**St. Luke’s Pre-School**

**Safeguarding Policy**

**NSPCC 24 HOUR HELPLINE 0808 800 5000 Children and Families Hub: 020 8461 7373/7379/7026 Out of Hours Service: 030 0303 8671 Civic Centre, Stockwell Close, Bromley, BR1 3UH** **mash@bromley.gov.uk** **The Police – 999 (Emergency) 101 (Non Emergency)**

**Always seek guidance from Bromley Safeguarding Children Partnership (BSCP) if you are concerned. www.bromleysafeguarding.org**

**It is made clear to all parents our role and responsibilities in relation to child protection. This includes the reporting of concerns, provision of information, monitoring of children, and liaison at all times with the Local Children’s Social Care Team (Bromley Safeguarding Children Partnership). This applies to all staff to protect children in our care.**

**Legal Framework**

 **Primary Legislation** Children Act (1989) (2004) Childcare Act 2006 Counter Terrorism and Security Act (2006) Protection of Children Act (1999) Children Act (2004) Safeguarding Vulnerable Groups Act (2006) Disqualification under the Childcare Act 2006 (updated 2018) Guidance for Schools Childcare Disqualification Requirements Sexual Offences Act (2003) Criminal Justice and Court Services Act (2000) Human Rights Act (1999) Race Relations (Amendment) Act (2000) Race Relations (Amendment) Act (1976) Regulations Equality Act (2010) Data Protection Act (2018) General Data Protection Act (2018) Keeping Children Safe in Education (2018) The Statutory Framework for the Early Years Foundation Stage Working together to safeguard children (2018)

What to do if you are worried a child is being abused (2015)

**National Documents**

United Nations Convention on the Rights of the Child 54 Articles

FGM mandatory reporting procedures Information Sharing 2018 Inspecting safeguarding in early years education and skills settings (2018) Keeping children safe in education (2018) Ofsted Safeguarding Children and Young People in Education from Knife Crime (2019) **Prevent Duty Guidance for England and Wales (2015) The Prevent Duty; for schools and childcare providers (2015)** Working together to safeguard children (2018)What to do if you are worried a child is being abused (2015)

Early Years Foundation Stage

**Local Documents - www.bromleysafeguarding.org** London Borough of Bromley Threshold of Needs (May 2017, updated 2022)

Bromley Threshold of Needs

Protocol for Dealing with Allegations against staff, Volunteers and Foster Carers who work with Children in Bromley (March 2017)

**Further Safeguarding and Child Protection Guidance** Guidance for Schools Childcare Disqualification Requirements Framework for the Assessment of children in need and their families (DOH, 2000)

No Secrets Act (2000)

The Common Assessment Framework (2006) now, Early Help Assessment (2023) Statutory Guidance on making arrangements to safeguard and promote the welfare of children under section 11 of the Children Act 2004 (HMG, 2007) Independent Safeguarding Authority : [www.isa.homeoffice.gov.uk](http://www.isa.homeoffice.gov.uk)

**St Luke’s Pre- School is committed to safeguarding children and to create a culture of vigilance in every aspect possible**

***Equality is our ultimate goal and we are steadfast with regard to anti discriminatory practice.***

***Our Equality Policy is issued to all parents before their child starts at our setting.***

**Children’s Rights and Entitlements**

St. Luke’s Pre-School understands that children have rights and we are responsible in providing an environment in which children are able to freely exercise them.

We promote children’s right to be strong, resilient and always listened to. We create an environment that encourages children to develop a positive self-image, which includes their heritage arising from their ethnicity, their languages spoken at home, their religious beliefs, cultural traditions and home background.

St Luke’s Pre-School promote children’s right to be strong, resilient and listened to by encouraging children to develop a sense of autonomy and independence, together with the enablement of children to have the self- confidence and vocabulary or communicative skills to resist inappropriate approaches.

We aim to help children to establish and sustain satisfying relationships within their families, with peers and with other adults.

**Safeguarding Children and Child Protection**

(Including managing allegations of abuse against a member of staff)

**Our Designated Safeguarding Person is CHARLOTTE STACEY**

**Our Deputy Designated Safeguarding Person is SHARNE JORDAN**

**However, safeguarding and child protection is the responsibility of ALL STAFF.**

We work with parents to build their understanding of and commitment to the principles of safeguarding all our children.

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.

**The responsibility** **of the Registered Person**

The registered person has the responsibility to ensure the Pre-School has all legislation within this document in place at all times. To make certain that new legislation is added to the policy and cascaded to all staff. To adhere to the Statutory Framework for the Early Years Foundation Stage.

