



Safeguarding Policy

Aim

Ark Alpha is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

Policy

Staff and volunteers recognise their responsibility to provide an environment that promotes the safety of the children at all times.

This safeguarding children policy is based on guidelines and legislation outlined in the following documents:

- Children Act 1989.
- Data Protection Act 1998.
- Protection of children Act 1999.
- Children Act (every Child Matters) 2004.
- Counter Terrorism and Security Act 2015
- Keeping Children Safe in Education

Further guidance:

- Portsmouth Children's Trust and Portsmouth Safeguarding Children's Board Protocol and Guidance 2014.
- Working together to safeguard children March 2015.
- What to do if you're worried a child is being abused - advice for practitioners March 2015
- Keeping Children Safe in Education July 2015 □ The common Assessment Framework.
- The Prevent duty guidance for England and Wales

Contacts

- Ark Alpha Nursery, Designated Officers for Safeguarding Children:
- Chris Kone
- Julie Ayrton
- Mandy Rutledge
- Philippa Dawson
- Multi Agency Safeguarding Hub (MASH) : 0845 671 0271 / 023 9268 8793
- Emergency out of hours: 0300 555 1373
- Police (non-emergency): 0845 045 4545
- Local Authority Designated Officer (LADO): 023 92882500
- Ofsted: (0300) 123 1231

Procedure

Staff, apprentices and volunteers

- We ensure all staff, apprentices and volunteers are made aware of our safeguarding policies and procedures through rigorous induction.
- As a minimum, all staff, apprentices and volunteers will attend mandatory basic safeguarding training (this setting will use that delivered by Portsmouth Safeguarding Children Board)"
- We abide by Ofsted requirements in respect of references, disclosure and barring checks (DBS) for staff, apprentices and volunteers, to ensure that no disqualified or unsuitable person works at the setting or has access to the children.
- Staff are expected to disclose any convictions, cautions, court orders, reprimands and warnings that may affect their suitability to work with children whether received before or during their employment at Ark Alpha Nursery
- Staff are required to notify employer if they live in the same household as another person who is disqualified or because they live in the same household where a disqualified person is employed. If a register person is disqualified due to these circumstances they may be able to obtain a waiver from Ofsted.
- We do not allow people whose suitability has not been checked, including through a DBS check, to have unsupervised contact with children in our care.
- A DBS check must be applied for before a person starts work. A person may start work before the DBS is through provided they do not have unsupervised contact with children and the employer has checked the barred list prior to the start date.
- Apprentices and volunteers do not work unsupervised.
- We abide by the 'Protection of vulnerable group' act requirements in respect of any person who is dismissed from our employment, or resigns in circumstances that would otherwise have led to dismissal for reasons of child protection concerns.
- We provide regular supervision that provides opportunity for staff, apprentices and volunteers to discuss any issues concerning children's development or well-being.
- Supervisions also provide opportunity for staff, apprentices and volunteers to raise concerns if a colleague's behaviour and conduct is putting children at risk.
- If staff, volunteers, apprentices have concerns regarding the Manager's behaviour and/or conduct regarding the safety and welfare of children, they must report this to the Chair Person for [setting name] Committee.
- Any allegations of abuse made against a member of staff, apprentice or volunteer will be dealt with in line with this policy, (see "Management of allegations against staff").
- We have procedures for recording the details of visitors to the setting.
- We take security steps to ensure we have control over who comes into the setting so that no unauthorised person has unsupervised access to the children.

