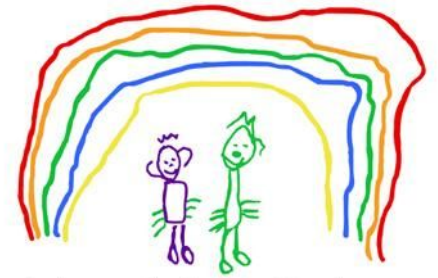


# Magdalen Gates Preschool

## Safeguarding Children Policy



Magdalen Gates  
Preschool

### Statement of Intent

Our preschool wants to work with children, parents and the community to ensure the safety of children and to give them the very best start in life.

### Aims

Our aims are to:

- create an environment in our pre-school which encourages children to develop a positive self-image, regardless of race, language, religion, culture or home background;
- protect children from harm and protect their welfare
- help children to establish and sustain satisfying relationships within their families, with peers, and with other adults;
- encourage children to develop a sense of autonomy and independence;
- enable children to have the self-confidence and the vocabulary to resist inappropriate approaches; and
- work with parents to build their understanding of and commitment to the welfare of all our children.

The legal framework for this work is :

- The Rehabilitation of Offenders Act (1974)
- The Children's Act (1989)
- Children's Act (2004)
- The Human Rights Act (1998)
- GDPR (2018)
- The Protection of Children Act (1999)
- Adoption and children Act (2002)
- Working together to safeguard children (2018) guidance - <https://www.gov.uk/government/publications/working-together-to-safeguard-children--2>
- The framework for the assessment of children and their families (2000)
- What to do if you are worried a child is being abused (2006) - <https://www.gov.uk/government/publications/what-to-do-if-youre-worried-a-child-is-being-abused--2>
- EYFS (2017)
- The Children and families Bill 2013

### Liaison with other bodies

- We work within Norfolk Safeguarding Children Board(NSCB) guidelines.
- NSCB guidelines available here - <https://www.norfolklscb.org/>
- We notify the OFSTED of any incident or accident and any changes in our arrangements which affect the well-being of children.

- We have procedures for contacting the local authority on child protection issues, including maintaining a list of names, addresses and telephone numbers of social workers, to ensure that it is easy, in an emergency, for the pre-school and social services to work well together.
- Records of the local NSPCC contacts are also kept.
- If a report is to be made to the authorities, we act within the LSCB guidance in deciding whether we must inform the child's parents at the same time.

### **Definition of safeguarding:**

Safeguarding action may be needed to protect children and learners from:

- neglect
- physical abuse
- sexual abuse
- emotional abuse
- bullying, including online bullying and prejudice-based bullying
- racist, disability and homophobic or transphobic abuse
- gender-based violence/violence against women and girls
- radicalisation and/or extremist behaviour
- child sexual exploitation and trafficking (see [https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/591903/CSE\\_Guidance\\_Core\\_Document\\_13.02.2017.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/591903/CSE_Guidance_Core_Document_13.02.2017.pdf))
- the impact of new technologies on sexual behaviour, for example 'sexting' and accessing pornography
- teenage relationship abuse
- substance misuse
- issues that may be specific to a local area or population, for example gang activity and youth violence
- domestic violence
- female genital mutilation
- forced marriage
- fabricated or induced illness
- poor parenting, particularly in relation to babies and young children
- other issues not listed here but that pose a risk to children, young people and vulnerable adults.

Safeguarding is not just about protecting children, learners and vulnerable adults from deliberate harm, neglect and failure to act. It relates to broader aspects of care and education, including:

- children's and learners' health and safety and well-being, including their mental health
- meeting the needs of children who have special educational needs and/or disabilities
- the use of reasonable force
- meeting the needs of children and learners with medical conditions
- providing first aid
- educational visits
- intimate care and emotional well-being
- online safety<sup>1</sup> and associated issues
- appropriate arrangements to ensure children's and learners' security, taking into account the local context.

