

Ilkley Pre-School Playgroup

Safeguarding and Promoting Children's Welfare

Safeguarding children and child protection

(including managing allegations of abuse against a member of staff)

Policy Statement

- We promote children's right to be strong, resilient and listened to by creating an environment in our pre-school that actively encourages children to develop a positive self-image, which includes their heritage arising from their colour, ethnicity, their languages spoken at home, their religious beliefs, cultural traditions and home background to give them the best start in life.
- We encourage children to develop a sense of autonomy and independence.
- Our designated persons who coordinate child protection issues are Sue Williamson and Tracy Fernley.
- We help children to establish and sustain relationships within their families, with peers and with other adults.
- We ensure all staff and parents are aware of our safeguarding policies and procedures.
- We work with parents to build their understanding of, and commitment to, the principles of safeguarding all our children.
- We intend to create in our pre-school an environment in which children are safe from abuse and in which any suspicion of abuse is promptly and appropriately responded to.
- We will 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.

Staff and Volunteers

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

We provide adequate and appropriate staffing resources to meet the needs of children.

Our committee members all have the appropriate DBS checks.

Exclude known abusers

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 require an enhanced DBS check

All applicants for work within the pre-school, whether voluntary or paid, will be interviewed before an appointment is made and will be asked to provide at least one reference. All such references will be followed up. In the case of applicants with unexplained gaps in their employment history, or who have moved rapidly from one job to another, explanations will be sought.

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 DBS checks for staff and volunteers, to ensure that no disqualified person or unsuitable person works within the setting or has access to the children.

Where information is returned in a DBS check we will make a judgement as to the applicant's appointment based on the role they have applied for and the disclosure.

All appointments, both paid and voluntary, will be subject to a probationary period and will not be confirmed unless the pre-school is confident that the applicant can be safely entrusted with children.

Volunteers and parents do not work unsupervised.

We have procedures for recording the details of visitors to the setting.

We take security steps to ensure that we have control over who comes into the setting so that no unauthorised person has unsupervised access to the children.

Seek and supply training

We will seek out training opportunities for all adults involved in the setting to ensure that they recognise the symptoms of possible physical abuse, neglect, emotional abuse and sexual 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.

Prevent abuse by means of good practice

Adults will not be left alone for long periods with individual children or with small groups. An adult who needs to take a child aside - for example when a child requires first aid treatment, they will inform other members of staff.

Adults who have not had an enhanced DBS disclosure through playgroup will not be left unsupervised with children including helping with toileting.

Children will be encouraged to develop a sense of autonomy and independence through adult support in making choices and in finding names for their own feelings and acceptable ways to express them. This will enable children to have the self-confidence and the vocabulary to resist inappropriate approaches.

The layout of the playrooms and outdoor area permits constant supervision of all children. No child is left alone with probationary staff or volunteers in a one-to-one situation without being visible to others.

Respond appropriately 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.

The first concern will be the child. Children whose condition or behaviour has given cause for concern will be listened to, reassured and helped to understand that they themselves are valued and respected and have not been at fault.

Changes in children's behaviour/appearance will be investigated.

Parents will normally be the first point of reference, but if they are not in a position to allay any legitimate anxieties, the matter will also be taken up with the Social Services Department.

In exceptional circumstances, the Social Services Department may be the first point of reference.

All such suspicions and investigations will be kept confidential, shared only with those who need to know. The people most commonly involved will be the member of staff/key person, the pre-school leader and the management committee chair.

