



Bolton College
Early Years &
Pre-School Centre

Bolton College

Early Years and Pre-School Centre Safeguarding Children Policy 2024-25



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1. Safeguarding Statement

We believe that Safeguarding is everybody's business. Every child deserves the best possible start in life and the support that enables them to fulfil their potential. Children develop quickly in the early years and a child's experiences between birth and age five have a major impact on their future life chances. A secure, safe and happy childhood is important in its own right. Good parenting and high-quality early learning together provide the foundation children need to make the most of their abilities and talents as they grow up. Everyone shares responsibility for safeguarding and promoting the welfare of children irrespective of roles and everyone working with children and young people should be familiar with local procedures and protocols for safeguarding the welfare of children and young people.

The Statutory Framework for Early Years Foundation Stage 2021, updated January 2024 states that each provider must have a practitioner who must be designated to take lead responsibility for safeguarding children in that setting. The lead practitioner is responsible for liaison with local statutory children's services agencies, and with the LSP. They must provide support, advice and guidance to any other staff on an ongoing basis, and on any specific safeguarding issue as required. The lead practitioner must attend a child protection training course that enables them to identify, understand and respond appropriately to signs of possible abuse and neglect. Providers must have due regard to the government's statutory guidance 'Working Together to Safeguard Children' (December 2023) and to the 'Prevent duty guidance for England and Wales', as well as well as referencing the government's 'Keeping Children Safe in Education' (September 2024) statutory guidance.

2. Principles

We base our safeguarding practices and procedures on the following principles:

- The child's welfare is paramount.
- All children have an absolute right to childhood free from abuse, neglect or exploitation.
- The Early Years and Pre-School Centre Team and all College staff have a responsibility to be mindful of issues related to children's safety and welfare and a duty to report and refer any concerns, however "minor" they appear to be. (N.B. it is NOT, however the role of Early Years and Pre-School Centre staff to investigate those concerns.)
- Parents / carers have the right to be informed of any concerns about their child's welfare, or any action taken to safeguard and promote the child's welfare, providing this does not compromise the child's safety.
- Children are best protected when professionals work effectively together and share responsibility for protective action.
- Where there are possible concerns about a child safety, unconditional confidentiality cannot be guaranteed and should not be offered. When a child is subject to a Child Protection Plan, information about the child and their circumstances will only be shared on a "need to know" basis.
- Bolton College is proactive and takes positive steps to inform children of their rights to safety and protection and the options available to express their fears and concerns.
- The College has in place robust systems that deter possible abusers and will manage effectively any allegations or concerns about abuse if they arise.

- When children make allegations about abuse or neglect, they will always be listened to, have their comments taken seriously and, where appropriate, the allegations will be investigated thoroughly.

3. Scope

This policy and its procedure apply to Early Years & Pre-School staff, all employees of the College, including those employed on agency, temporary or fixed term contracts. Volunteers and contractors who offer their services to the College and parents/ carers. Parents / carers will be made aware of this document (See Appendix 1).

This College Policy and Procedure will apply at all times when the Early Years and Pre-School Centre is providing services or activities directly under the management of Bolton College staff. This policy and procedure will be reviewed annually and may be amended accordingly. Should any deficiencies or weaknesses in child protection arrangements become apparent, these will be remedied without delay.

Placement providers and subcontractors must be informed of this Policy and deal with any concerns reported to them by contacting the Designated Person with responsibility for safeguarding children or link placement staff who will pass on their concerns.

Our Safeguarding Children Policy and Procedure covers how we handle all types of abuse including contextual safeguarding, familial abuse and neglect, allegations against people who work with children, mobile phones and ICT usage, how and when we use the Early Help process.

4. The Legal Framework and Context for this Policy

The national and local guidance and legislation which support and underpins the development of our Early Years and Pre-School Centre's Safeguarding Children Policy & Procedure is as follows:

- Children Act 1989/2004
- Childcare Act 2016
- Working Together to Safeguard Children 2018
- United Nation Convention on the Rights of the Child
- Female Genital Mutilation Guidance gov.uk April 2016
- Bolton Child Sexual Exploitation Strategy
- General Data Protection Regulation (GDPR) & Data protection Act gov.uk 2018
- Counter Terrorism and Security Act 2015 (Prevent Duty) (July 2015)
- SEND Code of Practice 2014
- Serious Crime Act 2015
- The Health and Safety at Work Act 1974
- Ofsted's Education inspection framework
- Bolton's Framework for Action (Multi Agency Screening and Safeguarding Service (MASSS), Integrated Front door and Managing professional Allegations <https://www.boltonsafeguardingchildren.org.uk/worried-child>

- The Statutory Framework for the Early Years Foundation Stage (2021)
- What to do if you are worried a child is being abused (DfE 2015)
- Prevent Duty Guidance and the Prevent Duty (departmental advice for schools and childcare providers) Home Office June 2015
- Early Help – available from <https://www.bolton safeguarding children.org.uk/worried-child>
- Bolton’s domestic abuse guidance – <https://www.bolton.gov.uk/community-safety-anti-social-behaviour/domestic-abuse-violence>
- Keeping Children Safe in Education (September 2023)

This Policy and Procedure also links with other policies, procedures, forms and guidance used within the setting:

- Early Years Foundation Stage updated 2024
- Attendance Policy
- Behaviour Management Policy and Procedure
- Accident Forms
- Existing Injury Report Forms
- Fire and Emergency Evacuation Procedures
- Head Injury Forms
- Health Illness and Infection Procedure
- Incident Forms
- Lost or Missing Child Procedure
- Uncollected Child Policy
- Working in Partnership with Parents and Carers
- Parent Access and Egress Procedure

5. Key Definitions

Child

In this document, as in the Children Acts 1989 and 2004, a child is anyone who has not reached their 18th birthday. The commitment to safeguarding and promoting the welfare of children extends from all children attending Bolton College’s Early Years and Pre-School Centre to children and young people who are students of the Bolton College as well those who may be visiting the College. The College’s provision for protection of students aged 18+ is dealt with in the College Safeguarding Adults at Risk Policy and Procedure.

Safeguarding and Promoting the Welfare of Children

Enabling children to have optimum life chances and to enter adolescence and adulthood successfully by:

- Protecting children from maltreatment
- Preventing impairment of children mental and physical health or development, and
- Ensuring that children are growing up in circumstances consistent with the provision of safe and effective care.
- Taking action to enable all children have the best outcomes.

Safeguarding children's welfare encompasses matters such as bullying, contextual safeguarding issues and health and safety, including educational visits (about which there are specific statutory requirements) together with a range of other issues, for example arrangements for meeting the medical needs of children with medical conditions, providing first aid, security within the setting, drugs and substance misuse etc. about which the Secretary of State has issued guidance and on-line safety.

Child Protection

Is one part of safeguarding and promoting the welfare of children and young people and it refers to the activity that is undertaken to protect children who are suffering, or who are at risk of suffering significant harm.

Significant Harm

The definition of significant harm is not prescriptive. The interpretation will depend largely on professional judgement, based on known facts. It can include inappropriate touching, an assault or a series of compounding events e.g. bullying. Other factors to be considered include the age and vulnerability of the child, the degree of force used, the frequency of harm, the nature of the harm in terms of ill treatment and the impact on the child or young person's health and development. Bolton Council's Framework for Action sets out the different types of indicators or reasons why a child may be at risk of / suffering from significant harm.

NB: Often, it is only when information from a number of sources has been shared and is then put together that it becomes clear that a child is at risk of, or is suffering harm.