**Procedures**

*St Luke’s Pre-School carry out the following procedures to ensure we meet the three key commitments of the Pre-School Alliance Safeguarding Children Policy.*

**Key Commitment 1**

***The Pre-School is committed to building a culture of safety in which children are protected from abuse and harm in all areas.***

* We ensure staff and parents are made aware of our safeguarding policies and procedures, providing adequate and appropriate staffing resources to meet the needs of all 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 (DBS)** before posts can be confirmed. (Where applications are rejected because of 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/Barring & vetting checks for staff and volunteers, to ensure that no disqualified person or unsuitable person works at the setting or has access to the children.
* Staff receive regular supervisions, which includes discussion of any safeguarding issues. Their performance and learning needs are reviewed regularly.
* Staff are provided with clear expectations in relation to their own behaviour.
* **Volunteers do not work unsupervised**

**The following information is recorded in regard to staff and suitability –**

* The Disclosure and Barring Service (DBS) certificate number – the date the disclosure was obtained – details of who obtained it.
* Passport checks
* Proof of address
* References
* Relevant certificates of previous training/qualifications

We inform all staff 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).

**As of the 31st August 2018 staff are not required to notify the manager if anyone in their household has any relevant convictions, cautions, court orders, reprimands or warnings, or has been barred from, or had registration refused or cancelled in relation to any childcare provision or have had orders made in relation to the care of their children.**

We abide by the Protection of Vulnerable Groups Act requirements in respect of any person who is dismissed from our employment, or resigns in circumstances that would otherwise have lead to dismissal for reasons of child protection concern.

**Mobile Phones, Recording Equipment and Computer use**

* All employees and voluntary staff ensure their phones are on silent and safely housed in their bags for the duration of their working day upon arrival at pre-school. Staff mobile phones are housed in the staff property box which is located inside the classroom. This aids in certifying that no member of staff can access a mobile phone unnoticed.
* Parents are not able to use their mobile telephones in the classrooms, playground or any other area of the setting. Signage upon entry advises this.
* Parents are requested at this present time to avoid using mobile telephones when waiting for their child to be released into their care after a session has finished. Thank you.
* We have two children’s tablets and two children’s cameras that are supervised at all times and visible within the setting. Children do not take these outside of the setting.
* Adults are permitted to wear smart watches, should they wish, that do not have photographic or recording capacity.
* All employees and voluntary staff can use the school camera for children’s progress evidence, **but is only used in appropriate areas.** No personal cameras are brought into the setting.
* Parents may take photographs/video etc during special celebrations, however this will be monitored by closely the manager and designated safeguarding leads. Parents sign a consent form and have access to records holding visual images of their child.

The manager’s mobile phone is used within the setting as it remains a point of contact for many parents; a mobile phone is necessary in case of emergency. This mobile phone is housed on the “staff windowsill” and is visible at all times.

**We take further steps to ensure children are not photographed or filmed for any other purpose than the above.**

**Computer usage**

The computer is only used as the General Data Protection Regulations permit. Personal data regarding children, their parents and staff within the setting is retained for mandatory purposes only. The computer is shut down at the end of the day. **Sheila** **Marshall, Charlotte Stacey and Sharne Jordan** have access to the computer.

As an organisation, we predominantly write by hand, all updates to children’s progress, which is housed in their personal folders that are securely locked away in a filing cabinet every day.

Transitional reports are written via the computer but are not sent by email other than via a secure method.

Staff are made aware of appropriate internet usage whilst in the pre-school. Staff do not access social media websites or other websites containing adult themes whilst in the setting. Our children do not have access to the internet and are always supervised when using the computer or tablets. Please refer to our **online safety policy**.

**Drop Off and Pick Up Times**

*Drop-Off*

Please wait for the front door to be opened at 8:45am. The school gate must be secured and a sign directing parents to this is visible at all times. Once the front door is opened by a designated person, please come into the cloakroom with your child and prepare them for their day. Parents must ensure their child has been safely left with a member of the team of staff. Parents are welcome to come into the classrooms at all times. **St. Luke’s Pre-School are not responsible for children until they have crossed the classroom threshold.**

Once a child has come into the building and dropped off their belongings in the cloakroom, they are requested to use the toilet and to wash their hands thoroughly on entering the classroom. Children who are not toilet trained will wash their hands as they enter the classroom.

*Pick-Up*

Similarly, please wait for the front door to be opened. Parents should wait outside the building in the school grounds. The children remain in the classroom with the classroom gate secured. A member of staff is present at this gate. Other members of staff remain inside the classroom with the children to encourage the children to practice “good listening” while waiting for their names to be called.

