

# Long Preston Playgroup

Registered Charity No: 1029288



<b>Name of Policy</b>	Safeguarding Children
<b>Name of Setting</b>	Long Preston Playgroup
<b>Designated Person (a member of staff) who co-ordinates child protection issues</b>	Lyndsey Jennings
<b>Designated officer (Chair of committee) who oversees this work</b>	Louise Try
<b>Aim</b>	<p>This organisation recognises that all children have a right to protection from abuse. Long Preston Playgroup takes seriously its responsibility to protect and safeguard the welfare of children and young children. We will:</p> <ul style="list-style-type: none"> <li>• Respond swiftly and appropriately to all suspicions or allegations of abuse, and provide parents and children with the opportunity to voice their concerns</li> <li>• Have a system for dealing with concerns about possible abuse</li> <li>• Maintain good links with statutory child care authorities</li> </ul>
<b>The Policy</b>	<p>Long Preston Playgroup recognises that many children and young people today are the victims of neglect, and physical, sexual and emotional abuse. Accordingly Long Preston Playgroup Committee has adopted the policy contained in this document (hereafter referred to as “the policy”). The policy sets out agreed guidelines relating to responding to allegations of abuse, including those made against staff and volunteers. Long Preston Playgroup recognises the need to build constructive links with the child care agencies. These guidelines have been prepared in accordance with the North Yorkshire Safeguarding Children Board procedures. They will be kept under review and be supported by appropriate training.</p> <p>The policy applies to all staff and volunteers who act on behalf of the organisation and who come directly into contact with children. Every individual has a responsibility to inform the Safeguarding Lead or their deputy, of concerns relating to safeguarding children. The Safeguarding Lead (formally known as the Designated Person) must decide if the concerns should be communicated to Children’s Social Care or the police.</p> <p>13/06/2018LP.LJ</p>

<p><b>Definitions</b></p>	<p><b>Child/Young Person</b>  Anyone who has not yet reached their 18<sup>th</sup> birthday. The fact that a child has reached 16 years of age, is living independently or is in further education, as a member of the armed forces, is in hospital or in custody in the secure estate, does not change his/her status or entitlements to services or protection.</p> <p><b>Abuse</b>  Abuse is form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others (eg via the internet). They may be abused by an adult or adults, or another child or children.</p> <p><b>Physical Abuse</b>  A form of abuse which may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm or a child. Physical harm may also be caused when a parent or carer fabricates the symptoms or, or deliberately induces, illness in a child.</p> <p><b>Emotional Abuse</b>  The persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development.</p> <p>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.</p> <p>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.</p> <p>It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyber bullying), 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, though it may occur alone.</p> <p><b>Sexual Abuse</b>  Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities including Child Sexual</p>
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	<p>Exploitation (CSE), which may not necessarily involving a high level of violence, whether or not the child is aware of what is happening.</p> <p>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).</p> <p>Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.</p> <p><b>Neglect</b> Neglect is 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:</p> <ul style="list-style-type: none"> <li>• Provide adequate food, clothing and shelter (exclusion from home or abandonment)</li> <li>• Protect a child from physical and emotional harm or danger</li> <li>• Ensure adequate supervision (including the use of inadequate care-givers) or</li> <li>• Ensure access to appropriate medical care or treatment</li> </ul> <p>It may also include neglect of, or unresponsiveness to, a child’s basic emotional needs.</p>
<p><b>Awareness of Abuse and Neglect</b></p>	<p>Long Preston Playgroup will provide all staff with adequate safeguarding training in order to carry out their role and responsibilities under this policy. Individuals within the organisation need to be alert to the potential abuse of children both within their families and also from other sources including abuse by members of staff and volunteers.</p> <p>All members of Long Preston Playgroup should respond to any suspected or actual abuse of a child in accordance with these procedures.</p> <p>It is good practice to be as open and honest as possible with parents/carers about any concerns; however we will not discuss our concerns with parents/carers in the following circumstances;</p> <ul style="list-style-type: none"> <li>• A delay in sharing relevant information with an appropriate person or authority would increase the</li> </ul>

