

## Safeguarding Children / Child Protection Policy

If you have concerns about the safety or welfare of a child and feel they are not being acted upon by your Manager/Designated Safeguarding Lead, it is your responsibility to take action by contacting LADO or Ofsted.

This policy applies to all staff members at Bus Stop Pre-School and is reviewed annually and or updated in line with changes in local and national guidance and legislations.

It is Bus Stop Pre-Schools policy to promote the welfare and wellbeing of children in our care and to protect them at all times from any forms of abuse. At Bus Stop Pre-School we aim to create an environment where children and adults feel confident to talk if they are feeling worried, and an environment where they feel they will be effectively listened to. In situations where we consider abuse may have or is taking place, we will bring it to the attention of the Children's Single Point of Access (C-SPA) and or the Local Authority Designated Officer (LADO - allegations relating to staff) and continue to monitor the situation.

Bus Stop Pre-School ensures that all staff members, students and regular supervised volunteers and **unsupervised volunteers aged over the age of 16 years** have an enhanced Disclosure and Barring check (DBS), two personal references and have declared their suitability to work with children before Bus Stop Pre-School feels they are responsible and suitable to work with children. New staff members that begin employment before their DBS check is returned are supervised appropriately and not left unattended with children. See Safer Recruitment Policy.

This policy has been written in consultation with the staff team and has been written following the legislation and guidance of:

- What to do if you're worried a child is being abused, 2015,
- Working Together to Safeguard Children, 2018,
- Safeguarding and Welfare Requirements of the Statutory Framework for the Early Years Foundation Stage, 2021,
- Children Act 1989,
- Children Act 2004,
- Section 40 of the Childcare Act 2006,
- Vulnerable Group Act 2006,
- Section 26 of the Counter - Terrorism and Security Act 2015 - Prevent Duty,
- Information from Surrey County Council - Early Years Educational Effectiveness Team.

- FGM Risk and Safeguarding Guidance for Professionals, 2015.
- Surrey Safeguarding Children Partnership (SSCP) - Effective Family Resilience Guidance, 2019
- Children Single Point of Access (C-SPA) and Single Point of Access (SPA - for adults), May 2019.
- Keeping Children Safe in Education Statutory Guidance, 2021.
- Operation Encompass - Surrey Against Domestic Abuse.
- Information Sharing - Advice for practitioners for providing safeguarding services for children, young people, parents and carers, 2018.
- Inspecting Safeguarding in Early Years, Education and Skills, Sept 2019.
- Early Years inspection handbook for Ofsted-registered provision, Sept 2021
- Framework for the Assessment of Children in Need and their Families, 2000.

This policy also complies with the child protection procedures approved by Surrey Safeguarding Children Partnership (SSCP) and information regarding procedures and guidelines will be accessed via the online SSCP manual at [www.surreyscp.org.uk](http://www.surreyscp.org.uk). Bus Stop Pre-School is also signed up to receive regular SSCP online newsletters.

Bus Stop Pre-School is signed up to the Surrey Multi-Agency Information Sharing Protocol (MAISP) and understands their responsibilities under the protocol. (See 10 Golden Rules displayed by telephone/ See Red Safeguarding folder in office for Information Sharing 2018 guidance.

Bus Stop Pre-School is signed up to Operation Encompass. Operation Encompass enables Early Years settings, Schools, Surrey Police and Surrey County Council to communicate effectively on any domestic incidents that occur outside of normal School hours and might have an impact on a child in the setting. All parents/carers receive an information letter in their child's Starter Pack explaining this scheme and our role as providers.

#### The Role of Designated Safeguarding Lead

Our Designated Safeguarding Lead (DSL) is Kelly Haines and the deputy DDSL is Kate Rice. The DSL and DDSL can be contacted by telephone on 01372 879712 and or by email at [busstoppreschool@aol.co.uk](mailto:busstoppreschool@aol.co.uk)

The DSL is registered with Surrey Safeguarding Children Partnership to provide in-house Safeguarding training to staff members.

- The DSL's responsibility is to take a lead responsibility for safeguarding children and to liaise with the local statutory children's services agency.

- To ensure that there is a whole setting approach to Safeguarding and the setting fully contributes to inter-agency working.
- To give advice and support to staff raising concerns about a child or colleagues behaviour.
- **To be the point of contact for the safeguarding partners: Local Authority, Police and Health.**
- The DSL to understand and recognise possible signs of abuse and neglect and to support staff team to recognise signs as stated in section 3.6 of the Statutory Framework for the EYFS, **2021**:

These may include:

- 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; or that a girl may have been subjected to (or is at risk of) female genital mutilation and/or
- inappropriate behaviour displayed by other members of staff, or any other person working with the children. For example, inappropriate sexual comments; excessive one-to-one attention beyond the requirements of their usual role and responsibilities; or inappropriate sharing of images.
- The DSL role is to follow 10 Golden Rules for Information Sharing.
- DSL refers to the SSCP Effective Family Resilience Guidance, 2019 when working with and supporting children, young people and their families.
- Collecting information when there are concerns regarding a child and contacting C-SPA to make a request for support if at any time they believe a child may be a child in need, or that a child is being harmed or is likely to be. The DSL will contact the police, if an immediate risk is identified. When seeking support for a family via the C-SPA, the DSL will gain consent from the parents when submitting a request, however in exceptional circumstances whereby to speak to the parents would likely cause harm to the child, consent would not be expected to be sought. DSL will complete a Request for Support form.
- The DSL implicitly understands that when requesting support for a family, the family is not being handed over to other professionals, but that the request is for children's services to join the existing network around the family.
- The DSL will contact the Child Protection Consultation line if they are unsure whether a child/family warrants a Request for Support form. The DSL will discuss concerns with an advisor and follow the advice given.
- The DSL is responsible for coordinating actions in response to a concern or allegation about a child and or adult. In the event that the appointed DSL is unavailable the deputy DDSL will take over,

