**1.2 Safeguarding children and child protection**

**Policy statement**

We at Woolston Preschool, work with children, parents and our community to ensure the rights and safety of children and to give them the best start in life. We are committed to building an environment in which children are protected from abuse and harm in all areas of its service delivery.

At Woolston Preschool, we ensure that our parents and carers understand the duty we have in relation to child protection and ensuring the safety of their children by reporting any concerns, observing and monitoring children and their behaviours, liaising with other professionals and agencies, and providing key information.

**Aims**

* To ensure that all staff are aware of their duty to safeguard and protect children by providing staff with training yearly and updating them with any new local or national changes in guidance and information when they happen.
* To ensure that the relevant actions are taken in a timely manner, in line with the best interests of the child and taking into account the child’s wishes where relevant.
* To plan effective and relevant Personal, Social, Emotional elements within our curriculum that is age appropriate for our children. This will allow them to build on their confidence and to help them grow and overcome challenges that they may encounter in today’s society and explore keeping ourselves and others safe and who and where we go if we need help.
* To raise awareness with staff about the responsibilities of safeguarding our children and the importance of their responsibilities when identifying and reporting potential cases of abuse and how to escalate those concerns if they deem necessary.
* To ensure all staff are aware that safeguarding is not solely for the Designated Safeguarding Lead and is everyone's responsibility.
* To have a clear and simple process, that is user friendly, of how to report suspected abuse and this is to be followed by all staff, volunteers and students.
* To contribute to assessments and support plans for those children that are working with outside agencies, external partners and the children’s social care team.
* To support families when using the children’s resource services that are available, such as referring themselves to children and families first, previously known as early help. This can be accessed here <https://www.southampton.gov.uk/health-social-care/children/child-social-care/early-help>

**Designated Safeguarding Leads**

**Woolston preschool** the DSL is Gemma Woodward and the deputy DSL is Hannah Winbourne

**Our Committee member overseeing child protection** is Clare A’court and The committee chair

**Staff, Students and Volunteers**

* At least one of our designated safeguarding leads from across both settings are contactable at all times,
* Our designated safeguarding leads understand SSCP (Southampton safeguarding children partnership) safeguarding procedures and attend the relevant SSCP training and updates’ regularly.
* We ensure all staff, volunteers and students are trained and show a strong understanding of our safeguarding policy and procedures
* We ensure that all staff, volunteers, students and parents and carers are made aware of any changes to the policy and procedures.
* All staff, volunteers and students have up to date knowledge of safeguarding issues within the setting and locally and are notified of any updates by the DSL where appropriate.
* Staff, volunteers and students have the opportunity to discuss Safeguarding concerns within the team meetings that happen weekly and any updates that need to be discussed take place during our team meetings.
* All staff,volunteers and students understand that safeguarding is everyone's responsibility and that they have a key role in identifying concerns, recording the correct information and responding in a timely way.
* The DSL creates quizzes or scenarios, for the staff, volunteers and students to test, reflect upon their knowledge regularly and ensure their knowledge is up to date when necessary. The DSL’s are then able to identify what team members need more support and can then provide training to support this.
* All staff take part in a yearly safeguarding training course.
* All volunteers and Students are asked to do a short online course that explains safeguarding and Prevent,
* All staff, volunteers and students are confident to ask questions in relation to any safeguarding concerns.
* All staff, volunteers and students understand their responsibilities in regards to safeguarding legislation, statutory requirements and local safeguarding partner requirements and ensure that any information they may share about parents/carers and their children with other agencies is shared appropriately and lawfully,
* All staff, volunteers and students understand the threshold of significant harm and have an understanding of how to access services to support families, and who to go to for support in finding this information out.
* All staff, volunteers and students understand how to escalate their concerns in the event that they feel either the local authority, DSL or committee have not acted adequately to safeguard and know how to follow local safeguarding procedures to resolve professional disputes between staff and organisation.
* All staff, volunteers and students are aware of the whistle blowing policy and know how to escalate concerns and who to contact.
* All staff, volunteers and students understand the expectations required of them in terms of their behaviour and code of conduct and follow our policy and procedure about online safety for themselves and the children within the setting this includes the use of personal mobile phones and cameras,

