**Safeguarding and Child Protection**

**Policy and Procedures**

The aim of this policy is to ensure that all staff, parents and other agencies are working together to provide a safe environment where all children will be supported and protected whilst in our care.

At Mucky Pups Preschool we support the children within our care, protect them from maltreatment and have procedures in place to prevent the impairment of children’s health and development. Safeguarding is a much wider subject then the elements covered within this single policy, therefore this document should be used in conjunction with all Mucky Pups policies and procedures.

We will work closely with children and their families, as well as external agencies and the community to ensure the welfare and safety of the children and give them the absolute best start to life. Children have the right to be treated with respect, be supported to thrive and to be safe from any form of abuse.

At Mucky Pups we will:

* Create an environment to encourage children to develop a positive self-image
* Encourage children to develop a sense of independence and in a way that is appropriate to their age and stage of development
* Provide a safe and secure environment for all children
* Always listen to children
* Provide an environment in which practitioners are confident to identify if children and their families may need intervention and seek the help that they may need
* Build children’s resilience to radicalisation by promoting fundamental British values such as democracy, mutual respect, tolerance, the rule of law and individual liberty.
* Share information with other agencies when appropriate
* Have a designated Safeguarding lead (DSL) and an appropriately trained deputy who will have had appropriate safeguarding training.
* Ensure the DSL and the deputy receive regular training and remain up to date with any changes to national or local policies or procedures.
* Ensure that appropriate filters are in place on any ICT resources that children could access
* Ensure national GDPR and our own settings GDPR policy are always adhered to. It must be noted when it is suspected that a child is at risk of serious harm, usual confidentiality procedures do not apply and this policy must be followed ensuring information is adhered with relevant professional to ensure this safety of the child in question.

**Mucky Pups designated safeguarding lead is- Stephanie Simpson**

**Mucky Pups designated safeguarding deputy is- Jean Wills**

Mucky Pups has a clear commitment to child protection 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 DSL or Deputy DSL at the earliest opportunity.

All our staff have a duty to protect and promote the welfare of all of the children in our care. They may well be the first people that children confide in about abuse or spot changes in children’s behaviour that may indicate abuse.

This statement lays out the procedures that will be followed if we have any reason to believe that a child in our care is subject to any welfare issues including physical, sexual, emotional abuse or neglect. It also includes procedures that will be followed should we suspect a child or family of being at risk of radicalisation.

Our prime responsibility is the welfare and well-being of all our children at Mucky Pups. 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 where appropriate, with any outside agencies such as the local authority services for children’s social care, health care professionals or the police. All staff will work as part of a multi-agency team, where needed, in the best interest of the child.

We aim to:

* Ensure that information is shared only with those who need to know to protect the child and act in their best interest
* Ensure that all staff feel confident and supported to share information and seek the help that the child may need
* Ensure that staff are trained to understand the safeguarding policy and procedure, 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 i.e. bullying or discriminating behaviour.
* Ensure that all staff are familiar and updated regularly with child protection issues and procedures
* Ensure that all staff are fully trained and aware of The Prevent Duty
* Keep the children at the centre of all we do
* Make any referrals in a timely way, sharing relevant information as necessary in line with procedures set out by the Lancashire Safeguarding Children Board
* Regularly review and update this policy where appropriate and make sure it complies with any guidance or procedures issued by Blackburn with Darwen, Blackpool and Lancashire children’s safeguarding assurance board (CSAP)

Children will be supported by offering reassurance, comfort, and sensitive interactions. Activities will be devised according to individual circumstances to enable children to develop confidence withing their peer group.

Contact telephone numbers

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| --- | --- |
| OFSTED | 0300 123 1231 |
| Children’s Safeguarding Assurance Partnership (Local authority) | 0300 123 6720 |
| Out of hours | 0300 123 6722 |
| LADO Tim Booth | 01772 536694 |
| The prevent hotline | **01282 472324** |

Types of Abuse and indicators

Abuse and neglect are forms of maltreatment of a child. Somebody may abuse a child by harming them, or by failing to act to prevent them from harm. Children maybe abused within a family, institution, or community setting, by those known to them or by a stranger. This could be an adult or adults, another child, or children. The signs and indicators listed below may not necessarily indicate that a child had been abused but will help us to recognise that something maybe wrong, especially if a child shows a number of these indicators.

Indicators of 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

Physical Abuse

Action needs to be taken if staff have reason to believe that there has been a physical injury to a child, this includes deliberate poisoning, where there is definite knowledge or reasonable suspicion that the injury was inflicted or not knowingly prevented.

Other symptoms may include:

* Bruises
* Broken bones/fractures
* Burns or scalds
* Bite marks
* Children maybe abused physical through shaking or throwing

Head injuries in babies and toddlers can be signs of abuse so it is important to be aware of these, visible signs include:

* Swelling
* Bruising
* Fracture
* Being extremely sleepy or unconscious
* Breathing problems
* Seizures
* Vomiting
* Unusual behaviour such as not feeding

Many children will have cuts and grazes from normal childhood injuries these should be logged on an “Arrival with injury form” and discussed with the DSL or the Deputy.

