



Putnoe Woods

Safeguarding Children Policy and Procedures

Introduction

The staff at Putnoe Woods Pre School take seriously our responsibility to promote the welfare and safeguard all the children and young people entrusted to our care and that it is of paramount importance.

It is a disturbing thought that the children whom we care for may be put at risk of harm, neglect or abuse in any form of manner by any persons including the individuals that the pre-school may employ. We must also take into consideration the risks that employees, students, volunteers, parents and visitors may pose to the children within our care.

At Putnoe Woods Preschool we work with children, parents, 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.

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. In our preschool we strive to protect children from the risk of radicalisation and we promote acceptance and tolerance of other beliefs and cultures. Safeguarding is a much wider subject than the elements covered within this single policy, therefore this document should be used in conjunction with the preschool's other policies and procedures.

Legal framework and definition of safeguarding

- Children Act 1989 and 2004
- Childcare Act 2006
- Safeguarding Vulnerable Groups Act 2006
- The Statutory Framework for the Early Years Foundation Stage (EYFS) 2014



- Working together to safeguard children 2015
- What to do if you're worried a child is being abused 2015
- Counter-Terrorism and Security Act 2015
- Inspecting safeguarding in early years, education and skills (2016)
- Common Inspection Framework
- Early Years and Childcare Registration handbook

Safeguarding and promoting 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 2015').

We aim to provide a safe, secure, inclusive and consistent environment for all the children within our care regardless of age, race, religion/belief, disability, gender, transgender or sexual orientation; one in which they feel safe, supported, valued, respected and listened to.

As a preschool we are committed to:

- 1.1 Maintaining children's welfare as our paramount concern
- 1.2 Providing an environment in which children feel safe, secure, valued and respected, confident to talk openly and sure of being listened to
- 1.3 Providing suitable support and guidance so that children have a range of appropriate adults who they feel confident to approach if they are in difficulties



- 1.4 Adopting safe recruitment practices to check the suitability of both staff and regular volunteers and visitors to the school
- 1.5 We will also ensure that procedures are in place to prevent the unsupervised access to children of adults who have not undergone such a checking process
- 1.6 Having in place procedures for the identification and reporting of cases where harm or risk of harm to a child is suspected and ensuring that all staff are aware of such procedures
- 1.7 Supporting pupils who have suffered abuse or neglect or who are otherwise vulnerable
- 1.8 Using learning at the setting to provide opportunities for increasing self-awareness, self-esteem, assertiveness and decision making so that young children have a range of contacts and strategies to ensure their own protection and understand the importance of protecting other
- 1.9 Raising the awareness of children and equipping them with the skills and knowledge needed to keep safe
- 1.10 Working with parents to build an understanding of the setting's responsibility to ensure the welfare of all children including the need for referral to other agencies in some situation
- 1.11 Provide an environment where practitioners are confident to identify where children and families may need intervention and seek the help they need
- 1.12 Ensuring all staff are able to recognise the signs and symptoms of abuse and are aware of the setting's procedures and lines of communication
- 1.13 Monitoring children who have been identified as 'in need' including the need for protection, keeping confidential records which are stored securely and shared appropriately with other professionals
- 1.14 Creating an environment to encourage children to develop a positive self-image
- 1.15 Providing positive role models and develop a safe culture where staff are confident to raise concerns about professional conduct

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- 1.16 Encouraging children to develop a sense of independence and autonomy in a way that is appropriate to their age and stage of development
- 1.17 Promoting tolerance and acceptance of different beliefs, cultures and communities
- 1.18 Helping children to understand how they can influence and participate in decision-making and how to promote British values through play, discussion and role modelling

Putnoe Woods Preschool is aware that abuse does occur in our society and we are vigilant in identifying signs of abuse and reporting concerns. We have a duty to protect and promote the welfare of children. Due to the many hours of care we are providing, we may often be the first people to identify that there may be a problem. We may well be the first people in whom children confide information that may suggest abuse or to spot changes in a child's behaviour which may indicate abuse.

