



Drayton Daisy Chain Pre-School

Safeguarding Children Policy

Drayton Daisy Chain Pre-School is committed to safeguarding and promoting the welfare of children and expects all Committee, Staff and Volunteers to share this commitment.

Committee, Staff and Volunteers recognise their responsibility to provide an environment that always promotes the safety of the children.

This Safeguarding Children Policy is based on guidelines and legislation outlined in the following documents:

- Keeping Children Safe in Education 2024
- Data Protection Act 2018
- Working Together to Safeguard Children 2023
- Protection of children Act 1999
- Children Act 2004
- Counter Terrorism and Security Act 2015
- Early Years Foundation Stage 2024

Further guidance:

- Portsmouth Children's Trust Plan 2017-2020
- Portsmouth Safeguarding Children Partnership PSCP Thresholds Document
- What to do if you're worried a child is being abused - advice for practitioner's March 2015
- The Family Support Plan
- The Prevent Duty guidance for England and Wales
- How to recognise and respond to concerns about County Lines
- EYFS Safeguarding and Welfare Requirements

Contacts

- Drayton Daisy Chain Pre-School, Designated Safeguarding Lead (DSL): Mrs Sara Thorpe - Manager) - (If Mrs Sara Thorpe is not available Mrs Vikki Murray – Manager)
- In an emergency or illness Miss Emma Callaway (Deputy Manager) will cover the role

- Drayton Daisy Chain Pre-School, Chairperson for Committee: Mrs Alice Marshall
- Multi Agency Safeguarding Hub (MASH): 02392 688 793
- Emergency out of hours: 0300 555 1373
- Police (non-emergency): 101
- Local Authority Designated Officer (LADO): Rebecca Paradise 02392 834 827/ 02392 882500
- Whistle Blowing Advice Hotline: 0800 028 0285
- Ofsted: (0300) 123 1231

Procedure

Committee, Staff and volunteers

- We ensure all Committee, Staff and Volunteers are made aware of our Safeguarding policies and procedures through rigorous induction.
- As a minimum, all Staff and Volunteers will attend mandatory Basic Safeguarding training
- We abide by Ofsted requirements in respect of references, disclosure, and barring checks (DBS) for Committee, Staff, and volunteers, to ensure that no disqualified or unsuitable person works at the setting or has access to the children.
- Committee, Staff and Volunteers are expected to disclose any convictions, cautions, court orders, reprimands and warnings that may affect their suitability to work with children whether received before or during their employment at Drayton Daisy Chain Pre-School.
- Committee, Staff and Volunteers are required to notify employer if they live in the same household as another person who is disqualified or because they live in the same household where a disqualified person is employed. If a register person is disqualified due to these circumstances, they may be able to obtain a waiver from Ofsted.
- We do not allow people whose suitability has not been checked, including through a DBS check, to have unsupervised contact with children in our care.
- A DBS check will be applied for prior to the person starting work. A person may start work before the DBS is through provided, they do not have unsupervised contact with children and the employer has checked the barred list prior to the start date.
- Volunteers do not work unsupervised.
- We abide by the 'Protection of Vulnerable Group' 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 concerns.

- We provide regular supervision that provides opportunity for staff and volunteers to discuss any issues concerning children's development or well-being.
- Supervisions also provide opportunity for staff and volunteers to raise concerns if a colleague's behaviour and conduct is putting children at risk.
- If Staff or volunteers have concerns regarding the Manager's behaviour and/or conduct regarding the safety and welfare of children, they must report this to the Committee Chairperson for Drayton Daisy Chain Pre-School.
- Any allegations of abuse made against a member of staff or volunteer will be dealt with in line with this policy, (see "Management of allegations against staff").
- We have procedures for recording the details of visitors to the setting.
- We take security steps to ensure we have control over who comes into the setting so that no unauthorised person has unsupervised access to the children.

Recognising signs of abuse

All staff will be trained to recognise the signs and symptoms of abuse which will include:

- significant changes in children's behaviour.
 - deterioration in children's general well-being.
 - unexplained bruising, marks or signs of possible abuse or neglect.
 - children's comments which give cause for concern.
 - establishing and monitoring reasons for children's absences from the setting.
 - any reasons to suspect neglect or abuse outside the setting, for example in the child's home; and/or elsewhere or that a girl may have been subjected to (or is at risk of) female genital mutilation.
- 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.

Responding to concerns raised directly by the child

Where a child makes comments to a member of staff that gives cause for concern (disclosure), 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 will:

- Listen to the child, offer reassurance and give reassurance that action will be taken.
- Not ask closed questions to the child (yes/no)
- Make a written record that forms an objective record of the observation or disclosure that includes:
 - The date and time of the observation or disclosure.
 - The exact words spoken by the child as far as possible.
 - The name of the person to whom the concern was reported, with the date, time and the names of any other person present at the time.
- This information will be passed immediately on to the DSL, who will take further action.

These records are signed and dated and kept in the safeguarding children file which is kept securely and confidentially. Staff involved will not discuss the concerns with those who do not need to know.

Responding to suspicions of abuse

- If a member of staff or volunteer has identified concerns about a child, they must follow the "What to do if you are worried a child is being abused" (summarised in the Safeguarding reporting flow chart at the end of this policy) and report their concerns in the first instance to the DSL. The DSL will advise and coordinate the appropriate response to concerns.
- The DSL will provide advice and support to the staff member or volunteer and where necessary support them in making a referral to Multi Agency Safeguarding Hub (MASH) on the Portsmouth shared area referral form. (See form at the end of this policy).
- The DSL may seek advice from the Multi Agency Safeguarding Hub MASH where there is uncertainty about whether what has been said indicates abuse. This will not constitute as a referral.
- When contacting the MASH, the DSL will make a clear statement of
 - Known facts
 - Suspicions and allegations
 - Any contact with the family
- We will work in partnership with all agencies in order to protect the child and the family; this may mean the Police, or another agency identified by the Local Safeguarding Children's Partnership.
- We take care not to influence the outcome either through the way we speak to children or by asking questions of children.

Informing parents

- Parents are usually contacted immediately.
- 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 Multi Agency Safeguarding Hub does not allow this. This will usually be the case where the

parent is the likely abuser. In this case investigating officers will inform the parents.

Preventing children from being drawn into extremism

As an early years provider we are subject to a duty under section 26 of the Counter-Terrorism and Security Act 2015, to have “due regard to the need to prevent people from being drawn into terrorism”. This duty is known as the Prevent duty.

The 'Designated Safeguarding Lead' has undertaken Prevent awareness training and has provided advice and support to other members of staff on protecting children from the risk of radicalisation. It is their responsibility to ensure that an appropriate risk assessment has been undertaken for our setting. Our staff will be alert to what is happening in the child's life at home or elsewhere and any changes in the child's behaviour that gives cause for concern.

In line with our commitment to staff training and development; will identify individual and whole team needs alongside the risk assessment and in line with the identified priorities of the Portsmouth Safer Partnership. All our staff will complete <http://www.elearning.prevent.homeoffice.gov.uk> or through the Pre-School Learning Alliance PLA as part of their ongoing training.

The setting will work in partnership with other organisations and parents to prevent children from being drawn into extremism. Parents and children will be supported to understand how to stay safe online. We will use both local Portsmouth Safeguarding Children Partnerships PSCP resources www.portsmouthscp.org.uk and national resources www.saferinternet.org.uk.

Where there are concerns that a child could be at risk of radicalisation the setting will follow normal safeguarding procedures and contact the MASH team.

Portsmouth City council have a Prevent Coordinator who can be contacted for advice and support prevent@portsmouthcc.gov.uk or speak to Charlie Pericleous/John Webster 023 92 822 251.

The setting will build children's resilience to radicalisation by providing a safe environment and by promoting British values through the curriculum offered; Personal, Social and Emotional Development and Understanding the World.

County Lines

County Lines is a form of criminal exploitation where urban gangs persuade, coerce or force children and young people to store drugs, money and/or transport them to suburban areas, market towns and coastal areas (Home Office 2018) It can happen in any part of the UK and is against the law and a form of child abuse.

Children and young people may be criminally exploited in multiple ways, including child sexual exploitation, trafficking, gang and knife crime.

County lines gangs are highly organised criminal networks that use sophisticated, frequently evolving techniques to groom young people and evade capture by the police. Perpetrators use children and young people to maximise profits and distance themselves from criminal act of physically dealing drugs.

