



Registered Charity No: 1038425
 Village Hall, Newport Road, Hanslope, MK19 7NZ
 www.hanslopepreschool.org

Child Protection and Safeguarding Policy

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Roles and Responsibilities	Designated Person	Contact Details
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Children's Rights and Entitlements

Policy statement

- We promote children's rights to be strong, resilient and listened to by creating an environment in our setting that encourages children to develop a positive self-image, which includes their heritage arising from their colour and ethnicity, their languages spoken at home, their religious beliefs, cultural traditions and home background.
- We promote children's rights to be strong, resilient, and listened to by encouraging children to develop a sense of autonomy and independence.
- We promote children's rights to be strong resilient and listened to by enabling children to have the self-confidence and the vocabulary to resist inappropriate approaches.
- We help children to establish and sustain satisfying relationships within their families, with peers, and with other adults.
- We work with parents to build their understanding of, and commitment to, the principles of safeguarding all our children.

What it means to promote children's rights and entitlements to be 'strong, resilient and listened to'.

To be strong means to be:

- Secure in their foremost attachment relationships, where they are loved and cared for by at least one person who can offer consistent, positive, and unconditional regard and who can be relied on.
- Safe and valued as individuals in their families and in relationships beyond the family, such as day care or school.
- Self-assured and form a positive sense of themselves – including all aspects of their identity and heritage.
- Included equally and belong in our setting and in community life.
- Confident in abilities and proud of their achievements.
- Progressing optimally in all aspects of their development and learning.
- Part of a peer group in which to learn to negotiate, develop social skills and identity as global citizens, respecting the rights of others in a diverse world.
- Able to represent themselves and participate in aspects of service delivery that affects them, as well as aspects of key decisions that affect their lives.

To be resilient means to:

- Be sure of their self-worth and dignity.

- Be able to be assertive and state their needs effectively.
- Be able to overcome difficulties and problems.
- Be positive in their outlook on life.
- Be able to cope with challenge and change.
- Have a sense of justice towards themselves and others.
- Develop a sense of responsibility towards themselves and others.
- Be able to represent themselves and others in key decision-making processes.

To be listened to means:

- Adults who are close to children recognise their need and right to express and communicate their thoughts, feelings, and ideas.
- Adults who are close to children can tune in to their verbal sign and body language in order to understand and interpret what is being expressed and communicated.
- Adults who are close to children can respond appropriately and, when required, act upon their understanding of what children express and communicate.
- Adults respect children's rights and facilitate children's participation and representation in imaginative and child centred ways in all aspects of core services.

Child Protection and Safeguarding children

Policy statement

Hanslope Pre-school will work with children, parents, and the community to ensure the rights and safety of children, young people* and vulnerable adults. Our Child Protection and Safeguarding Policy is based on the three key commitments of the Early Year Alliance Safeguarding Children Policy.

Procedures

We carry out the following procedures to ensure we meet the three key commitments of the Early Years Alliance Safeguarding Children Policy, which incorporates responding to child protection concerns.

Key Commitment 1

Hanslope Pre-school is committed to building a 'culture of safety' in which children, young people and vulnerable adults are protected from abuse and harm in all areas of our service delivery.

Staff and volunteers

- When the setting is open, but the designated person is not on site (Sophia Sikora-Practice Manager), a suitably trained deputy Naomi Ponting is always available for staff to discuss safeguarding concerns.
- Our designated person (a member of staff) who co-ordinates children, young persons and vulnerable adult protection issues is **Sophia Sikora**-Practice Manager.
- Our designated officer (a member of the management team) who oversees this work is **Deborah Watson** the Committee Chairperson.
- The designated person (and the person who deputises for them) understands LSCB safeguarding procedures, attends relevant LSCB training at least every two years and refreshes their knowledge of safeguarding at least annually.
- We ensure all staff are trained to understand our safeguarding policies and procedures and that parents are made aware of them too.
- All staff understand that safeguarding is their responsibility.
- All staff have an up-to-date knowledge of safeguarding issues, are alert to potential indicators and signs of abuse and neglect and understand their professional duty to ensure safeguarding and child protection concerns are reported to the local authority children's social care team or the NSPCC. They receive updates on safeguarding at least annually.
- All staff are confident to ask questions in relation to any safeguarding concerns and know not to just take things at face value but can be respectfully sceptical.
- All staff understands the principles of early help (as defined in Working Together to Safeguard Children, 2018) and can identify those children and families who may need early help and enable them to access it.
- All staff understand the thresholds of significant harm and understand how to access services for those families, including for those families who are below the threshold for significant harm, according to arrangements published by the LSCB or safeguarding partners in areas where the safeguarding partners have replaced the LSCB.
- All staff understand their responsibilities under the General Data Protection Regulations and the Data Protection Act 2018, and understand relevant safeguarding legislation, statutory requirements and local safeguarding partner

