

## Safeguarding and Welfare Requirement: Child Protection

The provider must have and implement a policy, and procedures, to safeguard children

### Safeguarding children

#### 1.2 Child Protection and Safeguarding children, young people and vulnerable adults

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

##### Policy statement

Our setting will work with children, parents and the community to ensure the rights and safety of children, young people and vulnerable adults\* and to give them the very best start in life. Our safeguarding policy is based on the three key commitments of the Pre-school Learning Alliance Safeguarding Children Policy.

This policy has been ratified by Halton Children and Young People Safeguarding Partnership as part of the Private and Voluntary Sector Safeguarding Guidance Information.

##### Procedures

We carry out the following procedures to ensure we meet the three key commitments of the Alliance Safeguarding Children Policy, which incorporates responding to child protection concerns.

##### *Key commitment 1*

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

##### *Staff and volunteers*

- Our designated person who co-ordinates child protection issues is: The pre-school manager

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- When the setting is open but the designated person is not on site, a suitably trained deputy is available at all times for staff to discuss safeguarding concerns.
- Our designated officer who oversees this work is: Sophie Sharples

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- The designated person, the suitably trained deputy and officer ensure they have relevant links with statutory and voluntary organisations with regard to safeguarding.
- The designated person (and the person who deputises for them) understands Halton Safeguarding Children Board safeguarding procedures, attends relevant HCYPSP training at least every two years and refreshes their knowledge of safeguarding at least annually.

- We ensure all staff are trained to understand our safeguarding policies and procedures and that parents are made aware of our safeguarding policies and procedures.
- We ensure all staff are given a copy of Halton Children and Young People Safeguarding Partnership 'What to do if you have a concern about a child's welfare' flow chart and it is displayed in the setting.
- All staff have an up-to-date knowledge of safeguarding issues, are alert to potential indicators and the signs and symptoms 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 work team or the NSPCC. They receive updates on safeguarding at least annually.
- All staff understand that safeguarding is their responsibility
- 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 *Working Together to Safeguard Children, 2018*) and are able to identify those children and families who may be in need of early help and enable them to access it.
- All staff understand LSCB 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 their responsibilities under the General Data Protection Regulation and the Data Protection Act 2018, and understand relevant safeguarding legislation, statutory requirements and local safeguarding partner requirements and ensure that any information they may share about parents and their children with other agencies is shared and appropriately and lawfully.
- We will support families to receive appropriate early help by sharing information with other agencies in accordance with statutory requirements and legislation
- We will share information lawfully with safeguarding partners and other agencies where there are safeguarding concerns.
- We will be transparent about how we lawfully process data.
- 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 use of cameras and mobile phones), whistleblowing and dignity at work.
- Children have a key person 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 because of information that has been 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.
- We abide by Ofsted requirements in respect of references and criminal record checks for staff and volunteers, to ensure that no disqualified person or unsuitable person works at the setting or has access to the children.
- Volunteers must:
  - Be aged 17 or over;
  - Be considered competent and responsible;
  - Receive a robust induction and regular supervisory meetings;
  - Be familiar with all the settings policies and procedures;
  - Be fully checked for suitability if they are to have unsupervised access to the children at any time.
- Volunteers do not work unsupervised.
- Information is recorded about staff qualifications, and the identify checks and vetting processes that have been completed including:
  - The criminal records disclosure reference number;
  - Certificate of good conduct or equivalent where a UK DBS check is not appropriate;
  - The date the disclosure was obtained; and
  - Details of who obtained it.
- We inform all staff that they are expected to disclose any convictions, cautions, court orders or reprimands and warnings which may affect their suitability to work with children (whether received before or during their employment with us).
- From 31<sup>st</sup> August 2018, staff and volunteers in childcare settings that are not based on domestic premises are **not** required to notify their line manager 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. (In accordance with the Childcare Disqualification and Childcare Regulations 2018, and Disqualification under the Childcare Act guidance effective from 31<sup>st</sup> August 2018.)
- Staff receive regular supervision which includes discussion of any safeguarding issues, and their performance and learning needs are reviewed regularly.