Prevention

The Early Years and Pre-School Centre takes seriously its duty of pastoral care and is proactive in seeking to prevent children becoming victims of abuse, neglect or exploitation. It does this in a number of ways:

- Through the creation of an open culture which respects all individuals' rights and discourages bullying and discrimination of all kinds.
- By identifying members of staff who have overall responsibility for child protection matters.
- By ensuring these members of staff receive training in this field and act as a source of advice and support to the Early Years and Pre-School Centre staff.
- By encouraging children to talk to staff if they have any concerns, and
- Through working with children on the early years curriculum, speaking to children at an age appropriate level, to promote self-esteem and social inclusion, and to address the issue of child protection in the wider context of child safety in general.

Concerns

All staff employed by Bolton College have a duty to report and refer any concerns to the relevant member of staff who has overall responsibility for child protection matters. Definitions / categories of abuse may be of limited help where signs are inconclusive; however, staff will be expected to familiarise themselves with definitions / categories of abuse and the indicators as shown below

6. Categories of Abuse

Physical Abuse

- Physical attack of any form e.g. hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child.
- If a parent or carer feigns the symptoms of, or deliberately causes, ill health to a child whom they are looking after.
- Giving drugs including alcohol to the child or
- Excessive training in sports.

Sexual Abuse

- Penetrative or non-penetrative sexual acts by males or females
- Showing pornographic material to children or involving them in looking at or in the production of pornographic material or watching sexual activities or encouraging children to behave in sexually inappropriate ways or involvement in child exploitation.

Emotional Abuse

- Persistent lack of affection
 - Constant threatening behaviour
 - Constant overprotection
 - Unrealistic pressure to perform to high expectations
 - Age or developmentally inappropriate expectations being imposed on children
 - Exposure to violence to other(s) within the child's household
- Some form of emotional abuse is involved in all types of ill treatment of a child though it may occur alone.

Neglect

- Persistent failure to meet a child's basic needs
- Failure to protect from harm
- Failure in ensuring access to medical treatment
- Leaving a child without supervision
- Any actions that single out a child for special attention and could be interpreted as "grooming" (a student or a child who is linked to the College in some way)
- Staff need to be fully aware of the dangers and risks associated with electronic communications. Consequently, they MUST ensure that they do NOT engage in inappropriate electronic communication of any kind with a child.

Others Forms of Abuse

There are other types of abuse which children and their parents / carers maybe at risk from. Our staff are trained to be aware of these. Further information can be obtained from the Safeguarding Team or via the following link:

<https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>

The following are some examples:

- Child involved in the court system
- Child missing from education
- Child with family member in prison

- Child missing from home or care
- Child sexual exploitation (CSE)
- Bullying including cyberbullying
- Domestic abuse and the impact this can have on children
- Drugs / Alcohol
- Fabricated or induced illness
- Faith abuse
- Female genital mutilation (FGM)
- Forced marriage
- Gender-based violence/violence against women and girls (VAWG)
- Mental health
- Private fostering arrangements
- Radicalisation
- Sexting
- Teenage relationship abuse
- Trafficking
- Child criminal exploitation e.g. county lines & gangs
- Peer on peer abuse
- Sexual violence and sexual harassment between children
- Up-skirting
- Serious Violence

Further information on a Child Missing from Education:

A young person going missing from education is a potential indicator of abuse or neglect. Although the Early Years and Pre-School Centre is not statutory education, the staff will follow procedures set out in the Attendance Policy for the setting to ensure that children are safe. They will be vigilant for children missing from the setting particularly on repeat occasions, to help identify the risk of abuse and neglect and to help prevent the risks of the child going missing in the future.

It is essential that all staff are alert to signs to look out for and the individual triggers to be aware of when considering the risks of potential safeguarding concerns such as travelling to conflict zones, FGM and forced marriage for parents of children.

Depending upon the concern, the safeguarding team will involve the appropriate authorities.

Further information on Child Sexual Exploitation (CSE):

CSE involves exploitative situations, contexts and relationships where young people (who could be the parents of the children attending the setting) receive something (for example food, accommodation, drugs, alcohol, gifts, money or in some cases simply affection) as a result of engaging in sexual activities. Sexual exploitation can take many forms ranging from the seemingly 'consensual' relationship where sex is exchanged for affection or gifts, to serious organised crime involving gangs and groups. What marks out exploitation is an imbalance of power in the relationship. The perpetrator always holds some kind of power over the victim which increases as the exploitative relationship develops. Sexual exploitation involves varying degrees of coercion, intimidation or enticement, including

unwanted pressure from peers to have sex, sexual bullying including cyberbullying and grooming. However, it is also important to recognise that some young people who are being sexually exploited do not exhibit any external signs of this abuse. Any members of staff who have concerns about this should seek advice from a member of the Safeguarding Team.

Further information on Female Genital Mutilation (FGM):

Female Genital Mutilation (FGM) comprises all procedures involving partial or total removal of the external female genitalia or other injury to the female genital organs. It is illegal in the UK and a form of child abuse with long-lasting harmful consequences. Professionals in all agencies, and individuals and groups in relevant communities, need to be alert to the possibility of a girl being at risk of FGM, or already having suffered FGM. There is a range of potential indicators that a girl may be at risk of FGM.

FGM and Mandatory Reporting Duty - Section 5B of the Female Genital Mutilation Act 2003 (as inserted by section 74 of the Serious Crime Act 2015) places a statutory duty upon staff in educational settings, along with social workers and healthcare professionals, to report to the police where they discover (either through disclosure by the victim or visual evidence) that FGM appears to have been carried out on a girl under 18. Those failing to report such cases will face disciplinary sanctions.

If staff have a concern, they should activate local safeguarding procedures and seek advice from a member of the Safeguarding Team.

Further information on Preventing Radicalisation:

Protecting children from the risk of radicalisation is seen as part of the Early Years and Pre-School Centre's wider safeguarding duties, and is similar in nature to protecting children from other forms of harm and abuse. During the process of radicalisation, it is possible to intervene to prevent vulnerable children and parents / carers from being radicalised.

Radicalisation refers to the process by which a person comes to support terrorism and forms of extremism. There is no single way of identifying an individual who is likely to be susceptible to an extremist ideology. It can happen in many different ways and settings. Specific background factors may contribute to vulnerability which are often combined with specific influences such as family, friends or online, and with specific needs for which an extremist or terrorist group may appear to provide an answer. The internet and the use of social media in particular has become a major factor in radicalisation.

As with managing other safeguarding risks, staff should be alert to changes in children's and parents / carers' behaviour which could indicate that they may be in need of help or protection. Staff should use their professional judgement in identifying children who might be at risk of radicalisation and refer any concerns to the safeguarding team who will act proportionately and who may make a referral to the Channel programme.

Prevent - From 1 July 2015 colleges are subject to a duty under section 26 of the Counter-Terrorism and Security Act 2015 ("the CTSA 2015"), in the exercise of their functions, to have "due regard to the need to prevent people from being drawn into terrorism. The statutory Prevent guidance summarises the requirements on colleges in terms of four general themes: risk assessment, working in partnership, staff training and IT policies.

The College has a comprehensive action plan which contributes towards the assessment of risk of children and young people being drawn into terrorism, including support for extremist ideas that are part of terrorist ideology. This means being able to demonstrate both a general understanding of the risks affecting young people in the area and a specific understanding of how to identify individual young people and children who may be at risk of radicalisation and what to do to support them.

The Prevent duty builds on existing local partnership arrangements. For example, the governing body, through its designated safeguarding governor ensures that the College's safeguarding arrangements take into account the policies and procedures of Local Safeguarding Children Partnerships.

The Prevent guidance refers to the importance of Prevent awareness training to equip staff to identify children and young people at risk of being drawn into terrorism and to challenge extremist ideas and the College has in place training for staff. Colleges must ensure that young people are safe from terrorist and extremist material when accessing the internet. The College takes all steps possible to ensure that suitable filtering is in place and on-line safety is embedded into the curriculum, along with training for staff.