**Do you have a concern about a child?**

Where there is concern for a child’s welfare but not necessarily suspected abuse the first course of

action will be to inform the Designated Safeguarding Lead (DSL)

* Staff are to write an accurate account of the concerns including the child’s own words and the evidence that has led to the concerns, where necessary.
* The concern form is then given to the DSL who will assess the risk and refer onwards as necessary and appropriate, requesting advice from Children’s Services if necessary.
* Each time a child’s concern is noted, the setting’s DSL has to make an assessment.The DSL will refer on to local services, where appropriate, and in line with the framework set out in Working Together to Safeguard Children.
* CP records will be stored securely.
* Urgent referrals will be reported via a phone call to children’s resource service and then dealt with in a timely manner according to their guidance.
* Recurring low level concerns, that are deemed not referable to children’s resource service, must be noted in an individual child’s file and are chronology compiled. These notes must be reviewed regularly by the DSL, every half term, in order for ongoing assessments to be made and referrals to take place to the appropriate service when/if appropriate.
* At any point the setting’s DSL could choose to complete the children’s and families first referral form, formally Early Help Referral form, to support the family with any identified needs of the child or family. <https://www.southampton.gov.uk/health-social-care/children/child-social-care/early-help>
* The setting’s DSL will liaise with the parents, where appropriate, when making an enquiry, to gain their consent, except where a child is considered to be at risk of harm and you believe that seeking parental consent may increase this risk. If parental consent is not given you can still seek advice but inform children’s resource service that the parents have denied consent
* For further information you can look on the southampton information directory or follow the link below.

<https://www.southampton.gov.uk/health-social-care/children/child-social-care/further-information-resources/>

**Under the 1989 Children Act, local authorities have to investigate where there is a reasonable cause**

**to suspect that a child is suffering (or likely to suffer) significant harm. If you are concerned about**

**any child, please contact us on the details below.**

**Southampton Children’s resource service**

**Telephone number for members of the public: 023 80833004**

**Telephone number for professionals: 023 8083 2300**

**Email address: childrensresourceservice@southampton.gov.uk**

**https://www.southampton.gov.uk/health-social-care/children/child-social-care/multi-agency-**

**safeguarding-hub/**

**In some cases, this may mean the police or another agency identified by children’s resource service.**

**Recruitment including student placements and volunteers**

• Applicants for posts within the provision are clearly informed that the positions are exempt from the Rehabilitation of Offenders Act 1974

• Candidates are informed of the need to carry out 'enhanced disclosure' checks with the disclosure and Barring Services (DBS) 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 incorrect information.

• We abide by Ofsted requirements in respect of references and Disclosure and Barring Services (DBS) checks for staff, volunteers and student placements, to ensure that no disqualified or unsuitable person works at the provision or has access to the children.

• We record information about staff qualifications, and the identity checks and vetting processes that have been completed including:

- the DBS reference number

- the date the disclosure was obtained

- details of who obtained it.

• We inform all staff, volunteers and students, 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)

• Volunteers and students are supervised during sessions and are not allowed to deal with toileting situations, this involves nappy changing, toileting accidents, washing hands etc.

**Woolston Preschool ensures that**

* We follow procedures to ensure that the details of any visitors to the setting are recorded and stored appropriately.
* We take security steps to ensure that we have control over who comes into the provision 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 via the Parent zone app.
* Personal mobile phones are stored in the office in a box.
* The managers, and DSL’s, will support all staff, volunteers and students with understanding their role and the importance of safeguarding the children in our care at all times.
* The Staff, Students and Volunteers will inform the managers and DSL’s at the first opportunity of every significant safeguarding concern including accidents; however, this should not delay any referrals being made to the Children’s resources service, or where appropriate, LADO (Local Authority Designated Officer) and Ofsted and RIDDOR.

**Existing injuries**

* If a child arrives at preschool with an existing injury, a staff member will ask the adult how it happened, where appropriate, and complete an existing injury on the online portal iconnect where a picture can be added. The parents are then asked to sign on iconnect at pick up by a member of staff.
* All staff should maintain a non-judgemental attitude towards parents/carers when completing existing injury forms.
* Existing injury forms are checked and monitored by the setting manager and they will record, monitor and evaluate any concerns and follow any child procedures if necessary.
* If a member of staff feels that the existing injury may indicate abuse, they should discuss this with the DSL at the earliest opportunity.