- In addition to induction and supervision, staff are provided with clear expectations in relation to their behaviour.
- We 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 reasons of a child protection concern.
- We abide by the Safeguarding Vulnerable Groups Act 2006 requirements in respect of any person who is dismissed from our employment or resigns in circumstances that would otherwise have led to dismissal for reasons of child protection concern.
- We have procedures for recording the details of visitors to the setting.
- We take security steps to ensure that we have control over who comes into the setting so that no unauthorised person has unsupervised access to the children.
- We take steps to ensure children are not photographed or filmed on video for any other purpose than to record their development or their participation in events organised by us. Parents sign a consent form and have access to records holding visual images of their child. Any images of children are held securely and in a locked filing cabinet when not in use. Staff do not use personal cameras or filming equipment to record images.
- Personal mobile phones are not used where children are present.
- 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 written 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 officer will support the designated person to undertake their role adequately and offer advice, guidance, supervision and support.
- The designated person will inform the designated officer at the first opportunity of every significant safeguarding concern, however this should not delay any referrals being made to the children's social care, or where appropriate, the LADO, Ofsted or Riddor.

#### *Key commitment 2*

We are committed to responding promptly and appropriately to all incidents or concerns of abuse that may occur and to work with statutory agencies in accordance with the procedures that are set down in 'What to do if you're worried a child is being abused' (HMG 2015) and the Care Act 2014

### *Responding to suspicions of abuse*

- We acknowledge that abuse of children can take different forms - physical, emotional, and sexual, as well as neglect.
- We ensure that all staff have an understanding of 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 may be experiencing neglect, this may be demonstrated through:
  - Significant changes in their behaviour;
  - Deterioration in their general well-being;
  - Their comments which may give cause for concern, or the things they say (direct or indirect disclosure);
  - Changes in their appearance, their behaviour or their play;
  - Unexplained bruising, marks or signs of possible abuse or neglect; and
  - Any reason to suspect neglect or abuse outside the setting.
- We understand how to identify children who may be in need of early help, how to access services for them
- We understand that we should refer a child who meets the s17 Children Act 1989 child in need definition to local authority children's social care.
- We understand that we should refer any child who may be at risk of significant harm to local authority children's social care
- 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 inform our 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 beliefs in spirit 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 LSCB procedures on responding to radicalisation.

- The designated person completes online Channel training, online Prevent training and attends local WRAP training where 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 teachers and health workers 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.
- If we become concerned that a child may be a victim of modern slavery or human trafficking, we will seek advice from the local authority children's social care team (Icart) and / or police.
- We will be alert to the threats children may face from outside their families, such as that posed by organised crime groups such as county lines and sexual exploitation, online use and from within peer groups and the wider community.
- Where we believe a child in our care or known to us may be affected by any of these factors, we follow the procedure for reporting safeguarding concerns and follow Halton Safeguarding Children Board procedures.
- Where such indicators are apparent, the child's key person makes a dated record of the details of the concern and discusses what to do with the member of staff who is acting as the 'designated person'. The information is stored on the child's personal file.
- 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 about children's welfare to Halton Borough Council's Children's Social Care Contact Centre (iCART) and co-operate fully in any subsequent investigation.  
NB In some cases this may mean the police or another agency identified by the HCYPSP Pan-Cheshire Multi-Agency Safeguarding Children Procedures.
- We respond to any disclosures sensitively and appropriately and take care not to influence the outcome either through the way we speak to children or by asking questions of children (although we may check out/clarify the details for what we think they have told us with them).
- 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 or neglect 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 in an age appropriate way, 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.
- All staff know that they can contact the NSPCC whistleblowing helpline if they feel that an organisation or the local authority have not taken appropriate action to safeguard a child and this has not been addressed satisfactorily through organisational escalation and professional challenge procedures.
- We have a whistle blowing policy in place.
- Staff/volunteers know they can contact the organisation Public Concern at Work for advice relating to whistleblowing dilemmas.

### *Categories of child abuse*

The following are the four main areas of abuse as defined in *Working Together to Safeguard Children* (March 2015) Appendix A and for further classification on the four categories of child abuse refer to the Pre-school Learning Alliance Safeguarding Children publication 2010:

**Physical abuse:** This may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child. Physical harm may also take the form of fabricating, or deliberately inducing illness in a child.

**Emotional abuse:** Emotional abuse is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyberbullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

**Sexual abuse:** Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by

penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

**Neglect:** Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of a child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to:

- Provide adequate food, clothing and shelter (including exclusion from home or abandonment);
- Protect a child from physical and emotional harm or danger;
- Ensure adequate supervision (including the use of inadequate care-givers); or
- Ensure access to appropriate medical care or treatment.