Channel - College safeguarding staff should understand when it is appropriate to make a referral to the Channel programme. Channel is a programme which focuses on providing support at an early stage to people who are identified as being vulnerable to being drawn into terrorism. It provides a mechanism for colleges to make referrals if they are concerned that an individual might be vulnerable to radicalisation. An individual's engagement with the programme is entirely voluntary at all stages. For further information contact a member of the Safeguarding Team.

Child on child sexual violence and sexual harassment.

When there has been a report of sexual violence / sexual harassment, the designated safeguarding lead (or a deputy) will make an immediate risk and needs assessment. The risk and needs assessment should consider:

- the victim, especially their protection and support;
- the alleged perpetrator; and
- all the other children / young people (and, if appropriate, other adults and staff) at the college, especially any actions that are appropriate to protect them.

What is sexual violence?

It is important that Early Years and Pre-School Centre staff are aware of sexual violence and the fact that children can and sometimes do abuse their peers in this way. When referring to sexual violence we are referring to sexual offences under the Sexual offences Act 2003, for example Rape, Assault by penetration and sexual assault.

What is sexual harassment?

When referring to sexual harassment we mean 'unwanted conduct of a sexual nature' that can occur on-line and off-line. Sexual harassment is likely to: violate a child's dignity, make them feel intimidated, degraded or humiliated and / or create hostile, offensive, or sexualized environment. For example, sexual comments and lewd remarks, making sexual remarks

about clothing and appearance, calling someone sexualized names, sexual jokes and sharing sexual images.

For further information on how to respond to a disclosure in relation to sexual violence / harassment please refer to part 5 / Annex A of the Keeping Children Safe in Education regulations September 2023.

<https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>

In all matters of suspected sexual violence, the College will refer its concerns to the appropriate Children's Services Team and / or police immediately.

7. Indicators of Abuse

The College acknowledges that Early Years practitioners will not be experts at recognising where abuse may occur, or has already taken place. However, staff will be expected to look out for any of the following indicators and take appropriate action. The child may:

- Show unexplained or suspicious injuries such as bruising, cuts, burns, particularly if situated on a part of the body not normally prone to such injuries
- Have an injury for which the explanation seems inconsistent
- Describe what appears to be an abusive act in which they were involved, verbally or in written form such as a drawing
- Show unexplained changes in behaviour e.g. becoming very quiet, withdrawn, or displaying sudden outbursts of temper or hysteria. Learning may deteriorate at this time.
- Demonstrate age inappropriate sexual awareness
- Engage in sexually explicit behaviour in learning and play activities
- Be distrustful of adults, particularly those with whom a close relationship will normally be expected
- Have difficulty making friends
- Be prevented from socialising with other children
- Show depression, self-injury, suicidal tendencies
- Display variations in eating patterns including over eating or loss of appetite
- Lose weight for no apparent reason
- Become increasingly dirty or unkempt, with inadequate or damaged clothing
- Have access to images etc., through the use of technology / social media, which are abusive / inappropriate.

The above list is not exhaustive and the presence of one or more of the indicators will not be proof that abuse is actually taking place. It is NOT the responsibility of members of staff to decide that child abuse is occurring but it is their responsibility to act on any concerns

8. Process

Concerns may arise in a number of ways and the procedure to follow is below:

What to do in the event of any concern about a child / young person

Even for those experienced in working with child abuse, it will not always be easy to recognise a situation where abuse may occur or where it has already taken place. In the event of any concern about the welfare of a child, the member of staff concerned will be expected to discuss the matter immediately with a member of the Designated Safeguarding Team

Audrey West (Nursery Manager) – Designated Person

Leanne Langley (Deputy Nursery Manager) – Deputy Designated Person

Tamara Blake (Deputy Nursery Manager) – Deputy Designated Person

It is the responsibility of the Designated Person (or Deputy) to ensure that appropriate advice is obtained from Children's Services Department and that the relevant paperwork is completed.

If an incident happens outside normal nursery opening times and a member of the Early Years and Pre-School Centre Designated Team, a member of the College Safeguarding Team, Duty Principal or Principal or any other senior staff member is not available, the member of staff will contact the Police or the Social Care Emergency Duty Team – 01204 337777 (6pm to 8.45am).

What to do if a child approaches a staff member

It is recognised that a child may seek out an individual adult to share information specifically about abuse or neglect, or a child may talk spontaneously, individually or in a group when staff are present.

In these situations, staff are required to:

- Listen to the child and allow them to freely recall significant events, keeping questions to the absolute minimum necessary to ensure a clear and accurate understanding of what has been said.
- Reassure the child but tell them that a record of information given will be made, and do this. Include timing, setting and others present. Record the child's demeanour as well as what is said.
- Explain that they cannot promise to keep confidential anything the child says if the matter is related to child protection or abuse.
- Explain that help may be required to keep them safe, but do not ask the child to repeat their account of events to anyone else.

The staff member who receives this information will be expected to pass it on as a matter of urgency to a member of the Designated Team above to ensure the matter can be dealt with as soon as possible.

What to do if a member of staff receives information from another source

If a member of staff receives information about a child which suggests that they have actually been abused or neglected or that this is likely, Early Years and Pre-School Centre staff have

a duty to refer these concerns to a member of staff at the Local Authority (In Bolton via the Integrated Front Door) for the area in which the child lives or to the Police if a child is in immediate danger. The setting has no discretion on this matter.

In these circumstances the member of staff concerned, likely to be a member of the Designated Team, will be clear with the person who has reported the abuse or neglect that they have a duty to report any allegations of this kind, and will encourage the person to make a direct referral to the relevant Children Services Department themselves. In these cases clear notes of any allegations will be kept centrally within the Safeguarding Children File under the child / young person's name. The referral will be made by telephone within 24 hours and if necessary, followed up with completion of an Early Help Form within 24 hours.

In some cases, the issue may not be clear-cut and the relevant member of staff will be expected to use the Framework for Action procedures and consult with colleagues from an appropriate agency usually, but not always Bolton's Integrated Front Door or equivalent in other authorities.

Consultation will allow those working with children to have access to consistent information and advice from suitably qualified and experienced staff, in order to explore a situation and decide together on an appropriate course of action. It will not be seen as a way of transferring ownership of a "problem", unless this is the agreed outcome of the discussion, when a referral will be made.

In these circumstances Children's Services staff may decide to begin a child protection investigation in which case their procedures apply. In either case parents will be informed of what has happened at the earliest opportunity consistent with the child's best interest.

A referral or consultation with Children's Services staff is an expression of concern about a child's welfare. It is not an accusation or a presumption of responsibility about a parent /carer.

In the course of an investigation, Children's Services staff or the Police may wish to speak to a child without parental knowledge or consent. The Principal or Deputy Principal acting in "loco parentis" will have discretion to agree to this in order to allow the authorities to explore concerns and determine whether there are grounds for further action. In these cases, the Principal or Deputy Principal will ensure that the child's welfare is secured and that the child has access to a trusted adult.

The Principal or Deputy Principal will not allow a child / young person to be removed from the Early Years or Pre-School Centre premises without either:

- Parental Consent
- An order of the Court or a Police Protection Order

9. Allegations against staff

It is recognised that regrettably, sometimes allegations of abuse may involve a member of the Early Years and Pre-School Centre staff. In these circumstances the allegation must be reported to the Executive Director of Human Resources and Estates immediately or in the

absence of the Director of Human Resources and Estates, a Safeguarding Designated Person within the College Safeguarding Team must be informed.

