



## Safeguarding

### Magdalene Pre-school

#### Safeguarding Children policy

Magdalene preschool believes that children have the right to be completely secure from both fear and reality of abuse, and we are committed to protecting those in our care from harm.

We have an appointed member of staff as the Safeguarding Officer (Alicia Zawada Manager). This Officer has suitable experience, training and expertise, and is responsible for liaising with social services, Croydon Safeguarding Children's Board (CSCB) and Ofsted in any child protection matter. If the designated person is unavailable (NAME) will take their place.

Our child protection procedures comply with all relevant legislation:

- Duty of care under section 40 of the Childcare Act 2006 to comply with the welfare requirements of the EYFS
- The Children Act 1989
- The Children Act 2006
- Disability Discrimination Act 1995
- Equality Act 2010
- Human Rights Act 1998
- Data Protection Act 2018
- Safeguarding vulnerable groups Act 2006
- UN Convention on the Rights of the Child (UNCRC)
- Protection of Freedoms Act 2012
- The Prevent Duty (Department of Education) 2015

We are aware of and comply with 'Working together to Safeguard Children' or advice from Croydon Safeguarding Children's Board (CSCB)

We are committed to reviewing our Safeguarding policy and procedures at regular intervals at staff supervisions and meetings. This policy and its procedures will be shared with parents/carers during their child's settling in period.

## Recognising Child Abuse

Child abuse manifests itself in a variety of ways, some overt and others much less so. All staff are required to have child protection training and will be vigilant to signs and evidence of physical, sexual and emotional abuse or neglect.

**Physical Abuse:** This involves 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 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.

**Neglect:** 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. Neglect may involve failing to provide adequate food, shelter or clothing for a child, or failing to adequately protect them from physical harm or ill health. Neglect can also manifest itself in a failure to meet the basic emotional needs of child.

We have a procedure for recording the details of visitors to our setting.

We abide by Ofsted requirements for DBS checks to ensure no disqualified person works at our setting or has access to the children.

It is an Ofsted requirement that parents/carers must telephone/text each day that their child is absent. If we do not hear from the parent/carer we will attempt to make contact by text/telephone and record the outcome in the 'prevent' book. We will do this for three days, if on the third day no contact is made, we will try to make contact with emergency contacts on the registration form, if we cannot make contact, we will contact the necessary agencies to take this further. In compliance with The Prevent Duty (Department of Education) 2015

## Dealing with Allegations

Magdalene Preschool is committed to ensuring that it meets its responsibilities in respect of child protection by treating any allegation seriously and sensitively. On discovering an allegation of abuse, the Safeguarding Officer will immediately refer the case to the local statutory child protection agencies. In addition, the following principles will govern any suspected or reported case of abuse.

- Where actual or suspected abuse comes to the attention of the staff, they will immediately report this to the manager and the Safeguarding Officer. This includes any allegation about a staff member.
- Staff are encouraged and supported to trust their professional judgement and if they suspect abuse has, or is taking place, to report this.
- Full written factual records of all reported incidents will be produced and kept confidential, (in a sealed envelope, locked in a lockable cupboard) dated and signed. Accurate information recorded will include:
  - Full details of the alleged incident
  - Details of all the parties involved
  - Any evidence or explanations offered by interested parties
  - Relevant dates, times and locations and any supporting information or evidence from members of staff.
- The setting will demonstrate great care in distinguishing between fact and opinion when recording a suspected incident/s of child abuse.
- The manager and the Safeguarding officer will be responsible for ensuring that written records are dated, signed and kept confidential.
- Staff will ensure that all concerns and allegations are treated with sensitivity and confidentiality
- Any children involved in alleged incidents will be comforted and reassured.

#### **LADO – Local authority designated officer**

Steve Hall (Senior LADO) 020 8726 6000 Ext 24334  
Mob: 07825 830328

Jane Parr (LADO) 020 8726 6000 Ext 24817  
Mob: 07716 092630

Karen Anns (Business Support Coordinator) 0208 726 6000 Ext 23981

All allegations against staff to: [LADO@Croydon.gov.uk](mailto:LADO@Croydon.gov.uk) / [Steve.hall@croydon.gov.uk](mailto:Steve.hall@croydon.gov.uk)

The role of the LADO is set out in Working Together to Safeguard Children (2015). The LADO must be contacted within one working day in respect of all cases in which a person who works with children has:

- Behaved in a way that has harmed, or may have harmed a child
- Possibly committed a criminal offence against or related to a child or
- Behaved towards a child or children in a way that indicates they may pose a risk of harm to children.
- The Manager will contact LADO before Ofsted for advice on an allegation against a member of staff

### Staff support and Training

Magdalene preschool is committed to ensuring that it meets its responsibilities in respect of child protection through the provision of support and training to staff. Therefore, we will ensure that:

- All staff, students and volunteers are carefully recruited, have verified references and have full and up to date Criminal Record Bureau checks (DBS)
- All staff and volunteers are given a copy of the Safeguarding policy during their induction, and have its implications explained to them.
- All staff and volunteers receive regular training in child protection issues and are provided with any relevant information and guidance.
- All staff have supervision sessions each half term to support training and individual effectiveness and to promote the interest of the children.
- All staff have up to date knowledge of safeguarding issues.
- All staff are provided with supervision and management support in relation to child protection, and their requirement to maintain caring and safe relationships with children.
- We will share information about safeguarding and good practice with children, parents/carers and staff.
- All staff are aware of the main indicators of child abuse.
- All staff are aware of their statutory requirements in respect to the disclosure or discovery of child abuse and the procedure for doing so. All volunteers are instructed to report the disclosure or discovery of abuse to the manager immediately. The setting will share the concerns with the relevant agencies and involve parents/carers and children appropriately.
- We will take appropriate action in relation to the findings of any investigation into allegations of abuse, consistent with its duties to protect the safety of children and uphold fair processes for staff, students and volunteers.
- All staff have a good understanding of the complaints policy.

- Any member of staff or volunteer under investigation for the alleged abuse of a child, will be subject to the provisions of the Staff Disciplinary & Grievance Procedures policy.

## **Monitoring and reviewing our policies and procedures**

The setting is committed to constantly monitoring and reviewing its policies and procedures. They are immediately updated if there is any new legislation and in the light of serious case reviews. All updated policies are shared with staff and volunteers. They are also shared with parents/carers when their child first attends the setting.

Parents are normally the first point of contact, if a suspicion of abuse is recorded parents are informed at the same time, except where the guidance of the Local safeguarding board does not allow this.

## **Allegations against staff**

If an allegation of abuse is made against the manager or the Safeguarding Officer, the Registered Person (**Amanda Johnson, Chair of Committee**) will be informed as soon as possible. They will then assume responsibility for the situation or delegate this role to a senior member of staff.

Staff may be suspended pending further investigation following statutory procedures and an internal investigation will run parallel with an investigation.

Any member of staff who is dismissed or leaves under investigation for being unsuitable for work with children will be referred to the independent Safeguarding Authority (Disclosure and Barring Service from December 2012).

If a member of staff is found to be living with a disqualified person and they have not notified us, they will be dismissed.

In circumstances where a child makes an allegation or a disclosure, the member of staff concerned will:

1. Listen fully to all the child has to say.

2. Make no objective judgements.
3. Ask open ended questions that encourage the child to speak in their own words.
4. Ensure the child is safe, comfortable and not left alone.
5. Make no promises that cannot be kept, such as promising not to tell anybody what they are being told.

Where possible, we will always respect the wishes of children and young people who do not consent to share confidential information. However, the lack of consent can be overridden in the child's interests, or if the facts of the case are in the public interest.

We will always consider the safety and welfare of a child or young person when making decisions to share information about them. Where there is a concern that a child is suffering or at risk of suffering significant harm, the child's safety and welfare must be the overriding factor.

Staff will be made aware of the Department of Health's booklet 'What to do if you're worried a child is being abused?' (2006), and 'Working together to Safeguard Children; A guide to inter-agency working to safeguard and promote the welfare of Children' DCSF 2011.

### **Referring Allegations to Child Protection Agencies**

If the manager of Safeguarding Officer has reasonable grounds for believing that a child has been – or is in grave danger of being – subject to abuse, the following procedure will be activated.

- Immediate contact will be made with the Local children's social care services and, in an emergency, the police.
- The manager or the Safeguarding Officer will communicate as much information about the allegation and related incidents as is consistent with advice given by social services and the police.
- At all times, the safety, protection and interests of children concerned will take precedence. The manager and staff will work with and support parents/carers as far as they are legally able.
- We will assist the social services and the police, as far as it is able, during any investigation of abuse or neglect. This will include disclosing written and verbal information and evidence.
- Ofsted will be informed of any allegations of abuse against a member of staff, student or volunteer, or any abuse that is alleged to have taken place on the premises or during a visit or outing.

**Visitors to the Magdalene Centre whilst preschool is in session:**

Members of the public including Church members, cannot enter the Magdalene Centre during Pre-School sessions, unless prior authorisation is given by the pre-school Manager and that person is DBS checked. If attendance by a visitor to the Magdalene Centre is required during Pre-school hours, the following must be adhered to:

- All visitors let into the preschool must have pre-arranged their visit with the Manager or Deputy.
- A member of the Pre-school staff must accompany the visitor at all times (a visit cannot go ahead if a member of staff is not available or by doing so will breach staff to child ratios)
- The visitor must not use their mobile phone whilst in the Magdalene centre.

**Safeguarding concerns are referred to**

**Multi Agency Safeguarding Hub (MASH) [www.childreferrals@croydon.gov.uk](mailto:www.childreferrals@croydon.gov.uk)**

**Urgent child protection matters needing immediate attention: 020 8255 2888**

**Consultation line: 020 8726 6464**

**Out of hours: 020 8726 6400**

**Legal framework:**

‘Working together to Safeguard children’

‘What to do if you’re worried a child is being abused’

‘EYFS Safeguarding and Welfare requirements’

Signed.....Date.....

On behalf of the management committee

This policy was implemented .....Updated.....

