

ST. FRANCIS PRE-SCHOOL

“To enhance the curiosity, imagination and fun of childhood”

Safeguarding and Child Protection Policy

Statement of intent

Our Pre-School 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. It is the first priority of the Pre-School to ensure the protection of every child in its care.

Aims

Our aims are to:

- create an environment which encourages children to develop a positive self-image, regardless of race, language, religion, culture, disability or home background;
- encourage children to develop a sense of autonomy and independence;
- enable children to have the self-confidence and the vocabulary to resist inappropriate approaches; and
- work with parents to build their understanding of and commitment to the welfare of all our children.
- work and act within the requirements set out in the Government’s documents on Working Together to Safeguard Children 2018
Keeping Children Safe in Education 2018
Statutory Requirements of the Early Years Foundation Stage 2017
Every Child Matters: Change for Children
The prevent Duty – Departmental advice for schools and childcare providers (June 2015)
Promoting fundamental British values as part of Spiritual, Moral and Culture in schools – Departmental advice for maintained schools (2014)

The Statutory Framework and Advice

- The Rehabilitation of Offenders Act 1974 (reformed 2012)- Exemption Order 1975
- Safeguarding Vulnerable Groups Act (2006)
- Equality Act (2010)
- The Children Act 1989, 2004 (S11) and 2006
- Safeguarding Children and Safer Recruitment in Education (DfES 2006)
- Children and Families Act 2014
- Education Act 2002 (SS157 and 175)
- The Protection of Children Act 1999 (relates to need for DBS checks)
- Human Rights Act 1998
- General Data Protection Regulation (GDPR) 2018

Liaison with other bodies

- We work within the Berkshire Local Safeguarding Children Board Inter-Agency Child Protection and Safeguarding Procedures
- The Procedures are available on line and updated regularly
<http://berks.proceduresonline.com/index.htm>
- We seek advice and guidance form the ECAS staff in the Royal Borough of Windsor and Maidenhead (RBWM)’s Early Years and Childcare Team
- We notify the registration authority (Ofsted) of any incident or accident and any changes in our arrangements, which affect the well-being of children.

- We have procedures for contacting the Local Authority Designated Officer (LADO) of RBWM, Bracknell Forest Borough Council (BFBC) and Surrey County Council on child protection issues, including maintaining a list of names, addresses and telephone numbers of social workers, to ensure that it is easy, in any emergency, for the pre-school and social services to work well together.
- Records of the local NSPCC contacts are also kept.
- If a report is to be made to the authorities, we act within the Local Safeguarding Children (LSCB) Child Protection Procedures in deciding whether we must inform the child's parents at the same time.

Contact Details

Child protection procedures RBWM	www.lscb@rbwm.gov.uk 01628 683234
MASH	MASH@achievingforchildren.org.uk
Ofsted Whistle Blowers help line	08456 014771 or 08456 404044 0300 123 3155
RBWM Contacts for Children's Social Care Services Duty Desk – referral & Assessment team Emergency Duty Team LADO – Sharon Richards – for allegations against staff	01628 683150 (MASH) 01344 786543 (MASH) 01628 685325
Bracknell Forest Social Services Referral Team Emergency Duty Team 5pm-9pm Mon-Fri, 24 hours weekends and bank holidays	01344 352005 Email: mash@bracknell-forest.gov.uk/mash 01344 786543
Surrey Safeguarding Children Board Support Team Lado Schools line Surrey North West	0300 470 9100 (Surrey single point access) Out of hours 01483 517898 0300 1231650 or LADO@surreycc.gov.uk 0300 470 9100 0300 123 1630
Police	0845 8505 505
NSPCC Parent line Plus	0800 800 5000 help@nspcc.org.uk Text 88858 Child line 0800 1111 0808 800 2222

Procedures

Working with parents

To ensure that we are working together, every parent is given a copy of this policy when their child starts at the Pre-School and is asked to sign to confirm that they have read it.

Safeguarding Officers

Lead Safeguarding Person	Natalie Stock
Deputy Lead Safeguarding Persons	Diane Dawson
Committee Safeguarding Officer	Jaycie Warren
Safer Recruitment Officer	Natalie Stock Diane Dawson

Staff will follow the policy of St Francis Pre-School and consult with Mrs Miccoli in the event of any safeguarding concerns or disclosures.

