



Safeguarding Policy

Pavilion Breakfast and After School Clubs are committed to providing a safe and secure environment for all children attending our programs. We work with children, parents and the community to ensure the rights and safety of children', young people and vulnerable adults.

We are committed to building a 'culture of safety' in which children, young people and vulnerable adults are protected from abuse and harm including radicalisation in all areas of our service delivery.

Our Designated Safeguarding Lead who coordinates child, young person and vulnerable adult protection issues is Suzanne MacGregor - Clubs Manager.

When the setting is open but the Designated Safeguarding Lead is not on site, a suitably trained deputy is available for staff to discuss safeguarding concerns.

The Designated Safeguarding Lead and the suitably trained deputy ensure that they have relevant links with statutory and voluntary organisations with regard to safeguarding.

The designated person (and the person who deputises for them) understands LSCP safeguarding procedures, attends relevant LSCP training at least every two years and refreshes their knowledge of safeguarding at least annually.

We ensure that all staff are trained to understand our safeguarding policies and procedures and that parents are made aware of them too.

All staff have up to date knowledge of safeguarding issues, are alert to potential indicators and signs of abuse and neglect and understand their professional duty to ensure safeguarding and child protection concerns are reported to the local authority children's social care team or the NSPCC. They receive updates on safeguarding at least annually.

All staff are confident to ask questions in relation to any safeguarding concerns and know not to just take things at face value but can be respectfully sceptical.

All staff understand the principles of early help (as defined in Keeping Children Safe in Education) and are able to identify those children and families who may be in need of early help and enable them to access it.

A staff member who is trained to complete EHAT's and be lead professional who will coordinate support for the child and their family, offering a targeted response to identified needs.

All staff understand LSCP thresholds of significant harm and understand how to access services for families, including for those families who are below the threshold for significant harm.

All staff understand how to escalate their concerns in the event that they feel either the local authority and/or their own organisation has not acted adequately to safeguard.

All staff understand what the organisation expects of them in terms of their required behaviour and conduct, and follow our policies and procedures on positive behaviour, online safety (including the use of mobile phones), whistleblowing and dignity at work.

Children have a key person (EYFS only) to build a relationship with and are supported to articulate any worries, concerns or complaints that they may have in an age appropriate way.

All staff understand our policy on promoting positive behaviour and follow it in relation to children showing aggression towards other children.

Adequate and appropriate staffing resources are provided 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.

Enhanced criminal records and barred lists checks and other suitability checks are carried out for staff and volunteers prior to their post being confirmed, to ensure that no disqualified person or unsuitable person works at the setting or has access to the children.

Where applications are rejected based on information disclosed, applicants have the right to know and to challenge incorrect information.

Enhanced criminal records and barred lists checks are carried out on anyone living or working on the premises.

Two employment references are sought and are to be followed up with a phone call in line with our safer recruitment policy.

Volunteers must:

- Be aged 17 or over (school work experience students will be considered and interviewed prior to any placement starting)
- Be considered competent and responsible
- Receive a robust induction and regular supervisory meetings
- Be familiar with all the settings policies and procedures
- Will not have unsupervised access to the children at any time
- Hold and volunteer DBS (including all trustees) which will be paid for by the setting
- Agree to information about qualifications held being recorded
- Agree to information from the identity checks and vetting processes being held including criminal records check disclosure reference number, certificate of good conduct or equivalent where a UK DBS check is not appropriate, the date the disclose was obtained and details of who obtained it.

All staff and volunteers are informed 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).

All staff and volunteers are required to notify us if anyone in their household (including family members, lodgers, partners etc.) 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 care of their children.

We will notify the Disclosure and Barring Service of any person who is dismissed from our employment or resigns in circumstances that would otherwise have led to dismissal for reason of a child protection concern.

Procedures are in place to record the details of visitors to the setting.

- All visitors must have appointment agreed with a manager
- All visitors must sign in and out and any relevant professional ID checked
- A manager will supervise visitors at all times whilst on site and escort them on and off the site.

Security steps are taken to ensure that we have control over who comes into the setting so that no unauthorised person has unsupervised access to the children.

Steps are taken 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.

Any personal information is held securely and in line with data protection requirements and guidance from the ICO.

The designated person in the setting has responsibility for ensuring that there is an adequate online safety policy in place.

We keep a record of all complaints and concerns including details of how they were responded to.

We ensure that robust risk assessments are completed, that they are seen and signed by all relevant staff and that they are regularly reviewed and updated in line with our health and safety policy.

The designated person will support the deputy, ensuring they undertake their role adequately and offer advice, guidance, supervision and support.

All staff will inform the designated officer (or deputy in the event of the designated officer being absent) at the first opportunity of every significant safeguarding concern however this should not delay any referrals being made to children's social care, the LADO, LSCP, Ofsted or RIDDOR.

