

SAFEGUARDING POLICY

Statement of intent

This policy applies to anyone working on behalf of Jigsaw Pre-School including the manager and the Jigsaw Management Group, paid staff, volunteers, sessional workers, agency staff and students. Its purpose is to protect and enhance the safety and well-being of all children by actively promoting awareness, good practise and sound procedures.

Aim

We believe the safety and well-being of children is of the utmost importance and that they have a fundamental and equal right to be protected from harm regardless of age, disability, gender reassignment, race, religion or belief, sex, or sexual orientation. We fully recognise our statutory responsibility for safeguarding: the safety, protection and well-being of all children that Jigsaw Pre-School supports and interacts with, is paramount and has priority over all other interests. This includes responding immediately and appropriately where there is a suspicion that any young person under the age of 18 years old may be a victim of bullying, harassment, abuse (including physical, sexual, emotional) or neglect.

'Young Person' means those under 18 years old including all of those up to their 18th birthday- as designated a 'child' within the terms of the Children's Act 1989.

Jigsaw Pre-School encourages a culture of listening to and engaging in dialogue with children, seeking their views in ways that are appropriate to their age, culture and understanding.

This policy has been drawn up on the basis of legislation, policy and guidance that seeks to protect children in England including the Children's Act 2004 and "Working Together to Safeguard Children 2018". Working together to safeguard children (DfE), 2018 provides the key statutory guidance for anyone working with children. All procedures and policies pertaining to safeguarding should be regularly reviewed and updated on an annual basis.

Organisational responsibilities

Jigsaw Pre-School will be initially responsible for the implementation of the safeguarding policy and will designate a certain team member to manage the safeguarding policy and its implementation.

It is the responsibility of the Designated Safeguarding Lead to take appropriate action following any expression of concern and make referrals to the appropriate agency. Jigsaw Pre-School will ensure that the Designated Safeguarding Lead participates in regular safeguarding training on an annual basis so that they are aware of the procedures of identifying and reporting suspected cases of abuse and neglect and are up to date with any legal changes.

All team members/volunteers will be made aware of this safeguarding policy and related relevant procedures as part of their induction and their contract of employment.

All team members/ volunteers will be informed and have access to regular training as required to update their knowledge on safeguarding. More information can be found here; SSCP Partnership Training Programme; Surrey Safeguarding Children Partnership (www.surreyscp.org.uk).

Jigsaw Pre-School will work in accordance to guidance and good practice from the Surrey Safeguarding Children Partnership. More information can be found at: Surrey Safeguarding Children Partnership (www.surreyscp.org.uk).

Designated Safeguarding Lead responsibilities

The Designated Safeguarding Lead will ensure that all team members/ volunteers have timely and relevant safeguarding training.

Training for the Designated Safeguarding Lead can be accessed from Surrey Safeguarding Children Partnership. Team members and volunteers can also access a range of multi-agency safeguarding training. More information can be found here; Surrey Children's Services Academy (SCSA) - Surrey County Council (www.surreycc.gov.uk).

The Designated Safeguarding Lead will take appropriate action following any expression of concern, disclosure or reported incident and make referrals to the appropriate agency.

Staff and volunteers' responsibilities

Any new team member or volunteer with direct contact with children will be taken through this safeguarding policy as part of the induction process and offered training soon after commencing their post.

All team members and volunteers to participate in timely and relevant training.

All team members have a duty to ensure that any suspected incident, allegation or other manifestation relating to child protection is reported using the procedures detailed below in this policy.

If in any doubt about what action to take, employees must seek advice from the Designated Safeguarding Lead or in their absence, the Jigsaw Management Group.

