



Safeguarding and Child Protection Policy

At Windmills we believe that the safety and welfare of the child is paramount and that it should underpin everything we do. We also believe that:

- All children deserve the opportunity to reach their full potential
- All children have the right to be safeguarded from harm regardless of race, language, gender, ethnicity or disability.
- The legal framework for this policy is –
- Inspecting Safeguarding in early years, education and skills settings (August 2016).
- Children Act 2006/04/1989
- Working together to Safeguard children 2006/15
- Safeguarding Vulnerable Groups Act 2006
- Children and Families Act 2014
- Special Education Needs (SEN) Code of practice in 2014

Forms of child abuse and neglect

Child abuse is any form of physical, neglectful, emotional or sexual mistreatment or lack of care that leads to injury or harm. This may be where an individual may abuse or neglect a child directly or fail to protect a child from harm. The following are some signs often associated with particular types of child abuse and neglect. These types of abuse are more often found in combination with other forms.

Emotional abuse is the persistent emotional maltreatment of a child so as to cause severe and persistent adverse effects on the child's emotional development. It may involve making the child feel that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of





another person. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

Physical abuse can involve hitting, shaking, throwing, poisoning, burning, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may be also caused when a parent or carer feigns the symptoms of, or deliberately causes, ill health to a child.

Sexual abuse involves forcing or enticing a child to take part in sexual activities, whether or not the child is aware of what is happening. This can involve physical contact, including penetrative or non-penetrative acts, or non-contact activities such as showing children pornographic materials, sexual activities, or encouraging children to behave in sexually inappropriate ways.

Neglect is the persistent failure to meet a child's basic physical and emotional needs. Neglect can involve a failure to:

- Provide adequate food, clothing and shelter
- Protect a child from physical and emotional harm
- Ensure adequate supervision
- Allow access to medical treatment

Other forms of abuse may include:

Safeguarding action may be needed to protect children and learners from:

- neglect
- physical abuse
- sexual abuse
- emotional abuse
- bullying, including online bullying and prejudice-based bullying
- racist, disability and homophobic or transphobic abuse
- gender-based violence/violence against women and girls
- radicalisation and/or extremist behaviour
- child sexual exploitation and trafficking





- the impact of new technologies on sexual behaviour, for example 'sexting' and accessing pornography
- teenage relationship abuse
- substance misuse
- issues that may be specific to a local area or population, for example gang activity and youth violence
- domestic violence
- female genital mutilation
- forced marriage
- fabricated or induced illness
- poor parenting, particularly in relation to babies and young children
- other issues not listed here but that pose a risk to children, young people and vulnerable adults.

Staff expectations:

In the interests of safeguarding we will:

- Windmills Opportunity Playgroup's Designated Safeguarding Officer is Teresa Langley who has overall responsibility for all safeguarding issues and coordinates and liaises with external agencies
- Cheryl Jolly also holds Designated Safeguarding Officer training and will cover Teresa Langley for any absences.

A Designated Safeguarding Officer will be on the playgroup premises at all times during playgroup sessions.

- Ensure that all staff, volunteers and students are subject to enhanced DBS checks renewable every five years
- Provide all staff with a copy of this policy to read and ensure they know who the named person with responsibility in this area is.
- Ensure that staff know the correct procedure to follow if concerned about a child.





- Adhere to staff ratios and ensure constant supervision indoors and outdoors.
- We will never release children to an unauthorized person.
- Provide a password, which must be used by anyone other than immediate family collecting a child from the setting.
- Deal with allegations of abuse quickly and sensitively, contact will be made immediately with both the West Sussex Single Access Point and Ofsted and a written record will be made containing details of the nature of the allegation.
- Ensure that Safeguarding records are stored securely and shared on a need to know basis.
- To count in ratios at level 3.

Staff Training Mandatory Requirement

Designated Safeguarding Officer / Deputy

- Safeguarding Level 3 Designated Officer – Renewed every 2 years
- Designated Officer Refresher Training – Renewed Annually
- Prevent e-Learning – Renewed every 2 years
- FGM – Renewed every 2 years
- WSCC Conference/Network Meeting – when available

All Staff

- Safeguarding Level 2 – Renewed every 3 years
- Prevent e-Learning – Renewed every 3 years
- FGM – renewed every 3 years

Designated Safeguarding Officer/ Deputy Designated Safeguarding Officer to discuss

child protection issues as part of termly supervision and provide any required training as part of termly staff meeting.

Children with Special Educational Needs (SEN) and Disabilities





Windmills prides itself on being a fully inclusive setting. This enables us to successfully support children from the local community alongside children with a range of additional needs.

Children with special educational needs (SEN) and disabilities can face additional safeguarding challenges. Research tells us that disabled children and children with additional needs are at greater risk of all types of abuse. At Windmills we recognise that additional barriers can exist when identifying abuse and neglect for this group of children.

At Windmills we always consider the possibility of abuse particularly relating to this group of children and do not automatically assume that behaviour, mood or injury relate to the child's additional needs or disability.

