

1.4 Safeguarding Children

1.4.1 Safeguarding children and child protection

Our setting will work with children, parents and the community to ensure the rights and safety of children and to give them the very best start in life. Our Safeguarding Policy is based on the three key commitments of the Pre-School Learning Alliance Safeguarding Children Policy.

Procedures

We carry out the following procedures to ensure we meet the three key commitments of the Alliance Safeguarding Children Policy.

We are committed to building a 'culture of safety' in which children are protected from abuse and harm in all areas of its service delivery.

Staff and Volunteers

- Our designated person who co-ordinates child protection issues is Mrs Carla Gilman.
- Our designated deputy who oversees this work is Mrs Glennis Holmes.
- We ensure all staff are trained to understand our safeguarding policies and procedures and that parents are made aware of them too.
- All staff have an up to date knowledge of safeguarding issues.
- We provide adequate and appropriate staffing resources to meet the needs of children.
- Applicants for posts within the setting are clearly informed that the positions are exempt from the Rehabilitation of Offenders Act 1974.
- Candidates are informed of the need to carry out 'enhanced disclosure' checks with the DBS before posts can be confirmed.
- Where applications are rejected because of obtaining information that has been disclosed, applicants have the right to know and to challenge incorrect information.
- We abide by Ofsted requirements in respect of references and Criminal Records Bureau checks for staff and volunteers, to ensure that no disqualified person or unsuitable person works at the setting or has access to the children.
- Volunteers do not work unsupervised.
- We record information about staff qualifications, and the identity checks and vetting processes that have been completed including:
 - The criminal records disclosure reference number;
 - The date the disclosure was obtained; and
 - Details of who obtained it.
- We inform all staff 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 us).
- We abide by the Safeguarding Vulnerable Groups Act (2006) requirements in respect of any person who is dismissed from our employment, or resigns in circumstances that would otherwise have led to dismissal for reasons of a child protection concern.
 - We have procedures for recording the details of visitors to the setting.
 - We take security steps to ensure that we have control over who comes into the setting so that no unauthorised person has unsupervised access to the children.
 - We take steps to ensure children are not photographed or filmed on video for any other purpose than to record their development or their participation in events organised by us. Parents sign a consent form and have access to records holding visual images of their child.
 - Any safeguarding issue is recorded on an issue of concerns form and stored in the safeguarding file.
 - Parents are required to complete an existing injuries form when dropping of their child if they have any injury.

We are committed to responding promptly and appropriately to all incidents or concerns about abuse that may occur and to work with statutory agencies in accordance with the procedures that are set down in 'what to do if you're worried a child is being abused' (HMG 2006).

Responding to suspicions of abuse

- We acknowledge that abuse of children can take different forms – physical, emotional, and sexual, as well as neglect.
- When children are suffering from physical, sexual or emotional abuse, or experiencing neglect, this may be demonstrated through:
 - Significant changes in their behaviour;
 - Deterioration in their general well-being;
 - Their comments which may give cause for concern, or the things they say (direct or indirect disclosure);
 - Changes in their appearance, their behaviour, or their play;
 - Unexplained bruising, marks or signs of possible abuse or neglect; and
 - Any reason to suspect neglect or abuse outside the setting.
- We take into account factors affecting parental capacity, such as social exclusion, domestic violence, parent's drug or alcohol abuse, mental or physical illness or parent's learning disability.
- We are aware of other factors that affect children's vulnerability such as, abuse of disabled children; fabricated or induced illness; child abuse linked to beliefs in spirit possession; sexual exploitation of children, such as through internet abuse; and Female Genital Mutilation; that may affect, or may have affected, children and young people using our provision.
- We also make ourselves aware that some children and young people are affected by gang activity, by complex, multiple or organised abuse, through

forced marriage or honour based violence or may be victims of child trafficking. While this 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 we may come into contact with.