Definitions of harm

For the purpose of this policy, Jigsaw Pre-School has defined harm as:

- Neglect - the persistent failure to meet the basic physical and physiological needs of the child that results in serious impairment of their health and development, including the failure to provide adequate food, clothing, shelter and failure to respond to basic emotional needs, such as being cared for when sick.
- Abandonment - leaving a child alone and unattended in circumstances that are inappropriate for their age and/ or level of ability.
- Emotional abuse – persistent, emotional ill treatment that has a severe adverse effect on the emotional development of children. It may involve conveying to them that they are not wanted, not loved or worthless. It may involve inappropriate expectations (such as taking on the responsibility of an adult within the family) being placed on the child leaving them frightened and unable to cope. It may also involve the threatening, exploitation or corruption of children.
- Physical abuse – hitting, kicking, shaking, slapping, throwing, scalding, burning, poisoning, drowning, suffocating, or other action intended to cause physical harm or ill health to the child. Physical harm may also be caused when a parent covers up the symptoms of, or deliberately causes ill health to a child within their care.

- Racial abuse – any type of verbal or physical abuse that is directed at an individual or group because of their racial or ethnic background.
- Ideological harm – the vulnerability of children to being seduced by extreme ideological positions.
- Witnessing ill treatment, including domestic abuse of another person- this may impact the health or development of a child.
- Sexual abuse or sexual exploitation - forcing or enticing a child to participate in sexual activities, whether or not the child is aware or has knowledge of what is happening. It includes child prostitution, encouraging children to watch or participate in the production of pornographic material, online grooming, encouraging children to behave in sexual inappropriate ways. Sexual acts include penetrative (rape or buggery) and non-penetrative acts such as touching or stroking.

The Sexual Offences Act 2003 defines 'consent' as 'if he agrees by choice and has the capacity to make that choice'. The Act, removes the element of consent for many sexual offences for:

- Children/young people under 16 (including under 13).
- Children/ young people under 18 having sexual relations with a person of trust (for example: teachers, youth workers, foster carers, police officers).
- Children / young people under 18 involved with family members over 18.
- Persons with a mental disorder impeding choice or who are induced, threatened or deceived.
- Persons with a mental disorder who have sexual relations with care workers.

In relation to children under the age of 13, consent is irrelevant. The law says, 'a child under the age of 13 does not, under any circumstances, have the legal capacity to consent to any form of sexual activity'.

The Police must be informed immediately of any sexual activity involving a child under 13 years of age.

Looked after children

All looked after children are treated in accordance with this policy in conjunction with their appointed social worker and carers where appropriate.

Self-care

All team members understand the importance of working in an open and transparent way. Every effort is made to minimise time when team members, students or volunteers are left alone with a child. If team members are left alone with a child, the door should remain open when safe to do so and another team member notified.

Team members will never carry out a personal task for a child that they can do for themselves. When required, team members will change nappies and wet or soiled clothes with the child's consent. Unless a child has a particular need, team members should not accompany children into the toilet cubicle but stand just outside with the door ajar letting the child know the adult is there for support if required.

Team members will be mindful of how and where they touch children, given their age and emotional understanding.

Team members will not apply nappy cream or other such medication to a child's intimate areas unless in such exceptional circumstances where there is genuine medical need and where a medication consent form has been completed by the parent.

Social networks, internet, mobile phones and cameras

Team members must be aware of their responsibility to Jigsaw Pre-School when using social media networking sites. Our confidentiality and code of conduct policies must be adhered to at all times, even outside of working hours.

Children only have supervised access to the internet via a large screen to watch or take part in an activity linked to a current theme.

The internet can be freely accessed by team members for pre-school matters such as finding resources or planning. Personal use is not permitted.

Access to Dojo, Team iPads, the Manager's, deputy Manager and administrators' laptops are all operated via passwords.

Team members keep their phones away in the filing cabinet during working hours except in exceptional circumstances and in accordance with the manager's approval.

The manager will have a mobile phone at all times to receive phone calls for the setting, to communicate quickly with families via email and Dojo and to take photos for the setting's social media platforms. Photos are deleted as soon as they have been uploaded.

The Deputy Manager will have a mobile phone during cubs sessions in order to be able to communicate with Manager and in case of an emergency.

All observation photos are taken with the settings iPads and are deleted at the end of each term.

