

Safeguarding Policy

Statement of intent

Brownberrie Lane Preschool 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:

- The Rehabilitation of Offenders Act
- The Children Act 1989
- The Children Act (Every Child Matters) 2004
- Data Protection Act 1998
- The Protection of Children Act 1999
- Safeguarding Vulnerable Children Groups Act 2006

Liaison with other bodies

- We work within the Area Safeguarding Committee guidelines.
- We have a copy of Area Safeguarding Guidelines 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 safeguarding 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 pre-school and social services to work well together.
- Records of the local NSPCC contacts are also kept.
- If a report is to be made to the authorities, we act within the Area Safeguarding guidance in deciding whether we must inform the child's parents at the same time.

Methods

Staffing and volunteering

- Our designated member of staff who co-ordinates child protection issues is Michelle Brown.

- Our designated committee member who oversees this work is Christopher Ott, Chairperson.
- Staff are aware that they are responsible for ensuring that they report any information relating to the safeguarding of children to a leader or the named person.
- 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.
- 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.
- 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. E.g. CRB checks.
- Volunteers do not work unsupervised.
- We abide by the Protection of Vulnerable 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 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 adults 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.

Planning

The layout of the room allows for constant supervision. No child is left alone with staff or volunteers in a one-to-one situation without being visible to others.

Curriculum

- We introduce key elements of safeguarding 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.

Responding to suspicions of abuse

- 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. The child's key person makes a dated record of the details of the concern and discusses what to do with the setting leader or manager who is acting as the designated person. The information is stored on the child's personal file.
- We allow investigations 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.

Recording suspicions of abuse and disclosures

Where a child makes comments to a member of staff that gives cause for concern (disclosure), observes signs or signals that gives cause for concern such as significant changes in behaviour, deterioration in general well being, unexplained bruising, marks or signs of possible abuse or neglect that member of staff:

- Listens to the child, offers reassurance and gives reassurance that she or he will take action
- Does not question the child
- Makes a written record that forms an objective record of the observation or disclosure that includes:
 - 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; 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.

Making a referral to the local authority social care team

- We follow the Leeds Safeguarding Children's Board booklet 'Safeguarding Children Guidelines for childminders and day care providers' and the HM Governments 'What to do if you're worried a child is being abused' which contain detailed procedures for making a referral to the local social care team, as well as a template for recording concerns and making a referral.
- We keep a copy of these documents and follow the detailed guidelines given.
- All members of staff are familiar with these documents and follow 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 Safeguarding 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.

Allegations against Staff

- 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.
- We follow the guidance of the Area Safeguarding Committee and Ofsted when investigating 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 or volunteer within the setting or working on the premises occupied by the setting may have taken, or is taking place, by first recording the details of such alleged incident.
- We refer any such complaint immediately to the local authority's social care department 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.
- Any allegations which may implicate the manager/leader of a setting must also be reported via the Chair of the Committee to the Local Authority Designated Officer (LADO). As at March 2011 this contact is **Ted O'Sullivan – Direct number 0113 2478457 / Team number : 0113 2478653**. If the management committee was also implicated then a report would need to be made straight to the LADO.
- We co-operate entirely with any investigation carried out by children's social care in conjunction with the police.
- Where the management committee and children's social care agree it is appropriate in the circumstances, the chairperson will suspend the member of staff on full pay, or the volunteer, 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 the children and families throughout the process.

Complaints Procedure

Please also refer to our complaints procedure

Mobile Phone and camera Policy

- All staff, visitors and parents to Brownberrie Lane Preschool are not permitted to use a mobile phone whilst on the premises to safeguard children.
- Visitors and parents are not allowed to use a camera at Brownberrie Lane Preschool. Staff are permitted to use a camera (which is kept on the premises) to take photographs of children for their developmental profiles and displays with prior written parental consent. These photographs are then printed on the premises.

Non Collection of Children at the end of a session

If a child is not collected at the end of the session/day, we follow the following procedures:

- the office is asked for any information about changes to the normal collection routines;
- if no information is available, parents/carers are contacted at home or at work;
- if this is unsuccessful, the adults who are authorised by the parents to collect their child from pre-school - and whose telephone numbers are recorded on the Registration Form - are contacted;
- all reasonable attempts are made to contact the parents/carers, for example another member of staff visits the child's home if possible;
- the child stays at pre-school in the care of two fully-vetted workers until the child is safely collected;
- the child does not leave the premises with anyone other than those named on the Registration Form;
- if no-one collects the child and the premises are closing, or staff are no longer available to care for the child, we apply the procedures set out in our Safeguarding Policy. We will contact Children and Young People's Social Care on **0113 3760336** (out of normal office hours the Social Care Emergency Duty team on 0113 240 9536) and inform Ofsted.
- a full written report of the incident is recorded; and
- depending on circumstances, we reserve the right to charge parents for the additional hours worked by our staff.

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 Area Safeguarding Committee.

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 any alleged abuse.
- 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 Area Safeguarding Committee.
- 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.

This policy was adopted at a meeting of Brownberrie Lane Preschool.

Held on: _____

Signed on behalf of the Management Committee:

Role of Signatory: _____