



## Bledlow PreSchool

### Safeguarding Children, Child Protection Policy

**Designated safeguarding lead is:** Jess Bryant

**Designated Officer is:** Victoria White

#### Policy Statement

Bledlow Pre-School is committed to building a culture of safety in which children thrive. We believe the welfare of each child is of paramount importance and embellishes all that we do. As a provider of childcare and education, we have a responsibility to all children and parents to provide security, and to foster and promote confidence and independence. We will work with children and parents and the wider 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 both the children and adults are safe from abuse and harm, and in which any suspicion of abuse is promptly and appropriately responded to. The protection and the needs of every child is always the Pre-School's first priority, and the responsibility of all who work in the setting. We believe the adults who know the children well, are able to respond appropriately to, and can act upon their understanding of what children express and communicate. We want to work with parents to build their understanding of and commitment to the principles of safeguarding all of the children.

We are aware that Safeguarding is not just about protecting children from deliberate harm, neglect and failure to act. It also relates to broader aspects of care and education including:

- Children's health and safety and well-being, including their mental health.
- Meeting the needs of children who have special educational needs and/or disabilities.
- Meeting the needs of children with medical conditions.
- Intimate care e.g., nappy changing and toileting.
- Emotional well-being
- Providing first aid
- Online safety and appropriate technology/material in relation to the children's age and stage.
- Staff maintaining an attitude of '**it could happen here**' where safeguarding is concerned. When concerned about the welfare of a child, staff should always act in the **best interests** of the child.

## Early Years Foundation Stage Key Themes and Commitments

A Unique Child	Positive Relationships	Enabling Environments	Learning and Development
Keeping safe	Respecting each other parents or partners	The wider context	Personal, Social and Emotional Development

In order to achieve this the following practices, policies and commitments will be adhered to:-

### **Staff, Volunteer, Visitors and children**

- Our Designated Safeguarding Lead person (a member of staff) who coordinates child protection issues and is our Prevent Lead is:

**Mrs Jess Bryant (The Manager) 07866 488519.**

- During opening hours if the Designated Safeguarding Lead is not on site, but is available to be contacted by telephone for staff to discuss safeguarding concerns. All staff have access to the telephone number.
- Our Designated Safeguarding Lead Officer ( Committee) who oversees this work is:

**Mrs Victoria White (The Chair of Committee) 07808 167362.**

- In the absence of the Manager Mrs White will take over the responsibility of Safeguarding.
- The 'designated safeguarding lead' and the 'designated officer' ensure they have links with statutory and voluntary organisations regarding safeguarding children.

### **Staff, Volunteer, Visitors and children**

- All staff are required to complete safeguarding training as soon as possible following their employment and renew it every 3 years. They also receive termly updates at our staff meetings. The Designated Safeguarding Lead/Officer will attend additional training for their roles every 2 years and refresher training annually.
- We ensure all staff and parents are made aware of our safeguarding policies and procedures. These are displayed on our notice board and can be printed if necessary.
- We ensure all Management, staff, volunteers and visitors are aware of our Code of Conduct and that it applies to everyone involved within the setting.
- We provide appropriate staffing resources to meet the needs of the children and in accordance within the Statutory Framework.
- We implement safer recruitment procedures
- 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 'Enhanced Disclosure Checks' with the Disclosure and Barring Service before posts can be confirmed. If

applicants are rejected because of information disclosed, applicants have the right to know and challenge incorrect information.

