



## Safeguarding Policy

At the Tithe Barn Preschool, our first responsibility and priority is towards the children in our care. If we have any cause for concern we will report it to the relevant bodies, following the “**Safeguarding Partners**”, Formally known as the Local Safeguarding Children Board July 2018 (LSCB) procedures. The name of our Safeguarding Partner is GLOUCESTERSHIRE and the procedures can be found at [www.gscb.org.uk](http://www.gscb.org.uk) or by calling ‘**MASH: Multi-Agency Safeguarding Hub**’ on **01452 426565** (formally known as The Front Door Oct 2018). If you have immediate concerns about the safety of a child choose **option 1**, for advice Option 3. Under new legislation, the three Safeguarding Partners are Local Authorities, Chief of Officers of Police and Clinical Commissioning Groups. We will work openly and honestly with all Safeguarding Partners, relevant agencies and professionals to provide the best service for our children and young people. We will be assertive, act swiftly and ensure that we challenge the relevant professionals in line with this policy (Escalation of Professional Concerns Guidance – June 2018).

Our Designated Safeguarding Leads (DSL) are Samantha Fisher and Cathy Lea. Our Deputy Leads are Sarah Broderick and Karen Holter. All staff know who the leads are and refer any concerns to us.

## Child Protection

We understand that child abuse can be physical, sexual, emotional, neglect, or a mixture of these, and are aware of the signs and symptoms of these. Child abuse can also be the witnessing of domestic abuse within a home and is recognised as ‘significant harm’ in law. Staff are aware, and are constantly updated on the signs of Honour Based Violence, Forced Marriage and Female Genital Mutilation (those subjected to or at risk of); Child Sexual Exploitation and Grooming, Fabricated and Induced Illness, Trafficking, Gender identity and Sexuality.

We are also alert of to the potential need for early help for a child who is disabled or has additional needs (SEND), a young carer, signs of being drawn into anti-social behaviour, frequently missing, at risk of being radicalised (Prevent), peer to peer abuse and returning home to their family after being in care. Staff are also aware of ICON: The Multi-Agency response to the prevention of Abusive Head Trauma in infants.

All staff have read, and understood, the safeguarding and welfare requirements of EYFS. We have also read the national statutory guidance document, Working Together to Safeguard Children July 2018. In February 2018, all staff attended a Perinatal Mental Awareness course to help us identify parents that may be suffering from anxiety, depression or psychosis.

We keep up to date with child protection issues (Issued by GOV.uk & NSPCC) and relevant legislation by taking regular training (Inter-Agency Safeguarding) courses and by reading relevant publications sent via the Local County Council and online training.

We aim to share all information with parents but in some instances (where we are worried about a child’s well-being) we may have to refer concerns without discussing this with you, for example; sexual or severe physical abuse cases. We work together with parents to make sure the care of their child is consistent.

Children will only be released from our care to the parent/carer or to someone named and authorised by them. A password might be used to confirm identity if the person collecting the child is not previously known to us.



Parents must notify the staff of any concerns they have about their child and any accidents, incidents or injuries affecting the child, which we will record in our 'Existing Injuries' book and ask parents to sign. Staff can also record any unusual behaviour on a Cause for Concern Form.

Unless we believe that it would put the child at risk of further harm, we will discuss concerns with a child's parent if we notice:

- significant changes in children's behaviour;
- deterioration in children's general well-being;
- unexplained bruising, marks or signs of possible abuse or neglect;
- children's comments which give cause for concern;
- any reasons to suspect neglect or abuse outside the setting, for example in the child's home;

If a child tells a member of staff that they or another child is being abused, we will:

- show that we have heard what they are saying, and that we take their allegations seriously;
- encourage the child to talk, without prompting them or asking them leading questions. We will not interrupt when a child is recalling significant events and will not make a child repeat their account;
- explain what actions we must take, in a way that is appropriate to the age and understanding of the child;
- record what we have been told using exact words where possible on our 'Record of Concerns' form;
- make a note of the date, time, place and people who were present at the discussion.

