

# Safeguarding Children Policy

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Pre-school's main aim is the welfare and wellbeing of all children within our care. In order to safeguard children we comply with the Surrey Safeguarding Children Board's Manual of Procedures which can be accessed on-line at [www.surreycc.gov.uk/safeguarding](http://www.surreycc.gov.uk/safeguarding)

**Pre-school's Designated Safeguarding Lead (DSL) is Rachel Flynn.** In the first instance concerns regarding children or adults within Pre-school should be discussed with the DSL. All discussions are STRICTLY CONFIDENTIAL. Any information regarding the welfare of children within our care which is discussed outside Pre-school will result in dismissal.

The Designated Safeguarding Lead is responsible for:

- Making sure that all adults working with, and looking after, children are able to put the procedures in place.
- Checking the Surrey Safeguarding Children Board Manual of Procedures termly for up-dates.
- Reviewing the Safeguarding Children Policy to reflect changes of procedure and keeping staff up-to-date with current practice.
- Giving all new members of staff, including students and volunteers a copy of Pre-school's Safeguarding Children Policy in their Staff/Student/Volunteer Information Pack. Staff/students and volunteers will be asked to sign to say that they have read and understood the Policy.
- Giving all new parents/carers a copy of Pre-school's Safeguarding Children Policy in their Information Pack.
- Informing parents/carers of any significant changes in the Surrey Safeguarding Children Board's Manual of Procedures .
- Making sure that the current Policy is displayed in 'Preschool's Policies' which is pinned on the notice board.
- Making sure that all staff have an up to date DBS check and those who don't aren't left alone with children or take them to the toilet. Students and volunteers are also asked to not put themselves in such a position.
- Making sure that all new members of staff attend 'introduction to Safeguarding' training within six months of starting employment and that training is updated every three years for staff.
- Making sure that all applicants for positions within Pre-school, whether voluntary or paid are interviewed before an appointment is made. At least one reference must be provided and followed up. All appointments, both paid and voluntary, will be subject to a probationary period.

The Pre-school will obtain an enhanced criminal records disclosure in respect of every person aged 16 and over who:

- Works directly with other children;

- Lives on the premises on which the childcare is provided; and/or
- Works on the premises on which the childcare is provided (unless they do not work on the part of the premises where the childcare takes place, or do not work there at times when children are present).

All staff, volunteers and students MUST declare any convictions, cautions, court orders, reprimands and warnings which may affect their suitability to work with children. Including those of any person that they are living with as this may disqualify them by association. This is a legal requirement and non-disclosure could result in immediate dismissal.

Pre-school staff and committee will ensure that the layout of Pre-school will allow constant supervision of all children and will also ensure that responsibilities under the Safeguarding Vulnerable Groups Act 2006 are met.

The DSL will liaise with staff members and parents/carers confidentially regarding any child protection concerns. However, if sharing information may put the child at risk of significant harm we will seek advice from the Surrey Multi Agency Safeguarding Hub (MASH) 0300 470 9100.

The DSL will review the Accident/Incident Books and Record of Concern file termly.

Pre-existing injuries in children must be recorded also. This may identify a 'trend' and could be vital. If we feel the child will be at risk of significant harm if allowed to go home with a parent/carer we will seek advice from the Duty Assessment Team (as above).

### ***Inappropriate Adult behaviour***

Providers must train all staff to understand their safeguarding policy and procedures, and ensure that all staff have up to date knowledge of safeguarding issues.

Training made available by the Pre-school will enable staff to identify signs of possible abuse and neglect at the earliest opportunity, and to respond in a timely and appropriate way. These may include:

- Significant changes in children's behaviour ;
- Deterioration in children's general well-being;
- Unexplained bruising, marks or signs of possible abuse or neglect;
- Bruising in a child not independently mobile (Any child who is not yet crawling, bottom shuffling, pulling to stand, cruising or walking independently: includes all children under 6 months even if they are rolling, or children with significant disabilities resulting in immobility) should raise suspicion of maltreatment and should result in an immediate referral to Children's Services;
- Children's comments which give cause for concern;
- Any reasons to suspect neglect or abuse outside the setting, for example in the child's home; and/or
- Any reasons to suspect genital mutilation; physical and /or behavioural signs;
- Inappropriate behaviour displayed by other member 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

Addlestone Preschool will have regard to the Government's statutory guidance 'Working Together to Safeguard Children'. If we have concerns about children's safety or welfare, we will notify agencies with statutory responsibilities without delay. This means the local children's social care services and, in emergencies, the police.

