

Squirrels Pre-School Rugby Ltd

c/o Paddox Primary School

Fareham Avenue

Rugby

Warwickshire

CV22 5HS

preschool.s@welearn365.com

01788 576167

[www.squirrelspreschoolrugby.co.uk](http://www.squirrelspreschoolrugby.co.uk)

**Safeguarding Children Policy**

|  |  |  |  |
| --- | --- | --- | --- |
| **A Unique Child** | **Positive**  **Relationships** | **Enabling**  **Environments** | **Learning and**  **Development** |
| **Keeping safe** | **Respecting each other**  **parents as partners** | **The wider context** | **Personal Social and Emotional** |

At Squirrels Pre-School Rugby Ltd we work with children, parents and the community to ensure the rights and safety of children, giving them the very best start in life.

* We promote children’s right to be strong, resilient and listened to, 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, legal cultural traditions and home background.
* We promote children’s right to be strong, resilient and listened to, encouraging children to develop a sense of autonomy and independence;
* We promote children’s right to be strong, resilient and listened to by enabling children to have the self-confidence and the vocabulary to resist inappropriate approaches.
* We help children to establish and sustain satisfying relationships within their families, with peers, and with other adults.
* We help children to build their resilience to radicalisation by promoting fundamental British values and enabling them to challenge extremist views. We also promote fundamental British Values through good manners, kindness and consideration towards others. Squirrels Pre-School uses the Early Years Foundation Stage standards to support children’s Personal, Social and Emotional development and their Understanding of the World.
* We work with parents to build their understanding of, and commitment to, the principles of safeguarding all our children.

What it means to promote children’s rights and entitlements to be ‘*strong, resilient and listened to’.*

To be strong means to be:



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* Secure in their foremost relationships, where they are loved and cared for by at least one person who is able to offer consistent, positive and unconditional regard and who can be relied on;
* Safe and valued as individuals in their families and in relationships beyond the family, such as day care or school;
* Self-assured and form a positive sense of themselves – including all aspects of their identity and heritage;
* Included equally and belong in early years settings and in community life;
* Confident in their abilities and proud of their achievements;
* Progressing optimally in all aspects of their development and learning;
* Part of a peer group in which to learn to negotiate, develop social skills and identity as global citizens respecting the rights of others in a diverse world;

and

* Able to represent themselves and participate in aspects of service delivery that affects them, as well as aspects of key decisions that affect their lives.

To be resilient means to:

* Be sure of their self-worth and dignity;
* Be able to be assertive and state their needs effectively;
* Be able to overcome difficulties and problems;
* Be positive in their outlook on life;
* Be able to cope with challenge and change;
* Have a sense of justice towards themselves and others; and
* Be able to represent themselves and others in key decision making processes.

To be listened to means:

* Adults who are close to children recognise their needs and right to express and communicate their thoughts, feelings and ideas;
* Adults who are close to children are able to tune in to their verbal, sign and body language in order to understand and interpret what is being expressed and communicated;
* Adults who are close to children are able to respond appropriately and, when required, act upon their understanding of what children express and communicate, and;



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* Adults respect children’s rights and facilitate children’s participation and representation in imaginative and child centered ways in all aspects of core services.

**Procedures**

Squirrels Pre-School is committed to building a ‘culture of safety’ in which children are protected from abuse and harm in all areas of its service delivery.