It is our prime responsibility is the welfare and well-being of each child in our care. As such we believe we have a duty to the children, parents and staff 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 staff will work with other agencies in the best interest of the child, including as part of a multi-agency team, where needed.

At Putnoe Woods Preschool we aim to:

- 1.19 Keep the child at the centre of all we do
- 1.20 Ensure staff are trained to understand the child protection and safeguarding policy and procedures, 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 through bullying or discriminatory behaviour
- 1.21 Ensure staff understand how to identify early indicators of potential radicalisation and terrorism threats and act on them appropriately in line with national and local procedures



- 1.22 Ensure all staff access Prevent Training
- 1.23 Ensure that all staff feel confident and supported to act in the best interest of the child, share information and seek the help that the child may need
- 1.24 Ensure that all staff are familiar and updated regularly with safeguarding children training and procedures and kept informed of changes to local/national procedures
- 1.25 Make any safeguarding children referrals in a timely way, sharing relevant information as necessary in line with procedures set out by Bedford Borough Safeguarding Children Board
- 1.26 Make any referrals relating to extremism to the police (or the Government helpline) in a timely way, sharing relevant information as appropriate
- 1.27 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
- 1.28 Ensure that children are never placed at risk while in the charge of nursery staff
- 1.29 Take any appropriate action relating to allegations of serious harm or abuse against any person working with children or living or working on the nursery premises including reporting such allegations to Ofsted and other relevant authorities
- 1.30 Ensure parents are fully aware of child protection policies and procedures when they register with the nursery and are kept informed of all updates when they occur
- 1.31 Regularly review and update this policy with staff and parents where appropriate and make sure it complies with any legal requirements and any guidance or procedures issued by Bedford Borough Safeguarding Children Board
- 1.32 We will support children by offering reassurance, comfort and sensitive interactions
- 1.33 We will devise activities according to individual circumstances to enable children to develop confidence and self-esteem within their peer group.

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Contact telephone numbers

Local authority children's social care team **MASH 01234 718700**

Local authority Designated Officer (LADO) **Karen Osborne 01234 276693**

Ofsted 0300 123 1231

Bedford Borough Local Safeguarding Children Board (LSCB)
01234 276512 / 276346

Non-emergency police **101**

Government helpline for extremism concerns **020 7340 7264**

Designated Persons

Putnoe Woods Pre School have also appointed three members of staff as designated persons as to ensure that a Designated Person is available at all times during the preschool opening hours. These persons appointed for this setting are named immediately below:

Jo Skelton Pre School Manager

Amanda Cowley Deputy Pre School Manager

Avril Norman SENDCo and Family Support Worker

'A practitioner must be designated to take lead responsibility for safeguarding children in every setting.... The lead practitioner is responsible for liaison with local statutory children's services agencies, and with the LSCB. They must provide support, advice and guidance to any other staff on an ongoing basis, and on any specific safeguarding issue as required. The lead practitioner



must attend a child protection training course that enables them to identify, understand and respond appropriately to signs of possible abuse and neglect '

Statutory Framework for The Early Years Foundation Stage 2014

- 1.34 At any one time one of the designated persons **MUST** be on duty within the preschool setting
- 1.35 The Designated Persons **MUST** have attended Safeguarding training to an advanced level LSCB "Working Together" module 1 & 2 training, to be updated every 2 years and will include the sharing of information with other providers
- 1.36 The Designated persons must also undertake a refresher course annually
- 1.37 The Designated Person is responsible for liaising with the local statutory children's services agency as appropriate
- 1.38 Where able, one Designated Person and the SEND Coordinator should attend Early Help and Assessment training
- 1.39 All staff must complete Prevent Training
- 1.40 All staff must complete Safeguarding Children Training and this must be renewed every 2 years
- 1.41 All staff **MUST** receive regular updates on safeguarding at least annually
- 1.42 All training detailed above **MUST** remain valid
- 1.43 The Designated Persons **MUST** take advice from the Bedford Borough Local Safeguarding Children Board
- 1.44 All staff **MUST** review/read the Safeguarding Policy on annual basis and updated in line with current changes in legislation
- 1.45 It is the Designated Persons responsibility to ensure this review takes place (usually in a staff meeting)
- 1.46 This **MUST** be recorded on the staff meeting agenda and minutes
- 1.47 The Designated Persons are also responsible for the induction of new staff on the Safeguarding Policy and Procedures
- 1.48 All staff, volunteers and students **MUST** be trained to understand the Safeguarding Policy and Procedure and have up to date knowledge of



safeguarding to enable them to respond appropriately when dealing with a safeguarding issue

