

MATLOCK PRE-SCHOOL PLAYGROUP

CHILD PROTECTION POLICY

The Playgroup 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.

AIM

The aims of the Playgroup are to:

- Create an environment within the Playgroup, which encourages children to develop a positive self-image regardless of 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 the children.
- Promote British values to build children's resilience to radicalisation and challenge extremist views. General safeguarding policies and procedures apply.

LEGAL FRAMEWORK

- The Children's Act 1989
- The Human Rights Act 1998

- The Data Protection Act 1984
- The Protection of Children Act 1999
- Definitions of Abuse & Neglect (enclosed in Operational Plan)
- Safeguarding Vulnerable Groups Act 2006.
- Counter Terrorism and Security Act 2015.
- **Female Genital Mutilation Act 2015**

LIAISON WITH OTHER BODIES

- The Playgroup works within the Derbyshire Safe-guarding Children Board procedures. See Operational Plan Section 1.
- The Playgroup has a copy of the Area Child Protection Guidelines, which can be found in the Operational Plan Section 1.
- The Playgroup has regard to the Government's statutory guidance "Working Together to Safeguard Children".
- The Guidelines are available for staff and parents to see.
- The Playgroup notifies Ofsted of any incident or accident and any changes in any arrangements, which affect the wellbeing of children. We will inform Ofsted of any allegations of serious harm or abuse by any person living, working or looking after children at the premises (whether that allegation relates to harm or abuse committed on the premises or elsewhere), or any other abuse which is alleged to have taken place on the premises, and of the action taken in respect of these allegations. Ofsted will be informed as soon as is reasonably practicable, but at the latest within 14 days of the allegation being made. Staff are aware that failure to do so is an offence.
- The Playgroup has procedures for contacting the Local Safeguarding Children's Board (LSCB) on child protection issues to ensure that it is easy for the Playgroup and the Social Care to work together.

- If a report is made the Playgroup will act within the Area Child Protection Guidelines in deciding whether we must inform the child's parents at the same time.
- We follow the Guidance set out in the publication 'What to do if you're worried a child is being abused' which can be found in the Operational Plan Section 1
- We have regard for the Channel programme which provides support for children vulnerable to radicalisation. Through reporting any concerns to the Channel Police Practitioner.

STAFF AND VOLUNTEERS

- The Playgroup provides adequate staffing resources to meet the needs of the children.
- All children are allotted a key person on starting playgroup, they are notified verbally and on the cover of their green folder. Staff inform parents of the role of the key person, when the child starts the setting.
- The Playgroup abides by Ofsted's requirements in respect of references and police checks for staff and committee members to ensure that no disqualified person works at the Playgroup or has access to the children. All staff have been CRB checked on a 4 yearly basis, signing a declaration that there are no changes to their records from when they last were DBS checked.
- All committee members will be DBS checked within 2 months of joining playgroup. Their DBS will be renewed a minimum of every 10 years.
- Matlock pre-school playgroup will meet any requirements of the new Independent Safeguarding Authority ISA scheme.
- Playgroup obtains independent professional and character references for all staff employed.
- Playgroup volunteers or students do not work unsupervised.

- The Playgroup has procedures for recording details of any visitors to the Playgroup premises these can be found in the Operational Plan Section 1
- The Playgroup ensures that the premises are secure to ensure that there is full control over who enters the Playgroup grounds.
- All staff undertakes safeguarding children training.
- The Pre-school induction guide ensures that all staff are aware of their responsibility for safeguarding children, young people and families. All staff are given a copy of the Policies and Procedures for Safeguarding Children which they sign to say that they have understood.
- The Pre-school verifies all staffs original qualifications
- The Pre-school verifies staffs health and physical capacity.
- The Pre-school verifies staffs identity through documentation which includes photographic identification.
- All persons in contact with the children will ensure that their mobile phones are stored away from the children. See Acceptable Use of Mobile Phones & Camera Policy.
- Staff, volunteers, students and committee member are made aware of the confidentiality policy and sign to agree to abide by it.
- Staff, volunteers, students and committee members are made aware of the need to maintain confidentiality and professionalism when using social networking sites and are advised to not have parents as friends on facebook. They are advised to set up and understand the privacy setting.
- Staff sign on a yearly basis a Safeguarding Declaration.
- The staff will respond appropriately to any:
 1. Significant changes in children's behaviour
 2. Deterioration in their general well-being
 3. Unexplained bruising, marks or signs of possible abuse

4. Signs of neglect
5. Comments children make which give cause for concern
6. Any reason to suspect neglect or abuse outside the setting, for example in a child's home; and/or
7. Inappropriate behaviour displayed by other members of staff, or any other person working with the children. For example, inappropriate sexual comments; excessive one to one attention beyond the requirements of their usual role and responsibilities; or inappropriate sharing of images.
8. Signs of a girl who has been subjected to Female Genital Mutilation.

DISCIPLINARY ACTION

Where a member of staff or Volunteer is dismissed due to misconduct relating to a child the Playgroup will notify the Local Authority Designated Officer (tel.no. 01629 532178) so that the name may be included on the List for the Protection of Children and Vulnerable adults.