requirements and ensure that any information they may share about parents and their children with other agencies is shared appropriately and lawfully.

- We will support families to receive appropriate Early Years help by sharing information with other agencies in accordance with statutory requirements and legislation.
- We will share information lawfully with safeguarding partners and other agencies where there are safeguarding concerns.
- We will be transparent about how we lawfully process data.
- All staff understand how to escalate their concerns if they feel either the local authority and/or their own organisation has not acted adequately to safeguard and know how to follow local safeguarding procedures to resolve professional disputes between staff and organisations.
- All staff understand what the organisation expects of them in terms of their required behaviour and conduct, and follow our policies and procedures on positive behaviour, online safety (including use of cameras and mobile phones), whistleblowing and dignity at work.
- Children have a keyperson to build a relationship with, and are supported to articulate any worries, concerns, or complaints that they have in an age-appropriate way.
- All staff understand our policy on promoting positive behaviour and follows it in relation to children showing aggression towards other children.
- 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 'Enhanced Disclosure' checks with the Disclosure and Barring Service before posts can be confirmed, to ensure that no disqualified person or unsuitable person works at the setting or has access to children.
- Where applications are rejected because of obtaining 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 Disclosure and Barring Service checks for staff and volunteers, to ensure that no disqualified person or unsuitable person works at the setting or has access to the children.
- Enhanced criminal records and barred checks are carried out on anyone working on the premises.
- Volunteers must:
 - be aged 17 or over.
 - be considered competent and responsible.
 - receive robust induction and regular supervisory meetings.
 - be familiar with all the settings policies and procedures.
- Volunteers do not work unsupervised.
- We record information about staff qualifications, and the identity checks and vetting processes that have been completed including:
 - the criminal records disclosure number.
 - certificate of good conduct or equivalent where a UK DBS check is not appropriate.
 - the date the disclosure was obtained.
 - details of who obtained it.
- All staff and volunteers are informed that they are expected to disclose any convictions, cautions, court orders or reprimands and warnings which may affect their suitability to work with children (whether received before or during their employment with us).
- From 31st August 2018, staff volunteers in childcare settings that are not based on domestic premises are **not** required to notify their line manager if anyone in their household (including family members, lodgers, partners etc.) has any relevant convictions, cautions, court orders, reprimands or warnings or has been barred from, or had registration refused or cancelled in relation to any childcare provision or have had certain orders made in relation to care of their children in accordance with the Childcare Disqualification and Childcare Regulations 2018, and Disqualifications under the Childcare Act guidance effective from 31st August 2018.
- Staff receive regular supervision, which includes discussion of any safeguarding issues, and their performance and learning needs are reviewed regularly.
- In addition to induction and supervision, staff are provided with clear expectations in relation to their behaviour through our working policies.
- We notify the Disclosure and Barring Service of any person who is dismissed from our employment or resigns in circumstances that would otherwise have led to dismissal from our employment for reasons of a child protection concern.
- We have procedures in place for recording the details of visitors to the setting.
- We take security steps to ensure that we have control over who comes into the setting so that no unauthorised person has unsupervised access to the children.
- We take steps to ensure children are not photographed or filmed on video for any other purpose than to record their development or their participation in events organised by us. Parents sign a consent form and have access to

records holding visual images of their child. Any images of children are held securely and in a locked filing cabinet when not in use. Staff do not use personal cameras or filming equipment to record images.

