

Safeguarding and Child Protection

Heath Barn Pre School works with children, parents and the community to ensure the safety and protection of children and to give them the very best start in life.

Aims

Our aims are to:

- create an environment in our setting which is safe and secure for all children;
- enable children to have the self confidence and the vocabulary to resist inappropriate approaches;
- encourage 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;
- work with parents to build their understanding of and commitment to the welfare of all our children.
- meet the requirements of the Prevent Duty

In order to achieve this;

- We ensure that all staff and parents are made aware of the safeguarding policies and procedures.
- All staff have received training in Safeguarding Children from the LSCH; this is updated every 2 years. The Preschool Manager has completed Training the Trainer and will deliver refresher training on a rolling basis alongside LSCB courses.
- All staff have undertaken training in understanding the Prevent Programme
- We follow the guidelines laid down by the Local Safeguarding Children Board
- All staff are aware of their responsibilities under the Safeguarding Vulnerable Groups Act 2006
- We have a copy of Working Together to Safeguard Children available for staff to use if required and for parents to see if they wish, along with the publication 'What to do if you're worried a Child is being abused'.
- In consultation with parents/carers we are able to refer children for additional help through the Common Assessment Framework
- We notify the registration authority (Ofsted) of any incident or accident which affects the wellbeing of children.
- We have procedures for contacting the local authority's Intake and Assessment team on safeguarding children issues
- If a report is to be made to the authorities, we take advice from the Intake and Assessment team in deciding whether we must inform the child's parents at the same time.

How we ensure that Children are safe and protected

Staffing and volunteering

- The named person who coordinates safeguarding children issues is Margaret Smithers.
- We provide adequate and appropriate staffing resources to meet the needs of children.
- All staff have a duty to maintain the wellbeing of children in their care.

- The Pre School Leader has completed Safer Recruiting training
- Applicants for posts within the setting are clearly informed that the positions are exempt from the Rehabilitation of Offenders Act 1974 and Safer Recruitment Procedures. Candidates are informed of the need to carry out Enhanced CRB checks and take-up 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 police checks for staff and volunteers, to ensure that no disqualified person or unfit person works at the setting 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 lead to dismissal for reasons of safeguarding children concern.
- We will abide by the requirements of the Independent Safeguarding Authority (ISA).
- We have procedures for recording the details of visitors to the setting.
- We have control over who comes into the setting so that no unauthorised person has unsupervised access to the children.

Disciplinary Action

Where a member of staff or a volunteer is dismissed or internally disciplined because of misconduct relating to a child, we notify Ofsted, the LSCB and if required the ISA.

Curriculum

Through our delivery of the EYFS, we will support and promote British Values (please refer to separate policy for further details)

Planning

The layout of the room allows for constant supervision.

Complaints

- We ensure that all parents know how to complain about staff or volunteer action within the setting, which may include an allegation of abuse.
- We have a procedure on Allegations made against a member of staff
- We notify Ofsted and the Intake and Assessment team when we receive an allegation made about a member of staff, in line with our procedure
- We follow all the disclosure and recording procedures when investigating an allegation that a member of staff or volunteer has abused a child as if it were an allegation of abuse by any other person.

If we suspect abuse

- We acknowledge that abuse of children can take different forms - physical, emotional, verbal, sexual and neglect.
- When children are suffering from physical, sexual or emotional abuse, this may be demonstrated through changes in their behaviour, or in their play. Where such changes in behaviour occur, or where children's play gives cause for concern, the Setting investigates.

- We allow investigation to be carried out with sensitivity. Staff in the setting take care not to influence the outcome either through the way they speak to children or ask questions of children.
- Where a child shows signs and symptoms of 'failure to thrive' or neglect, we make appropriate referrals. We seek parent's permissions before making a referral unless by seeking this permission we put a child at risk.
- We work co-operatively with the parent unless this is inconsistent with the need to ensure the child's safety.
- All concerns are recorded.

Disclosures made to us

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

- offers reassurance to the child;
- listens to the child; and
- gives reassurance that she or he will take action.

*The member of staff **does not question the child** – the golden rule is to observe and listen but do not probe.*

Recording and Reporting suspicions of abuse and disclosures

Staff make a record of:

- The child's name; address, date of birth;
- 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.

The member of staff will discuss the incident with the Pre School Leader and a decision will be made about who should be notified. If a child's safety is at risk the Intake and Assessment team will be contacted immediately. We will take advice from them regarding the information then given to parents.

In a case where a child is not in immediate danger we try to discuss the matter with parents before making any referrals. However it is the welfare of the child which is paramount and this is at the forefront of all our actions. We are aware that many children have suffered because of lack of communication between agencies, and that government guidance now encourages the full sharing of information. We shall therefore use our professional judgement in sharing information with the agencies that 'need to know', being open and honest with parents and children as to why we feel we need to share the information.

Full records of conversations will be maintained when any referrals or discussions are held with any other agencies or with parents prior to a referral. These records will include dates and times of the conversation, who we speak to, and the advice we were given.

Informing Parents

We will always aim to involve parents in any referrals before they are made. However if a suspicion of abuse is recorded, and the child is considered at risk an immediate referral will be made to the Intake and Assessment team and we will take their advice on informing parents.

Confidentiality

All suspicions and investigations are kept confidential and shared only with those who need to know; typically, the Pre School Leader, the child's keyworker and the committee chair. However it may be necessary to make other staff aware that there are concerns about an aspect of well-being of the child in question. Any information shared with external agencies is done under the guidance of the Local Safeguarding Children Board.

Support to families

- We take every step in our power to build up trusting and supportive relations among families, staff and volunteers in the group.
- We will continue 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.

Access and Referral Team - 03003008585 (Out of hours 03003008585 or 03003008123)

Police – 01582 401212

NSPCC 24 hr helpline – 08000 8005000

Ofsted – 0300 123 1231