

Child Protection Policy



Key contact personnel in Ditton Church Pre-School

Designated Safeguarding Lead:

Wendy Caldicott – Pre-School Supervisor

Deputy Designated Safeguarding Lead:

Lyn Taylor – Pre-School Assistant

Ross Terranova – Chairperson

Tom Kitchen – Committee Representative for Safeguarding

This is a core policy that forms part of the induction for all staff. It is a requirement that all members of staff have access to this policy and sign to say they have read and understood its contents.

This policy was adopted by the: Ditton Church Pre-School Management Committee

Date: November 2023

Signed on behalf of the Management Committee:

Role of signatory: Chair of Management Committee

Next review date: November 2024

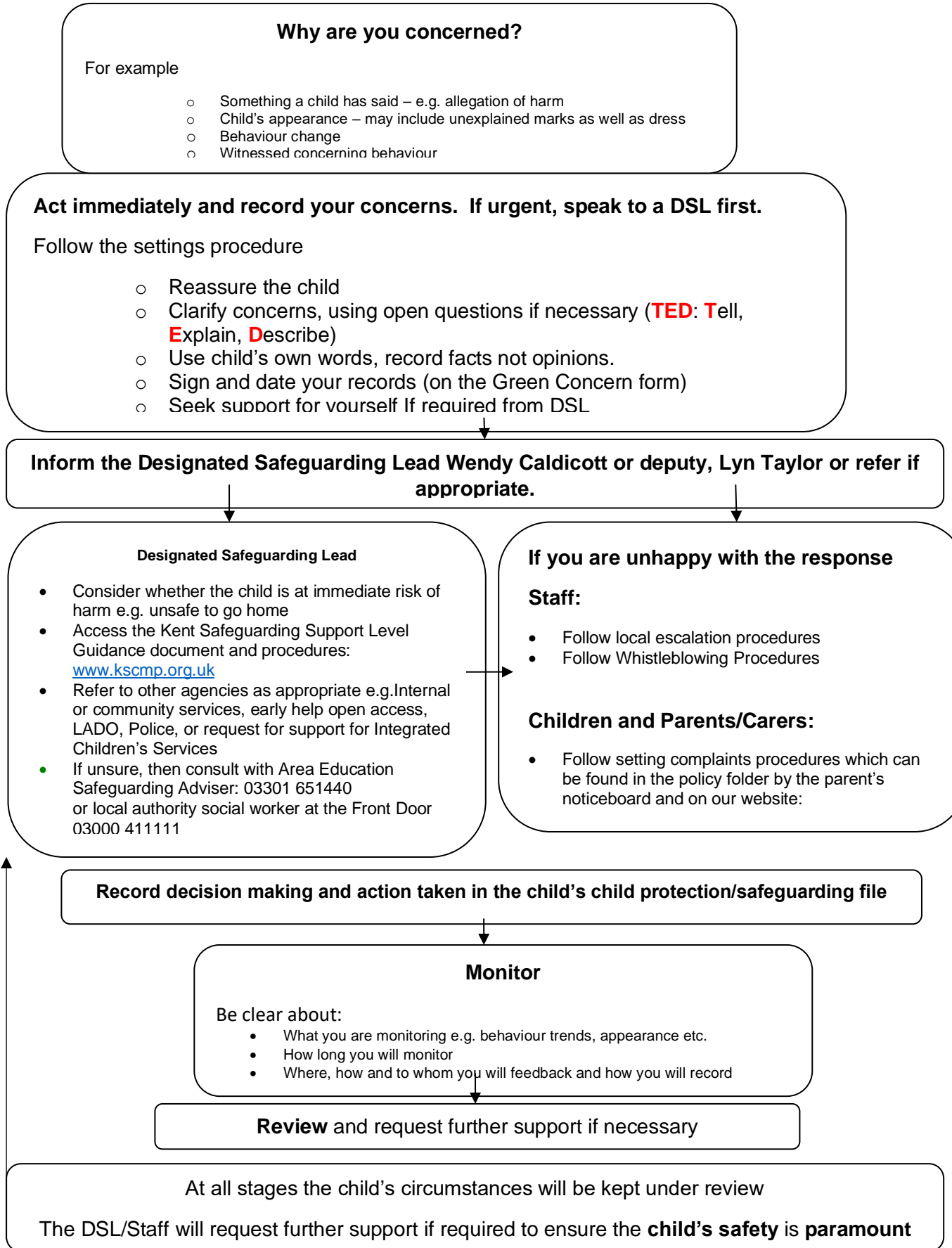
We will review this policy at least annually (as a minimum) and will update it as needed, so that it is kept up to date with safeguarding issues as they emerge and evolve, including lessons learnt. The policy will also be revised following any national or local updates, significant local or national safeguarding events and/or learning, and/or any changes to our own procedures

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What to do if you have a welfare concern in Ditton Church Pre-School





1. Introduction and Ethos

- *Every child deserves the best possible start in life and the support that enables them to fulfil their potential. Children develop quickly in the early years and a child's experiences between birth and age five have a major impact on their future life chances. A secure, safe and happy childhood is important in its own right.'* (EYFS 2021)
- Staff working with children at Ditton Church Pre School are advised to maintain an attitude of 'it could happen here' where safeguarding is concerned.
- The Committee Trustees of Ditton Church Pre School believe that all those directly involved with our setting have an essential role to play in making it safe and secure. Our setting aims to create the safest environment within which every child has the opportunity to achieve their full potential and we take seriously our responsibility to promote the welfare and safeguard all the children and young people entrusted to our care.
- As part of the safeguarding ethos of the setting we are committed to:
 - Maintaining children's welfare as our paramount concern
 - Providing an environment and culture in which children feel safe, secure, valued and respected, confident to talk openly and sure of being listened to
 - Developing appropriate and positive relationships between children and the adults that care for them
 - Providing suitable support and guidance so that children have a range of appropriate adults who they feel confident to approach if they are in difficulties
 - Using learning opportunities to increase self-awareness, self-esteem, assertiveness and decision making. This is so that young children develop a range of contacts and strategies to ensure their own protection and understand the importance of protecting others
 - Working with parents/carers to build an understanding of the setting's responsibility to ensure the welfare of all children including the need for referral to other agencies in some situations
 - Ensuring all staff have regular and appropriate training (including induction) to enable them to recognise the signs and symptoms of abuse and ensure they are aware of the setting's procedures and reporting mechanisms
 - Monitoring children who have been identified as 'in need' including the need for protection, keeping confidential records which are stored securely and shared appropriately with other professionals.
 - Developing effective and supportive liaison with other agencies.
 - The procedures contained in this policy apply to all staff including committee, bank staff and volunteers.
- Ditton Church Pre School adheres to the KSCMP Safeguarding Children Procedures. The full KSCMP procedures document and additional guidance relating to specific safeguarding issues can be found on the KSCMP website: www.kscmp.org.uk

2. Policy Context

- This policy has been developed in accordance with the principles established by the Children Acts 1989 and 2004 and has due regard to the related guidance. This includes:
 - DfE Keeping Children Safe in Education 2023 (KCSIE)
 - Working Together to Safeguard Children 2018 (WTSC)
 - Ofsted: Education Inspection Framework and Inspecting Safeguarding
 - Framework for the Assessment of Children in Need and their Families 2000
 - Kent and Medway Safeguarding Children Procedures (Online)
 - Early Years and Foundation Stage Framework 2021 (EYFS)
 - Disqualification under Childcare Act 2006
 - The Prevent Duty June 2015
 - What to do if you are worried a child is being abused 2015
 - The Education Act 2002
 - The Human Rights Act 1998
 - The Equality Act 2010 (including the Public Sector and Equality Duty)
- This policy has been implemented to ensure compliance with section 3, the safeguarding and welfare requirements of the EYFS.
- Ditton Church Pre-school will continue to follow government guidance in response to the coronavirus (Covid-19) pandemic; regardless of the action required, our safeguarding principles will always remain the same. We will amend this policy and our approaches, as necessary.
- We acknowledge that some children may return to the setting having been exposed to a range of adversity and trauma including bereavement, anxiety and in some cases increased welfare and safeguarding risks. We will work with local services (such as health and the local authority) to ensure necessary services and support are in place to support children and their families.

3. Definition of Safeguarding

- Working Together to Safeguard Children (2018) states that safeguarding and promoting the welfare of children is defined as:
 - protecting children from maltreatment.
 - preventing impairment of children's mental and physical health or development.
 - ensuring that children grow up in circumstances consistent with the provision of safe and effective care; and
 - taking action to enable all children to have the best outcomes.
- It also reminds us that safeguarding ***"is everyone's responsibility"*** and *everyone who comes into contact with children and families has a role to play*. Everyone should consider wider environmental factors in a child's life that may be a threat to their safety and/or welfare.



- The setting acknowledges that this policy will incorporate a range of specific safeguarding issues including (but not limited to):
 - Abuse and neglect
 - Bullying (including cyberbullying)
 - Children Missing Education (CME)
 - Children with family members in prison
 - Child missing from home or care
 - Child Sexual Exploitation (CSE)
 - Child Criminal Exploitation (CCE)
 - Contextual Safeguarding (Risks outside the family home)
 - County Lines and gangs
 - Domestic Abuse
 - Drugs and alcohol misuse
 - Fabricated or induced illness
 - Faith abuse
 - Gender based abuse and violence against women and girls
 - Hate
 - Homelessness
 - Human trafficking and modern slavery
 - Mental health
 - Nude or semi-nude image sharing, aka youth produced/involved sexual imagery or “Sexting”
 - Online safety
 - Child on Child Abuse
 - Prevent duty (radicalisation and extremism)
 - Private fostering
 - Relationship abuse
 - Serious Violence
 - Sexual violence and sexual harassment
 - So-called ‘honour-based abuse, including Female Genital Mutilation (FGM) and forced marriage
 - ‘Upskirting’
- Annex B of ‘Keeping Children Safe in Education’ (KCSIE) contains important additional information about specific forms of abuse and safeguarding issues. Staff at the setting who work directly with children will read this annex.
- If staff have any concerns about a child’s welfare, they should act on them immediately. They should follow this child protection policy and speak to the Designated Safeguarding Lead (or deputy).

4. Related Safeguarding Policies

- We are aware that safeguarding is fundamental to the welfare of all children in our care. This policy is therefore one of a series in the setting’s integrated safeguarding portfolio and should be read in conjunction with the policies as listed below:
 - Behaviour Management
 - Online Safety
 - Social Networking Procedure for staff
 - Communication-Mobile phones, Cameras & Social Networking
 - Confidentiality of Children’s records, Data Protection and information sharing
 - Confidentiality
 - Confidentiality Procedures for Visitors



- Secure storage, Handling, Use, Retention & Disposal of Disclosures & Disclosure Information
- Toileting Procedure
- Health and Safety
- Administration Of Medication
- Allegations Against Staff
- Code of Conduct for Staff (in staff handbook)
- Recruitment & Staff Employment
- Recruitment of Ex-Offenders
- Whistle-Blowing
- Disciplinary Procedure
- Risk Assessments

Supporting Guidance (to be read and followed alongside this document)

- “Safeguarding Disabled Children – Practice Guidance” - DOH, 2009
- https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/190544/00374-2009DOM-EN.pdf
- “Guidance for Safer Working Practice for Adults who Work with Children and Young People in Education Settings” - Safer Recruitment Consortium, May 2019
- “What to do if you are worried a child is being abused” – DfE, March 2015
- KSCB document: “Safe Practice with Technology – Guidance for Adults who Work with Children and Young People”
- KCC Safeguarding Children and Child Protection – “Induction Leaflet Guidelines for Early Years Staff”
- KCC Guidelines for “Safeguarding Record Keeping”
- KCC Advice notes - “Dealing with Disclosures”
- Early Years Foundation Stage 2021 Welfare Requirements

- **These documents can be found in the safeguarding filing cabinet.**

5. Key Responsibilities

5.1. Leadership and Management

- The leadership team and management committee have a strategic responsibility for our safeguarding arrangements and will comply with their duties under legislation.
- The leadership team and management committee have regard to the EYFS 2021 and KCSIE 2023 guidance and will ensure our policies, procedures and training is effective and complies with the law at all times.
- The leadership team and management committee will ensure that the Designated Safeguarding Lead is supported in their role and is provided with sufficient time so they can provide appropriate support to staff and children regarding any safeguarding and welfare concerns.

- The leadership team and management committee will ensure that our child protection and safeguarding policies and procedures are understood and followed by all staff.

5.2. The Designated Safeguarding Lead Person (DSL)

- The EYFS states; *'a practitioner must be designated to take lead responsibility for safeguarding children in every setting'*. The management committee of Ditton Church Pre-School have appointed an appropriately qualified and experienced Designated Safeguarding Lead (DSL) to fulfil this role in our setting.
- The Management committee, whose responsibility it is to ensure all legal requirements are met, have appointed an appropriately qualified and experienced Designated Safeguarding Lead (DSL) to fulfil this role in our setting. They are committed to ensuring that the DSL is properly supported in being able to carry out this role fully, including providing them with appropriate time and resources away from other job commitments.
- The DSL, Wendy Caldicott, (and deputy DSL, Lyn Taylor) has overall responsibility for the day to day safeguarding and child protection systems in the setting. These responsibilities include;
- **It is the role of the DSL to:**
 - Act as the central contact point for all staff to discuss any safeguarding concerns
 - Maintain a confidential recording system for safeguarding and child protection concerns
 - Coordinate safeguarding action for individual children
 - When supporting children with a social worker or looked after children the DSL should have the details of the child's social worker.
 - Liaise with other agencies and professionals in line with WTSC 2018 and KCSIE 2023.
 - Ensure that locally established procedures as put in place by the three safeguarding partners (KSCMP), including referrals, are followed, as necessary.
 - Represent, or ensure the setting is appropriately represented at multi-agency safeguarding meetings (including Child Protection conferences)
 - Manage and monitor the settings role in any multi-agency plan for a child.
 - Ensure adequate and appropriate DSL cover arrangements in response to any closures and out of hours and/or out of term activities.
 - Ensure all staff access appropriate safeguarding training and relevant updates in line with the recommendations within EYFS 2021.
 - Liaise with the DSL, Wendy Caldicott, (and deputy DSL, Lyn Taylor) to inform them of any safeguarding issues, especially ongoing enquires under section 47 of the Children Act 1989 and police investigations.
- The DSL will undergo appropriate and specific training to provide them with the knowledge and skills required to carry out their role. Deputy DSLs will be trained to the same standard as the DSL. The DSLs training will be updated formally at least every two years, but their knowledge and skills will be updated through a variety of methods at regular intervals and at least annually.



- The welfare and safety of children are the responsibility of ALL staff in the setting and ANY concern for a child's welfare MUST be reported to the DSL.

5.3. All staff

- The EYFS 2021 requires providers *'to take all necessary steps to keep children safe and well'* and accordingly, everyone involved in the care of young children has a role to play in their protection. All members of staff in Ditton Church Pre-School are part of the wider safeguarding system for children and are in a unique position to observe any changes in a child's behaviour or appearance.

All members of staff have a responsibility to:

- Provide a safe environment in which children can learn.
- Be aware of the indicators of abuse and neglect so that they can identify cases of children who may need help or protection.
- Know what to do if a child tells them that he or she is being abused or neglected and understand the impact abuse and neglect can have upon a child.
- Be able to identify and act upon indicators that children are, or at risk of developing mental health issues.
- Be prepared to identify children who may benefit from early help.
- Understand the early help process and their role in it.
- Understand the settings safeguarding policies and systems.
- Undertake regular and appropriate training which is regularly updated.
- Be aware of the local process of making referrals to children's social care and statutory assessment under the Children Act 1989.
- Know how to maintain an appropriate level of confidentiality.
- Reassure children who report concerns that they are being taken seriously and that they will be supported and kept safe.

Children

- Children have a right to:
 - Feel safe, be listened to, and have their wishes and feelings taken into account.
 - Confidently report abuse, knowing their concerns will be treated seriously, and knowing they can safely express their views and give feedback.
 - Receive help from a trusted adult.
 - Learn how to keep themselves safe, including online.

Parents and Carers

- Parents/carers have a responsibility to:
 - Understand and adhere the relevant policies and procedures.
 - Talk to their children about safeguarding issues with their children and support the setting in their safeguarding approaches.
 - Identify behaviours which could indicate that their child is at risk of harm including online.
 - Seek help and support from the setting or other agencies.

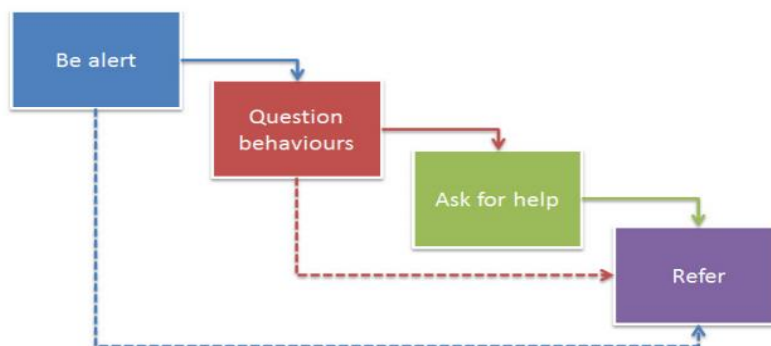


6. Recognising Indicators of Abuse and Neglect

- All staff in Ditton Church Pre School are made aware of the definitions and indicators of abuse and neglect as identified by Working Together to Safeguard Children (2018), EYFS 2022 and Keeping Children Safe in Education 2023. This is outlined locally within the [Kent Support Levels Guidance](#).
- Ditton Church Pre School recognises that when assessing whether a child may be suffering actual or potential harm there are four categories of abuse:
 - Physical abuse
 - Sexual abuse
 - Emotional abuse
 - Neglect

For further information see Appendix 1.

- All members of staff are expected to be aware of and follow this approach if they are concerned about a child:



‘What to do if you are worried a child is being abused’ 2015

- Members of staff are aware that concerns may arise in many different contexts and can vary greatly in terms of their nature and seriousness. The indicators of child abuse and neglect can vary from child to child. Children develop and mature at different rates, so what appears to be worrying behaviour for a younger child might be normal for an older child.
- It is important to recognise that indicators of abuse and neglect do not automatically mean a child is being abused however all concerns should be taken seriously and explored by the DSL on a case by case basis.
- Ditton Church Pre-School recognises abuse, neglect, and safeguarding issues are rarely standalone events and cannot always be covered by one definition or one label alone. In many cases, multiple issues will overlap with one another, therefore staff will always be vigilant and always raise concerns with a DSL.
- Parental behaviours may also indicate child abuse or neglect, so staff should also be alert to parent-child interactions or concerning parental behaviours; this could include parents who are under the influence of drugs or alcohol or if there is a sudden change in their mental health.

