Safeguarding Children Policy

St Marks Pre-school recognises that safeguarding and promoting the welfare of children is everyone's responsibility. Everyone who comes into contact with children and their families has a role to play.

To fulfil this responsibility effectively, all practitioners, committee members and volunteers should make sure their approach is child-centred. This means that they should consider, always, what is in the best interests of the child.

No single practitioner, committee member or volunteer can have a full picture of a child's needs and circumstances. If children and families are to receive the right help at the right time, everyone who comes into contact with them has a role to play in identifying concerns, sharing information and taking prompt action.

St Marks Pre-school is committed to safeguarding and promoting the welfare of children. St Marks Pre-school fulfils its local and national responsibilities as laid out in the following key documents:

- Working Together to Safeguard Children — A Guide to Inter-agency Working to Safeguard and Promote the Welfare of Children (July 2018), HM Government
- Keeping Children Safe in Education — Statutory Guidance for Schools and Colleges (September 2022), Department for Education
- The procedures of the Safeguarding Vulnerable People Partnership (Formerly WSCB)
- Information sharing – Advice for practitioners providing safeguarding services to children, young people, parents, and carers (2018).

The aim of this policy is to ensure:

- All our children are safe and protected from harm
- Safeguarding procedures are in place to help children feel safe and learn to stay safe
- Practitioners, committee members and volunteers are aware of the expected behaviours and pre-school's legal responsibilities in relation to safeguarding and child protection.

Safeguarding and promoting the welfare of children is defined for the purposes of this policy as:

- protecting children from maltreatment
- preventing impairment of children's mental and physical health or development
- ensuring that children grow up in circumstances consistent with the provision of safe and effective care
- taking action to enable all children to have the best life chances.

The term 'safeguarding children' covers a range of measures including child protection procedures. It encompasses a preventative approach to keeping children safe, including online that incorporates children's health and safety; behaviour management and preventing child-on-child abuse; supporting children with medical conditions; Relationships, Sex and Health education and personal, social, health and economic education; providing first aid and site security.

This policy applies to all the practitioners in our pre-school. Any safeguarding concerns or disclosures of abuse relating to a child at school, outside of school and online are within the scope of this policy.

Expectations

All practitioners are expected to be:

- familiar with this safeguarding policy
- alert to the signs, indicators of possible abuse
- aware of the importance of professional curiosity
- able to record and report concerns as set out in this policy
- able to deal with a disclosure of abuse from a child
- involved in the implementation of I.E.Ps (Individual Education Programmes), integrated support plans, child in need plans and interagency child protection plans as required.

In addition, all practitioners are expected to read and understand Part 1 of the latest version of Keeping Children Safe in Education (KCSiE 2022). The DSL, DDSL and Committee Chair have also expected to read Annex A.

Designated Person

St Mark's Pre-school's designated person who coordinates any concerns raised regarding the welfare of a child, young person or vulnerable adults is:

Designated safeguarding lead (DSL):

Rachel Schendel.

Deputy DSL:

Sharon Trim.

- The DSL and DDSLs ensure they have relevant links with statutory and voluntary organisations with regard to safeguarding.
- The DSL and DDSLs understand the Safeguarding Vulnerable People Partnership (SVPP) safeguarding procedures, attends relevant SVPP training at least every two years and refreshes their knowledge of safeguarding at least annually.

Concerns and allegations management

The pre-school Committee Chair is responsible for liaising with the Designated officer for Allegations (DOfA) and other partner agencies in the event of an allegation of abuse made against the pre-school Manager. (See also managing concerns and allegations against practitioners)

Audit

The nominated committee member for safeguarding collaborates with the pre-school Manager and the DDSL to complete an annual safeguarding audit return to the local authority.

Safer Recruitment

Our pre-school committee monitor the pre-school's safer recruitment practice, including the Single Central Record.

Monitoring and review

The pre-school Manager ensures that the policies and procedures adopted by the pre-school committee (particularly those concerning referrals of cases of suspected abuse and neglect), are understood, and followed by all practitioners and should be easily understood by practitioners, children and parents.

Committee ensures that safeguarding is an agenda item for every committee meeting.

