Safeguarding Policy

Findon Village Preschool (FVPS)

Revised August 2022

Yvonne Wilson (Chair of Trustees)

KEEPING CHILDREN SAFE

If an employee has recently suffered from, is currently suffering from or has been in contact with anybody who has suffered from a contagious illness such as flu, chicken pox etc, they must inform the Operations Supervisor as soon as possible to protect more vulnerable children or young people from infection.

Risk Assess All Areas

All employees and volunteers are to read and confirm understanding of every risk assessment produced.

Risk assessment is also a continuous process that all employees and volunteers are responsible for. It is of the upmost importance to ensure the safety of our children.

If a potentially dangerous situation occurs the Preschool Manager must be informed as soon as possible, and an incident form completed as a "Near Miss".

Any person/s on the premises not involved with Findon Village Preschool must be challenged by an employee and asked the reason for being there.

Missing Child/Young Person

If a child is noted to be missing the Preschool Manager or Deputy, must be informed immediately. Keep calm and check remaining children.

The Preschool Manager and Deputy will designate employees to search the surrounding area and the facilities.

If after 10 minutes, a child or young person cannot be found, the Preschool Manager or Deputy will

- Phone the POLICE giving a detailed description of the child and the clothes they are wearing;
- Phone the parent, guardian or carer and inform them;
- Phone the Chairman.

STAY CALM AND REMEMBER THE REMAINING CHILDREN - they could pick up on the situation and become agitated.

An incident form is to be filled out at the earliest opportunity.

CHILD PROTECTION POLICY

The law (Children Act 1989) requires **all** employees to pass on information which raises concern that a child may be at risk from non-accidental injury, neglect, emotional or sexual abuse.

This Policy is intended to protect children and young people. Employees are encouraged to take the attitude that where there are grounds for concern it is better to be over-cautions than to risk a child's safety. If the Child Protection Representative thinks the child is at risk, they have an unavoidable duty to contact Social Services.

All employees are trained to be aware of behavioural and physical indicators that suggest the possibility of abuse. Employees are aware of the procedures to be taken if they believe a child has been abused or is at risk of abuse.

Children and young people with special educational needs/disabilities are more vulnerable to abuse than others, for example, they may not be able to communicate verbally, physical movement may be restricted and changes in behaviour may be noticed in other ways. Those who are unable to communicate verbally may be unresponsive to touch, facial expressions may be noticeably different to usual, etc.

This Child Protection Policy applies to all children and young people in the Charity's charge, regardless of their gender, ethnic background, religion, sexuality, special need/disability, state of residence or resident status.

Should any employee have any fears about a particular child, they will immediately take up the matter with the Child Protection Representative, who may decide that further advice is needed. We will consider discussion with parents, guardians or carers in the first instance and respect for confidentiality will be kept at all times.

If there is any suspicion of abuse, this will be recorded on an incident form and the Child Protection Representative will contact social services without undue delay. All employees will co-operate with any investigation and will act in accordance with the wishes of the Police and Social Services.

If an employee is under suspicion, the Child Protection Representative will act in accordance with the wishes of Police and Social Services investigators. This may mean suspending employees or volunteers from duty.

(1) Child Protection Representative CPR1
Preschool Manager: Vanessa Peek
07762 906911

(2) Child Protection Representative CPR2
Deputy Manager: Kelly Stafford
07762 906911

(3) Child Protection Representative CPR3
Safeguarding Lead Trustee and Chaiman: Yvonne Wilson
07914 838428

If the CPRs are unavailable, then the following contact must be made:

Social Services duty social worker (West Sussex) 01403 229900 or 033 022 26664 or 07711 769657 (out of hours)

OFSTED 0300 123 1231

SAFEGUARDING POLICY

Safeguarding and promotion of the welfare of children, in relation to this Policy is defined as:

- Protecting children from maltreatment;
- Preventing the impairment of children's health or development;
- Ensuring that children are growing up in circumstances consistent with the provision of safe and effective care;
- Taking action to enable all children to have the best outcomes.

(Definition taken from the HM Government document 'Working Together to Safeguard Children 2013')

and the duty to protect children

- everyone who works with children has a responsibility for keeping them safe
- everyone who comes into contact with children and families has a role to play in sharing information and identifying concerns.

(Department for Education, 2018)

We support the children within our care, protect them from maltreatment and have robust procedures in place to prevent the impairment of children's health and development. Safeguarding is a much wider subject than the elements covered within this single policy, therefore this document should be used in conjunction with other Findon Village Preschool policies and procedures.

At Findon Village Preschool we will work with children, parents, guardians, carers, external agencies and the community to ensure the welfare and safety of children and to give them the very best start in life. Children have the right to be treated with respect, be helped to thrive and to be safe from any abuse in whatever form.

