



St Peter's Pre-School Policies and Procedures  
September 2020

## **21. Safeguarding Children**

The person responsible for safeguarding children at St. Peter's Pre-School is **Wendy McAtee** with **Tina Collins** named as deputy safeguarding officer.

In our pre-school we have created an environment in which children are safe from abuse and in which any suspicion of abuse is promptly and appropriately responded to. We comply with the procedures approved by Berkshire Local Safeguarding Children Board whose Child Protection procedures are available at [www.proceduresonline.com/berks/](http://www.proceduresonline.com/berks/)

**Berkshire West Safeguarding Children Partnership (in Reading) – 01635 503190**  
**CAAS (Contact Advice & Assessment Service) 01635 503090**

In order to achieve this, we will:

### **Exclude known abusers**

- It will be made clear to applicants for posts at the pre-school that the position is exempt from the provisions of the Rehabilitation of Offenders Act 1974.
- All applicants for work at pre-school, whether voluntary or paid, will be interviewed before an appointment is made and will be asked to provide at least one reference. All such 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 pre-school is confident that the applicant can be safely entrusted with children, All staff will undergo identity checks and vetting processes via the Disclosure and Barring Service.

As an organisation using the Disclosure and Barring Service (DBS) checking service to help assess the suitability of applicants for positions of trust, St. Peters Preschool complies fully with the code of practice regarding the correct handling, use, storage, retention and disposal of certificates and certificate information. It also complies fully with its obligations under the General Data Protection Regulation (GDPR), Data Protection Act 2018.

### **Seek and supply training**

- We will seek out training opportunities for all adults involved in the group annually to ensure that they recognise the symptoms of possible physical abuse, neglect, emotional abuse and sexual abuse.
- Staff will seek annual training to increase their knowledge in relation to their duties and responsibilities to protect vulnerable people from being drawn into terrorism. This is in accordance with the Governments Prevent agenda in order to promote 'British Values' and help everyone live in a safe and welcoming environment.

### **Prevent abuse by means of good practice**

- Adults are not left alone with individual for long periods of time, An adult who needs to take a child aside - for example, for time out after behaviour that needs improvement - will leave the door open.
  - Adults who have not had their identity checked or undergone the vetting process via the Disclosure and Barring Service will not take children unaccompanied to the toilet.
  - 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 pre-school rooms permits supervision of all children.
- When staff are attending nappy changing duties the door to the nappy changing facility will remain open at all times.

### **Respond appropriately to suspicions of abuse**

- Changes in children's behaviour/appearance will be recorded and investigated appropriately to **support** the child and their family.
- Parents will normally be the first point of reference unless we feel that this will put the child at further risk, suspicions of harm will be referred as appropriate to the Contact Advice & Assessment Service.
- In cases where a parent arrives to collect children obviously under the influence of drugs or alcohol, an attempt will be made to persuade the parent not to drive. If this is unsuccessful, concerns will be expressed to the Contact Advice & Assessment Service.
- All such suspicions and appropriate investigations will be kept confidential as stated in the confidentiality policy, shared only with those who need to know. The people most commonly involved will be staff members, the supervisor and the management committee chairperson.
- If a volunteer or member of staff is accused of any form of child abuse; they will be interviewed immediately by the Preschool Supervisor or Committee Chairperson as is appropriate. Another person of their choice may accompany the accused person. Suspension on full pay will be effective immediately if appropriate, whilst investigations are carried out. Investigations will be in line with Local Area Child Protection Committee procedures and conducted in conjunction with the Committee. Confidential records will be kept of the allegation and of all subsequent proceedings. OFSTED will be informed at the earliest opportunity.

### **Keep records**

- Whenever worrying changes are observed in a child's behaviour, physical condition or appearance, speak to the safeguarding lead or their deputy. 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; 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 dated name and signature of the recorder.

Such records will be kept in a separate file and will not be accessible to anyone other than the supervisor, chair, key person or other members of staff as appropriate via the Safeguarding Officer.

