

**Safeguarding Children Statement**

# Our commitment to Safeguarding and Promoting Children’s Welfare

PLAY is committed to working with children, parents and the community to ensure the safety of children and to give them the very best start in life.

To this end we intend to create an environment in which children are safe from abuse and in which any suspicion of abuse is promptly and appropriately responded to. A Safeguarding Children Policy is in place, which details what steps PLAY takes to achieve this aim.

# Staff Responsibilities

All PLAY staff have in-house safeguarding training and Site Managers/ Deputy Managers have additional qualifications. These are reviewed annually and additional training taken if required. The setting has a designated members of staff who co-ordinate the safeguarding children issues (Designated Safeguarding Lead); Caroline Emment and Claire O’Brien The responsibilities of the DSLs are:

* To deal with and record any allegations or concerns.
* To be the named contact for the local authorities and Ofsted.
* To ensure all parents, staff and volunteers are aware of the procedures for safeguarding children.
* To attend appropriate training courses.
* To share information from these courses with all staff through training sessions.

All staff, volunteers and students are responsible for safeguarding the children in our care by:

* Following the guidelines for good practice as laid down in the Safeguarding Children Policy.
* Being aware of the signs of possible abuse or neglect and by passing on any suspicions or concerns to the group’s Safeguarding Children Liaison Officers.
* Being focussed on the children’s personal, social and emotional development, ensuring children learn right from wrong, mix and share with other children, value other’s views, know about similarities and differences between themselves and others, and challenge negative attitudes and stereotypes. (Prevent Duty, 2011).
* Being alert to harmful behaviours by influential adults in the child’s life. This may include discriminatory and/or extremist discussions between parents, family and/or staff members. (Prevent Duty 2015, Counter Terrorism and Security Act 2015).

**Steps to be taken when a concern is raised, including allegations against staff.**

Staff will respond to suspicions of abuse in accordance with the guidelines laid down in:

* The Safeguarding Children Policy.
* The Government booklet “What to do if you’re worried a child is being abused – a summary”, Specifically pages 3 & 4 and flowchart 1, page 10.
* Brighton and Hove Safeguarding Children Partnership (and accompanying East/ West Sussex Education Authority Guidance).
* A copy of each of these documents may be found in the Staff Folder section- Child Protection.

In line with Brighton and Hove Local Safeguarding Partners procedures, concerns are reported promptly to the **Front Door For Families on** **01273 290400/ SPOA** **01323 464 222** )and, if necessary to Social Services. Additionally, in line with Children Act Regulations, the Directors of PLAY PE will notify Ofsted and DBS, by telephone and then letter if required, about any allegations of serious harm or abuse against a child whilst the child is in our care.

***NB*** If the DSL feels unsure about what a child has said, or whether what has been they said may potentially raise safeguarding children issues, further advice to help clarify concerns may be sought informally from Social Services, FRONT DOOR FOR FAMILIES, SPS Child Protection Lead, Natalie Miller or NSPCC help line.

**Keeping parents Informed**

* Parents of children starting at PLAY are informed of our commitment to the welfare, safety and protection of the children in our care. Our Information Pack draws attention to our detailed Safeguarding Children Policy, which they are invited to inspect.
* A copy of the Brighton and Hove Local Safeguarding Partners (LSP) guidelines is available for parents to see.
* In accordance with Local Safeguarding Partners (LSP)guidelines, staff will not notify or make enquiries of parents when abuse is suspected, even if a child is taken to hospital. Social Services, in accepting the referral, become responsible for determining what action is to be taken in relation to the child, including advising parents. Social Services will tell the Directors / DSL what they are saying to parents and when, so that the preschool is able to respond to parents appropriately.

**Confidentiality**

All suspicions are kept confidential and shared only with those who need to know. Any information is shared under the guidance of the Local Safeguarding Partners.

Any written records are kept in a confidential file in a secure, locked filing cabinet. They will not be released to unauthorised persons, or to parents where they are under suspicion. Such records are monitored regularly by the DSL, who will dispose of them when no longer relevant, provided this is deemed appropriate by Social Services.

**The Legal Framework and Key Guidance for this is:**

Children Act (CA) 1989 and 2004

Childcare Act 2006

Convention on the Rights of the Child, UNICEF, 1989

Data Protection Act DPA 1998

Prevent Duty 2015 and Counter-Terrorism and Security Act 2015

British Values 2015

**Links to the Statutory Framework for the Early Years Foundation Stage –**

Welfare Requirements – Section 1 Safeguarding and Promoting Children’s welfare – Safeguarding.