The pre-school Manager ensures that safeguarding is an agenda item for every team meeting

The policy is renewed annually or earlier as required by changes to legislation or statutory guidance.

The nominated committee member meets the DSL every term (6 times a year) to monitor the effectiveness of this policy.

Managing allegations against practitioners

St Marks Pre-school follows the procedure set out by the SVPP 'Allegations against adults' flowchart which is displayed in the pre-school hallway and office for easy reference.

Where anyone in the school has a concern about the behaviour of a practitioner who works or volunteers at the pre-school, they must immediately consult the pre-school manager who will refer to the Designated Officer for Allegations (DOFA).

Any concern or allegation against the pre-school manager will be reported to the Committee Chair without informing the pre-school manager.

All practitioners must remember that the welfare of a child is paramount and must not delay raising concerns if a report could jeopardise their colleague's career. St Marks Pre-school promotes an open and transparent culture in which all concerns about adults working in or on behalf of the pre-school are dealt with promptly and appropriately.

Any allegation of abuse will be dealt with in a fair and consistent way that provides effective protection for the child and at the same time supports the person who is the subject of the allegation.

In addition to the concern/allegation process, St Marks Pre-school's DSL/DDSL will also refer suspected abuse to MASH as described in 'responding to a concern'. All practitioners and volunteers have read and signed to confirm they have understood the pre-school's Practitioner Behaviour Policy (for safer working practice).

Concerns and allegations reported relating to contractors will be notified to their employers for investigation and potential referral to the DOfA. The Pre-school Manager will lead any investigation where the reported allegation does not meet the threshold to consider a referral to the DOfA. Where the Pre-school Manager is the subject of an allegation, the Pre-school Committee Chair.

Managing 'low-level' concerns about adults

Managing 'low-level' concerns policy in accordance with KCSIE. 'Low-level' refers to behaviour that is: inconsistent with expectations set out in the Staff Behaviour Policy, including inappropriate conduct outside of work, and/or does not meet the allegations threshold, or is otherwise not considered serious enough to consider a referral to the DOfA. All low-level concerns will be

reported to the Pre-school Manager, Low-level concerns about the Pre-school Manager will be reported to St Marks Pre-school Committee Chair.

The pre-school will:

- Ensure all practitioners are clear about what appropriate behaviour is (as set out in the Practitioner Behaviour Policy) and are confident in distinguishing expected and appropriate behaviour from concerning, problematic or inappropriate behaviour, in themselves and others;
- Empower practitioners to share any low-level concerns
- Provide a responsive, sensitive and proportionate handling of such concerns when they are raised, for both the child/ren and the practitioner and
- Respond to reports of low-level concerns in accordance with St Marks Pre-school conduct procedures by addressing unprofessional behaviour and support the individual to correct it at an early stage. If a concern has been raised by a third party, the Pre-school Manager will collect as much evidence as possible by speaking:

  Directly to the person who raised the concern, unless it has been raised anonymously

  To the individual involved and any witnesses

Reporting low-level concerns helps to create and embed a culture of openness, trust and transparency in which the pre-school's values and expected behaviour are constantly lived, monitored and reinforced by all practitioners.

Practitioners are encouraged to self-refer where they have found themselves in a situation which could be misinterpreted, might appear compromising to others, and/or on reflection they believe they have behaved in such a way that they consider falls below expected professional standards.

All low-level concerns will be recorded in writing, retained and reviewed to help recognise any weakness in the pre-school safeguarding system so that potential patterns of concerning, problematic or inappropriate behaviour can be identified.

Identifying the signs of abuse

All practitioners know how to recognise and are alert to the signs of neglect and abuse and wider safeguarding issues, including but not limited to child-on-child sexual violence and harassment, child-on-child abuse and exploitation, 'all' risks outside of the home and within the local area including online. Definitions of abuse, set out in 'What to do if you're worried a child is being abused - Advice for practitioners' (2015) and 'Keeping Children Safe in Education' (2022) along with notes from safeguarding training, are important reference documents for all practitioners. Every member of the practitioner team is provided with a copy of Part 1 of KCSiE which they are required to read, and which also includes supporting guidance about several specific safeguarding issues. Practitioners who work directly with children are also required to read Annex A of KCSiE (2022).

