

**Safeguarding Children and Child Protection Policy**

**This policy represents the agreed principles for safeguarding children at St Giles Playgroup.**

**All staff and Committee have agreed this policy.**

**Introduction.**

**The Health, safety and welfare of our children are of paramount importance to the adults who work at playgroup. Our children have the right to protection, regardless of age, gender, race, culture and background or disability. The children have the right to be safe in our setting. This policy is in line with Surrey Safeguarding Children Partnership (SSCP)**

**Aims**

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.
* Ensure effective communication between staff on child protection issues.
* Set down correct procedures for those who encounter any issues of safeguarding.

The legal framework for this work is:

*Primary legislation*

The Children Act 1989 - s 47

The Protection of Children Act 1999

Data Protection Act 2018

GDPR 2018

The Children Act 2004 (Every Child Matters)

The Children (NI) Order

The Children (Scotland) Order

*Guidance*

Working Together to Safeguard Children 2018

What to do if you are worried a Child is Being Abused (revised 2006)

The Framework for the Assessment of children in Need and Their Families (2000)

The Common Assessment Framework (2005)

*Secondary Legislation*

Sexual Offences Act (2003)

Criminal Justice and Court Services Act (2000)

Human Rights Act (1999)

Race Relations (Amendment) Act (2000)

Race Relations (Amendment) Act (1976) Regulations

Rehabilitation of Offenders Act 1974

Liaison with other bodies

* Surrey CSPA (Children’s Single Point of Access) is the single point of contact for reporting concerns about the safety of children. We work within the SSCP guidelines to ensure all adults working within our setting put procedures into practice.
* We have a copy of 'what to do if you a worried a child is being abused' for parents and staff and all staff are familiar with what to do if they have concerns.
* We have procedures for contacting the local authority on child protection issues.
* We notify the registration authority (Ofsted) of any incident or accident and any changes in our arrangements which may affect the wellbeing of children.
* If a referral is to be made to the local authority social care department, we act within the area’s Safeguarding Children and Child Protection guidance in deciding whether we must inform the child's parents at the same time.

**The staff at St Giles playgroup carries out the following procedures to ensure the safety of our children.**

**Staffing and volunteering**

* Our designated person (a member of staff) who co-ordinates child protection issues is

Amanda Ross (Designated Safeguarding Lead) and Cate Saunders (Deputy Designated Safeguarding Lead)

* Our designated officer (a committee member) who oversees this work is

Lucy Townsend (Committee Chair)

* We provide adequate and appropriate staffing resources to meet the needs of children.
* Applicants for posts within the setting are clearly informed that the positions are exempt from the Rehabilitation of Offenders Act 1974.
* Candidates are informed of the need to carry out 'enhanced disclosure' checks with the Disclosure and Barring Service before posts can be confirmed**.**
* Where applications are rejected because of information that has been disclosed, applicants have the right to know and to challenge incorrect information.
* We abide by Ofsted requirements in respect of references and Disclosure and Barring Servicechecks for staff and volunteers, to ensure that no disqualified person or unsuitable person works at the setting or has access to the children.
* Volunteers do not work unsupervised.
* 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 lead to dismissal for reasons of child protection concern.
* We have procedures for recording the details of visitors to the setting.
* 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.
* Playgroup is contactable during afternoons and holidays when closed. A member of staff would always be available to attend meetings if needed out of playgroup hours.

St Giles Playgroup is committed to responding promptly and appropriately to all incidents or concerns of abuse that may occur and to work with statutory agencies in accordance with the procedures that are set down in 'What to do if you are worried a child is being abused' (DfES 2015).

**Responding 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.
* 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 takes care not to influence the outcome either through the way they speak to children or by asking questions of children.

**Allegations against staff**

* We ensure that all parents know how to complain about staff or volunteer action within the setting, which may include an allegation of abuse.
* If an allegation against a member of staff is made we will inform Surrey County Councils Children’s services social care team, Ofsted and the local authority child protection designated officer (LADO) within 24 hours
* We respond to any disclosure by children or staff that abuse by a member of staff may have taken, or is taking place, by first recording the details of any such alleged incident.
* We co-operate entirely with any investigation carried out by social services in conjunction with the police.
* Our policy is to suspend the member of staff on full pay 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.
* **LADO Team (concerns about an adult)**

**Tel:  0300 200 1006**

* **CSPA Telephone 0300 470 9100**
* **Mash@surreycc.gov.uk** **/ mash@surreycc.gcsx.gov.uk**
* **Ofsted**

**Tel: 0300 123 1231**

* **Police 999**

**Disciplinary action**

* Where a member of staff or a volunteer is dismissed from the setting or internally disciplined because of misconduct relating to a child, we notify the Department of Health administrators so that the name may be included on the List for the Protection of Children and Vulnerable Adults.

St Giles playgroup is committed to promoting awareness of child abuse issues throughout its training.  It is also committed to empowering young children, through its early childhood curriculum, promoting their right to be strong, resilient and listened to.

**Training**

* We seek out training opportunities for all staff involved in the setting to ensure that they are able to recognise the signs and symptoms of possible physical abuse, emotional abuse, sexual abuse and neglect and so that they are aware of the local authority guidelines for making referrals. Staff training is updated every three years or more frequently if required.
* We ensure that all staff know the procedures for reporting and recording their concerns in the setting.

