**Safeguarding Children Procedure**

Branston Little Pickles Pre-School is committed to an environment in which children are safe from abuse and where any suspicion of abuse is promptly and appropriately responded to in accordance with The Governments Statutory Guidance “Working together to safeguard children July 2018” and the Local Safeguarding Children Board.

We will stay up to date with Inter-agency procedures by accessing the following web link: [Lincolnshire SCP Policy and Procedures Manual (proceduresonline.com)](https://lincolnshirescb.proceduresonline.com/)

• All staff are aware of their responsibility as early year’s practitioners to share any concerns they have about a child with the designated lead safeguarding person.

• Staff members also have the right to share concerns directly with the Lincolnshire County Council Children’s Services Customer Services Centre (CSC) (Tel. 01522 782111 or out of hours 01522 782333) or Lincolnshire Police if they feel this is appropriate. Lincolnshire Police can be contacted on 101.

• All staff will be made aware of possible indicators of child abuse and the procedures for recording and reporting through staff training, both internal and external.

•The staff will be made aware of the importance of recognising and reporting 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 through staff training, both internal and external. In addition, staff will be made aware of the whistle blowing policy.

• All parent/carers will be made aware of the setting’s Safeguarding policy and procedure and are made aware of the fact that Branston Little Pickles Pre-School has a legal obligation to safeguard and promote the welfare of the children in their care, and that the child’s needs will be our first concern. All policies are available on the website at [Little Pickles Pre-School Branston (little-pickles.com)](https://www.little-pickles.com/)

Records will be kept as appropriate.

Whenever concerns are raised or worrying changes are observed in a child’s behaviour, physical condition or appearance, a specific record is set up. Our records include: pre-existing injuries, incidents, accidents and observations. All concerns remain confidential and shared only on a need –to- know basis. The guidance set by the Lincolnshire Safeguarding Children’s Partnership will be followed.

Where a disclosure is made:

• Reassurance is given to the child.

• The child is listened to and taken seriously.

•Caution will be exercised in responding to a disclosure; it may or may not be appropriate to ask the child questions such as “tell me more about that’ and ‘who else was there’. (This would be for the setting to decide mindful that ‘leading’ the child could jeopardise an investigation or subsequent court case).

• Promises are not made to the child to not share any of the information made in the disclosure.

• The designated person with responsibility for safeguarding children is informed immediately and procedures under the guidance of the Lincolnshire Safeguarding Children’s Partnership (LSCP) are followed.

• **A referral is made without delay to Lincolnshire County Council Children’s Service Customer Services Centre (CSC) on 01522 782111 or out of hours 01522 782333**

•Advice and guidance will be taken from the CSC with regard to next steps.

•Up to date information and guidance on making a referral will be sought from: <https://lincolnshirescb.proceduresonline.com/>

•If the setting considers that implementing the advice from the CSC would increase the risk of harm to the child, they will contact the police before the child is due to be collected from the setting.

•Setting staff are aware of and will implement the LSCP escalation policy if necessary.

**Records will be made to include:**

• The child’s name, full address, date of birth

• Date and time of the disclosure/observation

• Exact record of disclosure (in child’s own words)

• Name of person to whom disclosure was made

• Name of any third party present

•An Early Help Assessment (EHA) will be completed (as far as possible with all the information) signed and sent to the relevant officer (Children’s Services will advise on this) within 24 hours of the telephone referral.

All records are kept separately and securely from the child’s main records with restricted access.

For more information on the Early Help Assessment (EHA) and Team around the Child (TAC) please refer to www.lincolnshire.gov.uk/professionals/team-around-child

**Allegations against a staff member:**

In accordance with the requirements our procedures for dealing with allegations against staff complies with Lincolnshire Safeguarding Children Board policies.

Examples of inappropriate adult behaviour may include

•Staff that have behaved in a way that has harmed a child or may have harmed a child.

•Staff that have possibly committed a criminal offence against or related to a child

•Staff that have failed to execute their duty to safeguard a child/ren at the setting or elsewhere

•Staff that have behaved towards a child/ren in a way that indicates s/he is unsuitable to work with children.

**Our procedure is as follows:**

•The setting will contact the Local Authority Designated Officer (LADO) for managing allegations through the Lincolnshire County Council Children’s Services Customer Service Centre (CSC) on 01522 782111 or out of hours 01522 782333 / Local Authority Designated Officer (LADO) – direct contact 01522 554674.

•The setting will liaise with the LADO prior to any investigation commencing and the setting will fully co-operate with all investigations under the advice and guidance of the LADO (Local Authority Designated Officer). The LADO should be informed within one working day of all allegations that come to the employer’s attention or that are made directly to the police. (Working together to safeguard children).

•Ofsted will be informed of the allegation as soon as is reasonably practical but at least within 14 days of the allegation being made. Ofsted will also be notified of the action taken in respect of the allegations. (EYFS 2012, 3.8). Ofsted will be contacted on telephone number 0300 123 1231

•Details will be recorded and stored securely.

•The setting’s disciplinary procedure (within staffing and recruitment policy) will be followed where necessary.