TRAINING

- All staff undertake safeguarding children training both in-house and externally through our training system.
- The Playgroup actively seeks out training opportunities so that all adults involved in the Playgroup are able to recognise the signs and symptoms of physical neglect and/or emotional or sexual abuse.
- The Playgroup ensures that all staff are aware of the procedures for reporting and recording concerns. Guidelines are on the staff noticeboard at Woolley road and on the wall by the telephone at the Tin Hut

For more details about staff recruitment 'A Guide to Safer Recruitment in Derbyshire' can be found in the Operational Plan Section 3

PLANNING

The layout of the Playgroup facility allows for constant supervision. When children need to spend time away from the rest of the group, the door is left ajar.

CURRICULUM

- Key elements of child protection are introduced into the curriculum in order for children to develop an understanding of why and how to keep safe.
- The Playgroup values and respects all individuals within the Playgroup.

ALLEGATIONS AGAINST STAFF

- We ensure that all parents know how to make a complaint against staff or committee members, which may include allegations of abuse.
- The Playgroup follows the guidance of the Area Safeguarding Children Committee when investigating a complaint.
- The Playgroup responds to any disclosure by children or staff that abuse by a member of staff may have taken or is taking place, by first recording the details of any such alleged incident.
- The Playgroup refers any such complaint immediately to the Local Authority Social Care department to investigate.
- The Playgroup co-operates fully with any investigation carried out by the Social Care in conjunction with the police.
- The Playgroup's policy is to suspend the member of staff on full pay 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 the children and families throughout the investigating process.

Matlock Pre- School Playgroup will inform Ofsted of any allegations of

serious harm or abuse by any person living, working, or looking after children at the premises (whether the allegations relate to harm or abuse committed on the premises or elsewhere). Registered providers must also notify Ofsted of the action taken in respect of the allegations. These notifications must be made as soon as is reasonably practicable, but at the latest within 14 days of the allegations being made. A registered provider who, without reasonable excuse, fails to comply with this requirement, commits an offence.

Disqualification

- Where an employer becomes aware of relevant information which may lead to disqualification of an employee, the provider must take appropriate action to ensure the safety of the children..

In the event of disqualification of a person employed by Matlock Pre-School playgroup, we will not continue to employ that person.

- Matlock Pre- School Playgroup will ensure that they give Ofsted the following information.
- Details of any order, determination, conviction, or other grounds for disqualification from registration under regulations made under section 75 of the Childcare Act 2006
- The date of the order, determination or conviction, or the date when other ground for disqualification arose;
- The body or court which made the order, determination or conviction and the sentence (if any) imposed ;and
- A certified copy of the relevant order (in relation to an order or conviction).

Ofsted will be informed as soon as is reasonably practicable, but at the latest within 14 days of the date they became aware of the information or ought reasonably become aware of it if they had made reasonable enquiries.

All key committee officers are CRB checked.

RESPONDING TO ABUSE

- The Playgroup recognises that abuse can be physical, emotional, sexual or neglect.
- The Playgroup recognises that children who are suffering from abuse may demonstrate changes in their behaviour or play.

- Any investigations by staff will be carried out with sensitivity and will not influence the children through the way they speak or ask questions.
- Appropriate referrals will be made to the Child Protection Agency See flow chart in Operational procedures book or in playgroup.
- If staff are concerned that children may be vulnerable to radicalisation then appropriate referrals will be made to the Channel Police Officer.

DISCLOSURES

Where a child makes a disclosure to a member of staff, they will:

- Offer reassurance
- Listen
- Give reassurance that they will take action
- Do not promise to keep the secret

The Playgroup staff do not question the child

RECORDING SUSPICIONS OF ABUSE AND DISCLOSURE

When recording suspicions in the confidential Child protection book staff make a record of:

- The child's name.
- The child's address.
- The child's age
- The date and time of disclosure.
- An objective record of the disclosure or observation.

- The exact words of the child.
- The name of the person to whom the concern was reported.
- The names of any other persons who were present at the time of the disclosure.

The records must be signed and dated and kept in a separate confidential file.

All staff are made aware of the procedure.

INFORMING PARENTS

Parents are normally the first point of contact.

If a suspicion of abuse is reported, then staff will abide by the local Area Safeguarding Children Committee's decision as to whether the investigation officers will inform the parents.

CONFIDENTIALITY

Any suspicions and investigations are kept confidential and shared only with those who need to know.

SUPPORT TO FAMILIES

- All parents have our Child Protection Policy explained to them at their child's taster session. They are also informed of where the policy is should they wish to read it in the future (on line and paper copies – on site and in the guide to our playgroup)
- The Playgroup takes every step to build up a trusting and supporting relationship with families, staff and committee members.
- The Playgroup will continue to welcome the children and their families whilst investigations are taking place.

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

Other relevant policies include: - Outings, Security, Arrival and Departure, Equal Opportunities, SEN, Medicines, Food and Drink, No Smoking, Staff and Recruitment, Mobile Phone Policy.

The lead designated member of staff for child protection is Liz Neil. The lead practitioner is responsible for liaison with local statutory children's service agencies, and with the LSCB. They must provide support, advice and guidance to any other staff on an on-going basis, and on any safeguarding issue as required.

In the absence of Liz Neil, Katy Taylor and Cassie Else are the **designated deputies**. All designated members of staff have attended up to date advanced child protection courses.