Findon Village Preschool will:

- Create an environment to encourage children to develop a positive self-image;
- Encourage children to develop a sense of independence and autonomy in a way that is appropriate to their age and stage of development;
- Provide a safe and secure environment for all children;
- Always listen to children;
- Provide an environment where practitioners are confident to identify where children and families may need intervention and seek the help they need;
- Share information with other agencies as appropriate.

Findon Village Preschool has a clear commitment to protecting children and promoting welfare. Should anyone believe that this Policy is not being upheld, it is their duty to report

the matter to the attention of the Child Protection Representative (or Chair of Trustees if it is the Child Protection Representative in question) at the earliest opportunity.

The legal framework for this Policy is based on:

- Safeguarding Vulnerable Groups Act (2006);
- Working together to safeguard children (2018).

This statement lays out the procedures that will be followed if we have any reason to believe that a child in our care is subject to welfare issues including physical, sexual, emotional abuse or neglect.

Our prime responsibility is the welfare and well-being of all children in our care. As such we believe we have a duty to the children, parents and employees to act quickly and responsibly in any instance that may come to our attention. This includes sharing information with any relevant agencies such as local authority services for children's social care, health professionals or the police. All employees will work as part of a multiagency team, where needed, in the best interests of the child.

We aim to:

- Ensure that children are never placed at risk while in the charge of staff;
- Ensure that information is shared only with those people who need to know in order to protect the child and act in their best interest;
- Ensure that all employees feel confident and supported to share information and seek the help that the child may need;
- Ensure employees are trained to understand the safeguarding policy and procedure, are alert to identify possible signs of abuse, understand what is meant by child protection and are aware of the different ways in which children can be harmed, including by other children, i.e. bullying or discriminatory behaviour;
- Ensure that all employees are familiar and updated regularly with child protection issues and procedures;
- Make any referrals in a timely way, sharing relevant information as necessary;
- Regularly review and update this policy with employees and parents where appropriate and make sure it complies with any legal requirements and any guidance or procedures issued.

Types of Abuse

Abuse and neglect are forms of maltreatment of a child. Somebody may abuse or neglect a child by harming them or by failing to act to prevent harm. Children may be abused within a family, institution or community setting by those known to them or a stranger. This could be an adult or adults, another child or children. The signs and indicators listed below may not necessarily indicate that a child has been abused but, will help us to recognise that something may be wrong, especially if a child shows a number of these symptoms or any of them to a marked degree.

Indicators of child abuse:

- Failure to thrive and meet developmental milestones;
- Fearful or withdrawn tendencies;
- Aggressive behaviour;
- Unexplained injuries to a child or conflicting reports from parents or employees;
- Repeated injuries;
- Unaddressed illnesses or injuries.

Physical Abuse

Action needs to be taken if employees have reason to believe that there has been a physical injury to a child, including deliberate poisoning, where there is definite knowledge, or reasonable suspicion that the injury was inflicted or knowingly not prevented. These symptoms may include bruising or injuries in an area that is not usual for a child, e.g. fleshy parts of the arms and legs, back, wrists, ankles and face. Children and babies may be abused physically through shaking or throwing. Other injuries may include burns or scalds. These are not usual childhood injuries and should always be logged and discussed with the child protection representative. Many children will have cuts and grazes from normal childhood injuries. These should also be logged and discussed with the supervisor or deputy.

Types of Physical Abuse

- Assault, hitting, slapping, punching, kicking, hair-pulling, biting, pushing
- Rough handling
- Scalding and burning
- Physical punishments
- Inappropriate or unlawful use of restraint
- Female genital mutilation
- Making someone purposefully uncomfortable (e.g. opening a window and removing blankets)
- Involuntary isolation or confinement
- Misuse of medication (e.g. over-sedation)
- Forcible feeding or withholding food
- Unauthorised restraint, restricting movement (e.g. tying someone to a chair)

Signs and Indicators

- No explanation for injuries or inconsistency with the account of what happened
- Injuries are inconsistent with the person's lifestyle
- Bruising, cuts, welts, burns and/or marks on the body or loss of hair in clumps
- Frequent injuries
- Unexplained falls
- Subdued or changed behaviour in the presence of a particular person
- Signs of malnutrition
- Failure to seek medical treatment or frequent changes of GP

Accidental injuries typically involve bony prominences – the bones that are close to the surface and so more likely to become injured through falls, slips and trips. This can include:

- forehead
- knees
- elbows
- palms of hands
- nose

Abusive injuries, however, tend to involve softer tissue and be in areas that are harder to damage through slips, trips, falls and other accidents. This may include:

- upper arm
- forearm (defensive injuries)
- chest and abdomen
- thighs or genitals
- facial injuries (cheeks, black eyes, mouth)
- ears, side of face or neck and top of shoulders ('triangle of safety')
- back and side of trunk.
- Abusive injuries may be seen on both sides of the body and match other patterns of activity. They may not match the explanation given by the child or parent/carer and there may also be signs that injuries are being untreated, or at least a delay in seeking treatment.