- After a request is made to C-SPA the DSL role is to be available to participate in assessments of a child either through 'Core Group' meetings, 'Case Conferences', 'Early Help Assessment', a 'Child in Need' assessment or a 'Child Protection' enquiry.
- It is the role of the DSL to be aware of 'Disguised Compliance' - SSCP definition: "involves clients not admitting to their lack of commitment to change but working subversively to undermine the process". (Ref: DSL Refresher Booklet, 2016).
- The DSL's roles and responsibilities include sharing up to date Safeguarding information and legislations with staff and keeping a record of this. The DSL ensures all staff are updated on safeguarding issues annually and or when required. This is through in-house 'Safeguarding Quiz' (devised by DSL to reflect current changes/legislations) /regular discussions during staff meetings/E-Bulletins.
- The DSL is responsible for ensuring the settings 'Safeguarding Children/Child Protection' policy is updated and the DDSL and whole staff team are updated and aware of any changes.
- Ensuring that all staff are aware of the settings policy for reporting concerns relating to child protection and that all staff are aware of the process for reporting any allegations and concerns about the conduct of members of staff.
- Regularly going online to access up to date information from the Surrey Safeguarding Children Partnership website and government websites,
- The DSL is responsible for accessing information and liaising with outside agencies to ensure information is up-to-date,
- The DSL must attend the Module one and Module two safeguarding children Foundation training and thereafter attend DSL refresher training every two years. The DSL also attends relevant safeguarding training as advised by Surrey Early Years Educational Effectiveness Team and the Government,
- The DSL ensures all staff members working with children complete Working Together to Safeguard Children training and update this every three years. The DSL and DDSL update their training every two years.
- The DSL is responsible for regularly reviewing the register for attendance, the 'Accident/ Incident' forms, 'Existing Injury' forms, 'Short term medication' forms and to regularly review recorded concerns to monitor and/or identify possible safeguarding children issues. Each of the above is reviewed once a term and or if concerns are raised.
- The DSL role is to ensure that the setting complies with the Data Protection Act 2018 and that the setting is registered with the Information Commissioners Office (ICO).

- Ensure that the setting complies with the Local Authority and Disclosure and Barring Service (DBS) procedure for managing allegations against staff.
- The DSL carries out termly Supervisions for each staff member. Please see 'Supervision' template.
- To know the cohort of the children registered at the setting who have or have had a social worker and are understanding to their academic progress and attainment.
- Promote supportive engagement with parents and or carers in safeguarding and promote the welfare of children, including where families may be facing challenging circumstances.
- To be alert to the specific needs of children in need, those with additional needs and disabilities, those with relevant health conditions and young carers.
- Understand the requirements of the setting with regard to Prevent duty and support staff on protecting children from the risk of radicalisation.
- Are able to understand the risks of online safety and be confident to support staff team and to all children to understand the risks of potential abuse online.

### Supporting Children

At Bus Stop Pre-School we are aware of ensuring all children feel safe, supported and have trusted adults to care for them. In the event that a child is abused or witnesses abuse/or violence we understand our role in supporting these children. Bus Stop Pre-School will support all children by:

- Treating each child as an individual, so they can learn to be resilient, capable, confident and self-assured.
- Teach children to be strong and independent through positive relationships.
- Establish and maintain an environment where children feel safe and secure and are encouraged to share their thoughts and feelings through conversation, storytelling and role-play.
- Ensure that the children know there is an adult to talk to if they are feeling worried.
- Reassure children who report concerns that they are being taken seriously and they will be supported and kept safe.
- Children will be encouraged to develop strong self-esteem and self-awareness through the Early Years Foundation Stage and through positive and trusting relationships with the Pre-School community.
- We will respond sympathetically to requests for quiet times.
- We will follow the procedures as set out within this policy to liaise and work in partnership with support services and Social Care.

## Safeguarding Procedure

As set out in the 'What to do if you're worried a child is being abused, 2015, there are four key steps to help practitioners to identify and respond appropriately to possible abuse and/or neglect:

1. Be alert,
2. Question behaviours
3. Ask for help
4. Refer

The four key steps may not always be followed in order, for example if a child is in immediate danger or at risk of harm the DSL will refer to children's C-SPA and or the Police immediately. **In the event that the DSL or DDSL is absence, staff members must be prepared to refer directly to C-SPA (or the Police if appropriate) if there is the potential for significant harm.**

If a staff member develops concerns for a child whilst in our care or a child discloses information to them, staff members will seek advice from their DSL or Deputy DSL. The DSL will act upon this information and decide the most appropriate action to take, depending on circumstances of the case, the seriousness of the child's allegation and the local multi-agency safeguarding arrangements in place. The DSL will contact the C-SPA/designated social worker and/or the Police to make a request for support. The Request for Support form will be completed by the DSL and consent gained from a child's parents to do so, however in exceptional circumstances consent may not be expected to be sought. In the event that the DSL requires advice before completing a Request for Support form, they will contact the Child Protection Consultation line for advice.

Request for Support forms will be sent securely to [cspa@surreycc.gov.uk](mailto:cspa@surreycc.gov.uk)

The DSL and DDSL will also put into practice the Signs of Safety Framework and use this alongside the Surrey Effective Family Resilience Guidance, 2019 document. This will support them to identify the following points:

1. What are we worried about?
2. What is working well?
3. What needs to happen?

The DSL will review this framework regularly throughout a child protection concern to support them to identify further next steps.

When making a request to C-SPA, the DSL will consider and include information regarding the child's development needs and their parents/carers ability to respond to these needs within the context of their wider family and environment, under section 17 of the Children Act 1989. (Please see What to do if you're worried a child is being abused, 2015, page 14.)

In the event that a child's needs emergency medical attention and there is a suspicion of abuse the DSL or DDSL will notify C-SPA or a child's Social Care worker, if they already have one allocated and take the child to the nearest Accident and Emergency centre. The DSL will seek the advice of C-SPA and what action to take when informing the parents, remembering that parents should be informed if their child requires urgent hospital treatment. The exception to this process will be case of FGM, please see further below in this section.

In the case of a disclosure, allegation or concern the staff member will write down the disclosure (using the exact words) or allegation themselves (with support) in their own words. All discussions between the member of staff and DSL will be written down clearly without interpretation or prejudices by the DSL. Information that will be recorded by the DSL in writing is as follows:

- A dated record of the details of the disclosure/concern/allegation made, (using exact words),
- Use a body map to record exact site and size of injuries seen,
- All concerns and discussions about a child's welfare,
- The discussion between practitioners and DSL,
- The decisions made and the reasons for the decisions made.