- We abide by Ofsted requirements in respect of referenced and Disclosure Barring Service checks for staff and volunteers, to ensure no disqualified person or unsuitable person works at the setting or has access to the children.
- Staff have enhanced checks through the Disclosure and Barring Service and once completed are signed up to the DBS On-line System. Once on the DBS on-line system, staff are checked every year.
- Staff sign our Suitability Check Form at Mid Year and End of year appraisals.
- Volunteers do not work unsupervised. They also read and sign to agree to adhere to the setting's policies prior to helping.
- 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 have otherwise led to dismissal for reasons of child protection concern. Details would be given to the DBS Service.
- We have procedures for recording the details of visitors to the setting.
- We have procedures to ensure we have control over who comes to the setting whilst the children are on the premises. No unauthorised person has unsupervised access to the children.
- Staff's Personal Mobile Phones or digital devices with cameras, are put in the designated box in the hall on the main stage. Any phone calls that need to be taken or made during the session will be done away from the children with the managers/ deputy managers permission.
- Visitors to the setting will be asked to put their mobile phones and any other digital equipment in the designated box on the stage in the main hall. Any phone calls that need to be taken or made during the session, can only be done with the Managers/deputy managers permission and away from the children.
- Visitors to the setting for events e.g. picnics, mobiles and other digital equipment will be placed in a separate container.
- Whistle Blowing Policies are in place to help protect both staff and children. They are designed to enable an internal process for staff to report concerns about any aspect of the setting's practice. All staff are aware that they may escalate their concerns independently.
- We have procedures and working practices to support staff to be safe within their roles.
- On very rare occasions, physical support may be needed to protect children who are in danger of hurting themselves or others. Should this happen, the details of this will be recorded on the same day and would be shared and signed by the parent preferably at the end of the session. If the parent does not collect on that day, then we would telephone the parents to talk through what happened, and ensure the relevant paperwork is signed as soon as possible.

- If children are absent, we will contact the parents (if we have not already been informed) to request a reason for their absence. This will then be recorded as part of the setting's Funding Agreement. This enables us to check for any patterns of absence. If staff are concerned, then appropriate action will be taken.

### **Prevent Duty**

As of the 1st July 2015, all schools and childcare providers are subject to a duty under section 26 of the Counter-Terrorism and Security Act 2015 to have "due regard to the need to prevent people from being drawn into terrorism". This duty is known as the "Prevent Duty". It applies to a wide range of public-facing bodies. The Prevent Strategy is part of the overall counter terrorism strategy CONTEST.

Whilst it remains rare for children and young people to become involved in terrorist activity, they can be exposed to terrorist and extremist influences or prejudiced views from a young age. This can include through the influence of family members or friends.

We need to ensure our children are safe from the threat of Radicalisation, Extremism and Terrorism. These are described as:

- Radicalisation: the process by which a person comes to support terrorism and extremist ideologies associated with terrorist groups.
- Extremism: the vocal or active opposition to our fundamental British Values, including democracy, the rule of law, individual liberty and the mutual respect and tolerance of different faiths and beliefs. Also included in the definition of extremism are calls for the death of members of the armed forces.
- Terrorism: is an action that endangers or causes serious violence to person/people; causes serious damage to property; or seriously interferes or disrupts an electronic system. The use or threat must be designed to influence the government or to intimidate the public and is made for the purpose of advancing a political, religious, or ideological cause.

We believe that it is essential that all our staff, committee and volunteers are able to identify children or their families who may be vulnerable to radicalisation and know what they do when they are identified.

Background factors combined with specific influences such as family and friends may contribute to a child's vulnerability. Protecting children from the risk of radicalisation is seen as being similar in nature to protecting children from other harms (i.e. drugs, gangs, neglect, sexual exploitation, criminal sexual exploitation), whether these come from within their family or outside influences.

We also build our children's resilience to radicalisation by promoting fundamental British Values and enabling them to challenge extremist views. All staff are instructed to challenge extremist and radical views and report as necessary to the designated safeguarding officer.

As our children are preschoolers we work on British values through personal, social and emotional development. We focus on children learning right from wrong, mix and share with other children, value other's views, know about similarities and differences between themselves and others, and challenge

negative attitudes and stereotypes. UNICEF rights respecting activities and the understanding of the world at a level appropriate to their understanding.

### ***Prevent Duty - Risk Assessment***

All of our staff, particularly those working directly with the children and their families, are expected to assess the risk of the children or their families being drawn into terrorism, including support for extremist ideas that are part of terrorist ideology. This means being able to demonstrate both a general understanding of the risks affecting children and young people in the area and a specific understanding of how to identify individual children who may be at risk of radicalisation and what to do to support them.

