

Safeguarding Children and Child Protection



The safeguarding and Welfare Requirements.

Child protection – 3.4, 3.5, 3.6, 3.7, 3.8.

Suitable people – 3.9, 3.10, 3.11, 3.12, 3.13.

Disqualification – 3.14, 3.15, 3.16 3.17, 3.18

Staff, qualifications, training, support and skills – 3.20, 3.21, 3.22

Policy statement

At Bridgwater and Taunton College Childcare Centre our belief is that no child or young person should ever experience abuse of any kind. We understand that safeguarding is the responsibility of all and we are committed to ensuring our practice protects any child who attends the setting or any student who may be on site whether; on work placement, work experience, taster days, open days, volunteering or observing practice.

Staff, children, visitors, volunteers and parents are aware of the expected behaviours and the settings legal responsibilities in relation to the safeguarding and promoting the welfare of all our children.

To safeguard children and promote their welfare we will:

- Create an environment to encourage children to develop a positive self-image
- Provide positive role models and develop a safe culture where staff are confident to raise concerns about professional conduct
- Always listen to children
- Promote tolerance and acceptance of different beliefs, cultures and communities
- Help children to understand how they can influence and participate in decision making and how to promote British values through play, discussion and role-modelling
- Provide an environment where practitioners are confident to identify where children and families may need intervention and seek the help they need
- Share information with other agencies as appropriate such as Somerset children's social care team, health professionals or the police

The policy works alongside these other safeguarding areas to cover all aspects of child protection. These include:

- Whistleblowing
- Online safety
- Looked after children
- Domestic Violence, Honour Based Violence (HBV) and Forced Marriages
- Human and Trafficking and Modern Slavery
- Prevent Duty and Radicalisation

Our Designated Safeguarding Lead/s (DSL) have safeguarding training every two years. They keep their knowledge and skills current by accessing updates and on-line training, at least annually.

We are committed to promoting the Fundamental British Values of Democracy, Rule of Law, Individual Liberty, Mutual Respect and Tolerance, through our curriculum and practice with the children and their families and the community.

We have due regard to the need to prevent people from being drawn into terrorism as stated by the Prevent Duty. In our setting we strive to protect children from the risk of radicalisation and we promote acceptance and tolerance of other beliefs and cultures.

This policy links with the Safeguarding and Child Protection Policy and Procedure for Bridgwater and Taunton College and the KCSIE document – effective September 2020

Safeguarding and promoting the welfare of children, in relation this policy is defined as:

- Protecting children from maltreatment
- Preventing the 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
(*Definition taken from the HM Government document 'Working together to safeguard children' 2018*)

The Designated Safeguarding Leads (DSL):

- Our designated person for child protection issues who have completed the Introduction to child protection and working together safeguarding courses are: **Caren Egan, Designated Safeguarding Lead.**
- Head of Student Services and Safeguarding within Bridgwater and Taunton College is: **Mark Nettle**

During the Childcare Centre opening hours, the DSL will be available for staff or parents to discuss any safeguarding and child protection concerns. In the unlikely event of the DSL being absent, any serious issues must be referred to Mark Nettle.

If Mark Nettle is not available, please refer to the Bridgwater and Taunton College Safeguarding and Child Protection Policy and Procedure. The Safeguarding poster is in the Childcare Centre, for names of alternative Safeguarding leads and sharepoint on the college website.

Note: *Chloe Trapnell is training to be Deputy DSL*

The nursery aims to:

- Keep the child at the centre of all we do
- The staff behaviour policy sits alongside this policy to enable us to monitor changes in behaviour that may cause concern.
- Our staff are trained in safeguarding and child protection and we update our knowledge as part of on-going staff development in line with the SSCP (Somerset Safeguarding Children Partnership) protocols at least bi-annually.
- The staff understand what is meant by child protection and are aware of the different ways in which children can be harmed, including by other children through bullying or discriminatory behaviour
- Be aware of the increased vulnerability of children with Special Educational Needs and Disabilities (SEND) and other vulnerable or isolated families and children
- Ensure that all staff feel confident and supported to act in the best interest of the child, share information and seek the help that the child may need

