

Low Moor Centre, Bray Road, Fulford, YO10 4JG – Telephone 01904 849100

**SAFEGUARDING AND CHILD PROTECTION – October 2024**

**Ethos**

Beehive Pre-school playgroup wants to work with children, parents and the community to protect children from maltreatment, prevent impairment of their health and ensure their safety. We want to give them the best start in life. The welfare, safety and protection of children are paramount. Where the registered person and staff recognise their responsibilities towards those in their care, they will be aware of their individual roles and understand the procedures they must follow if they have concerns about the welfare of a child.

**Aims**

* To create an environment in our pre-school, which promotes British Values of Democracy, Rule of Law, Individual Liberty and Mutual Respect and Tolerance.
* We encourage and support children to develop a positive self image, regardless of race, language, religion, culture or home background.
* To help children to establish and sustain satisfying relationships within their families, with peers, and with other adults.
* To encourage children to develop a sense of autonomy and independence.
* To enable children to have the self-confidence and the vocabulary to resist inappropriate approaches.
* To work with parents to build their understanding of the commitment to the welfare of all our children.

**The legal framework for this work is as follows:**

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| Children Act 1989 | United Convention of the Rights of the Child 1991 | Data Protection Act 1989 |
| Human Rights Act 1998 | Sexual Offences Act 2003 | Children Act 2004 |
| Safeguarding Vulnerable Groups Act 2006 | Protection of Freedoms Act 2012 | Children and Families Act 2014 |
| The Protection of Children Act 1999 | PREVENT DUTY (2015) | Counter-terrorism and Security Act 2015 (Prevent Duty) |
| Working together to safeguard children: a guide to inter-agency working to safeguard and promote the welfare of children; HM Government 2015 | Information sharing: Advise for practitioners providing safeguarding services to children, young people, parent and carers; HM Government 2015 | Special Educational needs and disability (SEND) code of practice: 0 to 25 years- Statutory guidance for organizations which work with and support children and young people who have special educational needs or disabilities, HM Government 2014 |

**Liaison with Other Bodies**

If there is a worry/concern about a child’s progress/development/wellbeing we will discuss these concerns with parents first. We work within the City of York Safeguarding Children’s guidelines. We notify the registration authority (Ofsted) of any incident and any changes in our arrangements, which affect the well-being of children. We have procedures for contacting the local authority regarding any safeguarding concerns. We use the “front door” method by contacting the Children’s Advice and Assessment Services, West Offices, Station Rise, York YO10 6GA. Telephone 01904 551900. Email [mash@york.gov.uk](mailto:mash@york.gov.uk) A concern regarding a professional or a volunteer will be made by referral will be made to the Local Authority Designated Officer (LADO) - please refer to our Whistleblowing and allegations against a member of staff policy). In emergencies, we contact the police. As we have Military families in our setting, we would also liaise with the Army Welfare Service if this was appropriate. Records of the local NSPCC contacts are also kept.

**Early Help:** We have written plans for Early Help from the Mash and Local Area Team, giving advice to families and practitioners. These are displayed on the notice boards, within the office and playroom.

**Prevent Duty – Please refer to our Prevent Policy**

**Methods**

*Safeguarding Leads*: Our designated Safeguarding Leads who coordinate all Safeguarding issues are Vicky McClaren, Nathan Wilson and Liz Vogel. They are responsible for liaison with the local statutory children’s services agencies and with the City of York Council. We provide adequate and appropriate staffing resources to meet the needs of the children. We ensure we follow safe recruitment practices to ensure we only employ persons who meet our criteria and all suitability checks are completed in a timely manner.

*Recruitment:* Applicants for posts within the pre-school 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 challenge incorrect information. We abide by Ofsted requirements in respect of references and police checks for staff and volunteers, to ensure that no disqualified person or unfit person works at the pre- school or has access to the children. We abide by the Protection of Children Act requirements in respect of any person who is dismissed from our employment, or resigns in circumstances that would otherwise have lead to dismissal for reasons of child protection concern.

*Visitors:* We have procedures for recording the details of visitors to the pre-school – please refer to our Visitor Policy.

*Cameras and mobile phones:* Please refer to our Mobile phone usage policy.

*Social Media:*Please refer to our social media usage policy.

**Disciplinary Action**

Registered providers must inform Ofsted, without delay, of any allegations of serious harm or abuse by any person living, working or looking after children at the premises (whether that allegation relates to harm or abuse committed on the premises or elsewhere), or any other abuse which is alleged to have taken place on the premises, and of the action taken in respect of these allegations. Registered providers must inform Ofsted of these allegations as soon as is reasonably practicable, but at the latest within 14 days of the allegations being made. A registered provider who, without reasonable excuse, fails to comply with this requirement, commits an offence. Providers must also notify any child protection agency (usually local children’s services or police) previously identified by the City of York Council, without delay, of allegations of abuse as above.

