

## Brockholes Pre-School

### Safeguarding and Child Protection Policy and Procedures

(Including Managing Allegations of Abuse Against a Member of Staff and Information Sharing)

Aim:- Our setting is committed to the safety and wellbeing of children, it works with children, parents and the community in keeping them safe and ensuring their rights to give them the best possible start in life.

The following procedures are carried out to ensure we meet this aim:-

#### Parents/Carers

- We work with parents/carers in ensuring the safety and rights of children.
- We ensure all parents/carers are made aware of and understand our safeguarding policy and procedures.
- We make clear to parents/carers our role and responsibilities with regard to safeguarding and child protection.

#### Staff

We have a designated Child Protection Officers who co-ordinates child protection issues.

The designated Child Protection Officers are  
Fiona Greenwood - Lead Officer/Manager  
Adele Patterson - Deputy

We have a designated Committee Officer who oversees this work.

The designated Committee Officer is – Cheryl Mansaf - Chairperson

- We provide adequate and appropriate staff ratios and resources to meet the needs of the children.

- We ensure all staff are aware of our safeguarding policy and procedures and who the designated Child Protection Officers are
- We provide additional extensive information for staff with regard to safeguarding and child protection in the setting.
- We ensure staff know where to find the safeguarding/child protection information in the setting.
- We provide training opportunities in safeguarding for staff.
- All staff are registered with OFSTED.
- Before staff appointments are confirmed identify and qualifications are checked and references taken up.
- A DBS enhanced disclosure check is also required before a staff appointment can be confirmed.
- All posts in the setting are exempt from the Rehabilitation of Offenders Act 1974 and any applicants must be prepared to disclose any convictions they may have and any orders which have been made against them.

#### Visitors/Volunteers

- Visitors/Volunteers identities are checked before admission to the setting.
- Visitors/Volunteers sign in and record their details in the visitors book.
- Visitors/volunteers are never left alone with the children.
- Volunteers do not work unsupervised.

#### Suspicious of Abuse and disclosures

We have a responsibility to respond if we have concerns about a child in our care and acknowledge that abuse can be physical, emotional, sexual and neglect and is not usually confined to one category.

If it is suspected that a child is being abused or a disclosure is made:-

- The staff member records their concerns or disclosure, correctly, clearly and in detail.
- The staff member discusses their concerns with the designated Child Protection Officers.
- We obtain advice if necessary.

- We follow guidance from the Local Safeguarding Children Board.
- We will, if appropriate discuss concerns with parents – unless it is thought that this would place the child at greater risk or the child is considered to be at risk of suffering significant harm.

Kirklees Safeguarding Children Board -  
[www.kirkleessafeguardingchildren.co.uk/](http://www.kirkleessafeguardingchildren.co.uk/)

### Making a referral

If after discussion, advice and guidance there are still concerns:-

- We will follow the Kirklees Safeguarding Children's Board Procedures ([www.kirkleessafeguardingchildren.co.uk/](http://www.kirkleessafeguardingchildren.co.uk/)) and if necessary a referral made to the local authority Multi-Agency Safeguarding Hub (MASH) or in an emergency outside office hours to the Kirklees Emergency Duty Service or the Police.
- We will confirmed the referral in writing within 48 hours.
- We will inform OFSTED.
- We will co-operate in any investigation.
- We will treat all information as confidential

OFSTED 0300 123 1231

### Working with and Informing Parents/Carers

- We will work with, support and help parents/carers and if necessary access outside additional support.
- We will inform them of and discuss concerns and if a referral is made being made the reason for making the referral, unless we thought that this would place the child at greater risk or if we considered the child to be at risk of suffering significant harm.

## Allegations Against Staff/Volunteers/Persons Working in the Setting

Any allegation of abuse of children by a member of staff/volunteers/others working in the setting are taken seriously:-

- We will report the allegation to the designated Child Protection Officer or if not appropriate the designated Committee Officer.
- We will record correct, clear and detailed account of the allegation recorded.
- We will inform the Local Authority Designated Officer (LADO) within 24 hours.
- We will follow the guidance of the Local Safeguarding Board.
- We will work and co-operate with the LADO in investigating the allegation.
- We will inform OFSTED
- Where appropriate the member of staff/volunteer/person should be informed of the allegation and be suspended on full pay for the duration of the investigation.

Local Authority Designated Officer (LADO) Tel: 01484 221000/07875297860

OFSTED 0300 123 1231

### Sharing Information

All information is regarded as confidential.

Should circumstances or reasons arise where we are required to share information, consent will sought in most cases.

We are obliged to share confidential information without authorisation from the person who provided it or to whom it relates if it is in the public interest such as:-

- Not sharing the information puts a child's life at greater risk.
- To prevent a crime.

- Not sharing it could be worse than the outcome of having shared it

We explain to parents/carers why information may be shared. That consent is normally obtained, unless it puts the child at risk or undermines a criminal investigation.

When sharing information:-

- We will obtain consent if appropriate.
- We will consider the safety, welfare of and duty to the child.
- We will ensure the information is correct and up to date.
- We will ensure the information is necessary for the reason it is being shared.
- We will share it securely, only with the people who need to know the information.
- We will record accurately the procedure, reasons, circumstances and with whom the information has been shared or not shared.
- We will seek advice if necessary.

### Extremism and Radicalisation

The Prevent Duty Under the Counter-Terrorism and Security Act 2015 we have a duty to refer any concerns of extremism. This may be a cause for concern relating to a change in behaviour of a child or family member, comments causing concern made to a member of the team (or other persons in the setting) or actions that lead staff to be worried about the safety of a child in their care.

If we are concerned we will:-

- Notice and Record
- Check
- Share
- Take Advice
- Report if necessary

For information and advice contact:

Kirklees Prevent Hub  
01924 483747  
prevent@kirklees.gcsx.gov.uk  
www.kirklees.gov.uk/prevent

### Absence

If a child is absent from pre-school for one week and no reason given or contact made from parents/carers, pre-school will investigate the absence and if the investigation results in concerns regarding a child's safety we will seek advise and if necessary make a referral following the procedure as above.

Reviewed and updated September 2017