- Children may report abuse happening to themselves, their peers or their family members. All reports made by children to staff will be taken seriously and will be responded to in line with this policy.
- Safeguarding incidents and/or behaviours can be associated with factors outside the Ditton Church Pre-School and/or can occur between children offsite or involve children's family members.
- Children can be at risk of abuse or exploitation in situations outside their families. Extra-familial harms take a variety of different forms and children can be vulnerable to multiple harms including (but not limited to) sexual exploitation, criminal exploitation, and serious youth violence.
- Technology can be a significant component in many safeguarding and wellbeing issues. Children are at risk of abuse online as well as face to face and in many cases, abuse will take place concurrently via online channels and in daily life. Children can also abuse their peers online.
- By understanding the indicators of abuse and neglect, we can respond to problems as early as possible and provide the right support and services for the child and their family.

7. Child Protection Procedures

- If staff are made aware of a child protection concern, they are expected to:
 - listen carefully to the concern and be non-judgmental.
 - only use open questions to clarify information where necessary, e.g. who, what, where, when or Tell, Explain, Describe (TED).
 - not promise confidentiality as concerns will have to be shared further, for example, with the DSL and potentially Integrated Children's Services.
 - be clear about boundaries and how the report will be progressed.
 - record the concern in line with setting record keeping requirements.
 - inform the DSL (or deputy), as soon as practically possible.
- The DSL or a deputy should always be available to discuss safeguarding concerns. If in exceptional circumstances, a DSL is not available, this should not delay appropriate action being taken. Staff should speak to the deputy DSL and/or take advice from Education Safeguarding Service or via consultation with a social worker from the Front Door. In these circumstances, any action taken will be shared with a DSL as soon as is practically possible.
- Ditton Church Pre-School will respond to concerns in line with the Kent Safeguarding Children Multi-Agency Partnership procedures (KSCMP).
 - The full KSCMP procedures and additional guidance relating to reporting concerns and specific safeguarding issues can be found on their website: www.kscmp.org.uk
 - Specific information and guidance to follow with regards to accessing Early Help and Preventative Services and/or Children's Social Work Services as part of Integrated



Children's Services (ICS) in Kent can be found here: www.kelsi.org.uk/support-for-children-and-young-people/integrated-childrens-services

- Where a child is suffering, or is likely to suffer from harm, or is in immediate danger, a 'request for support' will be made immediately to Integrated Children's Services (via the 'Front Door') and/or the police, in line with KSCMP procedures.
 - Ditton Church Pre-School recognises that in situations where there are immediate child protection concerns for a child as identified in line with Support Level Guidance, it is NOT to investigate as a single agency, but to act in line with KSCMP guidance which may involve multi-agency decision making.
 - The DSL may seek advice or guidance from their Area Education Safeguarding Advisor from the Education Safeguarding Service before deciding next steps.
 - They may also seek advice or guidance from a social worker at the Front Door service who are the first point of contact for Integrated Children's Services (ICS).
- In the event of a request for support to the Front Door being necessary, parents/carers will be informed and consent to this will be sought by the DSL in line with guidance provided by KSCMP and ICS. Parents/carers will be informed of this, unless there is a valid reason not to do so, for example, if to do so would put a child at risk of harm or would undermine a criminal investigation.
- All staff are aware of the process for making request for support referrals for statutory assessments under the Children Act 1989, along with the role they might be expected to play in such assessments.
- Where it is identified a child may benefit from Early Help support (as provided by ICS), the DSL (or deputy) will generally lead as appropriate and make a request for support via the Front Door.
 - The DSL will keep all early help cases under constant review and consideration will be given to escalating concerns to the Front Door or seeking advice via the Education Safeguarding Service if the situation does not appear to be improving or is getting worse.
- If, after a request for support or any other planned external intervention, a child's situation does not appear to be improving or there is a concern regarding decisions made, the DSL will consider following [KSCMP escalation procedures](#) to ensure their concerns have been addressed and, most importantly, that the child's situation improves. DSLs may request support with this via the Education Safeguarding Service.

8. Record Keeping

- Staff will record any welfare concern that they have about a child on the setting's safeguarding green concern form (with a body map if injuries have been observed) and pass them without delay to the DSL. Records will be completed as soon as possible after the incident/event, using the child's words and will be signed and dated by the member of staff. Records must be clear as to what the concern is, concise and factual. If there is an immediate concern the member of staff should consult with a DSL before completing the form as reporting urgent concerns takes priority.



- All safeguarding concerns, discussions and decisions (and justifications for those decisions) will be recorded in writing. If members of staff are in any doubt about recording requirements, they should discuss their concerns with DSL.
- **Incident/Welfare concern forms are kept** in the staff forms folder in the cupboard (the Green Form)
- Child protection records are kept for individual children and are maintained separately from all other records relating to the child in the setting. Safeguarding records are kept in accordance with data protection legislation and are retained centrally and securely by the DSL. Safeguarding records are shared with staff on a 'need to know' basis only.
- The Chairperson and/or the Safeguarding Representative of the management committee of Ditton Church Pre-School will be kept informed of any significant issues by the DSL.
- All child protection records will be transferred in accordance with data protection legislation to the child's subsequent school/setting, under confidential and separate cover. These will be given to the new DSL and a receipt of delivery will be obtained.
- In addition to the child protection file, the DSL will also consider if it would be appropriate to share any information with the DSL at the new school or college in advance of a child leaving. For example, information that would allow the new school or college to continue to provide support.
- Where the setting receives child protection files, the DSL will ensure key staff such as the special education needs co-ordinator (SENCO) will be made aware of relevant information as required.

9. Multi-Agency Working

- Ditton Church Pre School recognises and is committed to its responsibility to work within the KSCMP multi-agency safeguarding arrangements. The management team and DSL will work to establish strong and co-operative local relationships with professionals in other agencies in line with statutory guidance.
- Ditton Church Pre School recognises the importance of multi-agency working and is committed to working alongside partner agencies to provide a coordinated response to promote children's welfare and protect them from harm. This includes contributing to KSCMP processes as required, such as, participation in relevant safeguarding multi-agency plans and meetings, including Child Protection Conferences, Core Groups, Strategy Meetings, Child in Need meetings or other early help multi-agency meetings.
- The management committee of Ditton Church Pre-School and DSL will work to establish strong and co-operative relationships with relevant professionals in other agencies.



10. Confidentiality and Information Sharing

- Ditton Church Pre School recognises our duty and powers to hold, use and share relevant information with appropriate agencies in matters relating to child protection at the earliest opportunity as per statutory guidance outlined within WTSC 2018 and KCSIE 2023.
- All members of staff must be aware that whilst they have duties to keep information confidential, in line with our confidentiality policy, they also have a professional responsibility to be proactive in sharing information as early as possible to help identify, assess, and respond to risks or concerns about the safety and welfare of children; this may include sharing information with the DSL and with other agencies as appropriate. All staff are aware they cannot promise confidentiality in situations which might compromise a child's safety or wellbeing.
- The manager or DSL will disclose information about a learner on a 'need to know' basis.
- All members of staff must be aware that whilst they have duties to keep any information confidential, they also have a professional responsibility to share information with other agencies to safeguard children.
- Ditton Church Pre School has an appropriately trained Data Protection Officer (DPO) (Jane Barwick) as required by the General Data Protection Regulations (GDPR) to ensure that we are compliant with all matters relating to confidentiality and information sharing requirements.
- The Data Protection Act 2018 and GDPR do not prevent the sharing of information for the purposes of keeping children safe. Fears about sharing information must not be allowed to stand in the way of the need to safeguard and promote the welfare and protect the safety of children.
- DfE Guidance on Information Sharing (July 2018) provides further detail. Found in the Safeguarding filing cabinet.

11. Complaints procedure

Ditton Church Pre-school is committed to providing a safe, stimulating environment, ensuring a consistent and accessible service that meets the needs of the children and families attending. We welcome suggestions on how to improve our setting and we will give prompt and serious attention to any concerns about the running of the setting.

Parent questionnaires are sent out periodically to determine parent's feelings on the service we are providing.

It is the hope of Ditton Church Pre-school that all concerns will reach a satisfactory conclusion for all concerned. To help us to achieve that outcome the following procedures will be followed:

Stage 1

- Any parent/carer who has a concern about any aspect of the setting is encouraged to discuss this with the Pre-school Supervisor or Chair.
- Most complaints should be resolved informally at this stage.



- The complaint and outcome will be recorded.

Stage 2

- If the parent/carer is not satisfied with the response/outcome the parent/carer will proceed to Stage 2 and put the complaint in writing to the Supervisor or Chair within five days.
- All complaints will be recorded in the Complaints Log which is a requirement of the EYFS.
- The Supervisor or Chair will investigate the complaint and record a detailed account of how the complaint is resolved.
- The setting will formally acknowledge the complaint within 48 hours.
- When the complaint has been investigated the Supervisor or Chair will notify the complainant of the outcome within 28 days of having received the complaint.

Stage 3

- If the parent is not satisfied with the outcome of the investigation, he or she requests a meeting with the Supervisor and the Chair. The parent should have a friend or partner present if required and the Supervisor should have support of the Chair or in the case of the complaint being against the Supervisor another member of the Management Committee should be present with the Chair.
- An agreed written record of the discussion is made as well as any decision or action to take as a result. All parties present should sign the record and receive a copy.
- The signed record signifies that the procedure has concluded. When a complaint is resolved at this stage, the summative points are recorded.
- The final decisions lie with the Chair and this decision is final.