Where a member of staff or a volunteer is dismissed from the pre-school or internally disciplined because of misconduct relating to a child, we notify the Department of Education administrators so that the name may be included on the List for the Protection of Children and Vulnerable Adults.

**Training – please also refer to the Staff Training policy**

All practitioners have regular reviews of their own practice by way of termly supervisions and an annual performance review. Staff members also follow the City of York safeguarding course advice. The City of York safeguarding course is completed by staff members every 2 years, and in between this, staff members undertake separate safeguarding courses, such as those provided by NoodleNow, on other relevant safeguarding elements, such as FGM.

We seek out training opportunities for all adults involved in Beehive to ensure that they have up to date knowledge of safeguarding issues. Staff are trained to understand safeguarding policies and procedures. Staff will be trained to identify signs of possible abuse and neglect at the earliest opportunity, and respond in a timely and appropriate way. These may include the following:

* significant changes in children’s behaviour;
* deterioration in children’s well being;
* unexplained bruising, marks or signs of possible abuse or neglect;
* children’s comments which give cause for concern;
* any reasons to suspect neglect or abuse outside the setting, for example in the child’s home;
* inappropriate behaviour displayed by other members of staff, or any other person working with children. For example, inappropriate sexual comments; excessive one to one attention beyond the requirements of their usual role and responsibilities; or inappropriate sharing of images.
* Any unexplained absence of a child from Beehive will be followed up by a call to parents/carers.

We ensure that all staff know the procedures for reporting and recording their concerns in the pre-school.

**Planning:** The layout of the room allows for constant supervision. Where children need to sleep, away from the rest of the group, the door is left ajar and child is checked at 10 minute intervals. A written record of this is kept.

**Curriculum:** We create a culture of value and respect for the individual. We ensure that this is carried out in a way that is appropriate for the ages and stages of our children.

**Complaints:** We ensure that all parents know how to complain about staff or volunteer action within the pre-school which may include an allegation of abuse. We follow the guidance of the City of York Council when investigating any complaint that a member of staff or volunteer has abused a child. The Local Authority has a procedure in place to manage allegations against staff and volunteers who work with children. The referral is made to the Local Authority Designated Officer (LADO). E mail at [lado@york.gov.uk](mailto:lado@york.gov.uk) or telephone 01904 551783. We follow all our disclosure and recording procedures when investigating an allegation that a member of staff or volunteer has abused a child as if it were an allegation of abuse by any other person.

**Responding to Suspicions of Abuse:** We acknowledge that abuse of children can take different forms - physical, emotional, sexual and neglect. When children are suffering from physical, sexual or emotional abuse, this may be demonstrated through changes in their behaviour, or in their play. Where such changes in behaviour occur, or where children's play gives cause for concern, Beehive will investigate. We allow investigation to be carried out with sensitivity. Staff take care not to influence the outcome either through the way they speak to children or ask questions of children. Where a child shows signs and symptoms of failure to thrive' or neglect, we make appropriate referrals.

**Disclosures:** If a child makes a disclosure to a member of staff, that member of staff offers reassurance to the child, listens to the child and gives reassurance that she/he will take action. The member of staff does not question the child.

**Recording Suspicions of Abuse and Disclosure**  
Staff make a record of the following:

* The child's name;
* The child's address;
* The age of the child;
* The date and time of the observation or disclosure;
* An objective record of the observation or disclosure;
* The exact words spoken by the child;
* The name of the person to whom the concern was reported, with the date and time,  
  and The names of any other person present at the time.
* These records are signed and dated and kept in a separate confidential file. All members of staff know the procedures for recording and reporting.

**Informing Parents:** Parents are normally the first point of contact and they will be advised if a referral is going to be made. This however would not be the case, if we felt this would put the child at risk. In this instance we would follow the guidance of the City of York Council.

**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 City of York Council.

**Support to Families:** Beehive takes every step in its power to build up trusting and supportive relations among families, staff and volunteers in the group. Beehive continues to welcome the child and the family whilst investigations are being made in relation to abuse in the home situation. Confidential records kept on a child are shared with the child's parents or those who have parental responsibility for the child only if appropriate under the guidance of the City of York Council. With the proviso that the care and safety of the child is paramount, we do all in our power to support and work with the child's family.

This procedure was adopted at a meeting of Beehive Pre-school Playgroup held on…………………….

Signed on behalf of the pre-school …… ………………………….

Review Date……… …………………………..