



# **Child Protection Policy**



**CULMSTOCK  
PRE-SCHOOL  
PLAYGROUP**

## **Aim**

This Child Protection policy forms a part of our Safeguarding Children policy which is kept separately within the Operational Policies and Procedures File and this policy should be read in conjunction with the safeguarding policy.

This policy is designed for use by the staff and volunteers at the pre-school to surmise our practices and steps we take in protecting the children in our care from harm.

Culmstock Preschool Playgroup intends to create an environment where children are safe from abuse, and any suspicion of abuse is promptly and appropriately responded to. Culmstock Preschool Playgroup has a designated person who is responsible for Child Protection issues and liaises with the appropriate agencies, this is always the preschool supervisor. All staff attend courses in child protection to ensure they are aware of child protection issues and can recognize issues that may arise. All staff are issued with a copy of the Safeguarding Children policy, and this Child Protection policy is written in conjunction with our Safeguarding Children policy.

## **Designated Officers**

**The designated persons in charge of Child Protection and Safeguarding Children are:**

**SAFEGUARDING OFFICER STAFF:**

**MRS DIAN BEECH**

**SAFEGUARDING OFFICER MANAGEMENT:**

**MRS VENETIA BEHENNA**

We safeguard and protect our children through the following practices:

### **1. Exclude known abusers**

It will be made clear to applicants for posts within the pre-school that the position is exempt from the provisions of the Rehabilitations of Offenders Act 1974. All applicants will be interviewed before being accepted for any paid or voluntary work, and at least one reference will be taken up. Explanation will be sought for unexplained gaps in employment history, or frequent job changes. A probationary period will be required, to ensure that the applicant can be safely entrusted with children.

All staff, applicants for work within the preschool, whether voluntary or paid, and all the committee members, are required to complete and submit Enhanced Disclosure forms provided by the Criminal Records Bureau. In the event of receiving a complaint from a parent or guardian regarding the conduct of a member of staff, the management committee will take prompt action. The relevant authorities, namely Social Services, Ofsted and the police, will be contacted immediately. The complaint will be reported to them in detail and thus the appropriate action will be taken.

From July 2010 any new applicants for pre-school staff positions will also be required to register with the ISA under the new Vetting and Barring Scheme. Existing staff members

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*Culmstock Pre-School Playgroup, Methodist Church Hall, Millmoor, Culmstock, Devon EX15 3JJ*

*Tel: 01884 849332 Email: [info@culmstockpreschool.co.uk](mailto:info@culmstockpreschool.co.uk)*

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(also refer to Safeguarding Children Policy)

will also be required to have joined this register by 2010 (visit [www.isa-gov.org.uk](http://www.isa-gov.org.uk) for further information).

## **2. Seek and Supply Training**

Training opportunities will be sought for all adults involved in Playgroup, to help them recognise the symptoms of possible physical abuse, neglect, emotional abuse and sexual abuse. Staff are familiar within the literature provided by the Local Safeguarding Children's Board detailing signs of abuse and procedures outlining action that should be taken when there is concern about child abuse and procedures are also fully outlined within our Safeguarding Children Policy.

## **3. Promoting Good practice**

Adults will not be left alone for long periods with individual children or with small groups. Adults who have not been "police checked" will not take children to the toilet. Children will be encouraged to develop autonomy and independence through adult support, both 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.

Respond appropriately to suspicions of abuse. Changes in children's behaviour and/or appearance will be investigated. Parents will normally be the first point of reference, though suspicions will also be referred as appropriate to the Social Services Department. All such suspicions and investigations will be kept confidential, shared only with those who need to know - usually the member of staff concerned and the Supervisor.

## **4. Maintain records**

Whenever worrying changes are observed in a child's behaviour, physical condition or appearance, a specific and confidential record will be set up. This record will be quite separate from the usual record of progress and development, and will be kept in a different file which is accessible only to the Supervisor and the member of staff concerned. The record will include timed and dated observations, objectively describing the child's behavior and/or appearance, without comment or interpretation, including where possible the exact words spoken by the child. Each entry will be signed and dated by the recorder.

If a report on a child that is to be made to the authorities, the child's parents will be informed at the same time as the report is made. The group will maintain ongoing contact with the registering authority, including names, addresses and telephone numbers of individual social workers, to ensure that it would be the easy in any emergency for the pre-school and social services department to work well together. Please refer to the Safeguarding Children Policy for further details.

## **5. Liaise with other organisations**

The Local Safeguarding Children's Board guidelines will be followed (please refer to Safeguarding Children policy). Confidential records will be shared with the Social Services

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Department. The child's parents will be informed when this is done. Details will be kept of the registering authority, including names, addresses and telephone numbers of individual social workers, to facilitate a good relationship in an emergency. Details of the local NSPCC or other contact/s will also be kept as appropriate.

## **6. Support families**

The preschool will take every step in its power to build trusting and supportive relationships between families and 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 shared with the child's parents. 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.

### **CONTACT NUMBERS**

LOCAL AUTHORITY DESIGNATED OFFICER	01392 388670	(for manageing allegations against staff)
SOCIAL SERVICES – Mid Devon	01271 388660	(for referring a child to Social Care)
SENIOR DISTRICT COORDINATOR	01392 385394	(Nikki Phillips, for informal help and advice)
NSPCC	0808 800 5000	(24 hours)
NATIONAL WOMEN'S AID	0808 2000 247	
ADVICE AND SUPPORT FOR MEN IN ABUSIVE RELATIONSHIPS	080 801 0327	