THE WOODLAND PRE-SCHOOL

The Guide and Scout Centre,
Coates Lane, Downley.
Bucks, HP13 5UX
Tel 01494 521953 (8.00am – 3.30pm)
www.thewoodlandpreschool.co.uk

Safeguarding children and child protection policy

Statement of intent

Our setting will work with children, parents and the community to ensure the safety of children and to give them the very best start in life.

Our Four Key Commitments

1. The Woodland Pre-School is committed to building a 'culture of safety' in which children are protected from abuse and harm in all areas of our operation.
2. The Woodland Pre-School is committed to responding promptly and appropriately to all incidents or concerns of abuse that may occur. We will work with statutory agencies in accordance with the information and guidelines for childcare providers as set out in the document "Safeguarding/Child Protection Information and Guidance for Childcare Providers 2022" produced by Bucks Council Early Years and Childcare.
3. The Woodland Pre-School is committed to promoting awareness of child abuse issues through training for staff. We are also committed to empowering and safeguarding young children, through our early childhood curriculum, promoting their right to be strong, resilient and listened to.
4. The Woodland Pre-School is committed to upholding our Prevent Duty responsibilities.

Aims

Our aims are to carry out this policy by:

- Promoting children's right to be strong, resilient and listened to by:
  - Creating an environment in our setting that encourages children to develop a positive self-image, which includes their heritage arising from their colour and ethnicity, their languages spoken at home, their religious beliefs, cultural traditions and home background.
  - Encouraging children to develop a sense of autonomy and independence.
  - Encouraging children to find names for their own feelings and acceptable ways to express themselves, thus enabling them to have the self-confidence and vocabulary to resist inappropriate approaches.
- Helping children to establish and sustain healthy relationships within their families, with peers, and with other adults.
- Working with parents to build their understanding of and commitment to the principles of safeguarding all our children.

The legal framework for this work is set out in Appendix 3

Liaison with other bodies

- We work within the Buckinghamshire Safeguarding Children's Partnership (BSCP) guidelines
- We have procedures for contacting the appropriate body on child protection issues, to ensure that it is easy, in any emergency, for the setting and social services to work well together.
- We notify the registration authority (Ofsted) of any child protection incident or accident and any changes in our arrangements which may affect the wellbeing of children, within 14 days.
- A list of relevant help lines and contacts are also kept.
- If a referral is to be made to First Response, we act within the BSCP's guidance in deciding whether we must inform the child's parents at the same time.
- A MARF (Multi Agency Referral form) is completed at this stage in accordance with threshold guidance within 24 hours.
- We undertake to notify the Disclosure and Barring Service (DBS) if we dismiss a person because we think they have harmed or pose a risk of harm to children.
- We follow the procedures for checking the suitability of new employees, volunteers and students using the disclosure and barring scheme (DBS).

Method

To ensure we meet the four key commitments of the Woodland Pre-school Child Protection and Safeguarding Children Policy we carry out the following procedures

Key Commitment 1

Woodlands is committed to building a 'culture of safety' in which children are protected from abuse and harm in all areas of our operation.

- Our Designated Safeguarding Officer (DSO) who co-ordinates child protection issues is Mrs Katy White

  The deputy is Mrs Natalie de Villiers

  Either the DSO or deputy DSO will be on site at all times or if off site will be available by phone at all times
- We provide adequate and appropriate staffing 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.
- Candidates are informed of the need to carry out 'enhanced disclosure' checks through the Disclosure and Barring Service 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 DBS checks for staff, volunteers and students to ensure that no disqualified person or unsuitable person works at the setting or has access to the children.
- Parent Volunteers and students do not work unsupervised.

- Staff are aware that they are expected to disclose any convictions, court orders, reprimands and warnings that may affect their suitability to work with children.
- We abide by the Protection of Children Act requirements with regards to 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. (See Health and Safety Policy)
- 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. (See Health and Safety Policy)
- The use of personal photographic equipment, including mobile phones, is prohibited during session times by staff, volunteers and visitors, unless the Leader or in their absence deputy leader has given permission and prior approval has been sought. (See Camera & Recording Devices information in Confidentiality Policy).
- We acknowledge that children sometimes come to Woodlands having had an accident at home or whilst out. Parents/carers are expected to inform us of such incidents and complete a 'Record of Existing Injury' form detailing the type of injury, where it is on the body and how the child acquired it. This will alert staff to the injury and confirm that it was not sustained whilst the child was at Woodlands. This will be stored in the accident file and staff will be aware of the possibility of a pattern of such incidences occurring.
- If a staff member notices an unexplained mark or injury on a child they will complete a 'Safeguarding Concern' form. They will speak to the DSO who will decide whether to implement the safeguarding procedure and talk to the parent or take advice from First Response. This will be stored in the safeguarding file and staff will be aware of the possibility of a pattern of such incidences occurring.
- The children do not have unsupervised access to online computer equipment or the internet at Woodlands.
- We adhere to our Health and Safety policy to keep children safe whilst in our care.