Sexual abuse

Action needs to be taken if a staff member has witnessed occasion(s) where a child indicated sexual activity through words, play, drawing, had an excessive pre-occupation with sexual matters, or had an inappropriate knowledge of adult sexual behaviour or language. The child may become distressed or upset when their clothes are changed or even at nappy changing time. Physical symptoms may include genital trauma, discharge and bruises between the legs. Emotional symptoms could include the child becoming withdrawn or overly extroverted and outgoing. They may withdraw 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 assesses as a whole. If a child starts to talk openly about abuse, they may be experiencing. Staff must listen and not ask any leading questions.

Procedure:

* The adult should reassure the child and listen without interrupting
* The adult will not ask any leading questions
* The details will be recorded in a detailed and confidential report
* The observed instances will be reported to the DSL (Deputy in their absence)
* The matter will be referred to the Lancashire’s children’s social care team
* A sensitive and confidential discussion will be held with the parents/carers of the child with both the manager and the DSL (If deemed appropriate)

Emotional abuse

Action should be taken under this heading 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. 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. Emotional abuse may also be imposed through the child witnessing domestic abuse and alcohol and drug misuse by adults that are caring for them. The child is likely to show extremes of emotion with this type of abuse. They may become withdrawn, aggressive and or clingy. This type of abuse is harder to identify as the child is not likely to show any physical signs.

Procedure:

* The concern should be discussed with the DSL or deputy
* The concern should be discussed with the parent/carer (where appropriate)
* Such discussions will be recorded, and the parent will be able to access such records
* A CAF form may need to be completed
* If there appear to be any queries regarding the circumstances, the matter will be referred to the local authority children’s social care team.

Neglect

Action should be taken under this heading id the staff member had reason to believe that there had been persistent or severe neglect of a child (for example, by exposure to be 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. This may include a child persistently arriving at Mucky Pups unwashed or unkempt, wearing clothes thar are too small (Especially shoes that may restrict the child’s growth or hurt them) arriving at Mucky Pups in full and swollen nappies (may have nappy rash) or a child having an illness that us not being addressed by the parent/carer. A child may also be persistently hungry if the parent/carer isn’t providing enough food or withholding it from the child. Neglect may also be shown through emotional signs and they may crave love and support which may make them clingy and emotional.

Procedure

* The concern should be discussed with the DSL or deputy
* The concern will be discussed with the parent/carer (Where appropriate)
* Such discussions will be recorded, and the parent will have access to such records
* A CAF form may need to be completed
* If there appear to be any queries regarding the circumstances the local authority children’s social care team will be notified

Fabricated illness

This is a type of physical abuse and is where a child is presented with an illness that is fabricated by an adult carer. The carer may seek out unnecessary medical treatment or investigation. The signs may include a carer exaggerating a real illness or symptoms or including physical illness, e.g. through poisoning, starvation, inappropriate diet. This may also be presented through false allegations of abuse or encouraging the child to appear disabled or ill to obtain necessary treatment tor specialist support.

Procedure:

* All signs of marks/injuries to a child when they come into Mucky Pups or occur during time there, will be recorded as soon as noticed by a staff member.
* The incident will be discussed with the parent at the earliest opportunity, where felt appropriate.
* Such discussions will be recorded, and the parent/carer will have access to these records
* If there appear to be any queries regarding the circumstances the local authority children’s social care team will be notified

Radicalisation

All staff members have a duty to act should they have reason to believe that is a child or member of a child’s family is at risk of radicalisation. This duty is known as “The Prevent Duty”. All staff are trained to notice signs of radicalisation and are aware of the procedure to follow should they suspect a family or child becoming drawn into radicalised views or terrorism. The telephone number for the channel programme is

All staff will help to build children’s resilience through promoting Fundamental British values and giving them the confidence to challenge extremist views. Staff must remember that extremist views can come from many different walks of life and can take many different forms.

Procedure:

* The concern should be discussed with the DSL or Deputy
* The concern will be discussed with the child’s parent/carer (where appropriate)
* The staff member or the DSL will contact the Channel programme
* If a member of staff believes that the risk or terrorism or radicalisation is of immediate risk to the person or community, they must contact the police immediately.

Recording Suspicions of abuse and disclosures

Staff should make an objective record on the setting reporting sheet (supported by the DSL or Deputy) of any observation or disclosure and include:

* Childs name
* Age of the child and date of birth
* Date and time of the observation or disclosure
* Exact words spoken by the child
* Exact position and type of injuries or marks seen (Using body map)
* Exact observation of an incident including witnesses
* Name of the person to whom the concern was reported, with the date and time, include names of any other person present at the time.
* Any discussion held with the parents/carers (Where appropriate)

Staff, volunteers and students

It is Mucky Pups policy to provide a safe and secure environment for all children. Mucky Pups will only allow an adult who is employed by them to care for children and who has an enhanced DBS to be left alone with children. Mucky Pups will not allow volunteers or students to be alone with children and they must always be supervised by a member of staff.

