Overton Preschool & Playgroup	
Policies and Procedures Document	
Title	Safeguarding & Child Protection Policy
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Approved By	
Signature	

Version History		
Version Number	**Created/Updated By**	**Comment**
V1.0	Amy Smith	First version created
V1.1	Amy Smith	Minor text change
V1.2	Emma Riggs	Amendments of dates and addition of tablets & smart watches (in electronic devices)
V1.3	Lind Shanks	Amended gov.uk policy dates
V1.4	L Shanks	Amended LADO details
V1.5	Linda Shanks	Update Safeguarding training requirements
V1.6	Linda Shanks	Update DSL requirements
V1.7	Jennie Toland	Minor text and punctuation amendments

Reference Documents
Computers Policy
Photography Policy
Non-Collection of Children Policy
Missing Child Policy

Statement Of Intent
Overton Preschool Playgroup wants to work with children, parents, and the community to ensure the safety of children and to give them the absolute best start in life.

Aim
Our aims:

- To be in line with the Guidance and Procedures of the relevant Local Safeguarding Children Board (LSCB);
- create an environment in our playgroup and preschool which encourages children to develop a positive self-image, regardless of race, language, religion, culture or home background;
- ensure the practice of safe recruitment in checking and recording the suitability of staff and volunteers to work with children;
- help children to establish and sustain satisfying relationships within their families, with peers, and with other adults;
- encourage children to develop a sense of personal freedom and independence;
- enable children to have the self-confidence and the vocabulary to resist inappropriate approaches;
- work with parents to build their understanding of and commitment to the welfare of all our children, and assist with strategies and support where necessary;
- to respond to any concerns or allegations.

The legal framework for this work is:

- The Rehabilitation of Offenders Act
- The Children Act 2004 section 11
- The Education Act 2011
- Human Rights Act 1998
- Data Protection Act 2018
- The Protection of Children Act 1989
- General Data Protection Regulation (GDPR)
- The Children Act 1989
- Safeguarding Vulnerable Groups Act 2006
- Child Protection Legislation and Guidance in England
- Counter Terrorism and Security Act 2015

Liaison with other bodies

- We work within the Children's Services Department.
- We have a copy of Children's Services Guidance available for staff and parents to see.
- We must 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. These notifications must be made as soon as is reasonably practicable, but at the least within 14 days of the allegations being made.
- Records of the local NSPCC contacts are also kept.

- If a report is to be made to the authorities, we act within the Children's Services guidelines in deciding whether we must inform the child's parents at the same time.
- Services for Young Children
- Threshold Chart – Inter Agency Referral
- Children's Services Email – childcare@hants.co.uk or call 01962 847070
- Hampshire Police – 101
- NSPCC Child Protection line – 0808 800 5000
- Childline – 0800 1111
- Local Safeguarding Children's Board - hscp@hants.gov.uk,
- Local Authority Designated Officer (LADO) - LADO initial enquiry form.
- Women's Aid – helpline@womensaid.org.uk

Methods

Staffing and volunteering

- Our Early Years Designated Safeguarding Leads are Linda Shanks and Angela Cowperthwaite; who have had received appropriate safeguarding training, keep knowledge up to date, support staff and understand local safeguarding arrangements.
- We ensure every member of staff, volunteers and parents know the name of these designated people, their role, contact details and provide support, advice and guidance on an ongoing basis and any issue as required.
- We provide adequate and appropriate staffing resources to meet the needs of children.
- Applicants for posts within the Overton Preschool Playgroup 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.
- Staff must not be under the influence of alcohol, or any other substance which may affect their ability to care for children. If staff are taking medication which may affect their ability to care, they should seek medical advice. We ensure that those staff only work directly with children if medical advice confirms that the medication is unlikely to impair their ability to look after children properly. Staff medication on the premises will be securely stored, and out of reach of children, at all times
- We abide by Ofsted requirements in respect of references and police checks for staff and volunteers, to ensure that no disqualified person or unfit person works at the Overton Preschool Playgroup 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 Overton Preschool Playgroup.
- We take security steps to ensure that we have control over who comes into the Overton Preschool Playgroup so that no unauthorised person has unsupervised access to the children.

- We abide by the Governments statutory guidance "Working Together to Safeguard Children"
- We also meet the responsibilities outlined under the Safeguarding Vulnerable Groups Act 2006.