### **Staff, Volunteers and Visitors**

- We aim for all staff to be safeguarding trained. Safeguarding lead practitioners are Paula Watts, Rachel Bishopp and Nicky Hudson (safeguarding lead practitioner trained). Trustee Victoria Chenery is also SLP trained. The designated persons regularly update themselves on safeguarding knowledge and practice through emails, newsletters, websites, early childhood journals and online training. At least one of the designated members of staff for safeguarding are available at all times the setting is open for staff to discuss concerns.
- Staff safeguarding training is renewed regularly with Norfolk County Council training team. Staff and volunteers are regularly (at least annually) updated on safeguarding policy, procedures, changes to legislation and new knowledge through in house staff meetings, emails, newsletters and online training.
- We provide adequate and appropriate staffing resources to meet the needs of children.
- Applicants for posts within the pre-school are clearly informed that the positions are exempt from the Rehabilitation of Offenders Act (1974). Candidates are informed of the need to carry out checks before posts can be confirmed. Where applications are rejected because of information that has been disclosed, applicants have the right to know and to challenge incorrect information.
- We abide by OFSTED requirements in respect of references and DBS checks for staff and volunteers, to ensure that no disqualified person or unfit person works at the pre-school or has access to the children.

- Volunteers do not work unsupervised.
- We abide by the Protection of Children Act requirements in respect of any person who is dismissed from our employment, or resigns in circumstances that would otherwise have led to dismissal for reasons of child protection concern.
- We have procedures for recording the details of visitors to the pre-school.
- We take security steps to ensure that we have control over who comes into the pre-school so that no unauthorised person has unsupervised access to the children. We have an intercom on the outside door and we speak to callers to identify them before going to the door. We have an intercom system on the outer gate.
- Staff do not babysit for children and their families.
- Refresher inductions are carried out for staff returning after a long absence such as maternity leave.
- All staff, students and regular volunteers have regular supervision meetings (see performance management policy)
- Child protection files - when a decision is made about whether to send a file on to the accepting school, we record this transfer of data.

### **Procedure for staff concerns about a child**

- The first concern will always be the child. Children whose condition or behaviour has given cause for concern will be listened to, reassured and helped to understand that they themselves are valued and respected and have not been at fault.
- We follow the attached flow chart for referral
- We use the Threshold Guidance to aid us - <https://www.norfolkscb.org/people-working-with-children/threshold-guide/>
- Threshold guide 3 minute animation here - [Threshold Guide 3 minute Animation Video - via YouTube](#) and threshold workshops presentation here - [Threshold Workshops Presentation - June 2016](#)
- Changes in children's behaviour/appearance will be monitored.
- Parents will normally be the first point of reference, though suspicions will also be referred as appropriate to Social Services, using the telephone reference flow chart attached.
- All such suspicions will be kept confidential, shared only with those who need to know. The people most commonly involved will be members of staff/keyworker and the pre-school supervisor. The Chair of trustees will be made aware of the referral but not of names or details.
- We respond to **all** suspicions of abuse.
- We acknowledge that abuse of children can take different forms - physical, emotional, sexual and neglect, or through domestic violence.
- When children are suffering from physical, sexual or emotional abuse, this may be demonstrated through changes in their behaviour, or in their play. Where such changes in behaviour occur or where children's play gives cause

for concern, the preschool record suspicions and takes action as in the attached flow chart.

- We recognise bullying as a possible issue and respond appropriately to suspicions of this nature.
- Staff in the preschool take care in the way they speak to children or ask questions of children.
- Where a child shows signs and symptoms of 'failure to thrive' or neglect, we make appropriate referrals.
- For Early Help / FSP referrals - <https://www.norfolk.gov.uk/children-and-families/early-help-and-family-support>
- LADO consultation and referral process here - <https://www.norfolkscb.org/people-working-with-children/how-to-make-a-referral/>

**The designated person contacts MASH on 0344 800 8020.**

## **Disclosures**

Where a child makes a disclosure to a member of staff, that member of staff will

- offer reassurance to the child
- listen to the child
- give reassurance that he/she will take action
- NOT investigate
- Consult with and refer to MASH team (after consulting threshold guide - see above)
- Record disclosure

## **Recording suspicions of abuse and disclosures**

Staff make a record of :

- The child's name;
- The child's address;
- The age of the child;
- The date and time of the observation or the disclosure;
- An objective record of the observation or the disclosure;
- The exact words spoken by the child;
- The name of the person to whom the concern was reported, with date and time; and
- The names of any other persons present at the time.

