

# Child Protection Policy & Procedures

Page	Content
2	Background
2	General
3	Designated Safeguarding Officer
3	Staff Requirements
4	Dealing with possible abuse
5	Record Keeping
6	Child Collection Statement
6	Southcourt Baptist Church Role
7	Child Protection Procedure
8	Confidentiality Procedure
8	Mobile Phones
8	Cameras
9	Social Networking Sites

## Version Control

Number	Summary of Change	Date Implemented
1.0	Minor updates and typos - separation into individual policy docs.	30/09/16
1.1	Change to LADO telephone number	20/02/2017
1.2	New LADO telephone number and email	14/03/2017
1.3	Annual Review Policy Updates	25/07/2017
1.4	Update of First Response Number	08/06/2018
1.5	Update to include safe working	23/07/2019
1.6	Minor updates & Inclusion of Facebook Page	23/07/2019
1.7	Update to LADO and First Response email address, minor wording change. Inclusion of personal devices	15/05/2020

Signed:

Dated:

# Child Protection Policy & Procedures

## Background

It is the policy of this Pre-School to provide a secure environment for all children with challenges necessary to promote safe physical development. Children will be encouraged to develop a sense of independence through adult support in making choices and in finding names for their own feelings and acceptable ways of expressing them. This will enable children to have the self-confidence and the vocabulary to resist inappropriate approaches.

In Pre-School we are required to keep information about the children relating to their family and their health. This enables us to be able to contact the appropriate people and to manage any emergency situation should it arise. Any such information will be regarded as completely confidential.

The 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.

## General

1. Each child within the setting will be allocated a Key Person.
2. Adults will not be left alone for long periods with a child or small group. Adults working in a separate room with a child or small group will either have another adult present, ensure they are visible (through glass), or leave the door open.
3. Only adults who have been checked and passed as 'fit' will be allowed to toilet children.
4. We have procedures for recording the details of all visitors to the setting. We take security steps to ensure that we have control over who comes into the setting so that no unauthorized person has unsupervised access to the children.
5. We ask for permission to take photographs of the children in Pre-School on the Starting Paperwork.
6. During any special events parents/carers will be required to turn off mobile phones (or put on silent if necessary). All present will be requested not to publish any photos on the internet in any way. Parents/Carers will be given the opportunity at the end of an event to take photos of their own children requesting permission from other children's parents if required.

7. All regular guidance on Safeguarding/Child Protection received from the local Early Years Childcare Service will be copied and distributed to staff and discussed in staff meetings to ensure staff understand their roles and responsibilities.
8. A copy of "Working Together to Safeguard Children" is available in the staff office for any member of staff to consult. All staff are made aware of this.

### **Designated Safeguarding Officer**

The Designated Safeguarding Officer is Claire Trimnell who has lead responsibility for safeguarding children within the Pre-School setting.

The Deputy Safeguarding Officer is Caryn Groom who is responsible for safeguarding children in Claire's absence.

The Church Trustee with responsibility for Pre-School, Iain Nash, has also attended Safeguarding for the Designated Officer training.

The Designated Officer, and deputy, will attend Safeguarding courses as appropriate and liaise with local children's service agencies as appropriate.

### **Staff Requirements**

1. The setting will abide by Ofsted's requirements in respect of references and Disclosure and Barring checks for staff and volunteers, to ensure that no disqualified person or unsuitable person works at the setting to include additional checks if the person has lived or worked abroad in the preceding six months.
2. All staff will attend regular Child Protection Training to ensure that they recognise the symptoms of possible physical abuse, neglect, emotional abuse and sexual abuse. We also have awareness of other factors that affect a child's vulnerability such as abuse of: disabled children; domestic violence, fabricated or induced illness; child sexual exploitation, such as through internet abuse; and female genital mutilation that has affected or may affect children.
3. Terrorism and Radicalisation: The Pre-School has a duty under the statutory guidance issued under Section 29 of the Counter Terrorism and Security Act 2015 to be alert of any safeguarding and child protection issues at home or elsewhere. We must and will take action to protect children from harmful behaviour by any adults in the child's life with regard to being drawn into terrorism, radicalization and extremist views. All staff will be required to undertake Prevent Duty Training.

### **Dealing with possible abuse**

Respond appropriately to suspicions of abuse in the following way remembering the first concern will always be the child. A copy of the Flowchart "What to do if you're worried a child is being abused" will be posted on the Pre-School Office wall. A copy will also be displayed for parents to see.