The manger or deputy manager will call each child one at a time once their parent has been identified. The member of staff at the classroom gate then relays this into the classroom and the child is permitted to leave. The manager or deputy manager will be at the front door to ensure that the child meets their parent before leaving the school grounds.

**Access to the Building**

We have procedures for recording the details of visitors to our pre-school, taking control over who comes into the setting so that no unauthorised person has unsupervised access to the children.

**Sheila Marshall, Charlotte Stacey and Sharne Jordan have the authority to open the front door to visitors.**

* Professional visitors are required to provide ID upon arrival. Prospective parents are required to disclose their names upon arrival.
* Visitors are signed in upon arrival and brought directly into the classroom.
* Visitors are not, under any circumstances, left unsupervised at any time.
* Visitors are not permitted to use their mobile phones whilst in the setting.
* Visitors sign out upon exit and are seen to the front door.

In the event of a threatening intruder gaining access to the setting, we would follow the procedures set out in our **Lockdown Policy.**

**Layout**

The layout of the classrooms allows for constant supervision. No child is left alone with staff or volunteers in one-to-one situations without being visible to others.

**Intimacy Care**

At St. Luke’s Pre-School we have policies in place to ensure all children are safeguarded when in need of personal hygiene care. Two members of staff are aware of the procedure, one attends and the other assists. A log is signed by both members of staff. All parents are given a copy of the policies before their child starts the Pre-School and are made aware of how we maintain a safe and secure environment. Specific disabilities are managed by incorporating additional health care plans.

**Curriculum**

We introduce key elements of keeping children safe into our programme to promote the personal social and emotional development of all children, so that they may grow to be strong, resilient and listened to and that they develop an understanding of why and how to keep safe.

We promote the four fundamental **British Values – democracy, rule of law, mutual respect and tolerance and individual liberty –** with the aim to teach children the importance of respect, kindness, fairness, empathy and individuality.

We create within the setting a culture of value and respect for the individual, having positive regard for children’s heritage arising from race, ethnicity, languages spoken at home, cultural and social background. We ensure that this is carried out in a way that is developmentally appropriate for the children.

We promote a culture of respect between adults and children, adults and adults, and children and children. St. Luke’s takes a zero-tolerance stance on peer on peer abuse.

**Peer on Peer Abuse (bullying) (Please see Positive Behaviour Policy)**

We have Positive Behaviour Policy, which includes:

* Statement recognising that children can abuse other children
* How the risk will be minimised
* How it will be dealt with
* How it will be recorded and investigated
* How victims and perpetrators will be supported

**Physical Intervention (Please see Behaviour Policy)**

Physical intervention can be taken for the purpose of averting danger of personal injury to any person, including the child or to manage a child’s behaviour if absolutely necessary. (EYFS 3.53).

Where physical intervention is used, records will be kept and parents informed on the same day, or as soon as reasonably practicable. (EYFS 3.53).

We always work with parents on suitable strategies to use with children.

**Lone Working**

Lone working is never allowed. All staff are aware they would be in a vulnerable position and as our staff team is large, it would be extremely unlikely in any respect.

**Babysitting**

Babysitting regulations are in a separate policy and we have adopted strict guidelines with regard to confidentiality.

**The Key Person System**

St. Luke's Pre-School adopts the key person system, as stated in the EYFS Statutory framework, to ensure the feeling of safety and security for every child. Please see "The Key Person System" information sheet.

**Record Keeping and Information Sharing within our Setting and Beyond**

We have strict arrangements in place, which set out clearly the processes and principles for sharing information internally and with other organisations.

Parents sign a declaration, which details when, why, how much and who will be given their child’s details if it were necessary.

The Pre-School has separate policies for: Confidentiality – What Records are kept – Adhering to General Data Protection Regulations – Retention Periods.

**Key Commitment 2**

***The Pre-School is committed to responding promptly and appropriately to all incidents, allegations or concerns of abuse that may occur, and to work with statutory agencies in accordance with the procedures that are set down in ‘What to do if you’re worried a child is being abused’ (2015) and the Care Act (2014).***

**We acknowledge that abuse of children can take different forms – physical, emotional, sexual, as well as neglect.**

When children suffer abuse, they may demonstrate what is happening through the things they say (direct or indirect disclosure), through their behaviour or within their play. Staff are all aware of the signs of each of the four types of abuse and what to look for. Signs of abuse *could* include -

* A change in appearance.
* Significant changes in behaviour or character.
* Extreme clinginess.
* Withdrawal.
* Deterioration in general well-being.
* Changes to play.
* Unexplained bruising or marks on the body.
* A significantly poor diet. Ongoing hunger.
* Inappropriate knowledge of adult subjects.
* Inappropriate/explicit language or behaviours.
* Any reasons to suspect neglect or abuse seen outside the pre-school setting.

