

# SAFEGUARDING CHILDREN – POLICY AND PROCEDURES



Pre-school Playgroup

Our Pre-school wants to 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. The welfare of the children is paramount and all children without exception have the right to protection from abuse. All suspicion and allegations of abuse will be taken seriously and responded to swiftly and appropriately. Our aims are to :

- create an environment which encourages children to develop a positive self image regardless of race, language, religion, culture or home background.
- help children to sustain satisfying relationships within their families, with peers and other adults.
- enable children to have the self confidence and the vocabulary to resist inappropriate approaches.
- work with parents to build their understanding of and commitment to the welfare of all our children.

Our designated person who co-ordinates child protection issues is: **Mellissa Sabin**. In the event that Mellissa Sabin is not present, the Supervisor will take the role as designated person. Parents, staff and children can speak to the designated person about any concerns (a private area can always be made available if necessary). She can also be contacted during pre-school hours on the pre-school telephone number: **07974995871**.

If a parent or member of staff has a concern and does not want to refer it to the designated person, they can telephone **Social Services** on **08458247100 (24hrs.)** and speak to **Angela Chapman (area contact)**.

We ensure all staff and parents are made aware of our safeguarding policies and procedures.

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 Criminal Records Bureau before posts can be confirmed.

We abide by Ofsted requirements in respect of references and Criminal Record 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.

We abide by the Protection of Vulnerable Groups Act requirements in respect of any person who is dismissed from our employment, or resigns in circumstances that would otherwise have lead to dismissal for reasons of child protection concern.

Volunteers do not work unsupervised.

We have procedures for recording the details of visitors to the setting and we take security steps to ensure that no unauthorised person has unsupervised access to the children.

The layout of the room allows for constant supervision of the children.

We acknowledge that abuse of children can take different forms (physical, emotional, sexual and neglect).

We understand that when children are suffering from abuse or neglect, this may be demonstrated through the things they say (direct or indirect disclosure) or through changes in their appearance, behaviour or their play.

We seek out training opportunities for staff to ensure that they are able to recognise signs and symptoms of possible abuse/neglect and are aware of the guidelines of the Local Safeguarding Children Board.

We have a copy of 'What to do if you are worried a child is being abused' to which staff and parents can refer.

We ensure staff know that they have a responsibility to refer concerns and the procedures for recording and reporting them.

We ensure that staff understand the need for confidentiality in all situations related to disclosure.

We ensure that staff and unaccompanied visitors do not have access to personal mobile telephones with cameras at the setting when the children are present (they are kept in a lockable box and the manager/supervisor holds the key).

We ensure that all photographs of children taken at the setting are only printed out at the setting, using our own equipment. Photographic equipment is stored, in a locked cupboard, overnight at the setting and under no circumstances is it taken home.

Photographs are not shared with any other third party visiting the setting without parental consent.

We ensure that all staff who use social networking sites are aware that they must abide to our Confidentiality Policy at all times and are forbidden to discuss any matter relating to children and families.

We hold a list of named persons who are authorised by the parents to collect their child. If they are not known to the pre-school we will ask for evidence of identity the first time they collect the child, e.g. passport or new style driving licence. If this form of identity is not available, parents are asked to introduce the named person to the staff before they collect their child for the first time.

We keep a log of when a child is changed by a member of staff, which includes the date, time, staff members name and child's initials.

### **Procedure in event of a child making a disclosure:**

Where a child makes comments to a member of staff that gives cause for concern, that member of staff (with help from the designated person and advice from the Local Safeguarding Board) will:

1. listen to the child, offer reassurance and give assurance that she/he will take action.
2. not question the child
3. makes a written record that forms an objective record of the observation or disclosure that includes:
  - the date and time of the observation of 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 date and time, and
  - the names of any other person present at the time.
  - These records are signed and dated and kept in a file which is kept securely and confidentially.
4. The designated person will inform the Local Safeguarding Children Board

**Telephone: 08458247100**

**Area contact:**

**Angela Chapman**

5. The designated person will inform the parents at the earliest opportunity (except when the guidance of the Local Safeguarding Children Board does not allow this. This will usually be the case where the parent is the likely abuser and in these cases the investigating officers will inform the parents).
6. Ofsted will be informed of the situation.  
The members of staff involved will do everything in their power to support and work with the child's family and the pre-school will continue to welcome the child and family whilst investigations are being made in relation to the disclosure. At all times, the care and safety of the child is paramount.

**Procedure in the event of a complaint against a member of staff or volunteer:**

We follow the Local Safeguarding Children Board guidelines when investigating any complaint that a member of staff or a volunteer has abused a child as if it were an allegation of abuse by any other person.

1. We refer any such complaint immediately to the local authority's social care department to investigate.

**Telephone: 08458247100,**

**area contact:**

**Angela Chapman**

2. We also report any such incident to Ofsted and what measures we have taken.
3. Where the management committee and children's social care agree it is appropriate in the circumstances, the Chairperson will suspend the member of staff on full pay for the duration of the investigation, this is not an indication of admission that the alleged incident has taken place, but is to protect the staff as well as children and families throughout the process.
4. Where a member of staff or a volunteer is dismissed from the setting because of misconduct relating to a child, we will notify the Independent Barring Board administrators so that the name may be included on the Protection of Children and Vulnerable Adults Barred list.

**This policy was adopted at a meeting of River Pre-school Playgroup held on:**

\_\_\_\_\_ (date)

**Signed by the chairperson on behalf of the pre-school**

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**Justin Simpson**