*Staff, Volunteers and students*

* Our designated safeguarding leads (D.S.L’s) who co-ordinate child protection issues are: **Kay Clements and Nicola Appleyard.** The D.S.L. is expected to manage referrals, work with others, train and raise awareness of staff.
* Our designated officer who oversees this work is: **Kay Clements.**
* Our D.S.L. with responsibility for Looked After children is **Kay Clements.**
* We ensure all staff are trained to understand our safeguarding policies and procedures and that parents are made aware of them too by, a regular newsletter, through parent’s information evening, our website, and inductions.
* All staff have an up-to-date knowledge of safeguarding issues.
* We provide adequate and appropriate staffing resources to meet the needs of children.
* Where job applications are rejected because of obtaining information that has been disclosed, applicants have the right to know and to challenge incorrect information.
* We abide by Ofsted requirements in respect to references and Disclosure and Barring Service checks to staff and volunteers, to ensure that no disqualified person or unsuitable person works at the setting or has access to the children.
* Volunteers do not work unsupervised.
* Students will not be left unsupervised or allowed to take children to the toilets unless deemed capable to do so by the Manager.
* We record information about staff qualifications, and the identity checks and vetting processes that have been completed including; the Disclosure and Barring Service (D.B.S) reference number; the date the disclosure was obtained; and details of who obtained it. Squirrels Pre-School Rugby Ltd request that all new DBS be kept live by the staff member.
* We inform all staff that they are expected to disclose any conviction, cautions, court orders or reprimands and warnings that may affect their suitability to work with children (whether received before or after their employment with us). Staff complete a declaration within their termly supervision meeting.
* We abide by the Safeguarding Vulnerable Groups Act (2006) 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 a child protection concern.
* We have procedures for recording the details of visitors to the setting.
* We take security steps to ensure that we have control over who comes into the setting so that no unauthorized person has unsupervised access to the children.
* Squirrels Preschool takes steps to ensure child absences are monitored. We regularly review attendance, accidents and incidents.



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**Safeguarding Children Policy**

* We take steps to ensure children are not photographed or filmed on video for any other purpose than to record their development or their participation in events organised by us. Only staff members are permitted to take images during such events. Parents sign a consent form and have access to records holding visual images of their child.

Squirrels Pre-School is committed to responding promptly and appropriately to all incidents or concerns of abuse that may occur and to work with statutory agencies in accordance with the procedures that are set down in ‘What to do if you’re worried a child is being abused’ (HMG 2015). Squirrels Pre-School endeavors to identify and monitor vulnerable children putting early help in place where necessary (Keeping Children Safe in Education 2023). **(Early Help Safeguarding Team 01926 742547.)** Targeted support officers: Katie Parker/Franchesca Branston/Nina Mankoo /@warwickshire.gov.uk.

At Squirrels Preschool we use the Early Help Pathway as a set of tools so that we can work with families to understand their situation, recognise their strengths, and identify actions that will enable them to overcome challenges they are facing, it replaces the Early Help Single Assessment process and all associated documentation. Staff trained in Early help are Nicola Appleyard and Kay Clements.

It is the responsibility of the lead professional to support the families who are in need/and would like extra support, to signpost families to further agencies who can then help or gain the services of a family support worker should the need arise.

The lead professional will ensure that the needs of the children and their families are being met and will escalate further if it is deemed to have become a child protection risk, following Squirrels Preschool Safeguarding policy.

*Responding to suspicions of abuse*

* We acknowledge that abuse of children can take different forms – physical, emotional, and sexual as well as neglect.
* When children are suffering from physical, sexual or emotional abuse, or experiencing neglect, this may be demonstrated through:

significant changes in their behaviour;

* deterioration in their general wellbeing;

their comments which may give cause for concern, or the things they say (direct or indirect disclosure);

* changes in their appearance, their behaviour, or their play;
* unexplained bruising, marks or signs of possible abuse or neglect; and
* any reason to suspect neglect or abuse outside the setting.

We take into account factors affecting parental capacity, such as social exclusion, domestic violence, parent’s drug or alcohol abuse, mental or physical illness or parent’s learning disability.