The training **MUST** include

- Significant changes in children's behaviour
- Deterioration in children's general well being
- Unexplained bruising, marks or signs of possible abuse or neglect
- Children's comments which give cause for concern
- Any reasons to suspect neglect or abuse outside the setting, for example in the child's home
- Inappropriate behaviour displayed by other members of staff, or any other person working with children; excessive one to one attention beyond the requirements of their usual role and responsibilities; or inappropriate sharing of images
- Recording, reporting and investigating disclosures from a child

Definitions 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.

What to do if you're worried a child is being abused 2006

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 staff
- Repeated injuries
- Unaddressed illnesses or injuries
- Significant changes to behaviour patterns.

Children Who May Be Particularly Vulnerable

Some children may have an increased risk of abuse. It is important to understand that this increase in risk is due more to societal attitudes and assumptions, and child protection procedures that fail to acknowledge children's diverse circumstances, rather than the individual child's personality, impairment or circumstances. Many factors can contribute to an increase in risk, including prejudice and discrimination, isolation, social exclusion, communication issues and reluctance on the part of some adults to accept that abuse can occur.

Some groups such as SEND can be disproportionately impacted by bullying/communication barriers/dismissal of signs and indicators as relating to the disability without further exploration.

To ensure that all of our pupils receive equal protection, we will give special consideration to children who are:

- missing education/missing from education
- disabled or have special educational needs
- young carers
- Looked After Children
- privately fostered children
- affected by domestic abuse
- affected by substance misuse/drug use
- affected by mental health issues including self-harm and eating disorders.
- affected by poor parenting
- at risk of Fabricated or Induced Illness
- at risk of gang and youth violence.



- asylum seekers
- living away from home
- vulnerable to being bullied, or engaging in bullying including cyber, homophobic, racist etc.
- live transient lifestyles
- LGBT (lesbian gay bisexual transgender)
- missing from home or care
- living in chaotic and unsupportive home situations
- vulnerable to discrimination and maltreatment on the grounds of race, ethnicity, religion, disability or sexuality
- vulnerable to extremism or radicalisation.
- vulnerable to faith abuse
- involved directly or indirectly in child sexual exploitation CSE or trafficking
- do not have English as a first language
- at risk of Honour Based Violence (HBV) including; female genital mutilation (FGM) and forced marriage.

This list provides examples of additional vulnerable groups and is not exhaustive

Physical Abuse

- 1.49 Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, bruising particularly on children who are not independently mobile, or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child
- 1.50 Action needs to be taken if staff 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
- 1.51 Many children will have cuts and grazes from normal childhood injuries



- 1.52 These should also be logged and discussed with the Preschool Manager and/or Designated Person
- 1.53 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 Preschool Manager.

Emotional Abuse

- 1.54 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 feature age or developmentally inappropriate expectations being imposed on children
- 1.55 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
- 1.56 It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying, 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
- 1.57 Action should be taken if the staff member 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
- 1.58 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



- 1.59 Emotional abuse may also be imposed through the child witnessing domestic abuse and alcohol and drug misuse by adults caring for them
- 1.60 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
- 1.61 This type of abuse is harder to identify as the child is not likely to show any physical signs.