- Our induction procedure includes safeguarding and child protection to ensure that all our staff are aware of the procedures to follow. This will include the procedures for spotting signs of abuse and behaviours of abuse and abusers/ potential abusers, recording and reporting concerns creating a safe and secure environment for the children in the nursery.
- Ensure that children are never placed at risk whilst in the charge of the nursery staff
- Keep the setting safe online using appropriate filters, checks and safeguards, monitoring access at all times
- To ensure that all safeguarding issues raised within the setting are effectively responded, recorded and we will refer to the appropriate agency.
- We ensure all staff and parents are made aware of our Safeguarding and Child Protection policies and procedures.
- Ensure that all staff are familiar and updated regularly with child protection training and procedures and kept informed of changes to local/ national procedures, including safeguarding newsletters and updates via the Somerset Safeguarding Children Partnership
- Regularly review and update this policy with the staff and parents where appropriate and make sure it complies with any legal requirements and any guidance procedures issued by SSCP.

Contact telephone numbers

Children's Social Care - 0300 123 2224

Out of Office Hours - Emergency Duty Team (EDT) on 0300 123 23 27

Contact telephone numbers

NSPCC 0808 800 5000

Ofsted 0300 123 1231

Emergency Police 999

Non-emergency police 101

Government helpline for extremism concerns 020 7340 7264

Links:

<http://www.somerset.gov.uk/childrens-services/safeguarding-children/report-a-child-at-risk/>

Types of abuse and particular procedures followed

Children may be abused within a family, institution or community setting by those known to them or a stranger. This could be an adult or adults, another child or children.

What to do if you're worried a child is being abused (advice for practitioners 2015)

The signs and indicators listed below may not necessarily indicate that a child has been abused, but will help us to recognise that something may be wrong, especially if a child shows a number of these symptoms or any of them to a marked degree.

We acknowledge that abuse of children can take different forms - physical, emotional, and sexual, as well as neglect.

Indicators of child abuse

- Failure to thrive and meet development milestones
- Fearful or withdrawn tendencies
- Unexplained injuries to a child or conflicting reports from parents or staff
- Repeated injuries
- Unaddressed illnesses or injuries
- Significant changes to behaviour patterns

Softer signs of abuse as defined by National Institute for Health and Care Excellence (NICE) include:

- Low self esteem
- Wetting and soiling
- Recurrent nightmares
- Aggressive behaviour
- Withdrawing communication
- Habitual body rocking
- Indiscriminate contact or affection seeking
- Over-friendliness towards strangers
- Excessive clinginess
- Persistently seeking attention

Peer on peer abuse

We are aware that peer on peer abuse does take place, so we include children in our policies when we talk about potential abusers. This may take the form of bullying, physically hurting another child, emotional abuse or sexual abuse.

Physical abuse

Action needs to be taken if staff have reason to believe that there has been a physical injury to a child, including deliberate poisoning, where there is definite knowledge or reasonable suspicion that the injury was inflicted or knowingly not prevented. These symptoms may include bruising or injuries in an area that is not usual for a child e.g. fleshy parts of the arms and legs, back, wrists, ankles and face.

Many children will have cuts and grazes from normal childhood injuries. These should also be logged.

Children may be abused physically through shaking or throwing. Other injuries may include burns or scalds. These are not usual childhood injuries and should always be logged and discussed with the Designated Safeguarding Lead.

- 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.
- We take into account factors affecting parental capacity, such as social exclusion, domestic violence, parent's substance misuse, mental or physical illness or parent's learning disability.
- We are aware of other factors that affect children's vulnerability such as:
 - Gender based violence/violence against women and girls (VAWG)
 - Faith abuse and child abuse linked to beliefs in spirit possession
 - Sexual exploitation of children such as through internet abuse
 - Grooming, sexting and teenage relationship abuse.

- Up skirting –practice of taking non-consensual photos under a person’s skirt or kilt, capturing an image of the crotch areas, underwear or genitalia

Private fostering occurs when a child under the age of 16 (under 18, if disabled) is provided with care and accommodation by a person who is not a parent, person with parental responsibility for them or a relative in their own home

Breast Ironing is the process during which young pubescent girls’ breasts are ironed, massaged, flattened, and /or pounded down over a period of time in order for the breasts to disappear or delay the development of breasts entirely.

Cuckooing which refers to the practice of gangs / individuals taking up residence in the home of a vulnerable individual / family and using their home as a base for selling drugs - this can involve violence against the householder to ensure they co-operate in selling drugs, providing a base for the gang to run their operation (there are high levels of this in South Somerset)

Female Genital Mutilation – it is illegal in the UK to subject a girl/ woman to FGM or to assist a non UK person to carry out FGM overseas. Training will be available. The signs to look for are if children are away for long periods of time, complaining of a tummy ache or hesitant when going to the toilet. When changing nappies it is not always noticeable. Staff are aware of the mandatory duty to inform the police if a case of FGM becomes known to them or is suspected.

Child Sexual Exploitation is a form of sexual abuse. It involves children being forced or manipulated into sexual activity in exchange for money or gifts. Signs to look out for are children’s appearance, new clothes or gifts, poor attendance, withdrawn or fearful of adults. If any of these patterns appear they are written down on sharing information forms.

- Child exploitation can take place in the following terms:
- Child Sexual Exploitation, Peer on peer abuse, Online grooming and abuse, Radicalisation, Child Criminal Exploitation including County Lines, Modern Slavery and Trafficking for the purpose of Child Exploitation

Fabricated illness is a form of physical abuse. It occurs when a parent/ carer exaggerates or deliberately causes symptoms of illness in the child. There is more documentation on the Somerset Safeguarding Children Partnership

Domestic abuse /Honour Based Violence / Forced Marriages

We also make ourselves aware that some children and young people are affected by gang activity, by complex, multiple or organised abuse, through forced marriage or honour based violence or maybe victims of child trafficking. While this may be less likely to affect young children in our care we may become aware of any of these factors affecting older children and young people who we may come into contact with.

County Lines are criminal gangs who set up drug dealing operations in smaller towns. Often using violence to drive out local dealers and exploiting children and vulnerable people to sell drugs.

Contextual safeguarding children may be vulnerable to abuse or exploitation from outside of their families. These extra familial threats may arise at school or other educational establishments, from within peer groups or from the wider community. Assessments of these cases should consider whether wider environmental factors are present in a child’s life and are a threat to their safety and/or welfare.

Sexual abuse

Action needs to be taken if the staff member has witnessed an occasion (s) where a child indicated sexual activity through words, play, drawing, had an excessive preoccupation with sexual matters or had an inappropriate knowledge of adult sexual behaviour or language. This may include acting out sexual activity on dolls/ toys or in the role play area with their peers, drawing pictures that are inappropriate for a child, talking about sexual activities or using sexual language or words. The child may become worried when their clothes are removed, e.g. for nappy changes.

The physical symptoms may include genital trauma, discharge and bruises between the legs or signs of a sexually transmitted disease. Emotional symptoms could include changes in the child's behaviour. They may be withdrawn or outgoing. They may withdraw away from a particular adult and become distressed if they reach out for them, but they may also be particularly clingy to a potential abuser so all symptoms and signs should be looked at together and assessed as a whole.

If a child starts to talk openly to an adult about abuse they may be experiencing, the procedure below will be followed:

Procedure

- The adult should reassure the child and listen without interrupting if the child wishes to talk
- The observed instances will be detailed in a confidential report
- The observed instances will be reported to the DSL
- The matter will be referred to the Somerset Children's Social Care Team

Emotional abuse

Action should be taken if the staff member has reason to believe that there is a severe, adverse effect on the behaviour and emotional development of a child, caused by persistent or severe ill treatment or rejection.

This may include extremes of discipline where a child is shouted at or put down on a consistent basis, lack of emotional attachment by a parent, or it may include parents or carers placing inappropriate age or developmental expectations upon them. Emotional abuse may also be imposed through the child witnessing domestic abuse and alcohol and drug misuse by adults caring for them. The child is likely to show extremes of emotion with this type of abuse.

This type of abuse is harder to identify as the child is not likely to show any physical signs.

Neglect

When children are cold, showing signs of starvation or there is failure to seek medical treatment, when required (on behalf of the child), which results in serious impairment of the child's health development, including failure to thrive.

Signs may include a child persistently arriving at nursery unwashed or unkempt, wearing clothes that are too small (especially shoes that may restrict the child's growth or hurt them), arriving at nursery in the same nappy they went home in or a child having an illness or identified special educational needs or disability that is not being addressed by a parent. A child may be persistently hungry if a parent is withholding food or not providing enough for the child's needs.

Neglect may also be shown through emotional signs, e.g. a child may not be receiving the attention they need at home and may crave love and support at nursery. They may be clingy and emotional.

Reference is made to the Effective support for children and families in Somerset Threshold Document and the appropriate action taken. Practitioners identify the level of need.

The DSL has a duty to refer all known suspected cases of abuse to the relevant agency. This could involve the completion of an Early Help Assessment Form, CRIF, and DASH, MASH or a direct call to Somerset Direct or the police. Information can be accessed on the Somerset Safeguarding Children Partnership website. Where a disclosure is made to a visiting staff member from a different agency, e.g. Health Visitor, Area Senco it is the responsibility of that agency staff to formally report the referral to the settings DSL in the first instance and to follow the organisations procedure. All processes are documented and placed in the child's safeguarding file and kept in a locked filing cabinet.

Making a referral to the local authority social care team

- The designated person will inform the Children's Social Care Team

Tel. No. 0300 123 2224

Link:

<http://www.somerset.gov.uk/childrens-services/safeguarding-children/report-a-child-at-risk/>

Reporting Procedures

All staff have a responsibility to report safeguarding concerns and suspicions of abuse. These concerns will be discussed with the DSL as soon as possible.

- Staff will report their concerns to the DSL (in the absence of the DSL they will report to College DSL)
- Any signs or marks/ injuries to a child or information a child has given will be recorded and stored securely
- If appropriate, the incident will be discussed with the parent/carer, such as discussions will be recorded and the parent will have access to on request
- If there are concerns/ queries regarding the injury/ information given the following procedures will take place.

The DSL will:

- Contact the local authority children's social care team to report concerns and seek advice. If it is believed a child is in immediate danger we will contact the police.
 - If the safeguarding concern relates to an allegation against an adult working or volunteering with the children the DSL will follow the reporting allegations procedure
 - Record information and action taken relating to the concern raised
 - Speak to the parents (unless advised not to do so by Somerset children's social care team)
 - If we have concerns and require additional advice the designated person will call the Children's Safeguarding Leads' Consultation Line **0300 123 3078** 9am to 4pm Monday to Friday and **Early Advice Hub 01823 355803**
- If we refer concerns to the local authority we will follow protocols and co-operate fully in any subsequent investigation.
- NB In some cases this may mean the police or another agency identified by the Somerset Safeguarding Children 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 the setting 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.

- The DSL will follow up with the Somerset children's social care team if they have not contacted the setting. We will never assume that action has been taken.

Keeping children safe is our highest priority and if, whatever reason, staff do not feel able to report concerns to the DSL or College DSL they should call the Somerset children's social care team or the NSPCC and report their concerns anonymously.

Recording concerns, signs and indicators 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:
 - Stays calm
 - Listens to the child and take them seriously, offers reassurance that they have done the right thing and gives assurance that she or he will take action, explaining that they will have to tell someone else who can help
 - Reinforces that this is not their fault
 - Does not investigate or ask questions, encourage the child to use their own words
 - Does not make promises they cannot keep
 - Informs the DSL as soon as possible
 - May need to inform the local authority children's social care team and Ofsted
 - Makes a written record that forms an objective record of the observation or disclosure that includes:
 - child's name, address and age of child and date of birth
 - the date and time of the observation or the disclosure;
 - the exact words spoken by the child as far as possible;
 - Exact position and type of any injuries or marks seen
 - Exact observation of any incident including any concern was reported
 - What was said by the person the child spoke to
 - any observations of the child's behaviour and emotional state
 - 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
 - Any discussions held with the parent/s (where deemed appropriate)
- It is the responsibility of the DSL to follow the appropriate procedures when considering the next steps
- Ensures these records are signed by the DSL and dated and kept in the child's personal file which is kept securely and confidentially
- Staff involved may be asked to supply details of any information/ concerns they have regard to a child.
- Staff must not make comments either publicly or in private about the supposed or actual behaviour of a parent or member of staff.