Stage 4

Should the matter remain unresolved, Ofsted can be contacted at the following address:

Ofsted

The National Business Unit

Piccadilly Gate

Store Street

Manchester

M1 2WD

Telephone No: 0300 123 1231 Email: CIE@ofsted.gov.uk

- Whilst we encourage members of our community to report concerns and complaints directly to us, we recognise this may not always be possible. Children, young people, and adults who have experienced abuse can contact the NSPCC 'Report Abuse in Education' helpline on 0800 136 663 or via email: help@nspcc.org.uk



Parents may approach Ofsted directly at any stage of this Complaints Procedure. In addition, where it is deemed that there is a breach of the setting's registration requirements, it is essential to involve Ofsted, as the registering and inspection body, who has a duty to ensure the EYFS requirements are met.

Anything that constitutes an allegation against a member of staff or volunteer will be dealt with under the specific procedures as set out in our Allegations Against Staff Policy.

If a child appears to be at risk the setting will follow the procedure of the Kent Safeguarding Children's Board. In these cases, the Supervisor or Chair will work with Ofsted and/or the Kent Safeguarding Children's Board to ensure investigation of the complaint, followed by appropriate action.

All complaints against our setting, and or the children and/or the adults working in our setting will be recorded in detail in the Complaints Log, which will be made available to parents and Ofsted Inspectors.

12. Staff Induction and Training

- All members of staff have been made aware of part one of the "*Keeping Children Safe in Education*" (2023) which covers safeguarding information. DSLs and members of the management committee will have regards for the entire document.
- The DSL will ensure that all new staff and volunteers (including temporary staff) are appropriately inducted and understand the settings internal safeguarding procedures and reporting mechanisms.
- All staff members (including volunteers and temporary staff) will receive appropriate safeguarding and child protection training which will enable them to:
 - **Recognise** potential safeguarding and child protection concerns involving children and adults (colleagues, other professionals and parents/carers)
 - **Respond** appropriately to safeguarding issues and take action in line with this policy
 - **Record** concerns in line with the settings policies
 - **Refer** concerns to the DSL and be able to seek support external to the setting if required
- All staff members (including volunteers and temporary staff) will receive appropriate training to ensure they are aware of a range of safeguarding issues. This training will enable staff to identify signs of possible abuse and neglect at the earliest opportunity, and to respond in a timely and appropriate way. This 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;
 - 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 staff training will include setting responsibilities, the setting child protection procedures, online safety, safe working practice and external reporting mechanisms.
- All staff members (including temporary staff) will receive regular safeguarding and child protection updates. (e.g. the KCC e-Bulletin, staff meetings or briefings, other training etc.), as required, but at least annually, to provide them with relevant skills and knowledge to safeguard children effectively.
- All staff members (including temporary staff) will also be made aware of the setting expectations regarding safe and professional practice via the staff behaviour policy (or code of conduct) and all other associated policies which is provided and discussed as part of the induction process.
- The setting recognises the expertise which members of staff build by undertaking safeguarding training and managing safeguarding concerns on a daily basis. Opportunity is therefore provided for all staff to contribute to and shape safeguarding arrangements and the safeguarding policy (eg: through staff meetings, supervision meetings and reflective diary).
- Other safeguarding policies, for example the setting Code of Conduct, are also sent to staff for their feedback before ratification by the management committee.

13. Safe Working Practice

- All members of staff (including temporary staff and volunteers) are required to work within clear guidelines on Safe Working Practice / the setting's Code of Conduct.
- Children may make allegations against staff in situations where they feel vulnerable or where they perceive there to be a possible risk to their welfare. As such, all staff should take care not to place themselves in a vulnerable position regarding child protection or potential allegations. For example, it is always advisable for interviews or work with individual children or parents to be conducted in view of other adults.
- Physical intervention should only be used when the child is endangering him/herself or others and such events should be recorded and signed by a witness. Staff should be aware of the settings **Behaviour Management Policies** and any physical interventions must be in line with agreed policy and procedure in which appropriate training should be provided.
- Full advice and guidance can be found in **Guidance for Safer Working Practice for Adults who Work with Children and Young People in Education Settings** (2019) which can be found in the safeguarding box, on the shelf in the cupboard.
- Staff should be particularly aware of the professional risks associated with the use of social media and electronic communication (email, mobile phones, texting, social network sites etc.) and should familiarise themselves with advice and professional expectations outlined in **Guidance for Safer Working Practice for Adults who Work with Children and Young People in**

Education Settings, the setting's Online Safety Policy and Acceptable Use Policy and Safe Practice with Technology – Guidance for Adults who Work with Children and Young People

14. Supervision and Support

The induction process will include familiarisation with child protection responsibilities and procedures to be followed if members of staff have any concern about a child's safety of welfare.

- The setting will ensure that members of staff are provided with appropriate supervision in accordance with the statutory requirements of Early Years Foundation Stage 2021.
- The management committee of Ditton Church pre-School recognise regular, planned and accountable supervision, which is a two-way process, offers support and develops the knowledge, skills and values of an individual, group or team. We see its purpose is to monitor the progress of professional practice and to help staff to improve the quality of the work they do, thus improving outcomes for children as well as achieving agreed objectives. Supervision also provides an opportunity to discuss sensitive issues including the safeguarding of children and any concerns raised about an individual or colleague's practice.
- The setting will ensure all members of staff and volunteers will receive regular and planned supervision sessions. Uninterrupted time will be set aside to ensure any supervision sessions effective for both practitioner and management to ensure that:
 - All staff are competent to carry out their responsibilities for safeguarding and promoting the welfare of children
 - All staff are supported by the DSL in their safeguarding role.
 - All members of staff have regular reviews of their own practice to ensure they improve over time.
- Any member of staff affected by issues arising from concerns for children's welfare or safety can seek support from the DSL.

The DSL will also put staff in touch with outside agencies for professional support if they so wish. Such as the Education Support Partnership or other similar organisations directly.

15. Safer Recruitment, Suitable People and Disqualification

- Ditton Church Pre-School is committed to ensuring that all steps are taken to recruit staff and volunteers who are suitable to fulfil the requirements of their roles, are safe to work with our children and have their welfare and protection as the highest priority.
- The management committee of Ditton Church Pre-School are responsible for ensuring that the setting follows safe recruitment processes outlined within guidance, including accurate maintenance of the staff records/Single Central Record (SCR). The SCR is a list of staff, volunteers and trustee committee members and includes appropriate information which may include:
 - Dates of recruitment;
 - References;
 - Identity checks;



- Criminal records check reference number, including date check was obtained and details of who obtained it;
- Eligibility to work in the UK checks;
- Other essential key data.
- The setting will obtain an enhanced check by Disclosure & Barring service (DBS) in respect of every person aged 16 and over (including all volunteers) who:
 - work directly with children;
 - work on the premises on which the childcare is provided (unless they do not work on the part of the premises where the childcare takes place, or do not work there at times when children are present).
- An additional criminal records check (or checks if more than one country) will also be made for anyone who has lived or worked abroad.
- The management committee of Ditton Church Pre School is responsible for ensuring that the setting adopts an application, vetting and recruitment process which places safeguarding at its centre, regardless of employee or voluntary role.
- The management committee of Ditton Church Pre-School will ensure that the manager, other senior staff responsible for recruitment and one member of the Management Committee complete accredited Safer Recruitment Training in line with government requirements and at least one of these will make up part of the interview panel will have completed safer recruitment training.
- The management committee of Ditton Church Pre-School is aware of the requirements to make appropriate checks regarding the disqualification status of all staff, including volunteers and temporary staff.
- We advise all staff to disclose any reason that may affect their suitability to work with children including convictions, court orders, cautions and warnings.
- We will ensure that all staff and volunteers have read the staff behaviour policy/code of conduct and understand that their behaviour and practice must be in line with it.

16. Allegations Against Members of Staff and Volunteers

- Ditton Church Pre-School recognises that it is possible for any member of staff, including volunteers, contractors, agency and third-party staff (including supply staff) and visitors to behave in a way that:
 - Indicates they have harmed a child, or may have harmed a child;
 - Means they have committed a criminal offence against or related to a child;
 - behaved towards a child or children in a way that indicates he or she may pose a risk of harm to children; or
 - behaved or may have behaved in a way that indicates they may not be suitable to work with children.



- All staff and volunteers should feel able to raise concerns about poor or unsafe practice and potential failures in the setting safeguarding regime. The leadership team at Ditton Church Pre-School will take all concerns or allegations received seriously.
- Allegations should be referred immediately to the manager who will contact the [Local Authority Designated Officer](#) (LADO) to agree further action to be taken in respect of the child and staff member.
- However, if the allegation were made about the Pre-School Supervisor, the Supervisor or Deputy would notify the Chairperson, who would contact the LADO himself.
- All staff and volunteers should feel able to raise concerns about poor or unsafe practice and such concerns will always be taken seriously by the leadership team.
- All members of staff are made aware of the settings Whistleblowing procedure. It is a disciplinary offence not to report concerns about the conduct of a colleague that could place a child at risk.
- Staff can access the NSPCC whistleblowing helpline if they do not feel able to raise concerns regarding child protection failures internally.
 - Staff can call 0808 800 5000 (8:00 AM to 8:00 PM Monday to Friday) or email help@nspcc.org.uk.
- Ditton Church Pre-School has a legal duty to refer to the Disclosure and Barring Service (DBS) anyone who has harmed, or poses a risk of harm, to a child, or if there is reason to believe the member of staff has committed one of a number of listed offences, and who has been removed from working (paid or unpaid) in regulated activity, or would have been removed had they not left. The DBS will consider whether to bar the person.
- Ditton Church Pre-School have a duty to inform Ofsted of any allegations of serious harm or abuse by any person living, working, or looking after children at the premises (whether the allegations relate to harm or abuse committed on the premises or elsewhere). We will also notify Ofsted of the action taken in respect of the allegations. Notifications will be made as soon as is reasonably practicable, but at the latest within 14 days of the allegations being made and are aware that to not do so would be an offence.
- For specific guidance on how to respond to allegations against staff, please refer to the Allegations Against Staff Policy and Whistle Blowing Policy which can be found in the staff policy folder.
- **When in doubt – consult**