We understand how to identify children who may be in need of early help and how to access services for them.

We understand that we must refer a child who meets " the general duty of every local authority to safeguard and promote the welfare of children within their area who are in need; and so far as it is consistent with that duty, to promote the upbringing of such children by their families" (Section 17 Children Act (1989)).

We understand that we must refer any child who may be at risk of significant harm to the local authority children's social work services.

**Vulnerable Children**

Whilst St. Luke’s identifies that all children are vulnerable, we understand that some children may be at a higher risk due to their increased vulnerability.

**Practitioners in our setting are aware that children with additional needs and/or disabilities can be particularly vulnerable.** **Supplementary barriers may exist when recognising the signs of abuse and neglect of children who have Special Educational Needs and Disabilities.**

This vulnerability may arise from the child’s possible difficulty in communicating their concerns or their dependency on adult support. Staff are therefore aware of children’s individual needs when considering child protection issues. Conversations will take place between practitioners and parents to identify these needs.

**Looked after Children**

We ensure the legal status is ascertained before the child starts at our setting. Contact is crucial with parents or those with parental responsibility. Social worker - care arrangements and care plans to be in place.

**Responding to Suspicions of Abuse**

We are in receipt of the updated “What to do if you are worried a child is being abused” (2015) - advice for practitioners - to help practitioners identify child abuse and neglect and take appropriate action in response.

Where such evidence is apparent, the person who has seen the signs or suspicious of abuse will follow the steps outlined below –

1. Immediately make a dated record of the details of the concern. Only the exact words and behaviours are recorded. Practitioners must be careful not to “make up” details. Paramount care is taken not to influence the outcome either through the way we speak to children or by asking questions of children.

Staff will -

* Remain calm, accessible and receptive.
* Listen to the child without interrupting, offering reassurance giving assurance that she/he will take action.
* Will not question the child.
* Communicate in a way that is appropriate to their age, understanding and preference.
* Staff member to be aware of their own non-verbal messages.
* Acknowledge the child’s courage and reassure them that they are right to tell.
* Makes a detailed written record that forms an objective record of the observation or disclosure that includes:
	+ The date/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.
	+ These records are signed and dated and kept in the child’s personal file which is stored securely and confidentially.
1. Discuss their concerns with the Designated Safeguarding Person **always within one working day.** The information is stored on the child’s personal file. (Where speaking to the designated safeguarding person is not appropriate, concerns will be taken to the deputy safeguarding person or the manager).

The designated safeguarding person will then take these concerns and take the appropriate next steps. The designated safeguarding person will -

1. Inform parents of the concerns, **UNLESS THIS WILL PUT THE CHILD OR ANOTHER PERSON AT IMMEDIATE RISK.** We will not discuss our concerns with parents if this may interfere with the course of a police investigation, may unduly delay the referral, or unless it is otherwise unreasonable to seek consent. (We inform parents when we make a record of concerns in their child’s file, and we also make a note of any discussion).
* If a suspicion is recorded, parents are informed at the same time as the report is made, except where the guidance of the Bromley Safeguarding Children Partnership (BSCP) does not allow this.
* This will usually be the case where the parent is the likely abuser. In these cases, the investigating officers will inform the parents.
1. Heed Bromley’s ‘Front Door’ initiative and contact **Bromley help, support and safeguarding hub for families and children (Children and Families Hub** *formerly Multi-Agency Safeguarding Hub***)** to report the concerns. In cases where we feel the child is at immediate risk, we will phone the police directly.
2. Take the advice of the professionals and adhere to their next steps. In cases where the Local Authority *threshold of need* is not met an investigation may occur internally. We would heed the advice of the Bromley Safeguarding Lead in this instance
3. With any concerns referred to the Local Authority Children’s Social Care department St. Luke’s will co-operate fully in any subsequent investigation. In some cases, this may mean working with the police or another agency identified by the Bromley Safeguarding Children’s Partnership.

**If the team feel that their concerns are not being taken seriously by the designated safeguarding person, it is their responsibility to then take their concerns directly to Bromley help, support and safeguarding hub for families and children (Children and Families Hub).**

In the case where staff feel that the above have not taken their concern seriously, staff will refer to Bromley’s **Escalation Policy.**

***The team are aware that the NSPCC offers advice on a 24-hour helpline in regard to suspected abuse.***

**Contact with other agencies**

St Luke’s Pre-School works within the Bromley Safeguarding Children Partnership (BSCP) guidelines.