Mental health

All practitioners are aware that mental health problems can be an indicator that a child has suffered or is at risk of suffering abuse, neglect or exploitation.

Practitioners understand that:

- abuse and neglect, or other potentially traumatic adverse childhood experiences can have a lasting impact throughout childhood, adolescence and into adulthood.
- these experiences can impact children's mental health, behaviour and education.
- they have a duty to observe children day-to-day and identify those whose behaviour suggests that they may be experiencing a mental health problem or be at risk of developing one.

If practitioners have a mental health concern about a child that is also a safeguarding concern, they will report this concern using the agreed reporting mechanisms.

Online Safety

Online safety is reflected in our policies and procedures. Children are taught about safeguarding, including online safety. Online safety is considered part of our whole school safeguarding approach and wider practitioner training and curriculum planning. Pre-school ensures that parents/carers are made aware of what sites their children are accessing online whilst at pre-school. St Marks Pre-school acknowledges that many children have unrestricted/unlimited access to the internet. The pre-school will follow its policy on the use of smart technology in pre-school to safeguard children.

Responding to concerns/disclosures of abuse

Flowcharts provided by the SVPP that set out the required procedure for practitioners to follow when they have a safeguarding concern about a child are displayed in the pre-school hallway and office for easy reference.

Practitioners adhere to the pre-school's safeguarding requirements when concerned about abuse or when responding to a disclosure of abuse. Practitioners understand that they must NOT:

- take photographs of any injuries.
- postpone or delay the opportunity for the child to talk.
- take notes while the child is speaking or ask the child to write an account.
- try to investigate the allegation.
- promise confidentiality e.g. say they will keep 'the secret'.
- approach or inform the alleged abuser.

All practitioners record any concern about or disclosure by a pupil of abuse or neglect and report this to the D/DSL using the standard form. It is the responsibility of each practitioner to ensure that the D/DSL receives the record of concern without delay. In the absence of the D/DSL, practitioners know to speak directly to the MASH (Multi-Agency Safeguarding Hub). In some circumstances, the D/DSL or member of the practitioner team seeks advice by ringing the MASH for advice.

The D/DSL will liaise with local safeguarding partners and work with other agencies in line with Working Together to Safeguard Children (2018). The DSL/DDSL will liaise with provide as much information as possible as part of the referral process. This will allow any assessment to consider all available evidence and enable a contextual approach to address each harm.

The DSL/DDSL is always available during pre-school hours for practitioners to discuss any safeguarding concerns. The voice of the child is central to our safeguarding practice and children are encouraged to express and have their views given due weight in all matters affecting them.

Record keeping and information sharing

St Marks Pre-school:

- keeps clear written records of all children safeguarding and child protection concerns using a standard recording form, with a body map, including actions taken and outcomes as appropriate
- ensures all child safeguarding and child protection records are kept securely in a locked location
- endeavours to record the wishes and views of the pupil
- liaises with partner organisations (other early years settings, receiving schools) to ensure any safeguarding records for learners are shared:
    - by the early years setting previously attended by the child.
    - by St Marks DSL when the child leaves our pre-school.
- liaises regularly with the DSL of the other setting for any child dual-registered children to ensure information is shared in the child's best interests

The D/DSL acts in accordance with Information Sharing – Department for Education (DfE) (2018) and in line with the Wiltshire Council Record Keeping Guidance which includes details about file retention. Information about children at risk of harm is shared with members of the practitioner team in keeping with the seven golden rules to sharing information in the DfE guidance.

We are committed to work in partnership with parents and carers. In most situations, we will discuss initial concerns with them. However, the D/DSL will not share information where there are concerns that if so doing would:

- place a child at increased risk of significant harm
- place an adult at increased risk of serious harm
- prejudice the prevention, detection or prosecution of a serious crime
- lead to unjustified delay in making enquiries about allegations of significant harm to a child, or serious harm to an adult.

When St Marks Pre-school becomes aware that a child is being privately fostered, the pre-school will remind the carer/parent of their legal duty to notify Wiltshire Children's Social Care. The pre-school will follow this up by contacting Children's Social Care.