	<p>risk of harm to the child or young person</p> <ul style="list-style-type: none"> <li>• Asking for consent may increase the risk of harm to the child, young person, us or anyone else</li> </ul>
<p><b>What to do if children talk to you about abuse or neglect</b></p>	<p>It is recognised that a child may seek you out to share information about abuse or neglect, or talk spontaneously to individuals or in groups. In these situations we must;</p> <ul style="list-style-type: none"> <li>• Listen carefully to the child. <b>DO NOT</b> directly question the child.</li> <li>• Give the child time and attention</li> <li>• Allow the child to give a spontaneous account; do not stop a child who is freely recalling significant events.</li> <li>• Make an accurate record of the information you have been given taking care to record the timing, setting and people present, the child's presentation as well as what was said. Recordings must be kept secure and in accordance with our procedures. A template to be used is included in this policy.</li> <li>• Use the child's own words where possible</li> <li>• Explain that you cannot promise not to speak to others about the information they have shared.</li> <li>• Reassure the child that: <ul style="list-style-type: none"> <li>▪ You are glad they have told you</li> <li>▪ They have not done anything wrong</li> <li>▪ What you are going to do next</li> </ul> </li> <li>• Explain that you will need to get help to keep the child safe</li> <li>• Children should not be required to provide multiple accounts of events within the organisation</li> </ul> <p>You must:</p> <ul style="list-style-type: none"> <li>• Treat all children and young people with respect</li> <li>• Ensure that, whenever possible, there is more than one adult present during activities with children and young people or at least that you are within sight or hearing of others.</li> <li>• Respect a young person's right to personal privacy</li> <li>• Encourage young people and adults to be comfortable and caring enough to point out</li> <li>• Recognise that caution is required when you are discussing sensitive issues with children or young people</li> <li>• Operate within the organisation's principles and guidance and any specific procedures.</li> <li>• Challenge unacceptable behaviour and report all allegations/suspicions of abuse</li> </ul> <p>You must not:</p> <ul style="list-style-type: none"> <li>• Have inappropriate physical or verbal contact with children or young people</li> <li>• Allow yourself to be drawn into an inappropriate attention-seeking behaviour/make suggestive or derogatory remarks or gestures in front of children or</li> </ul>

	<p>young people</p> <ul style="list-style-type: none"> <li>• Reach conclusions about others without checking facts</li> <li>• Either exaggerate or trivialise safeguarding issues</li> <li>• Show favouritism to any individual</li> </ul>
<b>Whistle blower</b>	<p>We have whistleblower policy in place that outlines the procedures to be undertaken should a member of staff, committee member or parent have concerns about a member of staff. This contains an external contact number if they feel uncomfortable bringing their concerns to the Leader or Committee Chair. This policy is displayed in the setting so that everyone is familiar with its procedures and that it is always accessible.</p>
<b>Record keeping</b>	<p>Record keeping/knowledge.</p> <p>All children’s files and admission forms are stored in a lockable filing cabinet (this excludes the Childrens’ individual learning journeys that are available for parents to look at, at any time. Staff keep confidential records of accidents occurring at playgroup, accidents that have happened at home, incidents at playgroup and confidential staff notes where staff may record comments made by children or parents about the children’s welfare which may later become significant. This information is only shared with others on a need to know basis. As with all records, these are confidential and are covered by guidelines laid out in the Data Protection Act. See Confidentiality Policy for further information.</p> <p>When a child leaves, copies will be taken of information held within the setting relating to Child Protection issues and the copies forwarded to the next setting in a separate envelope to the child’s other records. This envelope will be addressed to the designated person in the new setting. The originals will be retained in the setting in the locked cabinet.</p> <p>NYCC provide regular training via the Training Directory and Cluster Meetings which allow the staff and committee to keep up to date with local procedures and contacts.</p> <p>It is important to maintain clear, objective and accurate records and staff will be made aware of this in their regular updating training.</p> <p><b>Early Years Setting Child Welfare Files</b></p> <p>Following the recommendations arising from a recent North Yorkshire Serious Case Review, it is strongly recommended that all settings maintain and monitor records in relation to all children who are known to Children’s Social Care; who are Looked After; who have been part of a CAF; or about whom welfare concerns have otherwise been raised, in the form of a child welfare file. This will be kept separate to any confidential child protection files that may be held in the</p>

setting. These files will be maintained by the Leader or the DLP. This person will be responsible for maintaining a register of all children for whom welfare files are being kept, indicating the reason for deciding to maintain the file, and whether parental consent has been gained to maintain the file.