At Windmills we recognise that children with SEN and disabilities can be disproportionately impacted by such issues as bullying without showing any outward signs. We also recognise that as with all children, it is not just the overt signs of abuse that will be looked for but will be mindful at all times of the possibility of more subtle signs that may indicate a wider range of safeguarding issues.

At Windmills we always consider:

- What do I know about this child;
- What are their developmental age and level of understanding;
- How does their additional need impact on their development;
- How do I need to adapt my communication to meet the needs of the child?

Staff will liaise with the Designated Safeguarding Officer or Deputy Designated Safeguarding Officer/SENCo as soon as any safeguarding issues are identified. The Designated Safeguarding Officer will make decisions in line with local threshold guidance as to what action is taken.

Female Genital Mutilation

- (FGM) is a form of physical abuse against children. FGM is also known as female circumcision or female genital cutting. FGM has no health benefits, and it harms girls and women in many ways. It involves removing and damaging healthy and normal female genital





tissue and interferes with the natural functions of girls' and women's bodies. FGM is defined by the World Health Organisation as "all procedures involving partial or total removal of the external female genitalia or other injury to the female genital organs for non-medical reasons". FGM has no health benefits for girls and women and procedures can cause severe bleeding and problems urinating, and later cysts, infections, infertility as well as complications in childbirth.

- The Female Genital Mutilation Act was introduced in 2003 and came into effect in March 2004. It was made illegal to: practice FGM in the UK; take girls who are British nationals or permanent residents of the UK abroad for FGM whether or not it is lawful in that country; and aid, abet, counsel or procure the carrying out of FGM abroad.
- The Mandatory Reporting of Female Genital Mutilation – Procedural Information is used for guidance in a case of a report or disclosure.
- The age at which girls undergo FGM varies enormously according to the community. The procedure may be carried out when the girl is new-born, during childhood, adolescence, at marriage or during the first pregnancy. However, in the majority of cases FGM takes place between the ages of 5-8 and therefore girls within that age bracket are at a higher risk.
- In the South East we have a number of affected communities that come from areas where FGM is practiced, these include; Somalia, Sudan, South Sudan, Eritrea and Gambia, this is not an exhaustive list but highlights the affected communities that have been working with professionals in the South East to eradicate FGM and raise awareness of the health risk to those who have had FGM or may be considering it.
- The sign that children may be at risk of FGM are as follows: Child is female, from a culture where FGM is practised, and parents request an extended summer holiday to the country of origin.
- If staff are concerned that a child is at risk of FGM, they must inform the Designated Safeguarding Officer. The safeguarding officer must request to meet parents in private and ask them directly if they are seeking to take their daughter abroad to have FGM carried out on her. If the safeguarding officer is dissatisfied with their response and has real concerns that FGM may be imminent, they should refer the matter to Multi-Agency Safeguarding Hub (MASH), or to the Police. The parents should be told about the referral only if it is felt that it will not bring further risk to the child.

British Values within the setting





It is now a statutory requirement of the Early years Foundation Stage to actively teach and promote Fundamental British Values to all children that attend our setting. Fundamental British values fall into four categories:

- Democracy
- The Rule of law
- Individual Liberty
- Mutual respect and tolerance of different faiths and beliefs.

In addition, all early years childcare providers 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 Prevent Duty does not require childcare providers to carry out unnecessary intrusion into family life but, as they would with any other safeguarding risk, they must take action when they observe behaviour of concern.

We will actively teach and promote British Values by:

- Democracy: making decisions together, for example giving opportunities to develop enquiring minds in an atmosphere where questions are valued.
- Rule of law: understanding rules matter as cited in Personal Social and Emotional development for example collaborating with children to create rules and codes of behaviour.
- Individual liberty: freedom for all, for example reflecting on their differences and understanding we are free to have different opinions
- Mutual respect and tolerance: treat others as you want to be treated, for example sharing and respecting other’s opinions.

We are a setting that promotes inclusion for all and carry out an annual audit.

Prevent Duty

- Prevent Duty means accessing and observing children within their play to see if they have been exposed to any form of radicalisation.





- If any signs of radicalisation or behaviour suggesting exposure to this is observed or disclosed, this is dealt with as would signs of abuse observed or disclosed. If you are worried about a child, practitioner, parent, carer or visitor please record your findings on a safeguarding form or incident log and speak with the Designated Safeguarding Officer without delay. The officer will then contact MASH and the police if concerns are found.
- In order to protect children in our care, we must be alert to any reason for concern in a child's life at home or elsewhere. This includes awareness of the expression of extremist views for anyone involved with or visiting the setting.