- Personal mobile phones are not used where children are present.
- The designated person in the setting has responsibility for ensuring that there is an adequate online safety policy in place.
- We keep written records of all our complaints and concerns including details of how they were responded to.
- We ensure that robust risk assessments are completed, that they are seen and signed by all relevant staff and that they are regularly reviewed, updated, in line with our health and safety policy.
- The designated officer will support the designated person to undertake their role adequately and offer advice and guidance, supervision, and support.
- The designated person will inform the designated officer at the first opportunity of every significant safeguarding concern; however, this should not delay any referrals being made to the children's social care, or where appropriate LADO, Ofsted or RIDDOR.

Key Commitment 2

Hanslope Pre-school is committed to responding promptly and appropriately to all incidents, allegations or concerns of abuse that may occur and to work with statutory agencies in accordance with the procedures that are set down in 'What to do if you're worried a child is being abused' (HMG 2015) and the Care Act 2014.

Responding to suspicions of abuse

- We acknowledge that abuse of children can take different forms - physical, emotional, and sexual, as well as neglect.

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.

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 from 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.

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. Sexual abuse can take place online, and technology can be used to facilitate offline abuse. Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

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, for example, 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.

- We ensure that all staff have an understanding of the additional vulnerabilities that raise from special educational needs and/or disabilities plus inequalities of race, gender, language, religion, sexual orientation or culture, and that these receive full consideration in relation to child, young person or vulnerable adult protection.
- When children are suffering from physical, sexual, or emotional abuse, or experiencing neglect, this may be demonstrated through:
 - significant changes in their behaviour.
 - deterioration in their general well-being.
 - their comments which may give cause for concern, or the things they say (direct or indirect disclosure);
 - changes in their appearance, their behaviour, or their play.
 - unexplained bruising, marks or signs of possible abuse or neglect.

- any reason to suspect neglect or abuse outside the setting.
- We understand how to identify children who may need early help and how to access services for them.
- We understand that we should refer a child who meets the s17 Children Act 1989 child in need definition to local authority children's social work services.
- We understand that we should refer any child who may be at risk of significant harm to local authority children's social work services.
- We are aware of the 'hidden harm' agendas concerning parents with drug and alcohol problems and consider other factors affecting parental capacity and risk, such as social exclusion, domestic violence, radicalisation, mental or physical illness or parents with a learning disability.
- We are aware that children's vulnerability is potentially increased when they are privately fostered and when we know that a child is being cared for under a private fostering arrangement, we inform our local authority children's social care team.
- We are prepared to act if we have concerns about the welfare of a child who fails to arrive at a session when expected. Then designated person will take immediate action to contact the child's parents to seek an explanation for the child's absence and be assured that the child is safe and well. If no contact is made with the child's parents and the designated person has reason to believe that the child is at risk of significant harm, the relevant professionals are contacted immediately and LSCB procedures are followed. If the child is in a current involvement with social care the social worker is notified on the day of the unexplained absence.
- We are aware of other factors that affect children's vulnerability that may affect or may have affected children and young people using our provision, such as abuse of children who have special educational needs and/or disabilities; fabricated or induced illness; child abuse linked to beliefs in spirit possession; sexual exploitation of children. Including through internet abuse; Female Genital Mutilation and radicalisation or extremism.
- In relation to radicalisation and extremism, we follow the Prevent Duty guidance for England and Wales published by the Home Office and LSCB procedures on responding to radicalisation.
- The designated person completes online Channel training, online Prevent training, and attends local WRAP training where available to ensure they are familiar with the local protocol and procedures for responding to concerns about radicalisation.
- We are aware of the mandatory duty that applies to teachers and health workers to report cases of Female Genital Mutation to the police. We are also aware that Early Years Practitioners should follow the local authority published safeguarding procedures to respond to FGM and other safeguarding issues, which involve contacting police if a crime of FGM has been or may be committed.
- We also make ourselves aware that some children and young people are affected by gang activity, by complex, multiple or organised abuse, through forced marriage or honour-based violence or may be victims of child trafficking. While this may be less likely to affect young children in our care, we may become aware of any of these factors affecting older children and young people who we may meet.
- If we become concerned that a child may be a victim of modern slavery or human trafficking, we will refer to the National Referral Mechanism, as soon as possible and refer and/or seek advice to the local authority children's social work service and/or police.
- We will be alert to the threat's children may face from outside their families, such as that posed by organised crime groups such as county lines and child exploitation, online use and from within peer groups and the wider community.
- Where we believe that a child in our care or that is known to us may be affected by any of these factors, we follow the procedures below for reporting child protection and children in need concerns and follow the LSCB procedures, or when they come into force replacing the LSCB, we will follow the local procedures as published by the local safeguarding partners.
- Where such indicators are apparent, the member of staff makes a dated record of the details of the concern and discusses what to do with the member of staff who is acting as the 'designated person'. The information is stored and kept securely in a designated file.
- If a staff member or volunteer is unhappy with the decision made by the designated person in relation to whether to make a safeguarding referral, they must follow the escalation procedures.
- We refer concerns about children's welfare to the local authority children's social care department and co-operate fully in any subsequent investigation. NB In some cases this may mean the police, or another agency identified by the Local Safeguarding Children's Board (or the local safeguarding partners when their published safeguarding arrangements take over from the LSCB).
- We respond to any disclosures sensitively and appropriately and take care not to influence the outcome either through the way we speak to children or by asking questions of children (although we may check out/clarify the details of what we think they have told us with them).
- We take account of the need to protect young people aged 16 - 19 as defined by the Children Act 1989. This may include students or school children on work placement, young employees, or young parents. Where abuse or neglect is suspected we follow the procedure for reporting any other child protection concerns. The views of the young person will always be taken into account in an age-appropriate way, but the setting may override the young person's refusal to consent to share information if it feels that it is necessary to prevent a crime from being

committed or intervene where one may have been or to prevent harm to a child or adult. Sharing confidential information without consent is done only where not sharing it could be worse than the outcome of having shared it.

- All staff are also aware that adults can also be vulnerable and know how to refer adults who need community care services.
- All staff know that they can contact the NSPCC whistleblowing helpline (0808 800 5000) if they feel that an organisation and the local authority have not taken appropriate action to safeguard a child and this has not been addressed satisfactorily through organisational education and professional challenge procedures.
- We have a whistle blowing policy in place.
- Staff/volunteers know they can contact the organisation Protect (formally Public Concern at Work) 020 3117 2520 for advice relating to whistleblowing dilemmas.

Recording suspicions of abuse and disclosures

- Where a child makes comments to a member of staff that give cause for concern (disclosure), or a member of staff observes signs or signals that give cause for concern, such as significant changes in behaviour, deterioration in general well-being, unexplained bruising, marks or signs of possible abuse or neglect, that member of staff:
 - listens to the child, offers reassurance, and gives assurance that she or he will act.
 - does not question the child; although it is OK to ask questions for the purpose of clarification.
 - makes a written record that forms an objective record of the observation or disclosure that includes:
 - the date and time of the observation or the disclosure.
 - the exact words spoken by the child as far as possible.
 - the name of the person to whom the concern was reported, with date and time.
 - the names of any other person present at the time.
- These records are signed, dated, and kept confidentially in a secure designated file.
- The member of staff acting as the 'designated person' is informed of the issue at the earliest opportunity, and always within one working day.
- Where the Local Safeguarding Children's Board or local safeguarding partners safeguarding procedures stipulates the process for recording and sharing concerns, we attach the quick referral flowchart with this policy and make staff aware of those procedures by providing them with details of the associated website (www.mkscb.org) or (<http://www.northamptonshirescb.org.uk>) to ensure that the most up to date version is followed at all times, and we follow the steps set down by the Local Safeguarding Children Board.

Making a referral to the local authority Children's and Family Multi Agency Referral Hub (MASH)

- The Early Years Alliance publication Safeguarding Children contains procedures to help in making a referral to the local children's social care team, as well as a template form for recording concerns and to assist with making a referral.
- We keep a copy of this document in the filing cabinet in the setting.
- Staff are made aware of the Milton Keynes Safeguarding Children's Board website and Northampton Safeguarding Children Partnership website to access procedures for recording and reporting, which we follow where Local procedures differ from those of the Early Years Alliance.

