

Safeguarding Children Reviewed September 2019

Statement of Intent

Twyford Playgroup wants to work with children, parents and the community to ensure the safety of children and to give them the very best start in life. We believe that children are valued, respected and should be listened to. We also believe that it is unacceptable for a child to experience abuse of any kind. We recognise that it is our responsibility to safeguard the welfare of all children in our care.

Our Designated Person for Safeguarding is Claire Wing, Supervisor at Twyford Playgroup.

Principles

Our aims:

- Create an environment in our playgroup which encourages children to develop a positive self image, a sense of personal freedom and independence.
- All children, regardless of age, disability, gender, race, language, religion, culture or background have the right to equal protection from all types of harm or abuse, this includes from peers.
- Help children to establish and sustain satisfying relationships within their families, with peers and with other adults.
- Work with parents and carers to build their understanding of and commitment to the welfare of all our children.
- Ensure the practice of safe recruitment in vetting, checking, supervising and recording the suitability of staff and volunteers to work with children. 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.

Legal Framework

- The Rehabilitation of Offenders Act 1974
- The Children's Act 2004, Section 11
- The Education Act 2002, Section 175
- Human Rights Act 1998
- Data Protection Act 1998
- The Protection of Children Act 1999
- GDPR
- Working together to safeguard children 2018

Liaison with other bodies

- We work with the Children's Services Department
- We have a copy of Children's Services Guidance available for staff and parents to see.
- We notify the registration authority (Ofsted) of any incident or accident and any changes in our arrangements which affect the wellbeing of the children.
- We have procedures for contacting the local authority on child protection issues.
- If a report is to be made to the authorities, we act within the Children's Services guidelines in deciding whether we must inform the child's parents at the same time.

Contact Numbers

Call Hants direct on 0300 555 1384 during normal office hours, Mon-Fri 9am -5pm or email childrens.services@hants.gov.uk

Out of hours call 0300 555 1373- in an emergency call 999

Professionals can phone 01329 225379 and complete the online interagency referral form.

Hampshire Police 101

NSPCC Child Protection Line 0808 800 5000

Childline 0800 1111

Local Safeguarding Children's Partnership –

<https://www.hampshiresafeguardingchildrenpartnershiphampshirescp.org.uk>

Procedures

Recruitment and Selection

- Applicants for posts within Twyford Playgroup are clearly informed that the positions are exempt from the Rehabilitation of Offenders Act 1974. Candidates are informed of the need to carry out checks before posts can be confirmed. An acceptable enhanced DBS disclosure will be required before confirmation of posts, as well as the receipt of two acceptable references, at least one from a previous employer.
- The job descriptions detail the candidates safeguarding responsibilities.
- Our safeguarding aims and methods are provided to applicants.
- 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.
- Successful applicants are given a full induction, including explicit training on safeguarding procedures.

- 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.
- All Committee members, volunteers, students and visitors must receive the Safeguarding Policy and Procedures and an induction detailing their safeguarding responsibilities.
- A one-off visitor without an acceptable DBS must be shown the Policy and Procedures and be given an explanation of their safeguarding responsibilities. Such visitors must be accompanied throughout their visit by a vetted and inducted staff member who has successfully completed their probationary period.
- We have procedures for recording the details of visitors to Twyford Playgroup.
- We take security steps to ensure that we have control over who comes into Twyford Playgroup so that no unauthorised person has unsupervised access to children.
- We abide by the Governments statutory guidance 'Working Together to Safeguard Children'.
- We also meet the responsibilities outlined under the Safeguarding Vulnerable Groups Act 2006.

Training Staff to Understand the Safeguarding Policy and Procedures

- Ensure that all staff receive the appropriate safeguarding training and update this when required. This ensures staff are able to recognise signs and symptoms of possible physical abuse, emotional abuse, sexual abuse and neglect and so they are aware of the local authority guidelines for making referrals.
- We ensure every member of staff has received the appropriate training and attend training every three years to ensure we can comply with the requirements set out in the 'Safeguarding Children and Safer Recruitment in Education guidance' (DSCF, 2007).
- Our designated Safeguarding Person, Claire, will keep her own training up to date and attend the Local Authority Briefings on safeguarding.
- Use regular staff meetings to update staff on safeguarding issues.
- Ensure safeguarding awareness raising materials (e.g. the Ofsted poster) are accessible to staff.

Signing in and out

- All staff will sign 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 book, giving details, times of arrivals and departure and reason for the 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, mobile phones and I-pads

- No unauthorised use of phones or other devices will be permitted in session.
- Use of devices will only be to take photos or film of children for educational purposes and according to explicit controls.
- Only children for whom parents/carers permission has been given will be photographed or filmed.
- Photos or film of children will only be taken on specified, agreed devices, not including mobile phones.
- Specified devices will only be used by vetted staff working within safeguarding procedures.
- Visitors, students and volunteers must follow this procedure too.
- 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.
- Throughout sessions, all staff and visitor phones must be locked in the filing cabinet.
- At weekends, playgroup cameras and I-Pads are locked away in the filing cabinet.