**Liaison with other agencies**

In case of an emergency call 999 where the child is in immediate danger.

The setting will refer appropriately to local Children’s Resources services and encourage parents to self refer where appropriate to the Children and families first team, previously known as Early Help Hub.

If you are a professional you can contact the Children’s Resource Service on **02380 83 2300** (Monday to Friday 8.30am to 5pm and Friday 8.30am to 4.30pm) or **02380 23 3344** (weekends, Bank Holidays and outside of office hours)

If you are a young person, parent, carer or member of the public you can contact the Children’s Resource Service on **02380 83 3004** (Monday to Friday 8.30am to 5pm and Friday 8.30am to 4.30pm) or **02380 23 3344** (weekends, Bank Holidays and outside of office hours)

If you are a child, young person, parent or carer, and you would like to discuss your worries or seek advice and support please get in touch! You can contact the Children’s Resource Service on **02380 83 3004** (office hours) or **02380 23 3344** (outside of office hours).

Referrals can be made here :- <https://scccrmportal.southampton.gov.uk/services/request-childrens-resource-service>

**Types of abuse**

Abuse may take many forms, some signs are obvious others less so. Child abuse is not always

intentional. Working Together to Safeguard Children 2018

We acknowledge that abuse of children can take different forms – physical, emotional and

sexual, as well as neglect

https://www.gov.uk/government/publications/working-together-to-safeguard-children--2

**Physical Abuse**:

This may involve hitting, shaking, throwing, burning, suffocating or any other physical harm.

Deliberately causing a child’s ill health also constitutes physical abuse.

Sexual Abuse:

This involves forcing or enticing a child to take part in sexual activities, whether or not the child is

aware of what is happening. The activities may involve physical contact, including penetrative or non-

penetrative acts. Showing children pornographic materials, sexual activities, or encouraging children to behave in sexually inappropriate ways also constitutes sexual abuse.

**Emotional abuse**:

Varying degrees of emotional abuse are present in virtually all child protection incidents, but emotional

abuse can also constitute abuse in its own right. Emotional abuse involves persistent or severe

emotional ill-treatment or torture causing, or likely to cause, severe adverse effects on the emotional

stability of a child. Such behaviour may involve conveying to a child that they are worthless, unloved,

or inadequate, or making them feel unnecessarily frightened or vulnerable.

**Neglec**t:

Neglect is the persistent failure to meet a child’s basic physical, emotional or psychological needs,

such as is likely to have a severe impact on their health, development or emotional stability.

Staff should refer to the Southampton Safeguarding Partnership Neglect Strategy and Guidance for

practitioners <https://southamptonscp.org.uk/neglect/>

**Neglect type Features associated with type of neglect**

| Educational  neglect | Where a parent/carer fails to provide a stimulating environment or show an interest in the child’s education at school. They may fail to respond to any special needs and fail to comply with state requirements about school attendance. |
| --- | --- |
| Emotional  neglect | Where a parent/carer is unresponsive to a child’s basic emotional needs. They may fail to interact or provide affection, undermining a child’s self-esteem and sense of identity. (Most experts distinguish between emotional neglect and emotional abuse by intention; emotional abuse is intentionally inflicted, emotional neglect is an omission of care.) |
| Medical  neglect | Where a parent/carer minimises or denies a child’s illness or health needs and/or fails to seek appropriate medical attention or administer medication and treatment. |
| Nutritional  neglect | Where a child does not receive adequate calories or nutritional intake for normal growth (also sometimes called ‘failure to thrive’). At its most extreme, nutritional neglect can take the form of malnutrition. |
| Physical  neglect | Where a parent/carer does not provide appropriate clothing, food, cleanliness and/or living conditions. |
| Supervisory  neglect | Where a parent/carer fails to provide an adequate level of supervision and guidance to ensure a child’s safety and protection from harm. For example, a child may be left alone or with inappropriate carers, or appropriate boundaries about behaviours (for example, under-age sex or alcohol use) may not be applied |

**Bullying**:

Bullying is behaviour by an individual or group, repeated over time that intentionally hurts another

individual or group either physically or emotionally. Bullying can take many forms, cyber-bullying,

text messages or the internet and is often motivated by prejudice against particular groups for

example on ground of race, religion, gender, sexual orientation or because a child is fostered/adopted

or has caring responsibilities.