Operation Encompass was introduced in 2021 responding to increased domestic violence rates in our city. The designated lead will take responsibility to update training as needed and we have established a separate email address - safeguarding@pavilionpreschool.org which is checked regularly.

We are 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" and the Care Act 2014.

Responding to suspicions of abuse

We acknowledge that abuse of children can take different forms - physical, emotional, sexual and neglect.

We ensure that all staff understand the additional vulnerabilities that arise from special education needs and/or disabilities, plus inequalities of race, gender, language, religion, sexual orientation or culture and that these receive full consideration in relation to child, young person or vulnerable adult protection.

When children are suffering from physical, sexual or emotional abuse, or experiencing neglect, this may be demonstrated through:

- Significant changes in 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.
- Any reason to suspect neglect or abuse outside of the setting.

We are aware of the "hidden harm" agenda concerning parents with drug and alcohol problems and consider other factors affecting parental capacity and risk such as social exclusion, domestic violence, radicalisation, mental or physical illness and parent's learning disability.

We are aware that children's vulnerability is potentially increased when they are privately fostered and when we know that a child is being cared for under a private fostering arrangement, we will inform the local authority children's social care team.

We are aware of other factors that affect children's vulnerability that may affect or may have affected children and young people using our provision such as abuse of children who have special educational needs and/or disabilities, fabricated or induced illness, child abuse linked to belief in spiritry possession, sexual exploitation of children

including through internet abuse, Female Genital Mutilation and radicalisation or extremism.

In relation to radicalisation and extremism, we follow the Prevent Duty guidance for England and Wales published by the Home Office and LSCP procedures on responding to radicalisation.

The designated person completes online Channel training, online Prevent training and attends local WRAP training when available to ensure they are familiar with the local protocol and procedures for responding to concerns about radicalisation.

We are aware of the mandatory duty that applies to staff to report cases of Female Genital Mutilation to the Police.

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 and follow the LSCP procedures.

Where such evidence is apparent, the member of staff/volunteer makes an immediately dated written 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 safeguarding folder.

In the event that a staff member or volunteer is unhappy with the decision made of the designated person in relation to whether to make a safeguarding referral they must follow escalation procedures.

We refer concerns to the local authority children's social care team and co-operate fully in any subsequent investigation. In some cases this may mean the police or another agency identified by the Local Safeguarding Children Partnership.

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 1989. 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.

All staff are also aware that adults can also be vulnerable and know how to refer adults who are in need of community care services.

We have a whistleblowing policy in place.

Staff/volunteers know they can contact the organisation Public Concern at Work for advice relating to whistleblowing if they feel that the organisation has not acted adequately in relation to safeguarding, they can contact the NSPCC whistleblowing helpline.

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, although it is ok to ask questions for the purposes of clarification.
- Makes a written record that forms an objective record 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 and time and the names of any other person present at the time.

These records are signed and dated and stored digitally on Famly. A copy may be stored in the safeguarding folder which is kept securely and confidentially.

The member of staff acting as the designated person is informed of the issue at the earliest opportunity and within one working day.

Where the Local Safeguarding Children Partnership 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 Partnership.

Making a referral to the local authority Children's Advice and Support Service.

If the staff concerns about a child have reached Level 4 (Level of Need and Response) a referral will be made if there are concerns that the child/children is at risk or has experienced significant harm (Section 47 of Children's Act 1989) or if there are significant concerns for a child's welfare (Section 17 of Children's Act 1989) and these risks would require statutory assessment by a Social Worker.

Where the child concerned already has an allocated social worker, referrals to Children's Social Care will be made to the children's social worker, the team leader or a team colleague. The telephone number for referrals is: 0151 459 2606.

Where the child does not have an allocated social worker, referrals are made to the Children's Advice and Support Service and followed up in writing using a MARF within 48.

Escalation process

If we feel that a referral made has not been dealt with properly or that concerns are not being addressed or responded to we will follow the LSCP escalation process.

We will ensure that staff are aware of how to escalate concerns.

Informing parents

Parents are normally the first point of contact. Concerns are discussed with parents to gain their view of events, unless it is felt that this may put the child at risk or interfere with the course of a police investigation. Advice will be sought from social care if necessary.

Parents are informed when we make a record of concerns in the safeguarding file and/or Family 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 Partnership does not allow this for example where it is believed that the child may be placed at risk. This will usually be the case where the parent is the likely abuser.

If there is a possibility that advising a parent beforehand may place a child at greater risk (or interfere with a police response) the designated person should seek advice from children's social care about whether or not to advise parents beforehand and should record and follow the advice given.

Liaison with other agencies

We work within the Local Safeguarding Children and Partnership guidelines.

The current version of "What to do if you're worried a child is being abused" is available for parents and staff and all staff are familiar with what they need to do if they have concerns.