On receipt of such an allegation Bolton College's disciplinary procedures relating to allegations of abuse, i.e., Abuse of Trust Policy / Staff Disciplinary Policy will be followed and normally the Director of Human Resources / Safeguarding designated officer will contact the Local Authority Designated Officer (LADO) at the Children's Services. Additionally, the Chair of the Board (or Vice Chair in their absence) will be notified if the allegations relate to the Principal / Deputy Principal.

10. Abuse of Trust

All staff, including agency staff and volunteers employed by / working at Bolton College Early Years & Pre-School Centre will be made aware that inappropriate behaviour with, or towards children and young people is unacceptable. In particular, under the Sexual Offences Act 2003 it is a criminal offence for a person over 18 (e.g. tutor or any other member of staff) to have a sexual relationship with a child / young person where that person is in a position of trust in respect of that child / young person, even if the relationship is consensual. This applies where the child / young person is in education and the person works in the same establishment as the child / young person, even if they do not teach the child / young person.

11. Serious accidents, injuries and deaths

The setting has Existing Injuries Forms to record instances when children arrive at the setting with an injury; accident book with a head injury advice sheet for head injuries which are sustained in the setting and offer the parents / carers advice on what they need to do to support the child and minor accidental injuries are recorded in the accident book– all information on is shared with parents / carers immediately after the incident if the child needs the support of parents / carers or when the child is collected if they are okay to continue their session at the setting.

These accidents and injuries will be monitored by the setting and where there are patterns/re-occurring incidents, these would be discussed with parents / carers and other agencies (Children's Services) may be involved in investigating the causes of the issue.

Serious accidents, illnesses, injuries or the death of any child whilst in the care of the Early Years and Pre-School Centre will be notified to Ofsted and the local Safeguarding Children Partnership as soon as is reasonably practicable, but in any event within 14 days of the incident occurring.

12. Staff Recruitment

Bolton College ensures that all persons, including volunteers and contractors, who come into direct contact with children and young people undergo a rigorous checking process in line with the guidance contained in the document "Keeping Children Safe in Education (DfE September 2023). This process scrutinises applicants, verifying their identity and any academic and vocational qualifications, obtains professional and character references, checks previous employment history and ensures that a candidate has the health and

physical capacity for the job. Normally, a face to face interview will be conducted together with mandatory checks i.e. DBS.

Checks are also made about suitability to work in the Early Years & Pre-School Centre when staff return from absence and at supervisions re medical issues and other issues which may cause them to be unsuitable to work with children.

On recruitment and at each supervision all staff are expected to disclose any convictions, cautions, court orders, reprimands and warnings that may affect their suitability to work with children (whether received before or during their employment at the setting). People, whose suitability has not been checked, including through a criminal records check will not be allowed unsupervised contact with children.

13. Record Keeping

Bolton College Early Years & Pre-School Centre maintains separate confidential child protection records as necessary. Such files are NOT subject to the requirements of GDPR/Data Protection legislation and will NOT be open for inspection other than by relevant College staff.

If a child moves to another place of education, any child protection information will be passed directly to a named person at the new place of education. When a child reaches the end of their time within the setting, any child protection information will be held securely by the Early Years and Pre-School Centre for an indefinite period.

14. Responsibilities of the Designated Person for Safeguarding Children

The broad areas of responsibility include the following:

Referral

To refer cases of suspected abuse or allegations to the relevant investigating agencies within 24 hours of a disclosure or suspicion of abuse and to act as a source of support, expertise and advice for colleagues.

Training

- To recognise how to identify signs of abuse and when it is appropriate to make a referral;
- To have a working knowledge of how the Bolton Safeguarding Children Partnership operates, and to contribute to the proceedings when necessary;
- To ensure staff receive training, including induction training in child protection and that they understand their role.
- To keep detailed, accurate written records securely and to obtain access to resources in order to attend regular relevant training.

Raising Awareness

- Ensure the Safeguarding Children's Policy is reviewed and updated annually.

- Ensure parents see copies of the Safeguarding Policy to alert them to the fact that referrals may be made and role of the Early Years and Pre-School Centre in this, to avoid conflict at a later stage.
- When children leave the Early Years & Pre-School Centre to ensure any safeguarding information is communicated to the new establishment as appropriate.

15. Training for Early Years & Pre-School Centre Staff

All staff employed by Bolton College Early Years and Pre-School Centre will be made aware of the College’s arrangements for child protection and their responsibilities when they are inducted into their role and on annual basis there afterwards through annual inductions, being given reading tasks for key information, through supervisions and at staff meetings. They are trained to Level 1 in Safeguarding by staff from Bolton Safeguarding Children Partnership and training is formally updated for staff every 3 years.

The Designated Team for Safeguarding in the Early Years and Pre-School Centre receive Level 3 Designated Person Training through Bolton Safeguarding Children Partnership and this formal training is updated every 3 years. All staff receive child protection training updates every year to equip them with the knowledge and skills necessary to carry out their responsibilities. A training matrix of all professional development received by the setting’s staff is updated regularly and is retained within the nursery. The College also have a suite of training which is mandatory for all staff to complement the Safeguarding Children Training – Safeguarding Adults at Risk; Prevent and British Values.

Key safeguarding information e.g. key contacts and how issues are dealt with, is displayed within the setting on a wall which is open to staff and parents /carers. Temporary staff, volunteers and contractors who work with children and staff returning from periods of long-term absence will be made aware of the College’s arrangements for child protection and their responsibilities.

16. Review

The College Governing Board will nominate one Governor to take responsibility for safeguarding children and he/she will undertake an annual review of the College’s policy and procedures relating to safeguarding children and how the duties of those responsible have been discharged.

17. Internal Contacts and telephone numbers

If you are worried that a child may be being abused or neglected then please take action.

College Contacts	Room	Telephone Number
Audrey West (Nursery Manager & Designated Person for Safeguarding Children)	Early Years & Pre-school Centre- Office	01204 482196
Leanne Langley (Deputy Nursery Manager & Deputy Person for Safeguarding Children)	Early Years & Pre-school Centre- Office	01204 482196

Tamara Blake (Deputy Nursery Manager & Deputy Person for Safeguarding Children)	Early Years & Pre-school Centre- Office	01204 482196
Bolton College Safeguarding Team Jane Marsh (Exec Director of HR & Estates & Designated Safeguarding Lead)	A3.01	01204 482100
Stephen Mellor (Safeguarding Manager / Deputy Designated Person)	A1.17	01204 482758
Rosie Croarkin, Jannie Perry/Shahida Khan Safeguarding Officers / Deputy Designated Person)	A1.17	01204 482180

18. External Contacts and Telephone Numbers

If you are worried that a child may be being abused or neglected then please take action. To make a referral refer to:

<https://www.bolton.gov.uk/safeguarding-protecting-children/reporting-child-abuse/1>

Or you can contact Bolton Referral and Assessment Social Work Team. For NEW referrals duty social workers can now be contacted on: 01204 331500 or via R&A@bolton.gov.uk If you wish to speak to a social worker about a case that is ALREADY OPEN to Referral and Assessment please use the individual contact number or e-mail address that the allocated social worker has provided.