It can lead to serious physical and emotional harm to young people, adults working with children must see County Lines as a form of abuse and see children as victims of criminal exploitation to enable child to receive the safeguarding support and protection they need.

Risks include:

- Criminalisation
- Drugs
- Physical Violence
- Sexual abuse and exploitation
- Trafficking and missing children
- Cuckooing
- Financial exploitation and abuse

We work to help raise awareness of county lines through training, discussions and identify any child or family that might be at risk and form part of a multi-agency response

If you are worried a child or young person might be or is at risk of being exploited by a county lines gang, you must share your concerns and follow our procedures.

Children known to social care

Where a child is subject to involvement of Children's Social Care, we will ensure that:

- The Management Team, Key Person is aware that the child is known to Children's Social Care.
- The Management Team is responsible for monitoring and recording patterns of attendance.
- Pre-existing injuries are recorded, monitored and shared with the allocated social worker.
- Any concerns will be shared immediately with the DSL and the allocated Social Worker.

Management of allegations against staff, students, or volunteers

This framework for managing cases should be used 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 a child, or may have harmed a child.
- Possibly committed a criminal offence against or related to a child; or
- Behaved towards a child or children in a way that indicates s/he would pose a risk of harm if they work regularly or closely with children.

The following process should be followed:

- a) Any allegation of abuse made against a member of staff, student or volunteer in Drayton Daisy Chain Pre-School will be dealt with fairly, quickly, and consistently, in a way that provides effective protection for the child and at the same time supports the person who is the subject of the allegation.
- b) All allegations of serious harm or abuse must be reported to the DSL immediately who must inform the Local Authority Designated Officer (LADO) within 24hrs to determine the next steps. If the allegation is made against the DSL, the other Manager – Mrs Vikki Murray will inform the LADO. 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 is in need of protection or in need of services; and
 - Consideration by an employer of disciplinary action in respect of the individual.
- c) The setting will notify Ofsted of any allegations of serious harm or abuse by a person working or looking after children at the premises (whether the allegations relate to harm or abuse committed on the premises or elsewhere). Ofsted will be informed as soon as is reasonably practicable, but at the latest within 14 days of the allegations being made. Contact should be made via email, using the '*LADO NOTIFICATION FORM*' contained in this policy.
- d) Allegations will be treated seriously and the decision to inform parents or carers, if they do not already know, will be made in conjunction with the LADO. In circumstances where the Police or children's social care is involved, the LADO will consult with these agencies as to how the parents should be informed.
- e) The “person of concern” (POC) will be informed of the allegation as soon as appropriate after the DSL has consulted with the LADO. In circumstances where a strategy meeting is required with Police and children's social care, the POC should not be informed until those agencies have agreed that information can be disclosed to the individual. If the person is a member of a union or professional association, they should be advised to seek support from that organisation. At this stage consideration should be given to appropriate employee support e.g. directed to their GP.
- f) A full investigation of the allegation will be carried out by the appropriate agencies in liaison with the LADO and the DSL.
- g) In some cases, where there is immediate risk of harm posed to children or vulnerable adults by a POC, consideration will be given to looking at alternative temporary arrangement (i.e. time away from the place of employment, alternative duties, suspension).
- h) The LADO will chair meetings to consider the strategy and action plan. The action plan will be reviewed through meetings until the conclusion of the investigation. The LADO's role is to monitor and oversee the investigation and

conclusion of the case. At conclusion of the case there will be one of four outcomes:

- *Substantiated* - there is sufficient identifiable evidence to prove the allegation;
- *False* - there is sufficient evidence to disprove the allegation;
- *Malicious* - there is sufficient evidence to disprove the allegation and there has been a deliberate act to deceive;
- *Unsubstantiated* - there is insufficient evidence to either prove or disprove the allegation. The term, therefore, does not imply guilt or innocence.

(Keeping children safe in education - Statutory guidance for schools and colleges July 2015)

- i) If a substantiated allegation is serious enough to warrant dismissal, the LADO will consider whether referral to the Disclosure and Barring Service, Ofsted and the registered body is required.
- j) If it is decided on conclusion of the investigation that the member of staff should return to work, the appropriate manager will consider how best to facilitate this. Help and support will be provided to the individual to return to work and depending on the individual's circumstances, a phased return with the provision of a mentor will be considered.
- k) On the conclusion of a case in which an allegation is substantiated, the Committee and Management Team will oversee a review of the circumstances of the case to determine whether there are any improvements to be made to the organisations procedures or practice to help prevent similar events in the future.

Supervision, monitoring and development

The aim of line management supervision is to provide an accountable process which supports, assures, and develops the knowledge, skills and values of an individual, group or team. The functions of supervision will be addressed in the supervisory process in the following ways;

- To ensure that the worker carries out those responsibilities to a professional standard.
- To carry out a formal appraisal.
- To assist in every way with the professional development of the worker including identification of learning needs in order to fulfil their roles and responsibilities.
- To be a primary source of staff care for the worker.
- To mediate for the worker with colleagues, the organisation and other stakeholders.

Those responsible for supervising Early Years Practitioners working with children and families will ensure that there is appropriate 1-1 supervision in place which supports staff and volunteers in their role.

Supervision is an essential component of practice governance and as such performs a valuable role in supporting and challenging practitioners to develop their skills and improve their practice. An appropriately experienced and qualified supervisor aims to enable the practitioner to achieve, sustain and creatively develop a high quality of practice through the means of focused support and development. Supervisors adopt a facilitative approach to supporting and developing practitioners learning through the exploration of attitudes, beliefs, behaviours and procedures, and challenging assumptions which will enable practitioners to contribute to ensuring safe, high quality interventions for our children and families.

As such, Drayton Daisy Chain Pre-School is committed to ensuring that:

- All staff and volunteers have termly line management supervision appropriate to their role. This is delivered by The Management Team in a group and a one to one basis.

All staff, apprentices and volunteers will be required to attend relevant training to ensure that they are competent and confident in carrying out their responsibilities for safeguarding and promoting children's welfare.

Training will be appropriate to the area or level of work in relation to children and families and will vary according to individual roles. The Management Team will review this on a regular basis during regular supervision sessions. As a minimum, all staff and volunteers will attend mandatory basic safeguarding training that will equip them to recognise and respond to child welfare concerns and provide them with:

All staff and volunteers will undertake suitable refresher training at three yearly intervals to keep their knowledge and skills up to date. In addition, they will be expected to access the written policies and procedures in relation to Safeguarding as part of their initial induction, which will include details of the Designated Officer for Safeguarding.

Camera, Mobile phone and recording devices

Drayton Daisy Chain Pre-School forbids the use of personal cameras, mobile telephones and recording devices by staff members, students, and volunteers whilst on duty.

- All staff, students and volunteers who are working with children are required to switch off or turn to silent any mobile phones and recording devices.
- Personal devices will be stored securely in the lockable unit⁷ situated on the Mangers desk within the playroom.
- Personal devices will be signed in and out of the secure storage by the staff member and the Management Team on to the 'mobile phone log'.
- Staff members, students and volunteers may access their personal devices whilst off duty.
- If staff are wearing a 'smart watch' to the setting, they are to use this only for it's time functionality. Staff will be asked to ensure their Bluetooth is turned off so that their watch is not connected to their mobile phone.
- Any member of staff who does not comply with the 'camera, mobile phone and recording device policy' will be dealt with in line with the settings grievance and disciplinary procedures.
- Children will only be photographed or recorded using a camera/recording devices that are the official setting owned equipment and Children will only be photographed or recorded if parental consent has been obtained.
- Parents and visitors are informed that the use of mobile phones within the Pre-School is not allowed and this is done when they sign our visitors book on entry to the Pre-School. Parents and visitors seen using their mobile phone will immediately be challenged by a member of staff who will ask them to terminate the use and if necessary, escort them off the premises where they can use their mobile phone safely.

Whistle Blowing

Drayton Daisy Chain Pre-School also has whistle blowing guidance for serious concerns, such as:

- Breach of the law or committing an offence.
- Unauthorised or misappropriation of public funds.
- Suspected fraudulent activities.
- Physical or sexual abuse of children / parents.

This guidance is for all staff, students and volunteers working at Drayton Daisy Chain Pre-school.

You can of course raise any matter anonymously, but if you do not share who you are it will be much more difficult to investigate the matter. It means it will be difficult to clarify understanding of the issues raised, or able to protect your position, or to let you know the outcome. It will also mean that it is more difficult to provide you with the same support and assurances.

You do not need to have firm evidence before raising a concern, but you will need to provide as much information as possible. The earlier you raise a concern the easier it is to resolve it.