### **Actions Resulting From Causes for Concern in Children:**

Concern might arise through signs of physical abuse, emotional abuse, neglect or sexual abuse.

Whenever worrying changes are observed on arrival at Pre-school or later in a child's behaviour, physical condition or appearance parents/carers will be advised by the DSL of our concern and asked for an explanation (Unless if sharing information may put the child at risk of significant harm).

An accurate record of the concern will be made by staff which will include the name, address and age of the child, together with objective observations (which will be timed, dated and signed by staff) stating the appearance and behaviour and where possible the exact words spoken by the child.

Such records will be kept in a separate book and only accessed by the Supervisor, key worker, other staff as appropriate, or Ofsted.

If an unacceptable explanation is given, or concerns continue, the DSL must inform the Surrey Multi Agency Safeguarding Hub (MASH) on 0300 470 1900 giving any necessary information.

Pre-school will take care and effort in order to build a trusting and supportive relationship between families, staff and volunteers within the group.

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

Refer, also to 'No Smoking, Alcohol or Drugs Policy' regarding parents/carers under the influence of drugs or drink.

### **Actions Resulting From Allegations of Abuse by Staff**

In the event of an allegation of abuse or neglect against a member of staff the Pre-school will act as follows:

- All allegations will be taken seriously and investigated promptly by the DSL.
- If an allegation is made against the DSL, the Supervisor or Deputy Supervisor will take charge of proceedings, working together with Preschool's Chairperson.
- The allegation will be reported to The Complaints Investigations and Enforcement Team at Ofsted (08456 404040) within 14 days. The Local Authority Duty Officer number is 0300 123 1650 (option 3).  
Email: [LADO@surreycc.gov.uk](mailto:LADO@surreycc.gov.uk)
- A record of the allegation will be made, together with statements from adults.

- Staff may seek legal advice, either independently or through a professional association.
- Staff may seek support from the Pre-school Learning Alliance and their legal associates 'Lawcall'.
- Depending on the nature of the allegation, staff or helpers may be suspended until the matter is resolved.
- Pre-school will liaise with and follow the advice of Social Services and Ofsted.

### Physical Intervention

When a child is endangering him/herself or others physical intervention may be required. (Refer to 'Behaviour Management Policy'). Staff may only use physical intervention as a last resort. At all times it must be the minimal force necessary to prevent injury to the child and/or another person, serious damage to property or serious disruption to the learning of others. Such events will be recorded and signed.

### Transition to School

On transition to school all relevant information will be shared with the receiving setting – i.e. Surrey Learning Journey (Ann Locke, IEPs, Observation's – if applicable).

### Whistle Blowing

Whistle –blowing is a term used where staff believe that people they work with are behaving in a way that seems wrong or have a serious concern about an aspect of service and will be doing their duty and acting in the public interest by speaking out. These concerns could be:

- a criminal offence
- a breach of legal obligations
- a danger to the health and safety of any individual
- damage to the environment
- deliberate covering up of information tending to show any of the above

Workers are protected under the Public interest disclosure act of 1998, however, malicious or frivolous allegations would result in disciplinary action being taken against them.

To raise a concern the first step would be to inform the manager of Addlestone Pre-school. If this would be detrimental to the concern then the next course of action would be to inform the chairperson of the Pre-school committee and inform Surrey county council early years and childcare service.

All concerns would be treated in confidence and the identity of the staff member who raised the concerns would be protected unless subsequent enquiries makes this untenable.

**Action:** Addlestone Pre-School will respond to any concerns raised and after initial inquiries, decide whether any action should be taken. If, however, urgent action

needs to be taken before any investigation is conducted, this will be carried out. Staff will be told how the pre-school has dealt with the concern within ten working days of the concern being brought to Addlestone Pre-School's attention.

**How to raise a concern:** Concerns can be raised verbally and in writing. If writing a written report, then the background of the concern, names, dates places and the reason for making the report should be given.

