

Sparkling Stars Pre-School Safeguarding Children Policy

Sparkling Stars Pre-School fully recognises its responsibilities for safeguarding children. The health, safety and wellbeing of all our children are of paramount importance to all the staff who work at Sparkling Stars Pre-School. Our children have the right to protection regardless of age, gender, race, culture or disability.

At Sparkling Stars Pre-School we respect our children. The atmosphere within Sparkling Stars Pre-School is one which encourages all children to do their best. We give opportunities which encourage our children to take and make decisions for themselves.

Our support of Personal, Social and Emotional Development as part of the Early Years Foundation Stage helps to develop appropriate attitudes in our children and makes them aware of the impact of their decisions on others. We also teach them how to recognise different risks in a range of situations and how to behave in response to them.

Aims and Objectives:

1. To raise the awareness of all staff and to identify responsibility in reporting possible cases of abuse, such as: Emotional, Sexual, Neglect and Physical & Domestic Violence.
2. To ensure effective communication between all staff when dealing with safeguarding children issues.
3. To establish the correct procedures for those who encounter an issue of safeguarding children.

Our policy applies to all staff and volunteers working in Sparkling Stars Pre-School. There are five main elements to our policy:

- Ensuring we practice safe recruitment in checking the suitability of staff and volunteers to work with children.
- Raising awareness of safeguarding children issues and equipping children with the skills needed to keep them safe.
- Developing and then implementing procedures for identifying and reporting cases, or suspected cases, of abuse.
- Supporting pupils who have been abused in accordance with his/her agreed safeguarding children plan.
- Establishing a safe environment in which children can learn and develop.

We recognise that because of the day to day contact with children, Sparkling Stars Pre-School staff are well placed to observe the outward signs of abuse. Staff will be able to respond to:

- Significant changes in children's behaviour
- Deterioration in their general well being

- Unexplained bruising, marks or signs of possible abuse
- Neglect
- The comments children make which give cause for concern

The pre-school will therefore:

- Establish and maintain an environment where children feel secure, are encouraged to talk, and are listened to.
- Ensure children know that there are adults at Sparkling Stars Pre-School whom they can approach if they are worried.
- Include opportunities in the PSED curriculum for children to develop the skills they need to recognise and stay safe from abuse.

We will follow the procedures set out by the Local Safeguarding Children's Board and take account of guidance issued by the Department for Education and Skills to:

- Ensure we have a Designated Safeguarding Lead for safeguarding children who has received appropriate training and support for this role.
- Ensure every member of staff knows the name of the DSL responsible for safeguarding children and their role.
- Ensure all staff understand their responsibilities in being alert to the signs of abuse and responsibility for referring any concerns to the DSL responsible for safeguarding children.
- Develop effective links with relevant agencies and co-operate as required with their enquiries regarding safeguarding children matters including attendance at case conferences.
- Keep written records of concerns about children, even where there is no need to refer the matter immediately.*
- Ensure all records are kept securely, separate from the main pupil file, and in locked locations.
- Develop and then follow procedures where an allegation is made against a member of staff or volunteer.
- Ensure safe recruitment practices are always followed.
- In the event of a safeguarding accusation, the LADO will be contacted immediately on 01202 735046 or 01202 657279 (out of hours).

*The Designated Safeguarding Lead (DSL); Toby Evans – will make the decision when to start or finish monitoring, unless the decision is taken by an outside agency.

We recognise that children who are abused or witness violence may find it difficult to develop a sense of self worth. They may feel helplessness, humiliation and some sense of blame. Sparkling Stars Pre-School may be the only stable, secure and predictable element in the lives of children at risk. When at Sparkling Stars Pre-School their

behaviour may be challenging and defiant or they may be withdrawn. Sparkling Stars Pre-School staff will endeavour to support the pupil through:

- The content of the curriculum.
- The Sparkling Stars Pre-School ethos which promotes a positive, supportive and secure environment and gives pupils a sense of being valued.
- The Sparkling Stars Pre-School behaviour policy which is aimed at supporting vulnerable pupils in the pre-school. Sparkling Stars Pre-School will ensure that the pupil knows that some behaviour is unacceptable but they are valued and not to be blamed for any abuse which has occurred.
- Liaison with other agencies that support the pupil such as social services, Child and Adult Mental Health Service, education welfare service and educational psychology service.
- Ensuring that, where a pupil on the safeguarding children register leaves, their information is transferred to the new after-school group or school immediately and that the child's social worker is informed.