In the event of a disclosure/allegation by a child, staff members will take their disclosure/allegation seriously and reassure them that they will take action to keep the child safe. Staff members will communicate to the child in a way that is appropriate to the individual child's age and ability, understanding and preference, and will listen to them. The staff member will reassure the child, however will not promise confidentiality as they may need to tell the DSL and contact C-SPA in order to protect the child.

In all cases of suspected abuse/allegation/disclosures the information will remain confidential and will only be shared on a need to know basis.

If the DSL has taken action and contacted C-SPA to make a request, the DSL will seek advice from C-SPA before the child is due to go home with their parent/ carers. The DSL will follow the advice given by C-SPA. When sharing concerns/sensitive information with parents/carers the DSL will take the

parents/carers to a private area. The DSL will calmly/sensitively and without judgement explain the concerns and the decisions made and reasons for decisions made.

If staff members have concerns for a child who is already known to children's social care, the DSL will contact the allocated social worker to inform them of any concerns. In addition to children's social care, the police and the NSPCC may be contacted, as they are able to intervene in these circumstances.

Once a request is made, a social worker will respond within **One** working day explaining to the DSL what further action they have decided to take. After a request is made the DSL would agree with Children's Social Care what the child and the parent will be told, by whom and when. Once a request has been made the DSL will confirm this in writing within 48 hours and if the Children's Social Care has not acknowledged this confirmation within **One** working day the DSL will contact the Children's Social Care team again. All information regarding a concern or request for support will be kept confidential. Bus Stop Pre-School staff will continue to welcome a child and their family into the setting whilst an investigation takes place. Throughout an investigation the Bus Stop team will cooperate fully with all outside agencies involved in the interest of the child. Please refer to 'What to do if you're worried a child is being abused, 2015'. Please see 'Confidentiality Policy'.

The Local Authority Child Protection Designated Officer (LADO) and Surrey Early Years Educational Effectiveness Team named person will be contacted by the DSL to offer the staff team support if a referral has been made.

The DSL records and confidentially stores information about individual children with regards to child protection concerns / cases. This information is only available to the DSL and Bus Stop Pre-School Management. This information is stored securely and safely in the office. The office is locked during the evenings and at weekends.

#### Transition to new School/Early Years Setting or Shared Setting

When / if a child leaves Bus Stop Pre-School to attend a new setting/School or attends more than one Early Years setting it may be necessary to pass on/share child protection concerns /cases to their new setting/School. The DSL would seek permission of the child's parent/carer to share this information with a new setting/shared setting. Please see 'Child Record Form' and 'Transition Form'.

When passing on confidential transition documents to a child's new setting/School, the DSL will endeavour to hand deliver confidential documents and or send it by

recorded delivery within 5 days for an in-year entry or 5 days within the first days of the start of a new term. When confidential documents are transferred between settings the following procedure is carried out:

- The DSL will telephone the setting/School to ensure they are expecting the documents to be sent and will request the name of the person who will receive the documents.
- The DSL will enclose all professional documents and a letter listing out the confidential contents. The letter will also include a section that must be signed on receipt of the documents by the new settings DSL and or by a person in authority i.e. Head Teacher or Deputy Head. This section acknowledges that the documents have been received and transferred.
- The DSL will keep a copy of the signed letter and list of documents transferred.
- The information will be transferred separately from the child's normal Transition form information.

### Sharing Information

The DSL will share information with agencies without permission when the law states we can. Please see 'Sharing Your Information' booklet produced by Surrey, County, Council and The 10 Golden Rules for Information Sharing (MAISP) poster and Information Sharing - Advice for Practitioners guidance, 2018. Please note that safeguarding concerns relating to children will be retained for 25 years (however if the case is active, then all information will be transferred to the new setting when a child leaves) and records relating to staff allegations will be retained until the person reaches retirement age.

The DSL and Bus Stop Pre-School Management team understands that they must be available to be contacted by agencies, outside of the normal Pre-School working hours to share information regarding concerns for a child's welfare and safety.

### Indicators of Abuse

Bus Stop Pre-School Management team and the DSL ensure that all members of staff are informed and made aware of the possible signs of abuse in children and also ensure all staff members are aware of identifying inappropriate behaviour displayed by adults in the setting. Highlighted below are some of the Indicators of abuse:

### Possible Indicators of Emotional abuse including Domestic abuse-

- A child may have low self-esteem and lack of self-confidence;
- A child may be fearful or anxious about doing something wrong;
- A child may have an inability to play or find difficulty with playing or having fun;

- A child may show comfort seeking behaviour such as thumb sucking, persistent rocking; movements or masturbation in school aged children;
- A child may find difficulty in making and sustaining friendships.
- A parent/carer deliberately telling a child that they are worthless, or unloved and inadequate;
- Parents/carers not giving a child the opportunity to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate.
- Parents/carers who humiliate a child, for example by name calling or making negative comparisons.
- Parents or carers blaming their problems on their child.
- Parents or carers who withdraw their attention from their child, giving the child the 'cold shoulder'.

#### Possible Indicators of Physical abuse -

- A child with unexplained burns and scolds in unusual positions with unclear history;
- A child with unexplained/recurrent fractures, untreated or unreported;
- A child with unexplained cuts and other injuries including head injuries with unclear history;
- A child with unexplained/recurrent and frequent bruising in hidden or unusual places.
- A child with unexplained bite marks.
- Girls subjected to Female genital mutilation (FGM) or at risk from FGM.
- Breast ironing.
- A parent/carer deliberately physically hurting a child by hitting, pinching, shaking, throwing, poisoning, burning, scalding, drowning or suffocating a child.
- A parent/carer fabricates symptoms of, or deliberately induces illness in a child.

#### Possible Indicator of Sexual abuse -

- A child may dislike being left with certain people;
- A child may use sexually explicit language or have sexual knowledge that you would not expect them to have,
- A child may display knowledge or interest in sexual acts inappropriate to their age,
- A child may have visual discharge or bleeding, soreness in genitals and anal areas, sexually transmitted infections or underage pregnancy,
- A child may draw and tell stories indicating sexual interest and awareness unusual for the age.
- A child may ask others to behave sexually or play sexual games.