Confidentiality

- All suspicions enquires and external investigations are kept confidential and shared only with those who need to know. Any information is shared under the guidance of Somerset Safeguarding Children Partnership.

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.
- Parents and families will be treated with respect and in a non-judgmental manner whilst external investigations are carried out in the best interest of the child.
- 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 if appropriate under the guidance of the Local Safeguarding Children Partnership.
- We will do all in our power to support and work with the child's family.

Allegations against staff, adults working or volunteering with children

- 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 allegation will be reported to the Manager on duty. If this person is the subject of the allegation, then this should be reported to the Deputy Manager/ Line Manager instead.
- We follow the Allegations against Staff and Volunteers procedures of the Somerset Safeguarding Children Partnership 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 have a Whistleblowing policy in place and are mindful of observing any inappropriate behaviours from adults in the centre. All staff are aware of their duty to raise concerns about the attitude or actions of colleagues via the whistle blowing and complaints polices.
- If as an individual we feel this will not be taken seriously or are worried about the allegation getting back to the person in question then it is our duty to inform the LADO directly
- We report any such alleged incident to **Ofsted** (as soon as possible but at the latest within 14 day of the allegation being made) and what measures we have taken. We are aware that it is an offence not to do this.
- We will contact the LADO (**Anthony Goble**) as soon as an allegation has been made - via Somerset Direct (**0300 123 2224**)
- We will fill out the Allegation Report Form/ ARF within one working day
- We will await advice from the LADO as to the correct process to follow. The setting will ask all staff members to do the same and co-operate where required.
- Support will be provided to all those involved in an allegation throughout the external investigation in line with LADO support and advice.

- The nursery reserves the right to suspend any member of staff during an investigation.
- Founded allegations will be passed on to the relevant organisations. We co-operate entirely with any investigation carried out by children's social care in conjunction with the police. This will also follow Bridgwater and Taunton College procedures.
- Founded allegations will be dealt with as gross misconduct in accordance with our disciplinary procedures and may result in termination of their employment. Ofsted will be notified immediately of this decision.
- The member of staff will be suspended on full pay for the duration of the investigation. 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.
- The nursery will also notify the DBS to ensure their records are updated.
- Counselling will be available for any member of the nursery who is affected by an allegation, their colleagues in the nursery and the parents.
- All enquires/ external investigations/ interviews will be documented and kept in the safeguarding locked cabinet.
- Unfounded allegations will result in all rights being reinstated.
- All records will be kept until the person reaches normal retirement age or for 21 years and 3 months if that is longer.

Link:

<http://sscb.safeguardingsomerset.org.uk/protocols-procedures-and-reviews/allegations-management-procedures/>

<http://www.proceduresonline.com/swcpp/somerset/contents.html>

Monitoring children's attendances

- If there is a break in a child's normal attendance pattern with no explanation we will attempt to contact the family, we then record this in a contact log, continuing to record all attempts to contact. If this leads to any concerns we would report it to Somerset Direct.
- Parents should inform the nursery prior to their children taking holidays or days off, and all sickness should be called into nursery on the day so the nursery management are able to account for the child's absence.
- If the child has not arrived by 10:00am the parents will be called to ensure the child is safe and healthy. If the parents are not contactable then the further emergency contacts will be used to ensure the children are safe.
- Where a child is part of a child protection plan, or during a referral process, any absences will be reported to the local authority children's social care team.
- This should not stop parents taking precious time with their children, but enables children's attendance to be logged.

