



Registered Charity No: 1128799

Further Safeguarding Guidance for The Hollies Pre-school

Last reviewed April 2020
To be reviewed by April 2021

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Data protection act 2018
Section 127 of the police act.

Further Safeguarding Guidance for The Hollies Pre-school

The Literature Review prepared for the Plymouth serious Case Review identified the characteristics of safe settings as:

- Staff are respectful to all employees as well as children;
- Staff are open about discussing good and poor practice;
- Blame only happens in extreme circumstances;
- Leaders model the appropriate behaviour;
- Staff are knowledgeable about the vulnerability of the children whom they look after and aware that abusers may already be in the employ of the organisation;
- Children are listened to;
- Staff are empowered to challenge poor practice;
- Parents are encouraged to be involved in their child's plan and welcomed to the setting;
- Whistleblowing procedures are in place and staff know how to use them.

Personal code of conduct

All staff understand our Child Protection policy and are committed to preventing exploitation and abuse of children.

The children's safety and well-being is paramount and should be put before loyalty to colleagues.

We respect all individuals regardless of age, developmental stage, disability, racial heritage, religious belief or sexual orientation.

Staff form appropriate relationships with the children based on mutual respect and trust. If a child seeks cuddles or comfort staff should respond appropriately by not rejecting the child, but with care and helping the child to understand boundaries.

Creating a Safe Environment and Responding to Children

Children learn best when they are healthy, safe and secure, when their individual needs are met, and when they have positive relationships with the adults caring for them.

Empowering children to talk to adults that they trust and ensuring that these individuals respond appropriately is an effective way of keeping children safe from abuse. This Pre-School/Breakfast club / Afterschool club / Holiday club uses strategies to ensure that its children have a range of adults with whom to share their concerns. All pre-school children are allocated a key person, who will get to know them well and build up a close relationship with them. We use circle time, story time, adult led activities, puppets, etc. to encourage the pre-school children to talk about and understand their feelings. All staff are approachable and build up good relationships with children attending all sessions, including after-school and holiday club. Staff sit with the children at snack time giving the opportunity to talk about their day. If staff pick up on any worries or concerns the child might have they will follow this up at a more appropriate time.

We undertake risk assessments to ensure the facilities are safe and suitable.

Risk assessments are carried out when necessary, e.g. when taking children off the school premises. Risk assessments have been carried out for the following:

- hazards that may affect staff and children during the daily running of the preschool;
- hazards that may affect students on placement;
- security – electronic number pad installed on both gates;
- climbing frame;
- trim trail/tyre park;
- pets/animal contact in setting;
- taking children over to school;
- fire risk assessment.

All risk assessments are reviewed annually or as necessary.

Staff are employed to adhere to at least the minimum recommended ratios. They are deployed around the pre-school/breakfast club / after school/ holiday club to support the safety and welfare of the children and to enable them to have a positive learning and development experience.

Staff at this setting are aware that children's physical and emotional well being and behaviours are affected by things happening in their lives. Our Behaviour Management Policy and Health Policy outline our ethos and procedures and must be read by all staff.

Working With Other Agencies and Sharing Information

Staff at The Hollies Pre-School are committed to working with other agencies to support all children including our most vulnerable children. We will contribute to this by participating in the Common Assessment Framework (CAF) process, attending Child Protection Conferences, Core Groups, Strategy meetings and other support packages. Staff have attended CAF and contact point training and Looked after children in early years settings training. We will share information appropriately and maintain confidentiality.

Making Children Aware

As part of developing skills to help children keep themselves safe they should be taught:-

- to recognise and manage risks in different situations and then decide how to behave appropriately
- to understand what kind of physical contact is acceptable and unacceptable
- to recognise when pressure from others (including people they know) threatens their personal safety and develop effective ways of resisting pressure, including knowing where and when to get help

At The Hollies Pre-School we use the following activities and strategies to develop these skills. The activities are developed to be appropriate to the age of the children.

- Childline posters are displayed in the entrance and the butterfly room;
- Unacceptable behaviour is challenged, and positive behaviour is reinforced through adult led activities, role play, stories. We have rules in place that are displayed in the room and are reinforced at circle time, etc;
- Children are encouraged to express their feelings and voice their objections, with support from staff if needed;
- Staff are at hand to support children to manage their own risks;
- We invite visitors into the setting such as the local police and fire service to talk about stranger danger, fire safety, etc;
- 'Digiducks Big Decision', a story book to help teach children about e-safety is available for parents to borrow so they can share it with their child at home;
- Parents are sign-posted to relevant internet sites that offer advice for keeping children safe.

Supervision

At The Hollies Pre-School we support staff by operating a supervision process. These are carried out half termly.