### Possible Indicators of Child Exploitation (CE) -

- Children appear with unexplained gifts or new possessions,
- Children who associate with other young people involved in exploitation,
- Children who may have a boyfriend or girlfriend,
- Children who suffer from sexually transmitted infections or become pregnant,
- Children who suffer from changes in emotional well-being,
- Children who misuse drugs and alcohol,
- Children who go missing for periods of time or regularly come home late,
- Children who regularly miss school or education or do not take part in education.
- Children who become secretive.
- Child exploitation may includes children who are in a gang, drug/gun runners, drug dealers, involved in money laundering.

### Possible Indicator of Neglect -

- A child's clothing is inappropriate for weather, dirty and smelly;
- A child may not have enough food or too much junk food;
- A child is hungry,
- A child is often angry, aggressive or self-harms,
- A child has poor physical health;
- A child with poor school attendance;
- A child with a poor parent/ child relationship
- Parent/carer does not seek medical treatment when their child is ill or are injured,
- A parent/carer may become physically or mentally unable to care for a child.
- A parent/carer may have an alcohol or drug addiction, which may impair their ability to keep their child safe,
- A pregnant mother may abuse maternal drugs or alcohol.

### In-appropriate behaviour displayed by adults -

- In-appropriate sexual comments;
- Excessive one to one attention beyond the requirement of their role and responsibility;
- In-appropriate sharing of images.

(Safeguarding and Welfare Requirements' of the Statutory Framework for the Early Years Foundation Stage, 2021).

The Bus Stop staff team understand that having one of these indicators above does not mean a child is at risk, however if staff notice multiple or persistent

signs, the DSL will contact the Child Protection Consultation line for advice and or police immediately.

### Child on Child abuse

The DSL and Bus Stop staff team are aware that children are capable of abusing their peers, physically, sexually and verbally i.e. using derogatory language such as homophobic, racist or sexual language and **through sharing nude and semi-nude images and upskirting**. If this is suspected or an allegation is made, the DSL will contact the Child Protection Consultation line for advice or contact C-SPA immediately without gaining parental consent if it is felt a child was at risk of significant harm. The above procedure for managing an allegation/disclosure remains the same. **Please also see Behaviour Management policy for the behaviour that is supported and encouraged at Bus Stop Pre-School and the Staff Handbook.**

### Online Bullying and Child Exploitation

The DSL and Bus Stop Pre-School team understand that bullying and child exploitation (CE) can take place on social networking sites, online gaming or by use of mobile phones. If the above are suspected the DSL will follow the settings safeguarding procedures and a Child Exploitation Indicators forms will be completed (checklist located in red safeguarding folder in office).

### Bruising found on a non-mobile child

The DSL and Bus Stop team understand that if bruising is found upon a non - mobile child for example a baby under 6 months, a baby who is not yet crawling or a disabled child, we are legally required to report this immediately to children's social care team/C-SPA and/or the Police. Any bruising found on a non-mobile child or disabled child will be recorded by the DSL on a 'Body Map'. (Body maps are available in the Template folder located in the Kitchen). The DSL and Bus Stop team understands the importance of creating trusting and strong attachment with children who are unable to share their concerns for example Babies and children with SEND.

### Female Genital Mutilation (FGM)

The DSL and Bus Stop team understands that Female Genital Mutilation (FGM) is an illegal, extremely harmful practice and is a form of abuse and violence against women and girls. If a disclosure, concern or allegation is made, the DSL will follow the settings safeguarding procedure. If FGM is suspected the DSL will report this immediately to the police, under the FGM Act 2003. (Mandatory Reporting of FGM, 2015).

### Forced Marriages (FM)

The DSL and Bus Stop team understands that Forced Marriages (FM) is when a marriage is carried out without the consent of both people and is a criminal offence under the Anti-Social Behaviour, Crime and Policing Act 2014. If a disclosure, concern or allegation is made by a child, Pre-School parent/carer and or staff member the DSL will follow the settings safeguarding procedure.

The DSL can also contact the Forced Marriages Unit on: 200 7008 0151

### Honour Based Violence (HVB)

The DSL and Bus Stop team understands that Honour Based Violence (HBV) is a violent crime or incident that is a violation of human rights, domestic violence and or sexual abuse. HVB can affect a whole family and community.

HVB abuse might be committed against people that:

- Become involved with a boyfriend or girlfriend from a different culture or religion.
- Want to get out of an arranged marriage; become involved with a boyfriend or girlfriend from a different culture or religion.
- Want to get out of an arranged marriage.
- Want to get out of a forced marriage.
- Wear clothes or take part in activities that might not be considered traditional within a particular culture.

If a disclosure, concern or allegation is made by a child, Pre-School parent/carer and or staff member the DSL will follow the settings safeguarding procedure.

### Sexual Violence and Sexual Harassment

The DSL and Bus Stop Pre-School team understand that sexual violence and sexual harassment is not acceptable and will never be tolerated and is not an inevitable part of growing up. If a disclosure, concern or allegation is made by a child, Pre-School parent/carer and or staff member the DSL will follow the settings safeguarding procedure.

For information and guidance on 'FGM', 'Domestic abuse', 'HBV' and 'FM', 'Parent Mental Ill Health' and 'Parental Substance Misuse' please refer to SSCP Effective Family Resilience Guidance, 2019. Also refer to Keeping Children Safe in Education, 2021 document.

The DSL and Bus Stop team understand that they must inform Ofsted of any allegation of serious harm or abuse by any person living, working, or looking after children at the premises (whether the allegation relates to harm or abuse

committed on the premises or elsewhere). The registered person will notify Ofsted as soon as reasonably practicable, but at the latest within 14 days of the allegation being made.

### Training for Staff Team

To ensure all staff members have knowledge of how to share information, concerns and respond appropriately, all staff attend the 'Working Together to Safeguard Children' training. Staff members' training is updated every 3 years and the DSL updates staff annually/when required through E-Bulletins/In house Safeguarding Quiz/staff meetings. An action plan is in place to identify training needs of all staff members, to ensure training is up to date. All staff members are required to read and understand the setting's Safeguarding Children and Child Protection policy and procedure.