Escalation process

- If we feel a referral made has not been dealt with properly or that concerns are not being addressed or responded to, we will follow the Local Safeguarding escalation process.
- We will ensure that staff are aware of how to escalate concerns.
- We will follow local procedures published by the LSCB or safeguarding partners to resolve professional disputes.

Informing parents

- Parents are normally the first point of contact. Concerns are normally discussed with parents to gain their view of events unless we feel this may put the child or other person at risk, or may interfere with the course of a police investigation or, may unduly delay the referral, or unless it is otherwise unreasonable to seek consent. Advice will be sought from social care, or in some circumstances police, where necessary.
- We inform parents when we make a record of concerns in their child's file and that we also make a note of any discussion we have with them regarding a concern.
- If a suspicion of abuse warrants referral to social care, parents are informed at the same time that the referral will be made, except where the procedures of the local Safeguarding Children Board/ Local Safeguarding Partners does not allow this, for example, where it is believed that the child may be placed at risk.
- This will usually be the case where the parent is the likely abuser or where sexual abuse may have occurred.
- If there is a possibility that advising a parent beforehand may place a child at greater risk (or interfere with the police response) the designated person should consider seeking advice from children's social care, about whether or not to advise parents beforehand, and should record and follow the advice given.

Liaison with other agencies and multi-agency working

- We work within the Local Safeguarding Children Board/Local Safeguarding Partners guidelines.

- The current version of 'What to do if you are worried a child is being abused' is available for parents and staff and ensure that all staff are familiar with what to do if they have concerns.
- We have procedures for contacting the local authority regarding child protection issues and concerns about children's welfare attached to this policy in our Policies, Procedures and Administration file and on the door on the Pre-school store cupboard, including maintaining a list of names, addresses, and telephone numbers of social workers, to ensure that it is easy, in any emergency, for the setting and children's social care to work well together.
- We notify Ofsted of any incident or accident and any changes in our arrangements which may affect the well-being of children or where an allegation of abuse is made against a member of staff (whether the allegations relate to harm or abuse committed on our premises or elsewhere). Notifications to Ofsted are made as soon as is reasonably practicable, but at the latest within 14 days of the allegations being made.
- Contact details for the local National Society for the Prevention of Cruelty to Children (NSPCC) are also kept.

Allegations against staff and persons in position of trust

- We ensure that all parents know how to complain about the behaviour or actions of staff or volunteers within the setting, or anyone working on the premises occupied by the setting, which may include an allegation of abuse.
- We ensure that all staff, volunteers, and anyone else working in the setting knows how to raise concerns that they may have about the conduct of other people including staff/colleagues.
- We differentiate between allegations, and concerns about the quality of care or practice and complaints and have a separate process to responding to complaints.
- We respond to any inappropriate behaviour displayed by members of staff/volunteers or any other person working with the children, which includes:
 - Inappropriate sexual comments.
 - Excessive one-to-one attention beyond the requirements of their usual role and responsibilities.
 - Inappropriate sharing of images.
- We will recognise and respond to allegations that a person who works with children has:
 - behaved in a way that has harmed a child, or may have harmed a child
 - possibly committed a criminal offence against a related child
 - behaved towards a child or children in a way that indicates they may pose a risk or harm to children
- We follow the guidance of the local Safeguarding Children's Board when responding to any complaint that a member of staff or volunteer within the setting, or anyone working on the premises occupied by the setting, has abused a child.
- We respond to any concerns raised by staff and volunteers who know how to escalate their concerns if they are not satisfied with our response.
- We respond to any disclosure by children or staff that abuse by a member of staff or volunteer within the setting, or anyone working on the premises occupied by the setting, may have taken, or is taking place, by first recording the details of any such alleged incident.
- We refer any such complaint immediately to a senior manager within the organisation and the Local Authority Designated Officer (LADO) as necessary to investigate and/or offer advice.
CONTACT on 01908 254300 Milton Keynes or 01604 364031 Northampton
- We also report any such alleged incident to Ofsted (unless advised by LADO that this is unnecessary due to the incident not meeting the threshold) as well as what measures we have taken. We are aware that it is an offence not to do this.
- We co-operate entirely with any investigation carried out by children's social care in conjunction with the police.
- Where the management committee and children's social care agree it is appropriate in the circumstances, the chairperson will suspend the member of staff on full pay, or the volunteer, for the duration of the investigation. This is not an indication of admission that the alleged incident has taken place but is to protect the staff or volunteer as well as children and families throughout the process. Where it is appropriate and practical and agreed LADO, we will set to offer an alternative to suspension for the duration of the investigation, if an alternative is available that will safeguard children and not place the affected staff or volunteer at risk.