17. Specific Safeguarding Issues

Ditton Church Pre-School is aware of a range of specific safeguarding issues and situations that can put children at greater risk of harm. Whilst some of these issues may be more likely to involve older children, early years children may still be at risk at harm, for example where there are concerns involving family members



17.1. Child on Child Abuse

- All members of staff at Ditton Church Pre-School recognise that children can abuse their peers. Ditton Church Pre-School believes that abuse is abuse and it will never be tolerated. All victims will be taken seriously and offered appropriate support, regardless of where the abuse takes place.
 - Ditton Church Pre-School recognises that peer on peer abuse can take many forms, including but not limited to:
 - Bullying, including cyberbullying, prejudice-based and discriminatory bullying
 - abuse in intimate personal relationships between peers
 - physical abuse which can include hitting, kicking, shaking, biting, hair pulling, or otherwise causing physical harm
 - sexual violence and sexual harassment
 - consensual and non-consensual sharing of nudes and semi-nude images and/or videos (also known as sexting or youth produced sexual imagery)
 - causing someone to engage in sexual activity without consent, such as forcing someone to strip, touch themselves sexually, or to engage in sexual activity with a third party
 - upskirting (which is a criminal offence), which typically involves taking a picture under a person's clothing without their permission, with the intention of viewing their genitals or buttocks to obtain sexual gratification, or cause the victim humiliation, distress or alarm
 - initiation/hazing type violence and rituals
 - Staff and leadership are mindful that some child on child abuse issues may be affected by gender, age, ability and culture of those involved.
 - All allegations of child on child abuse will be recorded, investigated and dealt with in line with the settings associated policies, including child protection, anti-bullying and behaviour.

Alleged victims, perpetrators and any other child affected by child on child abuse will be supported by the setting and signposted to other agencies as necessary and in cases of sexual assault, informing the police and/or Front Door.

17.2. Sexual Violence or Harassment

- When responding to concerns relating to child on child sexual violence or harassment, Ditton Church Pre-School will follow the guidance outlined in Part Five of KCSIE 2023 and the DfE [‘Sexual Violence and Sexual Harassment Between Children in Schools and Colleges’](#) guidance.
- Ditton Church Pre-School recognises sexual violence and sexual harassment can occur between two children of any age and sex. It can occur through a group of children sexually assaulting or sexually harassing a single child or group of children and can occur online and face to face (both physically and verbally). Sexual violence and sexual harassment is never acceptable.
- All victims of sexual violence or sexual harassment will be reassured that they are being taken seriously and that they will be supported and kept safe. A victim will never be given the impression that they are creating a problem by reporting sexual violence or sexual harassment or be made to feel ashamed for making a report.



- When there has been a report of sexual violence or harassment, the DSL will make an immediate risk and needs assessment which will be considered on a case-by-case basis which explores how best to support and protect the victim and the alleged perpetrator (and any other children involved/impacted).
 - The risk and needs assessment will be recorded and kept under review and will consider the victim (especially their protection and support), the alleged perpetrator, and all other children and staff and any actions that are required to protect them.
- Reports will initially be managed internally by the setting and where necessary will be referred to Integrated Children's Services and/or the Police.
 - The decision making and required action taken will vary on a case by case basis, but will be informed by the wishes of the victim, the nature of the alleged incident (including whether a crime may have been committed), the ages and developmental stages of the children involved, any power imbalance, if the alleged incident is a one-off or a sustained pattern of abuse, if there are any ongoing risks to the victim, other children, adult students or setting staff, and, any other related issues or wider context.
- If at any stage the DSL is unsure how to proceed, advice will be sought from the Education Safeguarding Service.

17.3. Nude and/or Semi-Nude Image Sharing by Children

The term 'sharing nudes and semi-nudes' is used to mean the sending or posting of nude or semi-nude images, videos or live streams of/by young people under the age of 18. Creating and sharing nudes and semi-nudes of under-18s (including those created and shared with consent) is illegal which makes responding to incidents complex.

The UKCIS Sharing nudes and semi-nudes: advice for education settings working with children and young people's guidance outlines how all educational settings should respond to incidents and should be read and understood by DSLs working with all age groups, not just older learners.

- Ditton Church Pre-School recognises that consensual and non-consensual sharing of nudes and semi-nude images and/or videos (also known as youth produced/involved sexual imagery or "sexting") can be a safeguarding issue; all concerns will be reported to and dealt with by the DSL (or deputy).
- When made aware of concerns involving consensual and non-consensual sharing of nudes and semi-nude images and/or videos by children, staff are advised to:
 - Report any concerns to the DSL immediately.
 - Never view, copy, print, share, store or save the imagery, or ask a child to share or download it – this may be illegal. If staff have already viewed the imagery by accident, this will be immediately reported to the DSL.
 - Not delete the imagery or ask the child to delete it.
 - Not say or do anything to blame or shame any children involved.
 - Explain to child(ren) involved that they will report the issue to the DSL and reassure them that they will receive appropriate support and help.



- Not ask the child or children involved in the incident to disclose information regarding the imagery and not share information about the incident with other members of staff, the child(ren) involved or their, or other, parents and/or carers. This is the responsibility of the DSL.
- Ditton Church Pre-School will respond to concerns as set out in the non-statutory UKCIS guidance: [Sharing nudes and DSLs](#) [semi-nudes: advice for education settings working with children and young people](#) and the local [KSCMP](#) guidance. When made aware of a concern involving consensual and non-consensual sharing of nudes and semi-nude images and/or videos:
 - the DSL will hold an initial review meeting to explore the context and ensure appropriate and proportionate safeguarding action is taken in the best interests of any child involved. This may mean speaking with relevant staff and the children involved as appropriate.
 - parents and carers will be informed at an early stage and be involved in the process to best support children, unless there is good reason to believe that involving them would put a child at risk of harm.
 - All decisions and action taken will be recorded in line with our child protection procedures.
 - a referral will be made to ICS and/or the police immediately if:
 - the incident involves an adult (over 18).
 - there is reason to believe that a child has been coerced, blackmailed, or groomed, or there are concerns about their capacity to consent, for example, age of the child or they have special educational needs.
 - the image/videos involve sexual acts and a child under the age of 13, depict sexual acts which are unusual for the child's developmental stage, or are violent.
 - a child is at immediate risk of harm owing to the sharing of nudes and semi-nudes.
 - The DSL may choose to involve other agencies at any time if further information/concerns are disclosed at a later date.
 - If DSLs are unsure how to proceed, advice will be sought from the Education Safeguarding Service.

17.4. Child Sexual Exploitation (CSE) and Child Criminal Exploitation (CCE)

- Ditton Church Pre-School recognises that CSE and CCE are forms of abuse that occur where an individual or group takes advantage of an imbalance in power to coerce, manipulate or deceive a child into taking part in sexual or criminal activity, in exchange for something the victim needs or wants, and/or for the financial advantage or increased status of the perpetrator or facilitator and/or through violence or the threat of violence. CSE and CCE can affect children, both male and female and can include children who have been moved (commonly referred to as trafficking) for the purpose of exploitation.
- If staff are concerned that a child may be at risk of CSE or CCE, immediate action should be taken by speaking to the DSL or a deputy.





17.5. Serious Violence

- All staff are made aware of the indicators which may signal children are at risk from or are involved with serious violent crime. These may include unexplained gifts or new possessions, increased absence, a change in friendships or relationships with older individuals or groups, a significant decline in performance, signs of self-harm or a significant change in wellbeing, or signs of assault or unexplained injuries.
- Any concerns regarding serious violence will be reported and responded to in line with other child protection concerns.
 - The initial response to child victims is important and staff will take any allegations seriously and work in ways that support children and keep them safe.

17.6. So-Called Honour Based Abuse

- So-called 'honour'-based abuse (HBA) encompasses incidents or crimes which have been committed to protect or defend the honour of the family and/or the community, including female genital mutilation (FGM), forced marriage, and practices such as breast ironing.
- All forms of HBA are abuse (regardless of the motivation) and concerns should be responded to in line with section 3 of this policy. Staff will report any concerns about HBA to the DSL (or a deputy).

17.7. Preventing radicalisation

- Ditton Church Pre-School is aware of our duty under section 26 of the Counter-Terrorism and Security Act 2015 (the CTSA 2015), to have "due regard to the need to prevent people from being drawn into terrorism", also known as the Prevent duty and the [specific obligations](#) placed upon us as an education provider regarding risk assessments, working in partnership, staff training, and IT policies.
- Ditton Church Pre-School recognises that children are vulnerable to extremist ideology and radicalisation and staff will be alert to changes in children's behaviour which could indicate that they may be in need of help or protection.
- Staff will report any concerns to the DSL (or a deputy), who is aware of the [local procedures](#) to follow.

18. Supporting Children Potentially at Greater Risk of Harm

- Whilst all children should be protected, some groups of children are potentially at greater risk of harm.