Effective supervision should support, coach and train the practitioner and promote the interests of children. Supervision should foster a culture of mutual support, teamwork and continuous improvement which encourages the confidential discussion of sensitive issues, and the immediate reporting of any grounds for concern about a child's welfare and safety.

Supervision should provide opportunities for staff to:

- discuss issues, or difficulties;

- identify solutions to address them; and
- be coached in tackling issues as they arise.

Supervision is recorded, signed and retained in the confidential staff file for the duration of their employment. It is then retained in the past staff file for 5 years.

Appraisals

Staff appraisals are held annually. Meetings are recorded, signed and retained.

Whistleblowing

The chairperson, manager and supervisors hope that any adult working within the setting would feel able to discuss concerns or issues with them initially. However, it is recognised that this may not always be the case so a whistle blowing procedure is in place.

Whistle Blowing Policy and Procedure

Staff must feel able to raise any concerns within the setting without fear of reprisals, harassment or victimisation. In many cases concerns can be quickly resolved through normal processes of informal conversations, staff meetings and committee meetings. However, if the concern is more serious and requires further action the procedures in this policy should be followed.

All staff and volunteers working in the setting must acknowledge their individual responsibility to bring matters of concern to the attention of the manager or the chairperson of the committee. We acknowledge this may be difficult, but it is vital when the welfare of children may be at risk. We must remember that it is often the most vulnerable that are targeted and all children need us to safeguard their welfare.

Don't think what if I'm wrong, think what if I'm right.

What concerns should be raised?

Concerns that fall within the whistle blowing policy may be about something that:

- is unlawful;
- is against The Hollies policies;
- falls below established standard or practice;
- amounts to improper conduct;
- could be a potential health and safety risk.

Before whistle blowing staff should consider the following:

- The responsibility for expressing concerns about unacceptable practice or behaviour rests with all employees and volunteers
- Staff meetings and other opportunities can be used to raise questions and seek clarification on issues that concern members of staff
- Whilst it can be difficult for a member of staff to raise concerns about the practice or behaviour of a colleague, they must act to prevent the problem getting worse, to reduce potential risks to the health and safety of others and to prevent themselves potentially being implicated

Self reporting

If a member of staff has a personal difficulty, maybe a physical or mental problem, which they know to be impinging on their professional competence, they have a responsibility to discuss it with the manager, a supervisor or a director. This is so that support can be offered and any risks removed. Confidentiality cannot be guaranteed where personal difficulties raise concerns about the welfare or safety of children.

Electronic Data Files

The Hollies Administration Database and all related administration documents are kept on the Administrators laptop. Access to the administration area is password protected, the Database and key files containing child specific information are also password protect.

All files containing children's information are kept in encrypted files. The encryption software used is Kruptus 2 Professional and passwords are not shared.
The Hollies Administration Database and fee information is backed-up on an external hard drive regularly.

Safeguarding Young People Policy

We aim to ensure that we offer a safe, secure and productive environment for any young people helping at Hollies on placement from school or college. All members of staff must follow the guidance below:

Behaviour – reassure any young person who may be nervous and needs your guidance, but avoid being over familiar. Never permit 'horseplay' which could cause embarrassment or fear.

Environment – avoid being on your own in an isolated or closed environment with a young person. If you are in the office, keep the door open. Sit where others can see you through the windows.

Internet – ensure young people do not have access to unsuitable websites whilst at The Hollies.

Travel – there should be no occasions when a young person is travelling alone with a member of staff from Hollies.

Disclosure – if any young person discloses confidential information that gives rise to concern for their physical or emotional safety it must be reported to the DSL or DDSL – see information under **responding to a child disclosing abuse**.

Confidentiality.

The pre-schools involvement with children and families can sometimes bring us into contact with confidential information. To ensure that all those who work at and use the pre-school can do so with confidence, we will respect confidentiality in the following ways:

- Parents will have ready access to their children's files, but not access to information about any other child.
- A member of staff will not discuss individual children with another/other members of staff or other people, other than for the purposes of the curriculum, planning, assessment, safeguarding and management.
- Information given to pre-school management staff will not be passed on to other agencies or individuals without permission.
- Issues to do with employment or staff, whether paid or unpaid, will remain confidential to the people directly involved with making personnel decisions.
- Any anxieties/concerns relating to a child's personal health and safety will be kept confidential and will not be shared within the group unless there is a need for individuals to know in the execution of their duties. However, we will share information with other agencies if we feel the child is at immediate risk of abuse or harm.
- Students and visitors to pre-school will be advised of our confidentiality policy and be required to respect it.
- Staff will be expected to keep any information regarding anyone within the pre-school completely confidential. Breach of confidentiality will lead to disciplinary action being taken.

