

## **St Josephs Preschool**

### **Safeguarding and welfare policy**

St Joseph's pre-school acknowledges our duty of care in respect of the safeguarding and wellbeing of children and we are committed to ensuring our safeguarding practice reflects statutory responsibilities, government guidance and complies with the best practice and requirements of Derby and Derbyshire Safeguarding Children Partnership (DDSCP).

### **Designated Safeguarding Lead role.**

Nominated Designated Safeguarding Lead – Nicola Earley

Second Designated Safeguarding Lead – Mel Marsden

We have a designated safeguarding lead (DSL), who is responsible for carrying out child protection procedures. A designated officer is also appointed to support the DSL and also in case of any absences.

The DSL role is to make sure that:

- ensure they have links with statutory and voluntary organisations regarding safeguarding children.
- ensure they have received appropriate training on child protection matters and that all staff are adequately informed and/or trained to recognise possible child abuse in the categories of physical, emotional and sexual abuse and neglect.
- ensure all staff are aware of the additional vulnerabilities that affect children that arise from inequalities of race, gender, disability, language, religion, sexual orientation or culture and that these receive full consideration in child, young person or adult protection related matters.
- Ensure that all staff, and any volunteers are trained and aware that safeguarding is everybody's business and all incidents must be reported immediately following recording incidents procedure
- Make referrals to the local safeguarding partners (LSP) if you have any concerns that a child has been harmed or is at risk of serious harm or abuse.
- Make sure that all safeguarding information recorded is correctly, dated and signed and stored confidentially.
- Work with and provide any information to any other outside agencies, working with the data protection and GDPR policy, but also making sure that the child is at the centre of any procedures and is not at risk of any harm.

### **Roles and responsibilities – All staff have a responsibility to:**

- Provide a safe environment in which all children can learn.
- Understanding that safeguarding children at St Joseph's preschool is everyone's responsibility and all practitioners have a duty of care for all children
- Be aware of the Preschools arrangements which support safeguarding, including any policies, procedures, information, and training provided upon induction.

- Undertake safeguarding training, during their induction – this will be regularly updated.
- Receive and understand child protection and safeguarding updates, e.g. via email, as required, and at least annually.
- Always maintain confidentiality when dealing with individual cases.
- Be aware of safeguarding issues that can put children at risk of harm.
- Speak to the DSL if they are unsure about how to handle safeguarding matters.
- Ensure that the policies and procedures adopted by St Joseph's Preschool are followed by staff.

## **Child protection**

All staff are vigilant in being aware of any circumstances or changes in a child's life or environment which may affect their wellbeing. Staff understand the safeguarding policy and to have up to date knowledge of all safeguarding issues. Staff to be aware of any signs of possible abuse and neglect and that they must report any concerns to the DSL immediately.

These concerns may include:

- Changes in the behaviour, appearance, attendance levels and general care of a child
- Deterioration in children's general well-being
- Unexplained bruising, marks or signs of possible abuse or neglect
- Any information that is relayed by a child which must be acknowledged and recorded
- Any physical injuries that have happened to the child before arriving at pre-school which will be recorded on accident at home forms

(In relation to standard 3.6 of the Early Years Foundation Stage 2021)

Staff will also be informed and given advice of the following document 'What to do if you're worried a child is being abused', which can be found online at [www.gov.uk](http://www.gov.uk). A paper copy will also be available in the setting.

## **Responding to a disclosure by a child**

- When responding to a disclosure from a child, the aim is to get just enough information to take appropriate action.
- The practitioner listens carefully and calmly, allowing the child time to express what they want to say.
- Staff do not attempt to question the child but if they are not sure what the child said, or what they meant, they may prompt the child further by saying *'tell me more about that'* or *'show me again'*.
- After the initial disclosure, staff speak immediately to the DSL. They do not further question or attempt to interview a child.

- If a child shows visible signs of abuse such as bruising or injury to any part of the body and it is age appropriate to do so, the key person will ask the child how it happened.
- When recording a child's disclosure on a Safeguarding confidential incident reporting form, their exact words are used as well as the exact words with which the member of staff responded.
- If marks or injuries are observed, these are recorded on a body diagram.

### **Decision making (all categories of abuse)**

- The DSL makes a professional judgement about referring to other agencies, including Social Care using the Local Safeguarding Partnership (LSP) threshold document:
  - **Level 1: Universal support** – Open access to provision - Need is relatively low & individual / universal services able to take swift action.
  - **Level 2: Emerging Needs** - Concerns for child's well-being, child's needs not clear, not known or not being met. A range of early help services may be required.
  - **Level 3: Intensive** - A child or young person has needs which without intervention would seriously impair their health or development, or put them at risk.
  - **Level 4: Specialist** - A child or young person is at current risk of significant harm because of abuse or neglect.