We will follow the 'Child Protection Process' as set out by Gloucestershire and contact '**MASH' (The Front Door) on 01452 426565** for advice and an assessment of the situation. We will record the concern and all contact with Children's Services thereafter.

## Allegations Against a Member of Staff

We must notify Ofsted of any allegations of abuse that are alleged to have taken place while the child is in our care.

If an allegation is made against a member of staff in our setting, we will report it to **Ofsted on 0300 1231231** and the **Safeguarding Partner/Local Authority Designated Officer (LADO Nigel Hatten) on 01452 426994 / nigel.hatten@gloucestershire.gov.uk**, following the Local Safeguarding Children Board procedures. For complaints of staff incompetence for reporting a Safeguarding issue, we will follow the Escalation of Professional Concerns Guidance – June 2018.

In all instances, we will record:

- the child's full name and address;
- the date and time of the record;
- factual details of the concern, for example bruising, what the child said, who was present;
- details of any previous concerns;
- details of any explanations from the parents;
- any action taken such as speaking to parents.



**It is not the Tithe Barn Preschool's responsibility to attempt to investigate the situation ourselves.**

The Safeguarding Partners/LADO will offer advice on immediate action required. There are 3 potential outcomes from the allegation made (see attached flow chart). If the allegation is of a serious nature, parents will receive a letter from Ofsted explaining that we are being investigated and that member of staff will be suspended until further notice.

## The Use of Mobile Phones and Cameras

We understand that mobile phones are an everyday part of life for parents and staff members, and with that in mind have laid out our procedure for their use.

- We will ensure our company mobile phone is fully charged and with the lead member of staff at all times in case of emergencies.
- We have the facility to take photographs on a camera and iPads, and will seek your permission to take any photographs of your child to record activities and share their progress with you.
- Any photographs taken will be deleted off the devices after being printed for use in your child's learning journey.
- We will not publish any photographs of your child on any social networking sites or share them with any other person without your permission.
- We request that you do not use your mobile phone whilst dropping off and collecting your child/children.
- Any visitors and staff members to the setting will also be asked not to use their mobile phones, and be placed in the 'Mobile Phone box', as well as any other photographic device e.g. watches, iPads.
- When visitors e.g. parents, are welcomed into preschool to watch performances, sports day etc. our policy is to allow parents to take photographs of their own children but not to share them on Social Media sites without permission.
- In order to comply with the GDPR (General Data Protection Regulations) May 2018 the Tithe Barn Preschool have registered with the Information Commissioners Office (ICO) as a data controller to allow us to store digital images on an iPad/computer which is encrypted. We will ensure we follow the six principles of data protection (See Data Protection Policy) with the only exception of sharing personal information when dealing with a suspected case of child abuse. Information can then legally be shared with the police and local authority employees.
- Drones that are within the permitted distance of 150 meters (or within eye-sight) will be reported to the local authority.

## Use of IT Equipment – Acceptable User Policy

We need to keep our children safe when using IT equipment. At the Tithe Barn Preschool, we follow these procedures:

- When using iPads, the children will be supervised
- All apps have been clearly selected to suit the age of the children
- Children are unable to access the internet unless supervised by an adult
- Passcode restrictions have been applied and all ratings are 'clean', 'U', 'Caution' or 'Restricted'
- New apps cannot be installed or in-app purchase allowed without the passcode.
- There are no apps available on the iPad that could allow children to share photos or be contacted by members of the public.



- We share updates on E-Safety with parents regularly either via email, letter or Facebook.

## Prevent Duty

In June 2015 'The Prevent Duty' advice was written to help recipients understand the implications of the Prevent Duty. The Prevent Duty is the duty in the Counter-Terrorism and Security Act 2015 on specified authorities, in the exercise of their functions, to have due regard to the need to prevent people from being drawn into terrorism.

In order for staff members to fulfil the Prevent Duty, it is essential that they are able to identify children who may be vulnerable to radicalisation and know what to do when they are identified. Protecting children from risk of radicalisation should be seen as part of our wider safeguarding duties and is similar in nature to protecting children from other harms, whether these come from within their family or are the product of outside influences.