We have procedures for contacting the local authority regarding child protection issues including a section on our registration form where the name, address and telephone number of any social worker that may be involved with the family to ensure that it is easy in the event of an emergency for the setting and children's social care to work well together.

We notify 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 NSPCC are also kept.

Allegations against staff

We ensure that all parents know how to complain about the behaviour or 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.

We respond to any inappropriate behaviour displayed by members of staff, volunteers or any other person living or working on the premises 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 Partnership when responding to any complaint that a member of staff or volunteer within the setting or anyone living or working on the premises occupied by the setting, has abused a child.

We ensure staff and volunteers know how to raise concerns about a member of staff and volunteer within the setting. We respond to any concerns raised by staff and volunteers who know how to escalate their concerns if they are not satisfied with our response.

We respond to any disclosure by children or staff that abuse by a member of staff or volunteer within the setting or anyone living 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 Office (LADO) to investigate and/or offer advice.

We also report any such alleged incident to Ofsted (unless advised by LADO that this is unnecessary due to the incident not meeting the threshold), as well as what measure we have taken. We are aware that it is an offence not to do this.

We cooperate 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 member of staff or volunteer 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 has been dismissed due to engaging in activities that caused concern for the safeguarding of children or vulnerable adult, we will notify the Disclosure and Barring Service 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.

We are committed to promoting awareness of child abuse issues throughout our training and learning programmes for adults. We are also committed to empowering children, promoting their right to be strong, resilient and listened to.

Training

Training opportunities are sought 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 (including child sexual exploitation) and neglect and that they are aware of the local authority guidelines for making referrals.

Designated persons receive appropriate training as recommended by the Local Safeguarding Children's Partnership, every two years and refresh their knowledge and skills at least annually.

We ensure that all staff know the procedure for reporting and recording any concerns they may have about the provision.

We ensure that all staff receive updates on safeguarding via emails, newsletters, online training and/or discussion at staff meetings at least once a year.

Planning

The layout of the rooms allows for constant supervision. No child is left alone with staff or volunteers in a one to one situation without being within sight and/or hearing of other staff or volunteers. On occasion a child may need to be brought in from outside when all staff are needed for the ratio outside. In this situation staff inform other staff that they are taking the child inside. If a child is in the bathroom and requires help to clean or change themselves, a staff member will advise another staff member who will then wait by the entrance to the toilet until the staff member has finished cleaning or changing the child.

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 so that they develop an understanding of why and how to keep safe.

We create within the setting a culture of value and respect for individuals having positive regard for children's heritage arising from their colour ethnicity, languages spoken at home, cultural and social background.

We ensure this is carried out in a way that is developmentally appropriate for the children.

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 Safeguarding Children Partnership.

Support to families

We believe in building trusting and supportive relationships with families, staff and volunteers.

We make clear to parents and carers our role and responsibilities in relation to child protection, such as for the reporting of concerns, information sharing, monitoring of the child and liaising at all times with the local children's social care team.

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

We follow the Child Protection Plan as set by the child's social worker in relation to the setting's designated role and tasks in supporting that 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 the Confidentiality and Client access to Records procedure and only if appropriate under the guidance of the Local Safeguarding Children Partnership.

Legal Framework

Primary legislation:

- Children Act (1989 Section 47)
- Protection of Children Act (1999)
- The Children Act (2004 Section 11)
- Safeguarding Vulnerable Groups Act (2006)
- Childcare Act (2006)

Secondary legislation:

- Sexual Offences Act (2003)
- Criminal Justice and Court Services Act (2000)
- Equality Act (2010)

- Data Protection Act (2010)
- Childcare (Disqualifications) Regulations (2009)
- Children and Family Act (2014)
- Care Act (2014)
- Serious Crime Act (2015)
- Counter Terrorism and Security Act (2015)
- Keeping Children Safe in Education (2019)

Further Guidance

- Working Together to Safeguard Children (HMG, 2023)
- What to do if you're worried a child is being abused (HMG, 2015)
- Framework for the Assessment of Children in Need and their Families (DoH, 2000)
- The Common Assessment Framework for Children and Young People: A guide for Practitioners (CWDC, 2010)
- Statutory Framework for EYFS (2024)
- Statutory guidance on making arrangements to safeguard and promote the welfare of children under section 11 of the Children Act 2004 (HMG, 2011)
- Hidden Harm - Responding to the needs of children of problem drug users (ACMD, 2003)
- Information sharing: Guidance for practitioners providing safeguarding services (DfE, 2018)
- Disclosure and Barring Service: www.gov.uk/disclosure-barring-service-check
- Revised Prevent Duty Guidance for England and Wales (HMG, 2023)
- Education Inspection Framework (Ofsted, 2022)

This policy was adopted in September 2022

This policy will be reviewed annually or as required

Last updated: 29.04.24

Signed by Chair of Trustees:

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Signed by Clubs Manager:

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