These records are signed and dated and kept in a separate confidential file. All members of staff know the procedures for recording and reporting.

**Forms for referral at -**

<https://www.norfolkscb.org/people-working-with-children/how-to-make-a-referral/>

## Procedure for allegations involving adults (staff/volunteers/parents)

- We follow LSCB protocol 27 and Working together to safeguard children (2018) appendix 5. The person to whom the allegation was made will keep an open mind. This process should be used where it is alleged that a person who works with children has:
  - Behaved in a way that has harmed, or may have harmed a child
  - Possibly committed an offense against, or related to a child, or
  - Behaved towards a child or children in a way that indicated unsuitability to work with children.
- The person to whom the allegation was made will NOT:
  - Investigate
  - Assume
  - Promise confidentiality
- Suspension is not automatic but will be considered. The safeguarding co-ordinator will consult NSCB protocol 27 and Working Together... (2018).
- If a member of staff is dismissed due to safeguarding reasons, we will contact the Disclosure and Barring Service, and make a referral (<https://www.gov.uk/guidance/making-barring-referrals-to-the-dbs>)
- LADO guidance and consultation documents here -
  - consultation & referral guidance - [LADO Consultation and Referral Guidance](#)
  - referral / consultation form - [LADO Referral/Consultation Form](#)
  - LADO leaflet - [LADO Leaflet - A guide to managing allegations against adults working/volunteering with children and young people](#)
  - all queries to LADO follow these procedures and are sent to - [LADO@norfolk.gov.uk](mailto:LADO@norfolk.gov.uk) or [cs.norfolkLADOsecure@norfolk.gcsx.gov.uk](mailto:cs.norfolkLADOsecure@norfolk.gcsx.gov.uk)

- The person to whom the allegation was made WILL
  - Record exact words
  - Sign and date record
  - Report to Safeguarding Co-ordinator (PW or NH)
- The safeguarding co-ordinator WILL
  - Refer to LSCB guidelines and Working together ... (2013)
  - Report to LADO - consultation form and referral form here - <http://www.norfolkscb.org/people-working-with-children/nscb-forms/>
  - NOT investigate
- The staff member accused WILL
  - Be fairly treated
  - Be kept informed

We seek and follow advice from the LADO on 01603 223473

## **Whistle-blowing**

See our separate policy on whistleblowing

## **Acceptable Use of Technology issues**

See our separate policy on Acceptable use of technology including mobile phones and cameras. We have appropriate filters and monitoring systems in place to protect children from harmful online material.

## **Family Support Process (formerly CAF)**

See our SEND policy. See Norfolk Early Help website here - [www.norfolkearlyhelp.org.uk/](http://www.norfolkearlyhelp.org.uk/)

## **False Allegations**

False allegations can sometimes be made against a member of staff, perhaps because a genuine mistake or misunderstanding has happened. A false allegation may be made through malice, jealousy or revenge or even from a child. If allegations are made against staff that they know to be false they should:

- Stay calm
- Follow supervisor's instructions
- Co-operate
- Not confront the accuser

We inform Ofsted of any allegations of serious harm or abuse as soon as possible but at the latest within 14 days of the allegation being made.

**Ofsted contact - 0300 123 1231, open 08:00 to 18:00, Monday to Friday.**

**Or email - [enquiries@ofsted.gov.uk](mailto:enquiries@ofsted.gov.uk).**

**Ofsted contact details online here -**

<https://online.ofsted.gov.uk/OnlineOfsted/public/ContactUs.aspx>

## **Training**

We seek out training opportunities for all adults involved in the pre-school to ensure that they are able to recognise the signs and symptoms of possible physical abuse, emotional abuse, sexual abuse and neglect and so that they are aware of the local authority guidelines for making referrals. We ensure that all staff know the procedures for reporting and recording their concerns in the pre-school. Face to face training booked here -

<http://www.schools.norfolk.gov.uk/Early-years-foundation-stage/Workforce-development/NCC181500>

## **Planning**

The layout of the room allows for constant supervision. Where children need to spend time away from the rest of the group, the door is left ajar.

