



**St Peter's Pre-School Policies and Procedures
2016**

21. Safeguarding Children

The person responsible for safeguarding children at St. Peter's Pre-School is **Lynette Collington** with **Tina Collins** named as deputy safeguarding officer.

In our pre-school we have created an environment in which children are safe from abuse and in which any suspicion of abuse is promptly and appropriately responded to. We comply with the procedures approved by Berkshire Local Safeguarding Children Board whose Child Protection procedures are available at www.westberkslscb.org.uk In order to achieve this we will:

Exclude known abusers

- It will be made clear to applicants for posts at the pre-school that the position is exempt from the provisions of the Rehabilitation of Offenders Act 1974.
- All applicants for work at 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 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 pre-school is confident that the applicant can be safely entrusted with children, All staff will undergo identity checks and vetting processes via the Disclosure and Barring Service.

Seek and supply training

- We will seek out training opportunities for all adults involved in the group annually to ensure that they recognise the symptoms of possible physical abuse, neglect, emotional abuse and sexual abuse.
- Staff will seek annual training to increase their knowledge in relation to their duties and responsibilities to protect vulnerable people from being drawn into terrorism. This is in accordance with the Governments Prevent agenda in order to promote 'British Values' and help everyone live in a safe and welcoming environment.

Prevent abuse by means of good practice

- Adults will not be left alone with individual children or with small groups. An adult who needs to take a child aside - for example, for time out after behaviour that needs improvement - will leave the door open.
- Adults who have not had their identity checked or undergone the vetting process via the Disclosure and Baring Service will not take children unaccompanied to the toilet.
- 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 the self-confidence and the vocabulary to resist inappropriate approaches.
- The layout of the pre-school rooms permits supervision of all children.
- When staff are attending nappy changing duties the door to the nappy changing facility will remain open at all times.



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Respond appropriately to suspicions of abuse

- Changes in children's behaviour/appearance will be recorded and investigated appropriately to support the child and their family.
- Parents will normally be the first point of reference unless we feel that this will put the child at further risk, suspicions of harm will be referred as appropriate to the Social Services Department.
- In cases where a parent arrives to collect children obviously under the influence of drugs or alcohol, an attempt will be made to persuade the parent not to drive. If this is unsuccessful, concerns will be expressed to the Social Services Department.
- All such suspicions and appropriate investigations will be kept confidential as stated in the confidentiality policy, shared only with those who need to know. The people most commonly involved will be the member of staff/key person, the supervisor and the management committee chairperson.
- If a volunteer or member of staff is accused of any form of child abuse; they will be interviewed immediately by the Preschool Supervisor or Committee Chairperson as is appropriate. Another person of their choice may accompany the accused person. Suspension on full pay will be effective immediately if appropriate, whilst investigations are carried out. Investigations will be in line with Local Area Child Protection Committee procedures and conducted in conjunction with the Committee. Confidential records will be kept of the allegation and of all subsequent proceedings. OFSTED will be informed at the earliest opportunity.

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 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-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 anyone other than the supervisor, chair, key person or other members of staff as appropriate via the Safeguarding Officer.

Liaise with other bodies

- St Peter's Pre-School operates in accordance with guidelines laid down in the Government statutory guidance 'Working Together to Safeguard Children'. Confidential records kept on children about whom the pre-school is anxious will be shared with the Social Services Department if it is felt that adequate explanations for changes in the child's condition have not been provided. Telephone numbers are kept by the Supervisor and updated as necessary.
- If a report on a child is to be made to the authorities, the child's parents will be informed at the same time as the report is made, unless we feel that this will put the child at further risk.
- we will maintain on-going contact with the registering authority including names, addresses and telephone numbers of individual social workers to ensure that it would be easy, *in an emergency* for the preschool 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.



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Support families

- St Peter's Pre-School will take every step in its power to build up trusting and supportive relationships between families and staff and volunteers in the group.
- Where abuse at home is suspected, the pre-school will continue to welcome the child and family while appropriate communication with professional parties takes place.
- Confidential records kept on a child will be shared with the child's parents unless the child is considered to be at risk.
- With the proviso that the care and safety of the child must always be paramount, the pre-school will do all in its power to support and work with the child's family.

Staff responsibilities in relation to suspected Child Abuse within the Pre-school or if an allegation is made against a staff member

Where an incident is suspected, advise the Supervisor, who is generally the designated safeguarding practitioner or the designated safeguarding deputy.

- The staff member receiving an allegation or witnessing an incident should gather minimum information required to get a clear picture of the events at this stage, ensure that it is recorded in the 'Record of Concern' file (*Children should not be prevented from giving their account but should **not** be interviewed by us*).
- Supervisor/Chairperson should ensure that Social Services and Ofsted are informed of the situation to ascertain whether the incident/allegation should be considered abusive.
- Supervisor/Chairperson is to ensure that any necessary action is taken to stabilise/safeguard the situation in relation to the child involved and the setting as a whole.
- The child's parents should be aware of the Pre-school child protection policy, and the 'What to do if you're worried your child is being abused' procedures. They should have access to the Complaints Procedure and be made aware of their ability to report the matter to the Police. The parents should always be offered support to do this.

This policy was adopted at a meeting of the Pre-school held on (Date)

Signed on behalf of the Pre-school: (Chairperson)