### **Liase with other bodies**

- St Peter's Pre-School operates in accordance with guidelines laid down in the Government statutory guidance 'Working Together to Safeguard Children 2020 and 'what to do if you're worried about a child 2016'. Confidential records kept on children about whom the pre-school is anxious will be shared with the Contact Advice & Assessment Service if it is felt that adequate explanations for changes in the child's condition have not been provided. Telephone numbers are kept by the Supervisor and updated as necessary.
- If a report on a child is to be made to the authorities, the child's parents will be informed at the same time as the report is made, unless we feel that this will put the child at further risk.
- we will maintain on-going contact with the registering authority including names, addresses and telephone numbers of individual social workers to ensure that it would be easy, *in an emergency* for the preschool and the Contact Advice & Assessment Service to work well together.

### **Support families**

- St Peter's Pre-School 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 pre-school will continue to welcome the child and family while appropriate communication with professional parties takes place.
- Confidential records kept on a child will be shared with the child's parents unless the child is considered to be at risk.
- With the proviso that the care and safety of the child must always be paramount, the pre-school will do all in its power to support and work with the child's family.

### **Staff responsibilities in relation to suspected Child Abuse within the Pre-school or if an allegation is made against a staff member**

Where an incident is suspected, advise the Supervisor, who is generally the designated safeguarding practitioner or the designated safeguarding deputy.

The staff member receiving an allegation or witnessing an incident should gather minimum information required to get a clear picture of the events at this stage, ensure that it is recorded in the 'Record of Concern' file

*(Children should not be prevented from giving their account but should **not** be interviewed by us).*

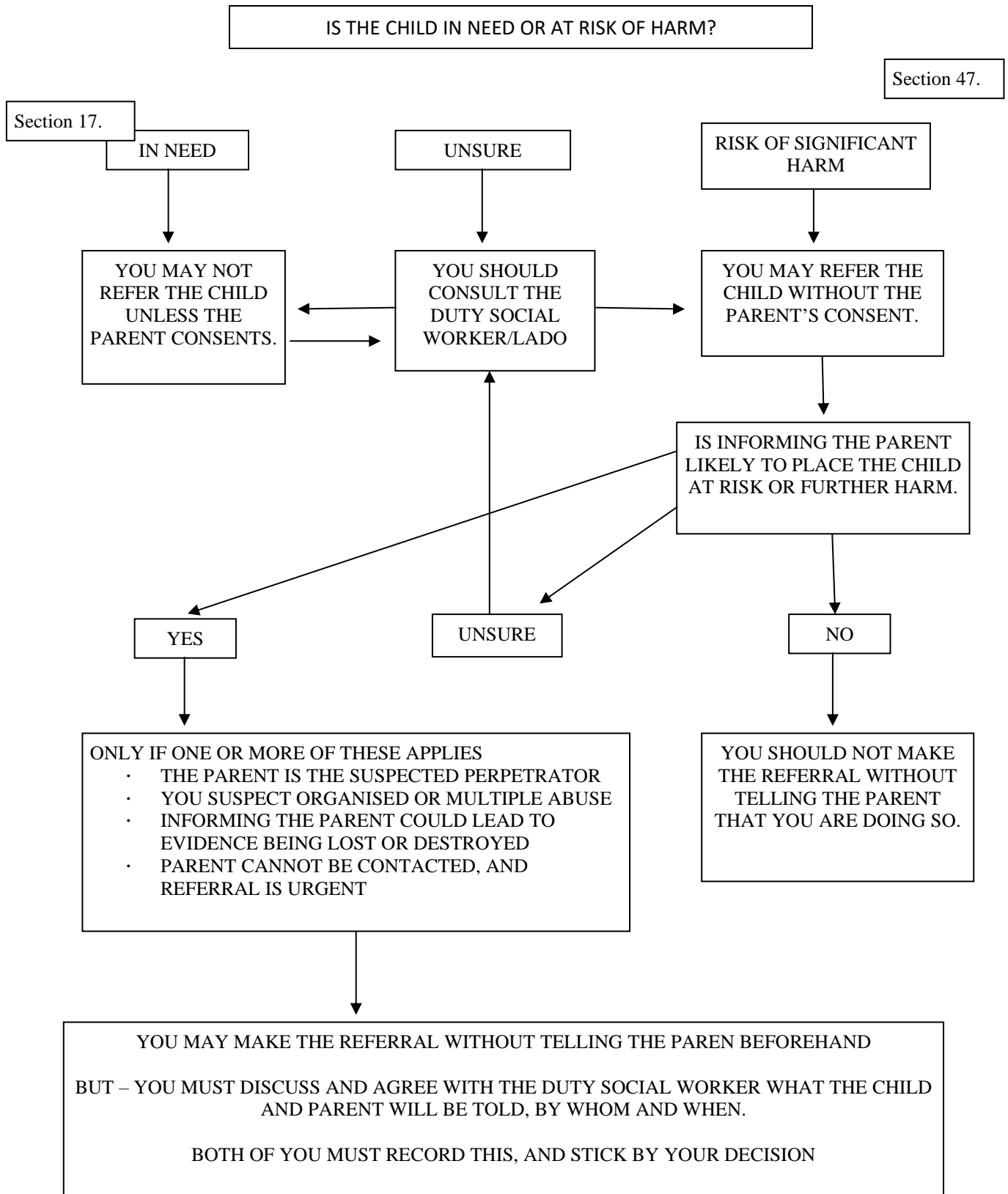
Supervisor/Chairperson should ensure that Contact Advice & Assessment Service and Ofsted are informed of the situation to ascertain whether the incident/allegation should be considered abusive.