### **Curriculum**

- We introduce key elements of child protection into our foundation stage curriculum, so that children can develop understanding of why and how to keep safe.
- We create within the pre-school a culture of value and respect for the individual.
- We ensure that this is carried out in a way that is appropriate for the ages and stages of our children.

### **Complaints**

- We ensure that all parents know how to complain about staff or volunteer action within the pre-school, which may include an allegation of abuse, by having a copy of the LSCB Guidelines, and a copy of our procedures on the noticeboard.
- We follow the guidance of the LSCB when responding to any complaint that a member of staff or volunteer has abused a child.

### **Informing parents**

The safeguarding lead practitioner makes a decision on whether to inform parents. Advice from and signposting to - Early Help, Children's Centre, NSPCC.

### **Confidentiality**

All records are kept confidential and shared only with those who need to know. Any information is shared under the guidance of the LSCB.

### **Support to families and Staff**

- The pre-school takes every step in its power to build up trusting and supportive relations among families, staff and volunteers in the group.
- The pre-school continues to welcome the child and the family whilst investigations are being made in relation to abuse in the home situation.
- Confidential records kept on a child are shared with the child's parents or those who have parental responsibility for the child only if appropriate under the guidance of the LSCB.
- With the proviso that the care and safety and care of the child is paramount, we do all in our power to support and work with the child's family.
- We provide relevant support for staff if necessary.

### **Prevent Guidance**

We follow the prevent guidance (june 15)

<http://www.foundationyears.org.uk/files/2015/06/prevent-duty-departmental-advice.pdf>



- From 1 July 2015, all schools and childcare providers must have due regard to the need to prevent people being drawn into terrorism.
- The government has defined extremism in the Prevent strategy as: “vocal or active opposition to fundamental British Values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs.”
- Childcare and Early Years Providers subject to the Prevent duty are expected to demonstrate activity in the following areas:
  - assessing the risk of children being drawn into terrorism
  - demonstrate that they are protecting children and young people from being drawn into terrorism by having robust safeguarding policies.
  - ensure that their safeguarding arrangements take into account the policies and procedures of the Local Safeguarding Children Board.
  - make sure that staff have training that gives them the knowledge and confidence to identify children at risk of being drawn into terrorism, and to challenge extremist ideas which can be used to legitimise terrorism
  - expected to ensure children are safe from terrorist and extremist material when accessing the internet
- Risk Assessment - low risk in our area
- Partnership working - we work closely with families, the Local Authority, and follow LSCB advice
- Staff training - any relevant training will be undertaken by safeguarding leads when available. All staff are able to access Educare Prevent Duty in an early years setting (preschool learning alliance) here - <https://pre-school.educare.co.uk/mycourses.aspx>
- IT - children are supervised by an adult when on the laptop or ipad
- Building resilience - we promote british values (see children’s values policy)
- Prevent referrals - NCC MASH team - **0344 800 8020**

## **CONTACT NUMBERS**

Child Protection 24hr Helpline 0344 800 8020

Norfolk police 101

Emergency 999

Working together 2013 at

[www.gov.uk/government/publications/working-together-to-safeguard-children](http://www.gov.uk/government/publications/working-together-to-safeguard-children)

Norfolk MASH contact - 0344 800 8020

POLICE @ Norfolk MASH 01603 276151

NSPCC - 0808 800 5000 or [www.nspcc.org.uk/](http://www.nspcc.org.uk/)