Details of what information should be included is contained within the Safeguarding folder.

### **Information Sharing**

Any written updates or changes to NYCC procedures will be shared and disseminated amongst all staff. Committee members will be updated as necessary. New staff will be expected to read this policy and complete child protection training at the earliest opportunity. A copy of this policy will appear on our website. A hard copy will also be available in Playgroup.

On admission to our setting, we ask parents/carers to provide us with information on the child's family members; any health concerns; the family GP or any other health professionals involved; contact details of next of kin other adults who are permitted to collect the child from playgroup; date of birth and address.

Child subject to a Child Protection Plan: Although our admissions form does ask for information on entry regarding any other professionals that are involved with the child or if they do have a child protection plan, or if we feel that this information has not been given, we can contact the Children's Database enquiry line on 01609 536462 for confirmation and relevant information.

If a member of staff is made aware of an incident at home e.g. bruising or marks, they will note it in the accidents at home book. Any unexplained bruising or marks will be noted in the staff confidential book also any comments made by a child that may cause concern. This is a numbered duplicated book. One copy will remain in the book; the other will be placed in the child's personal file. If a member of staff notices that a child's well-being has deteriorated, they would have an informal, but confidential chat with the parent immediately. If the child's well being does not improve, staff would speak to social care customer services for further information or guidance.

If a child is not collected, staff will make contact with an alternative named adult. If the adult collecting the child is unsuitable due to age (under 16), or suspected of alcohol/drug use, staff would contact an alternative named adult from the child's records. Please also refer to the Lost/Uncollected Child policy.

Staff liaise as a team on all issues, however the designated

	<p>child protect officer is Lyndsey Jennings; she will be responsible for contacting social care</p> <p>Our staff work hard to maintain open channels of communications with parents and carers at all time. If staff need to make a referral, they will work openly with parents, informing them of the need for a referral. This procedure will not be followed under the following circumstances; suspicion of sexual abuse, or fabricated or induced illness; the child or staff member may be in danger by alerting the parent; if alerting the parent may hinder future investigations; or if it is not possible to contact the parents/carers.</p> <p>The designated child protection officer has overall responsibility for maintaining the confidentiality of information appropriately. All staff are aware of the need to maintain privacy and confidentiality and that failure to do so may be a criminal offence.</p> <p>At least one member of the playgroup staff or committee hold the Safer Recruitment Certificate, this person will be involved in all stages of recruitment. Any future recruitment processes of staff or volunteers will be carried out according to the guidance from this course to increase the chances of deterring and rejecting potential staff who may harm children. Please refer to Recruitment Policy.</p>
<p><b>Prevention – safe recruitment of staff and volunteers</b></p>	<p>All those who have significant contact with children are subject to safeguarding checks as required by legislation and guidance and these are properly recorded.</p> <p>We will ensure that either a committee member or the leader will have completed the recommended Safer Recruitment training at all times in readiness for recruiting new staff.</p> <p>Please see Policy ‘Recruitment and Employment’ for further details.</p>
<p><b>What you should do if an allegation has been made against a member of staff or volunteer.</b></p>	<p>In accordance with Working Together (2015), where a complaint has been received against a member of staff or volunteer our Local Authority Designated Officer (LADO) must be contacted directly, our local duty LADO (01609 532477). There is also a LADO Referral Form which must be completed and returned within one working day.</p> <p>Similarly any staff member may contact Ofsted directly on 0300 123 1231 or 0300 1234 666.</p> <p>NYSCB procedure will always be followed.</p>
<p><b>What you should do if suspect abuse</b></p>	<p>You may become concerned about a child for a number of reasons, for example;</p> <ul style="list-style-type: none"> <li>• They have not spoken to you or avoid speaking to</li> </ul>

you

- They are upset
- Because of your observations, or
- You are given information from another party about a child

It is good practice to ask a child why they are upset or how a cut or bruise was caused, or respond to a child wanting to talk to you. This practice can help to clarify concerns and result in appropriate action.

