

January 2017

WRENTHORPE PRE-SCHOOL, EARLY BIRDS AND NIGHT OWLS



CHILD PROTECTION POLICY

Statement of Principle

Our pre-school, breakfast, after school and holiday club 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. The setting has a duty to work with the community to safeguard and promote the welfare of children, families and adults.

Our Aims

- Create an environment in our setting which encourages children to develop a positive self image, whatever their 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;
- Work with parents to build their understanding of and commitment to the welfare of all our children.
- This policy is shared with staff, volunteers, parents/carers and other persons involved with the setting.

Our Practice

Staffing and Volunteering

- Our Designated safeguarding Leads who co-ordinates child protection issues are
- Vickey Bruce/Joanne Crossland. Both have Level 3 Child Protection training and their responsibilities are to liaise with Local Statutory Children's Services Agency and LSCB, as well as provide support, advice and guidance to all staff on all safe guarding issues. As part of staff induction all staff are expected to read through the Child protection Policy.
- We provide adequate and appropriate staffing resources to meet the needs of children.
- Applicants for posts within the setting 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 a right to know and to challenge incorrect information.
- We abide by Ofsted requirements in respect of references, DBS checks for staff and volunteers, to ensure that no disqualified person or unfit person works at the setting or has access to the children or their details. Staff will not have unsupervised access to children until the checks have been completed.
- We record information about staff qualifications, and the identity checks and vetting processes that have been completed. See Employment Policy.
- We inform all staff that they are expected to disclose any convictions, cautions, court orders or reprimands and warnings which may affect their suitability to work with children.
- Volunteers do not work unsupervised.
- We abide by the Safeguarding Vulnerable groups Act 2006 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 concerns.

January 2017

- We have procedures for recording the details of visitors to the setting.
- We take steps to ensure children are not photographed or filmed on video for any other purpose than to record their development or their participation in events organised by us. Parents sign a consent form and have access to records holding visual images of their child.
- All cameras that have children's photographs on are stored safely in a locked cabinet overnight.
- 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. Visitors would always sign in and I.D would be checked. We never leave a visitor unsupervised and they would always be accompanied off the premises once they have signed out.

Allegations against Staff

- We ensure that all parents know how to complain about the behaviour or actions of staff or volunteers within the setting which may include an allegation of abuse.
- We respond to any inappropriate behaviour displayed by members of staff or any other person working with the children which includes:
 - inappropriate sexual comments
 - excessive one-to-one attention beyond the requirements of their usual role and responsibilities, or inappropriate sharing of images.
- We follow the guidance of the local Safeguarding Children's Board when responding to any complaint that a member of staff or volunteer within the setting has abused a child and co-operate entirely with any investigation carried out by children's social care in conjunction with the police and Ofsted.
- We respond to any disclosure by children or staff that abuse by a member of staff or volunteer within the setting may have taken, or is taking place by first recording the details of any such alleged incident. Where suspension pending further investigation of the member of staff may take place, we would always liaise with the LADO (Local Authority Designated Office).
- This will always be taken seriously and acted upon under the staff handbook policy and never dismissed as "banter" or "personality trait".

Use of Mobile Phones and Cameras

We take steps to ensure that there are effective procedures in place to protect children, young people and vulnerable adults from the unacceptable use of mobile phones and cameras in the setting.

- All personal mobile phones belonging to members of staff, volunteers and parents/carers are not used on the premises during working hours.
- We will ensure that all staff/volunteers and parent/carers' mobile phones are either stored in staff lockers or in the office.
- In the event of an emergency, personal mobile phones may be used in the privacy of the office with the permission of the manager.
- The breakfast, after school and holiday club mobile phone is the only mobile phone to be used by staff whilst out on walks.
- Children are not allowed mobile phones or any other electronic devices in the setting.
- Members of staff must not bring their own cameras or video recorders into the setting.
- Photographs and recordings of children are only taken for valid reasons, i.e. to record their learning and development, or for displays within the setting. These are then destroyed from the camera termly.
- Photographs or recordings of children are only taken on equipment belonging to the setting and are monitored by the manager.

January 2017

- Where parents/carers request permission to photograph or record their own children at special events, permission will first be gained from all parents/carers for their children to be included.
- Photographs and recordings of children are only taken of children if there is written permission to do so. This is confirmed on the application form which is discussed as part of our home visit procedure.
- Social media - see staff handbook

Training

We seek out training opportunities for all adults involved in the setting 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 have level 1 safeguarding qualifications and know the policy and procedure for reporting and recording their concerns in the setting. We encourage parents/carers knowledge of these too.