(Copy of the threshold document is available online at [www.ddscp.ork.uk](http://www.ddscp.ork.uk) and paper copy will be displayed on settings notice board)

DSL will contact LSP for advice if there is any uncertainty.

### **Seeking consent from parents/carers to share information before making a referral for early help**

Parents are made aware of the setting's Data Protection Policy which explains the circumstances under which information about their child will be shared with other agencies. When a referral for early help is necessary, the DSL must always seek consent from the child's parents to share information with the relevant agency.

- If consent is sought and withheld and there are concerns that a child may become at risk of significant harm without early intervention, there may be sufficient grounds to override a parental decision to withhold consent.
- If a parent withholds consent, this information is included on any referral that is made to the local authority. In these circumstances a parent should still be told that the referral is being made beforehand (unless to do so may place a child at risk of harm).

### **Informing parents when making a child protection referral**

In most circumstances consent will not be required to make a child protection referral, because even if consent is refused, there is still a professional duty to act upon concerns and make a referral. When a child protection referral has been made, the DSL contacts the parents (only if agreed with social care) to inform them that a referral has been made, indicating the concerns that have been raised, unless social care advises that the parent

should not be contacted until such time as their investigation, or the police investigation, is concluded. Parents are not informed prior to making a referral if:

- there is a possibility that a child may be put at risk of harm by discussion with a parent/carer, or if a serious offence may have been committed, as it is important that any potential police investigation is not jeopardised
- there are potential concerns about sexual abuse, fabricated illness, FGM or forced marriage
- contacting the parent puts another person at risk; situations where one parent may be at risk of harm, e.g., domestic abuse; situations where it has not been possible to contact parents to seek their consent may cause delay to the referral being made

The DSL makes a professional judgment regarding whether consent (from a parent) should be sought before making a child protection referral as described above. They record their decision about informing or not informing parents along with an explanation for this decision. Advice will be sought from the appropriate children's social work team if there is any doubt. Advice can also be sought from the designated officer.

### **Recording**

- Information is recorded using the Safeguarding Confidential incident reporting form. Discussion with parents and any further discussion with social care is recorded. If recording a conversation with parents that is significant, regarding the incident or a related issue, parents are asked to sign and date the incident form. It should be clearly recorded what action was taken, what the outcome was and any follow-up.
- If a referral was made, copies of all documents are kept and stored securely and confidentially including copies in the child's safeguarding file.
- Each member of staff/volunteer who has witnessed an incident or disclosure should also make a written statement on the Safeguarding Confidential incident reporting form, as above.
- Follow up phone calls to or from social care are recorded in the child's file on Point of Contact forms; with date, time, the name of the social care worker and what was discussed.
- Safeguarding records are kept up to date and made available for confidential access by the DSL to allow continuity of support during closures or holiday periods.

### **Professional disagreement/escalation process**

- If a practitioner disagrees with a decision made by the DSL not to make a referral to social care they must initially discuss and try to resolve it with them.
- If the disagreement cannot be resolved with the DSL and the practitioner continues to feel a safeguarding referral is required then they discuss this with the designated officer.
- If issues cannot be resolved the whistle-blowing policy should be used, as set out below.

- Supervision sessions are also used to discuss concerns but this must not delay making safeguarding referrals.

## **Whistleblowing**

Staff are made aware that they are entitled to whistleblowing to manager or committee and to Ofsted if they feel that children are at risk or any harm to them. Also if St Josephs preschool passes on information that they believe shows any wrong doing or a cover up of a child's safeguarding and welfare/ Staff can do this by:

- Reporting any incidents if they feel that a child is immediate harm or danger
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- If an employee or volunteer feels that the matter cannot be discussed with the managers Ofsted can be contacted by email [whistleblowing@ofsted.go.uk](mailto:whistleblowing@ofsted.go.uk) or by phone 0300 123 1231

Staff will be made aware that the information which they pass on will be dealt with quickly if they are not reporting anonymously and that they will be entitled to seek independent advice from unions and whistleblowing charities.

## **Allegations against staff, volunteers or agency staff**

Concerns may come from a parent, child, colleague or member of the public. Allegations or concerns must be referred to the DSL without delay - even if the person making the allegation later withdraws it. The following procedure needs to be followed

- All staff report allegations to the DSL.
- The DSL alerts the designated officer. Together they should form a view about what immediate actions are taken to ensure the safety of the children and staff in the setting, and what is acceptable in terms of fact-finding.
- The manager of the setting will follow the procedure of Derby and Derbyshire Safeguarding Children Procedures. If there are concerns about allegations the Manager should immediately complete the [Derby and Derbyshire LADO form](#) (located in the DDSCP documents library) and email securely for the attention of LADO in Derby to [cypsafeguarding@derby.gov.uk](mailto:cypsafeguarding@derby.gov.uk)
- All information can be found online at [www.ddscp.or.uk](http://www.ddscp.or.uk)

## **Suitable People.**

All staff will have to complete a DBS check and will need to disclose any convictions, court orders or reprimands that may affect their suitability to work with children. If any information which is not previously shared is revealed in the DBS check, management have the right to terminate any employment or job offer.

## **Prevent Duty**

As a duty of care all staff will be trained in Prevent duty and will understand the four themes of the Prevent Duty document published by the Department of Education. We will do this by

- Risk assessing children who may be vulnerable to radicalisation and terrorism
- Working with other agencies such as the local safeguarding partners (LSP) to support and help families if we have any concerns or become aware of signs of radicalisation happening within the family
- Ensuring staff are given adequate information and training in Prevent duty and refreshing this when legal legislation policies change or adapt
- Safeguarding children against the use or sight of inappropriate materials that they may have access to online and ensuring that they are using the internet safely in our setting. If appropriate we will offer parents advice on children's online safety at home
- Support, implement and promote British values within the daily routine of pre-school

### **Staff Training, qualifications support and skills**

All new staff members will be given the following training when they initially start with St Joseph's Preschool:

- Induction Training – which will include roles and responsibilities, safeguarding training, child protection, evacuation procedures and health and safety issues.
- To understand all policies and procedures and sign off that they have had access to these and read them.
- Safeguarding Training and policy and procedures

All staff will be given the opportunities to further their own professional development and will part take in training, in house and out of house to continue to offer quality support the learning and development of all children.

All staff will receive training and updates of any legislation that occurs any updates and changes. Safeguard training will be updated for all staff members in accordance with any local and national changes.

All staff will have knowledge of female genital mutilation (FGM). The knowledge will be obtained by the staff member completing the government online training and completing the online test, successfully gaining a certificate.

All staff will use the knowledge during everyday tasks to ensure that they are vigilant and report any concerns in line with our safeguarding and welfare policy.

### **Key person supervision**

Staff taking on the role of key person must have supervision meetings in line with this procedure and the following structure and procedure will take place.

#### **Structure**

- Supervision meetings are held every half term for key persons.
- Key persons are supervised by the setting manager or deputy.
- Supervision meetings are held in a confidential space suitable for the task

Key persons will be given notice of their supervision 1 week before the date, so that they can prepare anything they want to bring along.

During this meeting they will have the opportunity to discuss:

- any issues or concerns that they may have concerning the development and welfare of their key children.
- The supervision will allow staff to discuss how they are going to address any problems that have arisen and how they will support the child and their family, keeping all information confidential.
- reflection on the journey a child is making and potential well-being or safeguarding concerns for the children they have key responsibility for
- promoting the interests of children
- reviewing plans and agreements from previous supervisions including any identified learning needs for the member of staff
- Key person supervision discussions are recorded and is retained by the supervisor and a copy provided to the key person.
- Each member of staff has a supervision file that is stored securely at all times.
- Concerns raised during supervision about an individual child's welfare may result in safeguarding concerns not previously recognised as such, these are recorded on Safeguarding Confidential incident reporting form and placed on the child's file. The reasons why the concerns have not previously been considered are explored.
- Additional safeguarding or welfare decisions made in relation to a child during supervision are recorded on the individual case file. The supervisor (if not the DSL) should ensure the recording is made and the DSL notified.
- They will also be asked by their manager to confirm that there are no personal circumstances that have arisen since their last supervision which makes them unsafe or unsuitable to do their job.

\*In addition, please refer to Supervision and appraisal statement in policies and procedures file

### **Key Person and Transitions**

Each child will be allocated a member of staff as their key person who will support the child and their family to ensure that their individual needs are being met. They will also build positive relationships with families and offer support, advice and guidance.

When a child starts at pre-school, they will be supported by their key person during their first weeks to settle into our routines.

When a child is moving onto a new setting or school their developmental records will, with parents' permission, be passed to the new setting.

### **Staff own responsibilities**

Practitioners must not at any time be under the influence of alcohol or any illegal substances. If they are required to take medication that will affect their responsibilities or role, they will be required to seek medical advice and not return to work until their doctor advises they are medically fit to do so.