Sexual Abuse

- 1.62 Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, including prostitution, whether or not the child is aware of what is happening
- 1.63 The activities may involve physical contact including penetrative acts (e.g. rape, buggery or oral sex) or non-penetrative acts
- 1.64 They may include non-contact activities, such as involving children in looking at or in the production of, sexual on-line images, watching sexual activities, or encouraging children to behave in sexually inappropriate ways.
- 1.65 Action needs to be taken if the staff member has witnessed an occasion(s) where a child indicated sexual activity through words, play, drawing, had an excessive preoccupation with sexual matters or had an inappropriate knowledge of adult sexual behaviour or language
- 1.66 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
- 1.67 The child may become worried when their clothes are removed, e.g. for nappy changes
- 1.68 The physical symptoms may include genital trauma, discharge and bruises between the legs or signs of a sexually transmitted disease (STD)
- 1.69 Emotional symptoms could include a distinct change in a child's behaviour



- 1.70 They may be withdrawn or overly extroverted and outgoing
- 1.71 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.

Neglect

- 1.72 Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development
- 1.73 Neglect may occur during pregnancy as a result of maternal substance abuse
- 1.74 Once a child is born, neglect may involve a parent or carer failing to:
 - provide adequate food, clothing and shelter (including exclusion from the home or abandonment)
 - protect a child from physical and emotional harm or danger
 - ensure adequate supervision (including the use of inadequate care givers)
 - ensure access to appropriate medical care or treatment
 - It may also include neglect of, or unresponsiveness to a child's basic emotional need.
- 1.75 Action should be taken if the staff member 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
- 1.76 Signs may include a child persistently arriving at nursery unwashed or unkempt, wearing clothes that are too small (especially shoes that may restrict the child's growth or hurt them), arriving at nursery in the same



- nappy they went home in or a child having an illness or identified special educational need or disability that is not being addressed by the parent
- 1.77 A child may also be persistently hungry if a parent is withholding food or not providing enough for a child's needs
- 1.78 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 at nursery. They may be clingy and emotional. In addition, neglect may occur through pregnancy as a result of maternal substance abuse.

Female Genital Mutilation

- 1.79 This type of physical abuse is practised as a cultural ritual by certain ethnic groups and there is now more awareness of its prevalence in some communities in England including its effect on the child and any other siblings involved
- 1.80 Symptoms may include bleeding, painful areas, acute urinary retention, urinary infection, wound infection, septicaemia, incontinence, vaginal and pelvic infections with depression and post-traumatic stress disorder as well as physiological concerns

Fabricated Illness

- 1.81 This is also a type of physical abuse
- 1.82 This is where a child is presented with an illness that is fabricated by the adult carer
- 1.83 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
- 1.84 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



Peer On Peer Abuse

Regrettably children and young people may be harmful to on another in a number of ways which would be classified as peer on peer abuse. Abusive behaviour can happen to children and young people and it is necessary that the staff at Putnoe Woods Preschool consider what abuse looks like, how it can be managed and what support can be implemented for intervention and prevention.

1.85 There are many forms of abuse that can occur between peers:

- Physical - hair pulling, biting, kicking or causing physical harm to another person
- Sexually harmful behaviour - inappropriate touching, language
- Bullying - name calling, physical etc.
- Disability - because, or focussing on the issue of disability
- Emotional - being unfriendly, including tormenting (e.g. hiding books, threatening gestures)

Changes in behaviour which may indicate that a pupil is being bullied, include:

- an unwillingness to return to school
- displays of excessive anxiety, becoming withdrawn or unusually quiet.
- psychological damage and diminished levels of self-confidence.
- choosing the company of adults
- repressed body language and poor eye contact.
- difficulty in sleeping, reporting nightmares

'Staff should recognise that children are capable of abusing their peers. Governing bodies and proprietors should ensure their child protection policy includes procedures to minimise the risk of peer on peer abuse and sets out how allegations of peer on peer abuse will be investigated and dealt with.'