As a childcare provider, we will assess the risk of children being drawn into terrorism, including support for extremist ideas that are part of terrorist ideology. The general risks affecting children may vary from area to area and according to age. We understand that there is no single way of identifying an individual who is likely to be susceptible to a terrorist ideology. As with all safeguarding issues, we will be alert to changes in children's behaviour, which could indicate that they may be in need of help or protection.

The Prevent Duty does not require childcare providers to carry out unnecessary intrusion into family life, but with as with any safeguarding risk, we will take appropriate action if any behaviour causes concern and inform **'MASH' (The Front Door) on 01452 426565**.

## British Values

As a childcare provider, we can also build children's resilience to radicalisation by promoting fundamental British Values and enabling them to challenge extremist views.

At the Tithe Barn Preschool, we will provide suitable opportunities, which encourage children to respect each other's views and values, to understand that their views count, and to talk about their feelings. Activities will involve turn taking, sharing and collaboration. Children will be encouraged to understand their own and others' behaviour and its consequences. They will have an input in creating rules and codes of behaviour. An ethos of total acceptance of all views, faiths, cultures and races will be created, where children will appreciate and respect their own and others' cultures. A poster will be displayed on our notice board for parent's information.

## Anti-Bullying

At the Tithe Barn Preschool we will not accept any types of bullying including online bullying, peer-to-peer bullying and prejudice-based bullying e.g. racist, disability, homophobic or transphobic abuse. We will take any complaint about bullying seriously and resolve the issue in a way that protects the child, and reinforce good behaviour at preschool and at home. When a case is particularly serious then we will report it to the Safeguarding Partners (LADO) and MASH (The Front Door). All claims of bullying will be recorded.

The Staff and Management team will also not accept any type of bullying for parents or carers (see Parent Behaviour Policy) either face-to-face; via text, email or phone call; or on Social Media sites.

## Private Fostering

Private Fostering is an arrangement made privately (without the involvement of the Local Authority). A Private Fosterer maybe from the extended family e.g. cousin or aunt; Or a friend of the family, or someone previously known to the child. A privately adopted child can be



positive but potentially a vulnerable group and must be referred to the Safeguarding Partners. The Social Care team will then make the assessment of the private foster carers including safeguarding checks.

## Whistle Blowing

In our role as a childcare provider, we have a duty to report unacceptable behaviour to the relevant authorities; including that of assistants who may be working with us, other childcare workers and professionals working with children. This action is necessary when their actions are detrimental to children, have placed a child at risk, caused actual harm to a child or are clearly illegal.

We will follow the listed procedure if we suspect any of the above has taken place:

- Identify the bad practice;
- Record exactly what was observed;
- Establish witnesses wherever possible;
- Keep copies of all correspondence and relevant information;
- Seek support from colleagues;
- Ask to be informed about the outcome.

In these situations, we may need to contact the police, social workers, the care inspectorate and any other relevant bodies, then pass on any information known to us.

## Useful Telephone Numbers

<b>Safeguarding Partner (LADO):</b>	01452 426994	<b>Morton Michel:</b>	0845 2570117
<b>Local Police Station:</b>	101	<b>MASH:</b>	01452 426565 / 614194
<b>Ofsted:</b>	0300 123 1231	<b>Children &amp; Families Email:</b>	Childrenshelpdesk@gloucestershire.gov.uk
<b>NSPCC Child Protection Helpline:</b>	0808 800 5000 / TEXT 88858		
<b>Local Early Years Team:</b>	MAIN OFFICE: 01452 427224 SUE WILLIAMS 07879 487663 / Sue.WILLIAMS@gloucestershire.gov.uk		
<b>Early Help in Gloucs Family First Plus Team:</b>	<a href="mailto:tewkesburyearlyhelp@gloucestershire.gov.uk">tewkesburyearlyhelp@gloucestershire.gov.uk</a>		

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Signed: