



Safeguarding Children Policy



**CULMSTOCK
PRE-SCHOOL
PLAYGROUP**

STAFF AND VOLUNTEER GUIDANCE POLICY ON CHILD PROTECTION AND SAFEGUARDING CHILDREN

(Please also refer to our separate Child Protection Policy)

AIMS

This policy is designed for use by staff and volunteers at Culmstock Pre-school to help reinforce the importance of understanding policy and procedure surrounding child protection. Child Protection is also now referred to as 'Safeguarding Children'. Culmstock Pre-School works in partnership with parents, carers and multidisciplinary agencies to ensure that 'safeguarding' of children is effective in the local community.

Safeguarding children is "keeping children safe from harm, such as illness, abuse or injury" (Devon Children's Trust, 2005).

POLICY

This policy has been drawn up following the Local Safeguarding Children's Board recommendations.

THE DESIGNATED PERSON

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

SAFEGUARDING OFFICER STAFF:	MRS DIAN BEECH
SAFEGUARDING OFFICER MANAGEMENT:	MRS VENETIA BEHENNA

Contact details for both are held in the Staff and Management Folders and are available on request.

USEFUL NUMBERS ARE AT THE END OF THIS DOCUMENT.

STAFF, VOLUNTEERS AND STUDENTS

All staff, volunteers and students must complete an enhanced CRB form. Until CRB forms have been cleared they must not have access to children or assist children in the toileting area – please refer to our recruitment policy.

Parents, carers and visitors entering the building are not to be allowed access to children unless supervised or assist children in the toileting area. Parents and carers should be reminded that they are not allowed to take any child, including their own to the toilet.

TRAINING

The designated person must attend a two day course in Child Protection.

All members of staff are expected to attend a yearly training session on recognising the signs and symptoms of abuse. We keep a copy of the 'What to do if...' booklet on the premises and all staff are aware of this point of reference.

CHILD PROTECTION FILES – Safeguarding confidentiality

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For any report made or concern voiced confidentiality and data protection protocols will be followed. The Play Leader will be prime point of contact for maintenance and keeping of records. The Chair will be kept informed of details as necessary and will maintain confidentiality should any advice be sought beyond the pre-school.

Files containing records of any ongoing child protection issues are held in a locked filing cabinet. These files hold records of any concerns that have been raised and any ongoing child protection issues. As all information is highly sensitive and confidential only the Play leader and Deputy Play Leader have access to these files.

Any member of staff involved with any disclosure or reporting concerns may have limited access as considered relevant to the case. The files are only accessible on request through the Play Leader.

Access to the files should be recorded. All staff must sign and date the child's file to indicate that they accessed the records, this ensures all information is kept confidential and to record all staff involved in the case.

The Play Leader will only share relevant information with other members of staff about ongoing cases where she feels it is necessary in order to support the child.

DISCLOSURE

Disclosure can take place in many forms. Disclosure is when a child either tells you about something that has happened to them, or they may demonstrate inappropriate actions during play, or through drawings or behaviour.

Dealing with disclosure needs to be handled in a sensitive way. The following points need to be followed:-

<u>DO</u>	<i>Give the child time and take them seriously</i> <i>Let them speak in their own words</i> <i>Ask open questions</i> <i>Tell them what you will do next</i> <i>Record the information word for word</i> <i>Report immediately to the designated person</i>
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<u>DO NOT</u>	<i>Promise to keep it a secret</i> <i>Question the child or force them to tell you</i> <i>Make assumptions</i> <i>Deal with it all on your own, seek support</i> <i>Remove any clothing to examine marks on a child.</i>
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Never appear shocked by what a child discloses. Stay calm, reassure the child. It is also important to look after your self, never try to deal with any issues alone always speak to the Play Leader or Deputy Play leader following disclosure.

PROCEDURE

Following disclosure, immediately record the conversation, as precisely as possible, word for word. Recording the child's words and what you have said to the child. This information should be dated, time recorded and signed. It is important that this is done accurately as it may be used in court should further action be taken. The report should then be discussed with and given to the designated person.

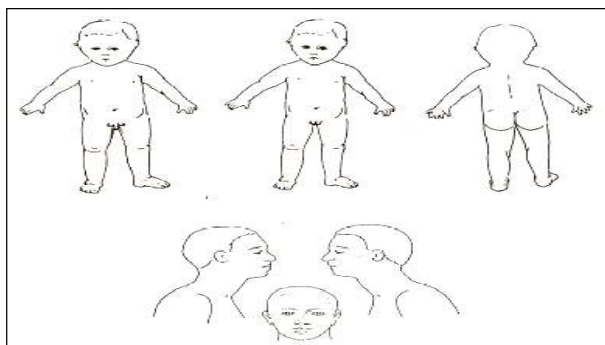
It is not only by verbal disclosure concerns may be raised. So in any instance where there is a concern it must be recorded, dated and signed. Any concern i.e. unexplained marks; concerns over neglect should be recorded and given to the designated person.

WHAT INFORMATION SHOULD BE RECORDED?

- The Child's name, address and date of birth
- The date and time of concern or disclosure
- The exact words spoken by both parties
- Include the full name of the person writing the report and any witness
- Name the person to whom the concern was reported
- Record once discussed with the designated person the next course of action

BODY MAP

Body maps are pictures of the body which are used to note any marks that are on the body. Body maps are to be found in the staff resources file and are also available from the designated person. These should be signed and dated.



Example of a body map

It is against the law to remove a child's clothing to check for signs of physical injuries. The only instance that clothes can be removed is for the purpose of providing first aid.

WHAT HAPPENS NEXT?

The information is considered as follows and action taken as necessary. Always discuss any action to be taken with the designated person.

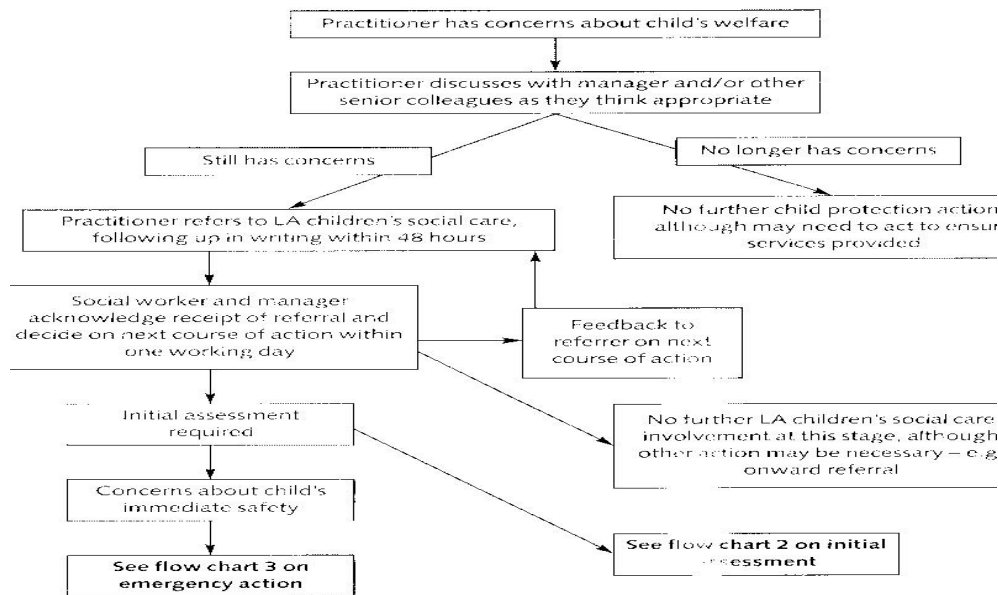
- **CONCERN RAISED BUT CHILD CONSIDERED IN DANGER OF SIGNIFICANT HARM** – immediately submit the report to the designated person. The case will be referred to Social Services, for immediate action.
- **CONCERN RAISED AND THE CHILD IS NOT IN DANGER OF SIGNIFICANT HARM** –