Looked after children

As part of our safeguarding practice we will ensure our staff are aware of how to keep looked after children safe. In order to do this we ask that we are informed of:

- The legal status of the child (e.g. whether the child is being looked after under voluntary arrangements with consent of parents or an interim or full care order)

- Contact arrangements for the biological parents (or those with parental responsibility)
- The child's care arrangements and the levels of authority delegated to the carer by the authority looking after him/ her
- The details of the child's social worker and any other support agencies involved
- Any child protection plan or care plan in place for the child in question

Staffing and Volunteering

- 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 a disclosing and barring check 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.
- We abide by Ofsted requirements in respect of references and suitability checks for staff and volunteers, to ensure that no disqualified person or unsuitable person works at the setting or has access to the children.
- All students have DBS checks conducted on them before they start placement with us.
- SQCS/ HR ensure we receive at least two written references BEFORE a new member commences employment with us. They request DBS checks.
- We abide by the requirements of the EYFS and Ofsted guidance in respect to obtaining references and suitability checks for all staff, students and volunteers at the setting.
- Volunteers do not work unsupervised.
- We give staff members, volunteers and students regular opportunities to declare changes that may affect their suitability to care for the children. This includes information about health, medication or about changes in their home life such as child protection plans for their own children.
- 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 and students 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.
- All visitors/contractors will be supervised whilst on the premises, especially when in the areas the children use.
- As a staff team we will be fully aware of how to safeguard the whole nursery environment and be aware of potential dangers on the nursery boundaries such as drones or strangers lingering. We will ensure the children remain safe at all times.
- We take steps to ensure children are not photographed or filmed on video for any other purpose than to record their development or their participation in events organised by us.
- All staff have access to and comply with the whistleblowing policy which will enable them to share any concerns that may arise about their colleagues in an appropriate manner. During their supervision meetings opportunities will be made to discuss any individual children, child protection and any needs for further support.
- Practitioners sign a declaration stating that they will follow the working from home procedures outlined within the document. Failure to do so could result in disciplinary action being taken.
- The deployment of staff within the nursery allows for constant supervision and support. Where children need to spend time away from the rest of the group, the door will be left ajar, the staff member will tell other staff, or other safeguards will be put into action to ensure the safety of the child and the adult.

- Parents and older siblings are spoken to about their mobile phones. We request that they stop their phone call before entering the nursery floor.
- Students and visitors are asked to hand over their mobile phones and we keep in the office.
- The nursery has their own mobile phone to take on outdoor visits for phone calls only, a childcare centre tablet may be taken to take photographs. The Manager/ Educator may take their own personal phone for emergency use only if the mobile phone is not in use. (See Online Safety policy)
- Staff keep their mobile phones separate from the floor they remain in the office/ staff room or in their locker. They use their phones at break times only. If answering a call they take themselves into a separate room or use the staff changing area.
- Staff can access the college email site on their phone – which is password protected.
- We have a separate camera, device and mobile phone policy.

Informing parents

- Parents are normally the first point of contact. We discuss concerns with parents to gain their view of events unless we feel this will put the child at risk of significant harm. In these cases the investigating officers will inform the parents.
- If a suspicion of abuse is recorded, parents are informed at the same time as the report is made.
- We inform parents where we make a record of concerns in their child's file and that we also make a note of any discussion we have with them regarding a concern.
- 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 have a copy of 'What to do if you're worried a child is being abused' for parents and staff and all staff are familiar with what to do if they have concerns.
- We have a copies of the Threshold document 'Effective support for Children and Families in Somerset' and the ' Neglect Toolkit' and in conjunction with the DSL and SENCO, the practitioners identify a level of need and which services could help in meeting these needs.
- We work with the Government's Statutory Guidance "Working together to Safeguard Children."
- We have procedures for contacting the local authority on child protection issues.
- Guidance for professionals can be found on Professional choices to raise an Early Help Assessment
- We notify the registration authority (Ofsted) where an allegation of abuse is made against a member of staff in accordance with statutory framework of the EYFS. This is to include where an allegation has been made against a member of staff not on the premises.

Disciplinary action

- Where a member of staff or volunteer has been dismissed due to engaging in activities that caused concern for the safeguarding of children or vulnerable adults, we will inform Ofsted within 48 hours.