Key Commitment 2

Woodlands is committed to responding promptly and appropriately to all incidents or concerns of abuse that may occur. We will work with statutory agencies in accordance with the procedures that are set down in 'Working Together to Safeguard Children' 2018

Responding to suspicions of abuse

- We acknowledge that abuse of children can take different forms - physical, emotional, sexual, and neglect. It may also include child sexual exploitation, FGM, witnessing domestic violence.
- When children are suffering from any form of abuse, it may become apparent through the things they say (direct or indirect disclosure) or through changes in their appearance, their behaviour, or their play.
- Where such evidence suggests a safeguarding concern, the child's key worker, or other staff member makes a dated and timed record of the details of the concern. They should objectively describe the child's behaviour / appearance, without comment or interpretation and where possible the exact words spoken by the child. The staff member should record their name and signature and discuss what to do with the DSO. The information is stored securely in the setting's confidential Safeguarding folder.

- Staff in the setting take care not to influence the outcome by asking leading questions of children.

Allegations against staff

- We ensure that all parents know how to complain about the actions of staff or volunteers within the setting, which may include an allegation of abuse. The new parent's induction letter contains the Ofsted telephone number. It is also available on the preschool's notice board and our website.
- We follow the guidance of the Buckinghamshire Safeguarding Children's Partnership when responding to any complaint that a member of staff or volunteer has abused a child. (Working together to Safeguard Children – 2018)
- We respond to any disclosure by children or staff, that abuse by a member of staff may have occurred , or is ongoing, by first recording the details of any such alleged incident.
- If a member of staff has concerns about a colleague and doesn't wish to contact the Local Authority Designated Officer (LADO) they should refer to the Setting's Whistle Blowing Policy.
- We contact and co-operate entirely with any investigation carried out by the Local Authority Designated Officer (LADO) in conjunction with the police, within 24 hours.
- We will also inform OFSTED within 14 days.
- We may refer a complaint to the Staff Allegations Manager at Early Years for advice.
- The setting reserves the right to suspend the member of staff on full pay 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 a volunteer is dismissed from the setting because of misconduct relating to a child, we notify OFSTED within 14 days so that the name may be included on the List for the Protection of Children and Vulnerable Adults.

Key Commitment 3

Woodlands is committed to promoting awareness of child abuse issues through training for staff. We are also committed to empowering young children, through our early childhood curriculum, promoting their right to be strong, resilient and listened to.

Training

- All staff receive Safeguarding training every 2 years.
- DSO's receive training every 2 years.
- All staff receive Prevent Awareness training every 3 years.
- We seek out training opportunities for all adults involved in the setting to ensure that they are able to recognise the signs and symptoms of possible physical abuse, emotional abuse, sexual abuse, neglect, FGM and domestic violence and so that they are aware of the local authority guidelines for making referrals. All staff are updated as required at internal meetings led by the DSO.

- We ensure that all members of staff know the procedures for reporting and recording their concerns in the setting.
- As part of the induction process all new staff, students, volunteers and trustees are advised who the DSO and Deputy DSO are and are given the Safeguarding Children and Child Protection Policy to read and are asked to sign to confirm they have read and understood it.

Supervision of children

- The layout of the rooms allows for constant supervision. No child is left alone with parent volunteers or students. Only staff and volunteers with valid enhanced DBS disclosures will accompany children (other than their own) to the toilet.

Curriculum

- We introduce key elements of child protection into our programme to promote the personal, social and emotional development of all children, so that they may grow to be 'strong, resilient and listened to' and so that they develop an understanding of why and how to keep safe.
- Within the setting we aim to create 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.