Submit report to designated person, THEN SPEAK TO PARENT.
 If a plausible reason is given, no further action should be taken. File the report in the usual way, state reasons for not taking further action. Explain to the parent a record of the incident will be kept and no further action is being taken.
 If you still have concerns following discussion with the parent, explain to them what will happen next.

NEVER agree to keep any disclosure by a child or parent a secret.

The following is statutory procedure that Manager follows and is shown for your understanding.

chart 1: Referral



A copy of the original book can be found in the operational plan in the Pre-school room and attached to the child protection policy.

SHARING INFORMATION

Sharing information between practitioners within the setting is vital to ensure that the needs' of the child are met. If you have any concerns please report them immediately to the designated person.

If you are approached by an external agency for information on any child please immediately refer the matter to the Play Leader. She will decide on the relevance of sharing the information. For full details on sharing information please refer to the Devon Children's Trust Leaflet entitled 'sharing information', to be found in the operational plan in the pre-school room and attached to the child protection policy.

Any sharing of information needs to be recorded, signed and dated and a reason stated for why the information was shared. It is normal practice to ask parental permission prior to sharing information, unless doing so will put the child in further danger. Please speak to the Play Leader about any concerns. The decision to share information without parental permission can be made, but reasons must be clearly stated for doing so.

WHAT TO DO IF A MEMBER OF STAFF IS IMPLICATED

If a child discloses abuse by a work colleague, whether staff or voluntary members, immediately follow the procedure of recording and report to the designated person in the usual way. Failure to report any concerns over staff or volunteers will lead to disciplinary procedures.

Reporting concerns:-

Concerns about a colleague should be reported to the Designated Person for Management. The Designated Person for Management will make the chair aware of any concerns and will contact the **Local Authority Designated Officer (LADO) on 01392 388670.**

Concerns about the Designated Person should be reported to the management committee (Chair in first instance) **and Local Authority Designated Officer (LADO) on 01392 388670.**

Concerns about the Management Committee should be reported to the Designated Person. However, if the designated person is also implicated a referral directly to Local Authority Designated Officer (LADO) should be made on 01382 388670.

In all instances OFSTED will be informed of allegations regarding a member of Staff.

Any reported incidence concerning any member of staff or volunteer will result in immediate disciplinary action, suspension and Ofsted will be advised. The employee will not be able to return to work until the matter has been resolved fully, nor will volunteers be permitted to help at the pre-school while the incident is investigated. Where a committee member is implicated they will be suspended of their committee duties.

PLEASE REMEMBER

Deal with all concerns immediately, record accurately and promptly.

If you still have concerns and you feel that the case is not being dealt with properly by the designated person, speak to them again or seek advice from another member of staff.

In the above instance referral does not have to be made by the designated person as long as the procedures noted above are followed.

Reporting and sharing information is essential, “**failure to do so can result in a child’s death**”. Devon Primary Care Trust.

CONTACT NUMBERS

Local Safeguarding Office	01271 388660
LADO for Staff Allegations	01392 388670
Local Safeguarding Board	01392 386067 (to be contacted if both numbers above are unsatisfactory)
SOCIAL SERVICES – Mid Devon	01271 388660
NSPCC	0808 800 5000 (24 hours)
NATIONAL WOMEN’S AID	0808 2000 247
ADVICE AND SUPPORT FOR MEN IN ABUSIVE RELATIONSHIPS	080 801 0327

Signed Position

Date

Signed Position

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Note – Content of policy has not changed from the previous version dated 02/03/2010 – updated for addition of the Ofsted logo only, therefore staff not asked to re-sign this version of the policy.