St Marks Pre-school will notify Ofsted of any incident or accident and any changes in the pre-school arrangements which may affect the well-being of children or where an allegation of abuse is made against a member of the practitioner team. Notifications to Ofsted are made as soon as reasonably practicable, but at the latest within 14 days of the allegations being made.

Confidentiality

All suspicions and investigations are kept confidential and shared only with those that need to know. Any information is shared under the guidance of the local safeguarding partners and in line with the GDPR, Data Protection Act 2018 and Working Together 2018.

Escalation of concerns

Effective working together depends on an open approach and honest relationships between colleagues and between agencies.

Practitioners must be confident and able to professionally disagree and challenge decision-making as an entirely legitimate activity; a part of our professional responsibility to promote the best safeguarding practice. Practitioners are encouraged to press for reconsideration if they believe a decision to act/not act in response to a concern raised about a child is wrong. Other whistleblowing channels are open to practitioners in such cases (e.g Committee Chair, Ofsted, Local Authority or NSPCC Whistleblowing Helpline). In such cases the SVPP Escalation Policy will also be used.

If we are on the receiving end of a professional challenge, St Marks Pre-school will see this as an opportunity to reflect on our decision making.

Support for families

St Marks Pre-school believes in building trusting and supportive relationships with families, To ensure this 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 liaising at all times with the local children's social care team
- will continue to welcome the child and the family whilst investigations are being made in relation to any alleged abuse
- follow the Child Protection Plan as set by the child's social worker in relation to the setting's designated role and tasks in supporting that child and their family, subsequent to any investigation
- will engage with any Child in Need Plan or early help plan, as agreed
- Ensure that 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 partners

Early help

At St Marks Pre-school, all our practitioners can identify children who may benefit from early help as a problem emerges and discuss this with the D/DSL.
The D/DSL use:

- The Digital Assessment and Referral Tool as appropriate as part of a holistic assessment of the child's needs.
- The Multi-Agency Thresholds for Safeguarding Children on the SVPP website about suitable action to take when a pupil has been identified as making inadequate progress or having an unmet need.
- Liaises with Wiltshire SEND service.

Attendance

The Pre-school holds a daily record of the names of children being cared for on the premises. Children's attendance is consistently monitored and the D/DSL alert to any patterns of absence that may indicate wider safeguarding concerns. The D/DSL will take action e.g. contact home once it is noticed that a child has not attended pre-school and no explanation given. If there are welfare concerns around this child, after reasonable attempts have been made to contact the family without success, the D/DSL follows the SVPP procedure and consults/refers to the MASH team as appropriate.

St Marks Pre-school will work with parents to promote children's good attendance, especially those who are in receipt of Better Together Funding or EYPP (Early Years Pupil Premium).

Domestic abuse

St Marks Pre-school practitioners understand that domestic abuse is any incident or pattern of incidents of controlling, coercive, threatening behaviour, violence or abuse between those aged

16 or over who are, or have been, intimate partners or family members regardless of gender or sexuality. The abuse can encompass but is not limited to psychological; physical; sexual; financial; and emotional harm.
The DSL liaises with partner agencies as part of 'Encompass' in Wiltshire. When police are called to an incident of domestic abuse, where there are children in the household who have experienced the domestic incident, the DSL ensures St Marks Pre-school receives up to date relevant information about the child's circumstances. The DSL will ensure key practitioners provide emotional and practical support to the child according to their needs.

St Marks Pre-school is aware of the 'hidden harm' agenda concerning parents with drug and alcohol problems and consider other factors affecting parental capacity and risk, such as social exclusion, domestic violence, radicalization, mental or physical illness and parent's learning ability.

Threats from outside of families

St Marks Pre-school will be alert to the threats children may face from outside their families, such as that posed by organised crime groups such as county lines and child exploitation, online use and from within peer groups and the wider community.

Where we believe that a child in our care or that is known to us may be affected by any of these factors St Mark's Pre-school follows the procedures for safeguarding

If we become concerned that a child may be a victim of modern slavery or human trafficking, we will refer to the National Referral Mechanism, as soon as possible and refer and/or seek advice from Mash or the police.