Disclosures

Where a child makes a disclosure to a member of staff, that member of staff (or key-worker if staff member is a relief or temporary):

- listens to the child
- offers reassurance to the child
- tells them that they have done the right thing
- gives reassurance that she or he will take action without making any promises

The member of staff does not ask leading questions of the child or promise confidentiality

Recording disclosures from children

Staff make a record of:

- the child's name
- the child's address
- the age of the child
- the date and time of the observation or the disclosure
- an objective record of the observation or disclosure
- the exact words spoken by the child as far as possible
- the name of the person to whom the concern was reported, with date and time
- the names of any other person present at the time

These records are signed and dated and kept in the safeguarding file.

Making a referral

At Woodlands we follow the Continuum of Need document and guidance which helps us identify when a child or family may be in need of additional support or a situation needs to be referred. There are four levels of need.

The DSO will make a referral to the First Response Team, if according to the Continuum of Need guidance we believe any of the following:

- a child may be in need
- a child is being harmed
- a child is likely to be harmed
- the Level 3 or Level 4 threshold is met

If the Continuum of Need suggests it meets the Level 3 threshold the DSO will submit a written referral will be submitted within the specified time of 24 hours using the MARF. If the Level 4 threshold is met we will telephone First Response on 01296 383962. If an urgent response is needed outside of these hours, the DSO will contact the Emergency Duty Team (EDT) on 0800 999 7677.

If the Continuum of Need suggests it meets the Level 1 or Level 2 threshold the parents will be spoken as per the guidelines below.

All completed safeguarding forms are kept in the Safeguarding folder in the filing cabinet and are monitored regularly to look for any patterns.

Low level staff concerns e.g. erratic attendance, unexplained absences, are recorded in the Daily Concerns Book which is monitored regularly to look for any patterns.

Informing parents

- Parents are normally the first point of contact.
- Parents will be informed by a senior staff member in an open and honest way if no risk of harm to the child is suspected by doing so.
- Consent is gained for a referral at levels 1-3 to ensure the family agree with the information sharing, assessment and intervention.
- If the referral meets the threshold guidance level 4 and consent from the parents could mean a child is likely to suffer or is suffering significant harm, the referral can be made without parental knowledge and/or consent. We would seek the advice of the First Response Team or Early Years Advisors in this instance.

Confidentiality

- All suspicions and investigations are kept confidential and shared only with those who need to know. These are most likely to be the members of staff / keypersons and Pre-school Leader. Any information is shared under the guidance of the Buckinghamshire Safeguarding Children's Partnership, in accordance with HM GOV Document 'Information Sharing: Advice for Practitioners Providing Safeguarding Services' July 2018.

Information Sharing

Where a child leaves or also attends another setting, we will endeavour to share essential information with the other provider

Support to families

- The setting believes in building trusting and supportive relationships with families, staff and volunteers in the group.
- The setting makes clear to parents its 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 social services department.
- The setting continues 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 social care department in relation to the setting's designated role and tasks in supporting the child and the family, subsequent to any investigation.
- Confidential records kept on a child are shared, if appropriate, with the child's parents or those who have parental responsibility for the child in accordance with the procedure under the guidance of the Buckinghamshire Safeguarding Children's Partnership.

Key Commitment 4

- Woodlands is committed to understanding how and why children must be protected from extremism under section 26 of the Counter Terrorism and Security Act 2015.
- Staff will know when and how to take action after identifying a child at risk.
- We promote the inclusion of British Values which are linked to the Prevent Duty as a toolkit of anti-radicalisation

This Safeguarding children and Child Protection policy has been adopted by the Woodland Pre-School

On (date) March 2026_____

To be reviewed on (date) March 2027_____

Appendix 1

Helplines and Referrals

Useful contacts
Buckinghamshire County Council
First Response is a single point of contact for Buckinghamshire's Children's Social Care including concerns for a child at risk of radicalisation.
Local rate call 01296 383962
0800 999 7677 (Out of hours)
secure-cypfirstresponse@buckinghamshire.gov.uk
All allegations against staff must be reported to Ofsted and to the Designated Officer detailed below:
Local Authority Designated Officer (LADO)
Children & Young People
New County Offices
Walton Street
Aylesbury
Buckinghamshire
01296 382070
Secure-LADO@buckinghamshire.gov.uk
The Early Years Designated Managers can provide advice and support in the event of an allegation or query/concern.
Early Years Designated Senior Manager for allegations against the childcare workforce
Vanessa Mills
01296 387111
Buckinghamshire Family Information Service (BFIS)
01296 383 293
www.familyinfo.buckinghamshire.gov.uk
Buckinghamshire Safeguarding Children's Partnership
https://www.buckssafeguarding.org.uk/
Child Exploitation and Online Protection Centre
0870 000 3344
www.ceop.police.uk
Child Protection and Sexual Crime Unit (Police)
01628 816935
Department for Education
www.gov.uk/government/organisations/department-for-education
0370 000 2288
Disclosure and Barring Service (DBS)
03000 200 190
www.gov.uk/government/organisations/disclosure-and-barring-service
National Society for the Prevention of Cruelty to Children (NSPCC)
0808 800 5000
http://www.nspcc.org.uk/
help@nspcc.org.uk
Professional Association for Childcare and Early Years (PACEY)
0300 003 0005
www.pacey.org.uk
support@pacey.org.uk
Ofsted
0300 123 1231
www.ofsted.gov.uk