- Where we believe that a child in our care or that is known to us may be affected by any of these factors we follow the procedures below for reporting child protection concerns.
- Where such evidence is apparent, the child's key person makes a dated record of the details of the concern and discusses what to do with the member of staff who is acting as the designated person. The information is stored on the child's personal file.
- We refer concerns to the local authority children's social care department and co-operate fully in any subsequent investigation. NB in some cases this may mean the police or another agency identified by the Local Safeguarding Children Board.
- We take care not to influence the outcome either through the way we speak to children or by asking question of children.
- We take account of the need to protect young people aged 16-19 as defined by the Children Act 1989. This may include students or school children on work placement, young employees or young parents. Where abuse is suspected we follow the procedure for reporting any other child protection concerns. The views of the young person will always be taken into account, but the setting may override the young person's refusal to consent to share information if it feels that it is necessary to prevent a crime from being committed or intervene where one may have been, or to prevent harm to a child or adult. Sharing confidential information without consent is done only where not sharing it could be worse than the outcome of having shared it.

Recording suspicions of abuse and disclosures

- Where a child makes comments to a member of staff that give cause for concern (disclosure), or a member of staff observes signs or signals that give cause for concern, such as significant changes in behaviour, deterioration in general well-being; unexplained bruising, marks or signs of possible abuse or neglect; that member of staff:
 - Listens to the child, offers reassurance and gives assurance that she or he will take action;
 - Does not question the child;
 - Makes a written record that forms an objective record of the observation or disclosure that includes, the date and time of the observation or the disclosure; the exact words spoken by the child as far as possible; the name of the person to whom the concern was reported, with the date and time; and the names of any other person present at the time.
- These records are signed and dated and kept in the child's personal file, which is kept securely and confidentially.
- The member of staff acting as the 'designated person' is informed of the issue at the earliest opportunity.
- Where the Norfolk Multi agency safeguarding Hub (MASH) tel: 0344 800 8020

stipulates the process for recording and sharing concerns, we include those procedures alongside this procedure and follow the steps set down by the MASH.

Making a referral to the local authority children's social care team

- The Pre-school Learning Alliance's publication Safeguarding Children concerns procedures for making a referral. This is based on 'What to do if you're worried a child is being abused' (HMG 2006).
- We keep a copy of this document alongside the procedures for recording and reporting set down by our MASH, which we follow where local procedures differ from those of the Pre-school Learning Alliance.

Informing parents

- Staff can seek advice from MASH without giving any names and parents do not need to be informed.
- Parents are normally the first point of contact. We discuss concerns with parents to gain their view of events, unless we feel this may put the child in greater danger.
- We inform parents when we make a record of concerns in their child's file and that we also make a note of any discussion we have with them regarding a concern. When speaking to a parent there will be two members of staff present when possible this will be the setting Manager and a deputy.
- If a suspicion of abuse warrants referral to social care, parents are informed at the same time that the referral will be made, except where the guidance of the MASH does not allow this, for example, where it is believed that the child may be placed in greater danger.
- This will usually be the case where the parent is the likely abuser. In these cases the social workers will inform parents.

Liaison with other agencies

- We work within the MASH guidelines.
- We have the current version of 'What to do if you're worried a child is being abused' available for parents and staff and ensure that all staff are familiar with what they need to do if they have concerns.
- We have procedures for contacting the local authority regarding child protection issues, including maintaining a list of names, addresses and telephone numbers of social workers, to ensure that it is easy, in any emergency, for the setting and children's social care to work well together.
- We notify the registration authority (Ofsted) of any incident or accident and any changes in our arrangements which may affect the well-being of children or where an allegation of abuse is made against a member of staff (whether the allegations relate to harm or abuse committed on our premises or elsewhere). Notifications to Ofsted are made as soon as is reasonably practicable, but at the latest within 14 days of the allegations being made.

- Contact details for the local National Society for the Prevention of Cruelty to Children (NSPCC) are also kept.

Allegations against staff

- We ensure that all parents know how to complain about the behaviour or actions of staff or volunteers within the setting, or anyone living or working on the premises occupied by the setting, which may include an allegation of abuse.
- We respond to any inappropriate behaviour displayed by members of staff or any other person working with the children, which includes:
 - Inappropriate sexual comments;
 - Excessive one to one attention beyond the requirements of their usual role and responsibilities, or inappropriate sharing of images.
- We follow the guidance of MASH when responding to any complaint that a member of staff or volunteer within the setting, or anyone living or working on the premises occupied by the setting, has abused a child.
- We respond to any disclosure by children or staff that abuse by a member of staff or volunteer within the setting, or anyone living or working on the premises occupied by the setting, may have taken, or is taking place, by first recording the details of any such alleged incident.
- We refer any such complaint immediately to the Local Authority Designated Officer (LADO) to investigate. NCC Children's Services LADO team can be contacted on 01603 223473.
- We also report any such alleged incident to Ofsted, as well as what measures we have taken. We are aware that it is an offence not to do this.
- We co-operate entirely with any investigation carried out by children's social care in conjunction with the police.
- Where the management team and children's social care agree it is appropriate in the circumstances, the chairperson will suspend the member of staff on full pay, or the volunteer, for the duration of the investigation. This is not an indication of admission that the alleged incident has taken place, but it is to protect the staff, as well as children and families through the process.