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.
- As part of our induction, the staff read our safeguarding policy, which we amend with the latest information. There will be regular safeguarding updates at staff meetings, supervisions, staff notice board and in the message book.
- Each staff member undertakes online Safeguarding training within the first three days of employment.
- Staff attend safeguarding training takes place at least every two years for all staff with regular updates during this period, we update staff during full staff meetings, we deliver in-house training provided we are linked in to the support and quality assurance process offered by the Local Somerset Safeguarding Children Partnership.
- We ensure that all staff know the procedures for reporting and recording their concerns in the setting. New staff are informed about these procedures during the induction within both the setting and the college environments.

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
- CCTV is operational on the main floor, sleep room, reception area, dining room, outside garden areas close to the centre, sensory room
- The setting ensures that a member of staff is in the sleep room at all times, if more than 12 children two adults are present, when children are sleeping to ensure the children's safety; when the numbers become less and one member of staff is left, they may return a woken child to the main floor, returning immediately but on returning to the sleep room another check is done straight away, other staff are within close distance during this time.

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 ensure that this is carried out in a way that is developmentally appropriate for the children.
- A signed Parent's Agreement states that no parents will take photos of children or take photos and load them onto a social media site.
- Parents sign a consent form to allow practitioners to access their key children's development information when working from home.

Extremism – the Prevent Duty

- All staff complete the Prevent duty online course within the first 3 months.
- Under the Counter-Terrorism and Security Act 2015 we have a duty to refer any concerns of extremism to the police. (In Prevent priority areas the local authority will have a Prevent lead who can also provide support)
- Channel provides support to individuals who are vulnerable to being drawn into any form of terrorism. Their aim is to divert that person from their path of radicalisation **before** they become involved in any terrorist-related criminal activity.

- The Channel process assesses referrals, and when necessary brings together a number of partner agencies, to discuss the concerns raised and organise a bespoke safeguarding support package for the vulnerable individual.
- This may be cause for concern relating to a change in behaviour of a child or a family member, comments causing concern made to a member of the team, or actions that lead staff to be worried about the safety of a child in our care.
- Make sure the staff have training that gives them the knowledge and confidence to identify children and families at risk of being drawn into terrorism, and to challenge extremist ideas which can be used to legitimise terrorism.
- Prevent and channel referral guide can be found on the SSCP website
- Any concerns should be raised with the Single Point of Contact for Prevent, Mark Nettle, or in his absence, any safeguarding officer. The SPOC or safeguarding officer may make a Channel Referral, or discuss with the Prevent Regional Coordinator for the Southwest.

COVID 19

- *Vulnerable children are to be monitored during any lockdown periods or absences to ensure they are not at any additional risk*
- *If safeguarding training is difficult to access during the periods of lockdown and beyond, all attempts will be made to get staff trained as soon as possible. Alternative methods of training will be accessed including noodle now and virtual models until the Somerset training board models can be accessed*
- *Staff are to be vigilant in there monitoring of all children and their families during and after lockdown periods, to include signs of abuse, mental illness, and poverty related issues.*
- *Wellbeing of all staff, children and their families is to be foremost in all minds*

<http://www.somerset.gov.uk/childrens-services/early-years-for-families/supporting-your-early-years-business/>

Legal framework

- Children Act 1989 and 2004
- Children Act 2006
- Protection of Children Act (1999)
- What to do if you're worried a child is being abused document 2015
- Data Protection Act 2018
- Safeguarding Vulnerable Groups Act (2006)
- Working Together to Safeguard Children – July 2018
- Keeping Children Safe in Education – 2019
- Prevent Duty – 2015
- Counter Terrorism and Security Act 2015
- Effective support for children and families in Somerset –Thresholds for assessment and service February 2017
- Neglect toolkit July 2018
- Effective support for Children and young people with Special Educational Needs and Disabilities (SEND) 2019

Policy links to Safeguarding and Child Protection Policy for Bridgwater and Taunton College on September 2020 (available on Sharepoint)

Reviewed Date: Oct 2020

Review Date: Oct 2021

Authorised by: