

Part of staff Induction-

CHILD PROTECTION AND STAFF BEHAVIOUR POLICY

STATEMENT OF INTENT

The safety and welfare of all children at Jack and Jill's is our highest priority. All members of staff have a duty to safeguard our children's welfare and must therefore familiarise themselves and comply at all times with this policy. All staff should be aware that safeguarding incidents can happen at any time and anywhere and are required to be alert to any possible concerns.

WHAT IS CHILD ABUSE?

The NSPCC's child protection fact sheet "Signs of Abuse" (www.nspcc.org.uk/signsofabuse) dated April 2014 should be referred to by all staff in raising their awareness of and helping them to identify the signs of child abuse. (please in the appendix of this document)

SAFER EMPLOYMENT PRACTICES

Jack and Jill's Preschool follows the Government's recommendations for the safer recruitment and employment of staff who work with children. In addition to carrying out safe recruitment procedures as set out in the DfE's guidance 'Keeping Children Safe in Education.

As a result, new staff all have a DBS check carried out and need to provide at least 2 references, complete an interview, a day where they are observed with staff and children and an induction period.

STUDENTS - Students also need to provide proof of a DBS check and will not be left alone with the children. When they need to use the toilet, staff will check to ensure the toilets are empty first. This is agreed with the Student and College prior to the start of their placement. Manager and College will keep in close contact during the student's placement and if the Manager has concerns the student will be withdrawn. During the time where a student has a long term placement and is viewed to be an effective member of the team, they can be counted in staff ratio and gain the same entitlements to move around Preschool, as a star member.

Staff members will ask for support from another when a child becomes violent and is a concern to their own safety and others around them. They will also ask for support when they are feeling stressed, upset or anxious and need a short break to collect their thoughts - due to personal reasons or a difficult time, pushing their patience at Preschool.

Staff will shout out when they are going to the toilet with children, so we know where they are at all times. Toilet doors will never be shut when a child is in the bathroom. Children are only to be changed in the main hall, in the changing area, where they can be seen. A barrier is provided to maintain the privacy of the child, and this is carried out very discreetly when visitor's are present. Visitors will not be kept in this area.

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It is the responsibility of all staff to ensure students and visitors are monitored closely. Visitors keep their belongings closely with them and staff will all talk to visitors and remind them that they can not use their phone in the setting.

All professional visitors will be asked to show proof of who they are and where they come from and are asked to sign in the visitor's book.

DESIGNATED SAFEGUARDING LEAD

Anna Zeneli, (or in her absence, Deputy Manager Nicola Baker, are our designated safeguarding leads (DSL).

They have both had training to meet the needs of Safeguarding at this level and this is taken place annually. Additional members of staff have also had this training.

INDUCTION AND TRAINING

Every new member of staff, including part-timers and Bank staff receive appropriate induction training on their responsibilities in being alert to the signs of abuse and bullying and on the procedures for recording and referring any concerns.

Phone 0208 303 7777 at any time if you are worried there is a risk of significant harm to a child or young person.

Out of hours you will be connected to the Bexley Emergency Duty Service.

LSCB

221 Erith Road,
Bexleyheath, Kent,
DA7 6HZ

Tel: 0203 045 4320

Email: bscb@bexley.gov.uk



In an emergency call 999

Abuse can take different forms. Common types are:

- **Neglect – the persistent lack of essential care for a child including enough love, stimulation, safety, food, clothing, shelter, medical care or education. It can also mean leaving a child alone and at risk.**
- **Emotional abuse – can mean repeatedly rejecting a child, constantly threatening or putting a child or young person down so that they feel unloved and worthless.**
- **Physical abuse – including hitting, punching, burning, poisoning, attempted drowning and smothering.**
- **Sexual abuse – forcing or persuading a child or young person to take part in any kind of sexual activity. It can include inappropriate touching, kissing or sexual intercourse. It can also involve causing a child to look at, or being involved in pornographic material or videos.**

A child may experience more than one type of abuse or neglect.

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TRAINING CONTINUED

Child Protection and Safeguarding Training is completed by staff annually on the Early years Alliance online Training. Additional training in Safeguarding is completed with Bexley Council every 3 years by Management staff. Child protection is also an important part of the induction process. More detail is set out in our policy on '**Induction of New Staff, Managers and Volunteers in Child Protection**'.

Induction Training includes a review of the school's child protection policy including the staff code of conduct policy/behaviour policy, the identity of the DSL and **all new staff are issued with a copy of the school's Safeguarding policy.**

Training also promotes staff awareness of **female genital mutilation**. Staff are made aware of the signs, symptoms and indicators of such practices and are required to take action without delay if such a practice is suspected.

PROCEDURES FOR DEALING WITH ALLEGATIONS OR CONCERNS ABOUT A CHILD

Our Pre school treats the safeguarding all children in its care as the highest priority and recognises the important role it has to play in the recognition and referral of children who may be at risk. All our staff are made aware of their duty to safeguard and promote the welfare of children in the Pre school's care.

Every member of staff, including part-timers, bank, visiting, and volunteer staff are required to report instances of actual or suspected child abuse or neglect to the DSL. Where the allegation(s) concern the DSL the staff member should report the matter to the Manager, who will begin the investigation by contacting the **LADO (Local Advisory Designated Officer - 0208 3037777 x 4699 or x4739 LADO@BEXLEY.GOV.UK within 24 hours of the safeguarding issue being raised.** At Preschool we have a Culture of Safety, therefore the needs and welfare of the children are always paramount above anything else, such as Staff to staff relationships.

Police Emergency - 999

Police Non-Emergency – 101

Bexleyheath Local police station

2 Arnsberg way

Bexleyheath

Kent

DA7 4QS - OPEN 24 HOURS

OFSTED 0300 1231231

Whistleblowing@ofsted.gov.uk

Disclosure and Barring Service

PO Box 181, Darlington, DL1 9FA Tel: 01325 953795

NSPCC helpline – help@nspcc.org.uk or 0808 800 5000

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PROCEDURES FOR DEALING WITH ALL DISCLOSURES/ALLEGATIONS OF ABUSE

Allegations of abuse may be made against a member of staff, a volunteer, a Manager, a child parent or other person connected to the school.

Allegations of abuse against staff will be dealt with by the Manager, while in direct contact with the LADO Local Advisory Designated Officer.

If a member of staff is made aware of any allegation of abuse, or if knowledge of possible abuse comes to his/her attention it is his/her duty to listen to the child, to provide re-assurance and to record the child's statements, but not to probe or put words into the child's mouth. On hearing an allegation of abuse or complaint about abuse directly from a child, a member of staff should limit questioning to the minimum necessary for clarification. Leading questions should be avoided. No inappropriate guarantees of confidentiality should be given.

The member of staff should make and submit an accurate written record and inform the DSL (Manager, or Deputy in her absence immediately so that appropriate agencies can be informed within 24 hours and the matter resolved without delay. The DSL will contact the Local Authority Designated Officer (LADO) for advice or direction and will inform Ofsted if appropriate. Ofsted will be contacted within 14 days of any allegations of serious harm or abuse and the action taken in respect of these allegations.

Should the allegation of abuse concern the DSL the member of staff should inform the deputy to the DSL who will act in the place of the DSL. Should the allegation be against the Deputy, the member of staff would go to the DSL as normal.

The LADO and the DSL will decide in the circumstances what further steps should be taken. This could involve informing parents and calling the police.

If the allegation concerns a member of staff, or volunteer he/she would normally be informed as soon as possible after the result of any initial investigation authorised or conducted by the LADO is known. Advice will always be sought from the LADO first.

The outcome of investigation of an allegation will record whether it is substantiated (sufficient evidence either to prove or disprove it), unsubstantiated (insufficient evidence either to prove or disprove it), false (sufficient evidence to disprove it) or malicious (sufficient evidence to disprove it and that there has been a deliberate act to deceive). If it is established that the allegation is malicious, no details of the allegation will be retained on the individual's personnel records. In all other circumstances a written record will be made of the decision and retained on the individual's personnel file in accordance with DfE advice.

If the LADO or any of the statutory child protection authorities decide to take the case further, any staff member concerned may be suspended if this is felt appropriate. The reasons and justification for suspension will be recorded and the staff member

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informed of them. In the case of staff the matter will be dealt with in accordance with the Disciplinary Procedure.

DBS

We follow Disclosure and Barring Services (DBS) guidance and procedures regarding referrals and barring decisions and the Safeguarding Vulnerable Groups Act 2006 and the Safeguarding Vulnerable Groups Act (Prescribed Criteria and Miscellaneous Provisions) Regulations 2009. The Pre school will report to the DBS, within 2 weeks of leaving - any person (whether employed, a volunteer or a student) whose services are no longer used because he or she is considered unsuitable to work with children. This also includes dismissal, terminating the placement of a trainee or volunteer.

PARENTS

In general, we believe that parents should be informed about any concerns regarding their children. It is important that we are honest and open in our dealings with parents. However, concerns of this nature must be referred to the DSL who will decide on the appropriate response. In a very few cases, it may not be right to inform them of our concerns immediately as that action could prejudice any investigation, or place the child at further risk. In such cases, advice will be sought from the LADO.