Disciplinary action

Where a member of staff or volunteer has been dismissed due to engaging in activities that caused concern for the safeguarding of children or vulnerable adults, we will notify the Independent Safeguarding Authority (ISA) of relevant information, so that individuals who pose a threat to children (and vulnerable groups) can be identified and barred from working with these groups.

We are committed to promoting awareness of child abuse issues throughout its training and learning programmes for adults. It is also committed to empowering young children, through its early childhood curriculum, promoting their right to be strong, resilient and listened to.

Training

- We seek out training opportunities for all adults involved in the setting to ensure that they are able to recognise the signs and signals of possible physical abuse, emotional abuse, sexual abuse and neglect and that they are aware of the local authority guidelines for making referrals.
- We ensure that designated persons receive training in accordance with that recommended by MASH.
- We ensure that all staff know the procedures for reporting and recording any concerns they may have about the provision.

Planning

- The layout of the rooms allows for constant supervision. No child is left alone with staff or volunteers in a one to one situation without being visible to others.

Curriculum

- We introduce key elements of keeping children safe into our programme to promote 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.
- We create within the setting a culture of value and respect for individuals, having positive regard for children's heritage arising from their colour, ethnicity, languages spoken at home, cultural and social background.
- We ensure that this is carried out in a way that is developmentally appropriate for the children.

Confidentiality

- All suspicions and investigations are kept confidential and shared only with those who need to know. Any information is shared under the guidance of MASH.

Support to families

- We believe in building trusting and supportive relationships with families, staff and volunteers in the group.
- 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.
- We will continue to welcome the child and the family whilst investigations are being made in relation to any alleged abuse.
- We follow the Child Protection Plan as set by the child's social care worker in relation to the setting's designated role and tasks in supporting that child and their family, subsequent to any investigation.

- 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 MASH.

Legal framework

Primary legislation

- Children Act (1989 s47)
- Protection of Children Act (1999)
- Data Protection Act (1998)
- The Children Act (Every Child Matters) (2004)
- Safeguarding Vulnerable Groups Act (2006)

Secondary legislation

- Sexual Offences Act (2003)
- Criminal Justice and Court Services Act (2000)
- Equalities Act (2010)
- Data Protection Act (1998) Non Statutory Guidance

Further guidance

- Working Together to Safeguard Children (March 2015)
- What to do if you're worried a child is being abused (March 2015)
- Framework for the Assessment of Children in Need and their Families (DoH 2000)
- The Common Assessment Framework for Children and Young People; A Guide for Practitioners (CWDC 2010)
- Statutory guidance on making arrangements to safeguard and promote the welfare of children under section 11 of the Children Act 2004 (HMG 2007)
- Information Sharing: Guidance for Practitioners and Managers (HMG 2008) (HMG 2006)
- Independent Safeguarding Authority www.isa.homeoffice.gov.uk

1.4.2 Recognition

Physical

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

Emotional

Emotional abuse is the persistent emotional ill treatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to the children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying causing children frequently to feel frightened or in danger, or in the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

Sexual

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, including prostitution, whether or not the child is aware of what is happening. The activities may involve physical contact, including penetrative (e.g. rape or buggery or oral sex) or non-penetrative acts. They may also include non-contact activities, such as involving children looking at, or in the production of pornographic material; or watching sexual activities, or encouraging children to behave in sexually inappropriate ways.