If team members need to work from home for the purpose of completing observations or reports, permission is sought first from the manager and in accordance with the confidentiality and code of conduct policies. iPads and profiles are then signed out and back into the setting. Children's profiles are kept securely on the premises during weekends and holidays.

Smart Watches and Fitbits

Mobile apple watches/smart watches and fitbits can be worn however messages should not be read or responded too during session times. Where possible watches should be put aeroplane mode or notifications turned off.

Smoking/vaping/alcohol/drugs

Any adults working for Jigsaw Pre-School are forbidden to smoke or vape in any of the church premises indoors or outdoors.

Any adults working for Jigsaw Pre-School are forbidden to drink alcohol or to be under the influence of alcohol or to take illegal drugs or to be under the influence of illegal drugs in any of the church premises indoors or outdoors during working hours.

Any adult working for Jigsaw Pre-School who is thought to be under the influence of alcohol or illegal drugs during their working hours will be put on immediate suspension whilst an investigation by the manager or Jigsaw Management Group takes place.

If any adult working for Jigsaw Pre-School needs to take prescription medication that may affect the ability of their work, the manager needs to be informed as soon as possible. The manager will then seek professional advice and the adult in question may be given other roles such as admin whilst taking the medication or a period of sick leave can be arranged.

Bullying

No child is left to feel intimidated verbally or physically by another child or adult. Team members have behaviour training and professional qualifications, therefore are able to recognise the signs of bullying and deal with the unwanted behaviours in an appropriate manner such as reading social stories, distraction or implementing a development plan.

General safeguarding advice

- Remember not to be a child's friend, always maintain a professional manner when working with them.
- Do not accept a child as a friend on any social networking site that you use.
- Always be aware that your comments or actions may be perceived differently than intended, so be sensitive to the situation.
- Never speak to the press about a child without permission from the manager.

Reporting procedures

In all cases it is vital to take every action which is needed to safeguard the child and children. Immediate action may be necessary in the following situations:

- If emergency medical attention is required, phone the emergency services or take the child to the nearest Accident and Emergency department.
- If the child is in immediate danger the police should be contacted by calling 999.
- Any suspicion, allegation or disclosure of abuse or harm must be reported immediately or as soon as practicably possible on the day of the occurrence to the designated safeguarding lead.
- Disclosure or evidence for concern may occur in a number of ways including a comment made by a child, physical evidence such as bruising, a change in behaviour or inappropriate behaviour or knowledge.
- The Designated Safeguarding Lead must record the concern, with the team member or volunteer using the appropriate reporting form. The Designated Safeguarding Lead is responsible for ensuring that a copy of the incident report or request for support referral form is immediately passed onto Surrey Children's

Services, C-SPA, details below. This form must be kept strictly confidential and stored securely.

- It is the responsibility of the Designated Safeguarding Lead or in their absence the Jigsaw Management Group to deal with safeguarding matters. If further referral is necessary, it will either be through Surrey Safeguarding Children Partnership/ Surrey Children's services or the Police.

The Designated Safeguarding Lead or Jigsaw Management Group will be responsible for informing the employee who reported the disclosure of any action taken and any outcome if this is appropriate.

It is also the responsibility of the Designated Safeguarding Lead or Jigsaw Management Group to ensure any partner agencies involved with the child are made aware of the disclosure and the action taken where relevant and where information sharing guidance permits this.

It is important to remember that often only when information held by a number of workers is put together, that a picture of child abuse emerges. All team members & volunteers must adhere to the information sharing protocol published by HM Government, adopted by the Children's Trust and endorsed by SSCP. Details can be found here; Information sharing: advice for practitioners (publishing.service.gov.uk). In addition to this, whilst respecting cultural differences, the basic requirement for children is that they are kept safe across social, ethnic and cultural boundaries.