Planning

The room is laid out to maximise supervision.

Curriculum

- We introduce key elements of child protection into our Early Years Foundation Stage curriculum, so that children can develop an understanding of why and how to keep safe.
- We create within the setting 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's actions within the setting, which may include an allegation of abuse.
- 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.

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 it may be demonstrated through changes in their behaviour, their general wellbeing, unexplained bruising or marks or in their play. Where such changes in behaviour occur or where children's play gives cause for concern, the setting will investigate.
- We take into account factors affecting parental capacity such as social exclusion, domestic violence, parent's drug or alcohol abuse, mental or physical illness or parent's learning disability.
- We are aware of other factors that affect children's vulnerability such as, abuse of disabled children.
- Where we believe that a child in our care or that is known to us may be affected by any of these factors we follow the procedures below for reporting child protection concerns.

January 2017

- Investigations will be carried out with sensitivity. Staff in the setting will take care not to influence the outcome either through the way they speak to children or ask questions of children.
- We refer concerns to the local authority's children's social care department and co-operate fully in any subsequent investigation.
- The signs and safety approach will be used when looking at any casework.
- Female Genital Mutilation (FGM) is a form of child abuse and illegal. It involves a procedure to remove all or some of the female genitalia or any other injury to these organs. Staff will be aware of the signs and indicators of this and their legal duty to report known cases to the police.

Disclosures

Where a child makes a disclosure to a member of staff, that member of staff listens to the child in a reassuring manner. The member of staff does not question the child at any time.

Recording Suspicions of Abuse and Disclosures

Staff will record the following on the Abuse report form:

- 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;
- the names of any other persons present at the time.

The Abuse Report form is then signed and dated and kept in the child's personnel file, which is kept securely and confidentially. It is discussed with the Designated Safeguarding Lead or manager and the next stage is decided upon with the advice of the local authority's social care team.

All members of staff are made aware of the procedures for recording and reporting at induction and at required training intervals. All recorded suspicion of abuse will be passed on to other childcare settings and also reported to local authority's social care team.

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 Wakefield District Safeguarding Children Board does not allow this. This will usually be the case where the parent is the likely abuser. In these cases, social workers will inform parents.

Liaison with other agencies

- We work within the Wakefield District Safeguarding Children Board guidelines.
- A copy of the Wakefield District Safeguarding Children Board guidelines can be made available via the internet 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 or where an allegation of abuse is made against a member of staff.
- When requiring advice or making a referral on child protection issues, the setting will contact Social Care Direct.

January 2017

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

Confidentiality

All suspicions and investigations are kept confidential and shared only with those who need to know according to our Confidentiality Policy. Any information is shared under the guidance of the Local Safeguarding Children Board. For information on data protection and ICO - see our Data Protection Policy

Whistle blowing

All staff and committee members have a duty to report any concerns of wrong doing or malpractice to those who have a duty to investigate and report such matters. We want to encourage and enable all staff and committee members to raise their concerns within the setting without fear of reprisals. Wrenthorpe Pre-school, Early Birds and Night Owls want to protect staff and committee members from maliciously reported concerns. Anyone reporting concerns which turn out to be malicious will be subject to disciplinary action. All concerns must be reported to the Chair of the Parent Management Committee.

Support to Families

- The setting takes every step in their power to build up trusting and supportive relations among families, staff and volunteers in the group.
- We make clear to parents our role and responsibilities in relation to child protection, such as for the reporting of concerns, information sharing, monitoring of the child and liaising at all times with the Local children's social care team.
- The setting 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 Wakefield District 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.
- We work together with local agencies to put processes in place for the effective assessment of the needs of individual children who may benefit from early help services. The Common Assessment Framework is an important tool designed to do this and we would work with the Local Authority on such matters.
- Prevent Duty is part of our wider safeguarding duty. We will intervene where possible to prevent vulnerable children being radicalised. Staff are confident in identifying children and families at risk and acting appropriately with other partners including the Channel Panel. The designated safeguarding leads are appropriately trained to offer advice, support and information to all staff.

Contact Numbers:

Ofsted	0300 123 1231
Police	999/101
Social Care Direct	0345 8 503 503
Local Authority Designated Officer	01924 302155 (Jane McCann)
Early Help Hub	01924 303600
Prevent Officer	01924 878044 (Richard Marsh)
WKD Dist Domestic Violence Abuse Service	0800 915 1561
Early Years Team	01977 723321

January 2017

Wrenthorpe Pre-School Parent Management Committee adopted this policy at its meeting:

Held on _____

Signed _____

Position _____

Date _____

Review date _____