Supervisor/Chairperson is to ensure that any necessary action is taken to stabilise/safeguard the situation in relation to the child involved and the setting as a whole.

The child's parents should be aware of the Pre-school child protection policy, and the 'What to do if you're worried your child is being abused' procedures. They should have access to the Complaints Procedure and be made aware of their ability to report the matter to the Police. The parents should always be offered support to do this.

**IF THERE IS A SAFEGUARDING CONCERN ABOUT A CHILD.**

**IF AN IN-SETTING SUPPORT PLAN ISN'T SUITABLE, THE FOLLOWING DECISION TREE WILL BE ACTIONED BY THE DESIGNATED SAFEGUARDING LEAD AFTER CONCERNS HAVE BEEN DISCUSSED WITH STAFF UNLESS THE CONCERN IS FELT TO COME UNDER SECTION 47. (Children Act 2004)**



All staff undertake annual training with regard to safeguarding ensuring that we're up to date with current legislation. Training covers many factors including the following categories of abuse:

- Physical abuse
- Sexual abuse
- Psychological abuse
- Neglect
- Emotional
- Physical
- Psychological
- Worldwide
- Child Sexual Exploitation (CSE)
- Forced Marriage (FM)
- Female Genital Mutilation (FGM)

### **Safeguarding children with SEN**

Children with a disability are children first and foremost and deserving of the same rights and protection as other children. A child can be considered to be disabled if he or she has significant problems with communication, comprehension, vision, hearing or physical functioning (Children Act 1989).

Many factors can make a disabled child more vulnerable to abuse; a greater awareness should be taken of their vulnerability, individuality and particular needs.

Everyone working with children have a '**duty of care**' to keep children safe and to protect them from harm. This means that all adults have a **duty** to report child protection or welfare concerns to Children's Services or the police.

### **Guidance on COVID-19**

- If a child or any member of the child's family display any symptoms of Coronavirus they must stay home and isolate for 14 days.
- All staff & children will be asked to wash their hands on entering and existing the preschool.
- To encourage social distancing, large groups will be split into small groups. Seating will be reduced and spaced out.
- Children will be supported in an age appropriate way to understand the steps put in place to keep them safe, e.g. encouraging regular handwashing especially after sneezing and/or coughing.
- Visitors will not be permitted unless essential.
- An enhanced cleaning schedule will take place on a daily & weekly basis, washing then sterilising.
- All waste containing bodily fluids will be disposed of in a hygienic and safe manner.

- Soft furnishings/resources will be laundered at a temperature of at least 40c using a bleach based product.
- Malleable activities will be suspended until further notice and all activities will be continuously risk assessed.
- PPE will be worn as usual for nappy changing, cleaning bodily fluids and first aid (when appropriate)
- In the event of a child or adult developing suspected coronavirus symptoms whilst attending the setting, the child's parent/carer will be contacted to pick up the child as soon as possible. Any adult or child with suspected coronavirus must isolate at home in line with the NHS guidance.
- Child's Wellbeing on returning after lockdown, staff will  
 Monitor new and older children - possible transition issues  
 Encourage them to talk about their experiences  
 Be mindful that some children may have had a loss – death/separation  
 Some may feel anxious about returning – plan for re-settling/form/album  
 Be mindful that their social behaviour may have changed

This policy was adopted at a meeting of the Pre-school held on ..... (Date)

Signed on behalf of the Pre-school: ..... (Chairperson)