

Streatley Hill Pre-school

Safeguarding Children 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.
- If a report is to be made to the authorities, we act within the Area Child Protection guidance in deciding whether we must inform the child's parents at the same time.

Methods

Staffing and volunteers

- Our named person who coordinates child protection issues is Fiona Brown, Supervisor
- 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 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. **Known abusers will be excluded.**
- 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 pre-school 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 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 pre-school so that no unauthorised person has unsupervised access to the children.

Disciplinary Action

Where a member of staff or a volunteer is dismissed from the pre-school 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 staff involved in the pre-school to ensure that they are able to recognise the signs and symptoms of possible physical abuse, emotional abuse, sexual abuse and neglect and so 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 pre-school.

All staff will be trained to respond appropriately to any:

- Significant changes in children's behaviour
- Deterioration in their general well-being
- Unexplained bruising, marks or signs of possible abuse
- Signs of neglect
- Comments children make which give cause for concern

Planning

The layout and staff ratios of the setting 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 foundation stage curriculum, so that children can develop understanding of why and how to keep safe.
- We create within the pre-school a culture of value and respect for the individual.
- We ensure that this is carried out in a way that is appropriate for the ages and stages of our children.

Complaints

- We ensure that all parents know how to complain about staff or volunteer action within the pre-school, which may include an allegation of abuse. In the first instance the complaints procedure should be followed.
- We follow the guidance of the Local Safeguarding Children Board when investigating any complaint that a member of staff or volunteer has abused a child.
- 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.
- We acknowledge that abuse of children can take different forms - physical, emotional, 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 pre-school investigates.
- We allow investigation to be carried out with sensitivity. Staff in the pre-school 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.

Disclosures

Where a child makes a disclosure to a member of staff, that member of staff should follow the 'crib sheet' guidance enclosed with this policy:

If an allegation of abuse or poor practice is made against a member of staff, the registered person will consider the nature of the allegation before making a decision on the action to be taken. Options are, training need, verbal/written warning, suspension or dismissal in

the cases of gross misconduct. If a member of staff is suspended – they shall receive full pay whilst the investigation takes place.

The advice given in the publication 'What to do if you are worried a child is being abused – Summary' published by the DCSF will be followed.

Ofsted will be informed of an allegation of abuse within 14 days or as soon as is reasonably practicable.

Recording suspicions of abuse

This is done by using the Observations & Disclosure form attached. 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 Area Child Protection Committee 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 pre-school takes every step in its power to build up trusting and supportive relations among families, staff and volunteers in the group.
- 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 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.

Local Safeguarding Children Board contact is:

Laura Eades, Independent Chair
West Berkshire Local Safeguarding Children Board
Avonbank House, West St, Newbury, Berks, RG14 1BZ

Referral and assessment team 01635 503 405
E.mail: child@westberks.gov.uk

Last updated1st November 2010

Up-to-date details can be checked at www.everychildmatters.gov.uk/lscb
<http://www.westberks.gov.uk/index.aspx?articleid=7513>

This policy was adopted at a meeting of Streatley Hill Pre-school

Held on (date): 28th March 2011

Signed on behalf of the pre-school

Child Protection - Observations and Disclosure Form
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Childs name	Age
Address	Date of observation/disclosure
Objective record of observation/disclosure	
Exact words spoken by child	
Name of person incident was reported to	Date and Time
Names of any other person present at the time	
Names of any other people informed/involved	
Signed (authorised registered person)	Date and time

Child Protection Crib Sheet

The most important things to remember:

If a child comes to you with a disclosure:

- listens to the child; and
- gives reassurance that she or he will take action.
- The member of staff does not question the child

Be as up front as possible with parents – you are encouraged to work in partnership

Make a note of the observation/disclosure

- If it is an isolated incident you do not have to keep a record
- If you are recording incidents frequently on the same child you **MUST** seek advice from any of the following – you may seek advice without giving a child's name. The name only need to be given in the case of a referral.

Name	Role	Tel No
Suzanne Oliver	Child Protection Training Early Years Info	01635 518756
Duty Senior	Social Services Referral & Assessment Team	01635 503405/6

Key Risk Factors in Child Protection

- Nature and severity of abuse/neglect/concern
- The age of the child
- The account of the child and the carers for the injury/concern (including inconsistencies in stories)
- Any history of concerns that you are aware of, relating to the family or the child
- The presence of additional risk factors in the family; domestic violence, parental mental health problems, substance/alcohol misuse
- The family's exclusion/isolation from the community, support services, or if the family has recently, frequently moved during the child's life.