In an emergency call 999

- Integrated Front door- Targeted Early Help and Children’s Social Care:
R&A@bolton.gov.uk 01204 331500
- Emergency Duty Team – Out of Hours: 01204 337777
- Children’s Social Care- Child Protection Unit: 01204 337479
- Local Authority Designated Officer (LADO) -
LADO@bolton.gov.uk 01204 337474 /07824541233
- Safeguarding in Education Team: 07917072223/01204 337472
- Safeguarding in Education Team: 07384234744/01204 331314
- Safeguarding in Education Team: 07789 031713
- Virtual School Head: 07385 361924
- Bolton Safeguarding Children Partnership Officer: 01204 337964
- Child Missing Education 01204 334036
- Police – Safeguarding Vulnerable Persons Unit: 0161 8566583
- Police Public Protection Investigation Unit (Child protection): 0161 856794
- Police 999 if child in immediate danger or 101 if child not in immediate danger
- Start Well Service <http://www.boltonstartwell.org.uk/>
Supply & Fit Eco Autofill Countertop Water Boiler 01204 33814

Appendix 1 Bolton College Early Years & Pre-School Centre Child Protection and Safeguarding Children Policy Summary for Parents and Carers

Introduction

Bolton College's Early Years & Pre-School Centre will strive to ensure that all children remain safe and free from harm and the setting is committed to playing a full and active part in the multi-agency approach to child protection concerns. Additionally, the setting has a legal duty to safeguard and promote the welfare of children, and to have a child protection policy and procedures in place, which should be shared with parents, to address concerns about the safety and protection of children.

Through their day to day contact with children and direct work with families, staff who work in the setting have a crucial role to play in noticing indicators of possible abuse or neglect. Parents and carers should be aware therefore, that where it appears to a member of staff that a child may have been abused, the Early Years and Pre-School Centre is required, as part of national legislation and the local child protection procedures, to report their concern to Children's Services immediately. To avoid any misunderstanding therefore, parents / carers of children who sustain accidental injuries which result in cuts/ bruises/ fractures should inform the setting without delay and an Existing Injury Form will be completed for the child.

Principles

We base our safeguarding practices and procedures on the following principles:

- The child's welfare is paramount.
- All children have an absolute right to childhood free from abuse, neglect or exploitation.
- The Early Years and Pre-School Centre Team and all College staff have a responsibility to be mindful of issues related to children's safety and welfare and a duty to report and refer any concerns, however "minor" they appear to be.
- Parents / carers have the right to be informed of any concerns about their child's welfare, or any action taken to safeguard and promote the child's welfare, providing this does not compromise the child's safety.
- Children are best protected when professionals work effectively together and share responsibility for protective action.
- Where there are possible concerns about a child safety, unconditional confidentiality cannot be guaranteed and will not be offered. When a child is subject to a Child Protection Plan, information about the child and their circumstances will only be shared on a "need to know" basis.

- The Early Years & Pre-School Centre is proactive and takes positive steps to inform children of their rights to safety and protection and the options available to express their fears and concerns.
- The College has in place robust systems that deter possible abusers and will manage effectively any allegations or concerns about abuse if they arise.
- When children make allegations about abuse or neglect they will always be listened to, have their comments taken seriously and, where appropriate, the allegations will be investigated thoroughly.

Partnership

The setting will inform parents / carers of any concerns about their children (providing it does not compromise the child's safety) and will help and support the parents /carers and the child as necessary.

Prevention

The Early Years and Pre-School Centre will take positive action to prevent children suffering abuse and neglect through the development of an open culture that encourages children to speak about any concerns or worries they may have. The setting will also address the issue of children's safety through the curriculum and play.

Responding to Concerns

College will refer all allegations or concerns that a child has been, or is likely to be abused or neglected to Children's Services.

Child Protection Strategy Meeting and Conferences

A member of Early Years and Pre-School Centre Safeguarding Team will attend Strategy Meetings and Child Protection Conferences when required and will provide required information about children and families. This information will be shared with parents / carer beforehand if possible.

Records

The setting will keep confidential child protection records separately from the child's academic and other records.

Confidentiality

Information from any source, including parents / carers about possible child abuse and neglect cannot be kept confidential.

Information and records about children who are the subject of a Child Protection Plan will be given only to those people who need it and will be kept strictly confidential by them.

If parents / carers have concerns about the safety and wellbeing of their child, they should contact one of the Early Years and Pre-School Centre Designated Safeguarding Team.

Audrey West (Nursery Manager) – audrey.west@boltoncc.ac.uk 01204 482196

Leanne Langley (Deputy Manager) – leanne.langley@boltoncc.ac.uk 01204 482196

**Appendix 2 Form CP1: Safeguarding Children Concern and Report Form
CONFIDENTIAL**

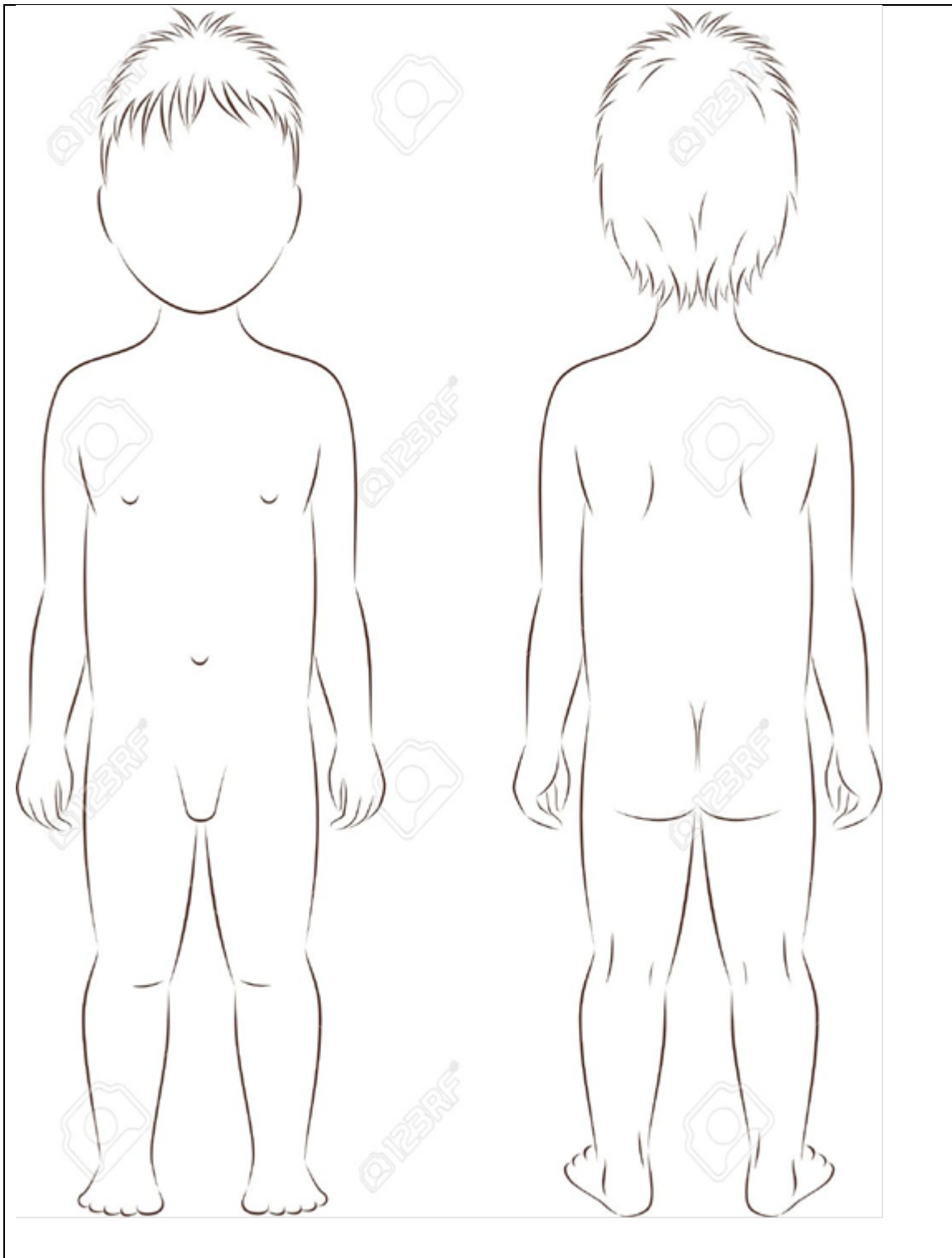
Complete this form as accurately as possible. It will support those making decisions about any further actions deemed necessary. Please pass the completed form immediately to a Designated Person for Safeguarding Children within the Early Years & Pre-School Centre (and no later than 24 hours of the reported incident to ensure a swift and safe response).

