



Welbourn Pre-School Safeguarding Children Procedure

Welbourn Pre-School is committed to an environment in which children are safe from abuse and where any suspicion of abuse is promptly and appropriately responded to in accordance with The Governments Statutory Guidance 'Working Together to Safeguard Children' and the Local Safeguarding Children Board (LSCB).

- We will stay up to date with Inter-Agency procedures by accessing the following web link:
<http://lincolnshirescb.proceduresonline.com/chapters/contents.html>
- All staff are aware of their responsibility as early years practitioners to share any concerns they have about a child with the designated lead safeguarding person.
- Welbourn Pre-School will exercise their duty of care, for example by retaining a child within the setting until alternative arrangements can be made for the collection of the child if they believe a parent or carer who arrives to collect the child, is under the influence of alcohol or any other substance.
- Staff members also have the right to share concerns directly with the Lincolnshire County Council Children's Services Customer Services Centre (CSC) (Tel. 01522 782111 or Out of Hours 01522 782333) or Lincolnshire Police if they feel this is appropriate. Lincolnshire Police can be contacted on 0300 111 0300.
- All staff will be made aware of possible indicators of child abuse and the procedures for recording and reporting through staff training, both internal and external.
- The staff will be made aware of the importance of recognising and reporting 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. This will be done through staff training, both internal and external. In addition staff will be made aware of the Whistleblowing policy.
- All parents/carers will have access to the setting's Safeguarding Policy and procedure to read and are made aware of the fact that Welbourn Pre-School has a legal obligation to safeguard and promote the welfare of the children in their care, and that the child's needs are our first concern.

Records will be kept as appropriate: Whenever concerns are raised or changes are observed in a child's behaviour, physical condition or appearance, a specific record is

set up. Our records include; pre-existing injuries, incidents, accidents and observations. All concerns remain confidential and shared only on a need to know basis with the relevant persons at the time. The guidance set by the Lincolnshire Safeguarding Children Board will be followed.

Where a disclosure made:

- Reassurance is given to the child.
- The child is listened to and taken seriously.
- Caution will be exercised in responding to a disclosure. It may or may not be appropriate to ask the child questions such as 'tell me more about that' and 'who else was there'. (This would be for the setting to decide, mindful that leading the child could jeopardise an investigation or subsequent court case).
- Promises are not made to the child to not share any of the information made in the disclosure.
- The designated person with responsibility for safeguarding children is informed immediately and procedures under the guidance of the Lincolnshire Safeguarding Children Board are followed.
- A referral is made without delay to Lincolnshire County Council Children's Services Centre (CSC) on 01522 782111 or out of hours 01522 782333.
- Advice and guidance will be taken from the CSC with regard to next steps.
- Up to date information and guidance on making a referral will be sought from:
<http://lincolnshirescb.proceduresonline.com/chapters/preferproce.html#makingrefer>

Records are made to include:

- The child's name, full address, date of birth.
- The date and time of the disclosure/observation.
- The exact record of disclosure (in the child's own words).
- The name of the person to whom the disclosure was made.
- The name of any third party present.
- The Early Help Assessment (EHA), completed (as far as possible with all information) signed and sent to the relevant Officer (Children's Services will give advice on this) within 24 hours of the telephone referral.
- **TAC Response** - If there is a need to involve another agency then the 'Team Around the Child' procedure will follow. (Refer to the Lincolnshire Early Help Pathway' diagram for all EHA procedures) including that of:
- **Single Agency Response** - Where identified needs can be addressed within my own agency.
- **ESCO Response** - Where the identified needs are related to the child's disability or additional need.

All records are kept separately and securely from the child's main records with restricted access.

Allegations against a staff member:

In accordance with requirements our procedures for dealing with allegations against staff complies with Lincolnshire Safeguarding Children's Board policies.

Examples of inappropriate adult behaviour may include:

- Staff that have behaved in a way, which has harmed a child, or may have harmed a child.
- Staff that have possibly committed to a criminal offence against or related to a child.
- Staff that have failed to execute their duty to safeguard a child/ren at the setting or elsewhere.
- Staff that have behaved towards a child/ren in a way that indicates she/he is unsuitable to work with children.