1. Children whose behaviour or condition has given cause for concern will be listened to, reassured and helped to understand that they are valued and respected.
2. Where abuse at home is suspected, we will continue to welcome the child and family while investigations proceed. With the proviso that the care and safety of the child must always be paramount, we will do all in our power to support and work with the child's family.
3. Parents will normally be the first point of reference unless it is considered that raising the issue with the parent may put the child in further immediate danger. Sometimes the parents are not in a position to allay any legitimate anxieties in which case the matter should be reported further.
4. If the parents cannot allay legitimate anxieties the matter will be taken up with the First Response Unit\* and the Local Authority Designated Officer (LADO) within 24 hours (01296 382070)(Secure-LADO@buckinghamshire.gov.uk, Ofsted will also be informed within 14 days. In exceptional circumstances, the First Response Unit may be the first point of reference.
5. All such concerns and investigations will be kept confidential and only shared on a need to know basis.
6. If it is suspected that a child is being taken out of the country for the purpose of a forced marriage we will inform First Response\* and the Forced Marriage Unit, Tel:020 7008 0151 Email: fmu@fco.gov.uk.

If a volunteer or member of staff is accused of any form of child abuse:

1. She/he will be interviewed immediately by the person in charge.
2. The person against whom an allegation has been made will be suspended on full pay while an investigation is made.

3. The Local Authority Designated Officer (LADO) (01296 382070, Secure-LADO@buckinghamshire.gov.uk) for Buckinghamshire County Council and Ofsted (0300 1231231) will be notified of any allegations made of serious harm or abuse against a member of staff or family members without delay. Ofsted will be informed of action taken within 14 days.
4. If a member of staff is dismissed because they have harmed a child or put a child at risk of harm, or would have been had the person not left the setting first, the matter will be referred to the Disclosure and Barring Service.

### **Record Keeping**

Whenever worrying changes are observed in a child's behaviour, physical condition, emotions or appearance a specific and confidential record will be set up, quite separate from ongoing records of children's progress and development.

The record will include:

- The child's name, address and DOB.
- 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 date, 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, Key Worker or other involved staff or professionals i.e. passing onto schools or next setting.

Confidential records kept on children about whom the Pre-School is anxious will be shared with the First Response Unit\* if it is felt that reasonable explanations for changes in the child's condition have not been provided.

The Pre-School will co-operate entirely with any investigation carried out by children's social services in conjunction with the police.

We will follow the Child Protection Plan as set by the child's social worker in relation to the setting's designated role and tasks in supporting that child and their family, subsequent to any investigation.

### **Child Collection Statement**

1. A child will only be allowed to leave the Pre-School with their parent/carer unless we have been previously notified of a different arrangement by way of Parent signature in Child Profile.

2. Anyone collecting a child on behalf of a parent/carer must be over the age of 16 and have parental permission, unless the parent is on the premises.
3. If the person collecting the child is not known to us or named on the Emergency Contact Form they will be required to bring some form of identification or a letter signed by the parent/carer. ID will also be checked and required for all official visitors.  
If somebody else arrives to take a child from Pre-School and we cannot verify this request with the parent/carer or emergency contacts we will contact First Response.

### **Southcourt Baptist Church Role**

The Southcourt Baptist Church Trustees have oversight of Pre-School as it is part of the church's activities. As such the church's Designated Person for Safeguarding should be aware of any significant safeguarding issues that arise within the Pre-School setting. To enable this, the following will take place.

- A quarterly look through the incident book to check that there are no issues that they should be aware of.
- Any incidents that are reported to external agencies should also be reported to the church's Designated Person for Safeguarding and the Pre-School's Designated Person.

The Church's Designated Person for Safeguarding is currently Mark Rogers who can be contacted at [safeguarding@southcourt.org](mailto:safeguarding@southcourt.org)