Form Completed by:		Contact Tel No:
Post held:		
This concern is about: (Child/young person's name)		Date of Birth:
Address:		Gender:
		Ethnicity:
		First Language:
Contact Tel No:	Additional needs/health issues:	
Who does the child/young person live with? (please fill in below)		
Name	Relationship to child/young person	Age/Date of birth:
<u>Nature of Concern</u> Please give a full account of the concern or disclosure overleaf.		
Are you aware of other professionals involved with the child/family e.g. Health Visitor, GP, Children's Social Care, Connexions, Early Years. Please detail below.		

This concern was reported to you by (please circle)		
Child/Young Person	Tutor/Staff member	Parent/Carer
Employer/Work Experience	Provider/Contractor	Other
Please give their name, address and contact details and relationship to child/young person		
Signed:	Date:	
Name:	Form passed to:	

<p>Nature of Concern</p> <ul style="list-style-type: none">• Use your own words or the child's words or the words of the person reporting the concern.• Record the date, time and place of any incident(s); if you don't understand what the child says – ask, don't assume, describe observable behaviour and do not destroy your original notes.• Write down any outcome requested by the child/young person• Assess any immediate risk to the child/young person and include it in this report

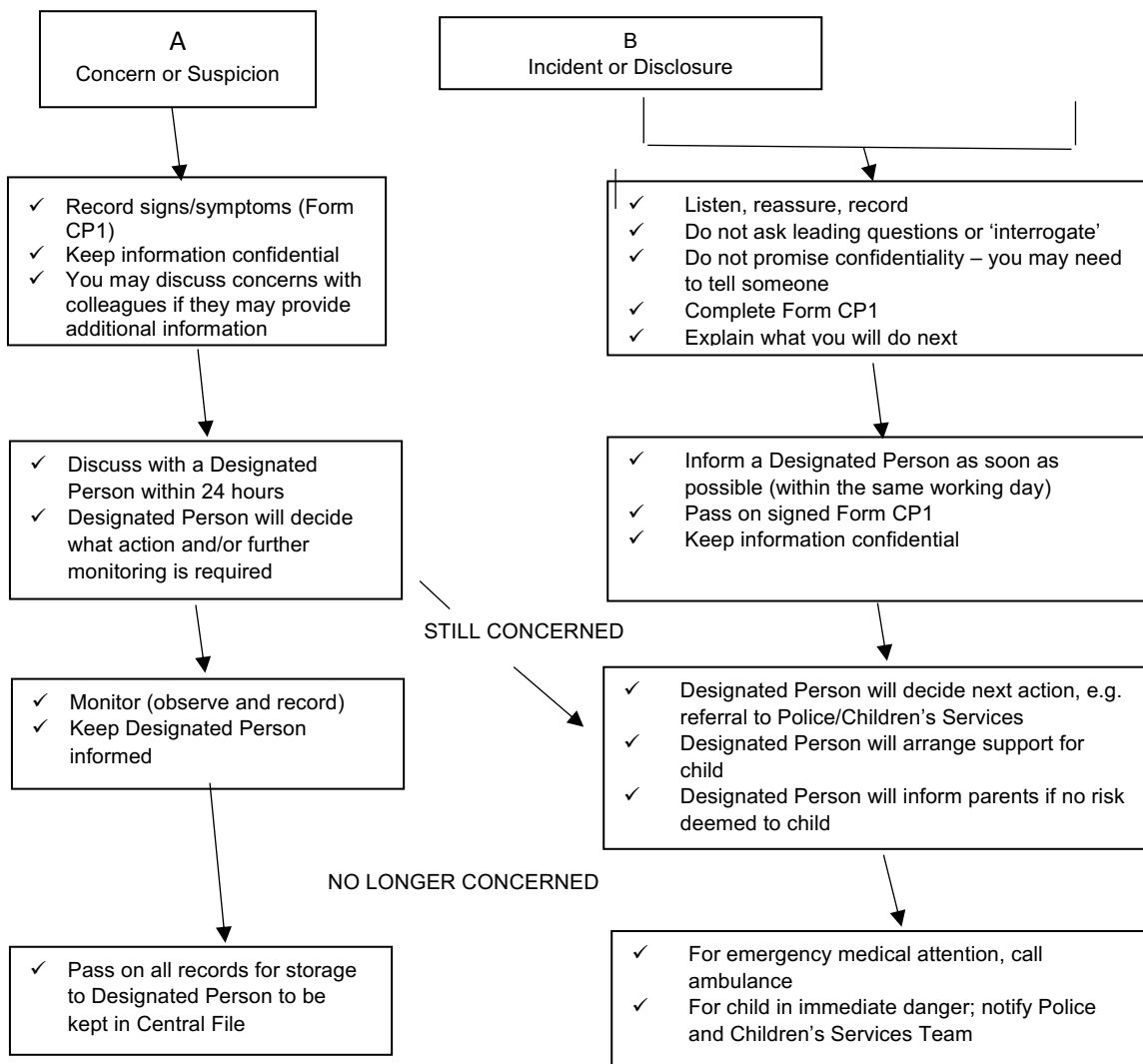
Signature:		
Name:	Date:	Time:



Appendix 3 – Procedure for Reporting or Dealing with Concerns or Disclosure of Abuse (other than when the allegation is against a member of staff)