Recognising signs of abuse

All staff will be trained to recognise the signs and symptoms of abuse which will include:

- significant changes in children's behaviour; ○ deterioration in children's general well-being; ○ unexplained bruising, marks or signs of possible abuse or neglect; ○ children's comments which give cause for concern;
 - establishing and monitoring reasons for children's absences from the setting
 - any reasons to suspect neglect or abuse outside the setting, for example in the child's home; and/or elsewhere
 - Inappropriate behaviour displayed by other members of staff, or any other person working with the 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

Responding to concerns raised directly by the child

Where a child makes comments to a member of staff that gives cause for concern (disclosure), observes signs or signals that give cause for concern, such as significant changes in behaviour; deterioration in general well-being; unexplained bruising, marks or signs of possible abuse or neglect that member of staff will:

- Listen to the child, offer reassurance and give reassurance that action will be taken.
- Not question the child.
- Make a written record that forms an objective record of the observation or disclosure that includes:
 - The date and time 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 the date, time and the names of any other person present at the time.
- This information will be passed immediately on to the DOSC, who will take further action.

These records are signed and dated and kept in the safeguarding children file which is kept securely and confidentially. Staff involved will not discuss the concerns with those who do not need to know.

Responding to suspicions of abuse

- If a member of staff, apprentice or volunteer has identified concerns about a child they must follow the "What to do if you are worried a child is being abused" (summarised in the Safeguarding reporting flow chart at the end of this policy), and report their concerns in the first instance to the DOSC. The DOSC will advise and coordinate the appropriate response to concerns.
- The DOSC will provide advice and support to the staff member, apprentice or volunteer and where necessary support them in making a referral to Multi Agency Safeguarding Hub (MASH) on the Portsmouth shared area referral form. (See form at the end of this policy).
- The DOSC may seek advice from the Multi Agency Safeguarding Hub where there is uncertainty about whether what has been said indicates abuse. This will not constitute as a referral.
- When contacting the MASH, the DOSC will make a clear statement of
 - Known facts
 - Suspicions and allegations
 - Any contact with the family
- We will work in partnership with all agencies in order to protect the child and the family; this may mean the Police or another agency identified by the Local Safeguarding Children's Board.
- We take care not to influence the outcome either through the way we speak to children or by asking questions of children.

Informing parents

- Parents are usually contacted immediately.
- If a suspicion of abuse is recorded, parents are informed at the same time as the report is made, except where the guidance of the Multi Agency Safeguarding Hub does not allow this. This will usually be the case where the parent is the likely abuser. In this case investigating officers will inform the parents.

Preventing children from being drawn into extremism

As an early years provider we are subject to a duty under section 26 of the Counter-Terrorism and Security Act 2015, to have "due regard to the need to prevent people from being drawn into terrorism". This duty is known as the Prevent duty.

The 'designated safeguarding children officer' has undertaken Prevent awareness training and has provided advice and support to other members of staff on protecting children from the risk of radicalisation. It is their responsibility to

ensure that an appropriate risk assessment has been undertaken for our setting. Our staff will be alert to what is happening in the child's life at home or elsewhere and any changes in the child's behaviour that gives cause for concern.

In line with our commitment to staff training and development; will identify individual and whole team needs alongside the risk assessment and in line with the identified priorities of the Portsmouth Safeguarding Children Board. All of our staff will complete the online 'Workshop to Raise Awareness of Prevent (WRAP)' as part of their induction programme.

The setting will work in partnership with other organisations and parents to prevent children from being drawn into extremism. Parents and children will be supported to understand how to stay safe online. We will use both local Safeguarding Board resources www.portsmouthscb.org.uk and national resources www.saferinternet.org.uk.

Where there are concerns that a child could be at risk of radicalisation the setting will follow normal safeguarding procedures and contact the MASH team.

Portsmouth City council have a Prevent Coordinator who can be contacted for advice and support charlie.pericalous@portsmouthcc.gov.uk, 023 9268 8357.

The setting will build children's resilience to radicalisation by providing a safe environment and by promoting British values through the curriculum offered; Personal Social Emotional development and understanding the world.

Children known to social care

Where a child is subject to involvement of Children's Social Care we will ensure that:

- The key person is aware that the child is known to Children's Social Care.
- The key person is responsible for monitoring and recording patterns of attendance.
- Pre-existing injuries are recorded, monitored and shared with the allocated social worker □ Any concerns will be shared immediately with the DOSC and the allocated Social Worker.