### Effective Family Resilience

Bus Stop Pre-School understands that under the 'Working Together to Safeguard Children', 2018 and the 'What to do if you're worried a child is being abused' 2015 it is the role of DSL or other lead practitioner to refer to the Effective Family Resilience model for guidance on how best to support children and families.

The DSL has attended Early Help training with Surrey Early Years Educational Effectiveness team and attended the Effective Family Resilience Guidance training with SSCP.

### Surrey's Effective Family Resilience Windscreen:

1. Universal
2. Early Help
3. Targeted Help
4. Specialist

(Please refer to SSCP Effective Family Resilience Guidance, 2019, located in red safeguarding folder in Office).

Bus Stop Pre-School understands that Requests for Support that reach Level 4 of Effective Family Resilience are sent straight to the Quadrant Assessment Teams and the Duty Manager will assess and record whether the needs of the child require assessment under Section 17 Children Act 1989 or if a strategy meeting is required to determine whether the assessment should be under Section 47.

Requests for Support up to Level 3 of Effective Family Resilience are directed to the Early Help Hub. The Early Help Hub advisors will offer advice and guidance to

those working with children to best support them and connect them to services that can join them in supporting a family.

The DSL and Bus Stop team understands that through developing strong partnership with parents and trusting relationships with children through an effective Key Person approach, the team may be more alert to signs of families in need of Early Help and children at risk, supporting families at Levels 1 and 2 of the Effective Family Resilience framework (SEND, CAMHS and Youth can be accessed through the Early Help hubs).

#### Allegation against a Member of Staff/Student/Volunteer

If an allegation is made about a member of staff, volunteer or student they will be suspended whilst investigations are carried out and a clear reason why will be given to them i.e. for their well-being and or child safety. This will be done in the interest of the child and the adult involved and does not indicate admission of the incident. A staff member will be paid during the investigation and this will be reviewed on a termly basis as the investigation continues. An investigation will be carried out by the settings registered person, however in the event the allegation is made about the settings registered person, the settings DSL will carry out the investigation.

If an allegation is made, the DSL will report this to the Surrey Local Authority Designated Officer (LADO) and will act upon their advice. Ofsted will be informed within 24 hours and backed up in writing within 14 days of the allegation being made. The Surrey Early Years Educational Effectiveness Team will also be contacted. In the event of an allegation the settings Safer Recruitment policy will be reviewed.

The settings Surrey Early Years Educational Effectiveness team telephone number (previously Surrey Supporting Children's team) for the Surrey South East area is: 0300 123 1620, email: [earlyyearsadvisors@surreycc.gov.uk](mailto:earlyyearsadvisors@surreycc.gov.uk)  
LADO: 03001231650 option 3 or email: [LADO@surreycc.gov.uk](mailto:LADO@surreycc.gov.uk)

The DSL /registered provider will contact Ofsted within 14 days following an allegation/disclosure of serious harm or abuse by any person living, working or looking after children at the premises (whether the allegation relate to harm or abuse committed on the premises or elsewhere). The DSL/registered provider will provide Ofsted with details of the action taken in respect of the allegation made. The DSL/registered provider will notify Ofsted of any significant event which is likely to affect the suitability of any person who is in regular contact with children on the premises or where care is provided. The disqualification of an employee

could be instance of significant event. In the event that Ofsted is notified of a significant event, the DSL/registered person will do this as soon as reasonably practicable, but at the latest within 14 days of the date they became aware of the information or ought reasonably to have become aware of it if they have made reasonable enquires. The DSL/registered person will provide the following information to Ofsted:

- Details of any order, determination, conviction, or other grounds for disqualification from registration under regulations made under section 75 of the Childcare Act 2006.
  - The date of the order, determination or conviction, or the date when the other ground for disqualification arose.
  - The body or court which made the order, determination or conviction, and the sentence (if any) imposed.
  - A certified copy of relevant order (in relation to an order or conviction).
- (3.17 of Statutory Framework for the Early Years Foundation Stage, 2021).

Bus Stop Pre-School understands that it is their responsibility under the Vulnerable Groups Act 2006 to make a referral to the Disclosure and Barring Service (DBS) if a member of staff, volunteer or student is dismissed from working with children (or would have been, had the person not left the setting first), if it is suspected/proven that they have harmed a child or put a child at risk.

It is Bus Stop Pre-School's practice that if a member of staff has been suspended, only the DSL and or deputy DSL can communicate with the member of staff. This will be explained to the staff member whom the allegation has been made about. The staff member will be strongly advised by the DSL not to communicate with other staff members about the reason for their suspension. This is to protect the staff/child/parents involved and to prevent misinformation and gossip. The DSL and DDSL would seek advice from LADO.

#### Low level concerns that do not meet the allegation/harm threshold

At Bus Stop Pre-School it is our policy to be alert to low level concerns (including allegations) which do not meet the allegation/harm indicators threshold set out within this policy. Concerns may be in the form of:

-Suspicion.

-Complaint.

-Disclosure made by a child, parent or other adult within or outside of the organisation, or as a result of vetting checks undertaken.

The DSL/DDSL and staff whom the low level concern has been disclosed too, will write down the concern, will write down the disclosure (using the exact words) or allegation themselves (with support) in their own words. All discussions between the member of staff and DSL will be written down clearly without interpretation or prejudices by the DSL. The DSL and DDSL will continue to monitor the situation and if further concerns arise the C-SPA will be contact for advice.

### Suitability

Bus Stop Pre-School understands that it is their responsibility under the Disqualification under the Childcare Act 2006 and Section 3 of the Statutory Framework for the EYFS, 2021 that the registered person and all staff members working with children must declare their suitability to work with children and declare anything that may affect their suitability. The registered person and staff members also understand that they must declare if anyone in their household (including family, lodgers, house-sharers, household employees) has been disqualified, as a staff member may be disqualified if they live in the same household as the person who is disqualified. This also includes the allegation of serious harm or abuse committed by anyone in their household or elsewhere. All staff members must notify the setting DSL or Management team as soon as possible of any changes to the suitability of anyone within their household. Please see 'Staff Contracts', 'Appraisal forms' and 'Supervision' procedure. Disqualification by Association regulations 2018 - this regulation only applies where childcare is provided on a domestic setting.