We house a list of names, e-mail addresses & telephone numbers of safeguarding outlets to ensure that it is easy in any emergency regarding child protection issues and concerns about children's welfare, for the social services and the setting to work well together.

We would notify OFSTED, **within 14 days**, of any incident and any changes in our arrangements which may affect the well-being of children.

Contact details for the NSPCC are kept and are visible.

If a referral is to be made to the local authority social care department, we act within the area’s Safeguarding Children and Child Protection guidance in deciding whether we must inform the child’s parents at the same time.

**Making a referral to Bromley Early help, support and safeguarding hub for families and children (Children and Families Hub)**

A referral form must be completed and sent to the above

Making a referral for Early Help, please use the BCP Family Support Referral form

https://www.bromleysafeguarding.org/articles.php?id=600

Using the Early Help Assessment (formerly Common Assessment Framework)

https://www.bromley.gov.uk/children-families/early-help-assessment%E2%80%99-eha

*More updates to be added*

**Protecting Children Outside of the Setting**

We take into account of the need to protect young people aged 16-19 as defined by the Children Act 1989, as well as school-aged children. This may include students or school children on work place, 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.

We are aware that some children and young people are affected by gang activity by complex, multiple or organised abuse, 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, including students and children on work experience.

**Other Factors**

We are very much aware of other factors affecting children’s vulnerability that could affect children in and outside of our provision, or children that are known to us, these include –

* Abuse of disabled children or children with additional needs
* Parental Capacity
* Fabricated or induced illness
* Child abuse linked to beliefs in spirit possession
* Child sexual exploitation, such as through the internet
* **Female genital mutilation (FGM) or forced circumcision**
* Breast ironing
* Crossing county lines
* Modern Slavery and Human Trafficking
* Forced Marriage
* Honour Based Violence
* Radicalisation (The Prevent Duty)
* Knife crime
* Cuckooing
* Homelessness
* Vaping
* Adverse Childhood Experiences (ACEs)

**Parental Capacity**

St. Luke’s is aware of the ***“TRILOGY OF VUNERABILITIES”*** – parental drug abuse, parental mental health issues and domestic abuse – that could result in a form of abuse to a child.

We take into account factors affecting parental capacity such as, social exclusion, domestic violence, drug or alcohol abuse, mental or physical illness or learning disabilities.

**Domestic Violence**

If we witnessed or suspected Domestic Violence, we would consider the impact it may be having on a child and we would feel it was our responsibility to report it. We are aware that any child who bears witness to domestic abuse is also classed as an abuse victim.

**Fabricated Illness**

We keep a log of all children’s absences, reasons given, persistent lateness, absent for long periods. We follow up any concerns immediately by contacting the parents. If there was a concern we would contact **Bromley Help, support and safeguarding for families and children (Children and Families Hub**) for assistance.

**Witchcraft and Spirit Possession**

The London Borough of Bromley are aware of the above and the probability of being within their area. If we had any concerns that it was present within any of the families of St. Luke’s Pre-School we would report it to the Local Authority.

**Child Sexual Exploitation (CSE)**

Child sexual exploitation is a form of child abuse. The signs and indicators of all forms of abuse can be difficult to detect. All staff must be vigilant.

**Female Genital Mutilation (FGM) *(NSPCC FGM Helpline – 0800 028 3550)***

Female Genital Mutilation is illegal in the UK and is a form of abuse. FGM is common among many African and Asian communities.

*What to look out for –*

* Parents/relatives (particularly elder females) plan to take the child out of the country for a prolonged period of time.
* Child speaking about a “holiday” to her own country of origin or a country where the practice is common.
* Reference to FGM through children’s play and conversations.
* Any child who is born to a woman who has been subjected to FGM is at risk.
* Any child who has a sibling or close relative who has been subjected to FGM is at risk.

*Noticeable Changes –*

* Behavioural changes – withdrawal/isolation or frustration/anger
* Complaints of pain between the legs
* Sudden bladder problems
* Difficulty sitting comfortably
* Difficulty sitting still

Further guidance can be found at - <https://www.nhs.uk/conditions/female-genital-mutilation-fgm/>

**Breast Ironing**

Breast Ironing is also known as breast flattening. It is mostly practised in Cameroon girls between 9 and 15, but some reports suggest that it has spread to the Cameroonian Diaspora, for example to Britain. Although St. Luke’sPre-School’s children are under 5, there is a possibility an older sibling maybe at risk.

**Crossing County Lines**

Children can be used to carry drugs and other illegal substances across county lines. St. Luke's Pre-School are vigilant to this.