**Useful Contacts**

**Contact Telephone Numbers:**

Police: dial 101 or 999

Front Door For Families: 01273 290400

LADO: [ladoenquiries@brighton-hove.gov.uk](mailto:ladoenquiries@brighton-hove.gov.uk)

SPOA: **01323 464 222**

NSPCC Child Protection Help line – Advice and Referral’s (24 hours): 0808 800 5000

Ofsted (Manchester) Help line: 08456 404040

Social Services Office 01273 268800

**Website:**

Childline, [www.childline,org.uk](http://www.childline,org.uk)

UNICEF, [www.unicef.org](http://www.unicef.org).uk

National Society for the Prevention to Cruelty to Children (NSPCC) [www.nspcc.org.uk](http://www.nspcc.org.uk/)

Direct Gov (for information relating to legislation), [www.direct.gov.uk](http://www.direct.gov.uk)

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| This policy was adopted by: PLAY | Date: December 2018  Reviewed November 2016  Reviewed May 2017  Reviews September 2017  Reviewed November 2017  Annual Review December 2018  Reviewed October 2020  Annual Review November 2020  Annual Review November 2021  Annual Review 12/12/2022 |
| To be reviewed: December 2023 | Signed: |

This policy was adopted by the Staff and Management at PLAY, November 2016



**Safeguarding Children Policy**

# Statement of Intent

PLAY wants to work with children, parents and the community to ensure the safety of children and to give them the very best start in life. To this end we intend to create an environment in which children are safe from abuse and in which any suspicion of abuse is promptly and appropriately responded to.

**Our Aims are to:**

* Create an environment in our setting, which encourages children to develop a positive self-image, regardless of race, language, religion, culture or home background.
* Help children to establish and sustain satisfying relationships within their families, with peers and with other adults.
* Encourage children to develop a sense of autonomy and independence.
* Enable children to have the self-confidence and the vocabulary to resist inappropriate approaches.
* Work with parents to build their understanding of, and commitment to, the welfare of all our children.
* Work within the welfare requirements for the Early Years Foundation Stage ‘Safeguarding and Promoting Children’s Welfare’ - Section 1 Safeguarding.

**Responsibilities and Actions:**

PLAY Site Manager (Saltdean Primary School) Chris Emment is responsible for:

* Appointing the designated lead person for safeguarding
* Implementing rigorous recruitment procedures and checks
* Ensuring all staff, including supply and volunteers are given induction information regarding safeguarding
* Ensuring that there are safe working practices throughout the setting
* Ensure there is appropriate supervision and support for staff.

**Designated Safeguarding Lead**

Claire O’Brien and Caroline Emment are the designated safeguarding lead (DSL) for PLAY Saltdean. One of these DSL will always be available during operating hours.

The role of the DSL is as follows:

* To coordinate the implementation of local procedures and setting policy
* To provide a point on contact for staff who have concerns or information about child protection issues
* To raise awareness of child protection and safeguarding throughout the setting and to all staff/volunteers
* To facilitate and provide training for all staff and volunteers
* To decide when to make a referral and make the necessary contact with social care and health or the police.
* To support and empower staff on their involvement and action in individual cases
* To liaise with other agencies on matters regarding safeguarding and forge strong working relationships with social workers, teachers, LADO, FRONT DOOR FOR FAMILIES LSP and the police
* To ensure all records are kept up to date, secure and kept according to the Data Protection Act.
* To undertake PREVENT awareness training and is able to provide advice and support to other members of staff on protecting children from the risk of radicalisation
* To undertake regular training in order to keep their knowledge up to date and to review the settings child protection policy annually.

**All members of staff and volunteers are responsible for:**

* Being alert to the signs of abuse and neglect
* Following the child protection procedures
* Reporting serious concerns on the same day
* Reporting concerns about the behaviour of colleagues or volunteers
* Keeping accurate records
* Wearing suitable staff uniform and have their PLAY ID on them at all times and be prepared to show this when/if required.

**The Front Door For Families (FDFF)**

The FDFF provides support for professionals working with a child, young person or family where the professionals need additional information, advice or support to improve outcomes.

The FDFF offers three services to professionals:

* Information and signposting to services
* Advice
* Finding appropriate services and professionals in the City to provide intervention for the child, young person or family.

Staff at the FDFF support professionals in the City to target, coordinate, and provide early help interventions to families that do not meet the threshold for the Councils Social Work Services.

The purpose of the FDFF is to prevent problems from becoming more serious, reduce the need for intensive and specialised services, and improve outcomes for families.

**FRONT DOOR FOR FAMILIES (Brighton and Hove)/ SPOA (East Sussex)**

The FRONT DOOR FOR FAMILIES (formally MASH)/ SPOA is a team of professionals based together, sharing information in order to make timely and correct decisions to protect and support children and young people. The team consist of social worker staff, police officers, and staff from housing, education services, young offending, Early Help and a range of health professionals. Decisions are made on all referrals within 24hrs. Action required is then carried out by the relevant team or service.

