

SAFEGUARDING POLICIES AND PROCEDURES

Our designated Safeguarding Officer, **Waine Parker**

Waine's role is:

- Keep up dating training, cascade information down to the rest of the team,
- Keep a portfolio of information to keep herself and others informed,
- Liaise between the setting and any other professionals for Child protection.

We comply with the procedures approved by the Plymouth Safeguarding Children Board. We intend to create in Nutkins 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.
- We will not knowingly employ in regulated activity, or use as a volunteer, a barred person.
- All team members and new applicants are expected to complete a "Disclosure form" or show reliable evidence that this procedure has been followed and accepted in the past.
- It will be made clear to 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 Nutkins, 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 who have moved rapidly from one job to another, explanations will be sought.
- All appointments, both paid and voluntary, will be subject to a probationary period and will not be confirmed unless the pre-school is confident that the applicant can be safely entrusted with children.
- 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.
- Adults will not be left alone for long periods with individual children or with small groups. An adult who needs to take a child aside - for example, for time out after undesirable behavior will leave the door ajar.
- Adults who have not been registered as 'fit' persons will not take children unaccompanied to the toilet or be left alone with them.
- 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 who have the self-confidence and the vocabulary to resist inappropriate approaches.

- Every member of staff, and volunteer, will be advised to read "what to do if your worried a child is being abused"; and know the whereabouts of the publication.
- Children's comments will be listened to, if these give cause for concern they will be logged and the pre-school's Safeguarding officer informed.
- The layout of the playroom will permit constant supervision of all children.
- Changes in children's behaviour/appearance will be investigated.

Parents will normally be the first point of reference, but if they are not in a position to allay any legitimate anxieties, the matter will also be taken up with the Social Services Department.

The first concern will be the child. Children whose condition or behavior has given cause for concern will be listened to, reassured and helped to understand that they themselves are valued and respected and have not been at fault.

In exceptional circumstances, the Social Services Department may 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 key person, the manager, deputy manager and the management Board chair.

If a volunteer or member of staff is accused of any form of child abuse, she/he will be interviewed immediately by the person in charge of the group. The person accused may choose to attend the interview accompanied by a friend or colleague and to seek advice from the Citizens advice. The interview will usually be with the managers, but if the allegation is against the manager or deputy manager the interview may be conducted by the Chair of the Board.

The person against whom the allegation is made will be informed of the allegation and will immediately be suspended on full pay while an investigation is made. Investigations will be in line with the Child safeguarding Committee procedures and conducted in conjunction with the Child Safeguarding Committee. Confidential records will be kept of the allegation and of all subsequent proceedings.

If a member of staff is dismissed, or if we cease using a person, because we think they harmed or pose a risk of harm to children, they will be referred to the Independent Safeguarding Authority.

Keeping records

Whenever worrying changes are observed in a child's behaviour, physical condition or appearance, a specific and confidential record will be set up, separate from the usual ongoing 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; 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 other than the manager or deputy manager, chair and key person or other member of staff as appropriate.

Liaise with other bodies

The pre-school operates in accordance with guidelines laid down by the registering authority. Confidential records kept on children about whom the pre-school is anxious will be shared with the Social Services Department if the pre-school feels that adequate explanations for changes in the child's condition have not been provided.

The group will maintain ongoing contact with the registering authority, together with names, addresses and telephone numbers of individual social workers, to ensure that it would be easy, in any emergency, for the pre-school and the Social Services Department to work well together.

Records will also be kept of the local NSPCC contact, or other contact(s) as appropriate.

Support families

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

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

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

With the provision that the care and safety of the child must always be paramount, Nutkins Pre-school will do all in its power to support and work with the child's family.

This policy was adopted at a meeting of Nutkins Pre-School held on.....

Signed on behalf of Nutkins Pre-School by