Bus Stop Pre-School obtains enhanced DBS checks for every person aged over 16 years who provide personal care who:

- Work directly with children.
- Live on the premises (N.B this does not apply to Bus Stop Pre-School, as Pre-School is run on non-domestic premises).
- Work on the premises on which childcare is provided (unless they do not work on the part of the premises where the childcare takes places, or do not work there at times when children are present).

The DSL/Manager carries out 3 monthly Supervisions for all staff members. The Supervision procedure asks staff members to reconfirm their suitability to continue to work with children. The DSL reminds staff that they are expected to disclose any convictions, cautions, court orders, reprimands and warnings which may affect their suitability to work with children (whether received before or during their employment at the setting).

The DSL/registered person understands that where a person is disqualified or is a disqualified provider, the registered person must not employ that person in connection with the early years provision or within a Management role. The registered person also understands that if they become aware of information that may lead to a staff member becoming disqualified they must take appropriate action to ensure children's safety by notifying Ofsted. The registered person understands that they must give Ofsted the following information when relevant:

- details of any order, determination, conviction, or other ground for disqualification from registration under regulations made under section 75 of the Childcare Act 2006;
- the date of the order, determination or conviction, or the date when the other ground for disqualification arose;
- the body or court which made the order, determination or conviction, and the sentence (if any) imposed; and a certified copy of the relevant order (in relation to an order or conviction).
- A certified copy of the relevant order (in relation to an order or conviction).

If a staff member declares a change in suitability, the DSL /registered person will put this information onto an internal/confidential 'Suitability Log' and seek advice from Ofsted, C-SPA and LADO. Please see a copy of 'Staff Contract', 'Staff Hand Book', 'Staff Appraisal' sheet, 'Supervision' sheet and 'Student/ Volunteer Information' sheet.

The DSL/registered provider understands that if a provider or staff member is disqualified, they may in some circumstances be able to obtain a waiver from Ofsted (See section 3.15 of Statutory Framework for EYFS, 2021).

Staff members must inform the DSL and the registered person if they have parental responsibility for a child who is being assessed under Section 47 of the Children Act 1989. Please see 'Staff Handbook' and 'Supervision' template.

All staff members, volunteers and students go through an induction process which includes familiarising themselves with the Safeguarding Children / Child Protection policy. All adults working with children in the setting sign and date the form in the policy booklet to acknowledge they have read and understood each policy and will ensure they are put into practice. During the induction process all adults are informed of who the appointed DSL is and the deputy DSL. All new staff members, students and volunteers are given an induction booklet, which explains how to behave appropriately with children, the DSL also talks the adults through the document. Please refer to the 'Staff Hand book' and the 'Student/Volunteer Information' sheet.

It is Bus Stop Pre-School policy not to leave any person who has not been through the induction process and had a successful DBS checked carried out upon them unsupervised, in charge of children and or to carry out personal care. Personal Care includes - helping a child for reasons of age, illness or disability, with eating or drinking, or in connection with toileting, washing, bathing and dressing (Refer to 3.10 of the Statutory framework for the EYFS, 2021). All staff members are made aware at their induction and through policy discussions that students, volunteers and visitors (regardless of their professional status) should never be included within our settings adult to child ratio and so never left alone with children.

The registered person (Kate Rice) applies to the Disclosure and Barring Services to prove staff/students/regular volunteers suitability to work with children. A risk assessment will be carried out on staff/students/regular volunteers who have a previous court order/bound-over/received a reprimand/warning/convicted/caution against them, as long as the above does not relate to or affect their ability to work with children. All staff are encouraged to register to be placed on the DBS update service. The DSL and Bus Stop Pre-School Management understands that it is their role to ensure staff DBS checks are updated and remain valid. Additional checks (or checks if more than one country) will be carried out for practitioners, students and volunteers who have lived or worked abroad.

#### Counter - Terrorism and Security

Bus Stop Pre-School understands that all staff members must have due regard to the need to prevent people from being drawn into terrorism and/or radicalisation and/or extremism. This duty is known as the Prevent duty.

Prevent Duty is based on 4 areas -

1. Pursue: to stop terrorism,
2. Prevent: to stop people becoming terrorists or supporting terrorism,
3. Protect: to strengthen our protection against a terror attack,
4. Prepare: to mitigate the impact of a terrorist attack.

The settings Designated Safeguarding Lead (DSL) - Kelly Haines, is the main point of contact regarding Prevent matters. The DSL and Bus Stop Pre-School Management team understands that they must be available to attend multi-agency team meetings and be available to be contacted by agencies, outside of the normal Pre-School working hours to share information regarding concerns for a child and their family.

If a staff member develops concerns for a child and their family within the setting regarding radicalisation and/or extremism and/or terrorism, staff members will seek advice from the DSL or deputy DSL. The DSL will act upon this information and will contact C-SPA for advice regarding concerns for a child and their family. The DSL will act upon the advice and support the referral process into 'Channel'.

The DSL will contact the police on 101 or 999 if an immediate risk of radicalisation and/or extremism and/or terrorism is identified.

The DSL - Kelly Haines, has attended a Prevent Briefing delivered by Surrey Early Years Educational Effectiveness Team. The DSL is responsible for ensuring the staff team have up to date knowledge of the Prevent duty and understand their responsibilities under the Prevent Duty.

Bus Stop Pre-Schools safeguarding procedures for documenting, confidentiality, communicating and sharing with Multi-agency teams will be applied.

### Mental Health

At Bus Stop Pre-School our staff teams, children and parents/carers mental health is important to us. We are aware that mental health problems may arise in children if they have or are at risk suffering from abuse, neglect or exploitation and that this can affect their behaviour and education. Please see the Supporting Children section included within this policy.

To support children's, staff and parents/carer mental health at Bus Stop Pre-School, the DDSL has completed an adults Mental Health awareness course and the settings SENCO has completed a Child Mental Health awareness course. A Health and Well-Being Questionnaire is also given to new families within their starter packs to complete if they wish, enabling the staff team to understand and support each individual family.