## **Food and drink**

Our policy is to provide and promote healthy eating for all children that attend the setting. We do this by:

- Providing healthy snack choices of fruit, vegetables, breads, crackers and dips, all part of a balanced diet
- Milk and water are offered throughout the day and the children can help themselves from the drinks table
- Giving parents information on healthy diets and lifestyles for their children by wall displays and newsletters

## **Accidents and injuries**

If a child has had an accident at pre-school the first aider will deal with this and an accident form will be completed. Parents will be informed at the end of session/day of the accident and will sign the form to say that they have been notified. Any serious injuries parents will be informed by telephone.

Any staff that suffers an injury whilst at work must also fill out an accident form and the manager must be notified of any injuries sustained.

In any case of serious accident or illnesses the manager will inform Ofsted within the 14 days notification time.

Any accidents that happen at home parents are required to complete an accident form. Copies of this form are kept in the accident at home file. Staff will complete forms with the parents, with what type of injury the child sustained, what happened and if they needed to seek medical advice Staff member will notified the DSL.

## **Safety**

We provide a safe, secure and healthy environment by:

- Daily checks of the pre-school rooms and outdoor area are carried out and recorded together with any concerns and action taken to address these
- Resources and equipment are checked before use to ensure safety and that they are fit for purpose
- All fire extinguishers are regularly checked and fire exits clear labelled.
- Practice of fire drills is carried out every half term
- Toileting and hand washing resources are always available

## **Smoking**

Smoking is not permitted on the premises of St Joseph's preschool. Vaping and E-cigarettes are also prohibited on preschool premises.

## **Mobile phones and cameras**

Under no circumstances are mobile phones allowed to be used in the pre-school unit, by parents or staff members. Parents will be asked to stop using their phone before entering pre-school.

Staff members will leave their mobile phones with their personal belongings in their allocated lockers in the store room.

At celebrations we inform parents that they are not allowed to take videos or photographs of these events due to safeguarding issues.

Preschool mobile phone is used for calls and taking photographs and uploading information to the communication app for parents, by staff only. The phone is password protected and is only used by staff. All parents sign consent at registration for children to be allowed in photographs for their learning journals & communication app. If consent is not given photos will not be taken of the child in question or appear in any photographs/videos.

## **Online Learning**

Children's Use:

- Laptop, iPad, tablet, mobile phone use must be always supervised by an adult
- any games or apps used must be from a pre-approved selection checked and agreed by management
- Online searching and installing/downloading of new programmes and applications is restricted to authorised staff members only. Children will not be able to search or install anything on a setting device.

## **Communicating with parents via online apps**

Parents will be invited to join an online communication app. Only parents/careers that have children registered with St Joseph's preschool will have access to the app and information via a code. Parents are asked for written consent to join the app when they register and are informed that children's work and photographs will be posted online the app. Parents will also sign a written agreement that they will not share any post – photographs, videos, or any other information on any other persons and social media networks

St Joseph's Preschool will make sure that all security measures are put in place. If any protocols are broken by any families, they will be removed from the app by the management team immediately. All privacy settings are followed following preschools safeguarding policy, Data protection and GDPR policies and procedures.

Reviewing online safety preschool will carry out an annual review of its approach to online safety, supported by an annual risk assessment that considers and reflects the risks faced by children.

## Premises

We follow the indoor floor space requirement that is legally set in EYFS safeguarding regulations This is monitored by:

- Ensuring that the total area of space used by fixed furniture fittings and all moveable resources such as sand and water trays, tables and creative trolleys does not exceed the amount required to allow children the statutory level of free floor space
- Having the maximum of 28 children per session

We also offer children the opportunity of an outdoor area that we currently share with St Joseph's Catholic Primary School. This includes:

- The use of the playground for gross motor skills development
- The use of the trim trail course
- Exploring the woodland area of a small spinney which is located in the grounds of the primary school
- Each time these areas are used a risk assessment is completed to ensure it is accessible and safe for children to use.

Bathroom areas are checked at the beginning of each session, ensuring that they are clean and have hand soap and towels available for the children. The staff toilet is kept locked for use by adults only. Nappy areas are checked and ensured that the equipment is ready for use.

All parents are asked to fill in a consent form if they require any other person to collect their child. We will not allow any child to leave with unfamiliar adults until we have consent, written or verbal from their parent or carer, even if the adult is known to the child. If a child is to be collected by someone under the age of 16, we would confirm with parents that they are confident this person is responsible and ask them to sign to this effect.

Any staff members who wish to speak to parents privately at their request or who need to share confidential information can do so by using the private office area situated at the back of the building.

### Read in conjunction with:

- Health and safety policy
- Teaching and learning policy
- Mobile phone policy
- British values policy
- Prevent duty legislation
- EYFS documentation.

This policy was accepted at a meeting of St Joseph's Preschool Trustees.

Policies will be reviewed each academic year.

*This policy will be reviewed sooner if there is a change to legislation or guidance which may affect it.*