Management of allegations against staff, students or volunteers

This framework for managing cases should be used in respect of all cases in which it is alleged that a person who works with children has:

- Behaved in a way that has harmed a child, or may have harmed a child;
- Possibly committed a criminal offence against or related to a child;
- Behaved towards a child or children in a way that indicates s/he would pose a risk of harm if they work regularly or closely with children.

(Keeping children safe in education - Statutory guidance for schools and colleges July 2015) The

following process should be followed:

- a) Any allegation of abuse made against a member of staff, student or volunteer in [setting name] will be dealt with fairly, quickly and consistently, in a way that provides effective protection for the child and at the same time supports the person who is the subject of the allegation.
- b) All allegations of serious harm or abuse must be reported to the DOSC immediately who must inform the Local Authority Designated Officer (LADO) within 24hrs to determine the next steps. If the allegation is made against the DOSC, the [insert next senior person] will inform the LADO. There may be up to three strands in the consideration of an allegation:
 - A police investigation of a possible criminal offence;

- Enquiries and assessment by children's social care about whether a child is in need of protection or in need of services; and
 - Consideration by an employer of disciplinary action in respect of the individual
- c) The setting will notify Ofsted of any allegations of serious harm or abuse by a person working or looking after children at the premises (whether the allegations relate to harm or abuse committed on the premises or elsewhere). Ofsted will be informed as soon as is reasonably practicable, but at the latest within 14 days of the allegations being made. Contact should be made via email, using the 'LADO NOTIFICATION FORM' contained in this policy.
- d) Allegations will be treated seriously and the decision to inform parents or carers, if they do not already know, will be made in conjunction with the LADO. In circumstances where the Police or children's social care is involved, the LADO will consult with these agencies as to how the parents should be informed.
- e) The person of concern (POC) will be informed of the allegation as soon as appropriate after the DOSC has consulted with the LADO. In circumstances where a strategy meeting is required with Police and children's social care, the POC should not be informed until those agencies have agreed that information can be disclosed to the individual. If the person is a member of a union or professional association, they should be advised to seek support from that organisation. At this stage consideration should be given to appropriate employee support e.g. directed to their GP.
- f) A full investigation of the allegation will be carried out by the appropriate agencies in liaison with the LADO and the DOSC.
- g) In some cases, where there is immediate risk of harm posed to children or vulnerable adults by a POC, consideration will be given to looking at alternative temporary arrangement (i.e. gardening leave, time away from the place of employment, alternative duties, suspension). This decision should be taking in line with your organisation HR policy and advice.
- h) The LADO will chair meetings to consider the strategy and action plan. The action plan will be reviewed through meetings until the conclusion of the investigation. The LADO's role is to monitor and oversee the investigation and conclusion of the case. At conclusion of the case there will be one of four outcomes:
- *Substantiated* - there is sufficient identifiable evidence to prove the allegation;
 - *False* - there is sufficient evidence to disprove the allegation;
 - *Malicious* - there is sufficient evidence to disprove the allegation and there has been a deliberate act to deceive;
 - *Unsubstantiated* - there is insufficient evidence to either prove or disprove the allegation. The term, therefore, does not imply guilt or innocence.
- (Keeping children safe in education - Statutory guidance for schools and colleges July 2015)*
- i) If a substantiated allegation is serious enough to warrant dismissal, the LADO will consider whether referral to the Disclosure and Barring Service, Ofsted and the registered body is required.
- j) If it is decided on conclusion of the investigation that the member of staff should return to work, the appropriate manager will consider how best to facilitate this. Help and support will be provided to the individual to return to work and depending on the individual's circumstances, a phased return with the provision of a mentor will be considered.
- k) On the conclusion of a case in which an allegation is substantiated, the [management of the organisation] will oversee a review of the circumstances of the case to determine whether there are any improvements to be made to the organisations procedures or practice to help prevent similar events in the future.

