

## 1. Safeguarding Children reviewed December 2017

Twyford Playgroup believes that it is unacceptable for a child to experience abuse of any kind. We recognise it is our responsibility to safeguard the welfare of all children receiving our services by a commitment to practice which protects them.

Our Designated Person for safeguarding is: Pamela Lawrence, Manager, Twyford Playgroup.

### General Principles:

We recognise that the welfare of the child is paramount. That all children, regardless of age, disability, gender, racial heritage or religion have the right to equal protection from all types of harm or abuse. That children's welfare is promoted by working in partnership with parents, carers, other agencies and children themselves.

This policy applies to the Committee and all staff, volunteers, students and visitors connected with Playgroup. It provides guidance on the procedures to follow if they suspect a child is being harmed or at risk of harm. It will be reviewed annually.

The principles underlying safeguarding children are these: that children are valued, respected and listened to. That adults who have access to children are safely recruited, vetted, checked and supervised. That all adults involved with children understand and accept agreed procedures for protecting children. That this information is shared with parents and (appropriately) with children. That the requirement to share information about concerns with outside agencies is acted on, in accordance with guidance.

### Our Prevent Duty:

We will protect children from extremism and radicalisation through our attention to children's personal, social, and emotional development and our inclusive practices, celebrating all faiths and cultures. We will also model the Fundamental British Values of democracy, mutual respect and tolerance, individual freedom and the rule of law. We will assess the children in our care regarding their potential exposure to radicalization, including whether they live in a Prevent priority area. We will notify the local authority if we have concerns about changes in family behavior, changes in children's behavior, comments made by them about other faiths, beliefs or cultures or any other signs that family members may be showing extremism.

To seek guidance we will call the DfE dedicated helpline: 020 7340 7264

Or email [counter.extremism@education.gsi.gov.uk](mailto:counter.extremism@education.gsi.gov.uk)

For more immediate concerns we will call the Police on 101, and for emergencies 999

### Procedures:

#### Recruitment and Selection:

Our advertisement of posts and application process refer explicitly to safeguarding in the following ways:

1. advertisements and application forms state that posts are exempt from the Rehabilitation of Offenders Act 1974, that an acceptable enhanced DBS disclosure will be required before confirmation of posts, as well as the receipt of 2 acceptable references, at least one from a previous employer.
2. our job descriptions detail the individual's safeguarding responsibilities.
3. our Safeguarding Policy and Procedures are provided to applicants.
4. the interview process for applicants explores any gaps in their employment, their attitude to children and motives for applying and their acceptance of supervision and boundaries.
5. successful applicants are given a full induction including explicit training on safeguarding procedures.

6. the probationary period in post will include assessment of a new appointee's ability to follow our safeguarding procedures.

#### Vetting and Checking Volunteers, Students and Visitors:

All Committee members, volunteers, students and visitors must have an acceptable enhanced DBS disclosure, receive the Safeguarding Policy and Procedures and an induction detailing their safeguarding responsibilities. A one-off visitor without an acceptable DBS will be shown an explanation of their safeguarding responsibilities and asked to sign a form confirming they have read this document. Such visitors must be accompanied throughout their visit by a vetted and inducted staff member who has successfully completed their probationary period.

#### Training Staff to Understand the Safeguarding Policy:

Our Designated Person, Pamela, will ensure that all staff have the training and up to date information they need to follow our Safeguarding Policy and Procedures effectively by doing the following:

1. ensuring that all staff receive the appropriate safeguarding training and update this as needed.
2. keep her own training up to date and attend the Local Authority Briefings on safeguarding.
3. using regular staff meetings to update staff on safeguarding issues.
4. ensure safeguarding awareness raising materials (eg the Ofsted poster) are accessible to staff.

#### In-Session Procedures:

##### Signing In and Out:

All staff will be signed in and out using the register, showing the exact times of their arrival and departure to confirm their presence in the session. Visitors, students and volunteers will sign in and out using a visitor's section in the register, giving details, times of arrival and departure and reason for visit.

##### Avoiding Lone Working:

All adults will avoid being alone with children, out of sight of other adults. When toileting a child or moving away from other adults they must tell a staff member where they are going and why.

##### Cameras and mobile phones:

No unauthorised use of phones or other devices will be permitted in session. Use of devices will be only to take photos or film of children for educational purposes and according to explicit controls:

1. Only children for whom parent/carer permission has been given will be photographed or filmed.
2. Photos or film of children will only be taken on specified, agreed devices, not including mobile phones.
3. Specified devices will only be used by vetted staff working within safeguarding procedures.
4. Visitors, students and volunteers must follow this procedure too.
5. No adult will use a mobile phone for personal reasons in session, except in an emergency, in which case they must get permission from the manager, do so away from the children and under the supervision of another staff member.
6. Throughout sessions all staff and visitor phones must be stored on the rear kitchen work surface.

#### Responding to Concerns of Abuse:

##### Concerns about Children:

Staff will be guided by the documents: What to do if you're worried a child is being abused (HMG 2015) and Working Together to Safeguard Children HMG March 2015) and recognise the signs of possible abuse:

- significant changes in a child's behaviour
- deterioration in a child's general well-being
- unexplained bruising, marks or signs of possible abuse
- children's comments or play which give cause for concern

- reasons for concern from outside the setting, eg in the child's home

A staff member who is concerned about a child must seek advice from Pamela, our Designated Person, and with her support contact Children's Services, confirming phone referrals in writing within 24 hours. Hampshire Safeguarding Children Board Reception Team tel. 0300 555 1384  
Services for Young Children 01962 847070 and  
Ofsted 0300 123 1231 must be informed at the same time.

Concerns about Adults:

Staff will respond to allegations or concerns about adults in our setting, being alert for behaviour that:

- may harm a child or may constitute a criminal offence against or related to a child
- is inappropriate and demonstrates unsuitability for working with children, e.g. inappropriate sexual comments, excessive 1:1 attention given to a child, inappropriate sharing of images.

Staff will report concerns about an adult to Pamela, our designated person, who will contact:

Hampshire Children's Services 0845 603 5620

If it is not possible to go through the Playgroup Committee chair, Children's Services, the Local Safeguarding Children's Officer (LADO) or the police should be contacted directly. Following guidance, the adult concerned will be treated fairly, helped to understand the process being followed and the outcomes of the process.

Ofsted will be notified within 14 days of an allegation against any adult connected with our setting and advised of any action taken regarding the allegation.

Date:

Signed:

Date for review: