



Milborne Ladybirds Playgroup

SAFEGUARDING CHILDREN - POLICY AND PROCEDURES

Ladybirds intend to create in the Preschool an environment in which children are safe from abuse and in which any suspicion of abuse is promptly and appropriately responded to. In order to achieve this we will:

Ensure adults working with children are suitable

In accordance with the Childcare Act 2006 and EYFS Welfare requirements all adults working in Preschool will be subject to an Enhanced Criminal Record Bureau check.

All applicants applying to work within the Preschool whether voluntary or paid will be interviewed by members of Staff of the Management Committee of which at least one member has completed safer recruitment training. All applicants will be asked to provide at least one reference. These 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 the Preschool is confident that the person can be safely entrusted with children.

Visitors to the Preschool will not be allowed into the play area unless accompanied by Staff. They will sign the visitor's book on arrival and departure. A copy of the Safeguarding policy is available for all visitors and parents to read. All unauthorized visitors will be asked to leave the play area.

Training

All adults working in the Preschool will undergo safeguarding training. New adults will be given an introduction to safeguarding by the Setting's Designated Safeguarding Officer (DSO) as part of the induction programme. We aim for all adults involved in the group to be able to recognize the symptoms of possible abuse and be able to respond appropriately to concerns.

The DSO will continue to attend any training to maintain knowledge of current requirements and good practice to safeguard children. Other staff will attend Safeguarding training and attend refresher courses according to current guidelines.

Prevent abuse by means of good practice

Staff will not be left alone for long periods with individual children or with small groups.



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Volunteers and students who have not been checked will be fully supervised and never left alone with children.

Children will be encouraged to develop a sense of autonomy and independence through adult support in making choices and 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 playroom will permit constant supervision of all children.

Cameras and mobile phones will remain in the main room and not be taken into areas where a child or adult cannot be seen by other adults.

Respond appropriately to suspicions of abuse

The Children Act 1989 places a duty on Children's Social Care (CSC) to investigate suspicions of abuse. Allegations of child abuse can lead to criminal investigation so staff must not do anything to jeopardise this, for example ask a child a leading question or attempt to investigate matters themselves.

All suspicions and investigations will be kept confidential, shared only with those who need to know. The people most commonly involved will be the member of Staff, the DSO, CSC and the Management Committee chairperson.

Physical Abuse

Action will be taken if staff have any reason to believe that there has been a physical injury to a child and where there is reasonable suspicion that the injury was inflicted or knowingly not prevented.

Any mark or injury to a child when they arrive at Ladybirds will be recorded in the incident book, discussed with the parent, explanation recorded and the parent asked to countersign the entry. If there appears to be any discrepancy or query regarding the injury after the parent has left and the child discloses conflicting information the DSO may share this information with CSC or the police if the child is believed to be in danger of significant harm.

Sexual Abuse

Action will be taken under this heading if staff witness occasions where a child indicates sexual activity through words, play, drawing and has an excessive pre-occupation with sexual matters or has an inappropriate knowledge of adult sexual behaviour.

In these instances the observation will be recorded, shared with only those who need to know and referred to CSC who will notify the police if there is any concern that the child is in danger of any significant harm.



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Emotional Abuse

Action will be taken under this heading if staff have reason to believe that there is severe adverse effect on the behaviour and emotional development of a child caused by persistent or severe maltreatment or rejection.

Observations will be recorded, shared with only those who need to know and referred to CSC who will notify the police if there is any concern that the child is in danger of any significant harm.

Neglect

Action will be taken under this heading if staff has reason to believe that there has been persistent or severe neglect of a child which results in serious impairment of the child's health or development.

Observations will be recorded, shared with only those who need to know and referred to CSC who will notify the police if there is any concern that the child is in danger of any significant harm.

Allegations against staff

Action will be taken if there is a concern raised or allegation made against a member of staff or volunteer which suggests that a child has been harmed or is vulnerable to abuse.

Any allegation of abuse against Staff will be reported immediately to the DSO and Chair of the Management Committee. A written report which is timed, dated and includes a clear name or signature must be made.

CSC will be contacted for advice and direction of procedure to follow. The relevant CSC contact is that of the area the child lives in. See contact details at end of this policy.

Ofsted will be contacted within 14 days of an allegation being made.

The member of Staff will be suspended on full pay while investigations are carried out. If there is no proof of any misconduct the person should return to work and be given support to continue in their duties. If the matter is upheld the person will be dismissed on the grounds of gross misconduct.

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, ongoing 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 and or appearance, without comment or interpretation, the exact words spoken by the child, the dated name and signature of the recorder.



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Such records will be kept in a separate file and will not be accessible to people in the Preschool other than the DSO, chairman and key worker or other member of Staff if appropriate.

Support families

Parents have access to this Safeguarding Policy. When a child starts Ladybirds the policy will be shown to the parent taking care not to frighten or accuse but to impress the commitment to their child's wellbeing.

The Preschool will take every step in its power to build up trusting and supportive relationships between families, Staff and volunteers in the group.

Where abuse at home is suspected, the Preschool will continue to welcome the child and family while investigations proceed.

Confidential records kept on a child will be shown to the child's parents. With the provision that the care and safety of the child must always be paramount, the Preschool will do all in its power to support and work with the child's family.

Designated person

The Designated Safeguarding Officer in Ladybirds is **Liz Dyer**

Contact details

Children's Social Care:

North Dorset - 01258 472652

- Includes children living in Milborne St Andrew, Winterborne Whitechurch and Milton Abbas

Dorchester – 01305 221450

- Includes children living in Puddletown

Purbeck – 01929 553456

- Includes children living in Bere Regis

Out of Hours – 01202 657279

Dorset Safeguarding Children Board

The Old House
Monkton Park
Winterborne Monkton
Dorchester DT2 9PS
01305 221192
www.dorsetlscb.co.uk

Policy No. 4 – Version 1.7

Reviewed 3rd April 2011



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Safeguarding Officer for Early Years -

Louise Dodds 01305 221319

Dorset Police: Emergency 999

Non-Emergency 01202 222222

Ofsted

Royal Exchange Buildings

St Ann's Square

Manchester

M2 7LA

Tel No: 08456 404040

Email: enquiries@ofsted.gov.uk

Reviewing the Policy

The Child Protection Policy will be kept under review and will be reviewed annually

This policy was reviewed and agreed at a meeting of the Management Committee held on 3rd April 2011