



St Paulinus Pre-School

St Paulinus Centre,
Hillcrest Road,
Marlpit Hill,
Edenbridge,
TN8 6JS



SAFEGUARDING POLICY

Introduction

This Safeguarding Policy has been developed to protect, safeguard and promote the welfare of children within the Pre-School setting. The policy follows the guidance set out in Keeping Children Safe in Education (Dept for Education 2016).

KEY CONTACTS FOR SAFEGUARDING ISSUES

Role	Contact Name
Designated Safeguard Lead	Lee Gasson, Pre-School Manager
Assistant Safeguard Lead	Susan Boswell
Kent Children's Safeguarding Board	Email: kscb@kent.gov.uk Tel: 03000 421126

Definition

Safeguarding and promoting children's welfare is defined as:

- protecting children from maltreatment
- preventing impairment of children's health or development
- ensuring that children are growing up in circumstances consistent with the provision of safe and effective care, and
- taking action to enable all children to have the best outcomes.
- In addition, being aware of the benefit of early help for the child by identifying emerging problems and ensuring that action is taken in a timely manner for children at risk.

Principles

- 1) **Responsibility** - All staff have a responsibility to provide a safe environment in which children can learn and ensure the interests of the child are the central focus.
- 2) **Lead** - The designated Safeguarding Lead should take lead responsibility for safeguarding and child protection. The Pre-School Manager will act as the Safeguarding Lead and will provide support to staff members to carry out their

safeguarding duties and who will liaise closely with other services such as Children's social care. For further detail see Annex A.

- 3) **Systems** - All staff members should be aware of systems within the Pre-School which support safeguarding and these should be explained to them as part of staff induction. This should include:
 - the Staff Behaviour Policy
 - the Abuse Allegation Policy
 - the Role of the designated Safeguarding Lead (see Annex A)
- 4) **Training** - All staff members should receive appropriate safeguarding and child protection training which is regularly updated. In addition, all staff members should receive safeguarding and child protection updates (for example, via email, e-bulletins and staff meetings), as required, but at least annually, to provide them with relevant skills and knowledge to safeguard children effectively.
- 5) **Liaison with external agencies** - The designated Safeguarding Lead and any deputies should liaise with the local authority and work with other agencies in line with 'Working together to Safeguard Children' (Dept for Education, 2016). Staff should be made aware that any member of staff can make a referral to Children's social care. When referrals are not made by the designated Safeguarding Lead, the lead should be made aware of this as soon as possible.
- 6) **Records** - All concerns, discussions and decisions made and the reasons for those decisions should be recorded in writing. If in doubt about recording requirements, staff should discuss with the designated Safeguarding Lead.
- 7) **Whistleblowing** - The NSPCC whistleblowing helpline is available for staff who do not feel able to raise concerns regarding child protection failures internally. Staff can call: 0800 028 0285 – line is available from 8:00 AM to 8:00 PM, Monday to Friday and Email: help@nspcc.org.uk". This option should be a last resort.
- 8) **Safe Recruitment** – An enhanced DBS certificate including barred list information is required for all Pre-School staff prior to appointment. Trustees are required to have EY2 clearance and the annual update service, as required by Ofsted.
- 9) This policy should be read in conjunction with the St Paulinus Safer Recruitment Policy.

Annex A: Role of the designated safeguarding lead

The designated safeguarding lead should take lead responsibility for safeguarding and child protection.

Referrals

The designated safeguarding lead is expected to:

- refer cases of suspected abuse to the local authority Children's social care as required;
- support staff who make referrals to local authority children's social care;
- refer cases to the Channel programme where there is a radicalisation concern as required;
- support staff who make referrals to the Channel programme;
- refer cases where a person is dismissed or left due to risk/harm to a child to the Disclosure and Barring Service as required; and
- refer cases where a crime may have been committed to the Police as required.

Working with others

The designated safeguarding lead is expected to:

- as required, liaise with the local authority for child protection concerns (all cases which concern a staff member); and
- liaise with staff on matters of safety and safeguarding and when deciding whether to make a referral by liaising with relevant agencies. Act as a source of support, advice and expertise for staff.

Training

The designated safeguarding lead (and any deputies) should undergo training to provide them with the knowledge and skills required to carry out the role. This training should be updated at least every two years.

The designated safeguarding lead should undertake Prevent awareness training.

In addition to the formal training set out above, their knowledge and skills should be refreshed (this might be via e-bulletins, meeting other designated safeguarding leads, or simply taking time to read and digest safeguarding developments) at regular intervals, as required, but at least annually, to allow them to understand and keep up with any developments relevant to their role so they:

- understand the assessment process for providing early help and intervention, for example through locally agreed common and shared assessment processes such as early help assessments;
- have a working knowledge of how local authorities conduct a child protection case conference and a child protection review conference and be able to attend and contribute to these effectively when required to do so;
- ensure each member of staff has access to and understands the school policy and procedures, especially new and part time staff;
- are alert to the specific needs of children in need, those with special educational needs and young carers;
- are able to keep detailed, accurate, secure written records of concerns and referrals;

- understand and support the Pre-School or with regards to the requirements of the Prevent duty and are able to provide advice and support to staff on protecting children from the risk of radicalisation;
- obtain access to resources and attend any relevant or refresher training courses; and
- encourage a culture of listening to children and taking account of their wishes and feelings, among all staff, in any measures the school or college may put in place to protect them.

Raise Awareness

The designated safeguarding lead should:

- ensure the school policies are known, understood and used appropriately;
- ensure the school policy is reviewed annually (as a minimum) and the procedures and implementation are updated and reviewed regularly, and work with governing bodies or proprietors regarding this;
- ensure the policy is available publicly and parents are aware of the fact that referrals about suspected abuse or neglect may be made and the role of the school in this; and
- link with the local LSCB to make sure staff are aware of training opportunities and the latest local policies on safeguarding.

Child Protection file

Where children leave the school ensure their child protection file is transferred to the new school as soon as possible. This should be transferred separately from the main pupil file, ensuring secure transit and confirmation of receipt should be obtained.

Availability

During term time, the designated safeguarding lead (or a deputy) should always be available (during school hours) for staff in the school to discuss any safeguarding concerns.