### Private Fostering Arrangements

Bus Stop Pre-School understands that a private fostering arrangement occurs when someone other than a parent or close relative cares for a child for a period of 28 days or more, with the agreement of a child's parent. It applies to children under the age of 16yrs or 18yrs if the child is disabled. Private fostering can occur at any time, within any culture.

Bus Stop Pre-School recognises that most privately fostered children remain safe and well, but are aware that safeguarding concerns can arise in some cases. The

DSL and Bus Stop team will be alert to possible safeguarding concerns, including the possibility that children may have been trafficked into the country.

Bus Stop Pre-School also understands that if a child is privately fostered, that the parent, foster parents or person's involved by law must notify Children's Social Care immediately. Staff members will raise concerns with the DSL/DDSL if they become aware of a private fostering arrangement. The DSL will notify C-SPA.

### Looked After Children

Bus Stop Pre-School understands that the most common reason for a child becoming looked after is because of abuse and neglect.

Bus Stop Pre-School will ensure that looked after children are appropriately supported by their designated Key Person and the DSL. The Key Person and DSL will hold details of the child's social worker.

### Whistle Blowing

The Bus Stop team is aware of it's duty to raise concerns, where they exist, about the management of Safeguarding and Children Protection within the setting, which may include attitude or actions of staff members, poor or unsafe practice and potential failures in the settings safeguarding arrangements.

Staff members who have a concern relating to a member of staff, volunteer or students behaviour, all staff members are encouraged to share genuine concerns with the DSL, alternatively if the concern is relating to the DSL or other senior management, the staff member should contact:

- LADO: 03001231650 option 3 or email: [LADO@surreycc.gov.uk](mailto:LADO@surreycc.gov.uk)
- Ofsted Whistleblowing Hotline: 0300 123 3155 or [www.ofsted.gov.uk](http://www.ofsted.gov.uk)
- Navex Global - Independent and confidential service. Free tel: 0800 069 8180
- NSPCC whistle blowing helpline: 0800 028 0285 or email: [help@nspcc.org.uk](mailto:help@nspcc.org.uk)

Please view our 'Whistle-Blowing' Policy for further information.

### Visitors to Setting

It is the responsibility of all staff members to refuse unauthorised/unexpected visitors entry to the building to ensure the safety of children, staff, students and volunteers. Unauthorised visitors wishing to enter the building will be asked to make an appointment with the Pre-School. All visitors to our setting are asked to show identification and sign the visitor's book on their arrival and departure.

If an unknown professional for example a social worker arrives at the setting without appointment to discuss a child protection concern relating to a child, it is the Bus Stop Pre-School practice to telephone the Social workers head office to verify their identity and reason for their visit.

Bus Stop Pre-School is run from a bungalow and has sole use of a bungalow at all times. These areas include Office, 2 kitchens, adult toilet, child toilet, 3 classrooms, dining hall and front and rear garden.

Also refer to Emergency Closure Policy including Lock Down Procedure.

#### Visitors/Strangers to Forest School Site

Bus Stop Pre-School holds Forest School sessions in public woodlands. If a visitor/stranger enters the Forest School site it is the responsibility of the Forest School Leader to explain that the session is a private session and will politely ask the visitor/stranger to leave to ensure the safeguarding of the children and adults. If the visitors/stranger refuses to leave and becomes aggressive, the decision will be made to leave the site immediately and return to the building. The incident will be reported to the police immediately and reported to the National Trust Duty Manager.

As a Forest School Trainer, we welcome students and educational visitors to join us during Forest School sessions with the children (appointment only). To ensure the safety of the Pre-School children and staff members the students/visitors are required to show proof of identity (Photo driving licence), DBS check and or a letter from their setting to verify who they are and reason for visit. If visiting practitioners do not wish to provide the above, they will not be able to attend. Please see 'Visitors Risk Assessment' and 'Mobile Phone, Camera and ICT' policy and Risk assessment.

#### Parent Information

Parents and carers are informed and made aware of the Safeguarding Children / Child Protection policy through our Induction Checklist, full policy booklet which is freely available by the children's tray area and policies displayed on the website. Parents / carers are also kept up to date with any relevant safeguarding children information including Internet safety, through information leaflets downloaded from appropriate safeguarding children/child protection websites. It is the DSL responsibility to keep all information up to date.

During the admissions process at Pre-School every parent/carer is given a child record form to be completed. This form is required to be completed before a child may be left in the care of our staff team. The child record form details each

- Child's full name(s),
- Address(es),
- Gender,
- Date of birth,
- Language spoken at home,
- Name(s) of person(s) whom is the child's legal guardian, - Birth certificate is shown to staff.
- Name(s) of person(s) with parental responsibility,
- Names of 4 persons with permission to collect a child,
- Contact details of parents/carers,
- Emergency contact,
- Emergency Procedures and permission,
- Medical Information,
- Ethnicity,
- Religion,
- Details of other settings attended and permission to contact the setting and external agencies to share information about a child's progress to date.
- Trip consent.

It is the responsibility of the settings Manager to ensure the forms are up dated at the beginning of each academic year or as required. Parents/carers are also informed that it is their responsibility to ensure their child's contact details and medical details are up to date.

#### Absences - Children missing from Education

During the Admissions process practitioners explain to every parents/carers that if their child is absent due to sickness or holiday they must inform the Pre-School's Management team by telephone. If a child does not arrive for their expected session the DSL will contact the parent/carer to find out the reason for their non-attendance. If the DSL cannot contact the parents/carers and has concerns for the family, including repeated absences, the DSL will contact C-SPA or Police. Please also see our 'Health and Safety Policy', 'Emergency Closure Policy', 'Arrivals and Departure Procedure', 'Induction Checklist' and 'Child Contract'.

#### Collection of Children

Any person arriving to collect a child from Pre-School must be aged sixteen or over, this is to ensure the safeguarding and health and safety of all children. In the event that an older sibling or young person arrives to collect and is under the

age of sixteen, the Management team will contact the parent/carer to collect the child. Please see 'Arrivals and Departure' procedure and 'Collections and Non-Collections' policy and procedure.

