



Safeguarding Children & Child Protection Policy

Statement of Intent

Our Pre-School wants to work with children, parents and the community to ensure the safety of children and to give them the very best start in life.

Aims

Our aims are to:

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

The legal framework for this work is:

Primary legislation.

- The Rehabilitation of Offenders Act.
- The Children Act 1989 – S47.
- The Children Act 2004 (Every Child Matters).
- Data Protection Act 1998.
- The Protection of Children Act 1999.
- The Children (NI) Order.
- The Children (Scotland) Order.

Guidance

- Working Together to Safeguard Children (revised 2010).
- What to do if you are worried a child is being abused (revised 2006).
- The Framework for the Assessment of children in Need and their Families (2000).
- The Common Assessment Framework (2005).
- London Child Protection (2010).

Secondary Legislation

- Sexual Offences Act (2003).
- Criminal Justice and Court Services Act (2000).
- Human Rights Act (1998).
- Race Relations (Amendment) Act (2000).
- Race Relations (Amendment) Act (1976) Regulations.

- Rehabilitation of Offenders Act 1974.

Liaison with Other Bodies

- We work within the Sutton Local Safeguarding Children Board guidelines.
- We have a copy of 'What to do if you are worried a child is being abused' available for staff and parents to see.
- We notify the registration authority (Ofsted) of any incident or accident and any changes in our arrangements which affect the wellbeing of children.
- We have procedures for contacting the local authority on child protection issues, including maintaining a list of names, addresses and telephone numbers of social workers, to ensure that it is easy in any emergency for the setting and social services to work together.
- If a report is to be made to the local authority social care department, we act within the areas Safeguarding children and Child Protection guidance in deciding whether we must inform the child's parents at the same time.

Methods

Staffing and volunteering:

- We provide adequate and appropriate staffing resources to meet the needs of children.
- Applicants for posts within the pre-school are clearly informed that the positions are exempt from the Rehabilitation of Offenders Act 1974. Candidates are informed of the need to carry out checks. Where applications are rejected because of information that has been disclosed, applicants have the right to know and to challenge incorrect information.
- We abide by Ofsted requirements in respect of references and police checks for staff and volunteers, to ensure that no disqualified person or unfit person works at the preschool or has access to the children.
- Volunteers do not work unsupervised.
- We abide by the Protection of Children Act requirements in respect of any person who is dismissed from our employment or resigns in circumstances that would otherwise have led to dismissal for reasons of child protection concern.
- We have procedures for recording the details of visitors to the pre-school.
- We take security steps to ensure that we have control over who comes into the preschool so that no unauthorised person has unsupervised access to the children.
- We do not use personal mobile phones to take pictures of children, mobiles are kept in the staff room during working hours (see policy on mobiles and digital media).
- We do not use facebook or any other social networking site to communicate any pre-school matters.

Responding to Suspicions of Abuse

- We acknowledge that abuse of children can take different forms – physical, emotional and sexual, as well as neglect.
- When children are suffering from physical, sexual, or emotional abuse or may be experiencing neglect, this may be demonstrated through the things they say (direct or indirect disclosure) or through changes in their appearance, their behaviour or their play.
- Where such evidence is apparent the child's key worker makes a dated record of the details of the concern and discusses what to do with the setting leader or designated person. The information is stored in the incident book.
- Staff in the setting take care not to influence the outcome either through the way they speak to children or by asking questions of the children.

Allegations Against Staff

- We ensure that all parents know how to complain about staff within the setting, which may include allegation of abuse.
- We follow the guidance of the Sutton Local Safeguarding Children Board when responding to any complaint that a member of staff or volunteer has abused a child.
- We respond to any disclosure by children or staff that abuse by a member of staff may have taken or is taking place, by first recording the details of any such incident.
- We refer any such complaint immediately to the local authorities' social service department to investigate.
- We co-operate entirely with any investigation carried out by social services in conjunction with the police.
- Our policy is to 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.

Disciplinary Action

- Where a member of staff or a volunteer is dismissed from the setting or internally disciplined because of misconduct relating to a child we notify the Department of Health administrators so that the name may be included on the List for the Protection of Children and Vulnerable Adults.

Training

- We seek out training opportunities for all adults involved in the setting to ensure that they can recognise the signs and symptoms of possible abuse and that they are aware of the local authority guidelines for making referrals.
- We ensure that all staff know the procedures for reporting and recording their concerns in the setting.

Planning

The layout of the room allows for constant supervision. Where children need to spend time away from the rest of the group, the door is left ajar.

Curriculum

- We introduce key elements of child protection into our programme, to promote personal, social, and emotional development of all children so that they may grow to be 'strong, resilient and listened to' and so that they develop an understanding of why and how to keep safe.
- We create within the pre-school a culture of value and respect for the individual, having positive regard for children's heritage arising from their colour, ethnicity, languages spoken at home, cultural and social background.
- We ensure that this is carried out in a way that is appropriate for the ages and stages of our children.

Disclosures

Where a child makes a disclosure to a member of staff, that member of staff:

- Offers reassurance to the child;
- Listens to the child; and
- Gives reassurance that she or he will act.

The member of staff does not question the child.

Recording Suspicions of Abuse and Disclosures

Staff make a record of:

- The child's name.
- The child's address.

- The age of the child.
- The date and time of the observation or the disclosure.
- An objective record of the observation or disclosure.
- The exact words spoken by the child.
- The name of the person to whom the concern was reported, with date and time; The names of any other person present at the time.

These records are signed and dated and kept in a separate confidential file.

All members of staff know the procedures for recording and reporting.

Informing Parents

Parents are normally the first point of contact. If a suspicion of abuse is recorded, parents are informed at the same time as the report is made, except where 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. In these cases, the investigating officers will inform parents.

Confidentiality

All suspicions and investigations are kept confidential and shared only with those who need to know. Any information is shared under the guidance of the Local Safeguarding Children Board.

Support to Families

- The setting takes every step in its power to build up trusting and supportive relations among families, staff, and volunteers in the group.
- The setting continues to welcome the child and the family whilst investigations are being made in relation to abuse in the home situation.
- Confidential records kept on a child are shared with the child's parents or those who have parental responsibility for the child only if appropriate under the guidance of the Local Safeguarding Children Board.
- With the proviso that the care and safety of the child is paramount, we do all in our power to support and work with the child's family.
- The setting makes clear to parents its role and responsibilities in relation to Child Protection such as for the reporting of concerns, providing information, monitoring of the child, and liaising at all times with the local social services department.

Our designated person is: ***Michele Whelan***

Our designated officer who oversees this work is: ***Helen Elliott***

- MASH – Sutton Civic Offices, St Nicholas Way Sutton SM1 1EA 020 8770 6001
- Wallington Police Station non-emergency 101 28 Stafford Rd, Wallington, SM6 9AA
- NSPCC 0808 800 5000
- LSCB, Sutton branch – Sutton Civic Centre, St Nicholas Way Sutton SM1 1EA
020 8770-4534 Child Protection Manager – Paul Sharma
- Sutton Social Services 020 8770 5000 Out of Hours number

Website address; londonscb.gov.uk

To be reviewed annually by all members of staff.

Date to be reviewed.....3/2/18