Planning

The layout of the room allows for constant supervision.

Curriculum

- We create within Twyford Playgroup, a culture of value and respect for the individual, which helps the children to feel safe and able to talk freely about their concerns.
- We also implement opportunities to highlight differences and acceptance.
- We introduce key elements of child protection into our foundation stage curriculum, so that children can develop an understanding of why and how to keep safe.
- We ensure that this is carried out in a way that is appropriate for the ages and stages of our children.

Responding to Concerns of Abuse

Concerns about Children

- We acknowledge that abuse of children can take different forms-physical, emotional, sexual and neglect.
- When children are suffering from abuse, this may be demonstrated through changes in behaviour, or in their play. There may be a deterioration in a child's general well-being or unexplained bruising or marks. Children may make comments that cause concern or there may be reasons for concern from outside the setting, for example, in the child's home.
- 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 2015).
- We allow investigation to be carried out with sensitivity. The staff take care not to influence the outcome, either through the way they speak to children or ask questions of children.
- Where a child shows signs and symptoms of 'failure to thrive' or neglect, we make appropriate referral.
- A staff member who is concerned about a child must seek advice from Claire, our Designated Safeguarding Person.

Disclosures

Where a child makes a disclosure to a member of staff, that member of staff:

- Listens to the child;
- Offers reassurance to the child;
- Reports it to the Lead Safeguarding Person;
- Records it;
- 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;
 - An objective record of the observation or disclosure;
 - The exact words spoken by the child;
 - The name of the person to whom the concern was reported;
 - The name of any other person present at the time;
- These records are signed and dated and kept in a separate confidential file.

All members of staff know the procedures for recording and reporting.

We ensure that copies of child protection records and/or records of concern are transferred accordingly when the child leaves Twyford Playgroup.

Informing Parents/Carers

Parents/Carers 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 Children's Services Department 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.

Support to families

- Twyford Playgroup takes every step in its power to build up trusting and supportive relations among families, staff and volunteers.
- Confidential records kept on a child are shared with the child's parents/ carers only if appropriate under the guidance of the Children's Services Department.
- The care and safety of the child is paramount, we do all in our power to support and work with the child's family.

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 Children's Services Department.

Concerns about an adult

- We ensure that all parents know how to complain about staff and volunteer action within Twyford Playgroup, which may include an allegation of abuse.
- We follow the guidance of the Children's Services Department when investigating an allegation that a member of staff or volunteer has abused a child.
- Staff will be alert for behaviour that may be inappropriate and demonstrates unsuitability for working with children, for example inappropriate sharing of images.
- Staff will also be alert for behaviour that may harm a child or may constitute a criminal offence against or related to a child.
- Staff will report concerns about an adult to either Pamela Lawrence, the Manager, or Claire Wing, the Designated person.
- The Manager or Supervisor will contact Hampshire Children's Services 0300 555 1384.

LADO

If it is not possible to discuss it with the Manager, or Supervisor, the Local Authority Designated Officer must be contacted, or the police.

LADO Mark Blackwell- Tel – 01962 876364

Email – child.protection@hants.gov.uk

Address – The Safeguarding Unit

Children’s Services Department

Clarendon House

Monarch Way

Winchester SO22 5PW

Disciplinary Action

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.

The Prevent Duty and Promoting British Values

From 1st July 2015 all schools, and registered childcare providers are subject to a duty under section 26 of the Counter Terrorism and Security Act 2015, in the exercise of their functions, to have “due regard to the need to prevent people from being drawn into terrorism”. This duty is known as the Prevent duty. Here at Twyford Playgroup we take Safeguarding very seriously, therefore, to ensure that we adhere to and achieve the Prevent duty we will:

- Provide appropriate training for staff.
- Build the children’s resilience to radicalisation by promoting fundamental British values of democracy, mutual respect and tolerance, individual freedom and rule of law.
- Demonstrate the fundamental British values through the implementation of the EYFS.
- 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 behaviour, changes in children’s behaviour, comments made by them about other faiths, beliefs or cultures or any other signs that family members may be showing extremism.
- Be aware of the online risk of radicalisation through the use of social media and the Internet.
- Work in partnership with our LSCB for guidance and support.
- Ensure that resources used in the playgroup are age appropriate for the children in our care.

Preventing extremism in schools and children’s services

Email- counter.extremism@education.gov.uk

Tel- 020 7340 7264

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

Prevent Duty Guidance and legal framework

- <https://www.gov.uk/government/publications/prevent-duty-guidance>
- Inspecting safeguarding in early years, education and skills 2016
- Working together to safeguard children 2018

Date: **Name:** **Signed:** **Review:**

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