Who to contact if a safeguarding children / child protection issue has been raised:

- Surrey Children's Single Point of Access (C-SPA) for requesting support concerning the safety of a child, young person or adult.

C-SPA contact:

Telephone: 0300 470 9100

Email: concerns for a child or young person: [cspa@surreycc.gov.uk](mailto:cspa@surreycc.gov.uk)

Email: concerns for an adult: [ascmash@surreycc.gov.uk](mailto:ascmash@surreycc.gov.uk)

Secure email: [csplash@surreycc.gcsx.gov.uk](mailto:csplash@surreycc.gcsx.gov.uk) or Egress

Emergency Duty Team (EDT) out of hours: 01483 517898

- Child Protection Consultation line: 0300 470 9100 (select consultation line option).
- **Education Safeguarding Advisor** - [education.safeguarding@surreycc.gov.uk](mailto:education.safeguarding@surreycc.gov.uk)

For concerns that already have an allocated social worker/professional please contact them directly or via referral hub:

South East Referral Hub: **0300 123 1620**

- Surrey County Council's local authority designated officer (LADO) - **0300 123 1650, option 3** or email [LADO@surreycc.gov.uk](mailto:LADO@surreycc.gov.uk) (**concerns/allegations against adults working with children and young people**).
- Surrey Early Years Educational Effectiveness Team (previously Surrey Supporting Children's team) contact on: **0300 123 1620** (**concerns/allegations against adults working with children and young people**)
- Ofsted can be contacted on - **0300 123 1231** or [www.ofsted.gov.uk](http://www.ofsted.gov.uk), post: Ofsted, Piccadilly Gate, Store Street, Manchester, M1 2WD. To report an allegation against a staff member or volunteer tel - **0300 123 4666**
- Ofsted Whistleblowing Hotline - **0300 123 3155** or [www.ofsted.gov.uk](http://www.ofsted.gov.uk)

- Multi-Agency Referral Form (MARF) available from: <http://www.surreycc.gov.uk/social-care-and-health/childrens-social-care/information-for-child-social-care-professionals/forms-for-protecting-and-safeguarding-children>
- Police: 999 (in an emergency) and or 101.
- Epsom General Hospital Telephone: 01372 735735.
- Disclosure and Barring Service Telephone: 03000 200 190 or [www.gov.uk/dbs](http://www.gov.uk/dbs) or [customerservices@bds.gsi.gov.uk](mailto:customerservices@bds.gsi.gov.uk)
- Information Commissioners Office Telephone: 0303 123 1113 or [www.ico.gov.uk](http://www.ico.gov.uk)
- Bookham Baptist Children Centre Telephone: 01372 811313.
- Family Advice Line - Legal advice on family law: 0300 3305480

#### Useful Resources and Websites:

- Surrey Safeguarding Children Partnership (SSCP) Manual of child protection guidelines - [www.surreycc.gov.uk/safeguarding](http://www.surreycc.gov.uk/safeguarding)
- Surrey Safeguarding Children Partnership: <http://surreyscp.procedures.org.uk.hkpzh/procedures-for-specific-circumstances/a-multi-agency-protocol-for-the-management-of-actual-or-suspected-bruising-in-infants-who-are-not-independently-mobile>
- Advisory, Conciliation and Arbitration Service (ACAS): [www.acas.org.uk](http://www.acas.org.uk) , tel: 08457 474747.
- Stop it Now campaign: [www.stopitnow.org.uk](http://www.stopitnow.org.uk) , free helpline: 0808 1000 900.
- Childline: [www.childline.org.uk](http://www.childline.org.uk)
- NSPCC: [www.nspcc.org.uk](http://www.nspcc.org.uk), [help@nspcc.org.uk](mailto:help@nspcc.org.uk), or tel: 0808 800 5000
- Direct Government information relating to legislation: [www.direct.gov.uk](http://www.direct.gov.uk)
- UNICEF: [www.unicef.org](http://www.unicef.org)

- Protect - Speak up, Stop harm: Whistle Blowing Advice Line, telephone: 0203 117 2520 (option 1), Email: [www.pcaw.org.uk](http://www.pcaw.org.uk)
- Disclosure and Barring: [www.gov.uk/government/organisation/disclosure-and-barring-service](http://www.gov.uk/government/organisation/disclosure-and-barring-service)
- [www.pacey.org.uk](http://www.pacey.org.uk)
- Prevent Strategy (2011) HM Government. Online resource available at: [www.gov.uk/government/uploads/attachment\\_data/file/97976/prevent-strategy-review.pdf](http://www.gov.uk/government/uploads/attachment_data/file/97976/prevent-strategy-review.pdf)
- The Prevent Duty - Departmental advice for schools and childcare providers. Reference number: DFE-00174-2015, [www.gov.uk/government/uploads/system/attachment\\_data/file/439598/prevent-duty-departmental-advice-v6-pdf](http://www.gov.uk/government/uploads/system/attachment_data/file/439598/prevent-duty-departmental-advice-v6-pdf)
- Counter Terrorism and Security Act (2015) [www.legislation.gov.uk/ukpga/2015/6/pdf/ukpga\\_20150006\\_en.pdf](http://www.legislation.gov.uk/ukpga/2015/6/pdf/ukpga_20150006_en.pdf)
- Surrey against Domestic Abuse: [www.surreyagainstda.info](http://www.surreyagainstda.info)
- Government FGM websites: Female genital mutilation - Gov.uk, FGM Factsheet, National Multi Agency Guidelines, FGM resource pack.
- Governments Statutory guidance - Multi-agency statutory guidance on female genital mutilation - [www.gov.uk](http://www.gov.uk)
- NSPCC FGM helpline: 0800 028 3550
- Forced Marriages: [www.freedomcharity.org.uk](http://www.freedomcharity.org.uk)
- Honour Based Violence: [www.safe.met.police.uk/crimes\\_of\\_honour/get\\_the\\_facts.html](http://www.safe.met.police.uk/crimes_of_honour/get_the_facts.html)

This policy was adopted in September 2006 to be reviewed annually.

This policy was updated September 2021, to be reviewed March 2022.

Signed by Owner \_\_\_\_\_ Manager \_\_\_\_\_