**Prevent Duty/Radicalisation**:

As part of the government’s Prevent agenda, early years settings are asked to actively promote

British values, which are implicitly embedded within the EYFS. These British values are defined as:

• Democracy

• The rule of law

• Individual liberty and mutual respect

• Tolerance of those with different faiths and beliefs

These values are not unique to Britain but are universal aspirations of equality and are, as such,

fundamental to helping all children become compassionate, considerate adults who form part of a

fair and equal society.

More recently, the government has reinforced the need “to create and enforce a clear and rigorous

expectation to promote fundamental British values” within education, as part of their strategy to

overcome radicalisation and terrorism.

The Counter Terrorism and Security Act (2015) places a Prevent duty on early years settings “*to have*

*due regard to the need to prevent people from being drawn into terrorism*”.

“*Radicalisation*” refers to the process by which a person comes to support terrorism and forms of

extremism leading to terrorism. During that process it is possible to intervene to prevent vulnerable

people being drawn into terrorist-related activity.

Our staff will all undergo the Home Office and Southampton City Council Prevent training which can

be found here https://www.southampton.gov.uk/council-democracy/partnership-working/safe-

city/prevent/

We will ensure that we follow the Prevent Duty guidance for England and Wales, published by the home office and SSCP procedures on responding to radicalisation.

**Missing / Child Sexual Exploitation (CSE) / Trafficking (MET)**

A missing child is one that has not turned up at the setting, there are a pattern of days they are away

or the parent/carer is not contactable or has not given a plausible explanation. More investigation is

needed.

Child sexual exploitation is an illegal activity by people who have power over young people and use

it to sexually abuse them. This can also include child trafficking. Abusers groom children into trusting

them and then force them to partake in sexual activities. The children and young people are unaware

that they are being exploited.

We make ourselves aware that some children and their families are affected by gang activity, multiple or organised abuse, forced marriage, honour based violence or maybe victims of trafficking. If we believe that a child is being exploited to any of this including modern slavery or human trafficking we will refer to and seek advice from the local authority and children’s resource service and where appropriate the police.

We will remain alert to the threat that some of our children and their families may face in or out their family networks, and be subjected to organised crime groups such as county lines and child exploitation, online use and from within peer groups and the wider community.

**Female Genital Mutilation (FGM)**

This is female genital cutting involving full or partial removal of a girl’s external genitals. It is also

known as Female Genital Cutting or Female Circumcision.

We accept it is our mandatory duty to report cases of Female Gential Mutilation to the police. We, as early years practitioners should follow our local authority published safeguarding procedures by contacting the police if a crime has or may have been committed in regards to FGM.

**Breast Ironing**

It is a practice whereby the breasts of girls (usually aged 8-16) are pounded by various tools to delay

the appearance of puberty. In some cases wraps are also being used to delay puberty and this has an impact on breast growth.

**Absence**

Woolston Preschool has a duty to keep children safe and protect them from harm and very poor attendance along with patterns of non-attendance can be an indication of neglect and seen as a safeguarding issue. Recognising patterns of non-attendance can be noticed in children where safeguarding issues occur. If we are concerned about the welfare of a child who is absent, we reserve the right to contact Children’s Services.

* We are prepared to take action if we have concerns about the welfare of any child on a child protection plan who fails to arrive at preschool when expected.
* The DSL will take immediate action to contact the child’s parent/Carer to seek an explanation for the child’s absence and be assured that the child is safe and well.
* If no contact is made with the child’s parents/carers and the DSL has reason to believe the child is at risk of significant harm, the relevant professionals are contacted immediately and SSCP procedures are followed.
* If the child has current involvement with social care the social worker is notified of the unexplained absence