Fabricated Illness

This is also a type of physical abuse. This is where a child is presented with an illness that is fabricated by the adult carer. The carer may seek out unnecessary medical treatment or investigation. The signs may include a carer exaggerating a real illness or symptoms, complete fabrication of symptoms or inducing physical illness, e.g. through poisoning, starvation, inappropriate diet. This may also be presented through false allegations of abuse or encouraging the child to appear disabled or ill to obtain unnecessary treatment or specialist support.

Procedure

- All signs of marks/injuries to a child, which occur during time at a preschool or outside of this setting, will be recorded as soon as noticed by an employee. Parents would be asked to sign the record.
- The incident will be discussed with the parent at the earliest opportunity, where felt appropriate.
- Such discussions will be recorded, and the parent will have access to such records.
- If there appear to be any queries regarding the injury, the Local Authority Children's Social Care team will be notified in line with procedures set out by the Local Safeguarding Children Board (LSCB).

Domestic Violence

Domestic violence or abuse can be characterised by any of the indicators of abuse outlined in this briefing relating to:

- psychological
- physical
- sexual
- financial
- emotional

Signs and indicators

- Low self-esteem
- Feeling that the abuse is their fault when it is not
- Physical evidence of violence such as bruising, cuts, broken bones
- Verbal abuse and humiliation in front of others
- Fear of outside intervention
- Damage to home or property
- Isolation – not seeing friends and family
- Limited access to money

Domestic violence and abuse includes any incident or pattern of incidents of controlling, coercive or threatening behaviour, violence or abuse between those aged 16 or over who are or have been, intimate partners or family members regardless of gender or sexuality. It also includes so called 'honour' -based violence, female genital mutilation and forced marriage.

Coercive or controlling behaviour is a core part of domestic violence. Coercive behaviour can include:

- acts of assault, threats, humiliation and intimidation
- harming, punishing, or frightening the person
- isolating the person from sources of support
- exploitation of resources or money
- preventing the person from escaping abuse
- regulating everyday behaviour.

Sexual Abuse

Action needs be taken under this heading if the employee has witnessed occasion(s) where a child indicated sexual activity through words, play, drawing, had an excessive pre-occupation with sexual matters, or had an inappropriate knowledge of adult sexual behaviour or language. This may include acting out sexual activity on dolls/toys or in the role play area with their peers, drawing pictures that are inappropriate for a child, talking about sexual activities or using sexual language or words. The child may become worried when

their clothes are removed, e.g. for nappy changes. The physical symptoms may include genital trauma, discharge, and bruises between the legs or signs of a sexually transmitted disease (STD). Emotional symptoms could include a distinct change in a child's behaviour. They may be withdrawn or overly extrovert and outgoing. They may withdraw away from a particular adult and become distressed if they reach out for them, but they may also be particularly clingy to a potential abuser, so all symptoms and signs should be looked at together and assessed as a whole. If a child starts to talk openly to an adult about abuse, they may be experiencing, the procedure stated later in this document under 'recording abuse suspicions' will be followed.

Sexual abuse may take place either in person or online or offline. It may be perpetrated by family or non-family members, males or females, older adults or by other young people.

- Forcing or enticing a child or young person to take part in sexual activities, which may or may not involve violence
- Penetrative acts
- Non-penetrative acts (kissing, masturbation, rubbing or inappropriate touching)
- Sexual photography or forced use of pornography or witnessing of sexual acts
- Non-contact (looking at or producing pornography or sexual images, watching sexual activities, grooming in preparation for abuse)

Types of sexual abuse

- Rape, attempted rape or sexual assault
- Female genital mutilation
- Inappropriate touch anywhere
- Non- consensual masturbation of either or both persons
- Non- consensual sexual penetration or attempted penetration of the vagina, anus or mouth
- Any sexual activity that the person lacks the capacity to consent to
- Inappropriate looking, sexual teasing or innuendo or sexual harassment
- Sexual photography or forced use of pornography or witnessing of sexual acts
- Indecent exposure

Signs and Indicators

- Bruising, particularly to the thighs, buttocks and upper arms and marks on the neck
- Torn, stained or bloody underclothing
- Bleeding, pain or itching in the genital area
- Unusual difficulty in walking or sitting
- Foreign bodies in genital or rectal openings
- Infections, unexplained genital discharge, or sexually transmitted diseases
- Pregnancy in a woman who is unable to consent to sexual intercourse
- The uncharacteristic use of explicit sexual language or significant changes in sexual behaviour or attitude
- Incontinence not related to any medical diagnosis

