Early Years Foundation Stage** key themes and commitments

|  |  |  |  |
| --- | --- | --- | --- |
| A Unique Child | Positive Relationships | Enabling Environments | Learning and Development |
| 1.3 Keeping Safe | 2.1 Respecting each other.  2.2 Parents as partners | 3.4 Wider Context | 4.4 Personal, Social, and emotional development |

**Procedures**

**If you have any concerns about a child phone.**

**During office hours call Practitioner advice and referral line (Integrated front door) on 01274 433999 Opening hours are Monday to Thursday- 8:30 am to 5:00pm and Friday 8:30am to 4:30pm**

**At all other times, The Emergency Duty Team will continue to take out of hours calls on 01274 431010.**

**If you have reason to believe that a child is at immediate risk of harm, contact the police on 999.**

We carry out the following procedure to meet our key commitments to safeguard children.

Our designated named person who co-ordinates child protection issues is:

**Jenna Smith (Manager) or Carolyn Muir (Deputy)**

Our designated person who oversees this work is the committee Chair Member:

**Deborah Thorley**

SAFEGUARDING CHILDREN IS EVERYONES RESPONSIBILITY. IF IN DOUBT SPEAK OUT.

We ensure all staff are trained to understand our safeguarding children’s policies and procedures and parents are aware of them too. When we recruit staff or volunteers, they are made aware that we need to carry out an “Enhanced Disclosure” check with the DBS.

We abide by Ofsted requirements in respect of references and DBS checks, and we ensure that no disqualified person or unsuitable person works or volunteers at Pied Piper Preschool.

We also do not allow parent or short-term volunteers to work unsupervised.

We have a procedure for recording the details of visitors to our setting.

We take steps to ensure that no unauthorised person has unsupervised access to the children.

**We recognise that:**

The welfare of the child is paramount. All children, regardless of age, disability, gender, racial heritage, religious belief, sexual orientation, or identity, have the right to equal protection from physical, emotional, sexual and neglect abuse.

**Responding to suspicions of abuse:**

We acknowledge that abuse of children can take different forms- Physical, Emotional and Sexual also Neglect.

When children are suffering from physical sexual or emotional abuse, or may be experiencing neglect, this may be demonstrated through:

Changes in behaviour

Deterioration in their general wellbeing

Their comments which may give cause for concern.

Changes in their appearance or their play

Unexplained bruising marks or signs of possible abuse or neglect

Children can display above concerns when they are exposed to domestic violence, parent’s drug, or alcohol abuse and mental or physical health.

We are aware of other factors that affect children’s vulnerability such as sexual exploitation of children. This can be done through internet abuse and female genital mutilation that may affect or may have affected children using our provision, all staff and volunteers are fully trained using the FGM training course. We are also aware of radicalisation and extremism and what to do if any of our children are affected by this. All staff and volunteers are fully trained using The Prevent Duty training course.

Where such evidence is apparent the child’s key person makes a dated record of what they have concerns about then discusses this with the “designated person.” Information is stored away in locked cupboards. We then refer our concerns to Bradford children’s services integrated front door where we co-operate fully with any subsequent investigations this may also include the police or another safeguarding agency. We do not speak to or question the child in a way that may influence the outcome.

**Recording our Suspicions:**

If a child were to make a disclosure or signs or signals, which give cause for concern to a member of staff:

We would listen to the child and make them feel valued and respected and not at fault or blame.

Do not question the child.

Given assurances that action will be taken.

Make an accurate written record of the observation that will include:

-The date, time of the observation or disclosure

- The exact words as spoken by the child

- The name of the person to whom the concern was reported with time and date

- The names of any other person present at the time.

We sign and date these records and place in a locked cupboard for security and confidentiality, make a referral to the integrated front door.

**Informing parents:**

Parents are normally the first point of contact. If suspicion of abuse is recorded, parents are informed at the same time as the report is made, unless advised by the integrated front door not to. We will leave this to the investigating officer to inform parents.

**Working with other agencies:**

We work within Bradford children’s services guidelines. We have a copy of ‘what to do if you’re worried a child is being abused’ for staff and volunteers and all staff are familiar with what to do if they have any concerns. We have a procedure for contacting the local authority on child protection issues. Numbers of other agencies are within the settings safeguarding children’s file.

We would notify Ofsted of any incident or of any changes.

<https://www.gov.uk/government/publications/what-to-do-if-youre-worried-a-child-is-being-abused--2>

**Allegations against staff – Allegation Management:**

We make sure that parents know how to complain about the behaviour or actions of staff or volunteers at our setting, which may include abuse.

We follow the guidance from the integrated front door and LADO when responding to a complaint that a member of staff or volunteers in our setting has abused a child.

We respond to any disclosure about abuse that may have taken or is taking place by a member of staff/volunteer, by recording the details of such alleged incident. We refer any such complaint immediately to Bradford children’s services integrated front door, LADO, OFSTED and or the police. We would co-operate entirely with any investigation carried out by the social care team or police.

Where the managers, committee and children’s social care team find that it is appropriate in the circumstances; the Chairperson will suspend the member of staff while there is an investigation to protect the staff and the families or the children.