St Marks Pre-school are aware that some children and young people are affected by gang activity, by complex, multiple or organized abuse, through forced marriage or honour based violence or may be victims of child trafficking. While these 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 who the pre-school may come into contact with.

FGM

FGM is illegal in the UK and a form of child abuse with long-lasting harmful consequences. Practitioners will inform the D/DSL immediately if they suspect a girl is at risk of FGM. St Marks Pre-school will report to the police any 'known' cases of FGM to the police as required by law.

Child-on-child abuse

All children have the right to attend pre-school and learn in a safe environment. All child-on-child abuse is unacceptable and will be taken seriously. In addition St Marks Pre-school has a zero tolerance approach and will respond to reports and concerns of child-on-child sexual violence and sexual harassment, including those that have happened outside of pre-school.

Children who are LGBTQ+ may be targeted by other children. Child-on-child abuse is not tolerated, passed off as 'banter' or seen as 'part of growing up'. The different forms of child-on-child abuse is likely to include but not limited to:

- Bullying (including cyber bullying, prejudice-based and discriminatory bullying)
- Physical abuse which can include hitting, kicking, shaking, biting, hair pulling, or otherwise causing physical harm.

- ‘upskirting’ or any picture taken under a persons’ clothing without their permission or them knowing to obtain sexual gratification or cause humiliation, distress or alarm.

Child-on-child abuse is dealt with as a safeguarding issue, recorded as such and not managed through the systems set out in St Marks Pre-school Behaviour Policy. The Pre-school will address inappropriate behaviour (even if it appears to be relatively innocuous) as this can be an important intervention that may help prevent problematic, abusive and/or violent behaviour in the future.

St Marks Pre-school doers work to minimise the risk of child-on-child abuse by providing:

- Relevant, effective guidance to help children develop their understanding of acceptable behaviours, healthy relationships and keeping themselves safe.
- Establish systems that children understand for raising concerns with practitioners, knowing that they will be listened to, supported and valued, and that issues will be taken seriously.
- Train practitioners to understand that child-on-child abuse can and does happen, are trained to be alert to any behaviours that could cause concern and maintain an attitude of ‘it could happen here’.

Child-on-Child sexual violence and sexual harassment

The D/DSL will follow local and national guidance when there has been a report of sexual violence and harassment between children. This will include liaising with other professionals to develop robust risk assessments and multi-agency safety planning. The DSL will record specifically the time and location of the incident, and any action required to make the location safer.

Preventing Radicalisation

Protecting children from the risk of radicalisation is part of St Marks Pre-school’s wider safeguarding duties, and is similar in nature to protecting pupils from other forms of harm and abuse.

Practitioners use their judgement in identifying children who might be at risk or radicalisation and speak to the D/DSL if they are concerned about a child. The D/DSL will always act proportionately; this may include making a Prevent referral to the Channel Support Programme or to the MASH.

Private Fostering

We are aware that children’s vulnerability is potentially increased when they are privately fostered and when we know that a child is being cared for under a private fostering arrangement, we inform MASH.

Private Fostering is when the following conditions are met:

- a child is under the age of 16 (under 18 if disabled)
- the arrangement is for 28 days or more
- the child’s new carer does not have parental responsibility for the child and is not a close relative. (Close relatives are defined as step-parents, grandparents, brothers, sisters, uncles or aunts.)

Children with Special Education Needs and Disabilities (SEND)

Children with additional needs or certain health conditions face an increased risk of abuse and neglect. Practitioners take extra care to interpret correctly apparent signs of abuse or neglect.

Practitioners never assume that behaviour, mood or injury relates to the children's additional needs without further exploration. Practitioners understand that additional challenges can exist when recognising abuse and neglect in children with SEND, including communication barriers. Practitioners recognise that children with SEND are also at a higher risk of peer group isolation.

The D/DSL works with the Special Educational Needs Co-ordinator (SENCo) to identify children with additional communication needs and whenever possible, these children are given the chance to express themselves to a member of the practitioner team with appropriate communication support.

Bruising and injuries to non-mobile children

This includes any actual or suspected injuries, including fractures, bleeding, and burns or bruising in children who are not independently mobile. In such cases the SVPP *Bruising and injuries to non-mobile children* will be adhered to, a copy of which is available for practitioners to refer to in the pre-school office. All bruises or injuries to non-mobile children must be reported by phoning MASH.