It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

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

- Where a child makes comments to a member of staff that gives cause for concern (disclosure), or a member of staff observes signs or signals that gives 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 ask the child leading questions; 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 that includes:
    - the date and time of the observation or the disclosure;
    - the exact words spoken by the child as far as possible;
    - the name of the person to whom the concern was reported, with date and time; and
    - the names of any other person present at the time.
- These records are signed and dated and kept in the child's personal file which is kept securely and confidentially.
- The member of staff acting as the named Designated Safeguarding Person is informed of the issue at the earliest opportunity and always within 1 working day.
- We adhere to Halton Safeguarding Children Board's policy and procedures for Safeguarding Children ([www.haltonsafeguarding.co.uk](http://www.haltonsafeguarding.co.uk)) for recording and sharing concerns, we include

those procedures alongside this procedure and follow the steps set down by Halton Safeguarding Children Board.

#### *Making a referral to the local authority social care team*

- The Pre-school Learning Alliance's publication Safeguarding Children contains guidance procedures for making a referral to the local children's social care team, as well as a template form for recording concerns and making a referral, which is based on 'What to do if you are worried a child is being abused' (HMG 2018). In our setting in Halton all referrals to Children's Social Care will be made on the agreed template used by the local authority.
- We keep a copy of this document alongside procedures set down by our Local Safeguarding Children Board
- Additional information for staff on the referral pathway and flow chart is contained in 1.2a Safeguarding Procedures for Staff.

#### *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 LSCB 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 normally discussed with parents to gain their view of events unless it is felt that this may put the child or other person at risk of harm, or may interfere with the course of a police investigation or may unduly delay the referral, or unless it is otherwise unreasonable to seek consent. Advice will be sought from social care (iCART), or in some circumstances the police, where necessary.
- We inform parents where we make a record of concerns in their child's file and that we also make a note of any discussion we have with them regarding a concern.
- If a suspicion of abuse warrants referral to Children's Social Care (iCART), parents are informed at the same time that the referral will be made, except where the guidance of Halton Safeguarding Children Board 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 or where sexual abuse may have occurred.
- 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 consider taking advice from iCART, about whether or not to advise parents beforehand, and should record and follow the advice given.

### *Liaison with other agencies and multi- agency working*

- We work within Halton Safeguarding Children Board guidelines.
- We have a copy of the current version of 'What to do if you're worried a child is being abused' for parents and staff and all staff are familiar with what to do if they have concerns.
- Each member of staff is given a copy of the current Halton Safeguarding Children Board's Practitioner Pocket Guide Z card.
- We have procedures for contacting the local authority on safeguarding issues and concerns about children's welfare, including maintaining contact details for the Halton Early Intervention Locality Teams, Children's Social Care Contact Centre (iCART) and the Emergency Duty Team and details of staff co-ordinating services where children are the subject of a CAF, CiN Plan or Child Protection Plan to ensure that it is easy, in any emergency, for the setting and Children's Social Care to work well together. Details about the Common Assessment Framework (CAF) and the function of Halton Early Intervention Locality Team and ICART are contained in 1.2a Safeguarding Procedures for Staff of this policy.
- We notify the registration authority (Ofsted) of any incident or accident and any changes in our arrangements which may affect the wellbeing of children or where an allegation of abuse is made against a member of staff, and any specific procedures such as responding to concerns about radicalisation or extremism (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. We display on our notice board a copy of Ofsted information which includes Ofsted's Whistleblowing Hotline telephone number.
- Contact details for the local National Society for the Prevention of Cruelty to Children (NSPCC) are also kept.

### *Allegations against staff and persons in position of trust*

This section sets out the specific requirements as per *Working Together to Safeguard Children* that apply to managing allegations against staff or volunteers who work with children.

