

Poppet's Pre-School Safeguarding Policy

Aims:

Poppet's Pre-school will work with children, parents and the community to ensure the safety of children and to give them the very best start in life. Children have the right to be treated with respect and to be safe from any abuse in whatever form.

Objectives:

We will ensure that children are never placed at risk while in the charge of pre-school staff and that confidentiality is maintained at all times. All staff will be familiar with child protection issues and procedures and this policy will be reviewed and updated annually.

Children will be supported by being offered reassurance, comfort and sensitive interactions. Activities will be devised according to individual circumstances to enable children to develop confidence within their peer group.

We will create an environment to encourage children to develop a positive self-image and encourage children to develop a sense of independence and autonomy in a way that is appropriate to their age and stage of development. Poppet's Pre-School provides a safe and secure environment for all children and staff will always listen to children.

This policy lays out the procedures that will be followed if we have any reason to believe that a child in our care is subject to physical, emotional, sexual abuse, or neglect.

Our prime responsibility is the welfare and well being of all children in our care. As such we believe we have a duty to the children, parents/carers and staff to act quickly and responsibly in any instance that may come to our attention.

The pre-school will follow the guidelines set out in the 'Local Safeguarding Guidance' booklet and as such will seek advice from the Single Point of Access (SPA). Poppet's Pre-school have a duty to report any suspicions of abuse to the SPA who have an obligation to investigate such matters.

Staff must not make comment either publicly or in private about a parent's supposed or actual behaviour. Staff must raise any concerns initially with the manager and owner. The owner will then consider the appropriate action to be taken. Staff responsibilities do not include investigating the suspected abuse. However, the staff will keep accurate records of their observations, signed and dated, and of anything said to them by the child or others in connection with the suspected abuse. This information will be kept in a locked cupboard.

It is always important to listen to children. Strict confidentiality will be observed at all times. All staff will receive training on the protection of children from abuse. No adult will be left alone with a child, unless they have received their DBS check clearance.

Contact telephone numbers

- OFSTED: 0300 123 1231
- Single Point of Access: 020 8547 5004

Recording suspicions of abuse and disclosures

Staff will make an objective record of any observation or disclosure and include:

- child's name
- child's address
- age of the child and date of birth
- date and time of the observation or the disclosure
- exact words spoken by the child
- clear sketches of any injuries/marks identified on a body map
- 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 separate confidential file. All members of staff know the procedures for recording and reporting.

Members of staff will co-operate with the SPA team, Ofsted and Social Services in any way necessary to ensure the safety of the children.

Staffing and volunteering

We have a named person within the pre-school that co-ordinates child protection / safeguarding issues. The designated person undertakes specific training and accesses regular updates to developments within this field.

The named person regarding child protection at the pre-school is Laura Phillips.

- We provide adequate and appropriate staffing resources to meet the needs of children. Staff will all adhere to the pre-schools Safeguarding Policy and will look for changes in the children's behaviour, unexplained injuries, a deterioration in the child's well being or any comments that give cause for concern. Staff will also look for any inappropriate behaviour by other staff

members, for example inappropriate sexual comments or excessive one-to-one attention on a child.

- Applicants are informed of the need to carry out DBS checks and references before posts can be confirmed. 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 unfit person works within the pre-school or has access to the children.
- Volunteers, including students, and staff who have not yet received their DBS clearance do not work unsupervised.
- We have procedures for recording the details of visitors to the pre-school and take security steps to ensure that we have control over who comes into the pre-school, so that no unauthorised person has unsupervised access to the children.

Whistleblowing

- The term 'whistleblowing' is used when somebody who works in or for an organisation wishes to raise concerns about malpractice, wrongdoing, illegality or risk in the organisation. If a member of staff has concerns regarding the safeguarding of children at Poppet's they should initially discuss their concerns with the owner. If they do not feel comfortable to do this or are unhappy with the response from the owner they should refer to the Ofsted guidance 'Whistleblowing to Ofsted about safeguarding in local authority children's services'. This guidance gives information on what actions to take, how to contact Ofsted and what action will be taken. The OFSTED Whistleblower Hotline is 0300 123 3155.

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 Team 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 Team.

Support to families

- The pre-school takes every step in its power to build up trusting and supportive relations among families, staff and volunteers within the pre-school.
- The pre-school 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 Team.

Allegations against staff

If an allegation is made against a member of staff, Ofsted, The Local Authority Designated Officer (Vivienne Rimmer) and the Pre-schools Childcare Development Adviser will be contacted for further support. An allegation will result in the following procedure being followed.

The incident will be dealt with by the owner:

- A full investigation will be carried out to determine how this will be handled.
- The member(s) of staff concerned will be suspended on full pay during an investigation.
- All investigations/interviews will be documented and kept in a locked file.
- Unfounded allegations will result in all rights being re-instated.
- Founded allegations will be passed on to the relevant organisation (police) and will result in the termination of employment. Ofsted will be notified immediately of this decision.
- Counselling/support will be available for any member of the Pre-school who is affected by an allegation.

Use of Media

Staff are not permitted to use their mobile phones whilst with the children, mobile phones must be kept in their bags, in the cupboard, with the door shut. The pre-school has a mobile phone for contact purposes but this does not have a camera. The pre-school has a camera for observation and recording purposes which all members of staff can take photos with. At no time must any inappropriate photos be taken. The camera will not be used in the washroom area or when changing children. The camera will be kept in the main room or may be taken outside to the garden area. Staff are not allowed to use their own cameras within the pre-school. At no time must any staff, students or helpers take any photos of the children on their own cameras or phones.

The legal framework for this work is:

Primary legislation

The Children Act 1989

The Protection of Children Act 1999

Data Protection Act 1998

The Children Act 2004 (Every Child Matters)

The Children (NI) Order

The Children (Scotland) Order

Guidance

What to do if you are worried a child is being abused (2004)

The framework for the assessment of children in need and their families (2000)

Working together to safeguard children (1999)

The common assessment framework (2005)

Secondary legislation

Sexual Offences Act (2003)

Criminal Justice and Court Services Act (2000)

Human Rights Act (1999)

Race Relations (Amendment) Act (2000)

Race Relations (Amendment) Act (1976) Regulations

Rehabilitation of Offenders Act 1974

This policy was adopted on:.....(date)

Signed on behalf of the pre-school:(owner)

Date for review: August 2015 (Annually)