1. **Safeguarding children and child protection**

(Including managing allegations of abuse against a member of staff and use of mobile phones and cameras)

**Policy statement**

Our setting will work with children, parents and the community to ensure the rights and safety of children and to give them the very best start in life. Our Safeguarding Policy is based on the three key commitments of the Pre-school Learning Alliance (PLA) Safeguarding Children Policy.

**Safeguarding Child Protection Policy**

**Designated Officers**

The Honey Bee is committed to building a 'culture of safety' in which children are protected from abuse and harm in all areas of its service delivery.

* Our designated person/s (a member of staff) who co-ordinates child protection issues is/are:

**Shirley Schoeman, Rima Chowdury, Sally Bouaroua, Zameela Fawaz**

* **Our designated officer (a member of the management team) who oversees this work is:**

**Soha Elsaman**

* We ensure all staff are trained to understand our safeguarding policies and procedures and that parents are made aware of them too.
* All staff have an up-to-date knowledge of safeguarding issues.
* We provide adequate and appropriate staffing resources to meet the needs of children.
* Applicants for posts within the setting are clearly informed that the positions are exempt from the Rehabilitation of Offenders Act 1974.
* Candidates are informed of the need to carry out 'enhanced disclosure' checks with the Disclosure and Barring Service before posts can be confirmed.
* Where applications are rejected because of obtaining information that has been disclosed, applicants have the right to know and to challenge incorrect information.
* We abide by Ofsted requirements in respect of references and Criminal Record Bureau checks for staff and volunteers, to ensure that no disqualified person or unsuitable person works at the setting or has access to the children.
* Volunteers do not work unsupervised.
* The Administrator records information about staff qualifications, and the identity checks and vetting processes that have been completed including:
* the criminal records disclosure reference number;
* the date the disclosure was obtained; and
* details of who obtained it.
* We inform all staff that they are expected to disclose any convictions, cautions, court orders or reprimands and warnings which may affect their suitability to work with children (whether received before or during their employment with us). Staff are asked to sign a declaration form during their induction, then annually thereafter. If a member of staff finds themselves disqualified by association, the LADO will be contacted and a waiver will be sought from Ofsted.
* We abide by the Safeguarding Vulnerable Groups Act (2006) 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 a child protection concern.
* We have procedures for recording the details of visitors to the setting. We advise visitors to book in advance and will refuse entry to anyone with reasonable doubt and we always make sure their ID badges are checked thoroughly.
* We take security steps to ensure that we have control over who comes into the setting so that no unauthorised person has unsupervised access to the children.
* We take steps to ensure children are not photographed or filmed on video for any other purpose than to record their development or their participation in events organised by us. Parents sign a consent form and have access to records holding visual images of their child.

**Keeping Children Safe in Education**

The Honeybee is committed to responding promptly and appropriately to all incidents or concerns of abuse that may occur and to work with statutory agencies in accordance with national guidance from *Working together to safeguard children 2015,* ***Keeping children safe in education202****3*

***Responding to suspicions of abuse***

* We acknowledge that abuse of children can take different forms - physical, emotional, and sexual, as well as neglect.
* When children are suffering from physical, sexual or emotional abuse, or experiencing neglect, this may be demonstrated through:
* significant changes in their behaviour;
* deterioration in their general well-being;
* their comments which may give cause for concern, or the things they say (direct or indirect
* disclosure);
* changes in their appearance, their behaviour, or their play;
* unexplained bruising, marks or signs of possible abuse or neglect; and
* any reason to suspect neglect or abuse outside the setting.
* We take into account factors affecting parental capacity, such as social exclusion, domestic violence, parent’s drug or alcohol abuse, mental or physical illness or parent’s learning disability.
* We are aware of other factors that affect children’s vulnerability such as, abuse of disabled children; domestic abuse (either as a victim or a witness); fabricated or induced illness; child abuse linked to beliefs in spirit possession and withcraft; child abuse linked to radicalisation and exposure to extremist views; child on child sexual behaviour; sexual exploitation of children, such as through internet abuse; and Female Genital Mutilation; that may affect, or may have affected, children and young people using our provision.
* We also make ourselves aware that some children and young people are affected by gang activity, by complex, multiple or organised abuse, through forced marriage or honour based violence or may be victims of child trafficking. While this may be less likely to affect young children in our care, we may become aware of any of these factors affecting older children and young people who we may come into contact with.
* Where we believe that a child in our care or that is known to us may be affected by any of these factors we follow the procedures below for reporting child protection concerns.
* Where such evidence is apparent, the child's key person makes a dated record of the details of the concern and discusses what to do with the member of staff who is acting as the 'designated person'. The information is stored on the child's personal file.