Intimate Care Policy

The Hollies is committed to ensuring all staff responsible for the intimate care of children will undertake their duties in a professional manner at all times when intimate care is given. No child should be attended to in a way that causes distress, embarrassment or pain.

Intimate care is any care which may involve washing, touching or carrying out an invasive procedure (such as cleaning a child who has soiled him/herself) to intimate personal areas.

Staff providing intimate care will be trained in Child protection, Health and safety and Moving and Handling and will be fully aware of best practice. Suitable equipment and facilities will be provided to assist staff.

Children will be supported to achieve the highest level of autonomy that is possible given their age and abilities. Staff will encourage each child to do as much as possible for themselves.

When changing a child the member of staff must inform a close member of staff beforehand. The disabled toilet door must **NOT** be locked when changing a child, but must be left slightly ajar. After changing the child the member of staff must complete the record of changing book. The member of staff must **NOT** block all view of the child.

Each child's right to privacy will be respected; careful consideration will be given to each child's situation.

Intimate care arrangements will be discussed with parents/carers of the child. The needs and wishes of the child and parents will be taken into account wherever possible within the constraints of the staffing. If a child becomes distressed or unhappy about being cared for by a member of staff the matter will be looked into and outcomes recorded. During the process of delivering intimate care any concerns about physical changes in a child's presentation, e.g. marks, bruises, soreness, etc. will be reported to the appropriate designated person for child protection (DSL/DDSL).

Responding to Disclosures and Suspicions of Abuse

Where a child makes a disclosure to a member of staff, s/he will

- stay calm and offer reassurance to the child;
- listen rather than directly question;
- avoid coaching/prompting;
- give reassurance that action will be taken;
- never stop a child who is recalling significant events;
- **not** promise to keep the information a secret or confidential, but find an opportunity to explain that it is likely the information will need to be shared with others;
- record in writing what was said using the child's own words, do not substitute words;
- explain to the child what they have recorded, what they will do next and with whom the information will be shared
- note the date, time any names mentioned and record who the information was given to and sign and date the record

Information must be passed immediately to the DSL who will take lead responsibility for the next steps to be taken and any liaison with local statutory children's services agencies as appropriate. (See flow chart in on notice board for possible courses of action). It is not the responsibility of the person who first encounters a case of alleged or suspected abuse or the DSL/Manager to decide if abuse has occurred. Cheshire East Consultation Service must be contacted immediately if significant harm is identified or suspected and they, with other child protection agencies will make that decision following a referral to them of concern about a child. Directors/DDSL will support the DSL in carrying out their statutory responsibilities.

If you have any Safeguarding concerns please discuss them immediately with our DSL Debbie Moore-Grundy or DDSL Rachel Willoughby.

Please remember that as well as our Safeguarding Policy and Further Guidance references, there are other policies available in the setting which link to Safeguarding issues. These include the following: Intimate Care Policy, Non Collection of Child Procedure, Missing Child Procedure, Medication Policy, security and safety, behaviour management, Health policy, health and safety, staffing and recruitment, care and education, IT policy, positive handling, anti-bullying policy.

Force Majeure

Please refer to separate Force Majeure policy.

Further Safeguarding information can be found on

www.cheshireeast.gov.uk/lscb

And on

www.cheshireeast.gov.uk/earlyyears

Appendix COVID-19

Changes may occur during the period of self-isolation, such as closure of the setting, low numbers etc. Only children of parents who are key workers in the community, according to government guidelines, vulnerable children (with EHC plan or with social worker – see government website for guidance), can attend the setting during this period of 'lockdown'.

The setting will open to more children as the restrictions are lifted and government guidelines will be followed. Risk assessments will be made to ensure the safety of children and adults attending the setting.

Should the setting close due to COVID-19 and children need to attend a new setting any safeguarding concerns must be passed onto the new setting. This should be done via encrypted email. If this is not possible the information can be delivered to the DSL at the setting, following government guidelines of social distancing.

The current safeguarding / further safeguarding policies should be adhered to during this time. It is extremely important that staff are vigilant at this time of global health crisis. Parents may be under extra pressure due to working longer hours and the threat of COVID-19 effecting their families. Staff working in the setting will also be concerned about COVID-19 effecting their families. If a member of staff has any concerns about another member of staff they should speak to the DSL /DDSL immediately, or if unable to contact them speak to the LADO.

The DSL and/or the DDSL should be contactable by phone if they are not working in the setting. Failing this the committee member responsible for safeguarding should be contactable if possible. Staff should have access to contact numbers for all the above. In circumstances where these options are not available the member of staff should contact Checs for advice, explaining the circumstances.