**More detailed information is contained in the BHCC Threshold Documents.**

**Early Help/ Safeguarding Procedures for setting staff to follow when supporting children and their families**

* Staff member will discuss any low level concerns with the DSL. Concerns are securely recorded. DSL to consult with the Saltdean Primary School DSL Natalie Miller and refer to BHCC Threshold Document to identify possible level of need.

[Interactive Threshold Document - BHSCP](https://www.bhscp.org.uk/safeguarding-partnership-documents/thresholds/interactive-threshold-document/)

* If the concern is identified as a Level 2 or 3 concern- the DSL discusses concerns with the family. Consent is needed to discuss with other professionals at this point.
* DSL may consult with FDFF after consultation with parents. (If FDFF Assessment is not initiated or declined the child and family are monitored closely. All conversations recorded in the child’s notes.)

FDFF Referral Form [Tell us if you are worried about a child - Introduction - Forms | Brighton & Hove City Council (brighton-hove.gov.uk)](https://selfservice.brighton-hove.gov.uk/AchieveForms/?mode=fill&consentMessage=yes&form_uri=sandbox-publish://AF-Process-e96f4d5d-40bd-41d0-a2db-9fcaa1c239bc/AF-Stage-46ff3d1e-609b-4edf-a430-6e5929037466/definition.json&process=1&process_uri=sandbox-processes://AF-Process-e96f4d5d-40bd-41d0-a2db-9fcaa1c239bc&process_id=AF-Process-e96f4d5d-40bd-41d0-a2db-9fcaa1c239bc&utm_source=hootsuite&utm_medium=twitter)

* When relevant, an FDFF assessment is completed and initial Team Around the Family (TAF) meeting is held within specified guidelines for timescales.
* A lead professional is identified. The DSL will assist the DSL at Saltdean Primary School where necessary.
* The DSL or INCO with attend the TAF meetings.
* If a **level 3/ 4 concern** is identifiedthis will require a referral to FRONT DOOR FOR FAMILIES, consent not needed at this point. Parents will be informed unless it is deemed to put the child at further risk.

**Actions to be taken**

Sometimes concerns that a child or young person is suffering or is likely to be suffering some sort of abuse will build up slowly over time, and some will be a response to a child presenting an injury or mark or talking about a worrying issue. All concerns should be discussed with the DSL with a written record recorded on a concerns form and shared with the DSL, Natalie Miller and Saltdean Primary school. These will be logged on CPOMS for future reference.

**The following procedure should be followed if a child arrives at PLAY with a mark or bruise.**

* A existing injury form will be completed using black ink.
* The Staff member will write the child’s full name, DOB, along with the day’s date.
* The staff member will write a full description of the injury and its location on the body.
* The PLAY DSL will discuss concerns with the DSL or member of Senior Leadership at Saltdean primary if available.
* The parent’s explanation of the injury will be written using their own words including the circumstances when the injury occurred, the date and the location of when it happened. For those parents who have literacy difficulties or are unable to write in English the DSL will be allowed to write this for them.
* The DSL and parent must both sign the form.
* If it is suspected that the mark or injury is not accidental or due to a lack of supervision, staff must fill out a safeguarding concern form including a body map.
* The DSL will provide support and guidance and if appropriate make a referral to FDFF or FRONT DOOR FOR FAMILIES and if necessary the police. Saltdean Primary School DSL will be kept informed. A purple concerns formed shoud be filled in (available form Staffroom Safeguarding folder). Natalie Miller (07736957498) should be contacted if the DSL decides to contact FDFF/ Police.
* **Marks and bruises on children with a Child Protection Plan or Child In Need plan should be recorded on a body map and on both a PLAY and SPS concerns form and reported to Natalie Miller/ Alison Mohsin (SPS DSL) immediately. A copy of the form will be sent to the child’s allocated social worker.**

**The following procedures should be followed if a child injures themselves at the setting:**

* An accident form will be completed in black ink.
* The key person or witness will write the child’s full name, DOB and the days date.
* The same person will write a full description of the injury and the location on the body, along with the circumstances, time and location of the accident/ Injury.
* If the injury needs first aid treatment this should be recorded and the parent informed by telephone.
* The key person or witness must sign the form.
* The parent will be asked to sign the form on collection of the child and a copy of the form will be given to the parent to keep.
* If the child has a child protection plan or a child in need plan a copy of the accident form will/ must be given to the DSL and filed in the child’s personal safeguarding folder.