Disciplinary Action
Where a member of staff or a volunteer is dismissed from Overton Preschool Playgroup or internally disciplined because of misconduct relating to a child, we notify LADO within 24 hours of the incident and investigate further.

Training
We seek out training opportunities for all adults involved in Overton Preschool Playgroup to ensure that they are able to recognize 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 Overton Preschool Playgroup. We ensure every member of staff has received the appropriate training and attend training every 2 years and Designated Safeguard Leads every 1 year to ensure we can comply with the requirements set out in 'Safeguarding Children and Safer Recruitment in Education' guidance (DSCF, April 2012). We may consider whether any staff member needs to undertake annual refresher training during this period to help maintain basic skills and keep up to date with any change to procedures or, as a result of any concerns that occur in the setting.
We ensure that all staff are supported and confident to implement the Safeguarding Policy and procedures on an ongoing basis.

Planning
The layout of the room allows for constant supervision.

Curriculum
- We introduce key elements of child protection into our foundation stage curriculum, so that children can develop an understanding of why and how to keep safe.
- We create within Overton Preschool Playgroup a culture of value and respect for the individual, which helps the children to feel safe and able to talk freely about their concerns.
- We ensure that this is carried out in a way that is appropriate for the ages and stages of our children.
- We give equal priority to keeping all children safe, regardless of their age, disability, gender, race, religion, or beliefs.
- We recognise the additional needs of children from minority ethnic groups and disabled children, and the barriers they may face.

Complaints
- We ensure that all parents know how to complain about staff or volunteer action within the Overton Playgroup and Preschool, which may include an allegation of abuse.
- We follow the guidance of the Children's Services Department when investigating any complaint that a member of staff or volunteer has abused a child.
- We follow all the disclosure and recording procedures when investigating an allegation that a member of staff or volunteer has abused a child as if it were an allegation of abuse by any other person.

- We ensure that allegations or concerns against staff are dealt with in accordance with Department for Education (DfE), Local Safeguarding Children's Board (LSCB) and Hampshire County Council (HCC).

Responding to suspicions of abuse

- We acknowledge that abuse of children can take different forms - psychological, physical, sexual, financial, and emotional.
- These may include significant changes in their behaviour; deterioration in their well-being; unexplained bruising, marks or signs of possible abuse or neglect; comments which give cause for concern; any reason to suspect neglect or abuse outside the setting, or inappropriate behaviour displayed by members of staff or any other person working with the children. Where such changes in behaviour occur, or where children's play gives reason to worry, Overton Preschool Playgroup investigates.
- We allow investigation to be carried out with sensitivity. Staff in Overton Preschool Playgroup take care not to influence the outcome either through 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.

Disclosures

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

- offers reassurance to the child;
- listens to the child; and
- gives reassurance that she or he will take action.

The member of staff does not question the child.

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 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 person 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.

We ensure that copies of child protection records and/or records of concern are transferred accordingly when the child leaves Overton Preschool Playgroup.

Informing Parents/Carers
Parents/Carers are normally the first point of contact. If a suspicion of abuse is recorded, parents are informed at the same time as the report is made, except where the guidance of the local Services for Young Children does not allow this. This will usually be the case where the parent is the likely abuser. In these cases, the investigating officers will inform parents.

Confidentiality
All suspicions and investigations are kept confidential and shared only with those who need to know. Any information is shared under the guidance of the Services For Young Children.

Support to families
- Overton Preschool Playgroup takes every step in its power to build up trusting and supportive relations among families, staff and volunteers in the group.
- Overton Preschool Playgroup 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 Services for Young Children.
- The care and safety of the child is paramount, we do all in our power to support and work with the child's family.

Substance Misuse
If a parent/carer arrives to collect their child and they are under the influence of alcohol or drugs, the following will apply:
- Staff will manage the incident tactfully to ensure that the professional relationship with the family is maintained.
- We try to ensure that there are two staff present when speaking to a parent/carer, so staff do not jeopardise their own safety or the safety of others.
- We try to ensure that someone comes with the parent/carer to take responsibility of the child. Should this not happen, although we have no legal right to withhold a child from a parent/carer, we reserve the right to contact any relevant authorities that we deem appropriate such as the police, children's services, etc.
- Any member of staff who feels threatened should contact the police in the first instance.
- Staff will make a full written report of the incident.
- We have a duty of care for a child's safety and as such this will determine the course of action taken.