C
Third Party Allegation

BOLTON COLLEGE EARLY YEARS & PRESCHOOL CENTRE CHILD PROTECTION AND SAFEGUARDING POLICY



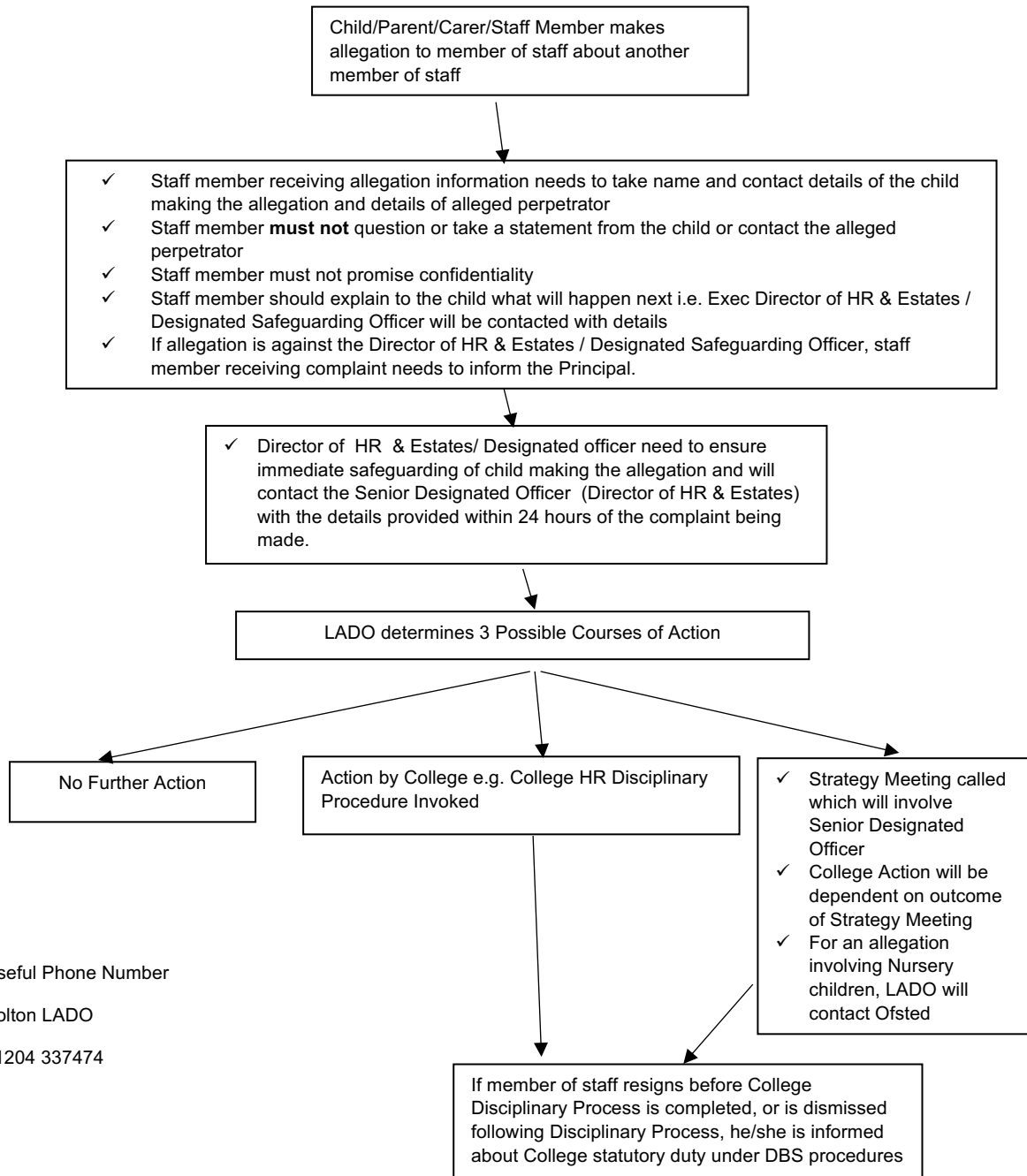
Concerns related to Bolton College Early Years and Pre-School Centre 01204 482196

Designated Person: Audrey West (Nursery Manager)

Deputy Designated Persons - Leanne Langley (Deputy Nursery Manager)

Deputy Designated Persons – Tamara Blake (Deputy Nursery Manager)

Appendix 4: Procedure for Reporting and Dealing with Allegations of Abuse against a member of staff



Useful Phone Number
Bolton LADO
01204 337474

Appendix 5: Safeguarding Advice for All Staff

The following is a summary of the advice that the College would want to give to you, as a member of College staff, with regards to keeping yourself safe. The advice provided has been fully supported and endorsed by the trade unions and the College's safeguarding officers.

- Staff on occasions will be required to meet with learners (i.e. 1:1 tutorials); however staff should not spend excessive amounts of time discussing personal issues for example with learners. Meetings, where possible and where appropriate should take place within sight of others. Where possible, the door should remain open and others should be aware of the meeting. Try to use a room with a window in it so others can see into it.
- Staff should not give learners their personal email address / mobile / contact telephone numbers. Staff are therefore advised to provide learners with College contact numbers / email address
- Staff should not accept learners as their 'friends' on social networking sites (face book etc.). However, if a member of staff has a learner on their personal networking site, then you should inform your line manager who will record this information and make a note of the relationship. The College recognises that some staff, through their personal networks, have personal/family connections with students and whilst the College understands this, we do also want to ensure that you are keeping yourself and your learners safe.
- Staff are advised not to make unnecessary physical contact with learners. However, there may be occasions when physical contact is unavoidable, e.g. providing comfort at times of distress. In all such cases contact should only take place with the consent of the learner and again this is best if others are around to see the context in which it's meant.
- It is not good practice to take learners alone in a car, however short the journey. Where this is unavoidable, it should be with the full knowledge and consent of the parents (or carers) of the learner and your line manager. A risk assessment should also be undertaken and shared with your line manager.
- Staff should not start an investigation or question anyone after an allegation or concern against a member of staff has been raised. This is the job of the authorities. You should record the facts and report these to a Safeguarding Officer.
- Staff should never (even in fun):
 - Initiate or engage in sexually provocative conversations or activity;
 - Engage in 'banter' or behaviour which could be interpreted as bullying
 - Allow the use of inappropriate language to go unchallenged
 - Do things of a personal nature for learners that they can do themselves
 - Allow any allegations made by a learner go without being reported and addressed
 - Trivialise or exaggerate abuse issues
 - Make promises to keep any disclosure confidential from relevant authorities
 - Staff should not show favouritism to any one learner.
- You must: respect a learner's rights to privacy and encourage learners to feel comfortable enough to report attitudes or behaviour they do not like
- Staff will be expected to act with discretion with regards to their personal relationships. They should ensure their personal relationships do not affect their role within the organisation. All pre-existing relationships between staff and learners must be declared to the member of staff's line manager.
- All staff should be aware of the procedures for reporting concerns or incidents, and should familiarise themselves with the contact details of the Safeguarding Officers.
- If a member of staff finds himself or herself the subject of inappropriate affection or attention from a learner they should make others aware of this.

- If a member of staff has any concerns relating to the welfare of a learner in their care, be it concerns about actions/behaviours of another staff member or concerns based on any conversation with the learner; particularly where he/she makes an allegation, they should report this to a Safeguarding Officer.
- If you have any questions with regards safeguarding, including on how best to keep yourself safe, then please discuss these with your line manager, trade union or a member of the College's Safeguarding Team (Jane Marsh, Stephen Mellor, Rosie Croarkin, Janine Perry and Shahida Khan) or the Early Years and Pre-School Centre Safeguarding Team (Audrey West, Leanne Langley, Tammy Blake).

Thank you

Safeguarding Team

Responsibilities of Designated (and Deputy) Safeguarding Leads

The Designated Person with lead responsibility for safeguarding children issues in the Early Years & Pre-School Centre is the Nursery Manager.

- The Designated Person is responsible for taking lead responsibility for raising awareness with the staff for issues relating to the welfare of children, and the promotion of a safe environment for them within the Early Years & Pre-School Centre.
- Leading on the referral of cases of suspected abuse or allegations to the appropriate agencies, as agreed with the Local Safeguarding Children Partnership.
- Providing advice and support to other nursery staff on issues relating to safeguarding children
- Maintaining resources for safeguarding children
- Liaising with the Local Safeguarding Children Partnership, Children's Services and other appropriate agencies
- Liaising with other settings which children may attend as well as the Early Years & Pre-School Centre, and to ensure that appropriate arrangements are made for the children.
- Ensuring that safeguarding practice within the Early Years & Pre-School Centre is consistent with the Safeguarding Children Policy and Procedure for the setting.
- Available to deal with individual cases, including attending Strategy Meetings; Case Conferences and review meetings and Child Action and Child In Need Meetings as appropriate
- Liaising with College departments to ensure that young people from the College on placements within the setting, have appropriate safeguards in place to protect them and the children attending the setting.
- Ensuring that staff receive basic training in safeguarding children issues and are aware of the College safeguarding children procedures
- The Designated Person and Deputies has received enhanced training in child protection issues and inter-agency working, as required by the Local Safeguarding Children Partnership and is required to receive refresher training at least every 2 years
- He/she will keep up to date with developments in safeguarding children issues

Other Designated Persons

In the absence of the Designated Person, other members of staff with responsibility for safeguarding children are:

- Leanne Langley – Deputy Nursery Manager
Located in the Early Years & Pre-School Centre

The Role and Responsibilities of the Principal

- The Principal will ensure that the policies and procedures adopted by the College Board are fully implemented and followed by all staff in the Early Years and Pre-School Centre.
- The Principal will ensure sufficient resources and time are allocated to enable the Designated Persons and other staff to discharge their responsibilities.
- The Principal will ensure that all staff and volunteers feel able to raise concerns about poor practice in regard to children, and such concerns are addressed sensitively and effectively in a timely manner.