**When a child chooses to share information about abuse with you, the following procedures and principles should be followed:**

* **Listen to the child use TED- Tell me, Explain, Describe**. Avoid direct questioning. Staff should be aware that the way in which they talk to a child can have an effect on the evidence put forward if there are subsequent criminal proceedings. It is important that the child does not have to repeat or elaborate on what s/he has said. E.g. to designated person.
* **Reassure the child that they are believed** and are doing the right thing in telling you.
* **Never stop a child who is freely recalling** significant events unless it is necessary to find out more private place or time, in this situation it is important that the child realises why they have been interrupted.
* **Inform the DSL as soon as possible.** If the DSL is unavailable, a senior member of the staff should be informed. In cases of suspected or alleged physical abuse, it is important that the DSL is informed immediately as social care and health will need time to assess the case before the child leaves the setting at the end of the session. If the injury is serious, arrangements will be made to transport the child to hospital. **Natalie Miller, or in absence Alison Mohsin should be informed and liaised with following a disclosure.**
* **Make a note of the discussion,** taking care to record the timing, setting and people present as well as what was said as accurately as possible in the child’s own words. Try not to do this in front of the child unless you can explain what you are doing. Notes may need to be used in any subsequence case conference and court proceedings.
* **Never inform the child’s parents before discussion with the DSL,** who will probably decide the timing of this in consultation with the investigating agencies.
* **Never promise confidentiality** or make other promises that you may not be able to keep. However, the child should be assured that the matter will be disclosed only to people who have to know about it in order to improve the situation.

**The DSL will contact the FRONT DOOR FOR FAMILIES team on 01273290400 or email** [**FRONT DOOR FOR FAMILIES@brighton-hove.gcsx.gov.uk**](mailto:MASH@brighton-hove.gcsx.gov.uk)**. It is not the role of the Staff member to investigate the validity of any allegations or concerns raised.**

**Where persons or other staff see signs that cause that a child may be in need of protection, the following procedure should be followed:**

* The concerns should be noted on the concerns form. Concerns about the possible neglect of a child may need to be recorded over a period of time.
* As soon as the member of staff has completed an entry on this form it should be given to the manager available who will decide on action to be taken and set up a file for the child in the office/lockable filling cabinet. A copy will be made for Natalie Miller/ Alison Mohsin, DSLs at Saltdean Primary. She should be contacted as soon as possible on 07736957498. Subsequent concerns can be added to the form but should also be reported to the DSL as soon as possible.
* Discuss concerns with parents only after discussion with the DSL or senior staff member.
* Record all subsequent events. Use the correct form for this, available form the DSL. All records should be timed, dated and signed and counter signed by the DSL.

**After a referral**

The investigation agencies FRONT DOOR FOR FAMILIES/SPOA, i.e. social workers, and the police, will decide, at a strategy discussion, whether and how to investigate. The DSL will be informed of the decision and any action to be taken. This may involve a social worker and police officer from the child protection team, coming in to the setting to interview the parent or child. PLAY and Saltdean Primary School work in partnership to protect children and families- this should be shared confidentially and sensitively but should always be on a need to know basis. In some cases, it will be beneficial to the child to have a supportive member of staff present at this interview but there should be no pressure put upon them if they feel unable to do this or if the child does not wish it.

The investigating child protection team may then interview the parents of the child or they may go to the home for this. The child is often then taken to see a paediatrician who specialises in child protection at the hospital.

The investigating agencies may decide to take no further action. In this case it is still important to keep detailed records and to refer again to the DSL if there are continuing or recurring concerns.

**Monitoring and support pupils on the child protection register.**

Staff should keep records of the child attendance, any unusual behaviour at the setting, deteriorations in appearance or health.

The setting can support the child by providing a secure, stable environment during the stressful time of the investigation, the case conference and afterwards. In some cases, the child’s behaviours will indicate a need for additional support. This should be discussed with the designated person.

All accidents in the settings or existing injuries reported by parents when a child arrives at the setting must be reported on a accident form to the DSL or other site manager immediately so that they can be conveyed to the social worker involved. Other members of the core group such as health visitors should also be informed for their information.

**Staff Support**

When a child shares information about abuse with a member of staff or when suspected abuse is confirmed, those adults involved are likely to feel upset, emotionally drained and perhaps guilty. It is important that support is given where necessary and that colleagues are aware of the effects upon staff of involvement with an incident.

Although details should remain confidential, it is useful for people to be able to talk with someone and to express their feelings. It is likely that this support may need to be on going, especially if the case goes to court and the member of staff is a witness.

**Allegations of abuse by staff, volunteers or visitors to the setting:**

We believe that all members of the setting are entitled to receive care and protection from harm. We will not accept inappropriate behaviour towards pupils or staff, and will ensure that any concerns or allegations of impropriety are dealt with quickly, fairly and sensitively.