The policy should reflect the different forms peer on peer abuse can take, make clear that abuse is abuse and should never be tolerated or passed off as "banter" or "part of growing up". It should be clear as to how victims of peer on peer abuse will be supported'

Keeping Children Safe in Education 2016

The staff at Putnoe Woods will

- 1.86 Identify any form of peer on peer abuse
- 1.87 Deal with the situation in a sensitive and appropriate manner and immediately
- 1.88 Not be judgemental, prejudice, dismissive or irresponsible
- 1.89 Endeavour to gather the facts
- 1.90 Consider the risks - was it deliberate
- 1.91 Educate children on moral values through our golden rules and expected standards of behaviour
- 1.92 Use a variety of resources and group activities to promote sharing and caring and personal, social and emotional development
- 1.93 Ensure that they help children to understand and educate children that discriminatory behavior and remarks are unacceptable
- 1.94 Intervene to stop the child harming the other child or children
- 1.95 Explain to the child doing the bullying why her/his behaviour is inappropriate
- 1.96 Give reassurance to the child or children who have been bullied
- 1.97 Ensure that children who bully receive praise when they display acceptable behaviour
- 1.98 Ensure that we do not label children who bully
- 1.99 Use the Behaviour and Discipline Policy and Peer on Peer Abuse Policy to support the Safeguarding Children Policy



Disclosures

- 1.100 Where a child makes a disclosure to a member of staff, that member of staff **MUST**
- offer reassurance to the child
 - listen and observe without probing and questioning
 - as soon as reasonably possible, notify the Manager and Designated Person
- 1.101 As soon as possible after receiving the disclosure the staff member to whom the disclosure was made **MUST** make a record of the disclosure on the 'Safeguarding Concerns Form'
- 1.102 If applicable complete the Body Map Form
- 1.103 These **MUST** include
- Child's name
 - Child's address
 - 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 any injuries or marks seen
 - Exact observation of any incident including any other witnesses
 - Name of the person to whom any 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).
- 1.104 These records should be signed by the person reporting this and the Preschool Manager and/or Designated Person, dated and kept in a separate confidential file
- 1.105 If a child starts to talk to an adult about potential abuse it is important not to promise the child complete confidentiality
- 1.106 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
- 1.107 As soon as possible after the disclosure details must be logged accurately



1.108 The Pre School Manager and/or Designated Person **MUST** report the disclosure or concern, without delay to Bedford Borough Local Safeguarding Children Board, Social Care Team or Multi Agency Support Hub.

Home Incidents

1.109 In the event that a child arrives at Putnoe Woods with visible injuries such as bruises, cuts, wounds, bandaged areas etc. the following procedure **MUST** be followed by staff:

- The incident **MUST** be recorded in conjunction with the parent/carer dropping the child at nursery and recorded on an Incident Form in full detail, including the explanation given for the injury
- The Incident Form **MUST** be signed by the parents/carers dropping the child at nursery
- The Incident Form **MUST** be signed by the Pre School Manager or in their absence the Pre School Deputy
- The Incident Form will then be filed in the Home Incident Folder

1.110 Should the parent/carer refuse to complete/sign the form, or there is discrepancies in the information/evidence presented, the Manager **MUST** refer to Recording, reporting and investigating concerns relating to parents procedure

Monitoring Attendance of Children

1.111 Although it is not compulsory for children to attend the early years setting, under our safeguarding responsibilities we are required to monitor children's attendance and patterns of absence

1.112 If a child is not going to attend a session, we ask parents/carers to contact the preschool with their reason for the absence

1.113 This information will enable us to monitor illnesses that may occur across the setting



1.114 The Preschool Management team at Putnoe Woods Preschool will monitor all absences in order to safeguard children

Support to Families

Putnoe Woods Preschool takes every step in its power to build up trusting and supportive relations among families, staff, students and volunteers within the preschool.

- 1.115 Putnoe Woods Preschool continues to welcome the child and the family whilst enquiries are being made in relation to abuse in the home situation
- 1.116 Parents and families will be treated with respect in a non-judgmental manner whilst any external investigations are carried out in the best interest of the child
- 1.117 Confidential records kept on a child are shared with the child's parents or those who have parental responsibility for the child, only if appropriate in line with guidance of the LSCB with the proviso that the care and safety of the child is paramount
- 1.118 We will do all in our power to support and work with the child's family