Neglect

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to provide adequate food and clothing, shelter including exclusion from home or abandonment, failing to ensure adequate supervision including the use of inadequate care-takers, or failure to ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

1.4.3 Treating Children with Respect

We endeavour to treat all children and young people with respect, regardless of ability or culture. We also circulate and make available to everyone by training and enrolment information *our* confidentiality statement, complaints procedures, allegations & "whistleblowing" statements and disciplinary & grievance procedures.

Celebrating Children's Achievements

We positively encourage all children and young people to succeed and celebrate their achievements. We are particularly sensitive to the needs of disabled children who may achieve in smaller steps than their peers but are equally entitled to celebration.

1.4.4 Rigorous Recruitment

We adhere to the Safeguarding guidelines for recruiting all staff, paid or unpaid by obtaining full personal details and CVs with particular relevance to previous work with children and young people. We always take up two written references and insist that any appointment, where staff has direct and / or unsupervised access to children and young people, will only be confirmed subject to a satisfactory DBS check at the appropriate level. In all other cases we insist on a disclosure about previous employment history being signed before appointment. At interview we have sound procedures and recording to ensure we are satisfied, and can evidence, that the applicant is appropriate and suitable.

Induction & Training

We have a clear induction and training strategy detailing clear job descriptions and responsibilities, all relevant procedures as detailed under **“Treating Children with Respect”**. All new staff will attend child protection training as soon as training place is available. We also agree a probationary period of 3 months with clear goals and then provide supervision/mentoring/appraisal at regular intervals.

1.4.5 Confidentiality

We have a clear policy in line with Safeguarding recommendations about confidentiality and information sharing and these details will be made available to all adults, children, parents and carers by training, staff handbook and enrolment information. We fully endorse the principle that the welfare of children and young people over ride any obligations of confidence we may hold to others. Individual cases will only be shared or discussed on a “need to know” basis. All media enquiries will be handled by Glennis Holmes.

1.4.6 Handling Disclosures

A disclosure may be made verbally or through play or behaviour by a child, young person or an adult and it is important for everyone to remember the following:

If you are concerned about a child it is important that this information is communicated to the child protection lead and alternate.

You may become aware of suspected or likely abuse by: -

- Your own observations and concerns;
- Being told by another person that they have concerns about a child;
- The child tells you;
- The abuser tells you.

Also remember that you may not always be working directly with the child but become concerned because of difficulties experienced by the adult(s) e.g.

- Domestic Violence incidents
- Mental Health issues
- Substance and Alcohol Abuse Incidents

REMEMBER: -

1. DO NOT DELAY.
2. DO NOT INVESTIGATE.
3. SEEK ADVICE FROM THE CHILD PROTECTION LEAD OR DEPUTY.
4. MAKE CAREFUL RECORDING OF ANYTHING YOU OBSERVE OR ARE TOLD

1.4.7 Responding to Concerns

We ensure and emphasise that everyone in our organisation understand and know how to share any concerns immediately with the child protection lead and alternate. We do this by training, staff handbook and enrolment information. Everyone including both the child protection lead and alternate will deal with concerns using the following:

FLOWCHART FOR REFERRAL WHEN CONCERNED THAT A CHILD IS BEING PHYSICALLY, SEXUALLY, EMOTIONALLY HARMED OR NEGLECTED

CONCERNS:	
SUSPICION/ALLEGATION OF ABUSE BY:	
Child disclosure	
Observation	
Report by other person	
Anonymous communication	
CONSULT:	
Your organisation or group has a policy for child protection, if appropriate, speak with the person nominated to be the child protection lead or deputy	

MONITOR

**RECORD
(SIGN TIME & DATE)**

**RECORD
(SIGN TIME & DATE)**

ALL CAN SPEAK INFORMALLY WITH CHILDREN'S SERVICES

IMPORTANT: ANY CONSULTATION SHOULD NOT DELAY A REFERRAL		
ACTION:		
<i>DO NOT INVESTIGATE</i> <i>Refer to Children’s Services and/or Police. Your ‘coordinator’ should make the referral. Parents and carers should be advised that you are doing this unless this might put the child at risk or cause any delay in referring</i>		RECORD (SIGN TIME & DATE)
CONFIRM:		
<i>Verbal referrals must be followed by a written referral within 24 hours</i>		RECORD (SIGN TIME & DATE)
COMMITMENT:		
<i>You may be required to provide other information, as required</i>		RECORD (SIGN TIME & DATE)

