



## Ollie's Trust

### Nursery, Breakfast & After School Club

C/o Goosnargh Oliverson's CE Primary School, Goosnargh Lane, Goosnargh, Preston PR3 2BN

Telephone 01772 866415 between 7:45am and 6:00pm

website : [www.olliestrust.co.uk](http://www.olliestrust.co.uk)

### Safeguarding Children

#### Safeguarding Children and Child Protection

(Including managing allegations of abuse against a member of staff and whistleblowing)

#### Policy statement

Here at Ollie's we 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. Our Safeguarding Policy is based on the three key commitments of the Pre-school Learning Alliance Safeguarding Children Policy.

#### Procedures

We carry out the following procedures to ensure we meet the three key commitments of the Alliance Safeguarding Children Policy and we also refer to the Safeguarding Information file in the office.

#### *Key commitment 1*

Ollie's is committed to building a 'culture of safety' in which children are protected from abuse and harm in all areas of our service delivery.

Ofsted Registration No: 309872

Preschool Learning Alliance Member: 104284

### **Staff and volunteers**

- Our designated person (a member of staff) who co-ordinates children protection issues is:

***Mrs Kathryn Cocks – Manager***

***Mobile : 07814 684172***

***Home: 01995 601707***

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Our designated officers (Committee Members) who oversee this work:

***Mrs Helen Sant – Chair of Trust Committee – Mobile : 07815819159***

***Mrs Gail Bowskill – Trustee member – Tel : 01772 865396 Mobile : 07393320900***

### **Appendix 1**

- We ensure all staff and parents are made aware of our safeguarding policies and procedures (outlined in our welcome pack and on the registration form).
- We provide adequate and appropriate staffing resources to meet the needs of the 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 'enhanced disclosure' checks with the Disclosure and Barring Service through Capita Services before posts can be confirmed.
- Where applications are rejected based on information disclosed, applicants have the right to know and to challenge incorrect information.
- We abide by Ofsted requirements in respect of references and Disclosure and Barring Service checks for staff and volunteers, to ensure that no disqualified person or unsuitable person works at the setting or has access to the children.
- Volunteers do not work unsupervised and all need to be DBS cleared.
- 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 to the setting.
- We take security steps to ensure that we have control over who comes in to the setting so that no unauthorised person has unsupervised access to the children.

### *Key commitment 2*

Ollie's 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' (HMG 2015).

## **Appendix 2**

From 1<sup>st</sup> July 2015 all schools, registered early years childcare providers and registered later years childcare providers are subject to a duty under Section 26 of the Counter-Terrorism and Security Act 2015, in the exercise of their functions to have 'due regard to the need to prevent people from being drawn in to terrorism'. This duty is known as the Prevent Duty. Here at Ollie's we take safeguarding very seriously, therefore to ensure that we adhere to and achieve the Prevent Duty we will;

- Provide appropriate training for staff as soon as possible. Part of this training will enable staff to identify children who may be at risk of radicalisation
- We will build the children's resilience to radicalisation by promoting fundamental British values and enabling them to challenge extremist views (for early years providers the statutory framework for the EYFS sets standards for learning, development and care for children from 0-5, thereby assisting their personal, social and emotional development and understanding of the world)
- We will assess the risk, by means of a formal risk assessment, of children being drawn in to terrorism, including support for extremist ideas that are part of terrorist ideology
- We will ensure that our staff understand the risks so that they can respond in appropriate and proportionate way
- We will be aware of the online risk of radicalisation through the use of social media and the internet
- As with managing other safeguarding risks, our staff will be alert to changes in children's behaviour which could indicate that they may be in need of help or protection (children at risk of radicalisation may display different signs or seek to hide their views). The Key Person approach means we already know our key children well and so we will notice any changes in behaviour, demeanour or personality quickly
- We will not carry out unnecessary intrusion into family life but we will take action when we observe behaviour of concern.
- We will work in partnership with our LSCB for guidance and support
- We will build up an effective engagement with parents/carers and families (this is important as they are in a key position to spot signs of radicalisation)

- We will assist and advise families who raise concerns with us. It is important to assist and advise families who raise concerns and be able to point them to the right support mechanisms
- We will ensure that our DSO's will undertake Prevent awareness training (as a minimum) so that they can offer advice and support to other members of staff
- We will ensure that any resources used in the nursery are age appropriate for the children in our care and that our staff have the knowledge and confidence to use the resources effectively.

### ***Female Genital Mutilation (FGM)***

FGM is illegal in the UK under the Female Genital Mutilation Act 2003. It affects both women and girls and in children is a form of child abuse. Further information can be obtained from the statutory guidance on Female Genital Mutilation (HM Government April 2016). If we fear a girl is at risk of this procedure, we will ring the police on 999 or 101 immediately.

### ***Responding to suspicions of abuse***

- We acknowledge that abuse of children can take different forms - physical, emotional, and sexual, as well as neglect.
- When children are suffering from physical, sexual or emotional abuse, or experiencing neglect, this may be demonstrated through the things they say (direct or indirect disclosure) or through changes in appearance, their behaviour or their play.
- Where such evidence is apparent, the child's key person makes a dated record of the details of the concern and discusses what to do with the setting leader or manager who is acting as the 'designated person'. The information is stored on the child's personal file.
- We refer concerns to the local authority children's social care department and co-operate fully in any subsequent investigation.  
**NB** In some cases this may mean the police or another agency identified by the Local Safeguarding Children's Board.
- We take care not to influence the outcome either through the way we speak to children or by asking questions of children.

