



Martlesham Playschool, At Gorseland School, Deben Avenue,
Martlesham, IP5 3QR
Kesgrave Playschool, Millennium Jubilee Hall, Millennium Way,
Kesgrave, IP5 2EN
Tel : 01473 625986
www.playschool.martlesham.org.uk
Email : mplayschool@btinternet.com

PLEASE DO NOT REMOVE

SAFEGUARDING CHILDREN and CHILD PROTECTION POLICY

Our aims are to carry out this policy by:

- Promoting children's right to be strong, resilient and listened to by:
 - Creating an environment in our setting that encourages children to develop a positive self image, which includes their heritage arising from their colour and ethnicity, their languages spoken at home, their religious beliefs, cultural traditions and home background.
 - Encouraging children to develop a sense of autonomy and independence.
 - Enabling children to have the self confidence and the vocabulary to resist inappropriate approaches.
- Helping children to establish and sustain satisfying relationships within their families, with peers, and with other adults.
- Working with parents to build their understanding of and commitment to the principles of safeguarding all our children

Our Safeguarding Officer is Charlotte Moore and our deputy Safeguarding Officers are Nicki Walker and Lisa Fulcher.

We intend to create in our playschool 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:

Exclude known abusers

It will be made clear to applicants for posts within the playschool that the position is exempt from the provisions of the Rehabilitation of Offenders Act 1974.

All applicants for work, whether voluntary or paid, will be interviewed before an appointment is made and will be asked to provide at least two references. All such references will be followed up prior to them commencing work. 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.

We abide by Ofsted requirements in respect of references and Disclosure and Barring Service checks for staff and volunteers, to ensure that no disqualified person or unsuitable person works at the setting or has access to the children.

DBS checks will be carried out through the appropriate channels on all new employees. Where applications are rejected because of information that has been disclosed, applicants have the right to know and to challenge incorrect information.

Staff sign an annual declaration of suitability to work with children, including a declaration about those living in the same household.

All appointments, both paid and voluntary, will be subject to a probationary period and will not be confirmed unless the playschool is confident that the applicant can be safely entrusted with 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.

We have procedures for recording the details of visitors to the setting. We do not answer callers at the door but through the office window, where the identity of visitors is also verified.

We take security steps to ensure that we have control over who comes into the setting so that no unauthorised person has unsupervised access to the children.

Respond appropriately to suspicions of abuse

We acknowledge that abuse of children can take different forms - physical, emotional, and sexual, as well as neglect

When children are suffering from physical, sexual or emotional abuse, or may be experiencing neglect, this may be demonstrated through the things they say (direct or indirect disclosure) or through changes in their appearance, their behaviour, or their play. Changes in children's behaviour/appearance will be investigated.

Where such evidence is apparent, the child's key person makes a dated record of the details of the concern and discusses what to do with the setting leader or manager who is acting as the 'designated person'. The information is stored on the child's personal file.

Staff in the setting take care not to influence the outcome either through the way they speak to children or by asking questions of children

Parents will normally be the first point of reference, though suspicions will also be referred as appropriate to Customer First.

All such suspicions and investigations will be kept confidential, shared only with those who need to know. The people most commonly involved will be the Playleader/Assistant and the Chairperson.

If a child is thought to be sexually abused then the parents will not be notified and if we believe it is unsafe for a child to go home then we will phone the police and not social services

Allegations against staff

- We ensure that all parents know how to complain about the behaviour or actions of staff or volunteers within the setting, or anyone living or working on the premises occupied by the setting, which may include an allegation of abuse.
- We follow the guidance of the Local Safeguarding Children Board and would contact the LADO (Local Authority Designated Officer) – Tina Wilson on 07770 736667 - when responding to any complaint that a member of staff, or volunteer within the setting, or anyone living or working on the premises occupied by the setting, has abused a child.
- We respond to any disclosure by children or staff that abuse by a member of staff or volunteer within the setting, or anyone living or working on the premises occupied by the setting, may have taken, or is taking place, by first recording the details of any such alleged incident.

- We refer any such complaint immediately to the local authority's social care department to investigate. We also report any such alleged incident to Ofsted and what measures we have taken. We are aware that it is an offence not to do this.
- We co-operate entirely with any investigation carried out by children's social care in conjunction with the police.
- Where the management committee and children's social care agree it is appropriate in the circumstances, the chairperson will suspend the member of staff on full pay, or the volunteer, 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 children and families throughout the process.