Disciplinary action

Where a member of staff or a volunteer is dismissed due to engaging in activities that caused concern for the safeguarding of children or vulnerable adults, we will notify the Disclosure and Barring Services of relevant information so that individuals, who pose a threat to children and vulnerable groups, can be identified and barred from working with these groups.

Key Commitment 3

Hanslope Pre-school is committed to promoting awareness of child abuse issues throughout its training and learning programmes for adults. We are also committed to empowering children, through our early childhood curriculum, promoting their right to be strong, resilient, and listened to.

Training

- We seek out training opportunities for all adults involved in the setting to ensure that they are able to recognise the signs and signals of possible physical abuse, emotional abuse, sexual abuse (including child sexual exploitation) and neglect and that they are aware of the local authority guidelines for making referrals. Training opportunities should also cover extra familial threats such as online risks, radicalisation, and grooming, and how to identify and respond to families who may need early help, and organisational safeguarding procedures.
- We ensure that designated persons receive training in accordance with that recommended by the Local Safeguarding Children's Board, every 2 years and refresh their knowledge and skills at least annually.
- We ensure that all staff know the procedures for reporting and recording any concerns they may have about the setting.
- We ensure that all staff receives updates on safeguarding via emails, newsletters, online training and/or discussion at staff meetings at least once a year.

Planning

- The layout of the playrooms allows for constant supervision. No child is left alone with staff or volunteers in a one-to-one situation without being within sight and/or hearing distance to other staff or volunteers.

Curriculum

- We introduce key elements of keeping children safe into our programme to promote the personal, social and emotional development of all children, so that they may grow to be strong, resilient and listened to and so that they develop an understanding of why and how to keep safe.
- We create within the setting a culture of value and respect for the individuals, having positive regard for children's heritage arising from their colour, ethnicity, languages spoken at home, cultural and social background.
- We ensure that this is carried out in a way that is developmentally appropriate for the children.

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 Local Safeguarding Children Board/Local safeguarding Partners and in line with the GDPR, Data Protection Act 2018, and Working Together 2018.

Support to families

- We believe in building trusting and supportive relationships with families, staff, and volunteers in the group.
- We make clear to parents our role and responsibilities in relation to child protection, such as for the reporting of concerns, information sharing, monitoring of the child, and liaising always with the local children's social care team.
- We will continue to welcome the child and the family whilst investigations are being made in relation to any alleged abuse.
- We follow the Child Protection Plan as set by the child's social care worker in relation to the settings designated role and tasks in supporting the child and their family, subsequent to any investigation.
- We will engage with any child in need plan or early help plan as agreed.
- Confidential records kept on a child are shared with the child's parents or those who have parental responsibility for the child in accordance with our Confidentiality and Client Access to Records procedure and only if appropriate under the guidance of the local Safeguarding Children Board.

Legal framework

Primary legislation

- Children Act (1989 - s 47)
- Protection of Children Act (1999)
- The Children Act (2004 s11)
- Children and Social Work Act 2017
- Safeguarding Vulnerable Groups Act (2006)
- Children's Act 2006
- Children's Safeguarding Practice Review and Relevant Agency (England) Regulations 2018

Secondary Legislation

- Sexual Offences Act (2003)
- Criminal Justice and Court Services Act (2000)
- Equalities Act (2010)
- General Data Protection Regulations (GDPR) (2018)
- Childcare (Disqualification) Regulations (2009)
- Children's and Families Act (2014)
- Care Act (2014)
- Serious Crime Act (2015)
- Counter Terrorism and Security Act (2015)