Making a referral to the local authority social care team:

We follow the guidelines given by the Bradford Safeguarding Children's Board, where it is clear that a Child Protection Referral is needed contact Children's Initial Contact Point without delay Tel No 01274 431010. Out of hours Emergency Duty Team Tel No 01274 431010
Where the Named Person is not sure whether it is a child protection issue they may seek advice from the Children's Safeguarding and Reviewing Unit Consultation Service Tel No 01274 434343

- We follow the guidelines above set out by the Bradford Safeguarding Children's Board, in their document: "What to do if you think a child is being abused"
- A flow chart is displayed for staff to view.
- Further information and advice for staff/families is available via: <http://bradford-scb.org.uk/whattodo.htm>

Keeping records

Whenever worrying changes are observed in a child's behaviour, physical condition or appearance, a specific and confidential record will be set up, quite separate from the usual on-going records of children's progress and development. The record will include, in addition to the name, address and age of the child: timed and dated observations, describing objectively the child's behaviour/appearance, without comment or interpretation; where possible, the exact words spoken by the child; the dated name and signature of the recorder.

The member of staff recording the details will then discuss the next steps with the pre-school manager (who is acting as the 'designated person')

Such records will be kept in a separate file, stored securely and will not be accessible to people other than the pre-school leader, chair and key person or other member of staff as appropriate.

We refer concerns to the local authority children's social care department and co-operate fully in any subsequent investigation.

We take care not to influence the outcome either through the way we speak to children or by asking questions of children.

Liaise with other bodies

We work within the Bradford Safeguarding Children Board guidelines

We have a copy of 'What to do if you're worried a child is being abused' for parents and staff to refer to and all staff are familiar with what to do if they have concerns.

We have procedures for contacting the local authority and Local Safeguarding Board on child protection issues, maintaining a list of contact details of relevant bodies, to ensure that it is easy, in any emergency, for the setting and other services to work together.

We notify Ofsted of any incident or accident and any changes in our arrangements which may affect the wellbeing of children.

Allegations against staff

We ensure that all parents know how to complain about staff or volunteer action within the setting, which may include allegations of abuse.

We follow the guidance of the Bradford 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 place, by first recording the details of any such alleged incident.

We refer any such complaint immediately to the local authority to investigate. We also report any such alleged incident to Ofsted and what measures we have taken. We are aware it is an offence not to do this.

We refer any such complaint immediately to the LADO – Local Authority Designated Officer at BSCB to investigate. We also report any such alleged incident to Ofsted and what measures we have taken. We are aware that it is an offence not to do this.

We co-operate entirely with any investigation carried out by children's social care in conjunction with the police.

Our policy is to suspend the member of staff on full pay for the duration of our 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.

Whistleblowing: We make staff aware of their responsibilities for safeguarding all children. Staff are encouraged to report any issues with regard to inappropriate staff behaviour and report to the leader or committee. We will treat all reports confidentially and will take this seriously.

Alternatively staff may contact Ofsted to report any concerns.

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 will notify the Independent Barring Board administrators so that the name may be included on the List for the protection of Children and Vulnerable Adults Barred List.

The pre-school operates in accordance with guidelines laid down by the registering authority. Confidential records kept on children about whom the pre-school is anxious will be shared with the Social Services Department if the pre-school feels that adequate explanations for changes in the child's condition have not been provided.

If a report on a child is to be made to the authorities, the child's parents will be informed at the same time as the report is made.

Records will also be kept of the local NSPCC contact (01274 769800) and national NSPCC contact (0808 8005000), or other contact(s) as appropriate.

Curriculum

We introduce key elements of keeping children safe into our programme to promote the personal, social and emotional development of all children, so that they may grow to be strong, resilient and listened to and 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 developmentally appropriate for the children.

Confidentiality

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

Support families

The pre-school will take every step in its power to build up trusting and supportive relationships between families and staff and volunteers in the group.

Where abuse at home is suspected, the pre-school will continue to welcome the child and family while investigations proceed.

Confidential records kept on a child will be shared with his or her parents if requested.

With the proviso that the care and safety of the child must always be paramount, the pre-school will do all in its power to support and work with the child's family.

BSCB

OFFICE HOURS 01274 437500

SOCIAL SERVICES OUT-OF-HOURS EMERGENCY 01274 431010

GENERAL 01274 435600

This policy was adopted at a meeting of Ikley Pre-School Playgroup

Held on: _____

Date to be reviewed: _____

Signed on behalf of the management committee:

Name of signatory: _____

Role of signatory: _____