Supervision, monitoring and development

The aim of line management supervision is to provide an accountable process which supports, assures and develops the knowledge, skills and values of an individual, group or team. The functions of supervision will be addressed in the supervisory process in the following ways;

- To ensure that the worker carries out those responsibilities to a professional standard.

- To carry out a formal appraisal.
- To assist in every way with the professional development of the worker including identification of learning needs in order to fulfil their roles and responsibilities.
- To be a primary source of staff care for the worker.
- To mediate for the worker with colleagues, the organisation and other stakeholders.

Those responsible for supervising front-line practitioners working with children and families will ensure that there is appropriate case-work supervision in place which supports staff and volunteers in their role.

Case-work supervision is an essential component of practice governance and as such performs a valuable role in supporting and challenging practitioners to develop their skills and improve their practice. An appropriately experienced and qualified supervisor aims to enable the practitioner to achieve, sustain and creatively develop a high quality of practice through the means of focused support and development. Supervisors adopt a facilitative approach to supporting and developing practitioners learning through the exploration of attitudes, beliefs, behaviours and procedures, and challenging assumptions which will enable practitioners to contribute to ensuring safe, high quality interventions for our children and families.

Case-work supervision is not to be confused with line management supervision, which has a separate and unique function that is not the same as case-work supervision. The primary focus of case-work supervision is the professional development of the practitioner and safeguarding standards.

As such, Ark Alpha is committed to ensuring that:

- All staff, apprentices and volunteers have regular line management supervision appropriate to their role. This is delivered on a one to one basis.

All staff, apprentices and volunteers will be required to attend relevant training to ensure that they are competent and confident in carrying out their responsibilities for safeguarding and promoting children's welfare.

Training will be appropriate to the area or level of work in relation to children and families and will vary according to individual roles. Line managers will review this on a regular basis during performance review and regular supervision sessions. As a minimum, all staff, apprentices and volunteers will attend mandatory basic

Safeguarding training that will equip them to recognise and respond to child welfare concerns and provide them with:

A clear understanding of what to do when they have a concern.

- Knowledge of how to work as part of a multi-agency or multi-disciplinary team when dealing with child protection or safeguarding issues.
- A clear understanding of their roles and responsibilities in relation to identifying, assessing, reporting and recording in the event they have concerns about a child.
- An understanding of the statutory requirements in relation to confidentiality, consent and information sharing and how to apply these in relation to a particular child about whom they have concerns.

Additional and particular training will be provided for those where it is appropriate and relevant to their job role in relation to:

- The Single Assessment Framework (SAF) (integrated workforce).
- Safe recruitment and vetting.
- Child protection and substance misuse, domestic violence and children with disabilities.
- Managing allegations against staff.
- Leading integrated working & safeguarding practice.
- Looked After Children.
- Confidentiality.

All staff, apprentices and volunteers will undertake suitable refresher training at three yearly intervals to keep their knowledge and skills up-to-date. In addition, they will be expected to access the written policies and procedures in relation to safeguarding as part of their initial induction, which will include details of the designated officer for safeguarding.

Camera, Mobile phone and recording devices

- The setting forbids the use of personal cameras, mobile telephones and recording devices by staff members, students and volunteers whilst on duty.
- All staff, students and volunteers who are working with children are required to switch off any mobile phones, personal cameras and recording devices and hand them into the office to be stored on commencement of duty.
- Staff members, students and volunteers may access their personal devices whilst off duty and not on the premises, for example during lunch breaks.
- Any member of staff who does not comply with the 'camera, mobile phone and recording device policy' will be dealt with in line with the settings grievance and disciplinary procedures.
- Children will only be photographed or recorded by the use of a camera/recording device that has been agreed by the *manager/*leader. Children will only be photographed or recorded if parental consent has been obtained.
- Parents and visitors are informed that the use of mobile phones within the setting is not allowed and this is done when they sign in on the visitors system and wear the printed badge in the main school reception before they enter the setting. Parents and visitors seen using their mobile phone will immediately be challenged by a member of staff who will ask them to terminate the use and if necessary escort them off the premises where they can use their mobile phone safely.