PROMOTING AWARENESS

Our Pre School's curriculum is designed to foster the spiritual, moral, social and cultural development of all our children. All teaching staff play a vital role in this process, helping to ensure that all children relate well to one another and feel safe and comfortable within the Pre school. We expect all **staff to lead by example** and promote the health, safety and well-being of all children in our care. All staff have an important role in insisting that pupils always adhere to standards of good behaviour, and therefore need to consistently consider how they talk and behave around the children, including how they speak to adults and other members of staff.

Wherever possible, staff should avoid behaviour which might be misinterpreted by others, and report and record any incident with this potential.

STAFF BEHAVIOUR AND CODE OF CONDUCT

Children should feel safe and welcomed at Preschool, having built trusting relationships with their key workers and other staff, they should be comfortable to talk openly about issues that are troubling them.

Staff need to ensure that their behaviour does not inadvertently lay them open to allegations of abuse. This is by following protocol;

- by changing children in the appropriate place (main hall changing area),
- telling other staff when taking children to the toilet,
- asking another for support when dealing with challenging and physical outbursts.

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They need to treat all children with respect and try not to be alone with a child or young person. Where this is not possible, it is good practice to ensure that others are within earshot.

Physical contact with pupils

There are occasions when it is entirely appropriate and proper for staff to have physical contact with children, such as cuddling, or comforting a child and changing them, but it is crucial that they only do so in ways appropriate to their professional role. Staff should, therefore, use their professional judgement at all times.

Physical contact should never be secretive, or of the gratification of the adult, or represent a misuse of authority. If a member of staff believes that an action could be misinterpreted, the incident and circumstances should be recorded as soon as possible, the DSL informed and, if appropriate, a copy placed on the pupil's file. For example when a child is upset and refusing to come in from the garden, a member of staff gently touches their hand to attempt to encourage them to take it and come in. Then the child refuses, screaming 'Don't touch me'

Physical Restraint

Any physical restraint is only permissible when a child is in imminent danger of inflicting an injury on himself/herself or on another, and then only as a last resort when all efforts to diffuse the situation have failed. Such as:

- Distracting the child
- Offering a comforter
- Talking gently to them and supporting them to understand why they are upset or angry, acknowledge their feelings and work together to find a resolution
- Giving the child time to calm down and space away from others they may harm (creating an area around them until they have had a chance to calm down). While an adult stays close to ensure they are okay and offer their support, when the child is accepting.

When the child is not in a safe area and can hurt themselves, they can be restrained without hurting them while the area is quickly cleared or removed briskly to an area where they are safe from harm.

All incidents of the use of physical restraint should be recorded in writing (to be stored in the child's personal file) and reported immediately to the DSL who will decide what to do next. **Parents will be informed daily if their child has been in the Take A break area or restrained.**

Confidentiality

Staff members should never give absolute guarantees of confidentiality to children or adults wishing to tell them about something serious. They should guarantee only that they will pass on information to the minimum number of people who must be told in

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order to ensure that the proper action is taken to sort out the problem and that they will not tell anyone who does not have a clear need to know. They will also take whatever steps they can to protect the informing child or adult from any retaliation or unnecessary stress that might be feared after a disclosure has been made.

EQUAL TREATMENT

All staff are committed to equal treatment for all pupils regardless of sex, race, disability, religion or belief. Diet restrictions are always followed and taken seriously by all staff. In the Pre School, staff will put out multicultural toys out each day and celebrate religious days that relate to our children. Children are also given the opportunity to visit the church and the vicar also comes in for educational visits. The children are given the opportunity to eat various multicultural food, look at books in various languages and from various settings from around the world. They listen to multicultural music and participate in different traditional dances, with various traditional costumes. At Preschool staff will use their knowledge of different languages to talk to children to help them settle, when leaving parents is an emotional time, reading stories, singing, to understand the needs of children speaking in their home language and acknowledge what they say. At all times, staff should aim to promote self esteem and celebrate differences, enriching the children with knowledge and experiences of the various cultures and religions that co-exist in the local community. It is the responsibility of all staff to ensure children are encouraged to make their own choices and develop into strong individuals that can say 'NO' when they are not made to feel comfortable, or where another is trying to influence their decision, including becoming part of a terrorist group or involved in terrorist or extremist action. Any disclosures made by staff or children relating to extremist or terrorist action is recorded immediately using Safeguarding forms and given to the DSL (Designated Safeguarding Lead).

BULLYING

Bullying, harassment and victimisation and discrimination will not be tolerated. We treat all our children, their parents and staff fairly and with consideration and we expect them to reciprocate towards each other, the staff and the Preschool.

COMPLAINTS

Copies of the Pre school's complaints procedure can be sent to any parent on request and is available on the Preschool website, as noted on the Registration form, when a new child starts. Any complaint arising from the implementation of this policy will be considered under the Pre school's complaints procedure.