The setting aims to safeguard the children and prevent abuse by:

* Rigorous appointment procedures
* Ensuring that all staff and volunteers have up to date enhanced DBS checks.
* Generally having at least two members of staff with each group of children.
* Supervising volunteers.
* Escorting or supervising visitors to the setting.
* Securing outside doors and monitoring the premises to control who has entry into the setting.
* Maintaining staff ratios.

Any staff disclosing information regarding inappropriate behaviour by colleagues will be listened to and supported. If an allegation is made against a member of staff or volunteers the guidance document ‘allegations of abuse against teaching and non teaching staff’ (March 2016) is followed. See link below.

https://www.gov.uk/government/uploads/system/uploads/attachment\_data/file/361444/DFE-RR192.pdf

**An ’allegation’ refers to any information or concern which suggests an adult who works with children has:**

* Behaved in a way that has harmed, or may harmed a child.
* Possible committed a criminal offence against or related to, Child or
* Behaved in a way that indicates s/he is unsuitable to work with children.

The advice includes notifying the local authority designated officer **LADO** (Gail Alsop 07795 335623 [ladoenquiries@brighton-hove.gov.uk](mailto:ladoenquiries@brighton-hove.gov.uk)) immediately an allegation is made and seeking advice via the referral form (Appendix 2). The LADO would be able to offer advice about whether the member of staff would needs to be suspended immediately. The LADO is involved in the overall management and oversight of individual cases. He will provide advice and guidance to the DSL, liaise with the police and other agencies and monitor the progress of case to ensure that they are dealt with as quickly as possible, consistent with a thorough and fair process.

Any allegations should also be reported immediately to the settings manager. The setting manager will then need to notify Ofsted, George Hance PLAY’s MD and the DSL at Saltdean primary school. PLAY’s DSL should submit the referral form (See Appendix 2) as soon as an allegation comes to light.

Parents of a child allegedly abuse by a member of staff or other adult in the setting will be kept informed of the progress and outcomes of any investigation.

Any member of staff facing investigation into an allegation of abuse will be offered appropriate access to professional and personal support network, and will be kept informed of the progress and outcome of any investigation.

If an allegation against a member of staff is substantiated, or the member of staff leaves before an investigation has been completed then the DSL will refer this person to the Disclosure and Barring service.

**Outcomes of investigations of allegations:**

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

**Forced Marriage and Female Genital Mutilation**

Forced Marriage (FM)

This is an entirely separate issue from arranged marriage. It is a human rights abuse and falls within the Crown Prosecution Service definition of domestic violence. Young men and women can be at risk in affected ethnic groups. Whistle-blowing may come from younger siblings. Other indicators may be detected by changes in adolescent behaviours. Never attempt to intervene directly as a school or through a third party.

Female Genital Mutilation (FGM)

It is essential that staff are aware of FGM practices and the need to look for

signs, symptoms and other indicators of

FGM.

What is FGM?

It involves procedures that intentionally alter/injure the female genital organs

for non-medical reasons.

4 types of procedure:

Type 1 Clitoridectomy –partial/total removal of clitoris

Type 2 Excision –partial/total removal of clitoris and labia minora

Type 3 Infibulation entrance to vagina is narrowed by repositioning the inner/outer labia

Type 4 all other procedures that may include: pricking, piercing, incising cauterising and scraping the genital area

**Why is it carried out?**

Belief that:

* FGM brings status/respect to the girl –social acceptance for marriage
* Preserves a girl’s virginity
* Part of being a woman / rite of passage
* Upholds family honour
* Cleanses and purifies the girl
* Gives a sense of belonging to the community
* Fulfils a religious requirement
* Perpetuates a custom/tradition
* Helps girls be clean / hygienic
* Is cosmetically desirable
* Mistakenly believed to make childbirth easier

**Is FGM legal?**

FGM is internationally recognised as a violation of human rights of girls and

women. It is illegal in most countries including the UK. Circumstances and occurrences that may point to FGM happening

* Child talking about getting ready for a special ceremony
* Family taking a long trip abroad
* Child’s family being from one of the ‘at risk’ communities for FGM (Kenya, Somalia, Sudan, Sierra Leon, Egypt, Nigeria, Eritrea as well as non-African communities including Yemeni, Afghani, Kurdistan, Indonesia and Pakistan)
* Knowledge that the child’s sibling has undergone FGM
* Child talks about going abroad to be ‘cut’ or to prepare for marriage

Signs that may indicate a child has undergone FGM:

* Prolonged absence from school and other activities
* Behaviour change on return from a holiday abroad, such as being withdrawn and appearing subdued
* Bladder or menstrual problems
* Finding it difficult to sit still and looking uncomfortable
* Complaining about pain between the legs
* Mentioning something somebody did to them that they are not allowed to talk about
* Secretive behaviour, including isolating themselves from the group
* Reluctance to take part in physical activity
* Repeated urinal tract infection
* Disclosure

**The PREVENT duty 2015 (PREVENT Counter Terrorism and Security Act 2015)**

PLAY PE has regard to the PREVENT Duty 2015. This duty works alongside other safeguarding policy and practice as required by the Working Together to Safeguard Children(DfE 20150. The DSL has oversight of the PREVENT Duty at the setting. Please see the PREVENT Duty Policy (2015) for more information.

The local contact details for the support and advice on the Prevent Duty is Nahida Shaikh, Tel: 01273 290584, Email: [nahida.shaikh@brighton-hove.gcsx.gov.uk](mailto:nahida.shaikh@brighton-hove.gcsx.gov.uk)

Local PREVENT education officer is Anna Wharfe Tel: 01273 293926

Email: Anna.Wharfe@brighton-hove.gov.uk

The dedicated police community support officer Thomas Morvantoone may also be contacted on the non-emergency police number 101 extension 550543 [thomas.morvantoone@sussexpnn.police.uk](mailto:thomas.morvantoone@sussexpnn.police.uk)

 Prevent contact for referrals/assistance: DS Steve Boyle Sussex Prevent Coordinator Telephone (external): 101 Telephone (internal): Ext 531279 Mobile 07768 467917 Email: steve.boyle@sussex.pnn.police.uk

* •  Email - channel@sussex.pnn.police.uk

The Police Channel Practitioner will then complete an extensive risk

* PREVENT contacts in Brighton and Hove City: [Preventing terrorism and extremism | Safe in the City](https://www.safeinthecity.info/getting-help/preventing-terrorism-and-extremism)
* •  Multi Agency Safeguarding Hub for consultations/advice on concerns about a child 0344 8008020 Local number (This number is available 24 hours a day; between 08.00am to 06.00pm the call will be passed to the Access Team, outside those hours the call will go to the Duty Team.)
* •  The Department for Education has dedicated a telephone helpline (020 7340 7264) to enable staff and governors to raise concerns relating to extremism directly. Concerns can also be raised by email to counter.extremism@education.gsi.gov.uk
* Will Robey- PREVENT Education Officer 07592100699 [will.robey@brighton-hove.gov.uk](mailto:will.robey@brighton-hove.gov.uk)
* EAST SUSSEX PREVENT contact: [kellie.clarke@eastsussex.gov.uk](mailto:kellie.clarke@eastsussex.gov.uk) 01273348277

# Staffing and volunteering - Appointment of staff/volunteers

* We exclude known offenders – applicants for posts within PLAY are clearly informed that the positions are exempt from the Rehabilitation of Offenders Act 1974.

We abide by Ofsted requirements in respect of references, Disclosure and Barring Service and Independent Safeguarding Authority (DBS) checks for staff and volunteers, to ensure that no disqualified or unfit person works at PLAY or has access to the children. Recruiters have completed BHCC approved training in Safer Recruitment. Job applicants are informed of the need to take up references and carry out checks before posts can be confirmed. Explanations will be sought in cases where candidates have unexplained gaps in their employment history, or have moved rapidly from one job to another.

* Where applications are rejected because of information that has been disclosed, applicants have the right to know and to challenge incorrect information.
* All appointments, whether paid or voluntary, will be subject to a probationary period and will not be confirmed unless PLAY is confident that the applicant can be safely entrusted with the care of children. We will ask staff to sign up the DBS update service and we will check this information.
* We abide by the Protection of Children Act requirements in respect of any person who is dismissed from our employment, or who resigns in circumstances that would otherwise have lead to dismissal for reasons of a child protection concern. A DSL has completed online etraining through BHCC ‘Safer Recruitment’ November 2016. Contact with the LADO will be made at the earliest opportunity.

# Disciplinary Procedures

* Where a member of staff is dismissed from the PLAY or is internally disciplined because of misconduct relating to a child, we notify the Department of Health Administrators (Tel; 0207 210 48500) so that the name may be included on the List for the Protection of Children and Vulnerable Adults.

# Training

* We seek out training opportunities for all adults involved in PLAY PE to ensure that they are able to recognise the signs and symptoms of possible physical abuse, emotional abuse, sexual abuse and neglect, so that they are aware of the local authority guidelines for making referrals. We ensure that all staff know the procedures for reporting and recording their concerns in the preschool. Concerns about children are discussed at every staff meeting.