- **Staff to child ratio** is 1:4 for 2 year olds and is at least the statutorily required of 1:8 for 3 year olds.
- **Staff Recruitment:** Recruitment is overseen by the trained Safer Recruitment Officer, Jaycie Warren, Natalie Stock and Diane Dawson. Applicants for posts within the pre-school are clearly informed that the positions are covered by the Exemption Order 1975 of the Rehabilitation of Offenders Act 1974. Candidates are informed of the need to carry out checks before posts can be confirmed (refer: Safer workforce practice). Where applications are rejected because of information that has been disclosed, applicants have the right to know and to challenge incorrect information.(ref Staff Recruitment Policy)
- We abide by the Local Safeguarding Children Board's and Ofsted's requirements in respect of **references and DBS checks** for staff, committee members and volunteers, to ensure that no disqualified person or unfit person works at the pre-school or has access to the children.
- We abide by the Protection of Children Act requirements in respect of any person who is dismissed from our employment, or resigns in circumstances that would otherwise have led to dismissal for reasons of child protection concern.
- **Role of Committee:** The Committee has overall responsibility for all safeguarding issues. They are guided by the document Working Together to Safeguard Children 2013.
- The Committee Safeguarding Officer is Jaycie Warren, who liaises regularly with the Lead Safeguarding Officer, Natalie Stock.
- The Committee Agenda will regularly consider such things as the funding of safeguarding training and resources, safer working practices and safer recruiting.

- **Volunteers and students** never work alone or are left unsupervised.
(ref: Non-Vetted Adults and Students Policy)
- **Visitor book** is used for recording the details of all visitors to the pre-school.
- **Securely locked outer gate and inner doors** to ensure that we have control over who comes into the pre-school so that no unauthorised person has unsupervised access to the children.
- We have **Policies** to protect the children in relation to issues associated with management, safer recruitment, confidentiality, data and IT, photographs, mobile phones and social media, substance abuse. Our Health and Safety policy covers matters relating to safe and secure environments and resources.
- We work with parents, through the **key teacher system** to ensure that we are aware of any home issues that may impact on the well-being of the child.
- We offer **home visits** to parents as a way of easing the integration between home and school before a child starts or at any time when it is felt such a link would be beneficial to the child and its family

Safeguarding Training

- The lead individuals Natalie Stock and Diane Dawson have attended lead responsibility training.
- All staff attend regular training opportunities in safeguarding children, every three years, to ensure that they are able to recognise the signs and symptoms of possible physical abuse, emotional abuse, sexual abuse and neglect and so that they are aware of the local authority guidelines for making referrals.
- All staff have regular updates of current Safeguarding issues/policies/legislation at least every 2 years
- All new staff are given basic safeguarding training as part of their Induction within 5 days of starting work and prior to attending a Safeguarding course
- All staff are advised to '**Think the unthinkable**'
- We ensure that all staff members are aware of the procedures for reporting and recording their concerns in the pre-school as part of their induction. Basic guideline **cue cards and relevant phone numbers are displayed** in the pre-school for quick and confidential reference for staff and parents.
- All staff are also asked to follow their instincts based on their knowledge of the children and to complete a confidential form when '**Something is not quite right**' to ensure early signs of a problem are not missed
- Committee members are made aware of the Committee's role in the Pre-School's responsibilities for the safeguarding of the children in its care, through relevant Governor/Committee member training

Prevent

Pre-School recognises its responsibilities in assessing the risks to young children of extreme/radical views by ensuring staff have training/information to give them the knowledge and confidence to recognise signs/evidence of children at potential risk.

The Pre-School takes account of advice provided in the documents:-

The prevent Duty – Departmental advice for schools and childcare providers (June 2015)

Promoting fundamental British values as part of Spiritual, Moral and Culture in schools – Departmental advice for maintained schools (2014)

Environment

The layout of the classroom and outside area allows for constant visual supervision of the children. The staff to child ratio is maintained inside and outside the classroom at all times. The outside area is secured by an outer fence and locked gate and set within that a further enclosed secure play area. Both inside and outside areas are regularly assessed for risks.

Parents provide lists of people other than themselves who are allowed to collect their children using a password system.