**The expectations of our staff, students and volunteers**

* Support, advice and guidance will be given to the DSL’s to be able to undertake their role adequately.
* Staff, students and volunteers will report any concerns, disclosures or observations relevant to the disclosure to the DSL in a timely manner ensuring the child has been listened to first.
* We are committed to responding promptly and appropriately to all incidents, concerns and disclosures that may occur and to work with the statutory agencies in accordance with the procedures set out in “What to do if you are worried a child is being abused.”
* We communicate with parents and carers and help identify those, using our professional judgement and relationships, that may need extra support from the children and Families first team and support them with accessing this and other services.
* All staff, volunteers and students will make a dated record of any details of their concerns and the DSL will report, where necessary and will update the staff, where appropriate.
* All safeguarding concerns, allegations, disclosures will be filled in the safeguarding file securely filled away.
* In the event that a staff member, volunteer or student is not happy with the outcome or decision made by the DSL in relation to the safeguarding referral made they must follow the escalation procedures that are appropriate to that case or incident.
* We will refer any concerns where appropriate to the local authority safeguarding teams and cooperate fully in any subsequent investigation.
* All staff, volunteers and students respond to any disclosures sensitively and appropriately and take account not to influence the outcome by either the way we speak to the child or by the questions and the way we ask them.
* We take into account that we have a duty to care and protect young people aged 16-19 as defined by the Children’s Act 1989. This may include students or school pupils on a work placement, young employees or young parents. Where there is a suspicion of abuse we will follow the procedure for reporting any child protection concerns. The views of the young person will always be taken into account, where age appropriate, but the setting has the right to override the young person’s refusal to consent to share information, if they feel it is necessary to prevent a crime from happening or to prevent harm or further abuse happening to a child or adult.
* Sharing confidential information without consent is done only where not sharing could put someone at risk of significant harm, further danger or a crime taking place or being committed.
* All staff, students and volunteers are aware that adults can also be vulnerable and know how to refer to those that are in need of a community care services <http://southamptonlsab.org.uk/concerns-about-an-adult-at-risk/>
* Whistle blowing policy is in place for all staff, volunteers and students if they feel that the DSL have not taken the appropriate action to safeguard a child and they feel it has not been addressed satisfactorily through our procedures.
* Further information and procedures can be found at Southampton City Council Child and Protection Policy website. <https://www.southampton.gov.uk/health-social-care/children/child-social-care/child-protection/>

**If a child makes a disclosure**

If a child’s comments to a member of staff cause concern, the staff member will listen to the child, offer reassurance and give assurance that she or he will take action, The staff member can ask questions for the purposes of clarification.

We will always take great care not to influence the outcome by monitoring the way we speak to children

and/or ensuring we do not ask leading questions of children. Our staff understand the ‘four W’s’

recommended in line with safeguarding partners.

* What happened?
* When did it happen?
* Where did it happen?
* Who was there?

A written record is made that includes

* The date and time of the observation or the disclosure
* The exact words spoken by the child
* The name of the person to whom the concern was reported,
* The names of any other person present at the time,
* Signature of the member of staff writing the observation or disclosure and any other staff member present during the disclosure,
* Incident forms must be given to the DSL straight away.
* Our staff are aware and will ensure that there is no delay in sharing safeguarding concerns with the DSL,
* A body map is used, if appropriate.
* The DSL then looks at the observation or disclosure and carries out the appropriate action.
* The DSL signs the paperwork and files away in the safeguarding file when appropriate with any follow up information if necessary.
* These records are signed and dated and kept in a file which is kept securely and confidentially
* We will follow local procedures published by the SSCP or safeguarding partners to resolve professional disputes informing parents.

**Informing Parents**

* Parents or carers are normally the first point of contact. Where this is not carried out it is due to the child or another person being at risk of harm or the possibility that it may interfere with the course of a police investigation; or may unduly delay the referral or unless it is otherwise unreasonable to seek consent from the parent.
* We inform parents when 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 social care the DSL will contact the Children’s Resource Service and follow their support and guidance.
* We work within the Southampton Safeguarding Children Partners guidelines.
* The current version of ‘What to do if you’re worried a child is being abused’ is available to all staff, volunteers, students and parents via this link <https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/419604/What_to_do_if_you_re_worried_a_child_is_being_abused.pdf> (DfE 2015)
* All staff, volunteers and students are aware of what they are to do if they have any concerns.
* Parents can gain safeguarding information and support on our website