- The range of allegations which are covered under this section of the policy are not limited to those in which there is reasonable cause to believe a child is suffering, or is likely to suffer, significant harm. Allegations may also indicate that the staff member is unsuitable to continue to work with children in his or her present position, or in any capacity.
- We follow the guidance of Halton Safeguarding Children Board 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. Halton's Allegations Against Adults procedures will be instigated in all cases where it is alleged that a member *of (insert organisation's title)* staff or volunteer has:

- Behaved in a way that has harmed, or may have harmed a child;
- Possibly committed a criminal offence against, or related to, a child;
- Behaved towards a child or children in a way that indicates s/he is may pose a risk of harm to children.
- We ensure that all parents know how to complain about the behaviour or actions of staff or volunteers within the setting, or anyone living or working on the premises occupied by the setting, which may include an allegation of abuse.
- We ensure that all staff, volunteers and anyone else working in the setting knows how to raise concerns that they may have about the conduct or behaviour of other people including staff/colleagues.
- We differentiate between allegations, and concerns about the quality of care or practice and complaints and a have a separate process for responding to complaints
- We respond to any inappropriate behaviour displayed by members of staff, or any other person working with the children which includes:
  - Inappropriate sexual comments;
  - Excessive one-to-one attention beyond the requirements of their usual role and responsibilities, or
  - Inappropriate sharing of images.
- We will recognise and respond to allegations that a person who works with the children has:
  - Behaved in a way that has harmed a child, or may have harmed a child
  - Possibly committed a criminal offence against or related to a child
  - Behaved towards a child or children in a way that indicates they may pose a risk of harm to children
- Staff and volunteers are given a copy of our Whistle Blowing, Code of Conduct, Dignity at Work when they start and form part of the induction and training process.
- We refer any such allegation immediately to Halton's Local Authority Designated Officer (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) and what measures we have taken in line with legal requirement contained in EYFS 2017 Clause 3.8). We are aware that it is an offence not to do this.
- Where a member of staff has concerns about a colleague, they should inform the Senior Manager immediately in person. The Senior Manager in *St John's Pre-school* is *Lynne Dunn*. *They can be contacted on 0151 420 2942*
- Where a member of staff has concerns about the Senior Manager, they should contact the Named Senior Officer immediately. The role of the Named Senior Officer in *St John's Pre-school* is *Sophie Sharples*. They can be contacted on [safeguarding@stjps.co.uk](mailto:safeguarding@stjps.co.uk)

- The local authority has a responsibility for providing advice and liaison and monitoring the progress of cases, to ensure that cases are dealt with as quickly as possible, consistent with a fair and thorough process. The Senior Manager, or in their absence/where the allegation relates to them, the named Senior Officer, will consult the LADO directly and Halton's LADO can be contacted by calling the Safeguarding Unit on 0151 511 7229.
- We co-operate entirely with any investigation carried out by children's social care in conjunction with the police.
- We co-operate entirely with any investigation carried out by Children's Social Care in conjunction with the police. Any investigation may consider the following three elements:
  - A child protection investigation;
  - Circumstances which may require a police investigation;
  - Disciplinary procedures.
- Where the management committee and Children's Social Care agree it is appropriate in the circumstances, the Chairperson/Owner will suspend the member of staff on full pay, or the volunteer, for the duration of the investigation. This is not an indication of admission that the alleged incident has taken place but is to protect the staff as well as children and families throughout the process.

#### *Disciplinary action*

- Where a member of staff or volunteer has been dismissed due to engaging in activities that caused concern for the safeguarding of children or vulnerable adults, we will notify the Disclosure & 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.

#### *Key commitment 3*

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

#### *Training*

- We ensure all staff are trained in safeguarding at the appropriate level to their role and the training is approved by Halton Safeguarding Children Board.
- We seek out training opportunities for all adults involved in the setting to ensure that they are able to recognise the possible signs and indicators of 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. Training opportunities should also cover extra familial threats such as online risks, radicalisation and grooming, and how to identify and respond to families who may be in need of early help, and organisational safeguarding procedures.

- We ensure staff are trained in respect of the Prevent Duty.
- The designated safeguarding persons receive training in accordance with that recommended by Halton Safeguarding Children Board, every two years and refresh their knowledge and skills at least annually.
- 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.
- We ensure that all staff know the procedures for reporting and recording their concerns in the setting.

### *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.

### *Curriculum*

- We introduce key elements of keeping children safe into our programme to promote the personal, social and emotional development of all children, so that they may grow to be *strong, resilient and listened to* and that they develop an understanding of why and how to keep safe.
- We create within the setting a culture of value and respect for the individual, having positive regard for children's heritage arising from their colour, ethnicity, languages spoken at home, cultural and social background.
- We ensure that this is carried out in a way that is developmentally appropriate for the children.