### Deployment of Staff

* We have a named member of staff who co-ordinates safeguarding children issues (DSL): currently Caroline Emment. Claire O’Brien is a Deputy. Chris Emment can also be contacted if Caroline Emment is not available.
* We provide adequate and appropriate staffing resources to meet the needs of children.
* The layout of the hall and outdoor area allows for constant supervision.
* Volunteers do not work unsupervised.
* No adult will be left alone for long periods with individual children or with small groups.
* In the event of a child needing cleaning and a change of underwear, this will always be done by the child with an adult a safe distance away to provide reassurance. Parents will be informed.

# Visitors

We have procedures for recording the details of visitors to the PLAY PE:

* A visitor’s signing in book is filled in for every visitor. Information collected is their name, company they work for, if applicable, telephone contact number, reason for visit and arrival and departure times. ID will be asked for. Visitors must wear a visitor sticker at all times as well as their own company ID/ BHCC staff ID. If the visitor is going to be working with the children directly we will check DBS numbers via the update website with their permission- https://secure.crbonline.gov.uk/crsc/check?execution=e1s1
* We encourage visitors to make prior appointments before visiting.
* We take security steps to ensure that we have control over who comes into the setting so that no unsupervised person has access to the children.

**Taking of video recordings and photographs**

* PLAY is aware of the possibility of misuse of video recordings and photographs; therefore, no video recordings will be made.
* Where photographs are taken by staff members for planning or individual children’s achievement folders, only individual pictures of their own children will be given to parents.
* Photograph albums and displays are kept inside the South Hall.
* All digital images of photographs will be destroyed at the end of each year. No digital images will be lent out.
* When taking photographs, the permission of children as well as adults must be sought and their wishes respected.

**Curriculum**

* We introduce key elements of safeguarding children into our Early Years Foundation Stage framework so that children can develop an understanding of why and how to keep safe.
* We create within the preschool a culture of value and respect for the individual.
* We ensure that this is carried out in a way that is appropriate for the ages and stages of our children.

**The Legal Framework and Key Guidance for this is:**

Children Act (CA) 1989 and 2004

Childcare Act 2006

Convention on the Rights of the Child, UNICEF, 1989

Data Protection Act DPA 1998

Prevent Duty-Counter-Terrorism and Security Alert 2015

British Values 2015

**Links to the Statutory Framework for the Early Years Foundation Stage –**

Welfare Requirements – Section 1 Safeguarding and Promoting Children’s welfare – Safeguarding.

This policy should be read in conjunction with other PLAY policies and documents such as:

* Whistleblowing policy
* Health and Safety Policy
* SEND policy
* Safe recruitment policy
* The PREVENT Duty policy

**Useful Contacts**

**Contact Telephone Numbers:**

Natalie Miller- Saltdean Primary School SENCO/ DSL- 07736957498

NSPCC Child Protection Help line – Advice and Referral’s (24 hours): 0808 800 5000

Ofsted (Manchester) Help line: 08456 404040

FRONT DOOR FOR FAMILIES [Front Door For Families@brighton-hove.gov.uk](mailto:mash@brighton-hove.gov.uk) or 01273290400

Families who already have a names social worker within the Child in Need Team, South hub 01273294470

Emergency Duty Team (OOH child protection concerns) 01273335905 or 01273335906

LADO Gail Alsop [ladoenquiries@brighton-hove.gov.uk](mailto:ladoenquiries@brighton-hove.gov.uk) 07795 335623

**Website:**

Brighton and Hove Local Safeguarding Partners[www.bhscp.org.uk](http://www.bhscp.org.uk)

Front Door For Families (formally MASH)<http://www.brightonandhovelscb.org.uk/new-front-door-for-families/>

Pan Sussex Child Child Protection **https://sussexchildprotection.procedures.org.uk/**

Childline, [www.childline,org.uk](http://www.childline,org.uk)

UNICEF, [www.unicef.org](http://www.unicef.org).uk

National Society for the Prevention to Cruelty to Children (NSPCC) [www.nspcc.org.uk](http://www.nspcc.org.uk/)

Direct Gov (for information relating to legislation), [www.direct.gov.uk](http://www.direct.gov.uk)

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| --- | --- |
| This policy was adopted by: PLAY | Date: May 2018 (Due to Local contact details changing)  September 2019  January 2020  October 2020  Annual Review: November 2020  May 2021 (incident forces policy review)  October 2021 (Local contact details changing)  December 2022  12/12/2022 |
| To be reviewed: December 2023 | Signed: |

This policy was adopted by the Staff and Management at PLAY, November 2017

***Appendix 1:***

**Recognising Child Abuse**

Child abuse can occur in a variety of ways, some more obvious than others. All staff have child protection training and will be vigilant to signs and evidence of physical, sexual and emotional abuse or neglect.