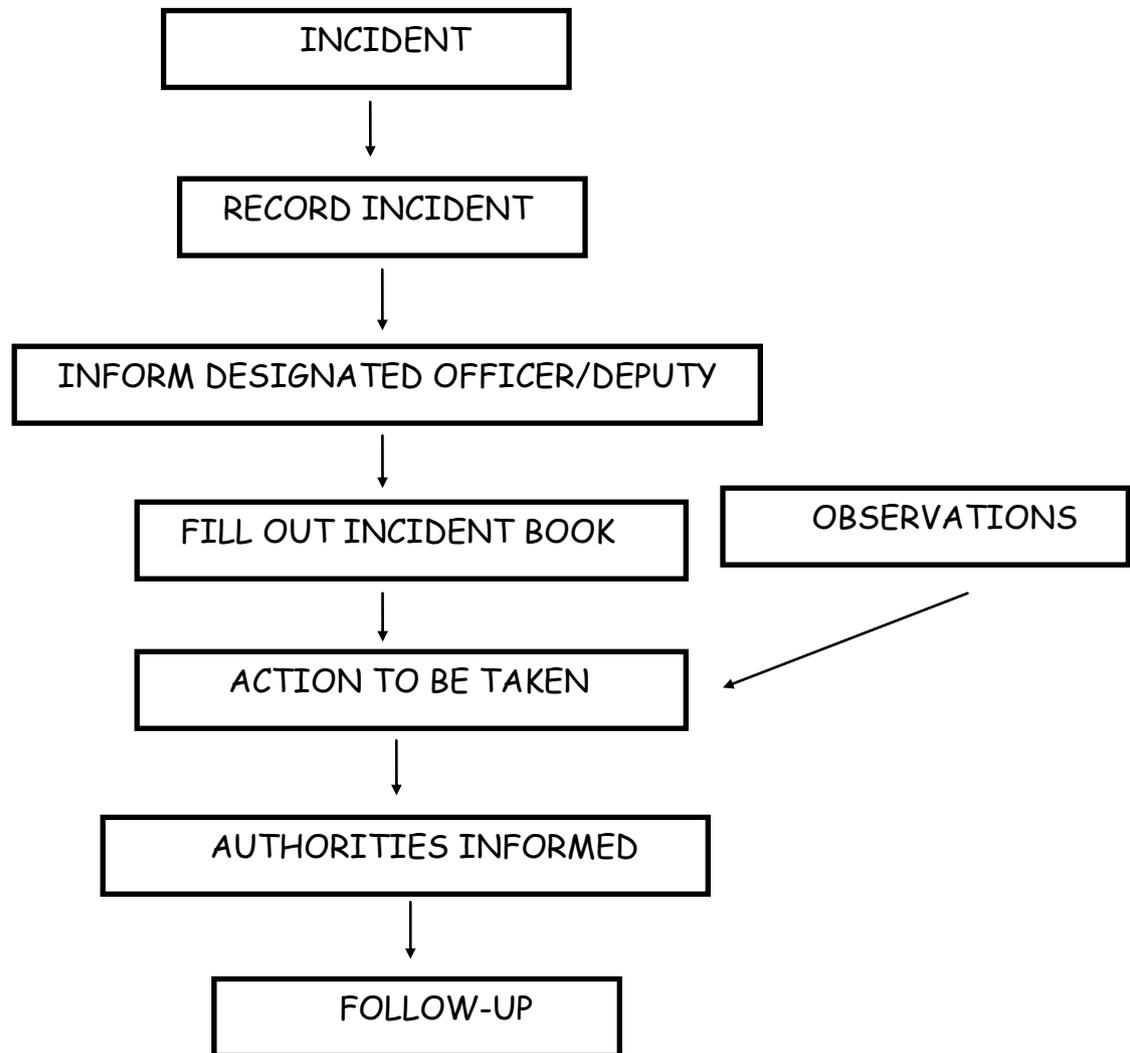
\*First Response:

Tel: 01296 383962 (out of hours 0800 9997677)

Email: [cypfirstresponse@buckinghamshire.gov.uk](mailto:cypfirstresponse@buckinghamshire.gov.uk)

Secure Email: [secure-cypfirstresponse@buckinghamshire.gov.uk](mailto:secure-cypfirstresponse@buckinghamshire.gov.uk)

## Child Protection Procedure



Staff will also have regard to the "What to Do if You're Worried a Child is Being Abused" document displayed on the side of the filing cabinet in the Pre-School Office

## **Confidentiality Procedure**

1. All such records will be kept on the premises. They will be available for easy access should they be required during a session and will be locked away at other times.
2. The information disclosed in these records will not be given to a third party for any reason, unless legally required.
3. From time to time parents' or carers' may disclose information relating to their family as affects the child in our care, this information will only be shared with those staff working directly with the child and will never be discussed by staff except in relation to their working with the child and aiming to address the child's needs.
4. Any records or information kept relating to staff will be treated in the same manner and will not be disclosed to anybody unless legally required.
5. For the protection of the children and staff, all matters of a confidential nature will be discussed only in the Pre-School setting and **not** outside.

## **Mobile Phones/Personal Devices**

Prior to the start of the Pre-School session, all staff and volunteers are required to place their mobile phones and any other personal devices such as a SMART Watch or Fitbit in their bags in the Pre-School storage cupboard. Parents are not able to use mobile phones in the setting and staff will ask them to go outside if necessary.

If staff need to be contacted during working hours, they are asked to give either the Pre-School number or the church office number to be contacted on. In certain circumstances and with the manager's discretion staff may be allowed to keep their phone in their pocket on silent.

## **Cameras**

Cameras in the setting are only used on setting iPads to take photographic evidence of learning and development for children's progress records, which may be shared with parents, and displays within the Pre-School room. Group activities may also be recorded in this way to show evidence, when required, that the EYFS criteria is being met. iPads will also be stored in the locked Pre-School safe when Pre-School is closed.

Initial paperwork filled in with parents asks them for permission for us to take photos and use them in the ways described above. Parents sign this paperwork which gives their consent for the same to happen.

### **Social Networking Policy**

Staff, students and volunteers should never use a social networking site to refer in any way whatsoever to The Treehouse Pre-School or the staff, parents, visitors or children that attend the setting.

The setting have their own Facebook Page and the Trustee, Manager, Designated Person or member of staff with access will put any relevant posts on there.

In an attempt to maintain confidentiality, staff, students and volunteers are discouraged from accepting parents as friends on social networking sites.