LADO (for concerns about allegations against adults who work with children) on

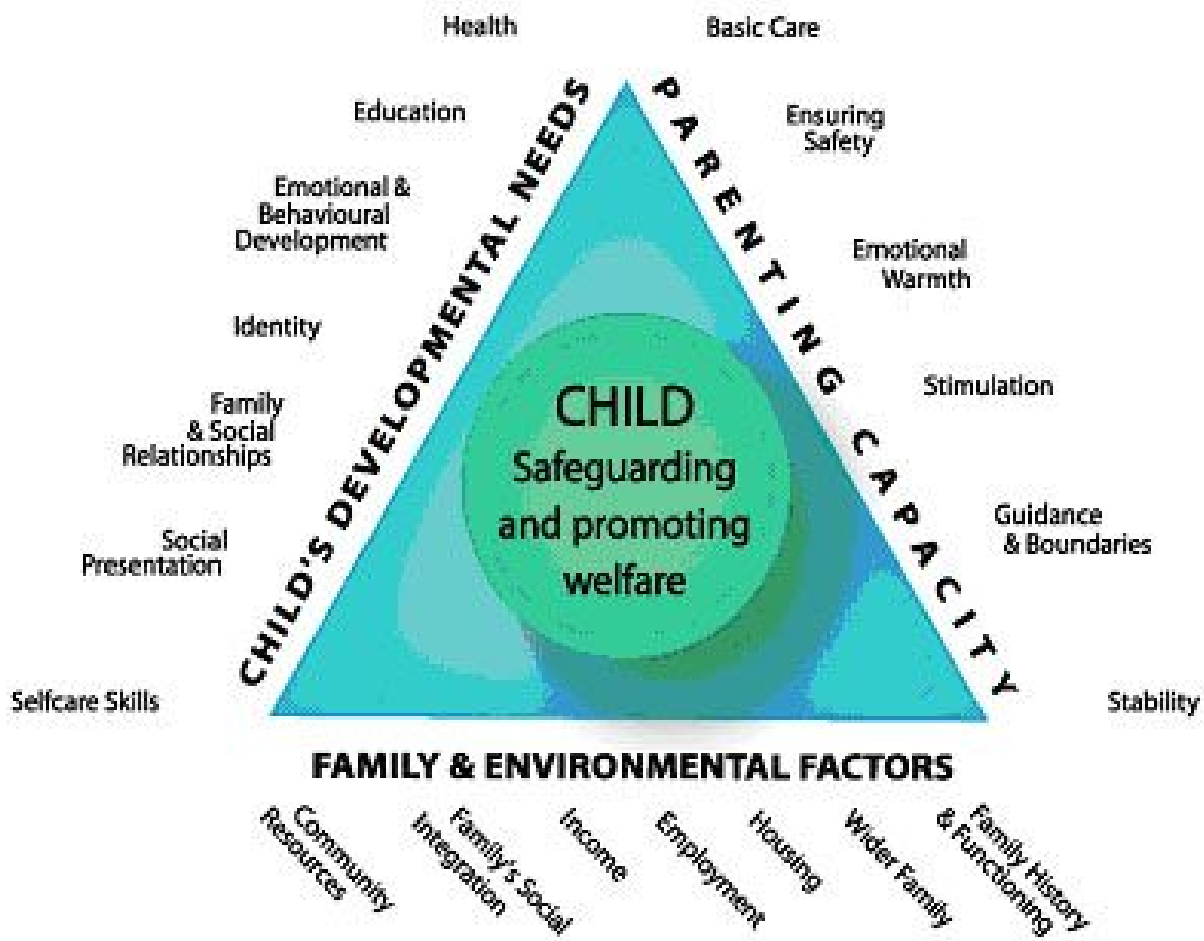
Attached :

- MASH contact details
- LSCB contact details January 2014
- You have a concern flowchart

Please see :

- Norfolk LSCB guidelines – in our operational plan –see <http://www.norfolkscb.org/>
- What to do if... booklet – on noticeboard
- LSCB protocol 27 - <http://www.norfolkscb.org/>
- Working together to safeguard children (2013) in the staff room.
- Child Neglect resources - [www.gov.uk/government/collections/childhood-neglect-training-resources](http://www.gov.uk/government/collections/childhood-neglect-training-resources)
- Norfolk County Council safeguarding and safer recruitment folder
- Educare - training modules on safeguarding and related issues such as neglect here - <http://www.educare.co.uk/catalogue/education/>
- Norfolk Threshold Guide - <http://www.norfolkscb.org/people-working-with-children/threshold-guide/>
- Information sharing guidance - <http://www.norfolkscb.org/wp-content/uploads/2015/04/Seven-Golden-Rules-for-information-sharing.pdf>
- Ofsted Inspecting safeguarding in early years, education and skills settings (2016) - <https://www.gov.uk/government/publications/inspecting-safeguarding-in-early-years-education-and-skills-from-september-2015>