**FGM Policy (Female Genital Mutilation)**

The Early Years Nursery recognises That Female Genital Mutilation (FGM) is a form of abuse and illegal in England and Wales. It has been seen an increase of FGM cases in recent years with occurrences appearing from infancy. The welfare of the child is paramount and staff will act upon cases of suspected FGM of a child in our care.

**Purpose**: This Policy provides guidelines for staff members on how to recognise the signs of FGM and how to proceed if a case of FGM is suspected, and who needs to be contacted. All staff, parents and volunteers are aware of this policy Guidelines

The Nursery has a designated Safeguarding Lead who all concerns are reported to. They have FGM and safeguarding training.

• All staff undergo FGM training and safeguarding training. All staff have a responsibility to safeguard children and to report any concerns to the childcare services manager or designated safeguarding lead. • If a child makes a disclosure regarding FGM, follow the child protection policy regarding disclosure. • If it is believed that a child is at risk from FGM

(either in the country or outside of the country) then the Safeguarding officer will contact the Children Single point of Access.

* We refer concerns to **Children single point of access:**

Telephone

0118 937 3641 (Office hours only)  
01344 786543 (Out of Hours Emergency Duty Team)

E-mail:

[cspoa@brighterfuturesforchildren.org](mailto:cspoa@brighterfuturesforchildren.org)

Website

[Children's Single Point of Access Referral Form](http://www.reading.gov.uk/childrensreferralform)

[Report concerns about a child](http://www.reading.gov.uk/concernsaboutachild)

[Brighter Futures for Children](https://brighterfuturesforchildren.org/)

* We take care not to influence the outcome either through the way we speak to children or by asking questions of children.
* We take account of the need to protect young people aged 16-19 as defined by the Children Act 2004. This may include students or school children on work placement, young employees or young parents. Where abuse is suspected we follow the procedure for reporting any other child protection concerns. The views of the young person will always be taken into account, but the setting may override the young person’s refusal to consent to share information if it feels that it is necessary to prevent a crime from being committed or intervene where one may have been, or to prevent harm to a child or adult. Sharing confidential information without consent is done only where not sharing it could be worse than the outcome of having shared it.

***Recording suspicions of abuse and disclosures***

* Where a child makes comments to a member of staff that give cause for concern (disclosure), or a member of staff 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:
* listens to the child, offers reassurance and gives assurance that she or he will take action;
* does not question the child;
* makes a written record that forms an objective record of the observation or disclosure that includes: the date and time of the observation or the 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 and time; and the names of any other person present at the time.
* These records are signed and dated and kept in the child's personal file, which is kept securely and confidentially.

The member of staff acting as the 'designated person' is informed of the issue at the earliest opportunity.

Where the Local Safeguarding Children Board stipulates the process for recording and sharing concerns, we include those procedures alongside this procedure and follow the steps set down by the Local Safeguarding Children Board.

**Prevent Duty Policy**

Working Together to Safeguard Children (2018) defines extremism. It states *Extremism goes beyond terrorism and includes people who target the vulnerable - including the young - by seeking to sow division between communities on the basis of race, faith or denomination; justify discrimination towards women and girls; persuade others that minorities are inferior; or argue against the primacy of democracy and the rule of law in our society.*

*Extremism is defined in the Counter Extremism Strategy 2015 as the vocal or active opposition to our fundamental values, including the rule of law, individual liberty and the mutual respect and tolerance of different faiths and beliefs. We also regard calls for the death of members of our armed forces as extremist.*

Under the Counter-Terrorism and Security Act 2015 we have a duty to refer any concerns of extremism to the police (In Prevent priority areas the local authority will have a Prevent lead who can also provide support).

This may be a cause for concern relating to a change in behaviour of a child, family member or adult working with the children in the setting, comments causing concern or actions that lead staff to be worried about the safety of a child in their care.

Alongside this we will be alert to any early signs in children and families who may be at risk of radicalisation, on which we will act and document all concerns when reporting further.

The NSPCC states that signs of radicalisation may be:

Isolating themselves from family and friends

Talking as if from a scripted speech

Unwillingness or inability to discuss their views

A sudden disrespectful attitude towards others

Increased levels of anger

Increased secretiveness, especially around internet use.

We will tackle radicalisation by:

Training all staff to understand what is meant by the Prevent Duty and radicalisation regularly.