18.1. Safeguarding Children with Special Educational Needs or Disabilities (SEND)

- Ditton Church Pre-School acknowledges that children with special educational needs or disabilities (SEND) or certain health conditions can face additional safeguarding challenges and barriers for recognising abuse and neglect.
- Ditton Church Pre-School recognises that children with SEND may face additional communication barriers and experience difficulties in managing or reporting abuse or challenges. Children with SEND will be appropriately supported to communicate and ensure that their voice is heard and acted upon.
- All members of staff will be encouraged to appropriately explore possible indicators of abuse such as behaviour, mood changes or injuries and not to assume that they are related to the child's disability. Staff will be mindful that children with SEND or certain medical conditions may be disproportionately impacted by behaviours such as abuse or bullying, without outwardly showing any signs.
- Members of staff are encouraged to be aware that children with SEND can be disproportionately impacted by safeguarding concerns, such as exploitation, peer group isolation or bullying including prejudice-based bullying.
- To address these additional challenges, our setting will always consider implementing extra support and attention for children with SEND. The DSL will work closely with the SENCO (Amy Lee) to plan support as required.

18.2. Children Requiring Mental Health Support

- All staff will be made aware that mental health problems can, in some cases, be an indicator that a child has suffered or is at risk of suffering abuse, neglect or exploitation. Staff are aware that children's experiences, for example where children have suffered abuse and neglect, or other potentially traumatic adverse childhood experiences, can impact on their mental health, behaviour and education.
- Staff are well placed to observe children day-to-day and identify those whose behaviour suggests that they may be experiencing a mental health problem or be at risk of developing one.
- If staff have a mental health concern about a child that is also a safeguarding concern, immediate action should be taken by speaking to the DSL or a deputy.

18.3. Children who need a Social Worker

- The DSL will hold details of social workers working with children in the setting so that decisions can be made in the best interests of the child's safety, welfare, and educational outcomes.
- Where children have a social worker, this will inform setting decisions about their safety and promoting their welfare, for example, responding to unauthorised absence and provision of pastoral and/or academic support.





18.4. Looked after children, previously looked after children and care leavers

- Ditton Church Pre-School recognises the common reason for children becoming looked after is as a result of abuse and/or neglect and a previously looked after child also potentially remains vulnerable.
- Where a child is looked after, the DSL will hold details of the social worker and the name of the virtual school head in the authority that looks after the child.
- Where the setting believes a child is being cared for as part of a private fostering arrangement (occurs when a child under 16 or 18 if the child is disabled is cared for and lives with an adult who is not a relative for 28 days or more) we have a duty to recognise these arrangements and inform the Local Authority via the front door.

19. Online Safety

- It is recognised by Ditton Church Pre-School that the use of technology presents particular challenges and risks to children and adults both inside and outside of the setting.
- Ditton Church Pre-School identifies that the breadth of issues classified within online safety is considerable, but can be categorised into four areas of risk:
 - content: being exposed to illegal, inappropriate or harmful material; for example, pornography, fake news, racist or radical and extremist views
 - contact: being subjected to harmful online interaction with other users; for example, commercial advertising as well as adults posing as children or young adults
 - conduct: personal online behaviour that increases the likelihood of, or causes, harm; for example, making, sending and receiving explicit images, or online bullying.
 - Commerce: risks such as online gambling, inappropriate advertising, phishing and or financial scams.
- Ditton Church Pre-School will empower, protect and educate the Pre-School community in their use of technology and establish mechanisms to identify, intervene in, and escalate any incident where appropriate.
- The DSL has overall responsibility for online safeguarding within the setting but will liaise as necessary with other members of staff, committee or IT support.
- Ditton Church Pre-School uses a wide range of technology. This includes, laptops, tablets and other digital devices, the internet and email systems.
All setting owned devices and systems will be used in accordance with our acceptable use policies (e.g. online safety policy) and with appropriate safety and security measures in place.
- Ditton Church Pre-School recognises the specific risks that can be posed by mobile technology, including mobile phones and cameras. In accordance with EYFS 2021, Ditton Church Pre-School

has appropriate policies in place that are shared and understood by all members of the Pre-School community.

Further information regarding the specific approaches relating to this can be found in our Online safety (inc. mobile phones, and cameras and social networking) which can be found in the Policy files and on the website.

- Ditton Church Pre-School will ensure that appropriate filtering and monitoring systems are in place when children and staff access systems and internet provision. (see online safety policy)
- Ditton Church Pre-School acknowledges that whilst filtering and monitoring is an important part of the settings online safety responsibilities, it is only one part of our role. Children and adults may have access to systems external to the settings control such as tablets, mobile phones and other internet enabled devices and technology. This is covered in more depth within the settings **Online Safety Policy** which can be found in the staff policy folder on the desk, the parent's policy folder in the hall and on our website: dittonchurchpreschool.org
- Ditton Church Pre-School will ensure we provide age appropriate online safety education to children to as part of providing a broad and balanced curriculum. DSLs and Management Committee may find it helpful to access UK Council for Internet Safety (UKCIS) 'Education for a Connected World Framework' and DfE 'Teaching online safety in school' guidance.
- Ditton Church Pre-School will build a partnership approach to support parents/carers to become aware and alert to the need to keep early years children safe online by providing information on the website and through information leaflets/newsletters.
- Ditton Church Pre-School will ensure that all staff regularly update their online safety training and our Online Safety Policy will be reviewed and updated as necessary but at least annually.
- Detailed information about the settings response to online safety can be found in the setting's **Online Safety Policy** which can be found in the staff policy folder on the desk, the parent's policy folder in the hall and on our website: dittonchurchpreschool.org

20. Educational Programmes and Staying Safe

- Ditton Church Pre-School recognises that children learn best when they are healthy, safe and secure, when their individual needs are met, and when they have positive relationships with the adults caring for them. Our setting will provide a welcoming, safe and stimulating environment where children can enjoy learning and grow in confidence.
- We recognise that early year's settings play an essential role in helping children to understand and identify the parameters of what is appropriate child and adult behaviour; what is 'safe'; to recognise when they and others close to them are not safe; and how to seek advice and support when they are concerned.



- Ditton Church Pre-School will provide age appropriate educational programmes and opportunities to enable early years children to develop self-awareness, self-esteem, social and emotional understanding, assertiveness and decision making so that they have a range of contacts and strategies to ensure their own protection and understand the importance of protecting others, including online.
- Ditton Church Pre-School recognise that a one size fits all approach may not be appropriate for all children, and a more personalised or contextualised approach for more vulnerable children, victims of abuse and some SEND children might be needed
- Systems have been established to support the empowerment of children to talk to a range of staff. Children at Ditton Church Pre-School will be listened to and heard and their concerns will be taken seriously and acted upon as appropriate.

21. Security

- All members of staff have a responsibility for maintaining awareness of buildings and grounds security and for reporting concerns that may come to light. Staff will be expected to adhere to any safety arrangements implemented because of Covid-19.
- Appropriate checks will be undertaken in respect of visitors and volunteers coming into the setting as outlined within guidance. Visitors will be expected to, sign in and out in the visitor's log and to produce identification whilst on site. During the Covid-19 pandemic, only essential visitors will be allowed on site and will be expected to wear appropriate PPE and adhere to the setting's Covid 19 Risk Assessment procedures.
- Any individual who is not known or identifiable on site should be challenged for clarification and reassurance.
- The setting will not accept the behaviour of any individual (parent or other) that threatens the settings security or leads others (child or adult) to feel unsafe. Such behaviour will be treated as a serious concern and may result in a decision to refuse access for that individual to the setting site.

Arrivals and Departures

Ditton Church Pre-school will ensure that all children are greeted warmly and made to feel welcome upon arrival and staff will ensure that they depart safely at the end of every session.

Arrivals

- An accurate record/registration form will be kept of all children who attend the setting.
- No child will be admitted into the Pre-school until the registration and emergency form is complete with all necessary information identified in the EYFS.



- A register will be kept; arrival and departure times of children will be recorded supplemented by regular head counts throughout the day. The register will be kept on the premises at all times unless all staff and children leave the premises together, in which case the register will be taken.
- A member of staff will immediately record a child's arrival at the setting.
- Familiar staff will greet children and parents.

Departures

- Parents may collect children at any time during the session, preferably giving prior notification to staff where possible.
- Children will only be released to their parent/carer or the person on the permission form unless the setting has been informed of changes beforehand and a password given, which will be recorded on the daily register by the child's name.
- Children should be collected by a responsible adult over the age of 18. Ditton Church Pre-school reserves the right to refuse to release a child from our care if there is any doubt as to the authenticity of the person collecting the child or if they consider the child to be at risk.
- Children must be signed out by a member of staff.
- A staff member will record the departure of the children on the daily register and initial this as a correct record.

Non Collection of Children

Ditton Church Pre-school understands that from time to time parents or carer may arrive late to collect their children from Pre-school. However, in the event of a child not being collected within half an hour of the Pre-school session ending we will initiate the following procedure:

- Staff members will remain with the child and give reassurance.
- Check the register for information about changes to the normal collection routine.
- Phone parent or carer as given on the child's emergency form.
- Phone second emergency contact person as given on the child's emergency form.
- The child will stay on the premises in the care of two members of staff until the child is safely collected either by parents, carer or social worker.
- Under no circumstances are staff to go and look for the parent, neither do they take the child home with them.
- A full written report of the incident is recorded in the child's file.



In the event that none of the above are successful after one hour and there is no-one who can be contacted to collect the child, we will contact the Kent Safeguarding Children Multi Agency Partnership and or Area Safeguarding Advisor:

Office Telephone Number 03301 651440

Depending on the circumstances, we reserve the right to charge parents for the additional hours worked by our staff.