REMEMBER – DO NOT DELAY

CHILDREN’S SERVICES AND POLICE ARE ALWAYS AVAILABLE – IN AN EMERGENCY DIAL 999

1.4.8 Handling Allegations / Dealing with Complaints / Disciplinary & Grievance Procedures

We have clear policies in line with Safeguarding recommendations about handling allegations, dealing with complaints and our own disciplinary & grievance procedures and these details will be made available to all adults, children, parents and carers as necessary by training, staff handbook and enrolment information. We are mindful that the three procedures may confuse the next appropriate steps to take. We are clear that, in any case where a complaint has been made with regards to any inappropriate or poor practice, we will discuss the situation with social services before making an open decision about the best way forward. It is the responsibility of the child protection lead and/or alternate to ensure that these procedures are rigorously adhered to. In the case that the child protection lead is implicated, the alternate should be informed. In the exceptional circumstances that both are involved, it is the duty of the person concerned to contact social services direct.

With regards to disciplinary & grievance procedures, we are very clear that we will take no steps until we have fully discussed and agreed a strategy with social services and/ or the police. Any investigation will override the need to implement any such procedures.

Allegations of Abuse made against a person who works with children

The senior named manager must contact the Local Authority Designated Officer (LADO) within one working day of receiving an allegation or concern. The manager should not investigate the allegation at this stage.

The LADO will discuss the case with the manger and will oversee to its conclusion

NCC Children's Services LADO Team can be contacted on 01603 223473

With regards to staff disciplinary and grievance procedures, we will take no steps until we have fully discussed and agreed a strategy with Children's Services, Adult Social Services and/ or the Police. Any investigation will over ride the need to implement any such procedures.

1.4.9 Record Keeping

All records will be securely kept in a locked cabinet. Only the child protection lead and/or alternate will have access and records will only be kept as long as necessary. Normally these records will be passed to social services as soon as possible. All records will be handwritten by the person with the concern within 24 hours, on headed paper or incident sheets and will be factual, non-judgemental. It is helpful to record any known details of the child/children or young people involved e.g. name, address, date of birth etc. It is equally important to record the reasons for making the decision not to refer to social services as when the decision is taken to refer

1.4.10 Safeguarding Recommendations

Everybody needs to be vigilant in adhering to this policy and also assessing the risks of their own work and activities. These risk assessments will be carried out annually by the child protection lead and/or alternate, however it is the responsibility of everyone to draw attention to practices and procedures that they are unhappy or uncomfortable with. It is only through adopting Safeguarding policies and practices that we can all be confident we have done everything we can to safeguard the children and young people in our care.

1.4.11 Public networking sites policy

Any material presented on line in reference to Newton Flotman Pre-School by any employee is the responsibility of the poster. At no times should any posts be made in reference to Children, Parents or other professionals that employees may come in to contact with through work. At no time must any photographs or materials be published that identify the setting or Children and pictures of staff may only be used with the express permission of the staff members concerned. Any member of staff found to be posting remarks or comments that breach confidentiality and or are deemed to be of a detrimental nature to the company or other employees or posting/publishing photographs of the setting, children or staff unless staff permission has been gained may face disciplinary action.

Babysitting

Any member of staff that babysits for a child that attends pre-school is acting entirely independently and Newton Flotman Pre-School are not responsible for any actions they may take whilst doing this.

1.4.12 Use of Mobile Phones, Cameras and the Internet

We take steps to ensure that there are effective procedures in place to protect children, young people, and vulnerable adults from the unacceptable use of mobile phones and cameras in the setting.

Procedures

Personal Mobile Phones

- Personal mobile phones belonging to members of staff are not used on the premises during working hours.
- Staff keep their mobile phones in the cupboard at the back of the hall and only use them during the session in an emergency.
- Members of staff ensure that the telephone number of the setting is known to immediate family and other people who need to contact them in an emergency.
- If members of staff take their own mobile phones on outings, for use in the case of an emergency, they must not make or receive personal calls as this will distract them.
- Members of staff will not use their personal mobile phones for taking photographs of children on outings.
- Parents and visitors are requested not to use their mobile phones whilst on the premises. Visitors will be advised of a quiet space where they can use their mobile phone, where there are no children present.
- Staff only photograph children at the setting for the use by the setting using the Pre-school camera. These are for inclusion in individual children's development folders, use on the pre-school website or for other pre-school documents. All pictures must be appropriate for their intended use.