Appendix 2

Web addresses for hyperlinks, ordered as they appear within the document

Working Together to Safeguard Children - March 2018
https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/779401/Working_Together_to_Safeguard-Children.pdf

What to do if you're worried a child is being abused – March 2015
https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/419604/What_to_do_if_you_re_worried_a_child_is_being_abused.pdf

The Early Years Foundation Stage (EYFS) – September 2021
Early years foundation stage (EYFS) statutory framework - GOV.UK (www.gov.uk)

The Prevent Duty
Revised Prevent duty guidance: for England and Wales - GOV.UK (www.gov.uk)

Inspecting Safeguarding in early years, education and skills
Inspecting safeguarding in early years, education and skills - GOV.UK (www.gov.uk)

Prevent Duty Guidance
Revised Prevent duty guidance: for England and Wales - GOV.UK (www.gov.uk)

Channel Programme
https://www.gov.uk/government/publications/channel-guidance

The Common Inspection framework; education, skills and early years July 2022
Education inspection framework (EIF) - GOV.UK (www.gov.uk)

Fundamental British Values in Early Years
Fundamental-British-Values-in-the-Early-Years-2017.pdf (dev-foundation-years.pantheonsite.io)

The Continuum of Need (incorporating Thresholds guidance)
The Continuum of Need - Buckinghamshire Safeguarding Children Partnership (buckssafeguarding.org.uk)

Multi-Agency Referral Form (MARF).
Report a Concern - Professional - Buckinghamshire Safeguarding Children Partnership (buckssafeguarding.org.uk)

Information Sharing guidance
Information sharing: advice for practitioners (publishing.service.gov.uk)

Dealing with allegations of abuse against staff and volunteers guidance
7.2 Managing Allegations against Staff and Volunteers | Buckinghamshire Safeguarding Children Board Procedures Manual I

Disqualification under the Childcare Act 2006
Disqualification under the Childcare Act 2006 - GOV.UK (www.gov.uk)

Childcare (Disqualification) Regulations 2009
http://www.legislation.gov.uk/uksi/2009/1547/contents/made

Child protection policy toolkit
BSCP-Child-Protection-Policy-Toolkit.pdf (buckssafeguarding.org.uk)

Whistle Blowing Policy guidance
https://www.gov.uk/whistleblowing

Safer employment guidance
Safer Employment & the LADO (Allegations) - Buckinghamshire Safeguarding Children Partnership (buckssafeguarding.org.uk)

Staff suitability template
Managing Staff | Early Years (buckscc.gov.uk)

Safeguarding/Child Protection Information and Guidance for Childcare Providers 2019
Safeguarding children and protecting professionals in early years settings: online safety considerations for managers - GOV.UK (www.gov.uk)

Appendix 3

Primary legislation

The Children Act 1989 - s 47

The Protection of Children Act 1999

The Data Protection Act 2018

The Children Act 2004 (Every Child Matters)

The Children (NI) Order

The Children (Scotland) Order

The Safeguarding Vulnerable Groups Act 2006

Revised Prevent Duty Guidance for England and Wales 2015

Guidance

Working Together to Safeguard Children 2018

What to Do if You are Worried a Child is Being Abused (March 2015)

The Framework for the Assessment of children in Need and Their Families (2000)

The Common Assessment Framework (2006)

Statutory Framework for the Early Years Foundation Stage (EYFS) September 2021

Keeping Children Safe in Education (2022)

The Prevent Duty Departmental Advice for Schools and Childcare Providers DfE June 2015

Secondary Legislation

Sexual Offences Act (2003)

Criminal Justice and Court Services Act (2000)

Human Rights Act (1999)

Race Relations (Amendment) Act (2000)

Race Relations (Amendment) Act (1976) Regulations

Rehabilitation of Offenders Act 1974