- Self-harming
- Poor concentration, withdrawal, sleep disturbance
- Excessive fear/apprehension of, or withdrawal from, relationships
- Fear of receiving help with personal care
- Reluctance to be alone with a particular person

Procedure

- The adult should reassure the child and listen without interrupting if the child wishes to talk.
- The observed instances will be detailed in a confidential report.
- The observed instances will be reported to the Child Protection Representative.
- The matter will be referred to the Local Authority Children's Social Care team.
- A sensitive and confidential discussion will be held with the parents/carers of any other children party to inappropriate play.

Emotional Abuse

Action should be taken under this heading if the employee has reason to believe that there is a severe, adverse effect on the behaviour and emotional development of a child, caused by persistent or severe ill treatment or rejection. This may include extremes of discipline where a child is shouted at or put down on a consistent basis, lack of emotional attachment by a parent, or it may include parents or carers placing inappropriate age or developmental expectations upon them. Emotional abuse may also be imposed through the child witnessing domestic abuse and alcohol and drug misuse by adults caring for them. The child is likely to show extremes of emotion with this type of abuse. This may include shying away from an adult who is abusing them, becoming withdrawn, aggressive or clingy in order to receive their love and attention. This type of abuse is harder to identify as the child is not likely to show any physical signs.

Types of Emotional Abuse

- Overprotection – preventing someone accessing educational and social opportunities and seeing friends
- Intimidation, coercion, harassment, use of threats, humiliation, bullying, swearing or verbal abuse
- Conveying feeling of worthlessness, inadequacy or that a child is unloved
- Threats of harm or abandonment
- Placing inappropriate expectations on children
- Witnessing or hearing the abuse or ill-treatment of others (including domestic violence)
- Enforced social isolation – preventing someone accessing services, educational and social opportunities and seeing friends
- Removing mobility or communication aids or intentionally leaving someone unattended when they need assistance
- Preventing someone from meeting their religious and cultural needs
- Preventing the expression of choice and opinion

- Failure to respect privacy
- Preventing stimulation, meaningful occupation or activities
- Intimidation, coercion, harassment, use of threats, humiliation, bullying, swearing or verbal abuse
- Addressing a person in a patronising or infantilising way
- Threats of harm or abandonment
- Cyber bullying

Signs and Indicators

- Concerning interactions between parents or carers and the child (e.g. overly critical or lack of affection)
- Lack of self-confidence or self-esteem
- Sudden speech disorders
- Self-harm or eating disorders
- Lack of empathy shown to others (including cruelty to animals)
- Drug, alcohol or other substance misuse
- Change of appetite, weight loss/gain
- Signs of distress: tearfulness, anger
- An air of silence when a particular person is present
- Withdrawal or change in the psychological state of the person
- Insomnia
- Low self-esteem
- Uncooperative and aggressive behaviour
- A change of appetite, weight loss/gain
- Signs of distress: tearfulness, anger
- Apparent false claims, by someone involved with the person, to attract unnecessary treatment
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Procedure

- The concern should be discussed with the Child Protection Representative.
- The concern will be discussed with the parent.
- Such discussions will be recorded, and the parent will have access to such records.
- An Early Years Assessment may need to be completed.
- If there appear to be any queries regarding the circumstances, the matter will be referred to the Local Authority Children's Social Care team.

Neglect & Acts of Omission

Action should be taken under this heading if the employee has reason to believe that there has been persistent or severe neglect of a child (for example, by exposure to any kind of danger, including cold, starvation or failure to seek medical treatment when required on behalf of the child), which results in serious impairment of the child's health or development, including failure to thrive. Signs may include a child persistently arriving unwashed or unkempt, wearing clothes that are too small (especially shoes that may restrict

the child's growth or hurt them) or a child having an illness that is not being addressed by the parent. A child may also be persistently hungry if a parent is withholding food or not providing enough for a child's needs. Neglect may also be shown through emotional signs, e.g. a child may not be receiving the attention they need at home and may crave love and support. They may be clingy and emotional. In addition, neglect may occur through pregnancy as a result of maternal substance abuse.

