



Safeguarding Children Policy

At Risby Preschool we are committed to providing a safe and secure environment in which the welfare of the children in our care is supported by policies and procedures.

We recognise that the welfare of all children is paramount and that all children and young people, regardless of ability or culture, have equal rights of protection. We recognise our duty of care when the children are in our setting and will do everything we can to provide a safe, secure, stimulating and caring environment in which children can interact and explore rich and diverse learning and development opportunities.

To safeguard our children and following guidance from the EYFS “Children must usually be within sight and hearing of staff and always within sight or hearing”

Children learn best when they are healthy, safe and secure, when their individual needs are met, and when they have positive relationships with the adults caring for them. Our safeguarding and welfare requirements, are designed to help us create high quality settings which are welcoming, safe and stimulating, and where children are able to enjoy learning and grow in confidence.

We will take all necessary steps to keep children safe and well. This is to safeguard children; ensure the suitability of adults who have contact with children; promote good health; manage behaviour; and maintain records, policies and procedures.

This policy aims to set out clear systems and procedures to be followed should any concerns be raised concerning the safety and welfare of any child in our care.

When there are concerns about the welfare of any child/young person, all adults in our organisation are expected to share those concerns with the safeguarding officer.

The named Safeguarding Officer is: Rachel Crouch

The named Safeguarding Deputy Officer is: Sarah Radford

The safeguarding officer is responsible for:

- Monitoring & recording concerns;
- Making referrals to social care without delay;
- Liaison with other agencies; and
- Arranging training for all staff.

Exclude known abusers

- 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 'enhanced disclosure' checks with the DBS 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 DBS checks for staff and volunteers, to ensure that no disqualified person or unsuitable person works at the setting or has access to the children.
- Volunteers do not work unsupervised.
- All appointments, both paid and voluntary, will be subject to a probationary period and will not be confirmed unless the preschool is confident that the applicant can be safely entrusted with children.
- We have procedures for recording the details of visitors to the setting.
- 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.

Seek and supply training

- We seek out training opportunities for all adults involved in the setting to ensure that they are able to recognise the signs and signals of possible physical abuse, emotional abuse, sexual abuse and neglect and that they are aware of the local authority guidelines for making referrals.
- After attending courses any up to date information is added to the staff communication folder for reference.
- We ensure that all staff know the whistleblowing procedures for reporting and recording their concerns in the setting.
- The Safeguarding Officer supports staff at the induction stage and makes them fully aware of responsibilities and the duty of care of all staff.

Prevent abuse by means of good practice

- We acknowledge that abuse of children can take different forms - physical, emotional, and sexual, as well as neglect.
- Adults will not be left alone for long periods with individual children or with small groups.
- Adults who have not been DBS checked will not take the children unaccompanied to the toilet or change nappies/personal care.
- 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 the children to have self confidence and vocabulary to resist inappropriate approaches.

- The layout of the room will permit constant supervision of all children according to appropriate ratios.

Respond appropriately to suspicions of abuse

- When children are suffering from physical, sexual or emotional abuse, or may be experiencing neglect, this may be demonstrated through the things they say (direct or indirect disclosure) or through changes in their appearance, their behaviour, or their play.
- Parents/carers will normally be the first point of reference but not if we feel that discussing this with them would be detrimental to the child's health and safety.
- Concerns will also be referred as appropriate to the Social Care Services, Customer First 0808 800 4005.
- All such concerns will be kept confidential. Ofsted will be contacted to inform them of any referral that has been made by the Safeguarding Officer. The nominated person who liaises with Ofsted will then be made aware too.
- We take care not to influence the outcome by accurately recording what the child says without questioning/ asking leading questions.

Allegations against staff

- We ensure that all parents/carers know how to complain about the behaviour or actions of staff or volunteers within the setting, which may include an allegation of abuse.
- On occasion we may seek guidance from a relevant professional at Suffolk County Council's Early Years Childcare team, or our insurers at the Pre School Learning Alliance. There is a duty for professionals, including our setting to refer any Safeguarding concerns they have to Customer First and the Local Designated Officer for Safeguarding and to inform Ofsted, regardless of whether the complainant wishes to take the matter further.
- We follow the guidance of the Local Safeguarding Children Partnership when responding to any complaint that a member of staff, or volunteer within the setting, has abused a child. We then contact the Suffolk Designated Officer for Safeguarding.
- 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 accurately recording the details of any such alleged incident. This we do without interviewing the staff member or volunteer as we understand that this may jeopardise any future proceedings.
- We refer any such complaint immediately to the local authority's social care department. 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.
- We have an obligation to inform Ofsted of any allegations of serious harm or abuse 'by any person living, working or looking after children at the premises or elsewhere within 14 days of the allegation being made'
- We refer any such complaint, whatever this may be, immediately to CUSTOMER FIRST (0808 800 4005) by telephone, giving the details of the child, we then CONTACT THE LOCAL AREA DESIGNATED

OFFICER FOR SAFEGUARDING (0300 1232044) and INFORM OFSTED (0300 1231231) of the procedures followed as we understand that it is offence not to do this.

- 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 children and families throughout the process.
- Where a member of staff or a volunteer is dismissed from the setting because of misconduct relating to a child, we notify the Independent Barring Board, so that their name may be included on the Protection of Children and Vulnerable Adults Barred List.

Confidentiality

- All concerns are kept confidential and shared only with those who need to know. A specific and confidential record will be set up, quite separate from the usual on-going records of children'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 and appearance, without comment or interpretation, and where possible, the exact words spoken by the child, the date, name and signature of the recorder and page number. Such records will be kept in a separate file and will not be accessible to people in the preschool other than the Safeguarding Officers.

Liaise with other bodies

- Any information is shared under the guidance of the Local Safeguarding Children Board.
- Confidential records kept on children about whom the preschool has concerns about will be shared with the Social Care Services if the preschool feels that adequate explanations for changes in the child's condition have not been provided.
- If a report on a child is to be made to the local authorities, the child's parents will be informed at the same time the report is made, as long as this does not pose a threat to the child.
- The preschool will maintain ongoing contact with the registering authority, including names, addresses, telephone numbers of the individual social workers, to ensure that it would be easy, in an emergency, for the preschool and the Social Care Services to work well together.
- Records will also be kept of the local Customer First contact, or other contacts as appropriate.

EYFS Curriculum

- We introduce key elements of keeping children safe into our programme to promote the personal, social and emotional development of all children, so that they may grow to be strong, resilient and listened to and that they develop an understanding of why and how to keep safe.

- We create within the setting a culture of value and respect for the individual, having positive regard for children's heritage arising from their ethnicity, languages spoken at home, cultural and social background.
- We ensure that this is carried out in a way that is developmentally appropriate for the children.

Support to Families

- We believe in building trusting and supportive relationships with families, staff and volunteers in the setting
- We make clear to parents/carers our role and responsibilities in relation to safeguarding, such as for the reporting of concerns, providing information, monitoring of the child, and liaising at all times with the local children's social care team.
- Confidential records kept on the child will only be shared with the child's parents/carers.
- With the proviso that the care and safety of the child must always be paramount, the preschool will do all in its power to support and work with the child's family.

Child Absence from the setting

When a child is absent from the setting we ask the parent/carer to inform us of their child's absence along with a brief explanation of the cause. If the setting has not heard from the parent/carer by 10am on the day of absence the setting will phone the parent/carer to ask politely the reason for the child not attending the setting and the date the child is likely to return to the setting. The Safeguarding Officers, Centre Coordinator and Leader should be informed of this discussion.

Use of Mobile Phones & Cameras in the setting

We accept that staff, parent/carers volunteers and visitors will bring mobile phones and/or cameras into our setting. However, in line with safeguarding best practice, the following procedures will apply.

- Staff, parents, volunteers and visitors are not permitted to use any recording equipment on their personal mobile phones.
- Staff are not permitted to use personal mobile phones to make or receive calls or texts during working hours. Staff, parents/carers, volunteers and visitors will be asked to leave their personal mobile phones in the designated box located in the office.
- Any person who enters the main room of the setting is not allowed to use/answer their mobile phones whilst in the setting. This is to make or receive calls or texts. Staff will politely ask those who need to use their phones to do so outside the building.
- If a member of staff has a specific need to keep their phone with them on a particular occasion, prior permission must be sought from the

Centre Co-ordinator or Leader in her absence. The mobile phone will then be left in the kitchen on the worktop.

- Visitors, parent/carers and volunteers will not be left unsupervised with the children at any time.
- Staff, parents, volunteers and visitors are not permitted to use cameras in the setting without permission from the Centre Co-ordinator or Preschool Leader in her absence.

This policy was adopted on.....

Signed (Chair)

This policy will be reviewed annually.

Our setting is committed to safeguarding and promoting the welfare of Children, young people and adults at all times and expects everybody working within this setting to share this commitment.