WHISTLEBLOWING

If a Manager or a member of staff has concerns about the behaviour of another member of staff towards a child/ren, he or she should report it at once to the DSL or LADO, if you do not feel the DSL is dealing with the information appropriately. Any concern will be thoroughly investigated under the Pre school's whistle-blowing procedures. Where there are allegations of criminal activity, the statutory authorities

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will always be informed. Wherever possible, and subject to the rights of the child, the member of staff will be informed of the outcome of the investigation. No one who reports a genuine concern in good faith needs to fear retribution. Under the Public Interest Disclosure Act 1998 the member of staff may be entitled to raise a concern directly with an external body where the circumstances justify it. We have a culture of safety at Preschool, where the children's safety is always paramount before another. Where a member of staff fails to disclose a concern, this may result in a disciplinary or dismissal for not meeting essential requirements of their job description.

DAILY CONDUCT REQUIREMENTS FOR STAFF - Attendance and Timekeeping
Should a staff member need to be absent or expect to be late for any reason, he/she should ask their Manager in advance when possible. If this is not possible, he/she is asked to contact the Manager by 7.30am that day. Staff should all sign in and out each day and complete time sheets.

Smoking

To promote a healthy and pleasant working environment and because of the fire risk, smoking is not allowed anywhere on the church grounds.

Alcohol and Illegal Drugs

Consumption of illegal drugs is not permitted if you are an employee of Jack and Jill's Preschool. Alcohol may not be consumed in Pre school and a member of staff should never come into work under the influence of alcohol.

Security

Staff must not remove any school documents from the site nor take any photographs without due permission. Bags and phones must be placed away in the cupboard during Pre School open hours.

Personal Appearance

The Pre school regularly receives visits from parents, potential parents and others, and naturally wishes to convey an impression of efficiency and organisation. Therefore whilst not wishing to impose unreasonable obligations of staff they are, nonetheless, required to be clean and look smart in appearance.

Use of Mobile Phones and Cameras

Photographs will only be taken of children with their parents' permission (provided in writing via consent form section of the Registration form). Where photographs are taken by staff to give evidence of children's progress, photos can only be taken on the pre school camera. They will then be printed and deleted by the Manager.

MONITORING AND EVALUATION OF THIS POLICY

The school monitors and evaluates its child protection policy and procedures through the following activities:

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- Management team discussion sessions with children and staff
- Frequent scrutiny of attendance data
- Regular analysis of a range of risk assessments
- Regular analysis of appropriate provision for the fulfilment of other safeguarding responsibilities relevant to the Preschool.
- Logs of bullying and/or racist behaviour incidents are reviewed regularly by the Manager
- Regular review of parental concerns and parental questionnaires

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Extra useful information

Information on Child Sexual Exploitation

Child sexual exploitation (CSE) involves exploitative situations, contexts and relationships where young people receive something (for example food, accommodation, drugs, alcohol, gifts, money or in some cases simply affection) as a result of engaging in sexual activities. Sexual exploitation can take many forms ranging from the seemingly ‘consensual’ relationship where sex is exchanged for affection or gifts, to serious organised crime by gangs and groups. What marks out exploitation is an imbalance of power in the relationship. The perpetrator always holds some kind of power over the victim which increases as the exploitative relationship develops. Sexual exploitation involves varying degrees of coercion, intimidation or enticement, including unwanted pressure from peers to have sex, sexual bullying including cyberbullying and grooming. However, it is also important to recognise that some young people who are being sexually exploited do not exhibit any external signs of this abuse.

Information on Female Genital Mutilation

Female Genital Mutilation (FGM): professionals in all agencies, and individuals and groups in relevant communities, need to be alert to the possibility of a girl being at risk of FGM, or already having suffered FGM. There is a range of potential indicators that a child or young person may be at risk of FGM, which individually may not indicate risk but if there are two or more indicators present this could signal a risk to the child or young person. Victims of FGM are likely to come from a community that is known to practise FGM. Professionals should note that girls at risk of FGM may not yet be aware of the practice or that it may be conducted on them, so sensitivity should always be shown when approaching the subject. Staff should activate local safeguarding procedures, using existing national and local protocols for multi-agency liaison with police and children’s social care.

Information on Preventing Radicalisation

The Counter-Terrorism and Security Act, which received Royal Assent on 12 February 2015, places a duty on specified authorities, including local authorities and childcare, education and other children’s services providers, in the exercise of their functions, to have due regard to the need to prevent people from being drawn into terrorism (“the Prevent duty”). This guidance will be updated further to reflect the implications of the Prevent duty, which is expected to come into force later in 2015.