Further guidance

- Working Together to Safeguard Children (HMG 2018)
https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/779401/Working_Together_to_Safeguard_Children.pdf
- What to do if you are Worried a Child is Being Abused-(HMG 2015)
https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/419604/What_to_do_if_you_re_worried_a_child_is_being_abused.pdf
- Framework for the Assessment of Children in Need and their Families (DoH 2000)
- The Common Assessment Framework for Children and Young People: A Guide for Practitioners (CWDC 2010)
- Statutory guidance on making arrangements to safeguard and promote the welfare of children under section 11 of the Children Act 2004 (HMG 2008)
- Hidden Harm – Responding to the Needs of Children of Problem Drug Users (ACMD 2003)
- Information Sharing: Advice for Practitioners providing Safeguarding Services (DfE2018)
- Disclosure and Barring Service: www.gov.uk/disclosure-barring-service-check
- Revised Prevent Duty Guidance for England and Wales (HMG 2015)
- Inspecting Safeguarding in Early Years, Education and Skills Settings, (Ofsted, 2016)
- Keeping children safe in education 2020

Other useful Early Years Alliance publications

- Safeguarding Children (2013)
- Safeguarding through Effective Supervision (2013)
- The New Early Years Employee Handbook (2016)
- Peoples Management in the Early Years (2016)

*A 'young person' is defined as 16 to 19 years old – in our Pre-school they may be a student, worker, volunteer, or parent.

This policy was adopted by Hanslope Pre-school on 14th September 2020

Date to be reviewed 14th September 2021

Signed on behalf of Hanslope Pre-school

By Debbie Watson

Chairperson on 14th September 2020

Hanslope Pre-school – Child Protection Contacts

Managing Allegations against People who work with children

Milton Keynes Council LADO (Local Authority Designated Officer: 01908 254300 or E-mail lado@milton-keynes.gov.uk)

Northampton Council LADO (Local Authority Designated Officer: 01604 364031 or E-mail LADOREferral@northamptonshire.gov.uk or doreferral@northamptonshire.gov.uk)

If LADO is unavailable, you should contact the Children's Social Care Referral and Assessment Team below.

Concerned about a child?

Milton Keynes council

Multi Agency Safeguarding HUB (MASH) Team: 01908 253169 or 01908 253170

Emergency Social Work Team (out of hours only): 01908 265545

E-mail: children@milton-keynes.gov.uk

https://www.milton-keynes.gov.uk/forms/showForm.asp?nc=B4OD&fm_fid=914

Milton Keynes Safeguarding Children's Board

Contact: 01908 254373

E-mail: mktgether@milton-keynes.gov.uk

www.mkscb.org

Northampton Council

Multi Agency Safeguarding HUB (MASH) Team: 0300 126 1000

Emergency out-of-hours team: 01604 626 938

Email: MASH@northamptonshire.gov.uk.

[https://northamptonshire-](https://northamptonshire-self.achieveservice.com/en/service/Make%20a%20children%20s%20referral%20to%20Northamptonshire%20s%20MASH#_ga=2.48573222.1006948212.1601410247-1913328500.1601410247)

[self.achieveservice.com/en/service/Make a children s referral to Northamptonshire s MASH#_ga=2.48573222.1006948212.1601410247-1913328500.1601410247](https://northamptonshire-self.achieveservice.com/en/service/Make%20a%20children%20s%20referral%20to%20Northamptonshire%20s%20MASH#_ga=2.48573222.1006948212.1601410247-1913328500.1601410247)

Ofsted

General Helpline: 0300 123 1231 (Monday to Friday, 8.00am – 6.45 pm)

Or e-mail: enquiries@ofsted.gov.uk

Or write to:

Ofsted

Piccadilly Gate

Store Street

Manchester

M1 2WD

Complaints and Concerns about Childcare Providers: 0300 123 4666 (Monday to Friday 8.00am – 6.00pm)

Whistle-blowers Hotline: 0300 123 3155 (Monday to Friday 8.00 am – 6.00pm)

Or e-mail: whistleblowing@ofsted.gov.uk

Or write to:

WBHL

Ofsted

Piccadilly Gate

Store Street

Manchester M1 2WD

Visit website at www.ofsted.gov.uk

Northamptonshire County Council

Customer Service centre – Children’s Social Care: 0300 126 1000 (Monday to Friday 8.00am – 6.00pm)

Out of hours team: 01604 626938

Other Useful Contacts

NSPCC

Child Protection Helpline: 0808 800 5000

E-mail: help@nspcc.org.uk

www.nspcc.org.uk

NSPCC –National Whistleblowing Advice Line

0800 028 0285

Family Rights Group – Provides advice and support for families whose children are involved with social services.