Parental Responsibility and Legal Contact

Ditton Church Pre-school need to know who has 'Parental Responsibility' (PR) for each child in our care. This is to ensure that the proper authority is given when the setting needs parental permission. It will also make sure that anyone with parental responsibility regardless of whether they live with their child can be provided with any reports and given an opportunity to be involved in the child's care and education. Persons who have parental responsibility automatically are:

- Mothers always have parental responsibility;
- Fathers also have parental responsibility for a child if the father is married to the mother at the time of the child's birth. This continues after any divorce/separation/remarriage even if the child lives apart from them;
- For children born after 1st December 2003, unmarried fathers have parental responsibility where the mother and father register the birth of the child together i.e. if the name of the father is on the birth certificate.

There may be situations when other people also have Parental Responsibility for your child. For example, where the court orders that the child shall reside with a named person, that person gains parental responsibility. This could apply to grandparents or aunts and uncles. Adoptive parents of an adopted child also have parental responsibility for them. In these circumstances there will be an order from the court specifying who has Parental Responsibility.

If your child is in the care of the Local Authority under an order from the court, then the Local Authority will also have PR for them. Because of this, we will need to know the name of your child's social worker.

Ditton Church Pre-school is required to keep on the admission register a new partner. The only circumstances when a parent no longer has PR is when an Adoption Order is made by the court. We have a legal responsibility to involve anyone who has PR in your child's care and education, regardless of whether this is your wish. The only circumstance when this responsibility varies is if a court order is in place specifying that no information on your child should be given to that person. There may also be exceptional circumstances when the police or Children's Social



Services tell us that a particular individual poses a risk, therefore should not have access to information.

In order for Ditton Church Pre-school to know who has PR for your child, we will need to see a copy of his/her birth certificate. In the event that any other person has PR for your child, we will also need to see a copy of the court order specifying this.

Court Orders

Ditton Church Pre-school also need to be aware of any legal orders relating to your child. For example, there may be a 'Residence Order' in place which states that your child must live with you, or there may be a 'Contact Order' in place which specifies when your child's other parent sees them. If your child is the subject to any of these orders, we will need to see the original order to make sure we have all the relevant information.

As already stated, there may be occasions when a court order is made preventing a person from having access to any information on your child, or contact with them. If this is the case, we must see a copy of the order, a solicitor's letter will not be sufficient.

Missing Child Policy

Statutory Framework:

Section 3 – The Welfare Requirements: Safeguarding and Promoting Children's Welfare

Legislation Links:

The Children's Act – 1989,2004

At Ditton Church Pre-school the children's safety is maintained as the highest priority at all times both on and off the premises. Every attempt is made to follow procedures i.e. the exit and entrance procedures to ensure the security of children is maintained at all times. In the unlikely event of a child going missing, our missing child procedure is as follows.-

Child going missing on the premises:

- As soon as it is noticed that a child is missing the key person/ staff alerts the setting leader.
- The setting leader will authorise a thorough search of the building and garden and delegate roles to staff as necessary
- The register is checked to make sure no other child has also gone astray.
- Doors and gates are checked to see if there has been a breach of security whereby a child could wander out.
- If there is no threat to the personal safety of Pre-school staff, the setting leader will authorise a designated staff member to leave the premises to widen the search for the child.



- If the child is not found, the parent is contacted and the missing child is reported to the police.
- If the parent is not contactable the first emergency/second emergency contact numbers are phoned as per the Pre-school's emergency form.
- The setting leader talks to the staff to find out when and where the child was last seen and records this.
- The setting leader contacts the chairperson and reports the incident. The chairperson, with the management committee carries out an investigation and may come to the setting immediately.

Child going missing on an outing:

If a child goes missing from an outing where parents are not attending and responsible for their own child, the Pre-school ensures that there is a procedure that is followed.

- As soon as it is noticed that a child is missing, staff on the outing ask the children to stand with their designated person and carry out a head count to ensure that no other child has gone astray. One staff searches the immediate vicinity but does not search beyond that.
- The person in charge at the time is informed immediately. However, if this is not the setting leader then she will be informed and if possible, will make her way to the venue to aid the search and be the point of contact for the police as well as support the staff.
- The setting leader will be responsible for delegating roles to staff members as necessary.
- The setting leader contacts the police and reports the child missing.
- The setting leader contacts the parents and requests that they make their way to the setting or outing venue if possible.
- Staff will take the remaining children back to Ditton Church Pre-school.
- In an indoor venue, the staff contacts the venue's security who will handle the search and contact the police if the child is not found.
- The setting leader will contact the chairperson of the Management Committee, who will carry out an investigation and may come down to the Pre-school immediately.
- The setting leader, or designated staff member may be advised by the police to stay at the venue until they arrive.

The Investigation

- Staff will keep calm and do not let the other children become anxious or worried.



- The setting leader together with the chairperson or representation from the management committee speaks to the parent(s).
- The management committee chairperson carries out a full investigation taking written statements from all the staff present at the time, or who were on the outing.
- The key person/staff writes a (timed and dated) incident report detailing:
 - The date and time of the incident;
 - What staff/children were in the group/outing and the name of the designated person responsible for the missing child.
 - When the child was last seen in the group/outing.
 - What has taken place in the group or outing since the child went missing.
 - The time it is estimated that the child went missing
- A conclusion is drawn as to how the breach of security happened.
- If the incident warrants a police investigation all staff co-operate fully. In this case, the police will handle all aspects of the investigation, include interviewing staff. Children's Social Care may be involved if it seems likely that there is a child protection issue to address.
- The incident is reported under RIDDOR arrangements and is recorded in the incident book; the local authority health and safety officer may want to investigate and will decide if there is a case for prosecution.
- Ofsted will be informed of the incident and its outcome, in writing, including whether disciplinary action needs to be taken and if the child was injured.
- The insurance provider is informed.

Managing People

- Missing child incidents are very worrying for all concerned. Part of managing the incident is to try to keep everyone as calm as possible.
- The staff will feel worried about the child, especially the key person or the designated carer responsible for the safety of that child for the outing. They may blame themselves and their feelings of anxiety and distress will rise as the length of time the child is missing increases.
- The staff may be the understandable target of parental anger and they may be afraid. Setting leaders need to ensure that staff under investigation are not only fairly treated but receive support while feeling vulnerable.
- The parents will feel angry, and fraught. They may want to blame staff and may single out one staff member over others; they may direct their anger at the setting leader. When



dealing with a distraught and angry parent, there should always be two members of staff, one of whom is the setting leader and the other should be the chairperson of the management committee or representative. No matter how understandable the parent's anger may be, aggression or threats against staff are not tolerated.

- The other children are also sensitive to what is going on around them. They too may be worried. The remaining staff caring for them need to be focused on their needs and must not discuss the incident in front of them. They should answer children's questions honestly but also reassure them.
- In accordance with the severity of the final outcome, staff may need counselling and support. If the child is not found, or is injured, or worse, this may be a very difficult time. The chairperson will use their discretion to decide what action to take.
- Staff must not discuss any missing child incident with the press without taking advice.

Maintaining Children's Safety and Security on The Premises

Policy Statement

At Ditton Church Pre-school we maintain the highest possible security of our premises to ensure that each child is safe and cared for during their time with us.

Procedures

Children's personal safety

- We ensure all employed staff have been checked by the criminal records by an enhanced disclosure from the DBS.
- Volunteering adults do not supervise children on their own.
- All children are supervised by adults at all times.
- Whenever children are on the premises at least two adults are present.
- We carry out yearly risk assessments and daily health and safety checks, to ensure children are not made vulnerable within any part of our premises, nor by an activity.

Security

- Systems are in place for the safe arrival and departure of children.
- Children's arrival and departures are recorded and children are only released into the care of individuals named by parents (see section 2. Departures).





- Arrival and departures of adults - staff, volunteers and visitors are recorded.
- Personal possessions of staff and volunteers are securely stored during sessions.
- The premises are checked before locking up at the end of each session.

Our systems prevent unauthorised access on our premises.

Our systems prevent children leaving the premises unnoticed.

22. Monitoring and Review

- All setting staff and volunteers will have access to a copy of this policy and will have the opportunity to consider and discuss the contents prior to approval of the proprietor/trustees/committee being formally sought. The policy will also be available to parents/carers.
- This policy has been written to reflect the new guidance and legislation issued in relation to safeguarding children and promoting their welfare.
- The policy forms part of our Setting development plan and will be reviewed annually.
- All staff should have access to this policy and sign to the effect that they have read and understood its contents.
- The DSL will review the policy following any child protection concerns (including following learning identified from serious case reviews) or allegations against staff to ensure that it reflects appropriate, accurate and up-to-date safeguarding practice.

23. Local Support

- All members of staff in Ditton Church Pre-School are made aware of local support available.
 - **Education Safeguarding Service**
 - **Area Safeguarding Advisor**
 - **03301 651440**
 - **Online Safety in the Education Safeguarding Service**
 - **03301 651 500**
 - onlinesafety@theeducationpeople.org
 - **LADO Service**
 - **Telephone: 03000 410888**
 - Email: kentchildrenslado@kent.gov.uk
 - **Integrated Children's Services**



- Front door: 03000 411111
- Out of Hours Number: 03000 419191

- **Kent Police**
 - 101 or 999 if there is an immediate risk of harm
 - [Insert details for local support e.g. school officer.](#)

- **Kent Safeguarding Children Multi-Agency Partnership (KSCMP)**
 - kscmp@kent.gov.uk
 - 03000 421126

- **Adult Safeguarding**
 - Adult Social Care via 03000 41 61 61 (text relay 18001 03000 41 61 61) or email social.services@kent.gov.uk

- **OFSTED**
 - enquiries@ofsted.gov.uk



Appendix 1: Categories of Abuse

All staff should be aware that abuse, neglect and safeguarding issues are rarely standalone events that can be covered by one definition or label. In most cases multiple issues will overlap with one another.

Abuse: a form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. They may be abused by an adult or adults or another child or children. It should be noted that abuse can be carried out both on and offline and be perpetrated by men, women and children.

Sexual abuse: involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

Signs that MAY INDICATE Sexual Abuse

- Sudden changes in behaviour and school performance
- Displays of affection which are sexual and age inappropriate
- Self-harm, self-mutilation or attempts at suicide
- Alluding to secrets which they cannot reveal
- Tendency to cling or need constant reassurance
- Regression to younger behaviour for example thumb sucking, playing with discarded toys, acting like a baby
- Distrust of familiar adults e.g. anxiety of being left with relatives, a child minder or lodger
- Unexplained gifts or money
- Depression and withdrawal
- Fear of undressing for PE
- Sexually transmitted disease
- Fire setting

Physical abuse: a form of abuse which may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.

Signs that MAY INDICATE physical abuse

- Bruises and abrasions around the face
- Damage or injury around the mouth
- Bi-lateral injuries such as two bruised eyes
- Bruising to soft area of the face such as the cheeks
- Fingertip bruising to the front or back of torso



- Bite marks
- Burns or scalds (unusual patterns and spread of injuries)
- Deep contact burns such as cigarette burns
- Injuries suggesting beatings (strap marks, welts)
- Covering arms and legs even when hot
- Aggressive behaviour or severe temper outbursts.
- Injuries need to be accounted for. Inadequate, inconsistent or excessively plausible explanations or a delay in seeking treatment should signal concern.

Emotional abuse: the persistent emotional maltreatment of a child such as to cause severe and adverse effects on the child's emotional development. It may involve conveying to a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond a child's developmental capability as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyberbullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, although it may occur alone.

Signs that MAY INDICATE emotional abuse

- Over reaction to mistakes
- Lack of self-confidence/esteem
- Sudden speech disorders
- Self-harming
- Eating Disorders
- Extremes of passivity and/or aggression
- Compulsive stealing
- Drug, alcohol, solvent abuse
- Fear of parents being contacted
- Unwillingness or inability to play
- Excessive need for approval, attention and affection

Neglect: the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to: provide adequate food, clothing and shelter (including exclusion from home or abandonment); protect a child from physical and emotional harm or danger; ensure adequate supervision (including the use of inadequate care-givers); or ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.





Signs that MAY INDICATE neglect.

- Constant hunger
- Poor personal hygiene
- Constant tiredness
- Inadequate clothing
- Frequent lateness or non-attendance at School
- Untreated medical problems
- Poor relationship with peers
- Compulsive stealing and scavenging
- Rocking, hair twisting and thumb sucking
- Running away
- Loss of weight or being constantly underweight
- Low self esteem

Appendix 2: Support Organisations

Additional links can also be found in KCSIE 2022 Annex B and D.

NSPCC 'Report Abuse in Education' Helpline

- [0800 136 663](tel:0800136663) or help@nspcc.org.uk

National Organisations

- NSPCC: www.nspcc.org.uk
- Barnardo's: www.barnardos.org.uk
- Action for Children: www.actionforchildren.org.uk
- Children's Society: www.childrensociety.org.uk

Support for Staff

- Education Support Partnership: www.educationsupportpartnership.org.uk
- Professional Online Safety Helpline: www.saferinternet.org.uk/helpline

Support for Learners

- ChildLine: www.childline.org.uk
- Papyrus: www.papyrus-uk.org
- The Mix: www.themix.org.uk
- Shout: www.giveusashout.org
- Fearless: www.fearless.org
- Victim Support: www.victimsupport.org.uk

Support for Adults

- Family Lives: www.familylives.org.uk
- Crime Stoppers: www.crimestoppers-uk.org
- Victim Support: www.victimsupport.org.uk
- The Samaritans: www.samaritans.org
- NAPAC (National Association for People Abused in Childhood): www.napac.org.uk



- MOSAC: www.mosac.org.uk
- Action Fraud: www.actionfraud.police.uk
- Shout: www.giveusashout.org
- Advice now: www.advicenow.org.uk

Support for Learning Disabilities

- Respond: www.respond.org.uk
- Mencap: www.mencap.org.uk
- Council for Disabled Children: <https://councilfordisabledchildren.org.uk>

Contextual Safeguarding Network

- <https://contextualsafeguarding.org.uk/>

Kent Resilience Hub

- <https://kentresiliencehub.org.uk/>

Substance Misuse

- We are with you (formerly Addaction): www.wearewithyou.org.uk/services/kent-for-young-people/
- Talk to Frank: www.talktofrank.com .

Domestic Abuse

- Domestic abuse services: www.domesticabuseservices.org.uk
- Refuge: www.refuge.org.uk
- Women's Aid: www.womensaid.org.uk
- Men's Advice Line: www.mensadvice.org.uk
- Mankind: www.mankindcounselling.org.uk
- National Domestic Abuse Helpline: www.nationaldahelpline.org.uk
- Respect Phonenumber: <https://respectphonenumber.org.uk>

Criminal and Sexual Exploitation

- National Crime Agency: www.nationalcrimeagency.gov.uk/who-we-are
- It's not okay: www.itsnotokay.co.uk
- NWG Network: www.nwgnetwork.org
- County Lines Toolkit for Professionals: www.childrensociety.org.uk/information/professionals/resources/county-lines-toolkit

Honour Based Abuse

- Forced Marriage Unit: www.gov.uk/guidance/forced-marriage
- FGM Factsheet: https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/496415/6_1639_HO_SP_FGM_mandatory_reporting_Fact_sheet_Web.pdf
- Mandatory reporting of female genital mutilation: procedural information: www.gov.uk/government/publications/mandatory-reporting-of-female-genital-mutilation-procedural-information



Child on Child abuse, including bullying, sexual violence and harassment

- Rape Crisis: <https://rapecrisis.org.uk>
- Brook: www.brook.org.uk
- Disrespect Nobody: www.disrespectnobody.co.uk
- Upskirting – know your rights: www.gov.uk/government/news/upskirting-know-your-rights
- Lucy Faithfull Foundation: www.lucyfaithfull.org.uk
- Stop it Now! www.stopitnow.org.uk
- Parents Protect: www.parentsprotect.co.uk
- Anti-Bullying Alliance: www.anti-bullyingalliance.org.uk
- Diana Award: www.antibullyingpro.com/
- Bullying UK: www.bullying.co.uk
- Kidscape: www.kidscape.org.uk

Online Safety

- CEOP: www.ceop.police.uk
- Internet Watch Foundation (IWF): www.iwf.org.uk
- Think U Know: www.thinkuknow.co.uk
- Childnet: www.childnet.com
- UK Safer Internet Centre: www.saferinternet.org.uk
- Report Harmful Content: <https://reportharmfulcontent.com>
- Marie Collins Foundation: www.mariecollinsfoundation.org.uk
- Internet Matters: www.internetmatters.org
- NSPCC: www.nspcc.org.uk/onlinesafety and www.net-aware.org.uk
- Get Safe Online: www.getsafeonline.org
- Parents Protect: www.parentsprotect.co.uk
- Cyber Choices: <https://nationalcrimeagency.gov.uk/what-we-do/crime-threats/cyber-crime/cyberchoices>
- National Cyber Security Centre (NCSC): www.ncsc.gov.uk

Mental Health

- Mind: www.mind.org.uk
- Moodspark: <https://moodspark.org.uk>
- Young Minds: www.youngminds.org.uk
- We are with you (formerly Addaction): www.wearewithyou.org.uk/services/kent-for-young-people/
- Anna Freud: www.annafreud.org/schools-and-colleges/

Radicalisation and hate

- Educate against Hate: www.educateagainsthate.com
- Counter Terrorism Internet Referral Unit: www.gov.uk/report-terrorism
- True Vision: www.report-it.org.uk

Children with Family Members in Prison

- National information Centre on Children of Offenders (NICCO): <https://www.nicco.org.uk/>



Appendix 3: Keeping yourself safe when responding to disclosures (the 6 R's – what to do if...)

1. Receive

- Keep calm
- Listen to what is being said without displaying shock or disbelief
- Take what is being said to you seriously
- Note down what has been said

2. Respond

- Reassure the child that they have done the right thing in talking to you
- Be honest and do not make promises you cannot keep e.g. "It will be alright now"
- **Do not promise confidentiality;** you have a duty to refer
- Reassure and alleviate guilt, if the child refers to it e.g. "you're not to blame"
- Reassure the child that information will only be shared with those who need to know

3. React

- React to the child only as far as is necessary for you to establish whether or not you need to refer the matter, but do not interrogate for full details
- **Do not** ask leading questions; "Did he/she....?" Such questions can invalidate evidence.
- **Do** ask open "TED" questions; Tell, explain, describe
- Do not criticise the perpetrator; the child may have affection for him/her
- Do not ask the child to repeat it all for another member of staff
- Explain what you have to do next and who you have to talk to

4. Record

- Make some brief notes at the time on any paper which comes to hand and write them up as soon as possible
- Do not destroy your original notes
- Record the date, time, place, any non-verbal behaviour and the words used by the child. Always ensure that as far as possible you have recorded the actual words used by the child
- Record statements and observable things rather than your interpretations or assumptions

5. Remember

- Contact the designated safeguarding lead (DSL)
- The DSL may be required to make appropriate records available to other agencies
- KSCB: www.kscb.org.uk

6. Relax

- Get some support for yourself, dealing with disclosures can be traumatic for professionals