Responding to a disclosure

If the child is not in immediate danger or requires immediate medical attention, contact:

Designated Safeguarding Lead:

Coralie Hides

coraliehides@jigsawpreschool.org

Deputy Safeguarding Lead:

Helen Tallentire

manager@jigsawpreschool.org

Jigsaw Management Group chairperson:

Gillian Hall

07734 922595

jmg-chair@htclaygate.org

Other helpful contacts

- Children's Single Point of Access (C-SPA), a front door to Surrey County Council services for children, provides residents and people who work with children in Surrey with direct information, advice and guidance about where and how to find the appropriate support for children and families.

C-SPA is available 9am-5pm, Monday – Friday.

Phone: 0300 470 9100.

Email: cspa@surreycc.gov.uk

- Emergency duty team (EDT), provides an emergency social care service for urgent situations which are out of normal office hours.

EDT is available 5pm-9am, Monday – Friday, weekends 24 hours a day.

Phone: 01483 517898.

Email: edt.ssd@surreycc.gov.uk

- The LADO Service manages allegations against individuals who work or volunteer with children in Surrey. If you have a concern regarding someone who works with children, please contact the LADO.

Phone: 0300 123 1650

Email: LADO@surreycc.gov.uk

- NSPCC Helpline 0808 800 5000

Reacting to a disclosure

- Listen carefully rather than asking leading questions.
- Never promise any particular action or not to disclose any information shared.
- Allow silence and/or allow child to be upset.
- Try to relate to the age, understanding or special needs of the child.
- Write down carefully the information you have been given as soon as possible, preferably within 24 hours and only including what you have been told.
- Discuss this as soon as possible with the designated safeguarding lead.
- Any decision not to tell the parents must be discussed with the Designated Safeguarding Lead unless the child is in immediate danger.
- OFSTED will be informed of any allegations of abuse or neglect against a team member, student or volunteer or any abuse or neglect that is alleged to have taken place on the premises or during an outing or visit.

Parents

It is good practise to be as open and honest as possible with parents about any concerns. However, you must not discuss your concerns with parents in the following circumstances:

- Where sexual abuse or exploitation is suspected.
- Where organised or multiple abuse is suspected.
- Where fabricated or induced illness is suspected.
- Where female genital mutilation is a concern.
- In cases of forced marriage.
- Where contacting parents would place a child or others at immediate risk.

Escalation policy

Effective working together depends upon an open approach and honest relationships between agencies and a belief in genuine partnership working. Any disputes about the safety and well-being of a child should be resolved in a timely way with all agencies working together in the best interests of the child so that the welfare of the child remains paramount.

The Partners recognise that complexity of need and range of intervention/support will not always fit into a simple formula that leads to 'the right solution'. Often there may be no right or wrong answer and quite legitimately practitioners may exercise their professional judgement differently. It is also the case that exceptionally, the needs of some children and families may not easily fit within a conventional application of thresholds. The purpose of the SSCP Escalation Policy is to create a transparent process that enables multi-agency practitioners to exercise their professional judgement and provide the best possible service in a timely and safe way.

It is of vital importance that children and their families do not become entangled in professional disagreements. Neither should disputes detract from the focus on the child, delay effective decision making, nor lead to protracted disputes that negatively impact upon the child and/or family and on inter-agency relationships and working practice. In reaching resolution, it is essential that at all times disputes are approached in a considerate manner and one which both respects and seeks to understand the views and concerns of others from their experience and perspective when engaging with the child/family.

Disagreements should be resolved through child centred discussion between agencies. This escalation policy outlines the process to be followed when professionals are unable to agree about what is in the best interests of the child. The detailed policy can be accessed here: [SSCP-Escalation-Procedure-Final-1.pdf \(surreyscp.org.uk\)](#)

Allegations made against team members and volunteers

When any form of complaint is made against an employee or volunteer, it must be taken seriously. The complaint should initially be dealt with by the most senior team member on site at the time the complaint is made. If the complaint is against the most senior team member on site, then the Jigsaw Management Group must be informed.