Advice line: 0808 801 0366 (Monday to Friday 9.30am – 3.00pm)

E-mail: office@frg.org.uk

www.frg.org.uk

Coram Children’s Legal Centre – Advice and information service covering all aspects of law and policy affecting children.

Contact: 01206 714650 (Monday to Friday 8.00am – 6.00pm)

E-mail: info@coramclc.org.uk

www.childrenslegalentre.com

Citizens Advice Bureau

Milton Keynes Central: 01908 604475

National Phone Service (roll out programme): 0843 816 6365

www.citizenadvice.org.uk

www.miltonkeynescab.org.uk

Family Lives – offers support to anyone parenting a child

Free parent line: 0808 800 2222

E-mail support available via the website

www.familylives.org.uk

Kidscape – helping to prevent bullying and child abuse

Helpline: 08451 205 204

www.kidscape.org.uk

Action for Children (Previously NCH)

www.actionforchildren.org

BBC Children in Need

www.bbc.co.uk/pudsey

Child Line

Helpline for children & young people: 0800 1111

www.childline.org.uk

The role of the LADO (Local Authority Designated Officer)

The role of the LADO is set out in HM Government guidance Working Together to Safeguard Children (2018) Chapter 2 Paragraph 4. and is governed by the Authorities duties under section 11 of the Children Act 2004 and MKSCB Inter-Agency Policy and Procedures (Ch 2.8). This guidance outlines procedures for managing allegations against people who work with children who are paid, unpaid, volunteers, casual, agency or anyone self-employed.

The LADO* must be contacted within one working day in respect of all cases in which 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 a criminal offence against or related to a child.
- behaved towards a child or children in a way that indicates they may pose a risk of harm to children.

There may be up to three strands in the consideration of an allegation:

- a police investigation of a possible criminal offence.
- enquiries and assessment by children's social care about whether a child needs protection or in need of services.
- consideration by an employer of disciplinary action in respect of the individual.

The LADO is responsible for:

- Providing advice, information and guidance to employers and voluntary organisations around allegations and concerns regarding paid and unpaid workers.
- Managing and overseeing individual cases from all partner agencies.
- Ensuring the child's voice is heard and that they are safeguarded.
- Ensuring there is a consistent, fair, and thorough process for all adults working with children and young people against whom an allegation is made.
- Monitoring the progress of cases to ensure they are dealt with as quickly as possible.
- Recommending a referral and chairing the strategy meeting in cases where the allegation requires investigation by police and/or social care.

The LADO is involved from the initial phase of the allegation through to the conclusion of the case. The LADO is available to discuss any concerns and to assist you in deciding whether you need to make a referral and/or take any immediate management action to protect a child.

If you wish to discuss any concerns and are unsure if the above criteria have been met please complete and return a <https://www.milton-keynes.gov.uk/assets/attach/57299/LADO-Notification-Form-Dec18.doc> to lado@milton-keynes.gov.uk prior to contacting the service on 01908 254300.

<http://www.northamptonshirescb.org.uk/childcare/eycm-referrals-eha/designated-officer/> to
MASH@northamptonshire.gov.uk

If the above criteria have been met then you should make a referral to the Multi Agency Safeguarding Hub (MASH) by completing the <https://www.milton-keynes.gov.uk/assets/attach/57299/LADO-Notification-Form-Dec18.doc>

*If the LADO is not available, you should refer to Multi Agency Safeguarding Hub on 01908 253169/3170.

Additional information can be accessed via the LADO page of the MKSB website: www.mkscb.org

Or Multi Agency Safeguarding Hub (Northampton) on 0300 1261000

website: <https://www.northamptonshire.gov.uk/councilservices/children-families-education/help-and-protection-for-children/protecting-children-information-for-professionals/Pages/contact-early-help-support-MASH.aspx>

Last Updated: 9th December 2020