Curriculum

- We introduce key elements of child protection into our foundation stage curriculum, so that children can develop understanding of why and how to keep safe, and the self-confidence and language to help them stay safe
- We create within the pre-school a culture of value and respect for the individual.
- We ensure that this is carried out in a way that is appropriate for the ages and stages of our children.

Concerns

- We follow the guidance of the Berkshire Local Safeguarding Children Board Inter-Agency Child Protection and Safeguarding Procedures when investigating any concerns/suspicions relating to the abuse of a child.
- We acknowledge that abuse of children can take different forms - physical, emotional, sexual and neglect.
- When children are suffering from physical, sexual or emotional abuse, this may be demonstrated through changes in their behaviour, or in their play. Where such changes in behaviour occur, or where children's play gives cause for concern ('something is not quite right'), the pre-school investigates.
- We allow investigation to be carried out with sensitivity. The pre-school staff take care not to influence the outcome either through the way they speak to children or ask questions of children.
- Where a child shows signs and symptoms of 'failure to thrive' or neglect, we make appropriate referrals.

Disclosures

Where a child makes a disclosure to a member of staff, that member of staff:

- offers reassurance to the child;
- listens to the child; and
- gives reassurance that she or he will take action.
- The member of staff does not question the child

Recording suspicions of abuse and disclosures

Staff make a record of:

- The child's name;
- The child's address;
- The age of the child;
- The date and time of the observation or the disclosure;
- An objective record of the observation or disclosure;
- The exact words spoken by the child;
- The name of the person to whom the concern was reported, with date and time; and
- The names of any other person present at the time.

(Appendix 1 Concern Form)

These records are signed and dated and given directly to the Designated Safeguarding Person or Deputy if they are on duty, and are kept in a separate locked confidential Safeguarding file.

All members of staff know the procedures for recording and reporting.

Informing Parents

- Parents are normally the first point of contact. If a suspicion of abuse is recorded, parents are informed at the same time as the report is made, **except** where the guidance of the Berkshire Local Safeguarding Children Board Inter-Agency Child Protection and Safeguarding Procedures do not allow this. This will usually be the case where the parent is the likely abuser. In these cases the investigating officers will inform parents.

(Appendix 2 Format for action following referral of concern to the Social Services)

Confidentiality

- All suspicions and investigations are kept confidential and shared only with those who need to know. Any information is shared under the guidance of the Berkshire Local Safeguarding Children Board Inter-Agency Child Protection and Safeguarding Procedures

Support to families

- The pre-school takes every step in its power to build up trusting and supportive relations among families, staff and volunteers in the group.
- The pre-school continues to welcome the child and the family or other carer/guardian whilst investigations are being made in relation to abuse in the home situation.
- Confidential records kept on a child are kept in a locked cupboard and only shared with the child's parents or those who have parental responsibility for the child, only if appropriate under the guidance of the Berkshire Local Safeguarding Children Board Inter-Agency Child Protection and Safeguarding Procedures
- With the proviso that the care and safety of the child is paramount, we do all in our power to support and work with the child's family.

Complaints

- We ensure that all parents and staff know how to complain about any failures to comply with the Statutory Framework EYFS 2014 for the safety of children, within the pre-school, which may include an allegation of abuse. (See Complaints Policy)

Whistle Blowing - Allegations involving Pre-School Staff or Volunteers

- We follow all the disclosure and recording procedures when investigating an allegation that a member of staff or volunteer has abused a child as if it were an allegation of abuse by any other person.
- To reduce the risk of allegations, all staff should be made aware of the guidance in the Government document **Safer Working Practice for Adults who Work with Children in Education Setting**
- A member of staff reporting a concern about another member of staff should contact either:
The Lead (Natalie Stock) or Deputy (Diane Dawson) Safeguarding Persons, or the Committee Safeguarding Officer (Jaycie Warren), the RBWM Early Years Childcare Officer – MASH (01628 683150 / 01344 786 543) the RBWM LADO – (01628 683234)

- Where a member of staff or a volunteer is dismissed from the pre-school or internally disciplined because of misconduct relating to a child, we notify the RBWM LADO, Ofsted The Department of Health administrators so that The name of the person concern may, as a consequence, be included in the List for the Protection of Children and Vulnerable Adults. (see Complaints Policy)

This policy was adopted at a meeting of St. Francis Pre-school Committee
Held in March 2019 (names up-dated March 2019)

Signed on behalf of the pre-school.....
Review date – September April 2020