**Modern Slavery and Human Trafficking**

Modern Slavery is on the increase with the UK. If we had evidence to suggest this was happening we would not hesitate to report it.

If we became concerned that a child may be a victim of human trafficking or modern slavery we will refer to the National Referral Mechanism as soon as possible and seek the advice of the BSCP and Children and Families Safeguarding Hub.

**Forced Marriage**

All staff are aware that forced marriages are part of various cultures and are now part of new legislation. A UK national forced into marriage outside the UK is an offence under domestic law.

**Honour Based Violence**

Honour based violence is the term used to describe murders in the name of so called honour. Sometimes called “honour killings”

**Awareness is paramount and when a child discloses fear of honour based violence, professionals, in all agencies, should respond in line with Safeguarding children, affected by domestic abuse procedure.**

**Private Fostering**

St. Luke’s Pre-School would notify the Bromley Help support and safeguarding for families and children team (Children and Families Hub) immediately if any of our staff became aware of private fostering arrangements.

This matter is of the highest urgent concern and must be reported with no lapse of time.

For further information [www.bromleysafeguarding.orgsearch.php?g=private+fostering](http://www.bromleysafeguarding.orgsearch.php?g=private+fostering)

**Cuckooing**

Cuckooing refers to the practice in which people take over a person's home and use the property to facilitate exploitation. St. Luke’s Pre-School must have an awareness of potential cuckooing to families that may be vulnerable to harm from outside influences.

**Acute Childhood Experiences (ACEs)**

‘ACEs’ refer to traumatic events that may impact a child. These could include - physical abuse, sexual abuse, emotional abuse, neglect, a family member who is depressed or diagnosed with other mental illness, family member who is addicted to alcohol or another substance, a family member who is in prison. St. Luke’s Pre-School must also be aware of the effect an ‘ACE’ experienced by a parent, sibling or other family member may potentially affect a child.

**Responding to allegations against staff & volunteers**

We ensure all parents know how to complain about the behaviour of actions of staff or volunteers within the setting, or anyone working on the premises occupied by the setting, which may include an allegation of abuse. Our complaints procedure is visible to parents on the noticeboard in the cloakroom.

We would respond to any inappropriate behaviour displayed by members of staff or any other person working with the children. Behaviours *could* include -

1. Inappropriate sexual comments.
2. Inappropriate behaviours or language that are unsuitable for a pre-school setting.
3. Excessive one to one attention, beyond the requirements of their usual role and responsibilities.
4. Inappropriate sharing of images.

We follow the guidance of the Bromley Safeguarding Children Partnership when responding to any complaint that a member of staff, or volunteer within the setting or anyone working on the premises occupied by the setting has abused a child.

**Local Area Designated Person** **(LADO) and OFSTED**

We would respond to any disclosure by children or staff that abuse by a member of staff or volunteer within the setting or anyone working on the premises occupied by the setting by-

1. Recording the details of any such alleged incident.
2. Refer any such complaint immediately to the **Local Authority Designated Officer (LADO)** and adhere to their advice. In cases where the threshold of need is not met, an investigation may occur internally. We would heed the advice of the Bromley Safeguarding Lead in this instance.
3. Report any such alleged incident to OFSTED and what measures we have taken within 14 days. We are aware that it is an offence not to do this.
4. We would co-operate entirely with any investigation carried out by Children’s Social Care in conjunction with the police.
5. Staff know who to approach if the allegation was against the manager/owner.
6. Support would be available for staff at the centre of an allegation and any other staff.

***Bromley’s LADO is Gemma Taylor***

In the case where staff feel that Bromley Help, support and safeguarding families and children (Children and Families Hub) have not taken their concern seriously, staff will refer to Bromley’s **Escalation Policy.**

When the allegation is against a member of staff they will be suspended on full pay, or if it is a volunteer, they will be suspended 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.

**Disciplinary Action**

Where a member of staff or volunteer is dismissed from our setting because of misconduct relating to a child, we would notify the Independent Barring Board administrators so that the name may be included on the Protection of Children & Vulnerable Adults Barred List.

**Whistleblowing**

We have a separate policy for whistleblowing. All staff reread and sign the policy on an annual basis.

Staff know they can contact the organisation Public Concern at Work for advice relating to whistleblowing dilemmas. The NSPCC also have a dedicated whistleblowing advice line 0800 800 5000 if staff feel that the local authority have not taken appropriate action to safeguard a child or that it has not been properly addressed satisfactorily through organisational escalation and professional challenge procedures.