The senior team member must report the complaint immediately to the Designated Safeguarding Lead giving details of the circumstances. The Designated Safeguarding Lead or Jigsaw Management Group may contact the Local Authority Designated Officer. Further information can be found here: [3.2 Managing allegations against people that work or volunteer with children-Surrey Safeguarding Children Partnership \(procedures.org.uk\)](#). They will attend the site of the allegation to gain an initial account of what has occurred from all relevant parties, including the person against whom the allegation has been made. If this is not possible, contact will be made by telephone. Jigsaw Pre-School, will have the right to suspend from duty and/or the premises, any person who is a party to the allegation until a full investigation has been made.

This action does not imply in any way that the person suspended is responsible or is to blame for any action leading up to the complaint. The purpose of any such suspension is to enable a full and proper investigation to be carried out in a professional manner.

It is the responsibility of the Designated Safeguarding Lead or Jigsaw Management Group to make the decision as to whether to inform Social Services and/or the Police Child Protection Unit, depending on the nature of the allegation. In matters of allegations against team members or volunteers working in child protection, information must be provided to the local designated officer.

Confidentiality and whistle blowing

- Jigsaw Pre-School operates a confidentiality policy. However, under no circumstances will information be kept confidential that raises concern about the safety and welfare of a child.
- Any team members or volunteers with concerns about anybody providing services to children should report this to their manager, Designated Safeguarding Lead or Jigsaw Management Group as appropriate. They will be fully supported throughout the process.
- All team members must be aware that they have a professional responsibility to share information with other agencies in order to safeguard children in accordance with the Information Sharing Policy published by HM Government, adopted by the Children's Trust and endorsed by SSCP. The Data Protection Act 1998 and General Data Protection Regulations are not a barrier to sharing information where a failure to do so would place a child at risk of harm.
- All team members must be aware that they cannot promise a child that they will keep secrets/ not disclose potentially harmful information.

Safer recruitment policy statement

Jigsaw Pre-School will apply the Working Together to Safeguard Children 2018 and SSCP Guidelines using the framework for safer recruitment and employment practice.

This will apply to all team members and volunteers undertaking activities with children including teaching, training or instruction, care or supervision, providing guidance or treatment, fostering and childcare. It could also include specific positions such as school governor, Director of children's social services, and any work carried out in a limited range of specific settings such as schools where children should always be able to build relationships of trust with the people working with them.

The purpose of safer recruitment is to ensure:

1. Applicants who may wish to harm children are deterred from applying for jobs or volunteering opportunities.
2. Any unsuitable applicants are rejected by scrutinising applications and exploring potential areas for concern at interview.
3. Unsuitable appointments are not made by having at least one member of the interview panel trained in safer recruitment; carrying out all relevant pre-employment checks and ensuring all new team members and volunteers are given an appropriate induction.
4. To identify and manage any identified risks.
5. Maintain a safe and vigilant culture.

Multi-agency training on safer recruitment is available through the Surrey Children's Services Academy: Surrey Children's Services Academy (SCSA) - Surrey County Council (www.surreycc.gov.uk).

Disclosure and Barring Service (DBS) Checks

All new team members and volunteers are to have a DBS check before commencing employment. Any failure to disclose convictions may result in disciplinary action or dismissal. Any positive disclosures will be discussed with the Designated Safeguarding

Lead or Jigsaw Management Group. All this information will be kept on the personnel file. The DBS number and date of processing will be held on a secure database.

A risk assessment will be completed if there is a positive DBS check sent back.

Sharing children's records

Safeguarding records must be transferred securely to a new setting as soon as possible and within 5 days for an in-year transfer or within the first 5 days of the start of a new term, separately from the main file and a confirmation of receipt must be obtained. The Designated Safeguarding Lead can share information with a new setting in advance of the child arriving there if it is appropriate e.g. to allow the new setting to have support in place for when the child arrives. Child protection records are exempt from open access.

The word parent has been used in the generic form and can also refer to a person/s who has parental responsibility, a named adult, or other carer such as a childminder.

Jigsaw manager	Helen Tallentire
JMG chair	Gillian Hall
Updated	September 2024
Next review date	September 2025