Types of neglect and acts of omission

- Failing to protect a child from harm or danger
- Failing to ensure that a child is supervised appropriately
- Failing to access medical care or treatment for a child when it is needed.
- Failure to provide or allow access to food, shelter, clothing, heating, stimulation and activity or personal care
- Providing care in a way that the person dislikes
- Failure to administer medication as prescribed
- Refusal of access to visitors
- Not taking account of individuals' cultural, religious or ethnic needs
- Not taking account of educational, social and recreational needs
- Ignoring or isolating the person
- Preventing the person from making their own decisions
- Preventing access to glasses, hearing aids, dentures, etc.
- Failure to ensure privacy and dignity

Signs and Indicators

- Excessive hunger
- Inadequate or insufficient clothing
- Poor personal or dental hygiene
- Untreated medical issues
- Changes in weight or being excessively under or overweight
- Low self-esteem, attachment issues, depression or self-harm
- Poor relationships with peers
- Self-soothing behaviours that may not be age-appropriate (e.g. rocking, hair-twisting, thumb-sucking)
- Changes to school performance or attendance
- Poor environment – dirty or unhygienic
- Poor physical condition
- Pressure sores or ulcers
- Untreated injuries and medical problems
- Inconsistent or reluctant contact with medical and social care organisations
- Accumulation of untaken medication
- Uncharacteristic failure to engage in social interaction
- Inappropriate or inadequate clothing

Procedure

- The concern should be discussed with the Child Protection Representative;

- The concern will be discussed with the parent;
- Such discussions will be recorded, and the parent will have access to such records;
- An Early Years Assessment may need to be completed;
- If there appear to be any queries regarding the circumstances the local authority children's social care team will be notified.

Financial and Material Abuse

Types of financial and material abuse

- Theft of money or possessions
- Fraud, scamming
- Preventing a person from accessing their own money, benefits or assets
- Employees taking a loan from a person using the service
- Undue pressure, duress, threat or undue influence put on the person in connection with loans, wills, property, inheritance or financial transactions
- Arranging less care than is needed to save money to maximise inheritance
- Denying assistance to manage/monitor financial affairs
- Denying assistance to access benefits
- Misuse of personal allowance in a care home
- Misuse of benefits or direct payments in a family home
- Someone moving into a person's home and living rent free without agreement or under duress
- False representation, using another person's bank account, cards or documents
- Exploitation of a person's money or assets, e.g. unauthorised use of a car
- Misuse of a power of attorney, deputy, appointeeship or other legal authority
- Rogue trading – e.g. unnecessary or overpriced property repairs and failure to carry out agreed repairs or poor workmanship

Signs and Indicators

- Missing personal possessions
- Unexplained lack of money or inability to maintain lifestyle
- Unexplained withdrawal of funds from accounts
- Power of attorney or lasting power of attorney (LPA) being obtained after the person has ceased to have mental capacity
- Failure to register an LPA after the person has ceased to have mental capacity to manage their finances, so that it appears that they are continuing to do so
- The person allocated to manage financial affairs is evasive or uncooperative
- The family or others show unusual interest in the assets of the person
- Signs of financial hardship in cases where the person's financial affairs are being managed by a court appointed deputy, attorney or LPA
- Recent changes in deeds or title to property
- Rent arrears and eviction notices
- A lack of clear financial accounts held by a care home or service

- Failure to provide receipts for shopping or other financial transactions carried out on behalf of the person
- Disparity between the person's living conditions and their financial resources, e.g. insufficient food in the house
- Unnecessary property repairs

Modern Slavery

Types of Modern Slavery

- Human trafficking
- Forced labour
- Domestic servitude
- Sexual exploitation, such as escort work, prostitution and pornography
- Debt bondage – being forced to work to pay off debts that realistically they never will be able to

Indicators of Modern Slavery

- Signs of physical or emotional abuse
- Appearing to be malnourished, unkempt or withdrawn
- Isolation from the community, seeming under the control or influence of others
- Living in dirty, cramped or overcrowded accommodation and or living and working at the same address
- Lack of personal effects or identification documents
- Always wearing the same clothes
- Avoidance of eye contact, appearing frightened or hesitant to talk to strangers
- Fear of law enforcers

GOV.UK has more information on **identifying and reporting modern slavery**

Discriminatory Abuse

Types of Discriminatory Abuse

- Unequal treatment based on age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion and belief, sex or sexual orientation (known as **'protected characteristics' under the Equality Act 2010**)
- Verbal abuse, derogatory remarks or inappropriate use of language related to a protected characteristic
- Denying access to communication aids, not allowing access to an interpreter, signer or lip-reader
- Harassment or deliberate exclusion on the grounds of a protected characteristic
- Denying basic rights to healthcare, education, employment and criminal justice relating to a protected characteristic
- Substandard service provision relating to a protected characteristic

Signs and Indicators

- The person appears withdrawn and isolated
- Expressions of anger, frustration, fear or anxiety
- The support on offer does not take account of the person's individual needs in terms of a protected characteristic

Procedure

- The concern should be discussed with the Child Protection Representative specifically the Safeguarding Lead Trustee
- Such discussions will be recorded, and the parent will have access to such records.