Confidentiality

- 1.119 Personal information on children, families and staff needs to be kept securely, whilst being easily accessible
- 1.120 In ensuring privacy and confidentiality, consideration **MUST** be given to the following
- Who needs to know the information
 - The role of the key person
 - When and where information is shared with parents
- 1.121 Parents are required to complete and sign a Consent to Share information when their child start attending Putnoe Woods Pre School



Safer Recruitment

- 1.122 As an employer it is our duty that there are strict and clear guidelines with regards to safer recruitment and our staff code of conduct and that all employees, students and volunteers are clear with the expectations that are required from them
- 1.123 As professionals we must be clear and ensure a concrete understanding of Putnoe Woods Pre-school Safeguarding Policies and Procedures and the expectations of one another
- 1.124 Putnoe Woods Safer Recruitment Guidance is a comprehensive working document that refers to good practice in safe recruitment for all appointments, whether paid or unpaid, including employees, volunteers, trustees who have:
- direct access to children and young people
 - managerial or supervisory responsibilities for staff who have access to children and young people
 - positions that enable them to access sensitive or personal information about children or young people and their families
 - responsibility for influencing services to children and young people
- 1.125 By having an effective recruitment procedure in place we can ensure that the persons we employ, or take on in a voluntary role, have the necessary qualifications, sufficient experience, the appropriate temperament and adequate aptitude to successfully perform the required role within the preschool
- 1.126 The intention of this policy is to ensure that all stages contain measures to deter, identify, prevent and reject unsuitable applicants from gaining access within the pre-school environment
- 1.127 All vacancies that are advertised will clearly include Putnoe Woods Statement on their commitment to Safeguarding and as applicants will be required to working in Regulated Activity, reference will be made to the fact ALL applicants will be required to complete an Enhanced DBS



Disclosure and bring evidence of identity, Right to Work in the UK and qualification certificates.

1.128 All applicants will be required to show the following documentation:

- current driving licence or passport or full birth certificate
- two utility bills or statements (from different sources) showing their name and home address
- documentation confirming their national insurance number (P45, P60 or national insurance card)
- documents confirming any educational and professional qualifications referred to in their application form (ORIGINAL copies)
- Evidence of the Right to work in the UK
- Any other relevant documentation that supports the job application

1.129 The applicant will also be asked to complete a Self Disclosure Form which may be handed back in a secure envelope

1.130 Putnoe Woods deem it essential and good practice for applicants to complete a self-disclosure section on their job application

1.131 This approach helps to deter unsuitable people from applying, and encourages openness and honesty with the applicant from the beginning of potential employment

1.132 By completing the Self Disclosure applicants are able to inform Putnoe Woods employer about anything which will come up on a DBS check, promoting the early opportunity for discussion about the nature and severity of the crime

1.133 Applicants will be advised that due to the nature of their duties and employment and 'Regulated Activity' they will be required to disclose any details of criminal offences and records on an annual basis

1.134 The position in which they have been employed, working with children is exempt from the Rehabilitation of Offenders Act

1.135 A previous criminal conviction does not necessarily exclude an applicant from being suitable to work with children

1.136 However, 'spent' over a period of time. 'Spent' means that the individual no longer needs to declare the conviction on employment forms and



certain other documents. There are no spent convictions for gaining work in the childcare sector for paid or volunteer staff

- 1.137 If a disclosure is made only those on the Interview Committee will form part of the discussions and will handle the disclosure in a sensitive manner
- 1.138 When considering information disclosed or from a DBS check the Interview Committee will consider the following as to ensure the applicant is not being treated unfairly, disadvantaged or discriminated against:
- the nature and severity of the offence/s
 - the date/s when it took place
 - whether it is relevant to the type of work which could be offered
 - if the offence/s took place in the UK or overseas (if the latter, is it a criminal offence here?)
 - whether the offence has now been de-criminalised
 - whether there is a pattern of offending
 - whether there is any evidence of remorse or recognition of wrong-doing?
- 1.139 The completion of self disclosure does not remove the need to get an Enhanced DBS if the applicant is offered the post
- 1.140 It is with regret that research has shown that some abusers can disclose a minor criminal offence (for example, shoplifting) to establish themselves as an open and honest person and subtly suggesting that the formality of an Enhanced DBS check is unnecessary
- 1.141 The information on the Enhanced DBS check and self disclosure will be compared and no start date will be confirmed, should the applicant be conditionally offered the position
- 1.142 Interview Committee are aware that it is unlawful to employ someone in a role working with children if a person living at the same address as the worker is barred from working with children. The connection between the worker and the partner, spouse, family member or friend greatly increases the chance that children may be placed at risk
- 1.143 Putnoe Woods will not accept reference from family or friends and only DIRECT from the referee