### ***Recording suspicions of abuse and disclosures***

- Where a child makes comments to a member of staff 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:

- listens to the child, offers reassurance and gives assurance that she or he will take action;
- does not question the child;
- makes a written record that forms an objective record of the observation or disclosure that includes:
  - o the date and time of the observation or the disclosure
  - o the exact words spoken by the child as far as possible
  - o 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 child's personal file, which is kept securely and confidentially (See additional sheet of format used to record information) from the CPPP file (internal CP recording form).

#### ***Making a referral to the local authority children's social care team***

- The Pre-school Learning Alliance's publication 'Child Protection Record' contains detailed procedures for making a referral to the local social care team, as well as a template form for recording concerns and making a referral.
- We keep a copy of this document and follow the detailed guidelines given.
- If after discussion the staff member/person is not satisfied then they can contact Ofsted direct (number at the end of this policy).

#### ***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 Board 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.

#### ***Liaison with other agencies***

- We work within the Local Safeguarding Children Board guidelines.
- 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 they need to do if they have concerns.
- We have procedures for contacting the local authority on child protection issues, including maintaining a list of names, addresses and telephone numbers of social

workers, to ensure that it is easy, in any emergency, for the setting and children's social care to work well together.

- We notify the registration authority (Ofsted) of any incident or accident and any changes in our arrangements which may affect the well-being 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 social care department, 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.

### ***Allegations against staff***

- The LADO (Local Authority Designated Officer) is informed of all allegations made against staff using a Notification Form – (see enclosed) Contact details overleaf.
- 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.
- We follow the guidance of the Local Safeguarding Children Board 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 respond to any disclosure by children or staff that abuse by a member of staff or volunteer within the setting or anyone living or working on the premises occupied by the setting, may have taken, or is taking place, by first recording the details of any such alleged incident.
- We refer any such complaint immediately to the Local Authority social care department to investigate. We also report any such alleged incident to Ofsted and what measures we have to take. We are aware that it is an offence not to do this.
- We co-operate entirely with any investigation carried out by children's social care in conjunction with the police.
- Where the management team and children's social care agree it is appropriate in the circumstances, the chairperson will suspend the member of staff on full pay, or the volunteer, 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.

### ***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 notify

the Independent Safeguarding Authority (ISA) of relevant information, so that individuals who pose a threat to children (and vulnerable groups) can be identified and barred from working with these groups.

### ***Key commitment 3***

Ollie's is committed to promoting awareness of child abuse issues throughout our 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 by all attending the 'Introduction to Safeguarding' training.
- We ensure that all staff know the procedures for reporting and recording any concerns they may have about the provision.
- We ensure that senior staff have been on 'The Nominated Officer' training course, that all staff have carried out their CAF Level 1 training and senior staff their CAF Level 2 training.

### ***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.

### ***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 so that they develop an understanding of why and how to keep safe.
- We create within the setting a culture of value and respect for 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 Local Safeguarding Children Board.

### ***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.
- 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 Local Safeguarding Children Board.

### **Legal framework**

#### *Primary legislation*

- Children Act (1989 s47)
- Protection of Children Act (1999)
- Data Protection Act (1998)
- The Children Act (Every Child Matters) (2004)
- Safeguarding Vulnerable Groups Act (2006)
- Childcare Act 2006

#### *Secondary legislation*

- Sexual Offences Act (2003)
- Criminal Justice and Court Services Act (2000)
- Equalities Act (2010)
- Data Protection Act (1998) Non Statutory Guidance
- Childcare (Disqualification) Regulations 2009

- Children and Families Act 2014
- Serious Crime Act 2015

### **Further guidance**

- Working Together to Safeguard Children (2015)
- What to do if you're Worried a Child is Being Abused (DfE 2015))
- Framework for the Assessment of Children in Need and their Families (DoH 2000)
- The Common Assessment Framework for Children and Young People: A Guide for Practitioners (CWDC 2010)
- 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: Guidance for Practitioners providing Safeguarding Services (DfE 2015)
- Disclosure and Barring Service: [www.gov.uk/disclosure-barring-service-check](http://www.gov.uk/disclosure-barring-service-check)
- Keeping Children Safe in Education (2015)
- Female Genital Mutilation (FGM) Act 2003
- Multi-agency statutory guidance on Female Genital Mutilation (HMG 2016)

Contact Numbers (Page 11 in Lancashire Early Years Child Protection File)

LSCB – Lancashire Safeguarding Childrens Board have appointed a Local Authority Designated Office (LADO):-

Tim Booth 01772 536694 (Contact Ofsted within 1 working day)

Catherine Isherwood – 01772 531555

Childrens Inclusion Service (CIS):- 01772 532723

Ofsted: - 0300231231

CAF: - 01772 701550

Concerns for child safety/welfare: - 0300 1236720

Out of hours: - 0300 1236722

Childline is the free and confidential helpline for children and young people in the UK. Children and young people can call on 0800 1111 to talk about any problem. Trained volunteer counsellors comfort, advise and protect children and young people who may feel they have nowhere else to turn.

NSPC Child Protection Helpline (open 24 hours for adults concerned about a child)

Telephone: - 08088005000

Email: [help@nspcc.org.uk](mailto:help@nspcc.org.uk)

Textphone for the deaf or hard of hearing: - 08000560566

- Date Policy was written and agreed by all staff:
  
- Signed:
  
- Position: