

Safeguarding Children - Policies and Procedures

This policy describes how we intend to create in our pre-school an environment in which children are safe from abuse and in which any suspicion of abuse is promptly and appropriately responded to. In order to achieve this we will:

Exclude known abusers

It will be made clear to all applicants for posts within the pre-school that the position is exempt from the provisions of the Rehabilitation of Offenders Act 1974.

All applicants for work within the pre-school, whether voluntary or paid will be interviewed before an appointment is made and will be asked to provide at least one reference. All such references will be followed up. In the case of applicants with unexplained gaps in their employment history, or have moved rapidly from one job to another, explanations will be sought. DBS clearance will be sought on all applicants.

All appointments, both paid and voluntary, will be subject to a probation period and will not be confirmed unless the pre-school is confident that the applicant can be safely entrusted with children.

Seek and supply training

We will seek out training opportunities for all adults involved in the group to ensure that they recognise the symptoms of possible physical abuse, neglect, emotional abuse and sexual abuse.

All staff will attend safeguarding children training, and update training as necessary.

Prevent abuse by means of good practise

Adults will not be left alone for long periods with individual children or small groups.

Adults who have not been registered as 'fit' persons will not take children unaccompanied to the toilet – a 'fit' person is a person who has DBS clearance. (Disclosure and Barring Service)

Children will be encouraged to develop a sense of autonomy and independence through adult support in making choices and in finding names for their own feelings and acceptable ways to express them. This will enable children to have self-confidence and the vocabulary to resist inappropriate approaches.

Volunteers will never be left unsupervised with children.

The layout of the playroom will permit constant supervision of all children.

Respond appropriately to suspicions of abuse

Changes in children's behaviour/ appearance will be investigated.

Parents will normally be the first point of reference, though suspicions will also be referred as appropriate to the Bury Safeguarding Team (Local Authority Designated Officer) except in cases of suspicions of sexual abuse or Fabricated Illness then Bury Safeguarding team (LADO or MASH team 0161-253-5678) will be the first point of reference.

All such suspicions and investigations will be kept confidential, shared only with those who need to know. The people most commonly involved will be the member of staff/ keyworker, the pre-school leader and the committee chair and adhere to the settings confidentiality policy.

Referrals

The named safeguarding children person in the setting is Hayley Fisher (Pre-School Leader) any concerns should be brought to her and she is the person who should make referrals. In her absence the responsibility goes to the deputy Carol Outram. All concerns and referrals should follow the Bury Safeguarding policy through the LADO or MASH team (Multi agency Safeguarding Hub).

Keep Records

Whenever worrying changes are observed in a child's behaviour, physical condition or appearance, a specific and confidential record will be set up, quite separate from the usual on going record of the child's progress and development. The record will include, in addition to the name, address and age of the child: timed and dated observations, describing objectively the child's behaviour/ appearance, without comment or interpretation; where possible the exact words spoken by the child; the dated name and signature of the recorder. Such records will be kept in a separate file and will not be accessible to people in the pre-school other than the pre-school leader, chair and key person or other member of staff as appropriate.

Liaise with other bodies

The pre-school operates in accordance with Bury Safeguarding Team guidelines. Confidential records kept on children about whom the pre-school is anxious will be shared with the Bury Safeguarding Team if the pre-school feels that adequate explanations for changes in the child's condition have not been provided.

If a report on a child is made to the authorities, the child's parents will be informed at the same time as the report is made – (with the above exceptions).

The group will maintain ongoing contact with the registering authority, including names and addresses and telephone numbers of individual social workers, to ensure that it will be easy, in any emergency, for the pre-school and the Bury Safeguarding Team to work well together. (MASH Team -0161-253-5678.)

Advice available in the 'What to do if you think a child is being abused'.

Support families

The pre-school will take every step in its power to build up trusting and supportive relationships between staff and families and volunteers in the group.

Where abuse at home is suspected, the pre-school will continue to welcome the child and its family while investigations proceed.

Confidential records kept on a child will be shared with the child's parents.

With the proviso that the care and safety of the child is paramount, the pre-school will do all in its power to support and work with the child's family.

The Local Authority Designated Officer or MASH Team at Bury Safeguarding team can always be contacted for advice.

All staff understand their responsibilities under the General Data Protection Regulations and the circumstances under which they may share information about you and your child with other agencies.

Any personal information is held securely and in line with General Data Protection Regulations and guidance from the ICO.

Please refer to complaints procedure for professional abuse and confidentiality policy.