Organisational or Institutional Abuse

Types of Organisational and Institutional Abuse

- Discouraging visits or the involvement of relatives or friends
- Run-down or overcrowded establishment
- Authoritarian management or rigid regimes
- Lack of leadership and supervision
- Insufficient staff or high turnover resulting in poor quality care
- Abusive and disrespectful attitudes towards people using the service
- Inappropriate use of restraints
- Lack of respect for dignity and privacy
- Failure to manage residents with abusive behaviour
- Not providing adequate food and drink, or assistance with eating
- Not offering choice or promoting independence
- Misuse of medication
- Failure to provide care with dentures, spectacles or hearing aids
- Not taking account of individuals' cultural, religious or ethnic needs
- Failure to respond to abuse appropriately
- Interference with personal correspondence or communication
- Failure to respond to complaints

Signs and Indicators

- Lack of flexibility and choice for people using the service
- Inadequate staffing levels
- People being hungry or dehydrated
- Poor standards of care
- Lack of personal clothing and possessions and communal use of personal items
- Lack of adequate procedures
- Poor record-keeping and missing documents
- Absence of visitors

- Few social, recreational and educational activities
- Public discussion of personal matters
- Unnecessary exposure during bathing or using the toilet
- Absence of individual care plans
- Lack of management overview and support

Procedure

- The concern should be discussed with the Child Protection Representative specifically the Safeguarding Lead Trustee

Self Neglect

Types of self-neglect

- Lack of self-care to an extent that it threatens personal health and safety
- Neglecting to care for one's personal hygiene, health or surroundings
- Inability to avoid self-harm
- Failure to seek help or access services to meet health and social care needs
- Inability or unwillingness to manage one's personal affairs

Types of Self Neglect

- Very poor personal hygiene
- Unkempt appearance
- Lack of essential food, clothing or shelter
- Malnutrition and/or dehydration
- Living in squalid or unsanitary conditions
- Neglecting household maintenance
- Hoarding
- Collecting a large number of animals in inappropriate conditions
- Non-compliance with health or care services
- Inability or unwillingness to take medication or treat illness or injury

Disguised Compliance

For schools working with children and families, staff will likely have established relationships with parents or carers and experience of working with them. A parent's or carer's behaviour can make it difficult for school staff to recognise abuse or neglect at an early enough stage or delay reporting it.

Disguised compliance involves care-givers presenting an appearance of being co-operative and supportive in order to avoid scrutiny, suspicion or concern. These behaviours may include:

- Misdirecting

- Dominating discussions
- Doing just enough
- Hard to engage
- Being critical of other professions
- Giving accounts that are different to the child

A parent or carer can disguise or hide signs of abuse or neglect for pre-arranged home visits by school staff.

Improving practice

- Keep records of discussions and meetings and build a chronology that can help to identify parenting capacity over time
- Don't accept presenting behaviour as fact: seek evidence to make sure that you get a balanced view of what is happening
- Challenge the views of staff: being overly optimistic of what parents can achieve means that support is offered too late
- Be child-focused: keep the child at the centre of planning and information gathering and always seek and record their perspectives

Source Social Care Institute for Excellence
https://www.scie.org.uk/safeguarding/children/education/types-indicators-abuse (viewed 6/8/22)

The Prevent Duty

The Prevent Duty requires employees and volunteers to have due regard to the need to prevent people from being drawn into terrorism. This is largely encompassed by, and complements, the statutory safeguarding guidance above.

Employees and volunteers need to be vigilant in identifying children who could be vulnerable to radicalisation and seek to protect children from this risk. One way of undertaking this is to build children's resilience to radicalisation by promoting fundamental British values and enabling children to challenge extremist views.

There is no single way of identifying an individual who is likely to be susceptible to a terrorist ideology. As with managing other safeguarding risks, employees and volunteers should be alert to changes in children's behaviour which could indicate that they may be in need of help or protection. Children at risk of radicalisation may display different signs or seek to hide their views. Employees should use their professional judgement in identifying children who might be at risk of radicalisation and act proportionately. Even very young children may be vulnerable to radicalisation by others, whether in the family or outside, and display concerning behaviour. The Prevent Duty does not require employees or volunteers to carry out unnecessary intrusion into family life but as with any other safeguarding risk; they must take action when they observe behaviour of concern.

If there is any concern that a child may fall into this category, the concerns should be reported to the Child Protection Representative. They will then decide – with reference to the Channel programme - whether to inform Social Services and the Local Authority.