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* We are aware of other factors that affect children’s vulnerability such as, abuse of disabled children; fabricated or induced illness; child abuse linked to beliefs in spirit possession; sexual exploitation of children, such as through internet abuse; and Female Genital Mutilation; Breast Ironing, Peer on Peer Abuse; that may affect, or may have affected, children and young people using our provision.
* We also make ourselves aware that some children and young people are affected by gang activity, by complex, multiple or organised abuse, through forced marriage or honour-based violence or may be victims of child trafficking. While this may be less likely to affect young children in our care, we may become aware of any of these factors affecting older children and young people we may come into contact with.
* Where we believe that a child in our care or a child that is known to us may be affected by any of these factors we follow the procedures below for reporting child protection concerns.
* Where such evidence is apparent, the practitioner makes a dated record of the details of the concern and discusses what to do with the member of staff who is acting as the ‘designated lead’. The information is stored in the child’s personal file.
* We refer concerns to Warwickshire Children and Families Front Door and co-operate fully in any subsequent investigation. NB In some cases this may mean the police or other agency identified by the Local Safeguarding Children Board.
* We take care not to influence the outcome either through the way we speak to children or by asking leading questions of children.
* We take account of the need to protect young people aged 16-19 as defined by the Children Act 1989 & 2004. This may include students or school children on work placement, young employees or young parents. Where abuse is suspected we follow the procedure for reporting any other child protection concerns. The views of the young person will always be taken into account, but the setting may override the young person’s refusal to consent to share information if it feels that it is necessary to prevent a crime from being committed or intervene where one may have been, or to prevent harm to a child or adult.



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**Safeguarding Children Policy**

* Sharing confidential information without consent is done only where not sharing it could be worse than the outcome of sharing it

*Recording suspicions of abuse and disclosures*

* Where a child makes comments to a member of staff that gives cause for concern (disclosure), or a member of staff 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:

-listens to the child, offers reassurance and gives assurance that she or he will take action;

-does not question the child;

-makes a written record that forms an objective record of the observation or disclosure that includes: the date and time of the observation or the 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 and time (24 hr clock); and the names of any other person present at the time.

* The ‘green forms’ are signed, dated and kept securely and confidentially in a designated file in the Safeguarding Filing container. A copy of the 'green form' is kept and the original is forwarded on when the child transitions to school or another setting.
* The member of staff acting as the ‘designated lead’ is informed of the issue at the earliest opportunity, a course of action is then decided with relevant outcomes fed back to the reporting practitioner.
* Where the Local Safeguarding Children Board (Children and families front door) stipulates the process for recording and sharing concerns, we include those procedures alongside this procedure and follow the steps set down by the Local Safeguarding Children Board (Children and families front door).



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*Making a referral to the local authority children’s social care team*

* We have procedures, a template form (MAC), for making a referral to Warwickshire's Children and families front door', which is based on ‘What to do if you’re worried a child is being abused’ (HMG 2015).
* We follow procedures for recording and reporting set down by our Local Safeguarding Children Board

*Informing parents*

* Parents are normally the first point of contact. We discuss concerns with parents to gain their view of events, unless we feel this may put the child in greater danger.
* We inform parents when we make a record of any concerns about their child and we make a note of any discussion we have with them regarding those concerns. On occasion situations are monitored based on professional judgement.
* If a suspicion of abuse warrants referral to social care, parents are informed at the same time that the referral will be made, except where the guidance of the Local Safeguarding Children Board does not allow this, for example, where it is believed that the child may be placed in greater danger.
* This will usually be the case where the parent is the likely abuser. In these cases the social workers will inform parents.

*Liaison with other agencies*

* We work within the Local Safeguarding Children Board guidelines.
* We have the current version of ‘What to do if you’re worried a child is being abused’ available for parents and staff and ensure that all staff are familiar with what they need to do if they have concerns.
* We have procedures for contacting the local authority regarding child protection issues to ensure that it is easy, in any emergency, for the setting and children’s social care to work well together.



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* We notify the registration authority (Ofsted) of any incident or accident and any changes in our arrangements which may affect the well-being of children or where an allegation of abuse is made against a member of staff (whether the allegations relate to harm or abuse committed on our premises or elsewhere). Notifications to Ofsted are made as soon as is reasonably practicable, but at the latest within 14 days of the allegations being made.