Our procedure is as follows:

- The setting will contact the Local Authority Designated Officer (LADO) for managing allegations through the Lincolnshire County Council Children's Services Customer Services Centre (CSC) on 01522 782111 or out of hours 01522 782333/Local Authority Designated Officer (LADO) – Direct contact 01522 554674.
- The setting will liaise with LADO prior to any investigation commencing and the setting will fully co-operate with all investigations under the advice and guidance of LADO (Local Authority Designated Officer). The LADO should be informed within one working day of all allegations that come to the employer's attention or that are made directly to the police. (Working Together to Safeguard Children).
- Ofsted will be informed of the allegation as soon as is reasonably practical but at least within 14 days of the allegation being made. Ofsted will also be notified of the action taken in respect of the allegations. Ofsted will be contacted on telephone number 0300 123 1231.
- Details will be recorded and stored securely.
- The settings disciplinary procedure will be followed where necessary.

For further information and guidance we will refer to:

http://lincolnshirescb.proceduresonline.com/chapters/p_alleg_pers_wk_child.html

Suspension will not be an automatic response to an allegation, however, we will consider the seriousness and plausibility of the allegation, the risk of harm to children and the possibility of tampering with evidence, as well as the interests of the person concerned and our organisation.

Where a member of staff leaves our employment during investigation, the investigation will continue and the setting will in accordance with current legislation make a referral to the Disclosure and Barring Service (DBS). Where a member of staff is dismissed as consequence of an allegation being upheld a referral will also be made to the DBS.

Referral guidance and form: <http://homeoffice.gov.uk/agencies-public-bodies/dbs/services/dbs-referrals/>

Supporting Families.

The (GDPR) General data protection regulations 2018 and the Human Rights Act 1998 have extended the rights of individuals and families to confidentiality and professionals as a general rule should seek the agreement and consent of parents/carers before making a referral to the local authority. Where our designated lead is in no doubt as to whether consent is necessary, the facts of the case will be discussed with the Customer Services Centre.

- We acknowledge that parents will be the first point of contact and they will be informed of any suspicions unless this is deemed to put the child at risk.
- We will follow the guidelines laid down by the Lincolnshire Safeguarding Children Board.
- The setting, through the Safeguarding Children policy and other sources of information will inform parents of their role and responsibility regarding safeguarding children.
- The setting will continue to work with families throughout any investigation.

Use of mobile phones and cameras.

Mobile Phones

Welbourn Pre-School has a setting mobile phone as part of arrangements for outings.

The safety of the children is paramount. Casual or inappropriate use of mobile phones by staff may pose a risk, if a staff member is distracted from caring for children. (Ofsted, Mobile Phone Guidance).

- The use of personal camera mobile phones to take photographs of children within the pre-school setting is strictly forbidden.
- Pre-School staff with mobile phones must have them switched off during normal work hours and stored away in personal bags/staff only rooms and out of sight. Mobile phones may be used during staff lunch breaks however these calls/texts are not to be used within the setting where children are present.
- In case of an emergency, the pre-schools landline number should be used as a first point of contact during normal working hours.
- If personal mobile phones need to be used in an emergency then this is to be agreed with either the Manager or Deputy on the premises at the time and the call is to be taken outside the building.
- Should any personal mobile phone be misused or within sight of nearby children, then disciplinary action will be taken and that person liable to a full investigation.

Cameras

- Signed permission must be gained from the parents before a child is photographed for use within the pre-school, having explained how photographic evidence is used for developmental records. A copy of their permission should be found on their child's registration form.
- Further permission must be gained before a photograph is used outside the pre-school, for instance on the website, sports day or promotional purposes.
- Cameras, memory cards and memory sticks must be stored in the pre-schools locked cupboard when not in use. The camera's photographs are only to be developed by a staff member whilst on site, using the pre-schools computer and printer and in the company of either the Leader or Deputy in charge.
- In the case of an emergency breakdown of the pre-schools ICT equipment; Photographs will be sent for same day development by either the Leader or Deputy in charge.
- When a child leaves the pre-school setting, any photos of them must be given to their parent/carer or destroyed on site.

Any member of staff that fails to follow the above procedures will be subject to the settings disciplinary procedure.

Please also refer to our Mobile Phone Policy, Camera Policy and ICT policy for information on the use of mobile phones and cameras.