Cameras and videos

- Members of staff must not bring their own cameras or video recorders into the setting.
- Photographs and recordings of children are only taken for valid reasons, i.e. to record their learning and development, or for displays within the setting.
- Photographs or recordings of children are only taken on equipment belonging to the setting.

- Camera and video use is monitored by the setting manager.
- Parents may record their own children at special events which may include other children unless it has been previously forbidden by the pre-school.
- Photographs and recordings of children are only taken if there is written permission to do so (found on the individual child's Registration Form).
- Photos are also used for tapestry, a separate agreement form has been signed by parents/carers.

Internet

All staff have a shared responsibility to ensure that children are able to use the internet and related technologies appropriately and safely as part of the wider duty of care to which all adults working with children are bound.

Children's Use:

- Laptop, iPad or tablet will be supervised by an adult at all times and any games or apps used must be from a pre-approved selection checked and agreed by the Pre-school leader.
- Online searching and installing/downloading of new programmes and applications is restricted to authorised staff members only. Children will not be able to search or install anything on a setting device.

Tapestry

Tapestry allows staff to track and share a child's learning journey online with parents and carers in the form of photographs, video and text.

- **Only current staff members will have access to the log in details of Tapestry and the password will be changed every half term or when needed.**
- **All parents/carers will sign a separate consent form relating to Tapestry.**

The use of the internet at Pre-school is for the above use only and will not be used for personal use.

1.4.13 Whistleblowing Policy

Newton Flotman Pre-School is committed to delivering a high quality pre-school service. In line with that commitment we encourage employees and volunteers with serious concerns about any aspect of the Pre-School's work to come forward and voice those concerns. This policy provides individuals with protection from victimisation or punishment should they raise a genuine concern about misconduct or malpractice within the Pre-school.

This policy is not a substitution or alternative to the Pre-School's grievance procedure of complaints policy. It is intended to encourage individuals to be open and honest within the Pre-School and feel that it is safe and acceptable to raise any concerns.

These concerns may be about something that is:

- A criminal offence e.g. theft, fraud, false claims etc.
- A failure to comply with legal standards and regulations
- A miscarriage of justice
- A health and safety risk
- A deliberate concealment of information about any of the above

An employee or volunteer who, acting in good faith, wishes to raise a concern should report the matter to the Pre-School Leader who will advise the employee or volunteer of the action she will take. Concerns should be investigated and resolved as quickly as possible.

If an employee or volunteer feels the matter cannot be discussed with the Pre-School Leader, he or she should report it to the Chairperson of the Pre-School committee or directly to the Care Commission. The Chairperson will decide in consultation where necessary with the SPPA and/or Care Commission, what action is to be taken. This may include whether the issue raised can be dealt with through the Pre-School's own Grievance Procedure.

Confidentiality will be maintained whenever possible and the employee or volunteer will not suffer any personal detriment as a result of raising any genuine concern about misconduct or malpractice within the Pre-School.

1.4.14 The Prevent Duty & Promoting British Values

From 1st July 2015 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.

We will build the children's resilience to radicalisation by promoting British values and enabling them to challenge extremist views (for early years providers the statutory framework for the EYFS sets standards for learning, development and care for children from 0-5, thereby assisting their personal, social and emotional development and understanding of the world)

We will ensure that our staff understand the risks so that they can respond in an appropriate and proportionate way.

We will be aware of the online risk of radicalisation through the use of social media and the internet

As with managing other safeguarding risks, our staff will be alert to changes in children's behaviour which could indicate that they may be in need of help or protection (children at risk of radicalisation may display different signs or seek to hide their views). The Key Person approach means we already know our key children well and so we will notice any changes in behaviour, demeanour or personality quickly

We will build up an effective relationship with parents/carers and families. (This is important as they are in a key position to spot signs of radicalisation)

1.4.15 Contact Numbers

Social Services Customer Service Centre: 0844 800 8014

Ofsted: 0300 123 1231

Local Authority Designated Officer (LADO): 01603 223 473

Norfolk Multi Agency Safeguarding Hub (MASH): 0344 800 8020