As with managing other safeguarding risks, staff should be alert to changes in children's behaviour which could indicate that they may be in need of help or protection.

Staff should use their professional judgement in identifying whether children or their families might be at risk of radicalisation and act proportionately which may include making a referral to the Chanel program (see below).

### ***Prevent duty - Procedure for reporting concerns***

If a member of staff in the setting has a concern about a particular child or their family they will follow the setting's normal safeguarding procedures, including discussing with our designated safeguarding officers, who will, where deemed necessary refer to children's social care and/or local police for advice and support. Social care or the police can advise if this is a case for Chanel. The Department for Education has a dedicated telephone helpline (020 7340 7264) to enable staff and committee member to raise concerns relating to extremism directly, or concerns can be raised by email on [counter.extremism@education.gsi.gov.uk](mailto:counter.extremism@education.gsi.gov.uk).

### ***Prevent Duty - Channel***

Channel is a program which focuses on providing support at an early stage to people who are identified as being vulnerable to being drawn into terrorism. It provides a mechanism for education settings to make referrals if they are concerned that an individual might be vulnerable to radicalisation.

Section 36 of the Counter - Terrorism and Security Act 2015 places a duty on local authorities to ensure Channel panels are in place. The channel must be chaired by the local authority and include the police for the relevant local authority area. Following a referral, the panel will assess the extent to which identified individuals are vulnerable to being drawn into terrorism, and, where considered appropriate and necessary, consent is obtained and support will be provided to those individuals.

Channel is available at: <https://www.gov.uk/government/publications/channel-guidance>

**The member of staff responsible for Prevent is Jess Bryant**

## **Training**

We actively seek out training opportunities for all adults involved in the setting. We want to ensure that they are able to recognise the signs and symptoms of possible different types of abuse e.g. physical abuse, sexual abuse, neglect, Child Sexual Exploitation, Child Criminal Exploitation, Domestic Violence, Femal Genital Mutilation, Honour based crimes, Radicalisation, On-line Safety and Peer to Peer abuse. We are also aware of other potential safeguarding concerns in line with our local guidance and staff will remain vigilant. We work to ensure that staff are aware of Local Authority's guidelines for making referrals. We ensure all adults safeguarding training is updated regularly, and that they receive ongoing notification of any updates or changes. All staff hold a current paper copy of the Safeguarding/Child Protection Policy, Code of Conduct and Whistle Blowing Policy.

Staff are aware that there is a mandatory duty to report to the police any case where an act of female genital mutilation appears to be carried out.

We ensure the designated person receives training in accordance with that recommended by the Bucks Safeguarding Children Partnership.

We ensure that all staff know the procedures for reporting, discussing and recording concerns with our preschool. At Bledlow Preschool we have a designated person responsible for safeguarding (Jess Bryant and a member of our Management Committee with direct responsibility for safeguarding matters (Victoria White).

The Designated Safeguarding Lead and the Designated Safeguarding Officer with safeguarding/child protection responsibilities meet every term and sooner if required.

## **Confidentiality**

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

## **Curriculum**

Children will be encouraged to develop a sense of independence through adult support, in making choices and in finding names for their feelings and expressing them in acceptable ways.

We will use key elements of safeguarding children from the Early Years Foundation Curriculum to develop children's understanding of how to keep safe.

We will create within our Preschool a culture of value and respect for each other therefore actively promoting British values. British Values are a set of four values which have been introduced to help keep children safe and to promote their welfare. British Values are as follows:

- **Democracy**:-making decisions together e.g., giving children opportunities to develop their enquiring minds in an atmosphere where questions are valued.
- **Rule of law**:-understanding that rules matter as cited in Personal Social and Emotional development e.g., staff to be good role models and nurture patience, sharing and turn taking to foster positive behaviour.
- **Individual Liberty**:-freedom for all, e.g., reflecting on children's differences and preferences and understanding that we are all free to have an opinion.
- **Mutual respect and tolerance**:-encourage the children to respect each other and to treat others as you would want to be treated, e.g., sharing and respecting each other.