Recording Suspicions of Abuse and Disclosures

Employees should make an objective record (supported by the Child Protection Representative) of any observation or disclosure using the appropriate forms e.g. child protection concern forms, incident forms and existing injuries forms. A detailed written record must be produced and is to include:

- Child's name;
- Age of the child and date of birth;
- Date and time of the observation or the disclosure;
- Exact words spoken by the child;
- Exact position and type of injuries or marks seen;
- Exact observation of an incident including any other witnesses;
- Name of the person to whom the concern was reported, with date and time; and the names of any other person present at the time;
- Any discussion held with the parent(s) (where deemed appropriate).

These records should be signed by the person reporting this and the Child Protection Representative, dated and kept in a separate confidential file.

If a child starts to talk to an adult about potential abuse, it is important not to promise the child complete confidentiality. This promise cannot be kept. It is vital that the child is allowed to talk openly, and disclosure is not forced, or words put into the child's mouth. As soon as possible after the disclosure it is vital details are logged accurately. It may be thought necessary that through discussion with all concerned that an Early Years Assessment needs to be initiated. Employees involved may be asked to supply details of any information/concerns they have with regard to a child.

Employees must not make any comments either publicly or in private, about a parent's or employees supposed or actual behaviour.

It is the Policy of Findon Village Preschool to provide a secure and safe environment for all children. Only an adult who is employed by Findon Village Preschool or an authorised Findon Village Preschool volunteer, and has an enhanced clearance is to be left alone with children.

All employees will receive initial basic child protection training from the Operations Supervisor and undergo and successfully complete, a child protection course during their induction period. This will include the procedures for spotting signs and behaviours of abuse and abusers, recording and reporting concerns and creating a safe and secure environment for the children.

- Applicants for posts within Findon Village Preschool are clearly informed that the positions are exempt from the Rehabilitation of Offenders Act 1974. Candidates are

informed of the need to carry out checks 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 perceived unfair decisions;

- We ensure we receive at least two written references before a new member of employee commences employment with Findon Village Preschool;
- We abide by the requirements of the Safeguarding Vulnerable Groups Act (2006) and the Childcare Act 2006 in respect of any person who is disqualified from providing childcare, is dismissed from our employment, or resigns in circumstances that would otherwise have led to dismissal for reasons of child protection concern;
- We have procedures for recording the details of visitors and take security steps to ensure that we have control over who comes into the building, so that no unauthorised person has unsupervised access to the children;
- All visitors will be supervised whilst on the premises, especially when in the areas the children use;
- All employees have access to the Whistleblowing Policy below, which will enable them to share any concerns that may arise about their colleagues in an appropriate manner;
- All employees will receive regular supervision meetings where opportunities will be made available to discuss any issues relating to individual children, child protection training and any needs for further support.

Informing Parents

Parents, guardians and carers are normally the first point of contact. If a suspicion of abuse is recorded, parents are informed at the same time as the report is made, except where the guidance of the Child Protection Representative does not allow this. This will usually be the case where the parent or family member is the likely abuser, or where a child may be endangered by this disclosure. In these cases, the investigating officers will inform parents.

Confidentiality

All suspicions, enquiries and external investigations are kept confidential and shared only with those who need to know. Any information is shared in line with guidance from the Child Protection Representative.

Allegations against Employees

If an allegation is made against an employee, volunteer or any other person who works in the preschool regardless of whether the allegation relates to the Preschool premises or elsewhere, we will follow the procedure below:

- The allegation should be reported to the Preschool Manager immediately. If this person is the subject of the allegation, then this should be reported to the Chairman of the Board of Trustees;
- A full investigation will be carried out by the appropriate authorities;
- Findon Village Preschool will ask all employees to co-operate where required;

- Findon Village Preschool reserves the right to suspend any employee during an investigation;
- All enquiries/external investigations/interviews will be documented and kept at the Findon Village Preschool registered office for access by the relevant authorities;
- Unfounded allegations will result in all rights being re-instated;
- Founded allegations will be passed on to the relevant organisations including the Local Authority Children's Social Care team and where an offence is believed to have been committed, the Police, and will result in the termination of employment. Ofsted will be notified immediately of this decision. We will also notify the Disclosure and Barring Service (DBS) to ensure their records are updated;
- All records will be kept securely for a maximum of two years after the employee or volunteer has left the preschool. This will ensure accurate information is available for references and future DBS checks and avoids any unnecessary reinvestigation;
- Findon Village Preschool retains the right to dismiss any employee in connection with founded allegations following an inquiry having first undertaken a disciplinary process.

GUIDELINES FOR RESPONDING TO ABUSE OR SUSPICION OF ABUSE

DO treat any allegations seriously and act at all times towards the young person as if you believe what they are saying.

DO tell the child they are right to tell you.

DO reassure them that they are not to blame.

DO be honest about your own position, who you have to tell and why.

young
DO tell the young person what you are doing and keep them up to date with what is happening where appropriate.

how
DO take further action – you may be the further **DO** only person in a position to prevent further abuse – tell your CPR immediately.