Responsibilities of Designated Board Member

The College's Board, through the Designated Board Member for Safeguarding must ensure the Early Years and Pre-School Centre:-

- complies with its duties under legislation (i.e. Keeping Children Safe in Education, September 2023).
- has mechanisms in place to contribute to multi-agency working.
- has procedures and associated practice which reflect the safeguarding expectations laid down by the local authority children's' Safeguarding Children Partnership.
- has an effective reporting procedure to the Board for matters of safeguarding.
- has an appointed safeguarding team and a designated safeguarding lead.
- has appropriate safer recruitment procedures in place as set out in relevant legislative / government guidance.

In order to support the Designated Board Member for Safeguarding with his / her responsibilities; the Safeguarding Officers will meet on a termly basis with the Designated Board Member. Additionally, to assist in these duties, the Designated Board Member shall receive appropriate training.

Responsibilities of Chair of the College Board

The Chair of College Board must satisfy himself / herself that the requirements, as set out in 'Keeping Children Safe in Education', DfES September 2023 are fully complied with.

<https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>

1 Statement

Bolton College Early Years and Pre- School Centre is very clear about the importance of safeguarding children within the setting and has clear expectations with regard to the use of mobile phones cameras and mobile technology devices e.g. tablets, iPads throughout contact time with children.

We aim to protect and safeguard all children within our setting from misuse of mobile phones / cameras and internet connected devices .Examples of misuse includes taking and distributing indecent images for the purposes of exploitation and bullying.

2 Scope

These procedures apply to all individuals who have access to personal or work related mobile phones, cameras and mobile technology devices within the setting. This includes children of all ages, parents / carers, early years' practitioners and their managers, students attending placements and College staff and visitors attending the nursery provision.

3 Requirements of Staff, Visitors, Parents / Carers

- 3.1 The setting ensures that all childcare staff and their managers will be aware of the need to protect children from harm. All staff and visitors' personal mobile phones, cameras and mobile technology devices e.g. iPads and tablets will be kept in a secure place out of the childcare setting when they enter to work in the setting and returned when they have finished their work in the setting.
- 3.2 Staff are permitted to take digital and video images to support educational aims, but only using College equipment and in the presence of other staff members. Staff must also ensure the safe keeping of personal data including any images, therefore minimising the risk of their loss or misuse. They may only share, distribute and publish these images in relation to supporting educational aims with the prior written consent of parents / carers.
- 3.3 Parents / carers who wish to use mobile phones, cameras and mobile technology devices will be asked not to do this within the childcare setting.
- 3.4 If staff and students on placements have a personal emergency they are free to use the land line in the nursery or free to make a personal call from their mobile phone in the main college building or outside the setting.
- 3.5 Staff and students on placement will need to ensure that the nursery manager has up to date emergency contact information for them and that staff make their families aware of the landline nursery telephone number in the case of an emergency. This is the responsibility of individual staff members.
- 3.6 Staff and students on placement will report any concerns they have relating to the use of mobile phones, cameras and mobile technology devices or handling of images immediately in line with safeguarding requirements.
- 3.7 Staff and students on placements will be required to read, understand, sign and date a document which relates to use of mobile, camera and mobile technology device use in the childcare settings.
- 3.8 At the annual staff induction and /or when a student starts placement or a new member of staff starts work at the nursery, the procedure related to mobile phones camera use and mobile technology device will be fully explained by Nursery Manager or Deputy Manager.

4 Training and Support Available To Staff

- 4.1 All staff will be introduced to the “Mobile Phone and Mobile Technology Device Procedures in the Nursery” at staff induction.
- 4.2 At staff induction staff will receive training on what constitutes misuse of mobile phones cameras and mobile technology device. Examples of misuse are to include taking and distributing indecent images, exploitation and bullying.
- 4.3 At staff induction staff will be trained on the risks associated with the taking, use, sharing, publication and distribution of images when taking digital images.
- 4.4 At staff induction as in further staff development staff will be trained to be vigilant and alert at all times to potential warning signs of abuse and misuse of equipment / technology.

5 How Parents Are Informed

- 5.1 Parents / carers are informed at parent / carer induction about this procedure and the expectations the setting has of them and staff in relation to mobile phones cameras and mobile technology devices. This information also forms part of the Parent Handbook.
- 5.2 Parents / carers who wish to use mobile phones, cameras and mobile technology devices will be asked not to do this in the childcare setting.
- 5.3 We also require that parent's refrain from using their mobile phones, cameras or mobile technology devices during events and special occasions in the childcare settings.

Appendix 8 - E-Safety Procedures Relating to College's Early Years and Pre-School Centre

The College Context

The development and expansion of the use of ICT, and particularly of the internet, has transformed learning in colleges in recent years. Students will need to develop high level ICT skills, not only to maximise their potential use as a learning tool, but also to prepare themselves as lifelong learners and for future employment. There is a large body of evidence that recognises the benefits that ICT can bring to teaching and learning. Colleges have made a significant investment both financially and physically to ensure these technologies are available to all learners. The benefits are perceived to “outweigh the risks.” However, colleges must, through their e-safety policy, ensure that they meet their statutory obligations to ensure that students are safe and are protected from potential harm, both within and outside college. It also follows that there are benefits for the children who attend our nursery and who are “digital natives” to learn about ICT and ensure they are protected from harm within and outside the College.

Within The College Early Years and Pre-School Centre

Within the nursery setting the children have access to lap tops / computers which enable them to start to develop the skills they need to use computers and learn using simple ICT programmes. Devices have access to the internet, passwords are restricted.

As part of the curriculum enrichment for children, the Nursery Manager may invite some students and tutors from College into the setting to deliver ICT sessions using the latest technology and using the internet. Children and students will be fully supervised at all times during their enrichment to ensure that technology is used appropriately.

The nursery also has a strict mobile phone and mobile technology device procedure which prevents staff, students on placement, visitors, parents and children using mobile technology within the setting except in strictly controlled circumstances. (See Appendix 7 of the Child Protection and Safeguarding Policy and Procedure)

Outside College

Parents / carers play a crucial role in ensuring that their children use the internet / mobile devices in appropriate ways.

We advise parents/ carers who use our nursery about the following potential safeguarding issues:

- sharing of personal data
- access to illegal / inappropriate materials
- inappropriate on-line contact with adults / strangers
- potential or actual incidents of grooming
- cyber-bullying

Parents /carers are advised to contact the nursery if there is an instance of the above with their child and the Early Years & Pre-School Centre Safeguarding Team will help them to take appropriate action.

In order to support their children, parents and carers are advised of the following:

- To set their own social media privacy settings to ensure maximum protection from external influences and ensure this happens for their children
- Not to share their own and children’s photos and personal information on social media except with people who are family and well established friends.
- To permit children to use computers and mobile technology in family areas only within the home so that supervision can easily take place rather than allow access in bedrooms.

- To set up filters on computer systems and SMART TV's through the internet provider to limit what children can access on the internet.
- To encourage children to talk about any contacts they receive from others which are unwanted or unusual.

Useful Websites to assist parents / carers to protect their children

- <https://www.thinkuknow.co.uk/parents/>
- <https://www.childnet.com/parents-and-carers>
- <http://www.nspcc.org.uk/preventing-abuse/keeping-children-safe/online-safety/>
- <http://www.bbc.co.uk/cbbc/topics/stay-safe>
- <https://www.internetmatters.org/issues/cyberbullying/protect-your-child/>