Electronic Devices including Mobile Phones and Camera, Tablets and Smart Watches use
Mobile phones and smart watches should be kept in employees' bags or placed on the Leader's desk; not carried around the setting. Tablets should be supervised at all times. Mobile phones can

only be used as a camera by the Manager and Room Leaders to take pictures for our private Facebook pages, and must be deleted from the device once they have been used.
Should Committee members or other individuals take pictures of children on a phone or camera for publicity purposes this must be with regard to parental permissions, and all images must be deleted from the camera or phone once they have been used.

As there may be vulnerable children within the group at any time, permission is sought from all parents/carers regarding the taking of photographs and videos within Overton Preschool Playgroup by parents/carers and staff. Overton Preschool Playgroup asks parents to sign a "Consent Form for Photographs" to cover those special events where committee/staff/parents would like to take photographs or videos of the children. On certain occasions the local press are invited into Overton Preschool Playgroup who usually request representative children to use for photographs and take names.

Parents and carers are reminded at any Overton Preschool Playgroup event, that if they should choose to take pictures of their child/ren, which is allowed they should not however share or publish any photos or videos on social media sites.

Annual Review
We review this policy annually in line with DfE, LSCB and HCC guidance.

Working Together to Safeguard Children (Dec 2023)
https://www.gov.uk/government/publications/working-together-to-safeguard-children

Hampshire Safeguarding Children Partnership (HSCP)
https://www.hampshirescp.org.uk/procedures/#

Hampshire County Council – Model Safeguarding Policy (September 2024)
https://www.hants.gov.uk/educationandlearning/safeguardingchildren/procedures

Safeguarding Children & Safer Recruitment in Education (April 2012)
https://www.gov.uk/government/publications/keeping-children-safe-in-education--2

What to do if you are Worried a Child is Being Abused (HM Govt. March 2015)
https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/190604/DFES-04320-2006-ChildAbuse.pdf

Multi Agency Statutory Guidance on Female Genital Mutilation (July 2020)
https://www.gov.uk/government/publications/multi-agency-statutory-guidance-on-female-genital-mutilation

Prevent Duty Guidance for England and Wales ((2015) Updated in March 2024)
https://www.gov.uk/government/publications/prevent-duty-guidance

Keeping Children Safe in Education (Sept 2024)
https://www.gov.uk/government/publications/keeping-children-safe-in-education--2

Overton
Preschool Playgroup

The Prevent Duty & Promoting British Values

At Overton Preschool Playgroup, to ensure that we adhere to and achieve the Prevent duty we will:

- Provide appropriate training for staff as soon as possible. Part of this training will enable staff to identify children who may be at risk of radicalisation.
- Build the children's resilience to radicalisation by promoting fundamental British values and enabling them to challenge extremist views (for early years providers the statutory framework for the EYFS sets standards for learning, development and care for children from 0-5, thereby assisting their personal, social and emotional development and understanding of the world).
- Assess the risk, by means of a formal risk assessment, of children being drawn into terrorism, including support for extremist ideas that are part of terrorist ideology.
- Ensure that our staff understand the risks so that they can respond in an appropriate and proportionate way.
- Be aware of the online risk of radicalisation through the use of social media and the internet. As with managing other safeguarding risks, our staff will be alert to changes in children's behaviour which could indicate that they may be in need of help or protection (children at risk of radicalisation may display different signs or seek to hide their views). The Key Person approach means we already know our key children well and so we will notice any changes in behaviour, demeanour or personality quickly.
- Not carry out unnecessary intrusion into family life but we will take action when we observe behaviour of concern. The key person approach means that we already have a rapport with our families so we will notice any changes in behaviour, demeanour or personality quickly
- Work in partnership with our LSCB for guidance and support.
- Build up an effective engagement with parents/carers and families. (This is important as they are in a key position to spot signs of radicalisation).
- Assist and advise families who raise concerns with us. It is important to assist and advise families who raise concerns and be able to point them to the right support mechanisms.
- Ensure that our DSOs will undertake Prevent awareness training (as a minimum) so that they can offer advice and support to other members of staff.
- Ensure that any resources used in the nursery are age appropriate for the children in our care and that our staff have the knowledge and confidence to use the resources effectively.