**Physical Abuse:** This involves hitting, shaking, throwing, burning, suffocating or any other physical harm. Deliberately causing a young person’s ill health also constitutes physical abuse.

**Sexual Abuse:** This involves forcing or enticing a child to take part in sexual activities, whether or not the child is aware of what is happening. The activities may involve physical contact, including penetrative or non-penetrative acts. Showing young people pornographic materials, sexual activities, or encouraging young people to behave in sexually inappropriate ways also constitutes sexual abuse.

**Emotional abuse:** Varying degrees of emotional abuse is present in virtually all child protection incidents, but can also constitute abuse in its own right. Emotional abuse involves persistent or severe emotional ill-treatment or torture causing, or likely to cause, severe adverse effects on the emotional stability of a child. Such behaviour may involve conveying to a child that they are worthless, unloved, or inadequate, or making them feel unnecessarily frightened or vulnerable.

**Neglect:** Neglect is the persistent failure to meet a young person’s basic physical, emotional or psychological needs, such as is likely to have a severe impact on their health, development or emotional stability. Neglect may involve failing to provide adequate food, shelter or clothing for a child, or failing to adequately protect them from physical harm or ill health Neglect can also manifest itself in a failure to meet the basic emotional needs of child.

Appendix 2: LADO Referral Form BHCC

|  |  |  |  |
| --- | --- | --- | --- |
| Brighton & Hove City Council  LADO Referral - Allegations or concern about a person working with children  To be completed if a professional receives an allegation or has a concern about the behaviour of a member of staff working or volunteering with children and that concern could amount to:     * A member of staff or volunteer has behaved in a way that has harmed a child, or may have harmed a child, or * Possibly committed a criminal offence against or related to a child, or * Behaved towards a child or children in a way that indicates s/he may pose a risk of harm to children. * Behaved or may have behaved in a way that indicates they may not be suitable to work with children. | | | |
|  | | | | |
| **NAME Of REFFERER AND AGENCY** | | | | |
| Name | Click or tap here to enter text. | | | |
| Agency | Click or tap here to enter text. | Job Title/Role: | Click or tap here to enter text. | |
| Tel No: | Click or tap here to enter text. | Email | Click or tap here to enter text. | |

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **NAME OF REFERRED PERSON** | | | | | | | | | | |
| Family Name | Click or tap here to enter text. | Given Name | Click or tap here to enter text. | | | | DoB: | | Click or tap here to enter text. | |
| Home Address: |  | | Tel No: |  | | | | | | |
| Email |  | | | | | | |
| Job Title/Role: |  | Ethnicity |  | | Gender | | | Male | |  |
| Female | |  |
| Workplace Address:    Click or tap here to enter text. | | | | | | | | | | |
| Names and DOB of own children if known:  Click or tap here to enter text. | | | | | | | | | | |
| Have there been any prior concerns regarding this person: | | | | | | Yes | | |  | |
| No | | |  | |
| *(If yes please give details, dates, and outcome)*    Click or tap here to enter text. | | | | | | | | | | |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **DETAILS of CHILD(REN) or YOUNG PERSON** | | | | | | | | | | | | | |
| Family Name: |  | | | Given Name |  | | | | | DoB: | | |  |
| Home Address: |  | | | | | | | | | | | | |
| Ethnicity |  | | | | Male |  | | | Female | | |  | |
|  | | | | | | | | | | | | | | |
| **REASON FOR REFERRAL** | | | | | | | | | | | | | | |
| Date of incident | |  | | | Time of Incident/Allegation | | | | | |  | | | |
| Location of incident | |  | | | | | | | | | | | | |
| REFERRAL INFORMATION: Include details if any injuries/harm | | | | | | | | | | | | | | |
| Click or tap here to enter text. | | | | | | | | | | | | | | |
| Potential Witness(es) | | |  | | | | Tel No: |  | | | | | | |
| Email |  | | | | | | |
| Name of Potential Witness(es) | | |  | | | | Tel No: |  | | | | | | |
| Email |  | | | | | | |
| **ADDITONAL ACTION TAKEN / INFORMATION AFTER THE INCIDENT OR ALLEGATION WAS MADE** | | | | | | | | | | | | | | |
| Click or tap here to enter text. | | | | | | | | | | | | | | |
| Action taken to address any immediate safeguarding concerns:  Click or tap here to enter text. | | | | | | | | | | | | | | |

Please ensure that you complete this form in full before submitting to LADO Allegations Management.

Completed forms should be emailed to: [**LADO@Brighton-Hove.gov.uk**](mailto:LADO@Brighton-Hove.gov.uk)