**Social networking**

Staff are aware:

* it is not considered appropriate to engage in personal online communication with children, parents and carers regarding Playgroup or their child.
* they must not post anything onto social networking sites such as Facebook that might damage the setting’s reputation.

**Digital images and laptops**

We use the tablet computers during the session to take photos of the children to gather evidence of their progress. The camera stays within the hall or the garden. Staff are aware that the camera must not be taken to the toilets and if it is not in use, it is placed on the staff table.

We use Tapestry as an online learning journal which is secure and have our own internet connection that is linked to these tablets. Photos are regularly deleted from the tablets leaving the only copies on the secure server on the cloud.

We have 3 laptops for use by the children. The games the children have access to have been carefully selected and are appropriate for their age.

We have one laptop for staff use.  This is password protected and is used solely for Playgroup business.

The children’s laptops are configured to not connect to the internet. We do not store any photos of the children that have been taken during the session on these laptops.

At the end of the session the tablets and the laptops are locked securely in the cupboard that only members of staff have access to.

**Planning**

The layout of the rooms allows for constant supervision.

Toileting and Nappy changing:

* We keep a file where members of staff indicate the child's name, the date and the time each time they take a child to the toilet.
* Nappy changing log  - staff document the date, time and the reason for changing a child's nappy, signature. This log also includes record of if the child needed support with personal care e.g. wiping intimate parts of their body or change of clothing if they got wet due to wet play.

**Pre-existing injuries**

Each child has a pre-existing injury form and a body map to indicate the location of the injury. This form is used when a child arrives at the start of the session with an obvious injury. Parents/carers fill in the pre-existing injury form where they indicate the nature of injury, place, time, how the injury was cared for. The form is signed and dated by the parents/carers and a member of staff.

**Curriculum**

* We introduce key elements of child protection into our programme to promote the personal, social and emotional development of all children, so that they may grow to be 'strong, resilient and listened to' and so that they develop an understanding of why and how to keep safe.
* Children will have regular circle time and discussion on appropriate behaviour.
* We create within the setting a culture of value and respect for the individual, having positive regard for children's heritage arising from their colour, ethnicity, languages spoken at home, cultural and social background.
* We ensure that this is carried out in a way that is developmentally appropriate for the children.

**When to be concerned.**

Staff should be concerned about a child if he /she: -

* Has any injury which is not typical of the bumps and scrapesnormally associated with

children’s injuries.

* Regularly has unexplained injuries.
* Frequently have injuries (even when reasonable explanations are given)
* Gives confused or conflicting explanations of how injuries were sustained.
* Exhibits significant changes in behaviour, performance or attitude.
* Engages in sexual behaviour which is explicit and /or inappropriate to their age.
* Discloses an experience in which they may have been harmed.
* Gives others cause to believe they are suffering significant harm.
* This list is not exhaustive and staff should use their knowledge and training to make judgements and always speak to the DSL/Deputy DSL if concerned in any way.

**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, but do not make promises it may not be possible to keep.
* The member of staff does not question the child

**Recording suspicions of abuse and disclosures**

Staff make a record of:

* the child's name
* the child's address
* the age of the child
* the date and time of the observation or the disclosure, a body map may be used.
* an objective record of the observation or disclosure
* the exact words spoken by the child as far as possible
* the name of the person to whom the concern was reported, with date and time
* the names of any other person present at the time

These records are signed and dated and kept in the child's personal file and kept in a locked box inside a locked cupboard.

**Making a referral to the local authority social care department.**

* Referrals should be made to CSPA and Ofsted **within 24 hours**
* CSPA phone number **0300 470 9100**
* The police **999 or 101**
* All staff members know where these numbers are kept.

**Referring a child**

If you are not sure whether you should refer a child, you can get advice from the Social Care Contact Centre by calling 0300 200 1006. If you are told that a referral is required, the information you have given will be regarded as a referral and responded to as such.

If you want to make a referral, you should contact:

**Social Care Contact Centre – tel: 0300 200 1006**

Monday to Friday. Office Hours 8am to 6pm

If you want to make a referral outside of office hours you should contact:

**Emergency Duty Team on tel: 01483 517898.**

If it is an emergency and/or a child is at immediate risk of significant harm contact the Police.

You must confirm referrals in writing, within 48 hours of them being made, using the Multi-Agency Referral Form, including a body map where appropriate. I

**Informing parents**

* Parents are normally the first point of contact.
* If a suspicion of abuse is recorded, parents are informed at the same time as the report is made, except where the guidance of the Local Safeguarding Children Board does not allow this.
* This will usually be the case where the parent is the likely abuser. In these cases, the investigating officers will inform parents.
* If we have a concern about a child, we will share these concerns with parents/carers. However, if sharing these concerns puts the child or staff member at risk of significant or further harm we will seek advice from the duty manager at Surrey County Council's contact centre.

**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.

**Support to families**

* 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.
* The setting continues to welcome the child and the family whilst investigations are being made in relation to any alleged abuse.
* 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.
* Information about child protection concerns will be passed onto the child ‘s new setting with permission from the parents.

**For Whistleblowing and Mobile Phones refer to separate policies.**

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| This policy was adopted at a meeting of  | St Giles Playgroup & Nursery |
| Held on (date) | February 2020 |
| Signed on behalf of the Management Committee/Proprietor |  |
| Role of signatory (e.g. chairperson etc.) |  |
| This policy was reviewed on |  | (date) |
| *continue as necessary* |  | (date) |