Staff, students or volunteers must acknowledge their individual responsibilities to bring matters of concern to the attention of either the Manager / the Deputy Manager / the Committee Chairperson or relevant agencies. Although this can be difficult this is particularly important where the welfare of children may be at risk.

You may be the first to recognise that something is wrong but may not feel able to express your concern out of a feeling that this would be disloyal to colleagues or you may fear harassment or victimisation. These feelings, however natural, must never result in a child or young person continuing to be unnecessarily at risk. Remember it is often the most vulnerable children or young people who are targeted. These children need someone like you to safeguard their welfare.

Don't think what if I am wrong - think what if I am right.

Reasons for whistle blowing

- Each individual has a responsibility for raising concerns about unacceptable practice or behaviour.
- To prevent the problem worsening or widening.
- To protect or reduce risks to others.
- To prevent becoming implicated yourself.

What stops people from whistleblowing?

- Starting a chain of events which spirals.
- Disrupting the work or project.
- Fear of getting it wrong.
- Fear of repercussions or damaging careers.
- Fear of not being believed.

How to raise a concern

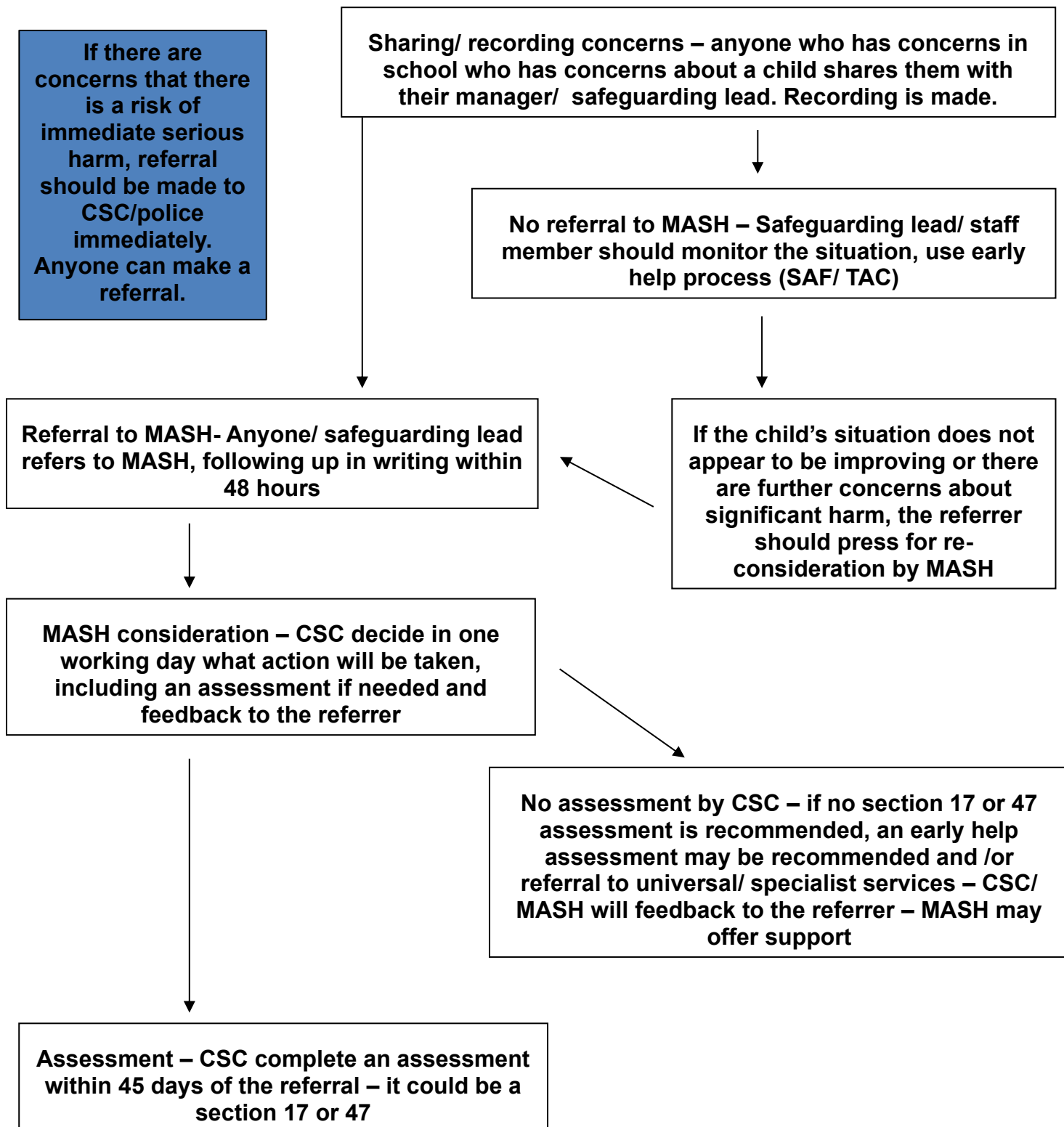
- You should voice your concerns, suspicions, or uneasiness as soon as you feel you can. The earlier a concern is expressed the easier and sooner it is possible for action to be taken.
- Try to pinpoint what practice is concerning you and why.