*Allegations against staff*

* We ensure that all parents know how to complain about the behaviour or actions of staff or volunteers within the setting which may include an allegation of abuse.
* We respond to any inappropriate behaviour displayed by members of staff or any other person working with the children, which includes:

-inappropriate sexual comments;

-excessive one-to-one attention beyond the requirements of their usual role and responsibilities, or inappropriate sharing of images.

* We follow the guidance of the Local Safeguarding Children Board when responding to any complaint that a member of staff or volunteer within the setting has abused a child.
* We respond to any disclosure by children or staff that abuse by a member of staff or volunteer within the setting may have taken, or is taking place, by first recording the details of any such alleged incident.
* We refer any such complaint immediately to the Local Authority Designated Officer to investigate**:** [**lado@warwickshire.gov.uk**](mailto:lado@warwickshire.gov.uk). We also report any such alleged incident to Ofsted, as well as what measures we have taken. We are aware that it is an offence not to do this.
* We co-operate entirely with any investigation carried out by children’s social care in conjunction with the police.



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* Where the management team and children’s social care agree it is appropriate in the circumstances, the designated officer will suspend the member of staff on full pay, or the volunteer, 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 volunteer has been dismissed due to engaging in activities that caused concern for the safeguarding of children or vulnerable adults, we will notify the Independent Safeguarding Authority (ISA) of relevant information, so that individuals who pose a threat to children (and vulnerable groups) can be identified and barred from working with these groups.

Squirrels Pre-School is committed to promoting awareness of child abuse issues throughout its training and learning programmes for adults. It is also committed to empowering young children, through its early childhood curriculum, promoting their right to be strong, resilient and listened to

*Training*

* We access training opportunities for all adults involved in the setting to ensure that they are able to recognise the signs and signals of possible physical abuse, emotional abuse, sexual abuse and neglect and that they are aware of the local authority guidelines for making referrals. Annual in-house training alongside regular updates and training at staff meetings.
* We ensure that designated safeguarding leads receive training in accordance with that recommended by the Local Safeguarding Children Board.
* We ensure that all staff know the procedures for reporting and recording any concerns they may have about the provision.



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*Planning*

* The layout of the room allows for constant supervision. No child is left alone with staff or volunteers in a one-to-one situation without valid reason and with prior management permission.

*Curriculum*

* We introduce key elements of keeping children safe 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.
* We create within the setting a culture of value and respect for individuals, 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.

*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 Local Safeguarding Children Board.

*Support to families*

* We believe in building trusting and supportive relationships with families, staff and volunteers in the group.
* We make clear to parents our role and responsibilities in relation to child protection, such as for the reporting of concerns, information sharing, monitoring of the child, and liasing at all times with the local children’s social care team.
* We will continue to welcome the child and the family whilst investigations are being made in relation to any alleged abuse.



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* We follow the Child Protection Plan as set by the child’s social care worker in relation to the setting’s designated role and tasks in supporting that child and their family, subsequent to any investigation.
* Confidential records kept on a child are shared with the child’s parents or those who have parental responsibility for the child in accordance with the Confidentiality and Client Access to Records procedure and only if appropriate under the guidance of the Local Safeguarding Children Board.
* Practitioners have the right to escalate a concern if they are not happy with the outcome; firstly, by discussion with line manager/DSL, then by discussion with Director/DSL and thirdly, if not resolved, then it can be referred to Warwickshire Safeguarding Partnership using the Escalation Monitoring Form.