We also have positive regard for children's heritage, languages spoken at home, level of understanding and cultural and social background. We ensure all the above is implemented in a way that is developmentally appropriate for each individual child, including pictorial reinforcement as appropriate.

We foster a culture of listening and observation within the setting for all.

We will encourage the children and staff to be positive role models so we can learn from each other.

The layout of the hall and garden will enable constant supervision of all children and will promote the safety and well-being for all.

We will aim to meet the needs of the children with medical conditions/SEN/disabilities and will seek additional guidance and support as appropriate.

We will talk about on-line safety and what to do if they see something that they don't like. We will promote the websites through Newsletters and on our website:-

<https://www.thinkuknow.co.uk>

<https://www.childnet.com>

**References to:**

Working together to Safeguard Children - 2018  
 Revised Prevent duty guidance: for England and Wales  
 The Continuum of Need - Buckinghamshire Safeguarding Children Partnership  
 Bucks Early Years Safeguarding Guidance

**Recording existing injuries**

If a child arrives at preschool with a significant visible injury, or if one is discovered during a session, we will ask parents and carers for information about the injury and ask them to complete an Injury which happened outside of Preschool form. Parents and carers are asked to sign this and a copy is kept in a confidential file.

## **Responding to concerns and/or suspicions of abuse**

With any concern, we would work sensitively and confidentially, whilst also adhering to and implementing all our statutory responsibilities, procedures and requirements. As always, the needs of the safety and well-being of the children remain paramount, and the children will always be listened to.

We acknowledge that abuse of children can take different forms. When children are suffering from physical, sexual, or emotional abuse, or may be experiencing neglect, we understand this may be demonstrated in many different ways. It may appear through the things that they say (direct or indirect disclosure) or through changes in their appearance, their behaviour, or their play. Where such changes in behaviour occur or where children's play gives staff cause for concern, the pre-school will always record and pursue the matter.

Staff are aware of the possible additional barriers that exist when recognising signs of abuse or neglect of children who have special educational needs and/or disabilities, e.g., interpreting language, overall communication. Staff will also be aware of the risk of 'peer on peer' abuse. Staff will follow the settings policies, procedures, ethos and everyday working practices to nurture respect, understanding and tolerance towards each other.

Where a child shows symptoms of 'failure to thrive' or neglect we would work with parents to include outside agencies as an initial means of support.

Staff are prepared to identify children who may benefit from early help. Early help means providing support as soon as a problem emerges at any point in a child's life, from the foundation years through to the teenage years.

Staff will report any concerns to the Manager, or in her absence to Victoria White. The Manager will usually raise a concern with parents to seek clarification or an explanation. The Manager may however want to talk through a concern and take advice from the First Response Team 01296 383962 within 24 hours, or the Police 101. At this point the name of the child or family will be withheld, unless the safeguarding team requests it. In this instance the setting will be led by the First Response Team or the Police.

If a child makes a disclosure to a member of staff, that member of staff will: -

1. Offer reassurance to the child and believe the child.
2. Listen to the child without pressing for information or asking leading questions.
3. Stay calm.
4. Give reassurance that they will take action.
5. Record what is said as detailed below.
6. Ensure that they do not make any promises to the child.

Informing parents Parents are normally the first point of contact. If a suspicion of abuse is recorded, parents are informed at the same time as the report is made, except where the guidance of the Local Safeguarding



Children Partnership does not allow this. This will usually be the case where the parent is the likely abuser. In these cases, the investigating officers will inform parents.