Recording Concerns

All the following should be recorded as relevant:

- ✓ Patterns
- ✓ Changes in mood
- ✓ Relationship with peers and adults
- ✓ Behaviour
- ✓ Statements/ comments/stories/news/drawings/etc
- ✓ General demeanour and appearance
- ✓ Parental interest and comments
- ✓ Home/family changes
- ✓ Medicals
- ✓ Injuries/marks, past and present

All notes must record date, time and place, context, adults/others present, any noticeable non-verbal behaviour and the actual words used by the child. Please sign them.

Be objective: include statements or observational facts – not interpretations or assumptions.

Please ensure all notes are kept in complete confidence, in a secure place.

The DSL will collate the information and may ask other staff (as appropriate) for contributions.

Sparkling Stars Pre-School will be fully complicit with responsibilities relating to MARAC and when addressing DV1 alerts.

Whistle Blowing

Should any staff member have any concerns about the registered person or manager, then they should immediately contact the OfSTED Whistle Blowing Hotline:

Ofsted Whistleblower Hotline (Monday to Friday 8am to 6pm)

Tel: 0300 123 3155 or email whistleblowing@ofsted.gov.uk

Post: Ofsted, Piccadilly Gate, Store Street, Manchester M1 2WD

Recruitment & Training Expectations

The setting will follow safe & fair recruitment practices including:

- Advertising jobs in multiple publicly accessible places as well as internally
- Seeking references for all new starters
- Ensuring that new starters are DBS checked, and if not, then are never left alone with any child until such a point that a clear DBS has been obtained
- Ensuring that all new starters are properly inducted; particularly on evacuation procedures, health and safety, safeguarding and child protection and outing protocol.
- Staff will be subject to regular appraisals and supervision sessions
- The DSL will attend the two-day safeguarding course at least once every three years.
- Other practitioners will be expected to attend safeguarding awareness (for new to the sector staff) or refresher (for staff already working in the sector) training at least every three years.
- All staff should always follow the T.E.D. (Tell, Explain, Describe) Questions guidance when presented with a potential safeguarding concern. Such a method of questioning should not alarm the child, and assist in enabling them to open up and talk to the staff member.

Ratios & Deployment

- The setting will always adhere to the legal minimum ratios, and will aim to operate above these, where resources allow it.
- Staff will be deployed amongst the spaces available in the setting in proportion to the number of children using a given area at a given time.
- Children will not be allowed to play the outside area on their own, nor will they be permitted to play inside without a staff member. Children will never be left unattended in either the inside or outside area.

Mobile Phones, Cameras, Tablets & E-Safety

The setting will have a 'no mobile phones' policy on site, with the exception of the setting phone used to communicate with parents, which will be held by the manager (or deputy). Other staff will be required to leave mobile phones, camera and tablets in their own vehicles, or inside the locked cupboard in the office.

Parents, carers, guardians and anyone else collecting a child, should also adhere to the no phones/tablets/cameras policy when on premises. Should a member of staff see them using such a device then they should politely be asked to either leave the premises to continue using the device, or asked to stop using the device and place it in a pocket or bag.

All staff should ensure that on any social networking site they ensure that the highest levels of privacy settings are selected. They should also never interact with a parent via social media to discuss children who attend the setting. Staff should also ensure that any posts made or pictures uploaded do not bring in to question their own professionalism or integrity, or that of the setting. Any such breaches could warrant disciplinary action.

CONTACTS:

LADO Team: 01202 735046 or 01202 657279 (out of hours).

Early Years Service named person (for allegations against adults working with children and young people) tel: 01202 456204

Ofsted

Piccadilly Gate, Store Street, Manchester, M1 2WD

Tel: 0300 123 1231 – General Helpline

Tel: 0300 1234 666 – To report an allegation against a member of staff or volunteer

Who can give advice?

Advisory; Conciliation; Arbitration Service (ACAS)

tel: 08457 474747

Public Concern at Work (Whistleblowing charity)

tel: 020 7404 6609 or email helpline@pcaw.co.uk

Ofsted Whistleblower Hotline (Monday to Friday 8am to 6pm)

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Written June 2015 by Toby Evans, with written guidance from Julie Welch (Borough of Poole Childcare Officer)