**Policy Updated June 2018**



# Who do I phone?

With effect from 6th January all professional consultations will be by MASH.

MASH can be contacted by calling Customer Services on

**0344 800 8020**

and request a consultation. Customer Services will then put the call through directly to the MASH team.

This leaflet has been provided by the  
Norfolk Safeguarding Children Board

[www.nscb.norfolk.gov.uk](http://www.nscb.norfolk.gov.uk)

01603 223409



**NORFOLK MASH**  
Safeguarding is everybody's responsibility

*Visit our Website*

*For further information please  
visit the MASH website:-*

<http://www.norfolk.gov.uk/mash>

*How do I contact the Norfolk MASH?*

As a professional with a NEW safeguarding concern regarding a child, young person or vulnerable adult you can:-

**Telephone 0344 800 8020**

If completing a NSCB1 –referral form please return to:-

Email: [mash@norfolk.gcsx.gov.uk](mailto:mash@norfolk.gcsx.gov.uk)

Fax: 01603 762445

Post: The MASH Team Manager, Floor 5,  
Vantage House, Fisher's Lane, Norwich NR2  
1ET

For specialist Police Advice you can contact  
the Duty Detective Sergeant within the MASH.

Email :-

[MASHSupervisors@norfolk.pnn.police.uk](mailto:MASHSupervisors@norfolk.pnn.police.uk)

Call :- Direct dial 01603 27(6151)



**NORFOLK MASH**  
Safeguarding is everybody's responsibility

A guide for  
professionals

**Norfolk  
Multi-Agency  
Safeguarding Hub  
(MASH)**

**Magdalen Gates Preschool - Recording form for safeguarding concerns**

Staff, students, volunteers and regular visitors are required to complete this form and pass it to Paula Watts - Safeguarding Lead Practitioner (SLP) if they have a safeguarding concern about a child in our setting.

Full name of child	Date of birth	Your name	role in the setting

Nature of concern/disclosure	
Please include where you were when the child made a disclosure or you became concerned, what you saw, who else was there, what the child said or did, and what you said.	
Was there an injury? Yes/No	Did you see it? Yes/No
Describe the injury:	
Have you filled in a body map to show where the injury is and its approximate size? Yes/No	
Was anyone else with you? Who?	
Has this happened before? Yes/No	Did you report the previous incident? Yes/No
Who are you passing this information to? Name: Position:	Date: Time:
Your signature: Date:	

Action taken by SLP:

Parents informed? Yes/No (If No, state reason)