DO write down everything that happened, etc.
everything said and what was done.

DO seek medical attention if necessary

DON'T make promises you cannot keep.

DON'T interrogate the young person – INVESTIGATIONS WILL BE UP TO SOCIAL SERVICES.

DON'T cast doubt on what the child has told you,

DON'T interrupt or change the subject

DON'T say anything that makes the

person feel responsible for the abuse.

DON'T DO NOTHING – make sure you tell your CPR immediately – they will know

to follow this up and where to go for advice.

DON'T allow personal opinions of others to influence any observations, reports,

RECRUITMENT PROCEDURES

EMPLOYEES and VOLUNTEERS (aged 16 and over) will be accepted AFTER successful completion of the following:

- Complete an application form in full or submit an up-to-date CV naming two professional referees (preferably one from college or university if applicable).
- Receipt of two satisfactory references.
- Attend a full interview with two members of management (Preschool Manager and a Trustee).
- Obtain an Enhanced Disclosure from the Disclosure and Barring Service.
- Applicants will be expected to produce various forms of identification including their birth certificate and passport. If offences are noted on their Enhanced Disclosure the matter will be discussed in full at the next Management Meeting and a decision taken by the Chairman and Trustees as to whether employment will be offered.
- If employment is offered, new Staff members will be expected to attend a full induction of policies and procedures, commence a three-month probationary period and successfully complete online safeguarding training.

Child Protection Training

All employees and volunteers should be made aware of our Child Protection Policy and Procedures in their inductions along with receiving training in child safeguarding in their three-month probationary period.

Training should include information on the various forms of abuse and how to recognise the signs, how to recognise the behaviour of abusers, the full procedures to follow if abuse is suspected or a child/young person confides information that they are being abused.

All employees and volunteers regardless of what position they hold are obliged to undergo and successfully complete an online short course in child protection.

All trustees undergo formal certificated Trustee Safeguarding Training

CHILDREN NOT COLLECTED FROM THE PRESCHOOL

The Preschool will ensure that before a child starts their first session, details of the child i.e. date of birth, address, address the parent/guardian or carer, and their contact details and who has parental responsibility for the child are obtained. It is also important that details of the child's emergency contacts are sought. Parents are reminded to inform the Preschool of changes to any of these details.

Protocol – for use in the Preschool

1. If a child has not been collected, the Preschool Manager or Deputy should make every possible attempt to contact the parent/guardian/carer. The child may be able to indicate if something out of the ordinary has happened at home (e.g. illness or absence). On some occasion another parent/guardian or carer may offer to take a child home with them. The Preschool Manager should never release a child into the care of another adult without the consent pf the parent/guardian or carer. Neither should members of staff take or drive, children to their home or the home of another child.

2. An initial attempt to contact the parent/guardian or carer should be made when 15 minutes have elapsed after the preschool closing time. After 30 minutes have elapsed, contact with all emergency numbers supplied by the family should be attempted.

3. If no contact has been made and no one has arrived to collect the child after one hour after the Preschool closing time has elapsed, then the Preschool Manager or Deputy should contact the child's social worker if known and provide the child's name, date of birth and address of the child. The name of the parents/guardians or carers and their contact numbers plus any other relevant information regarding the child and their family should also be advised.

4. The duty social worker will make arrangements for the child until the parent/guardian or carer can be traced. The Preschool Manager and/or Deputy must wait with the child until the social worker arrives, or in exceptional circumstances the Preschool Manager and/or Deputy bring the child to the Social Care Office.

5. These arrangements can also be implemented in the following circumstances:

    a) Where a parent/guardian or carer does not arrive to collect the child and no contact can be made because the telephone numbers provided by the parent/guardian or carer are unobtainable or cut off.

    b) Where the person calling to collect the child is not considered an appropriate adult e.g. is under the age, appears intoxicated and it has not been possible to contact the parent/guardian or carer or the emergency contact.

6. Once the child is in the care of the social worker(s), they will take responsibility for tracing the parents/guardian or carers.

Numbers to call:

Social Services duty social worker (West Sussex) 01403 229900 or 033 022 26664 or 07711 769657 (out of hours)

OFSTED 0300 123 1231

OTHER USEFUL CONTACT NUMBERS:

CHILDLINE: 0800 1111
NSPCC: 0808 800 5000
THE INFORMATION SHOP FOR YOUNG PEOPLE: 01273 452462
POLICE CHILD PROTECTION TEAM: 01273 665539
CHILDREN'S RIGHTS & ADVOCACY SERVICE: 01273 295512
FAMILY RIGHTS GROUP: 0800 731 1696
PARENTLINE: 0808 800 2222

Yvonne Wilson
Chair of Governors
June 2022