Disciplinary & Disqualification Action

Where a member of staff or a volunteer is dismissed from the setting because of misconduct relating to a child, we notify the Disclosure & Barring Service (DBS) so that the name may be included on the Protection of Children and Vulnerable Adults Barred List.

A registered provider or childcare worker may also be disqualified because they live in the same household as another person who is disqualified, or because they live in the same household where a disqualified person is employed.

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
- gives reassurance that she or he will take action
- does not question the child
- will immediately record the disclosure

Train and update staff

We will seek out training opportunities for all adults involved in the group to ensure that they have an awareness and understanding of current Safeguarding Children issues, and recognise the symptoms of possible physical abuse, neglect, emotional abuse and sexual abuse.

Prevent abuse by means of good practice

Adults will not be left alone with individual children or with small groups. An adult who needs to take a child aside, e.g. for time out, will not be isolated or left unsupported with that child.

Adults who have not been registered as "fit" persons will not take children unaccompanied to the toilet. (Parents are not allowed to take their own child to the toilets, because other children may also be present)

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

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 on-going records of children's progress and development. The record will include, in addition to the name, address and age of the child; times and dated observations, describing objectively the child's

behaviour/appearance, without comment or interpretation. Where possible, the exact words spoken by the child should be recorded. All records should be dated and signed and should include details of any other person present.

Such records will be kept in a separate file and will not be accessible to people in the playschool other than the playleader, chair or other member of staff as appropriate.

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 Local Safeguarding Children Board.

Liase with other bodies

The playschool is operated in accordance with local authority guidelines. Confidential records kept on children about whom the playschool is anxious will be shared with the Social Services Department if the playschool feels that adequate explanations for changes in the child's condition have not been provided.

The group will maintain ongoing contact with the registering authority, including names, and telephone numbers of individual social workers if appropriate. Good communication is needed to ensure that it would be possible in an emergency for the playschool and the Social Services Department to work well together.

Records will also be kept of the local NSPCC - contact (0808 800 5000), and other relevant contacts.

Support families

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

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

While the care and safety of the child must always be paramount, the playschool will do all in its power to support and work with the child's family.

The setting believes in building trusting and supportive relationships with families, staff and volunteers in the group.

The setting makes clear to parents its role and responsibilities in relation to Child Protection, such as for the reporting of concerns, providing information, monitoring of the child, and liaising at all times with the local social services department.

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

Confidential records kept on a child are shared with the child's parents or those who have parental responsibility for the child in accordance with the procedure and only if appropriate under the guidance of the Local Safeguarding Children Board.

Bullying

Bullying at Martlesham & Kesgrave Playschools is considered to be totally unacceptable behaviour.

Bullying is meaning to hurt, threaten or frighten another person. Bullying can be physical, verbal or psychological. Bullying is painful to the victim and can sometimes be made worse because the victim may not know where to turn for help. The victim may fear the situation will become worse if they seek help.

It is essential that all people KNOW that they can confide in any member of staff who will decide on the appropriate action. Victims, bullies and witnesses will all need help to overcome their difficulties.

The first and most important thing to do is to listen and observe. Be aware of potential difficulties people may be experiencing. Staff will be sensitive to changes in children's behaviour or mood, which could be the result of bullying. Intervention will be made at the earliest opportunity.

Parents are encouraged to contact the playschool if they have any fears that their child is being bullied.

Legal framework

Primary legislation

- Children Act (1989 s47)
- Protection of Children Act (1999)
- Data Protection Act (1998)
- The Children Act (Every Child Matters) (2004)
- Safeguarding Vulnerable Groups Act (2006)

Secondary legislation

- Sexual Offences Act (2003)
- Criminal Justice and Court Services Act (2000)
- Human Rights Act (1999)
- Equality Act (2010)
- Data Protection Act (1998) Non Statutory Guidance

Relevant Telephone Numbers If You Have Concerns

Children's Services Telephone Number

Customer First	0808 800 4005
After 5.20pm and weekends	0808 800 4005

Suffolk Police Telephone Number

Main Switchboard	01473 613500
In An Emergency	999

This policy was adopted at a meeting of	Martlesham & Kesgrave Playschools	
Held on (date)		
Signed on behalf of the Management Committee		
Role of signatory (e.g. chairperson etc.)		
This policy was reviewed on		(date)