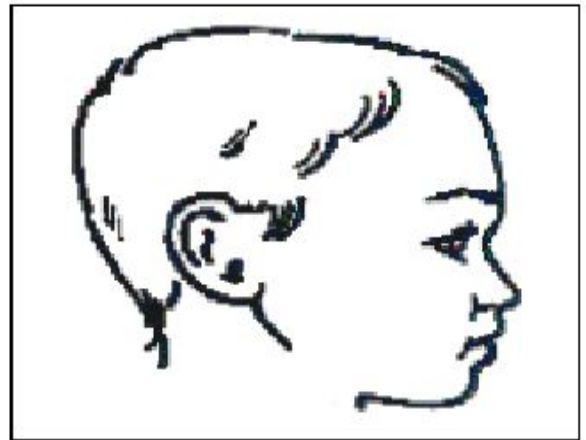
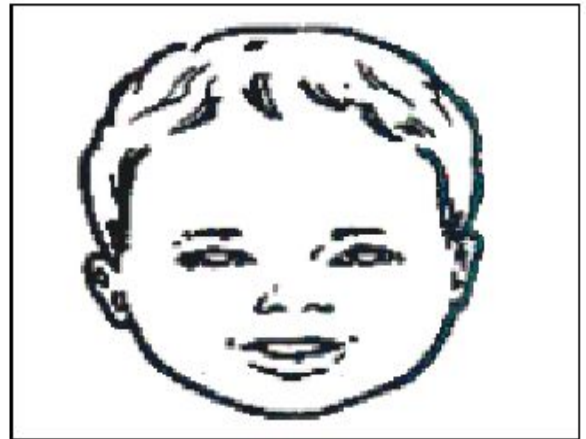
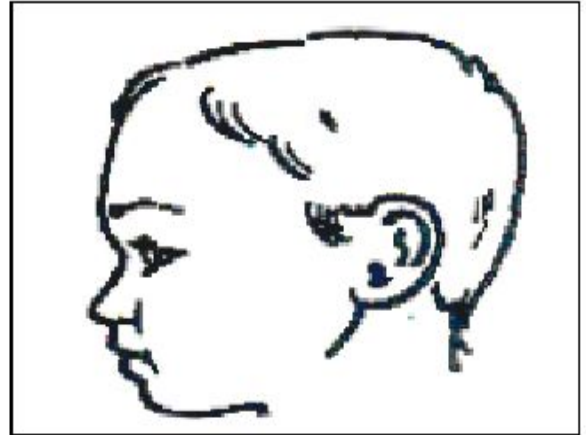
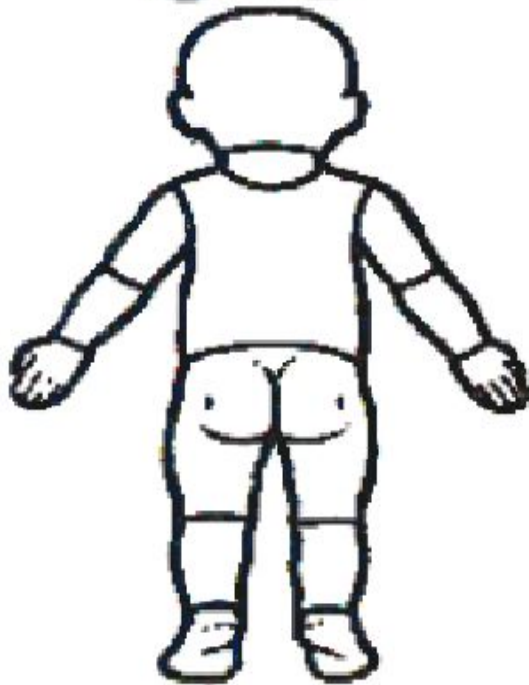
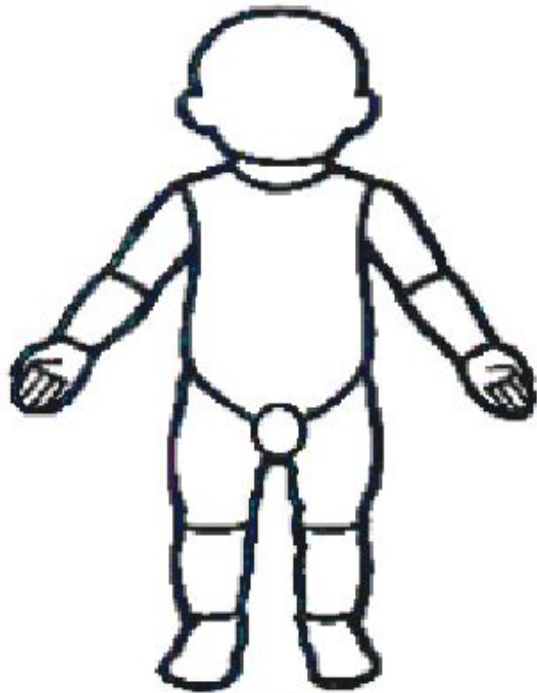
Who has received feedback?

SLP name:

SLP signature:

Date:

Body Map - young child



Body Map -



