

## Safeguarding Children (Child Protection) Procedure

- Swallows Nest Preschool 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 March 2013' and the Local Safeguarding Children Board.
- We will stay up to date with inter-agency procedures by accessing the following web link: <http://lincolnshirescb.proceduresonline.com/chapters/contents.html>
- All staff will be aware of their responsibility as Early Years practitioners to share any concerns they have about a child with the designated lead safeguarding person.
- Staff members also have a right to share their concerns directly with the Lincolnshire County Council Customer Services Centre (CSC) Tel 01522 782111 Or out of hours 01522 782333, or the Police on 0300 111 0300 if they feel this is appropriate.
- All staff are 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 parents/carers will be provided with a copy of our Safeguarding Policy and Procedure and made aware of the fact that Swallows Nest has a legal obligation to safeguard and promote the welfare of the children in our care and that a child's needs are to be our first concern.

### **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 on a need to know basis. The guidance set by the Lincolnshire Safeguarding Children's Board will be followed.

### **Where a disclosure is made:**

- Reassurance is given to the child
- The child will be 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" or "who else was there", being mindful that 'leading' the child could jeopardise an investigation or subsequent court case.

- Promises will not be made to the child regarding not sharing the information in the disclosure
- The designated person with responsibility for Safeguarding Children is informed immediately and procedures followed under the guidance of the LSCB.
- A referral is made without delay to Lincolnshire County Council Children's Service Customer Services Centre (CSC).
- 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 [http://lincolnshirescb.proceduresonline.com/chaptersp\\_proce.html#making\\_refer](http://lincolnshirescb.proceduresonline.com/chaptersp_proce.html#making_refer)

**Records will be made to include:**

- The child's name, full address, date of birth
- Date and time of the disclose/observation
- Exact record of disclosure (in child's own words)
- Name of person to whom disclosure was made
- Name of any third party present
- The Single Assessment Form (SAF), completed (as far as possible with all information) signed and sent to relevant officer (Children's Services will advise on this) within 24hours of the telephone referral.

All records are kept separately from the child's main records with restricted access.

(For more information on Team Around the Child (TAC) and SAF please refer to [www.lincolnshirechildren.net](http://www.lincolnshirechildren.net))

**Allegations against a staff member:**

In accordance with requirements our procedures for dealing with allegations against staff complies with Lincolnshire Safeguarding Children's Board Policies.

Examples of inappropriate adult behaviour may include:

- Staff that have behaved in a way that has harmed a child or may harm a child
- Staff that have possibly committed a criminal offence against a child or related to a child.
- Staff that have failed to execute their duty to safeguard a child/ren at their 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:

- Swallows Nest Pre-school will contact the Lincolnshire Authority Designated Officer (LADO) for managing allegations through the Lincolnshire County Council Children's Services Customer Services Centre (CSC) on 01522 782111 or out of hours 01522 782333.
- LADO direct contact 01522 554674
- Swallows Nest Pre-school will liaise with the LADO prior to any investigation commencing and we will fully co-operate with all investigations under the advice and guidance of the LADO. 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 March 2013 p49)

- 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 contact 0300 123 1231
- Details are recorded and stored securely.
- The setting disciplinary procedure will be followed where necessary

For further information and guidance we will refer to:

[http://lincolnshirescb.procedureonline.com/chapters/p\\_alleg\\_pers\\_wk\\_child.html](http://lincolnshirescb.procedureonline.com/chapters/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 person concerned and our organisation.

Where a member of staff leaves our employment during an investigation, the investigation will continue and Swallows Nest Pre-school 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.

### **Supporting families:**

The Data Protection Act 1998 and the Human Rights Act 1998 have extended the rights of the individual and families to confidentiality and professionals as a general rule should seek the agreement and consent of the 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 Services 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 Board
- 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**

Swallows Nest Preschool has a mobile phone as part of the contact arrangements for the setting due to having no landline available. No personal details of parents or staff are stored on this phone

The safety of the children is paramount. Casual or inappropriate use of mobile phones by staff may pose a risk, if staff members are distracted from caring for children.

- Staff may not carry their personal mobile phones whilst working in the setting
  - Staff personal mobile phones will be placed in a basket/box during sessions.
  - Setting telephone number can also be given out to be used as an emergency contact for staff
  - Staff will be able to check for messages/calls at suitable intervals.
  - Staff can make a text/call with permission from the Joint Managers.
  - Staff will not use any camera facility on their mobile during a session. Mobile phones are prohibited in the toilet/nappy changing areas.
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- Consent for photographs is obtained from the parent/carer on admission as part of the registration process.
  - If children take photos on child friendly digital cameras these will be stored securely at the end of the session.
  - Staff will only use the setting's own digital camera to take photos to support the recording of activities or events and the camera will be stored securely at the end of the session.
  - Staff will not use any other digital device to take photos in or around the setting or when on outings.
  - Supervisor/deputy will be responsible for taking the SD card to a reputable company to print the photos.
  - Photos on the SD card will be deleted once photos have been printed. Any DVD containing these photos will be stored in the locked filing cabinet in the Swallows Nest storage cupboard, locked at the end of each session
  - Cameras are prohibited in the toilet/nappy changing areas.

NB. Failure to follow the above procedures will subject staff to the settings disciplinary procedure which could lead to summary dismissal on the grounds of gross misconduct and the termination of their contract.