Safer Recruitment

All practitioners are subject to safer recruitment processes and checks. St Marks Pre-school follows the guidance set out in Part 3 of KCSiE (2022)

At St Marks Pre-school, we scrutinise the applications for paid and voluntary posts. We undertake interviews and make appropriate checks through the Disclosure and Barring Service (DBS). We maintain a single central record (SCR) of the essential checks set out in the KCSiE, that have been carried out and certificates obtained. The SCR applies to:

- All practitioners who work at the pre-school
- All committee members

Prevent Radicalisation

All practitioners undertake Prevent awareness training.

Practitioner Conduct/ Staff Behaviour Policy??

St Marks Pre-school is committed to positive developmental outcomes for children underpinned by a strong safeguarding ethos. We are equally committed to the protection and welfare of our practitioner team, who are expected to adhere to the highest standards of professional behaviour. The Code of Conduct Policy sets out practitioner behaviours that should be avoided as well as those that constitute safe practice and supports our commitment to safeguarding children.

All practitioners and volunteers are informed that they are expected to disclose any convictions, cautions, court orders or reprimands and warnings which may affect their suitability to work with children (whether received before or during their employment with the pre-school)

Support for Practitioners

Due to the demanding, often distressing nature of child protection work, St Marks Pre-school will support practitioners by providing an opportunity to talk through the challenges of this aspect of their role with the pre-school manager or Committee Chair and to seek further support as appropriate.

Practitioners receive regular supervision, which includes discussion of any safeguarding issues, and their performance and learning needs are reviewed regularly.

Training

Training opportunities are sought for all practitioners involved in the setting to ensure that they are able to recognise the signs and signals of possible physical abuse, emotional abuse, sexual abuse (including child sexual exploitation) and neglect and that they are aware of the local authority guidelines for making referrals. Training opportunities will also cover extra familial threats such as online risks, radicalisation, and grooming, and how to identify and respond to families who may be in need of early help, and organisational safeguarding procedures.
Training for all practitioners is updated every 3 years as a minimum.The DSL/DDSLs receive appropriate training, as recommended by the local safeguarding partners, every two years and refresh their knowledge and skills at least annually.
St Marks Pre-school ensures that all practitioners know the procedures for reporting and recording any concerns they may have about the provision.
We ensure that all practitioners receive updates on safeguarding via emails, newsletters, online training and/or discussion at staff meetings at least once a year. In order to create a culture of safety in the setting, St Marks Pre-school will ensure that safeguarding is a standing item on all team meeting agendas.

Induction
All practitioners, including committee members and regular volunteers are informed of our safeguarding policy and procedure including online safety. St Marks Pre-school induction for practitioners includes:

- Planned support for individuals appropriate to the role for which they have been hired.
- Confirmation of the conduct expected of practitioners within the pre-school
- Opportunities for a new practitioner to discuss any issues or concerns about their role or responsibilities.
- Confirmation of the line management process whereby any general concerns or issues about the person's ability or suitability will be addressed.

Prevent duty

In relation to radicalisation and extremism, we follow the Prevent Duty Guidance for England and Wales published by the Home Office and SVPPs procedures on responding to radicalisation
As a minimum the D/DSL completes online Channel training, online Prevent training and attends local WRAP (Workshop to Raise Awareness of Prevent) training where available to ensure that they are familiar with the local protocol and procedures for responding to concerns about radicalisation.

In the event of a concern, practitioners will utilise the pre-school's existing child protection procedures, informing the D/DSL without delay. In the event of a concern the D/DSL will:

- call 101 or 01380 826454
- call the anti-terrorist hot-line on 0800 789 321 (if you see or hear anything terrorist related)
- email: Prevent Referrals@wiltshire.pnn.police.uk to make a referral

Keeping children safe at pre-school

Children have a key person to build a relationship with, and are supported to articulate any worries, concerns or complaints that they might have in an age appropriate way.

We ensure that robust risk assessments are completed, that they are seen and signed by all relevant practitioners and that they are regularly reviewed and updated, in line with the St Mark's Health and Safety Policy.