Early Help and Team Around the Child

Early Help in Lincolnshire

Providing early help is more effective in promoting the welfare of children than reacting later. Early help means providing support as soon as a problem emerges, at any point in a child's life, from the foundation through to teenage years.

Lincolnshire's early help offer puts the responsibility on all professionals to identify emerging problems and potential unmet needs for individual children and families, irrespective of whether they are providing services to children or adults. The professionals working mainly in universal services are best placed to identify children or their families, who are at risk of poor outcomes. These will be in health services, such as Health Visitors, GPs and School Nurses, Children's Centres or in education provision at any age from early years onwards.

Lincolnshire's Early Help Offer recognises the crucial role that all family members, not just mothers and fathers, but step parents, grandparents, siblings and other extended family members and carers play in influencing what children experience and achieve as well as the consequences when families are in difficulty.

What is TAC?

Children and families may experience a range of needs at different times in their lives. All children including children with additional needs require access to high quality universal services. Some children are at risk of poor outcomes. These are children with additional needs and they will require targeted support from a range of different agencies and may require a Team around the Child (TAC), a group of professionals who can provide different services to meet the identified need(s).

When a TAC is required

When a professional from any agency identifies a child with an additional need and where the care needs require co-ordination due to complexity or due to the number of agencies involved, then a Team around the Child meeting should be initiated. As a guide, a TAC would normally be required where two or more support services are involved, however this is not prescriptive and professionals should use their judgement to consider when a TAC is necessary.

As a parent or carer it may be difficult to know where or who to go to for support and advice. Parents/carers are encouraged to speak to professionals that they have an existing relationship with and if necessary ask if they can help arrange a TAC to help support you with issues you are concerned about.

Lead Professional

The Lead Professional is normally appointed after consultation between workers and family members at the first TAC meeting. The Lead Professional acts as a single point of contact for the family/child/ young person and professionals. The Lead Professional ensures that the family receive appropriate interventions when needed, which are well planned, reviewed regularly and effectively delivered.

Referral guide and eligibility criteria

The Early Support Care Co-ordination (ESCO) service is available for children with disabilities within Lincolnshire and can provide a service for children and young people between the ages of birth to 18 years while unmet care co-ordination needs are present from their disabilities.

This can include:

- Long term complex health needs including those with a disability.
- Life limiting conditions and palliative care.
- Cognitive, sensory and/or physical impairment that significantly impacts on daily living.
- Autistic Spectrum Disorder.
- Children and young people whose behaviour is associated with other impairments such as severe learning difficulties.

The needs of the child/young person will be complex and require targeted input from a designated Key Worker from the ESCO team to remove the barriers and address the unmet needs. This could be at key points in a child/young person's life such as beginning nursery or transition into secondary school and thereafter adulthood. It may be that a health professional has recently shared the news to parents which leads to significant emotional distress or feelings of being overwhelmed as they begin to negotiate the system.

To make a referral a professional working with the child needs to complete the Early Help Assessment form (found on the link below), followed by a telephone call to our Customer Service Centre. Any professional working with children and their families can make a referral to Lincolnshire's ESCO service. www.lincolnshirechildren.net

The completed Early Help Assessment form should clearly detail all aspects of what is working well, what is not working well and what needs to happen, including details around the child's unmet needs and information about professionals working with the family. The Parent or Guardian of the child must give permission for the completion and submission of the Early Help Assessment form and should be involved in its completion.

Once the Early Help Assessment form is completed the professional completing the form needs to contact the Customer Service Centre on 01522 782111 and request a referral to the ESCO service. The Customer Service Centre advisor will ask some basic details about the child and their family and log the request.

The Customer Service Centre advisor will then provide an email address for the ESCO service for the completed Early Help Assessment form to be sent to.

Once we have received the Early Help Assessment form and confirmation of the phone call to the Customer Service Centre has been sent through, the Early Help Assessment form will be screened. The professional who requested ESCO involvement will be contacted by the ESCO Practice Supervisor with the outcome of the screening.

This policy has been adopted by Welbourn Pre-School

Signed on behalf of the setting by:

Chairperson

Secretary

Date:

Review Date:

October 2020

October 2021