- Approach someone you trust and who you believe will respond.
- Make sure you get a satisfactory response - don't let matters rest.
- Put your concerns in writing.
- Discuss your concerns with - Manager / Committee Chairperson or relevant agencies.
- If the concern relates to the welfare of children and you are not able to discuss with your - Manager / Committee Chairperson, you should contact the LADO directly (form available at the end of this policy).
- A member of staff is not expected to prove the truth of an allegation, but you will need to demonstrate sufficient grounds for the concern.
- The Manager / Committee Chairperson or relevant agencies will undertake an investigation into your concerns and offer you support. Where this relates to the welfare of children this will be in conjunction with the LADO, as per the 'managing allegations against staff' guidance.

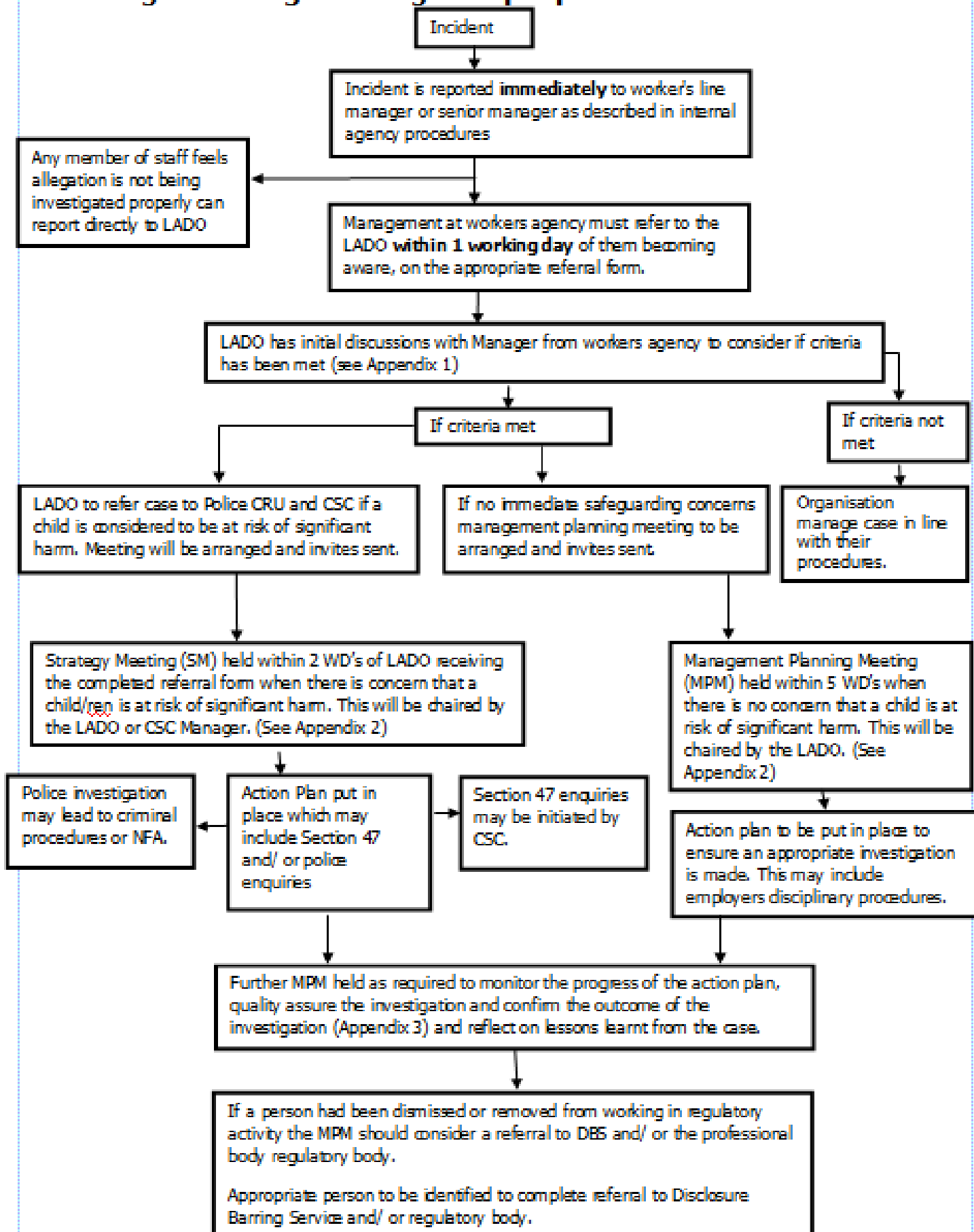
People to contact

- Mrs Sara Thorpe – Manager 07769969539
- Mrs Vikki Murray – Manager 07769969539
- Mrs Alice Marshall - Chairperson 07815956515
- Local Authority Designated Officer (LADO): Rebecca Paradise 023 92 834 827/ 02392 882500
- Multi Agency Safeguarding Hub (MASH): 02392 688 793/ 0300 555 1373
- Ofsted: (0300) 123 1231

Action when a child has suffered or is likely to suffer significant harm



Dealing with allegations against people who work with children



**ALLEGATIONS OR CONCERNS ABOUT A
PERSON WORKING WITH CHILDREN.**

LADO NOTIFICATION FORM

This form has been designed to help all agencies working with children record and refer information if 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; or
- Behaved towards a child or children in a way that indicates s/he is unsuitable to work with children

Every agency that employs or places people to work with children should designate a senior manager to deal with allegations against staff and volunteers. In the event of an allegation being made that meets any of the above criteria, the manager should complete this form and **without delay** e-mail it to the Local Authority Designated Officer (LADO)*. The manager should then telephone the LADO immediately to discuss the next course of action.