All staff will attend child protection training and receive initial basic child protection training during their induction period. This will include spotting signs and indicator of abuse and recording, reporting concerns to provide a safe and secure environment for the children within the setting.

The DSL at Mucky Pups takes responsibility for all the safeguarding and co-ordinates child protection and welfare issues. The safeguarding lead liaises with the CSAP and the local authority children’s social care team. They will also undertake specific training including a nominated officer training at level 2. They will also ensure they are up to date with all updates and developments in this field. The deputy designated safeguarding person/s will take on responsibility for all safeguarding concerns in the absence of the DSL. Both these staff will formally update training at least every two years with knowledge and skills refreshed annually.

* We provide adequate and appropriate staffing resources 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 checks 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
* This information is also stated within every member of staff’s contract
* We abide by the requirements of the EYFS and any Ofsted guidance in respect to obtaining references and suitability checks for staff and volunteers, to ensure that no disqualified person or unfit person works at the setting or has access to the children
* We ensure we receive at least two written references before a new member of staff commences employment with us
* All students will have an enhanced DBS check conducted on them before their placement starts
* Volunteers, including students do not work unsupervised
* We abide by the requirements Safeguarding Vulnerable Groups Act (2006) and the Childcare Act 2006 in respect of any person who is disqualified from providing childcare, 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 Mucky Pups and take security steps to ensure that we have control over who comes into the setting, so that no unauthorised person has unauthorised person has unsupervised access to the children
* All visitors/contractors will be supervised whilst on the premises, especially when in the area’s children have access too
* All staff have a clear understanding of our whistleblowing policy which will enable them to share any concerns that may arise about their colleagues in an appropriate matter
* All staff will receive regular supervision meetings where opportunities will be made available to discuss any issues regarding individual children, child protection training and any needs for further support
* The deployment of staff within the setting allows for constant supervision and support. Where children need to spend time away from the rest of the group (e.g. nappy changing),the door will be left ajar or other safeguards will be put into action to ensure the safety of the child and adult.
* GDPR regulations regarding sensitive information are always followed unless there is a reason to believe this would jeopardise the safety and/or wellbeing or the person involved.

Employees, students or volunteers of the setting or any other persons working on the setting premises

If an allegation is made against a member of staff, student or volunteer or any other person who work on the settings premises, we will follow the procedure below:

The allegation should be reported to DSL Stephanie Simpson or in their absence Jean Wills (Deputy). If it is not appropriate to discuss concerns with either of these people concerns should be discussed with Alan Wills.

The Local Authority Designated Officer (LADO), Ofsted and the CSAP will then be informed immediately in order:

* The LADO will be informed immediately for guidance and advice
* A full investigation will be carried out by the appropriate professionals (LADO, Ofsted and CSAP) to determine how it will be handled and the next steps
* Mucky Pups will follow all instructions form LADO, Ofsted and CSAP, staff will also be required to do the same if asked and co-operate when required.
* Support will be provided to all those involved in the allegation through external investigation in line with LADO support and advice.
* Mucky Pups 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 re-instated
* Founded allegations will be passed on to the relevant organisations including the local authority children’s’ social care team and where and offence is believed to have been committed, the police, this will result in the termination of employment. Ofsted will be notified immediately of this decision. Mucky Pups 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 10 years if that is longer. This will ensure accurate information is available for references and future DBS checks and avoids any unnecessary re-investigation
* Mucky Pups retains the right to dismiss any member of staff in connection with founded allegations following an inquiry

Informing Parents/carers

Parents/carers are normally the first point of contact. If a suspicion of abuse is recorded, parents/carers are informed at the same time as the report is made, except where the guidance of CSAP does not allow this. This will usually be the case where the parent or family member is the likely abuser, or where a child maybe endangered by this disclosure. In these cases, the investigating officers will inform parents.

Confidentiality

All suspicions, enquiries and external investigations are kept confidential and shared only with those who need to know. Any information is shared in line with guidance from CSAP.

Support to families

Mucky Pups takes every step in its power to build up trusting and supportive relation among families, staff, and students in the setting.

Mucky Pups continues to welcome the child and the family whilst enquiries are being made in relation to abuse in the home situation. Parents/carers and families will be treated with respect in a non-judge-mental manner whilst any external investigations are carried out in the best interests of the child.

Confidential records kept on a child are shared with the parents or those who have parental responsibility for the child, only if appropriate and in line with guidance of CSAP with the proviso that the care and safety of the child is paramount. We will do all in our power to support and work with the child’s family.

Date policy adopted: 6/10/2020 Date reviewed: 6/10/2021

Signed: Position: Manager and Deputy DSL

Signed: S.Simpson Position: DSL