1.144 Referees will be asked if the applicant is suitable for the job in which they have applied and whether they have any reason to believe that the applicant is unsuitable to work with children. They will also receive a copy of the job description and person specification

1.145 Referees will be required to confirm:

- the applicant's dates of employment, salary, job title/duties, reason for leaving, performance, sickness and disciplinary record
- whether the applicant has ever been the subject of disciplinary procedures involving issues related to the safety and welfare of children
- whether any allegations or concerns have been raised about the applicant that relates to the safety and welfare of children or young people or behaviour towards children or young people

1.146 The Interview Committee will compare the references received to the information on the application form and should any discrepancies or inconsistencies be observed will address these with the referee and the applicant before the appointment for the position is confirmed

1.147 The reference form will also question whether the referee or organisation has any reason that would deter them from re employing the applicant. Should this be the case, a member of the interview Committee will contact the referee to discuss the matter further

1.148 The DBS process forms part of a thorough approach to referencing and checking all new staff members. The Enhanced DBS check is the highest level of criminal record check and is available for those working in Regulated Activity with children or vulnerable adults

1.149 Putnoe Woods conduct their DBS checks via the Ofsted DBS Application portal provided by Security Watchdog, part of Capita plc

1.150 Putnoe Woods will not allow a new applicant to commence their employment until their DBS check has been returned and is satisfactory hence this avoids being placed in a situation where the new applicant has begun work, and the outcome of the DBS check comes back raising questions over their suitability



- 1.151 The DBS Disclosure Certificate will be issued to the applicant and, as required by Putnoe Woods, it is their duty to bring the original certificate to be seen within 1 week of receipt
- 1.152 The Pre School Manager or member of the Interview Committee will view the Enhanced Disclosure Certificate and ensure it is satisfactory before recording the disclosure number and placing it in the personnel file of the applicant and the pre-school DBS recording file
- 1.153 All new applicants are subject to an initial probationary period of 3 months and will be made aware of this prior to commencement of employment. This will also be stipulated in their Statement of Main Terms of Employment

Employees, Students or Volunteers of the nursery or any other person living or working on the nursery premises

- 1.154 If an allegation is made against a member of staff, student or volunteer or any other person who lives or works on the nursery premises regardless of whether the allegation relates to the nursery premises or elsewhere, Putnoe Woods staff will follow the procedure below:
 - The allegation should be reported to the Preschool Manager or Designated Person on duty
 - If this person is the subject of the allegation then this should be reported to the Chair of the Board of Trustees
- 1.155 The Local Authority Designated Officer (LADO), Ofsted and the LSCB will then be informed immediately in order for this to be investigated by the appropriate bodies promptly:
 - The LADO will be informed immediately for advice and guidance
 - A full investigation will be carried out by the appropriate professionals (LADO, Ofsted, LSCB) to determine how this will be handled
 - Putnoe Woods Preschool will follow all instructions from the LADO, Ofsted, LSCB and ask all staff members to do the same and co-operate where required



- Support will be provided to all those involved in an allegation throughout the external investigation in line with LADO support and advice
- The preschool reserves the right to suspend any member of staff during an investigation
- All enquiries/external investigations/interviews will be documented and kept in a locked file for access by the relevant authorities
- Unfounded allegations will result in all rights being reinstated
- 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. The nursery will also notify the Disclosure and Barring Service (DBS) to ensure their records are updated
- All records will be kept until the person reaches normal retirement age or for 21 years and 3 months years if that is longer. This will ensure accurate information is available for references and future DBS checks and avoids any unnecessary reinvestigation
- The nursery retains the right to dismiss any member of staff in connection with founded allegations following an inquiry
- Counselling will be available for any member of the nursery who is affected by an allegation, their colleagues in the nursery and the parents.