LADO: Rebecca Paradise

Tel: 023 9288 2500

E-mail: lado@secure.portsmouthcc.gov.uk

**Do not assume that the form has been received*

**If you think a child is at immediate risk of significant harm
phone Children's Social Care and/or Police immediately**

Children's Services: 0845 6710271 or 02392688793

Children's Services Out of Hours Service: 0300 5551373

Police –101 (999 if an emergency)

When receiving an allegation:-

- Treat it seriously and keep an open mind
- **Do not** investigate
- **Do not** make assumptions or offer alternative explanations
- **Do not** promise confidentiality
- Record the details using the child/adult's own words
- Note time/date/place of incident(s), persons present and what was said
- Sign and date the written record
- Do not inform the subject if this might place the child at risk of further harm or jeopardise any future investigation

Further information about allegations procedure can be found at:

- 4lscb (Local Safeguarding Children Board) Procedures

<https://www.portsmouthscp.org.uk/professionals/allegations-and-whistle-blowing/>

Please complete all sections

Referrer details	
Date of referral:	Time of referral:
Date & time of incident:	Date referrer became aware:
Name:	Job title:
Organisation:	
Address:	
Tel no(s):	Email:

Child's Details		
Name:		
Date of Birth:	Ethnicity	M/F:
Home address:		
School:		
Additional information e.g. disability, communication or other special needs; previous child protection concerns		

Parent/Carer Details	
Name:	
Home address:	Tel No(s):

Person of concern (PoC):		
Name:		
Date of Birth:	Ethnicity	Tel. no(s)
Job Title:	Employment status	

Employer:

Home Address:

Additional information e.g. employment history; previous concerns raised:

If suspended please give date and reasons:

Details of allegation/concern – this section should include date(s), time(s) and places:

Has a parent/carer been informed? If yes please give reason.

Has the member of staff or volunteer been informed? If yes, please give reason.

Action taken within organisation

Action by LADO

Signature of Referrer