Whistle Blowing

Ark Alpha Nursery also has whistle blowing guidance for serious concerns, such as:

- Breach of the law or committing an offence.
- Unauthorised or misappropriation of public funds.
- Suspected fraudulent activities.
- Approaches of bribery.
- Physical or sexual abuse of clients.

This guidance is for all staff, apprentice or volunteer working at Ark Alpha Nursery.

You can of course raise any matter anonymously, but if you do not share who you are it will be much more difficult to look into the matter. It means it will be difficult to clarify understanding of the issues raised, or able to protect your position, or to let you know the outcome. It will also mean that it is more difficult to provide you with the same support and assurances.

You do not need to have firm evidence before raising a concern, but you will need to provide as much information as possible. The earlier you raise a concern the easier it is to resolve it.

Staff, apprentices or volunteers must acknowledge their individual responsibilities to bring matters of concern to the attention of the [delete as appropriate - manager / supervisor / committee chair / owner and/or relevant agencies]. Although this can be difficult this is particularly important where the welfare of children may be at risk.

You may be the first to recognise that something is wrong but may not feel able to express your concern out of a feeling that this would be disloyal to colleagues or you may fear harassment or victimisation. These feelings, however natural, must never result in a child or young person continuing to be unnecessarily at risk. Remember it is often the most vulnerable children or young people who are targeted. These children need someone like you to safeguard their welfare.

Don't think what if I am wrong - think what if I am right.

Reasons for whistle blowing

- Each individual has a responsibility for raising concerns about unacceptable practice or behaviour.
- To prevent the problem worsening or widening.
- To protect or reduce risks to others.
- To prevent becoming implicated yourself.

What stops people from whistleblowing?

- Starting a chain of events which spirals.
- Disrupting the work or project.
- Fear of getting it wrong.
- Fear of repercussions or damaging careers.
- Fear of not being believed.

How to raise a concern

- You should voice your concerns, suspicions or uneasiness as soon as you feel you can. The earlier a concern is expressed the easier and sooner it is possible for action to be taken.
- Try to pinpoint what practice is concerning you and why.
- Approach someone you trust and who you believe will respond.
- Make sure you get a satisfactory response - don't let matters rest.
- Put your concerns in writing.
- Discuss your concerns with manager
- If the concern relates to the welfare of children and you are not able to discuss with your manager you should contact the LADO directly.
- A member of staff is not expected to prove the truth of an allegation, but you will need to demonstrate sufficient grounds for the concern.
- The manager will undertake an investigation into your concerns and offer you support. Where this relates to the welfare of children this will be in conjunction with the LADO, as per the 'managing allegations against staff' guidance.

People to contact

- Chris Kone - Deputy Manager/ Safeguarding Officer 02392 829899
 - Local Authority Designated Officer (LADO): 023 92882500
- Ofsted: (0300) 123 1231

Reviewed January 2018

Date of next review: January 2019

Action when a child has suffered or is likely to suffer significant harm

If there are concerns that there is a risk of immediate serious harm, referral should be made to CSC/police immediately. Anyone can make a referral.

Referral to MASH- Anyone/ safeguarding lead refers to MASH, following up in writing within 48 hours

If the child's situation does not appear to be improving or there are further concerns about significant harm, the referrer should press for reconsideration by MASH

MASH consideration – CSC decide in one working day what action will be taken, including an assessment if needed and feedback to the referrer

**No assessment by CSC – if no section 17 or 47 assessment is recommended, an early help assessment may be recommended and /or referral to universal/ specialist services –
CSC/
MASH will feedback to the referrer – MASH may**

offer support

Sharing/ recording concerns – anyone who has concerns in school who has concerns about a child shares them with their manager/ safeguarding lead. Recording is made.

No referral to MASH – Safeguarding lead/ staff member should monitor the situation, use early help process (SAF/ TAC)

Assessment – CSC complete an assessment within 45 days of the referral – it could be a section 17 or 47

Dealing with allegations against people who work with children