**Managing allegations against staff**

* We at Woolston Preschool have a clear procedure for dealing with allegations against staff. All staff, Volunteers and students know that all allegations are reported straight away to the DSL, unless the allegation is about the DSL then they would contact our Committee member overseeing child protection, whois Clare A’court.
* All staff, Volunteers and Students are made aware of the Whistleblowing policy.
* The DSL responds to any disclosures of abuse made by children or staff, that a member of staff, volunteer or student within the setting may have taken, or is taking place, by first recording the details of any such alleged incident. In line with the rest of our policy, if the DSL is the accused, you would report to Clare A’court on the committee or LADO.
* We refer any such complaint immediately to the LADO, (Local Authority Designated Officer, currently Jemma Swann) on tel: 023 8091 5535, or mob: 07500 952037 or email: LADO@southampton.gov.uk to investigate and/or offer advice.
* We at Woolston Preschool also report any such alleged incident to Ofsted, (unless advised by LADO that this is unnecessary due to the incident not meeting the threshold), as well as what measures we have taken. We are aware that it is an offence not to do this.
* We at Woolston Preschool co-operate entirely with any investigation carried out by children’s social care or in conjunction with any police investigation.
* Where the setting manager, alongside the committee, children’s social care and the local authority agree it is appropriate in the circumstances, the member of staff, volunteer or student will be suspended for the duration of the investigation. The staff member will be suspended on full pay whilst the investigation is ongoing. This is not an indication of admission that the alleged incident has taken place, but it is to protect the staff member, volunteer or student, as well as children and families throughout the process. Where it is appropriate and practical and agreed with LADO, we will seek to offer an alternative to suspension for the duration of the investigation. during which time the staff member will receive full pay.
* Where a member of staff, volunteer or student, has been dismissed due to engaging in activities that caused concern for the safeguarding of children or vulnerable adults, we will notify the Disclosure and Barring Service (DBS) 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.
* The DSL follows the guidance of LADO when responding to any complaint that a member of staff, volunteer or student within the provision, or anyone working on the premises within the setting, has abused a child.
* We at Woolston Preschool refer any such complaint immediately to LADO to investigate. We also report any such alleged incident to Ofsted and what measures we have taken. This is done as soon as possible but at the latest within 14 days. We are aware that it is an offence not to do this
* We ensure that parents/carers know how to complain about the behaviour or actions of staff, volunteers or students within the setting, parents/Carers can access all policies online on our website or they can ask to see the printed copies that are kept within the setting.
* We follow the guidance of the Southampton Safeguarding Children’s partnership when responding to any complaint that a member of staff, student or volunteer within the setting, has abused a child.
* No child is left alone with staff or volunteers in a one-to-one situation without being seen or heard by other staff or volunteers.

**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 child protection, such as 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 set by the child’s social care worker in relation to the setting's designated role and tasks in supporting that child and their family, subsequent to any investigation

• Confidential records kept on a child are shared with the child's parents or those who have parental responsibility for the child in accordance with the Confidentiality and Client Access to Records procedure and only if appropriate under the guidance of Southampton safeguarding children’s partnership.

We offer our families support through our website. Here they can find information and support about where they can go to get further support and advice. We as a setting will help and support our families as much as possible as a 1st contact point however there is a lot of other information available for all hours.

**Curriculum**

• We at Woolston Preschool, plan key elements of keeping children safe in our curriculum to promote personal, social and emotional development of all children, that is age appropriate, to allow them to grow, be strong, resilient and feel listened to and that they develop an understanding of why and how to keep safe.

• We at Woolston Preschool, 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 the Local Safeguarding Children Board/Local Safeguarding Partners and in line with GDPR, Data Protection Act 2018, and Working Together 2018.
* All staff, volunteers and students are asked to read and sign our confidentiality policy.
* Woolston Preschool maintains that all matters relating to child protection are to be treated as confidential and only shared as per the ‘working together’ guidance.
* Information will only be shared with agencies who we have a statutory duty to share with or individuals within the setting who ‘need to know’.
* Disciplinary action will be considered for any breach of confidentiality

**Child Protection Conferences**

Staff working with a family known to or involved with Children’s Services may be invited to give their

professional input to a Child Protection Conference or Core Group Meeting. Parents/Carers will be informed

of all attendees to the meetings. Staff will provide a factual report within the appropriate timescales and the report will be shared with the family prior to the conference. Staff will work within Southampton City

Council’s Strengthening Families Model to support families throughout this process and contribute

effectively. Retention and Transfer of Child Protection Records for Education it is recommended that all

child protection records are transferred with the child to any new setting/school. The DSL will contact the

child’s new setting to discuss any concerns or additional support which may need to be arranged for the

child prior to the transfer. It is noted that if the parent/carer refuses permission for the child’s information to

be shared with the new setting but we as a setting judge it to be in the best interest of the child, the files can

and will be transferred without parental permission.