### **Recording Suspicions of Abuse**

Where a child makes comments to a member of staff that gives cause for concern (disclosure), or staff observe 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 will:

- ❖ listen to the child, offer reassurance and give assurance that she or he will take action.
- ❖ not question the child.
- ❖ make a written record by completing the Safeguarding Incident/Welfare Concern Form which is an objective record of the observation or disclosure as detailed below: -

1. The child's name.
2. The Child's Date of birth
3. Name and position of the person completing the form
4. Date of incident/concern
5. Details of incident/concern
6. The exact words spoken by the child
7. The body language of the child
8. The name of the person the concern/ incident was report to with date and time.
9. The name of the person to whom the concern was reported to with date and time
10. Details of the subsequent procedures that take place by the Designated Officers and the outcome will also be recorded.

The staff member concerned will be informed of the next step and/or outcome.

Staff will be kept up to date on a 'need to know basis'.

All members of staff know the procedures for recording and reporting concerns.

### **Liaison with other agencies**

We work within the Buckinghamshire Safeguarding Children Partnership's guidelines.

Staff are aware of the Thresholds Document and guidance. The document explains the four different levels of support available to ensure children are kept safe.

We have a copy of the flowchart 'What to do if you have a concern about a child in Buckinghamshire' to support staff with decision making.

We have procedures for contacting the relevant agencies on child protection issues. We maintain a list of contact details for First Response and the Local Authority to ensure that it is easy, in any emergency, for the setting and the relevant agency to work together.

We notify the registration authority (Ofsted) 0300 123 1231 of any incident or accident within 14 days 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.

If a referral is to be made to the local authority's First Response Team, 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. We will also be led by the First Response Team.

Whilst confidentiality is at the forefront of our work, there may be occasions where it is deemed that the sharing of information needs to be done in the best interests of the child. The needs, safety and emotional well-being of the child will always remain paramount.

### **An allegation made against a member of staff/Volunteer**

Following national requirements, Local Authorities are required to have a designated officer to deal with allegations against staff. In Buckinghamshire they are called the "Local Authority Designated Officer. They are referred to as The LADO.

We ensure all parents know how to complain about staff or volunteer's work within the setting, and a copy of our Complaints Policy is displayed on the Notice Board and Website.

We would listen and respond appropriately to any disclosure by children or staff that abuse by a member of staff may have taken or is taking place, by first recording the details of any such alleged incident.

If an allegation is made against a member of staff or volunteer, the staff member or volunteer will initially be allocated work away from the children.

The Manager will then contact the other Designated Officer and then the Local Authority Designated Officer (LADO) within 24 hours (01296 382070) and will act on their advice. Ofsted will also be informed (0300 123 1231) within 14 days but ideally straight after talking to the LADO. Both organisations will undertake a full investigation. This also applies to the Prevent Duty.

The Deputy Designated Officer will follow the same procedure if an allegation is made against either of the Designated Officers.

### **Support to families**

We strive to build 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, 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, unless we have been advised otherwise.

We follow the Child Protection Plan as set by the child's social care worker in relation to the setting's designated role. This may include tasks to support 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 only if appropriate under the guidance of the Buckinghamshire Safeguarding Children Partnership.

The following Policies also reinforce our Safeguarding Procedures: -

- ❖ E Policy and Mobile Phones
- ❖ Risk Assessments
- ❖ Whistle Blowing

**The Legal Framework for this work is: -**

***Primary legislation***

Children Act (1989, 2004)

Protection of Children Act (1999)

Data Protection Act (1998) 2018

Safeguarding Vulnerable Groups Act (2006)

The Children Act 2004 (Every Child Matters)

Equalities Act (2010)

The Children's and Families Act 2014

Children and Social Work Act - 2017

Counter-Terrorism and Security Act 2015 - Section 26 – Paragraphs 57 – 76 are concerned specifically with schools and childcare providers - The Prevent Duty June 2015

Prevent Duty Guidance for England and Wales 2015, Revised 2021

FGM Duty (Female Genital Mutilation) – 31st October 2015

Keeping Children Safe in Education – 1 st September 2022

***Secondary legislation***

Sexual Offences Act (2003)

Criminal Justice and Court Services Act (2000)

Human Rights Act (1999)

*Safeguarding Children/Child Protection Policy*  
*Updated 29.08.24 - Designated Officer - Review Summer 2025*