Ensuring staff understand how to recognise early indicators of potential radicalisation and terrorism threats and act on them appropriately in line with national and local procedures

Make any referrals relating to extremism to the police (or the Government helpline) in a timely way, sharing relevant information as appropriate

* Ensure our nursery is an inclusive environment, tackle inequalities and negative points of view and teach children about tolerance through British Values
* Using the Government document Prevent Duty Guidance for England and Wales [1]

***Informing parents***

* Parents are normally the first point of contact. We discuss concerns with parents to gain their view of events, unless we feel this may put the child in greater danger.
* We inform parents when we make a record of concerns in their child’s file and that we also make a note of any discussion we have with them regarding a concern.
* If a suspicion of abuse warrants referral to social care, parents are informed at the same time that the referral will be made, except where the guidance of the Local Safeguarding Children Board does not allow this, for example, where it is believed that the child may be placed in greater danger.
* This will usually be the case where the parent is the likely abuser. In these cases the social workers will inform parents.

***Liaison with other agencies***

* We notify the registration authority (Ofsted) of any incident or accident and any changes in our arrangements which may affect the well-being of children or where an allegation of abuse is made against a member of staff (whether the allegations relate to harm or abuse committed on our premises or elsewhere). Notifications to Ofsted are made as soon as is reasonably practicable, but at the latest within 14 days of the allegations being made.
* Contact details for the local National Society for the Prevention of Cruelty to Children (NSPCC) are also kept, their helpline phone number is 08088005000.

***Allegations against staff and whistle blowing***

* We ensure that all parents and staff know how to complain about the behaviour or actions of members of staff or volunteers within the setting, or working on the premises occupied by the setting, which may include an allegation of abuse.
* We respond to any inappropriate behaviour displayed by members of staff or any other person working with the children, which includes:
* inappropriate sexual comments;
* Excessive one-to-one attention beyond the requirements of their usual role and responsibilities, or inappropriate sharing of images.
* We follow the guidance of the Local Safeguarding Children Board when responding to any complaint that a member of staff or volunteer within the setting, or working on the premises occupied by the setting, has abused a child.

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# Whistle blowing procedure

At the Honeybee Daycare we expect the highest standards of conduct from all employees, and will treat seriously any concern that an employee may have about illegal or improper conduct.

Whistle blowing encourages and enables staff to raise serious concerns within the setting, rather than overlooking the problem or ‘blowing the whistle’ outside. However, they may not want to express their concerns as they may feel they will be disloyal to their colleagues or the preschool.

The policy applies to all employees permanent or temporary, and volunteers. Concerns should be raised with the Manager and she will then investigate internally or contact Ofsted or social services, depending on the seriousness of the allegation.

Concerns raised could be something that:

* Is unlawful
* Is contrary to preschool policies and procedures
* Abuse of children
* Falls below established standards or practice

All concerns raised will be confidential, and the preschool will do its best to protect a staff member’s identity if they do not wish their name to be disclosed. It must be appreciated that the investigation process may reveal the source of the information and a statement by staff may be required as part of evidence.

The Honeybee preschool recognises that the decision to report a concern can be difficult, and what you are saying is true, you should have nothing to fear. The manager will not tolerate any harassment or victimisation and will take appropriate action to protect staff when they raise a concern in good faith.

Whistle blowing help line: NSPCC: 0800 0280285 lines available 8am to 8pm

Email: [help@nspcc.org.uk](mailto:help@nspcc.org.uk)

Post: National Society for the Prevention of cruelty to Children (NSPCC)

Ofsted: 0300 1234 23

***Recording/ responding to Allegations***

* We respond to any disclosure by children or staff that abuse by a member of staff or volunteer within the setting, or working on the premises occupied by the setting, may have taken, or is taking place, by first recording the details of any such alleged incident.
* We refer any such complaint immediately to the Local Authority Designated Officer (LADO) to investigate:

Sarah Rae

Sue Darby

Local Authority Designated Officer, Directorate of Children, Education and Early Help Services

Reading Borough Council, Civic Offices

Bridge Street, Reading, RG1 2LU

Email: [LADO@brighterfuturesforchildren.org](mailto:LADO@brighterfuturesforchildren.org)

Telephone: 0118 9372684

* We also report any such alleged incident to Ofsted, as well as what measures we have taken. We are aware that it is an offence not to do this.
* We co-operate entirely with any investigation carried out by children’s social care in conjunction with the police.
* Where the management team and children’s social care agree it is appropriate in the circumstances, the chair/director/owner will suspend the member of staff on full pay, or the volunteer, for the duration of the investigation. This is not an indication of admission that the alleged incident has taken place, but is to protect the staff, as well as children and families throughout the process.
* We will also put anyone who has been dismissed (or would have been, has the person left the setting first) to the Disclosure and Barring Service.

***Disciplinary action***

Where a member of staff or volunteer has been dismissed due to engaging in activities that caused concern for the safeguarding of children or vulnerable adults, we will notify the LADO and the Independent Safeguarding Authority (ISA) of relevant information, so that individuals who pose a threat to children (and vulnerable groups) can be identified and barred from working with these groups.