### *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 Halton Safeguarding Children Board and in line with the GPR, Data Protection Act 2018, and Working Together 2018.

### *Support to families*

- We believe in building trusting and supportive relationships with families, staff and volunteers in the group.
- We make clear to parents our role and responsibilities in relation to safeguarding children, such as for the reporting of concerns, providing information, 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 agreed by the Child Protection Conference in relation to the setting's designated role and tasks in supporting that child and their family, subsequent to any investigation.
- We will engage with any child in need plan or early help plan as agreed.
- 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 Halton Safeguarding Children Board.

## **Legal framework**

### *Primary legislation*

- Children Act (1989)
- Protection of Children Act (1999)
- Data Protection Act (1998)
- The Children Act (Every Child Matters) (2004)
- Children and Social Work Act 2017
- Safeguarding Vulnerable Groups Act (2006)
- Childcare Act 2006
- Child Safeguarding Practice Review and Relevant Agency (England) Regulations 2018

### *Secondary legislation*

- Sexual Offences Act (2003)
- Criminal Justice and Court Services Act (2000)
- Equality Act (2010)
- General Data Protection Regulations (GDPR) (2018)
- Childcare (Disqualification) Regulations 2009
- Children and Families Act 2014
- Care Act (2014)
- Serious Crime Act 2015
- Counter-Terrorism and Security Act (2015)

## **Further Guidance**

- Working Together to Safeguard Children (HMG,2018)
- What to do if you are 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 guidance on making arrangements to safeguard and promote the welfare of children under section 11 of the Children Act 2004 (HMG 2008)
- Hidden Harm – Responding to the Needs of Children of Problem Drug Users (ACMD 2003)
- Information Sharing: Advice for practitioners providing safeguarding services (DFE 2018)
- Disclosure and Barring Service: [www.gov.uk/disclosure-barring-service-check](http://www.gov.uk/disclosure-barring-service-check)
- Revised Prevent Duty Guidance for England and Wales (HMG 2015)
- Inspecting Safeguarding in Early Years, Education and Skills Settings (Ofsted 2016)
- HBC Guidance for Early Years Private & Voluntary Sector Providers (Endorsed by HCYPSP 2014)
- Guidance for Safer Working Practice for Adults who work with Children & Young People (2009)
- Keeping Children Safe in Education (2016) (Updated 2018)

### Other own setting linked policies

1.2a Safeguarding the Welfare of children – procedures and supportive information for staff

Whistle Blowing Policy

Code of Conduct Policy

Electronic Communication Devices Policy

Dignity at Work Policy

Employment and staffing Policy

Information Sharing

Professional Boundaries Policy

Prevent Duty Policy

British Values Policy

\*A 'young person' is defined as 16 to 19 years old – in our setting they may be a student, worker, volunteer or parent. A 'vulnerable adult' is defined as a person 'who is or may be in need of community care services by reason of mental or other disability, age or illness; and who is or may be unable to take care of him or herself, or unable to protect him or herself against significant harm or exploitation' (No Secrets DoH 2015).

This policy was adopted at a meeting of \_\_\_\_\_ name of setting

Held on \_\_\_\_\_ (date)

Date to be reviewed \_\_\_\_\_ (date)

Signed on behalf of the management \_\_\_\_\_

Name of signatory \_\_\_\_\_

Role of signatory (e.g. chair/owner) \_\_\_\_\_

**Other useful Pre-school Learning Alliance publications**

- Safeguarding Children (2013)
- Safeguarding through Effective Supervision (2013)

**Contact Numbers**

Halton Integrated Contact and Referral Team (iCART): 0151 907 8305

Emergency Duty Service (out of hours and weekends): 0345 050 0148

Ofsted: 0300 123 1231

Halton Early Intervention Team

Widnes Locality Early Help Team

[WidnesLocalityTeam@halton.gov.uk](mailto:WidnesLocalityTeam@halton.gov.uk)

Runcorn West Locality Early Help Team

[RWLT@halton.gov.uk](mailto:RWLT@halton.gov.uk)

Runcorn East Locality Early Help Team

[RELT@halton.gov.uk](mailto:RELT@halton.gov.uk)

Halton Local Authority Designated Officer (LADO): 0151 511 7229

Police 101, in an emergency call 999