St Marks Pre-school keep a written record of all complaints and concerns including details of how they were responded to.

Security steps are taken to ensure that the pre-school has control over who comes into the setting so that no unauthorised person has unsupervised access to the children.

Off-site visits

Appropriate risk assessments must be in place prior to any off-site visits taking place. Safeguarding concerns or allegations will be responded to following the VSPP procedures. The member of the practitioner team in charge of the visit will report any safeguarding concerns to the Designated Safeguarding Lead, who will pass on to MASH if appropriate. In an emergency the practitioner in charge will contact the Police and/or MASH.

Visitors

All visitors complete a signing in/out form, wear an ID badge and are provided with key safeguarding information.

Scheduled visitors in a professional role are asked to provide evidence of their role and employment details (usually an identity badge) upon arrival at pre-school.

If the visit is unscheduled and the visitor is unknown to the pre-school, the D/DSL will contact the relevant organisation to verify the individual's identity, if necessary.

Planning and curriculum

The layout of the rooms allows for constant supervision. No child is left alone with a practitioner or volunteer in a one-to-one situation without being within sight and/or hearing of other practitioners. St Marks Pre-school introduces key elements of keeping children safe into our curriculum. We do this by:

- promoting 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.
- creating a culture of value and respect for individuals within the setting, having positive regard for children's heritage arising from their colour, ethnicity, languages spoken at home, cultural and social background.
- promoting the British Values of democracy, the rule of law, equality of opportunity, freedom of speech and rights for all men and women to live free from persecution. Ensuring that this is carried out in a way that is developmentally appropriate for the children.
- ensuring that all children are safe from terrorist and extremist material when accessing the internet at St Marks Pre-school, with adequate practitioner supervision and suitable filtering in place.

Photography and images

Steps are taken to ensure:

- children are not photographed or filmed on video for any other purposes than to record their development or their participation in events organised by the pre-school. Only setting equipment is used for this purpose.
- During pre-school events where parents may wish to take photographs of children, e.g. the Christmas Nativity Play, a statement will be made to clarify that all parents are happy for this

to be the case and request that these are to be for personal use only and not put on social media. If any parent does not want their child to be photographed this will be respected and the child will be sensitively engaged in another activity.

- parents sign a consent form for photographs to be taken or published (e.g. on our website, in newspapers or other publications)
- children are appropriately dressed in all images
- that children tell us if they are worried about any photographs that are taken of them.

Exceptional operating circumstances

If the pre-school is required to change the way it offers its provision to children due to exceptional circumstances e.g. during a pandemic lockdown, practitioner responsibilities to remain alert to the signs and risks of abuse to children will continue to apply. In such circumstances:

The DSL will:

- work closely with social care and partner agencies to support children in these circumstances and to identify children who may be at risk for the first time and/or benefit from additional support
- use specific local and national guidance about safeguarding in such circumstances to inform practice and will ensure that the pre-school:
    - continues to have a practitioner designated to take the lead responsibility for safeguarding. If the D/DSL has to work from home they must be available to provide support, advice, and guidance to the practitioner team
    - informs the practitioner team of any amended procedures for reporting concerns
    - informs the practitioner team of any changes to safeguarding training arrangements
    - communicate timescales for such changes so that all children, families and practitioners understand when such arrangements will end, and arrangements revert to those in place prior to the events leading to the need for the temporary changes.

St Marks Pre-school will endeavour to ensure the curriculum we offer during such circumstances, continues to promote each child's learning and development.

This policy was adopted at a meeting of the pre-school held on …….. (date)

Signed on behalf of the pre-school .....

Also see:

Accidents and Incidents	British Values	Code of Conduct
Committee Member Confidentiality and Data Protection Responsibilities	Confidentiality	Dropping Off and Collecting
E-safety	Emergency Closure	Fire Safety and Evacuation Procedure
Health and Safety	Information Sharing	Intimate Care

Maintaining Children's Safety and Security on the Premises	Managing children who are Sick, Infectious or with Allergies	Missing Child
Promoting Positive Behaviour	Staff Deployment	Staff and Volunteers Induction
Whistleblowing	Working in Partnership with Other Agencies	