**Disciplinary Action**

If a member of Staff at Pied Piper was dismissed because of a misconduct relating to a child, we would notify the independent barring board administrations. So, their name could be included on the protection of children and vulnerable adults barred list.

**Training**

The delegated named person in safeguarding children seeks out up to date training opportunities to ensure they are able to recognise signs and signals of possible abuse and that they are aware of local authority guidelines for making referrals. All staff and volunteers have Effective safeguarding training up to date.

We ensure all staff know the procedures for reporting and recording their concerns in the setting.

**Planning**

The layout of the room allows for constant supervision. No child is left alone with staff/volunteers in a one-to-one situation without being visible to others.

**Curriculum**

At Pied Piper we promote the personal, social, and emotional development of all our children so that they grow strong, resilient, and listened to; and that they develop an understanding of how to keep safe.

**Confidentiality**

All suspicions and investigations are kept confidential and shared with those who need to know. Any information is shared under the guidance of Bradford children services.

**Our Commitment to our families**

At Pied Piper we believe in building and forming supportive relationships with our families, staff, and volunteers. We make clear our responsibilities in relation to child protection. We will continue to welcome the child and the family whilst any investigations are being made in relation to any alleged abuse.

We would follow the child protection plan as set out by the child’s social care worker and support the child and family during any investigations.

Confidential records kept on a child are shared with the child’s parents/guardians in accordance with the confidential and access to records procedure and only if appropriate under guidance from Bradford children services.

**Key legislation and documentation**

We use the following documentation alongside our safeguarding policies:

**Working together to safeguard children: 2018.**

**What to do if you’re worried a child is being abused: advice for practitioners**

**The prevent duty guidance for England and Wales**

**Keeping children safe in Education**

**Information sharing advice.**

**Ofsted’s inspecting safeguarding in early years, education, and skills settings.**

**Bradford’s continuum of need and risk identification tool**

**Early years foundation stage (EYFS) Statutory framework**

**Prevention and Early Help**

All staff, students and volunteers are aware of Bradford Safeguarding Partnership’s key messages and what documentation they need to use to support them to make a referral. All staff know to speak with the Designated safeguarding lead in setting **Jenna Smith** or in her absence then they speak to **Carolyn Muir**. ‘Prevention’ and ‘Early Help’ is the way families are supported in Bradford. ‘Prevention’ is about stopping problems and ‘Early Help’ is about preventing problems. ‘Early Help’ is not a specific service. It is a way of ‘thinking’ and ‘working’ through a collaborative approach between services with families. It is about providing support to families when a need is identified or as soon as a problem emerges, at any point in a child’s life. This can be from the point of conception through childhood and into adolescence (0 to 19 yrs. and 24yrs SEND) to prevent or reduce the need for statutory services. These services are provided by the Family Hubs.

Family Hubs are designed to bring services together to work with families to deliver an Integrated Local Offer. Think about any service that families may need, and the Family Hubs are designed to provide information and access to these. This could include a wide range of services ranging from day care and early learning; schools and alternative education; midwifery and health visiting services; mental health support; and advice on parenting; family support; adult learning and employment opportunities.

Keighley and Shipley keighleyshipley@bradford.gov.uk 01535 618005

**Continuum of need and risk identification tool**

The Continuum of need and risk identification tool document is aimed at every agency, and professional who works directly or indirectly with children, young people, and families. This guidance is to help agencies identify a child’s level of need and vulnerability, and respond appropriately, “getting the right help, at the right time.”

The framework describes need in 4 levels - these are not rigid, as a child’s needs are unique.

The description of each level 1 to 4 gives examples of how need might present itself and may help you understand better how a child’s needs will be met. It can be stepped up and down depending on factors along the way.

**Level 1 – Universal:** no additional needs. Needs are met by universal services e.g., GP, dentist, health visitor, school, childcare setting.

**Level 2 – Universal Plus:** additional support needed which may or may not require multiagency work with other professionals and/or services i.e., food bank, debt service.

**Level 3 – Targeted Support / Partnership Plus:** help and support from a range of professionals for families with complex needs.

**Level 4 – Statutory / Specialist and Child Protection:** high priority needs including other specialist services – children who are experiencing significant harm.

**Bradfords Referral Process**

If concerns are at level 1 or 2 in the continuum of need document, the setting will complete an Early Help Assessment with parent/carer consent.

If concerns are at level 3 or 4 in the continuum of need document, the setting will phone Bradford Children’s Services Integrated Front Door (IFD) to make a referral. After phoning Bradford Children’s Services Integrated Front Door (IFD) and discussing concerns, the IFD will advise what steps to take next. The setting may be asked to submit documentation relating to a child or young person following a conversation with one of the Consultant Social Workers. This would be submitted via the Children’s portal.

For members of the public to share their concerns: free telephone line 0800 9530966, this number is advertised on our notice board to parents and carers. They also have a section on the Children’s Portal to share information as well as to access lots of useful information.

The policy was adopted at a meeting of Pied Piper Pre-School.

Held on

Date to be reviewed.

Signed out behalf of the management committee.

Name of signatory

Role of signatory