**Key Commitment 3**

***The Pre-School is committed to promoting awareness of child abuse issues and safeguarding issues throughout its training and learning programmes for adults. It is also committed to empowering young children through its early childhood curriculum, promoting their right to be strong, resilient and listened to.***

**Training and Identifying abuse** We seek out training opportunities for all adults involved in the setting to ensure that they are able to recognise the signs and signals of possible physical abuse, emotional abuse, sexual abuse and neglect. Also, to ensure staff are aware of the local authority guidelines for making referrals.

We assess our individual training needs.

Staff attend Safeguarding courses every three years with additional in-house training at regular intervals lead by the designated safeguarding leads.

Designated Leads attend safeguarding courses every two years.

Both our leads have undertaken Workshop to raise Awareness of Prevent (WRAP) and Prevent Training.

Specific additional training has also been attended - **Female Genital Mutilation (FGM).**

Safeguarding is discussed at every staff meeting, which include regular updates.

**All staff are aware of**

* Significant changes in children’s behaviour
* Deterioration in children’s well-being
* Unexplained bruising
* Marks or signs of possible abuse or neglect
* Children’s comments that cause concern
* Any reasons to suspect neglect or abuse outside the setting eg in the child’s home and/or elsewhere
* Inappropriate behaviour displayed by other members of staff, or any other person working with the children, eg inappropriate sexual comments, excessive one – one attention beyond the requirements of their usual role and responsibilities, or inappropriate sharing of images.

It is an offence to fail to inform Ofsted within 14 days of any allegations of serious harm or abuse by any person living, working or looking after children at the premises and the action taken in respect of the allegations.

We ensure that all staff understand and know the procedures for reporting and recording their concerns in the setting. Safeguarding is always addressed at our termly staff meetings to ensure that staff are up to date with procedures and protocols.

**Support to families** We believe in building trusting and supportive relationships with families, staff and volunteers in our Pre-School.

As above, we make it clear to parents our roles and responsibilities in relation to child protection.

We would continue to welcome the child and their family whilst investigations are being made in relation to alleged abuse.

We would follow the Child Protection Plan as set by the child’s social care worker in relation to the setting’s designated role and tasks in supporting the child and their family, subsequent to any investigation.

Confidential records kept on a child are shared with the child’s parents or those who have parental responsibility for the child in accordance with Confidentiality and Client Access to Records procedure and only if appropriate under the guidance of the Bromley Safeguarding Children Partnership.

**Confidentiality**

All suspicions and investigations are kept confidential and shared only with those who need to know.

Any information is shared under the guidance of the Local Children’s Safeguarding Board.

Parents must be made aware that the law (Children Act 1989, 2004) requires all school staff to pass on their concerns about children who may be at risk from non-accidental injury, neglect, emotional or sexual abuse.

Social Networks are not used at any time regarding staff. (A separate policy is in place).

**Information gained from outside our setting**

St. Luke’s will respond to any information gathered from outside of the setting appropriately and will follow the procedures above. If St. Luke’s Pre-School felt that a child was at immediate risk we would take action immediately.

**THE PREVENT DUTY (June 2015)**

Updated 2022 (Radicalisation)

In order for our setting to fulfil the Prevent duty, it is essential that all staff are able to identify children who may be vulnerable to radicalisation and know what to do when they are identified. This applies to both children in our setting and children who are known to us.

St. Luke’s is aware that it may not always be children who are displaying extremist views or behaviours. Staff are aware of the need to identify significant changes in the behaviours of parents, siblings and other relatives or caregivers.

**Protecting children from the risk of radicalisation should be seen as part of our setting’s safeguarding duties, in the same way we protect children from other harm including - drugs, gangs, neglect, and sexual exploitation, whether these come from within the children’s family or are the product of outside influences.**

Our setting can also build the children’s resilience to radicalisation by promoting **Fundamental** **British Values**, **Democracy, Rule of Law, Individual Liberty and Mutual Respect and Tolerance,** enabling them to challenge extremist views. For early years and childcare providers, the statutory framework for the Early Years Foundation Stage sets standards for learning, development and care for children from 0-5, thereby assisting their personal social and emotional development and understanding of the world.

**All staff have attended in house training and continue to do so at formal staff meetings.**

**We have in place “Staying safe” from terrorism procedures within our setting and is practised alongside the fire drill exercises.**

**WORKING IN PARTNERSHIP**

The Prevent duty builds on existing local partnership arrangements. Bromley Safeguarding Children Partnership (BSCP) is responsible for coordinating what is done by local agencies for the purposes of safeguarding and promoting the welfare of children in their local area.