Visitors and the premises:

- Visitors will be required to provide ID and sign in and out of the setting
- No unauthorized person will be admitted to the premises
- No volunteer, new member of staff or student will be left alone with a child or group of children or be permitted to engage in care routines such as nappy changing without a current enhanced DBS
- Main external doors and garden gates to remain locked during sessions
- Volunteers to leave mobile phone in kitchen
- Health professionals to leave possessions and mobile devices in Managers office unless required for recording information during visit

What to do if a member of staff suspects abuse:

- Report concerns to Designated Safeguarding Officer immediately
- Ensure the child's immediate safety.
- According to section 3(5) of the Children Act(1989) the law empowers anyone who has actual care of the child to do all that is reasonable to safeguard his/her welfare.
- If the child is suffering from a serious injury medical attention must be sought at A&E and Children's Social Care must be informed.
- Prepare a written record of concern to include child's name, DOB, time place and people present.





- Designated Safeguarding Officer will decide whether they need to contact Ofsted or make a referral to MASH.
- Inform the parents of the referral unless: This is likely to place the child at risk of Significant Harm or place staff at risk
- A decision by any professional not to seek parental consent before telephoning Integrated Front Door must be recorded and reasons given.

What to do if a child makes a disclosure:

- Listen to the child carefully
- Offer reassurance about how she/he will be kept safe and explain what action will be taken in simple age appropriate language.
- Do not make false promises.
- Do not prompt the child or ask leading questions
- Record the child's exact words where possible, as well as the time date, place and people present on a setting incident form.
- Report to the Designated Safeguarding Officer immediately

What to do if a parent makes an allegation about a member of staff:

- The allegation will be recorded on a safeguarding form. Any witnesses to the incident should sign and date the entry to confirm it.
- The allegation must be reported to Ofsted
- Ofsted will advise if other agencies (e.g. police) should be informed, and playgroup will act upon the advice
- Following advice from Ofsted, it may be necessary to suspend the member of staff pending full investigation of the allegation





Logging an incident

All information about the suspected abuse or disclosure will be recorded as soon as possible after the event.

The record will include:

- Date of the disclosure or of the incident causing concern
- Date and time at which the record was made
- Name and date of birth of the child involved
- A factual report of what happened. If recording a disclosure, it is essential to use the child's own words
- Name, signature and job title of the person making the record

The record will be given to the Designated Officer who will decide whether they need to contact Ofsted or make a referral to Integrated Front Door. If other staff member feels the incident has not been adequately followed up, they may contact Integrated Front Door themselves.

Safer Recruitment

Windmills Opportunity Playgroup want to employ the very best person for any available post however the main priority is making a recruitment decision ensuring the children and young children at playgroup are safeguarded from harm. To achieve this aim Windmills has a robust recruitment process with safeguarding embedded at every stage.

Pre Recruitment Planning

- Advertisement must have a strong statement detailing the playgroup's commitment to safeguarding.
- Any applicant expressing an interest must be supplied with a job information pack which must contain:
- Job Description, Person Specification, Application Form, Disqualification Declaration and Safeguarding Policy
- Applicants must complete an application form, a CV alone is NOT acceptable

Pre-interviewing planning and interviews





- Business manager to scrutinise application forms received and note any points for discussion at interview, shortlist applicants for interview
- Make reference request for two nominated referees prior to interview, request must ask applicants suitability to work with children and any known safeguarding concerns
- Applicant to be invited for interview by email and requested to bring with them: Photographic evidence to prove who they are, which must be copied and kept on record, Documentation that proves they are eligible to work in the UK, Original Qualification Certificates
- Interview to be carried out by Business Manager and a Supervisor completing interview pro forma questions, addressing any concerns as the interview progresses
- Following the interview process the interviewers should make a selection decision based on all evidence, knowledge and experience demonstrated during interview

Pre-Employment Checks

- Job offer to be made by letter stipulating conditions of employment and probation period
- ALL staff to be subject to an 'Enhanced DBS with barred list check' before commencing employment at Windmills Opportunity Playgroup
- Windmills Opportunity Playgroup follow the process detailed in the Home Office, Code of Practise for Disclosure and Barring Service'
- Windmills Opportunity Playgroup uses First Advantage Online Disclosures to fulfil DBS checks
- The Business Manager is the registered Master Disclosure Manager.
- The Chair of Trustees is the registered Verifier.
- Pre-employment checks are collated in the Windmills Opportunity Playgroup 'Single Central Record'

Observation and Supervision

- Induction must be completed on first day of employment by member of Leadership Team detailing expectations
- Mandatory training to be booked at earliest available date
- Mentoring established with member of Leadership Team





- Observation and Supervision to be carried out over the first six week period
- Formal review to be held six weeks after commencement of employment by Business Manager

Contact numbers

Integrated Front Door

Telephone number: 01403 229900

Email address: WSChildrenservices@westsussex.gov.uk

The helpline is available weekdays between 9am -5pm

Weekends and bank holidays are covered 24 hours a day until 9.00am the next working day

LSCB (Local Safeguarding Children Board): 01243 642969

Ofsted: 0300 123 1231

Police: 0845 6070999

NSPCC: 0808 800 500

West Sussex County Council LADO Contact Details:

LADO Service email address: LADO@WestSussex.gov.uk

Telephone contact via Integrated Front Door – 01403 229900

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