Race Relations (Amendment) Act (2000)

Race Relations (Amendment) Act (1976) Regulations

Data Protection Act (1998) Non-Statutory Guidance

Childcare (Disqualification) Regulations (2009)

Serious Crime Act (2015)

### **Further Guidance**

Early Years Foundation Stage Statutory Guidance – September 2021

Working Together to Safeguard Children 2018 (revised September 2022)

What to do if you're Worried a Child is Being Abused (HMG March 2015)

Framework for the Assessment of Children in Need and their Families (DoH 2000)

Statutory guidance on making arrangements to safeguard and promote the welfare of children under Section 11 of the Children Act 2004 (HMG 2007)

Information Sharing: Practitioners' Guide (HMG 2006)

United Nations Convention - Rights of the Child -

- Article 2: The Convention applies to everyone: whatever their race, religion or abilities, whatever they think or say, whatever type of family they come from.
- Article 3: The best interests of the child must be a top priority in all things that affect children.
- Article 6: Every child has the right to life. Governments must do all they can to make sure that children survive and develop to their full potential.
- Article 12: Every child has the right to have a say in all matters affecting them, and to have their views taken seriously.
- Article 14: Every child has the right to think and believe what they want and to practise their religion, as long as they are not stopping other people from enjoying their rights. Governments must respect the rights of parents to give their children information about this right.
- Article 15: Every child has the right to meet with other children and to join groups or organisations, as long as this does not stop other people from enjoying their rights.
- Article 16: Every child has the right to privacy. The law should protect the child's private, family and home life.
- Article 19: Governments must do all they can to ensure that children are protected from all forms of violence, abuse, neglect and bad treatment by their parents or anyone else who looks after them.
- Article 36: Governments must protect children from all other forms of bad treatment.

Buckinghamshire Safeguarding/Child Protection Information and Guidance May 2017

**Contact Details:**

**The First Response Team** – 01296 383962 – Local rate call - 01296 383962 e mail:  
securecypfirstresponse@buckscc.gcsx.gov.uk

**First Response Team** – Out of hours - 24 hours – 0800 999 7677

**Police** – 101 or 01296 396000 - 01296 382070

**Buckinghamshire Safeguarding Children's Partnership** – 01296 387146

**Oxfordshire Safeguarding Children's Board** – 01865 815843

**OFSTED:** 0300 123 1231

**Early Years BCC** – Designated Senior Manager for allegations against the childcare workforce – **Vanessa Mills** - 01296-387 111 [vanessa.mills@buckinghamshire.gov.uk](mailto:vanessa.mills@buckinghamshire.gov.uk) or her Deputy **Natalie Furlong** – 01296 387 111 [nathalie.furlong@buckinghamshire.gov.uk](mailto:nathalie.furlong@buckinghamshire.gov.uk)

**Deputy Early Years Designated Manager** – Christine Sansbury and Dinah Aimes – 01296 387111

**Safeguarding Mailbox:** [eyesafeguarding@buckinghamshire.gov.uk](mailto:eyesafeguarding@buckinghamshire.gov.uk)

**NSPCC:** 0808 800 5000

**Childline:** 0800 1111

**Channel/Prevent/Protect** – 01494 421371

**Disclosure and Barring Service** – 03000 200 190

**Buckinghamshire Family Information Service** – 0845 688 4944

<https://familyinfo.buckinghamshire.gov.uk/>

**Child Exploitation and On-line Protection Centre** – 0870 000 3344 [www.ceop.police.uk](http://www.ceop.police.uk)

**Child Protection and Sexual Crime** – 01628 816935

**National Domestic Abuse Helpline** – 0808 2000 247

**The Designated Officers for Child Protection in this setting are:**

**Designated Safeguarding Lead** - Jess Bryant (Manager) 07866 488519

**The Designated Member of Bledlow Preschool's Voluntary Management Committee** – Victoria White -  
07808 167362

**Deputy Designated Safeguarding Officer** – Zoe Cousins 07739 396385