If you are concerned about a child you must share your concerns. Initially you should talk to the Safeguarding Lead or their deputy. You should make a note of your concerns and any actions agreed following your discussion with the Safeguarding Lead or their deputy.

### **Informing parents**

It is good practice to be open and honest at the outset with the parents/carers about concerns, and the need for a referral.

All reasonable efforts should be made to inform parents/carers prior to discussing concerns with Children's Social Care; however, this should not be delayed if concerns cannot be discussed With the parents.

Where the child expresses a wish for his or her parents not to be informed, their views should be taken seriously and a judgement made based on the child's age and understanding, as to whether the child's wishes should be followed.

### **Consultation with Children's Social Care**

Where concerns have been highlighted to the Safeguarding lead, they will contact the Customer Contact Screening Centre to discuss the concerns the Children's Social Care. Please see below for contact information.

You may also wish to consult with Children's Social Care in the following circumstance's:

- When you have been unable to contact the Safeguarding Lead or their deputy and you believe that the child is at risk of harm
- When you remain unsure after internal consultation as to whether safeguarding concerns exist
- When there is disagreement as to whether safeguarding concerns exist, or
- When the concerns relate to any member of the organising committee

Consultation is not the same as making a referral but should enable a decision to be made as to whether a referral to Social Services or the Police should progress.

### **Making a Referral to Children's Social Care**

In order to make a referral to Children's Social Care, the Customer Service Centre should be contacted in the first instance. This will usually be by the Safeguarding Lead or their deputy. The Customer Service Centre can be contacted by the following methods;

By Phone: 01609 534527  
Or contact the police on: 999

Email: [social.care@northyorks.gov.uk](mailto:social.care@northyorks.gov.uk)

### **Confirmation of Referral**

A written confirmation of the referral must be completed and submitted **within 24 hours**. This will normally be completed by the Safeguarding Lead. Where possible, North Yorkshire CYPS request that you use their "**Referral Form to Children's Social Care or Disabled Children's Service**" to ensure that all relevant information is provided to ensure that the referral can be progressed as effectively as possible.

When contacting the Customer Service Centre the staff should:

- Clearly identify themselves, their agency/relationship with the child/ren and family.
- Give details of where they can be contacted.
- Provided as much relevant family information as possible and, clearly stating the name of the child, the parents/carers and any other children known to be in the household, the dates of birth and addresses and any previous addresses known.
- Provide details of any special needs or communication needs of either the child or any family member.
- State why they feel the child is suffering, or is likely to suffer, significant harm
- Share their knowledge and involvement of the child/ren and family.
- Share their knowledge of any other agency involved.
- Indicate the child's parent's/carer's knowledge of the referral and their expectations.
- Ensure they record within their agency files the concerns and action taken.

	<p><b>Contact Details</b></p> <ul style="list-style-type: none"> <li>• North Yorkshire Area Prevention Manager, Caroline Porter 01609 532412</li> <li>• Duty LADO – 01609 532477</li> <li>• Ofsted – 0300 123 1231 or 0300 1234 666</li> <li>• Children’s Social Care: Customer Service Centre – 01609 534527</li> <li>• Central database – 01609 536462</li> <li>• North Yorkshire Police 999 in an emergency or 101</li> <li>• Safeguarding Lead – Lyndsey Jennings</li> <li>• Deputy Safeguarding Lead – Sarah Snape</li> <li>• Pre-School Learning Alliance 020 76972500</li> </ul>
<p><b>Links other policies</b></p>	<p>Equality and Inclusion  Confidentially  Special Educational Needs  Health and Safety  Use of Mobile Phones and Cameras  Nappy Changing  Personal Care of Children  Promoting Positive Behaviour  Recruitment and Employment  Supervision  Whistleblowing  Student and Volunteers  E-Safety Policy</p>
<p><b>Useful Numbers</b></p>	<p>Whistleblower hotline 03001233155  NSPCC 0808 800 5000</p>
<p><b>Policy Monitoring and Evaluation Information:</b></p>	<p>To be reviewed annually or if an incident has occurred that has highlighted an issue.</p>
<p><b>Written by:</b></p>	<p>Lyndsey Jennings</p>
<p><b>Signatures:</b></p>	
<p><b>Reviewed by and date:</b></p>	