

St Helen's Pre-school Child Protection & Safeguarding Policy

Our Child Protection Officers are:

Tricia Pillay Manager

Mandy Tomlinson

The South Gloucestershire Safeguarding Children Board can be contacted at www.sgcyp.org/Safeguarding

01454 868 700 or 01454 615165 (out of hours) or the police can be called on 999

First Point – for all initial enquiries and advice – 01454 866 000

The emergency duty team for social care can be contacted on 01454 615165

If further advice is needed the NSPCC can be contacted on 0800 800 2222

The legal framework for this policy is based on:

Safeguarding Vulnerable Groups Act (2006)

Safeguarding and promoting the welfare of children, for the sake of this policy, is defined as:

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

(Definition taken from the HM Government document 'Working together to safeguard children 2013')

We support the children in our care, protect them from maltreatment and have robust procedures in place to prevent the impairment of children's health and development. Safeguarding is a much wider subject than the elements covered within this policy, therefore this document should be used in conjunction with the other pre-school policies and procedures.

Our pre-school has a clear commitment to protecting children and promoting welfare. Should anyone believe that this policy is not being upheld, it is their duty to report the matter to the attention of Tricia Pillay – pre-school manager at the earliest opportunity.

St Helen's Pre-school is committed to creating and maintaining the safest possible environment for young children.

We do this by:

Recognising that all children have a right to freedom from abuse

- Staff will be vigilant to changes in children's behaviour and appearance.
- We encourage children to develop their resilience, self-esteem and self-confidence and use opportunities to help children learn how to express their feelings and develop an understanding of acceptable social behaviour.
- The layout of the Pre-school ensures that children and adults can be seen by other people at all times. Adults will inform a colleague when they need to assist or change a child e.g. in the toilet/cloakroom area.
- Forest school sessions will have a higher staffing ratio to ensure that risk from strangers (while out of pre-school and on public land) is minimised. Adults should ensure that they are always within hearing (and sight if possible) of at least one other adult. Students and parent helpers will never be left alone with children, excepting their own children.

Ensuring that all staff and volunteers are carefully selected and accept responsibility for helping to prevent the abuse of children in their care.

- It will be made clear to applicants for posts within the pre-school that the position is exempt from the provisions of the Rehabilitation of Offenders act 1974.

All staff will need to obtain DBS (Disclosure and Barring Service) clearance and this will be reviewed as part of a rolling programme for all staff. Information can be found at;

<https://www.gov.uk/government/organisations/disclosure-and-barring-service/about>

- All staff should be willing to attend Child Protection training to ensure that they are aware of the possible symptoms of abuse and the correct procedures to follow. This to be arranged as part of the induction process for new staff.

Responding swiftly and appropriately to all suspicions or allegations of abuse, and providing parents staff and children with the opportunity to voice any concerns they may have.

- Children whose condition and behaviour is causing concern will be observed by key workers and the manager, with parent's knowledge.
- In exceptional circumstances, when a child is deemed to be in immediate danger, the Social Services Department may be the first point of reference.
- The pre-school maintains an 'open' policy, doors remain open at all times when areas are in use to minimise opportunities for abuse. Staff and Volunteers, including parent helpers are encouraged not to put themselves in vulnerable situations by being alone with children, taking children to the toilet (volunteers and parent helpers) or engaging in excessive physical contact with children (any physical contact is child-initiated).

- If a member of staff or volunteer is accused of any form of child abuse, the manager will interview them as soon as possible. The person accused may take a friend, colleague or legal advisor to the interview with them. (If the allegation is against the Manager then the Pre-school committee chair and another nominated child protection committee member will conduct the interview with support from South Gloucestershire Safeguarding and from Play link). The person against whom the allegation is made will be informed of the allegation and may be suspended, on full pay, while an investigation is carried out. Investigations will be in line with Area Child Protection Committee procedures and conducted with the Area Child Protection Committee. Ofsted will be informed of the situation.

Appointing Child Protection officers who will take specific responsibility for child protection and act as the main point of contact for parents, children and outside agencies

- The Manager Tricia Pillay is the appointed Child Protection Officer, supported by Mandy Tomlinson, who will be the first point of contact if the Manager is not in the setting.

Ensuring access to confidential information is restricted to the Child Protection Officers or the appropriate external officers and other staff as appropriate.

- Whenever changes are observed in a child's behaviour, physical condition or appearance (should these changes be indicators of possible abuse) a specific and confidential record will be set up, separate from the usual, ongoing records of the child's progress and development. This record will include the child's personal details, observation of behaviour/issue causing concern, date and the name of the staff member observing. This record will remain confidential and will be shared with the Child protection Officer, parents and appropriate external officers.

Reviewing the effectiveness of our Child Protection Policy and activities on a regular basis (at least annually)

It is a requirement of the pre-school's registration that we follow the South Gloucestershire Child Protection Policy. A copy of this can be found in the parent's information file on the entrance hall table.

Information regarding allegations of serious harm or abuse by any person in the setting and action taken in respect of these allegations, will be notified to OFSTED no later than 14 days after the incident.

In the event of the need for a referral for Social Care, there should be a response within one working day of receipt (informing of any action taken) if the referrer has not received an

acknowledgement within **3 working days**, they should contact Social Care again (South Gloucestershire Local Safeguarding Board-LSB).

Records of child protection matters/possible child protection matters should include be:

Legible

Dated

Signed

Relevant

Complete

Contemporaneous

Stored safely

Kept confidential

Include any evidence of acts of commission/acts of omission

Recording suspicions of abuse and disclosures

Staff should make an objective record (supported by the manager/safeguarding lead) of any observation or disclosure. This should include:

- Child's name
- Child's address
- Age and date of birth
- Date and time of the observation or disclosure
- Exact words spoken by the child
- Exact position and type of injuries or marks seen
- Exact observation of an incident including any other witnesses
- 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
- Any discussion held with the parent(s) (where deemed appropriate)

These records should be signed by the person reporting and by the pre-school manager

Phones and cameras

Following recent high profile cases of child abuse in early years settings the following rules will apply to all staff, volunteers, visitors, parent helpers etc. Mobile phones to be left in the back room at all times. (All staff can give the pre-school mobile as an emergency contact number)

No cameras to be brought into pre-school, the only camera to be used is the pre-school camera, and photos from this are only to be printed at pre-school. This camera should not leave the premises, excepting for pre-school outings and to enable the pre-school website developer (Simon Smith) to add photographs to the website.

Any breach of these regulations will constitute a breach of child protection policy.

Acceptable Use of Technologies

All staff, volunteers and committee members should have due regard for the Acceptable Use of Technologies statement

Policy updated April 2015