



Safeguarding Children

The safeguarding and welfare of children is our priority at Bottesford Pre-School. We ensure that our procedures are in line with the guidance of our Local Safeguarding Children Board, the statutory guidance "Working Together to Safeguard Children (2018) and that all the staff understand their responsibilities to safeguard children. Our staff know the indicators of all 4 areas of possible abuse/neglect and the procedure to follow if they have concerns about a child.

Our Designated Safeguarding Person (DSP) Lucinda Tongue, takes lead responsibility for safeguarding children within the setting. She has received training in child protection/safeguarding and her responsibilities are to:

- Ensure all staff understand and implement our Safeguarding Children policy.
- Act as a main contact with Leicestershire's social care services and other relevant agencies.
- Keep up to date with relevant legislation and cascade information and training to staff.
- Our second DSP, should it be required if there is a concern about Lucinda Tongue, is Sam Taylor,

Concerns about a child

1. If a member of staff is concerned about a child because of things they or others say, significant changes in their behaviour and/or appearance, they will confidentially discuss their concerns with the DSP. The member of staff will accurately record their concerns or a disclosure of abuse/neglect in a confidential file and include:

- the child's name, address and date of birth
- date and time of observations/disclosure
- exactly what was said and by whom and the member of staff's reply
- context of the observations/disclosure and who was present.

The record will be signed and dated by the member of staff. If it is appropriate, the DSP will talk to the child, in the presence of the child's key person or a senior member of staff.

2. The DSP will sensitively talk to the parents of the child in private. If appropriate, the child's key person or a senior member of staff may also be present. The DSP will not talk to the parents if she believes that this will increase the risk of significant harm to the child.
3. If there are still concerns about the child, the DSP will contact the Central Duty Team on 0116 305 0005 and follow this up in writing within 48 hours. If the abuse has allegedly taken place at the setting, or by any person working at the setting, the DSP will also contact Ofsted, in line with EYFS legal requirements.
4. The DSP will liaise with social care services and any other agencies as appropriate. Any relevant records will be shared according to relevant guidance.

Safe Working Practices and Procedures

To safeguard and promote the welfare of children:

- All staff are rigorously checked during the recruitment process to ensure they are suitable to look after children; References are taken up and enhanced DBS checks are obtained for staff, and we adhere to the Children's and Families Act (2014) (exceptions). DBS's are checked annually.
- Staff understand their responsibilities to protect children from abuse and staff monitor each other and all individuals within the setting, including volunteers, parent helpers and visitors, in line with the Children's Act 1989/2004.
- Visitors and parent helpers are never left alone with children.
- All staff are trained in Day 1 Safeguarding and Managers are trained in Day 3. These qualifications are renewed every 3 years.
- All staff have regular extra training at staff meetings which can cover all aspects of safeguarding. These sessions are noted on the individual staff training logs.
- We recognise and understand the potential risks of ICT and have an extensive policy covering the acceptable use of mobile phones, cameras, computers and the internet within the setting.
- As per our I.C.T. policy, staff do not carry mobile phones whilst working and all personal mobile phones are securely kept in the office.
- A manager will contact the family if a child misses their sessions with no explanation. The number of sessions missed before a manager makes contact is determined by the circumstances.
- We have established procedures should any individual have a concern about an adult's behaviour.

Concerns about an adult working or volunteering at Pre-School

Concerns about an adult or volunteer should be reported to the manager who will then report the allegation to the Local Authority Designated Officer Team, Mark Goddard/Karen Browne Tel: 0116 305 4532 and also directly to Ofsted. The allegation should not be discussed with the person concerned or anyone else. The person concerned would be suspended from work and asked to leave immediately. Suspension is not an indication of admission but is to protect the individual and all those who attend the setting.

Whistleblowing

If a member of staff has serious concerns about Pre-School's practices and procedures for safeguarding children, then they should raise their concerns with the manager. If they feel unable to do so, they may contact the independent whistleblowing charity **Public Concern at Work** (Tel: 020 7404 6609) for free, confidential advice. There is also an **NSPCC** whistleblowing advice line (Tel: 0800 0280285) for staff not happy with internal procedures. A member of staff should also contact **Ofsted** directly on their dedicated whistleblowing line (Tel: 0300 123 3155).

Sharing information

We collect, use, share, store and delete information as per the General Data Protection Regulation 2018. We may share information without a parents consent if there are sufficient concerns that gaining consent may pose a significant risk to the child.

Supporting children and their families

We are committed to building positive relationships with families, offering them support and understanding. If abuse is suspected, the child concerned will continue to be welcomed at Pre-School, with the child's welfare and well-being our main priority.

Child Protection: List of Contact Numbers

Leicestershire Central Duty Team..... (First Response Children's Duty 24-7)	0116 305 0005
Leicestershire Central Duty Advice line.....	0116 305 5500
Leicestershire Police Prevent Team.....	Tel 101 ext 6726
Melton Social Services Office.....	01664 502550
Nottinghamshire Children's Social Care	0300 500 8080
Out of hours (Notts Emergency Duty Team)	0300 456 4546
OFSTED.....	0300 123 1231
Leicestershire Children's Information Service.....	0116 305 6545