For further information and guidance we will refer to: [Managing Allegations of Abuse Made Against Persons who Work with Children and Young People (proceduresonline.com)](https://lincolnshirescb.proceduresonline.com/p_alleg_pers_wk_child.html)

Suspension will not be an automatic response to an allegation, however, we will consider the seriousness of the allegation, the risk of harm to children and the possibility of tampering with evidence, as well as the interests of the persons concerned and our organisation.

Where a member of staff leaves our employment during an investigation, the investigation will continue and the setting will, in accordance with current legislation, make a referral to the Disclosure and Barring Service (DBS). Where a member of staff is dismissed as a consequence of an allegation being upheld, a referral will also be made to the DBS.

Referral guidance and form: http://www.homeoffice.gov.uk/agencies-public-bodies/dbs/services/dbs-referrals/

**Supporting families:**

The Data Protection Act 2018 and the Human Rights Act 1998 have extended the rights of individuals and families to confidentiality and professionals, as a general rule, should seek the agreement and consent of parents/carers before making a referral to the local authority.

Where our designated lead is in doubt as to whether consent is necessary, the facts of the case will be discussed with the Customer Service Centre.

• We acknowledge that parents will be the first point of contact and they will be informed of any suspicions unless this is deemed likely to put a child at risk

• We will follow the guidelines laid down by the Lincolnshire Safeguarding Children’s Partnership.

• The setting, through the safeguarding children policy and other sources of information will inform parents of their role and responsibility regarding safeguarding children.

• The setting will continue to work with families throughout any investigation.

**Use of mobile phones and cameras**

Little Pickles Pre-School provides the use of iPad, for children and staff. The iPad allow staff and children to record activities going on in the setting.

 **Cameras**

•Consent for photographs is obtained from Parent/Carer on admission as part of the registration process.

• Children will have access to the camera and any photographs will be deleted at the end of each term. Our policy entitled ICT details where these will be downloaded to and how they will be stored.

• Staff will only use the setting’s own iPad to take photographs to support the recording of activities or events and these will be downloaded or deleted at the end of each session.

•Photographs will be deleted termly from the iPad and iCloud.

• Staff will not use any other digital device to take photographs in or around the setting or when on outings.

•Cameras are prohibited within the toilet/ nappy changing areas.

**Mobile phones**

•Branston Little Pickles has setting mobile phone as part of the arrangements for Outings.

• Staff may not carry or use their personal mobile phones whilst working in the setting.

• Setting telephone number should be given out to be used as an emergency contact for staff.

• Staff are allowed to use their mobile phones during breaks.

• Staff may not use any camera facility on their mobile during a session.

•Mobile phones are prohibited within the toilet/ nappy changing areas.

•Staff mobile phones are stored in the staff room or office.

The safety of the children is paramount. Casual or inappropriate use of mobile phones by staff may pose a risk.

**N.B:** Failure to follow the above procedures will be subject to the settings disciplinary procedure which could lead to summary dismissal on the grounds of gross misconduct and the termination of their contract. (see Disciplinary procedure).

**Arrivals and Departures**

Please see our separate arrivals and departures policy regarding how we keep children safe during drop off and pick up times.

**The Prevent Duty**

The Counter Terrorism and Security Act (2015) places a Prevent duty on early years settings “to have due regard to the need to prevent people from being drawn into terrorism”.

The government has set out the need for ‘British values’ to help everyone live in safe and welcoming communities where they feel they belong.

These British values are defined as:

* Democracy
* The rule of law
* Individual liberty and mutual respect
* Tolerance of those with different faiths and beliefs

These values are not unique to Britain but are universal aspirations of equality and are, as such, fundamental to helping all children become compassionate, considerate adults who form part of a fair and equal society.

Early years settings must demonstrate these values through the management and implementation of the EYFS and ensure that they are understood and applied. Failure to do so may result in funding being withdrawn by the local authority.

As part of the government’s Prevent agenda, early years settings are asked to actively promote British values, which are implicitly embedded within the EYFS.

More recently, the government has reinforced the need “to create and enforce a clear and rigorous expectation to promote fundamental British values” within education, as part of their strategy to overcome radicalisation and terrorism.

At Branston Little Pickles we take our responsibility as part of the PREVENT duty seriously. Staff will access training to ensure they understand their role in identifying those at risk of extremism.

Advice can be sought by calling 101 and asking for the PREVENT team.

Up to date information about Lincolnshire PREVENT procedures can be found at: [Preventing extremism – Lincolnshire County Council](https://www.lincolnshire.gov.uk/crime-prevention/preventing-extremism)

If staff are concerned that someone in connection to the setting is drawn to extremism, they will report it to ctp-em-prevent-referral@lincs.police.uk or ask for the Prevent team on 101.

**For immediate threats, such as a suspicious package or vehicle, always call 999.**

This policy has been adopted by Branston Little Pickles Pre School

Signed on behalf of the setting by:

Holly Murphy (Chairperson) Date: February 2023

Jodie Cook (Manager) Review Date: February 2024