The Whistle blowing hotline number is: 0300 123 3155 or email [whistleblowing@ofsted.gov.uk](mailto:whistleblowing@ofsted.gov.uk)

### **Use of Mobile Phones in the setting**

The Pre-School only allow staff to use their mobile phones during their own time (e.g. Lunch breaks), this would be in the kitchen or off of Pre-School grounds and they would not be authorised to use them in the room with the children or if they were working in a session. The staff's next of kin's have the contact details of the Pre-School in case of emergencies and will call if the staff members if they need to be contacted. This is to Safeguard the children and illuminate any risk of allegations. However, if an allegation is made, the manager and chair of the committee would be asked to conduct a full investigation and report findings accordingly.

There will be a mobile phone issued for the use in emergencies or on outings which will have no camera facility and only be used for Pre-School activities.

(see also mobile phone policy)

### **Use of tablets in the setting**

Staff will have access to the preschool tablets and each staff member will be allocated a secure log in, which they are to keep private. The tablets are only to be used on the premises and for the purposes of preschool activities.

Photographs and typed observations are taken for the purpose of recording a child/group of children participating in activities or celebrating their achievements. They are an effective form of recording their progression in the Early Years Foundation Stage.

Staff are to record their observations using the Tapestry system only. This system is currently only accessed by staff. Parents may be shown printed copies of their own child's progression at parent meetings.

It is essential that photographs are taken and stored appropriately to safeguard the children in our care. Only the designated Addlestone Pre-school tablets/cameras are to be used to take any photos within the setting.

## E-Safety

At Addlestone Pre-school we recognise the immense value information and communication technology (ICT) plays in the learning and development of children, we acknowledge that it must be used safely, in that the potential risks involved should not be ignored.

The preschool endeavours to ensure E-safety is assured to all users of the preschool. Our child protection officer, supported by staff and committee ensures this policy is upheld. Addlestone Pre-school trusts that all adults will respect and uphold this policy so as to maintain E-safety and prevent any potential risks occurring.

Our aims are to act responsibly and the following guidelines should be followed so we can work with children, parents and the community to ensure the safety of children and give them the very best start in life.

- Ensure all electronic communication with children, parents, carers, staff and others is compatible with your professional role and in line with the policies of the setting.
- Do not talk about your professional role in any capacity when using social media such as Facebook and YouTube.
- Do not put online any text, image, sound or video that could upset or offend anyone connected to your setting, member of the community or be incompatible with your professional role.
- Use your organisations or settings ICT systems and resources for all official business. This includes your work email address, mobile phone or photography equipment.
- Only take images of children and/or staff for professional purposes. Ensure that the parent/carer of any child under 18 has given written consent.
- Ensure that any images are represented only in a positive context and are removed from your websites when they expire.
- Do not browse, download, upload or distribute any material that could be considered offensive, illegal or discriminatory.
- Ensure that your online activity, **both in work and outside**, will not bring your organisation or professional role into disrepute.
- You have a duty to report any E-Safety incident which may impact on you, your professionalism or your organisation.

## Babysitting

This policy has been implemented to provide clarification of some points regarding private babysitting arrangements between staff and parents/carers.

### Implementation

- The Pre-school will not be responsible for any private babysitting arrangements or agreements made between staff members and third parties i.e. parents, committee members or suppliers and associates.
- The management team must be advised if a private arrangement has been made between a staff member and a person associated with the pre-school.
- Out of hours babysitting arrangements must not interfere with a staff members' employment at the Pre-school.
- Confidentiality by staff with regard to other staff, children, families and associates of the Pre-school must be adhered to and respected at all times.
- The Pre-school will not be held responsible for any health and safety or other issues that may arise from these private arrangements.
- No member of staff will take a child away from the setting unless they are a named person on the child's records.

## Terrorism and Security

As stated in the Counter Terrorism and Security Act, *"have due regard to the need to prevent people from being drawn into terrorism"*, we recognise that as an Early Years Provider we have a duty to have control measures in place relating to this act. If any concerns arise about families leaving the country or long term/frequent absences (please see also our non-attendance policy) they must be reported to the Manager/Deputy Manager who will call 101 if deemed necessary.