The local authority is vital to all aspects of Prevent work. Other partners, in particular the police and civil society organisations’ may be able to provide advice and support on implementing the duty.

Effective engagement with parents/family is important as they are in key position to spot signs of radicalisation. We would advise families and point them to the right support mechanisms.

In the instance where we feel radicalisation may be taking place, the Police are one of our first port of calls. We would contact Bromley Safeguarding Children Board and Children and Families Hub.

**What to do if you are concerned**

As explained above, if a member of staff is concerned about a particular child she/he should follow the school’s normal safeguarding procedures, including discussion with the designated safeguarding lead, and where deemed necessary, with the child’s social care.

The Police can be contacted on 101. They will talk to you in confidence about your concerns and help you gain access to support and advice.

Further Prevent guidance -

* **The Department for Education has dedicated a telephone helpline (020 7340 7264)**
* **Concerns can also be raised by email to -** **counter.extremism@education.gsi.gov.uk** **(**Not for emergencies!)
* **H M GOVERNMENT CHANNEL DUTY GUIDANCE**
* **Families Against Stress and Trauma (FAST) Guidance –** [**www.familiesmatter.org.uk**](http://www.familiesmatter.org.uk/)

Protecting vulnerable, people from being drawn into terrorism. Statutory Guidance for Channel panel members and partners of local panels (The document is kept with our Safeguarding Training schedule).

**Policy Procedures Regarding Uncollected Children**

In the event that a child is not collected by an authorised adult at the end of a session, St. Luke’s Pre-School have agreed procedures which would then be put into practice. These procedures will ensure that the child is cared for safely by an experienced and qualified practitioner who is well known to the child.

The child will receive a high standard of care in order to cause as little distress as possible. Parents and carers will be aware of our procedures so that if they are unavoidably delayed they will be assured that their child will be properly cared for.

The registration form holds specific information that will provide consent for the collection of their child.

Also, we request a long term consent form to be completed on admission and information about anyone who must not have legal access to the child.

On occasions an extra name may have to be added which will be recorded in our Consent book and the parent/carer has the opportunity to decide whether this will be long term or short term

Agreed identification of that extra named person will be discussed with parent/carer.

All parents are provided with **our** contact numbers.

***If a child is not collected at the end of the session, we:***

* Check the register for any information with regard to the normal routine.
* If no information found, parents/cares are contacted at home or at work via all the telephone numbers available.
* If this is unsuccessful, the authorised adults would be contacted via telephone numbers recorded on registration forms or long-term collection consent forms.
* After all reasonable attempts to achieve the above fail, the child will stay at our Pre-School in the care of two fully vetted workers for **30 MINUTES** from the end of a session.

The child will not leave the premises with anyone other than those named on the registration form, long term consent form or consent book.

* If no-one collects the child and the above time has elapsed or, if we have cause to believe the child has been abandoned, we will apply the procedure as follows:
* We will contact our local authority Social Care department:

Children’s and Families Hub

Bromley Civic Centre

BR1 3UH

020 8461 7373/7379/7026

* If the children’s social care team is unavailable (or as our local authority advise) we will contact the local police.
* If an additional **15 minutes** passes and the child still hasn’t been collected, we will contact the above statutory agencies again.
* We will provide the name, date of birth and address of the child. Names of their parents and all contact numbers, plus, any relevant information regarding the child and their family.
* The local Social Care Team will make arrangements for the child until parents/carers can be traced. This may mean your child is looked after by a foster carer. Placement with a foster carer will be an informal arrangement but only until 10pm of that same day. After that time the child will be formally accommodated under section 20 of the Children Act.

The Manager/Deputy and another member of staff will continue to wait with the child until in the Pre-School until the social care team arrives.

The above arrangements can also be implemented if all contact telephone numbers have been disconnected or are unobtainable.

Under no circumstances will we go to look for the parent, nor leave the setting premises with the child.

We will ensure that the child is not anxious and we will not discuss our concerns in front of them.

In the case of a child being obtained by the Local Authority, a note will be left on the main exit of the Pre-School informing you who to contact to ascertain where your child will be looked after.

The Police Child Abuse Investigation Team will be notified if Children Social Care places your child with a foster carer.

Once the child is in the care of the Social worker they will take the responsibility for tracing the child’s parents/carers.

We will also inform Ofsted 0300 123 1231

A full written report of the incident is recorded and depending on circumstances, **we reserve the right to charge parents for the additional time worked by the staff.**

We hope this information assures you that your child will be kept safe. Please do not hesitate to contact the Manager of the Pre-School if you have any queries about the procedures to be followed.

A copy of the full protocol for uncollected children can be requested.

Policy updated annually