Extremism - the Prevent Duty

1.156 Under the Counter-Terrorism and Security Act 2015 we have a duty to refer any concerns of extremism to the police

1.157 This may be a cause for concern relating to a change in behaviour of a child or family member, comments causing concern made to a member of the team (or other persons in the setting) or actions that lead staff to be worried about the safety of a child in their care.

e-Safety



1.158 Putnoe Woods Preschool is aware of the growth of internet use and the advantages this can bring. However it is also aware of the dangers and strives to support children, staff and families in using the internet safely

1.159 Within the nursery we do this by:

- Ensuring we have appropriate antivirus and anti-spyware software on all devices and updating them regularly
- Using approved devices to record/photograph in the setting
- Never emailing personal or financial information
- Reporting emails with inappropriate content to the internet watch foundation (IWF www.iwf.org.uk/)
- Ensuring content blockers and filters are on our computers, laptops and any mobile devices
- Ensuring children are supervised using internet devices
- Using tracking software to monitor suitability of internet usage (for older children)
- Integrating e-safety into nursery daily practice by discussing computer usage 'rules' deciding together what is safe and what is not safe to do online
- Talking to children about 'stranger danger' and deciding who is a stranger and who is not, comparing people in real life situations to online 'friends'

Social Media

Staff Guidelines:

- Maintain professionalism by not accepting parents/carers as 'friends' on social networking sites.
- Refrain from divulging any information about children, parents and staff within the setting.
- Staff members are advised to set their online profiles to private so that only friends are able to see their information.
- Staff are responsible for adhering to the terms of service of each site they use
- Personal profiles should not contain any images or videos which may be perceived as inappropriate behaviour for a childcare professional
- Staff will not have the nursery name anywhere in their personal profile.

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- Staff must not respond to any comments or questions. This will be the responsibility of the Putnoe Woods Administrator Staff must not post anything on to social networking sites such as Facebook that could be construed to have any impact on the preschool's reputation or relate to the preschool or any children attending the nursery in any way
- Staff must not post anything on to social networking sites that could offend any other member of staff or parent using the preschool
- If staff, choose to allow parents to view their page on social networking sites this relationship must remain professional at all times

Any member of staff, student or volunteer found to be posting remarks or comments that breach confidentiality and or are deemed to be of a detrimental nature to the Preschool may face disciplinary action that may result in dismissal.

If a member of staff becomes aware of any social networking activity that identifies The staff children or families in a detrimental way, they should notify the manager immediately.

Putnoe Woods 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 Preschool Manager and/or registered person at the earliest opportunity.

Mobile Phones

To ensure the safety and well-being of children we do not allow staff to use personal mobile phones during working hours. We use mobile phones supplied by the nursery to provide a means of contact in certain circumstances, such as outings.

We ask parents and visitors to respect and adhere to our policy.

Staff must adhere to the following:

- Mobile phones are either turned off or on silent and not accessed during your working hours

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- Mobile phones can only be used on a designated break and then this must be away from the children
- Mobile phones should be stored safely in staff lockers at all times during the hours of the working day
- During outings, staff will use mobile phones belonging to the preschool wherever possible. Photographs must not be taken of the children on any phones, either personal or nursery owned
- If any of the above points are not followed then the member of staff involved will face disciplinary action, which could result in dismissal.

Putnoe Woods is committed to safeguarding and promoting the welfare of children and young people, employees, students, volunteers, trustees and parents and expects all staff and volunteers to share this commitment.

Date of Policy: September 2014	Created By: Jo Skelton	
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Review Date	Reviewer	Amendments
September 2015	Jo Skelton	
September 2016	Jo Skelton	<ul style="list-style-type: none"> • Section on peer on peer abuse • Section Children Who are Vulnerable • 1.34 Designated persons • 1.36 • 1.41

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		<ul style="list-style-type: none">• E Safety• Mobile Phone