**Legal Framework**

*Primary legislation*

* Children Act (1989 s47) & (2004)
* Protection of Children Act (1999)
* Data Protection Act (2018)
* The Children Act (Every Child Matters) (2004)
* Safeguarding Vulnerable Groups Act (2006)

*Secondary legislation*

* Sexual Offences Act (2003)
* Criminal Justice and Court Services Act (2015)
* Equality Act (2010)
* Data Protection Act (2018) Non Statutory Guidance

**Further Guidance**

* Working Together to Safeguard Children (HMG 2023) [section 1]
* What to do if you’re Worried a Child is Being Abused (HMG 2015)
* Framework for the Assessment of Children in Need and their Families (DOH 2000)
* Statutory guidance on making arrangements to safeguard and promote the welfare of children under section 11 of the Children Act 2004 (HMG 2007)
* Information Sharing (July 2018)
* Protecting children from radicalisation: The Prevent Duty (Dec 2023)



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* Independent Safeguarding Authority: [www.isa.homeoffice.gov.uk](http://www.isa.homeoffice.gov.uk)
* Keeping children safe in Education (2023)
* Guidance on infection control in school and other childcare settings (April 2017)
* The Prevent Duty (Dec 2023)

**Use of Mobile phones/Cameras/Mobile Imaging Devices/Smart Watches**

We take steps to ensure that there are effective procedures in place to protect children, young people, and vulnerable adults from the unacceptable use of mobile phones/cameras/mobile imaging devices/smart watches in the setting.

**Procedures**

Personal mobile phones

* Personal mobile phones belonging to members of staff are not used on the premises during working hours.
* At the beginning of each individual’s shift, personal mobile phones are stored in a locked cupboard, with the exception of one mobile kept in office for evacuation purposes.
* In the event of an emergency, personal mobile phones may be used in the privacy of the office, with permission from the manager.
* Members of staff ensure that the telephone number of the setting is known to immediate family and other people who need to contact them in an emergency.
* If members of staff take their own mobile phones on outings, for use in the case of an emergency, they must not make or receive personal calls as this will distract them.
* Members of staff will not use their personal mobile phones for taking photographs of children on outings.
* Parents and visitors are requested not to use their mobile phones whilst on the premises. There is an exception if a visitor’s company or organisation operates a lone working policy that requires contact with their office periodically throughout the day. Visitors will be allowed to use the office to use their mobile phone.



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Cameras/Videos & Smart Devices

* Members of staff must not bring their own cameras/videos/digital imaging devices into the setting. Smart watches worn by staff must not have independent imaging capabilities and must be put on do not disturb during work hours.
* Photographs and recordings of children are only taken for valid reasons, i.e. to record their learning and development, or for displays within the setting.
* Photographs or recordings of children are only taken on equipment belonging to the setting.
* Camera and video use is monitored by the setting Manager. Manager/ Deputy Manager also has control of social media postings ensuring no facial images of children are released.
* Photographs and recordings of children are only taken if there is written permission to do so (Photographic Consent Form).
* Parents are requested not to place images of any child on the internet/social networking sites.
* Access to internet within the setting will always be adult led on laptop/tablets, websites checked before being shared with children.

No Smoking

We believe strongly in setting a good example to the children in our care and protecting their health and safety; therefore we adhere to the No Smoking Policy at all times. Please refer to our No smoking policy for more details.

Sun Safety

* Parents are requested to ensure that **all** children regardless of skin tone, have sun protection in line with NHS guidelines.
* A register is provided for parents, making staff aware of children without sun protection. These children will be monitored. Sun hats are provided.
* On full days we encourage parents to use all-day protection, if child’s own cream is available staff will support children to reapply at lunchtime.

Squirrels Pre-School Rugby Ltd are aware of the Safeguarding changes taking place in the coming months due to **Families first for children (FFC) pathfinder programme and family networks pilot (FNP)** that is being developed in our locality. We are committed to keeping up to date and will be reviewing and updating our Safeguarding policy on a frequent basis in accordance while the changes are happening and as soon as we receive notification and guidance.

* This policy was adopted by the board of Directors of Squirrels Pre-School Rugby Ltd on…6/1/2025

Signed by Manager………………………………………………

Signed on behalf of the Board of Directors……………………………………..

Date of Next Review:……January 2026……

Signed copy held in setting.