**Useful contacts**

Any concerns will be referred to Southampton Children’s Resource service their contact details are:

Telephone number for members of the public: 023 8083 3004

Telephone number for professionals: 023 8083 2300

Email address: childrensresourceservices@southampton.gov.uk

[**The Children's Resource Service (southampton.gov.uk)**](https://www.southampton.gov.uk/health-social-care/children/child-social-care/childrens-resource-service/)

[**https://www.southampton.gov.uk/health-social-care/children/child-social-care/childrens-resource-service/**](https://www.southampton.gov.uk/health-social-care/children/child-social-care/childrens-resource-service/)

**If at risk of immediate harm a call could be made to the police depending on the circumstances.**

**We will also notify OFSTED of any incidents or accidents and any changes in our arrangements, which may affect the wellbeing of a child.**

**OFSTED telephone number is: - 0300 123 1231**

**The OFSTED telephone number is in the Nursery noticeboard for all the parents and staff to use if necessary.**

**LADO, (Local Authority Designated Officer, currently Jemma Swann) on tel: 023 8091 5535, or mob: 07500 952037 or email:** [**LADO@southampton.gov.uk**](mailto:LADO@southampton.gov.uk)

**Children and Families first (previously known as Early Help)**

[**Children and Families First (previously Early Help) (southampton.gov.uk)**](https://www.southampton.gov.uk/health-social-care/children/child-social-care/early-help/)

**NSPCC whistleblowing advice line**

[**Whistleblowing Advice Line | NSPCC**](https://www.nspcc.org.uk/keeping-children-safe/reporting-abuse/dedicated-helplines/whistleblowing-advice-line/)

**Concerns about an adult**

[**Worried about an adult? – Southampton Local Safeguarding Adults Board (southamptonlsab.org.uk)**](https://southamptonlsab.org.uk/concerns-about-an-adult-at-risk/)

**References**

* **Working Together to Safeguard Children 2018**

**https://www.gov.uk/government/publications/working-together-to-safeguard-children--2**

**https://www.southampton.gov.uk/health-social-care/children/child-social-care/child-protection/**

* **The Children Act 1989**
* **Early Years Foundation Stage – Safeguarding Section**
* **What to do if you are worried a child is being abused (HMG2015)**
* **Southampton Local Safeguarding Children Board Safeguarding Children Procedures 2017, which can be accessed at http://4lscb.proceduresonline.com/**
* **Dfe “Keeping Children Safe in Education” September 2020 https://www.gov.uk/government/publications/keeping-children-safe-in-education--2**

Legal framework

Legal framework Primary legislation

• Children Act (1989 s47)

• Protection of Children Act (1999)

• The Children Act (2004 s11)

• Children and Social Work Act 2017

• Safeguarding Vulnerable Groups Act (2006)

• Childcare Act 2006

• Childcare Safeguarding Practice Review and Relevant Agency (England) Regulations 2018

Secondary legislation

• Sexual Offences Act (2003)

• Criminal Justice and Court Services Act (2000)

• Equalities Act (2010)

• General Data Protection Regulations (GDPR) 2018

• Childcare (Disqualification) Regulations 2009

• Children and Families Act 2014

• Care Act (2014)

• Serious Crime Act 2015

• Counterterrorism and Security Act (2015)

Further Guidance

• Working Together to Safeguard Children (2018)

• What to do if you’re Worried a Child is Being Abused (DfE 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)

This policy was adopted at a meeting of Woolston Community Pre-School held in October 2015

**Last reviewed January 2024**

**Name of signatory:**

**Role of committee:** Chair

Date

Signature

**Woolston Preschool manager and DSL**

Name **Gemma Woodward**

Date

Signature