

Safeguarding Children

At this pre-school, we comply with all the legal requirements set out in the 'Statutory Framework for the Early Years Foundation Stage' – September 2012 and with the new requirements which come into force in September 2014. We work in line with the guidance and procedures of the Local Safeguarding Children Board and the Government's statutory guidance 'Working Together to safeguard children'. Which can be seen here.
<https://www.gov.uk/government/publications/working-together-to-safeguard-children>

We seek to share information about children in an appropriate manner whilst continuing to maintain confidentiality. We follow the guidance 'Good Practice in Information Sharing in the Foundation Years found here:

http://www.foundationyears.org.uk/files/2013/11/Good_Practice_Support_in_Information_Sharing.pdf

- All members of staff are registered with OFSTED and have undergone enhanced DBS checks. Staff are aware that they are expected to disclose any convictions, cautions, court orders, reprimands and warnings that may affect their suitability to work with children (whether received before or during their employment at the setting).
- All Students are supervised at all times (see policy on students).
- Written parental permission will be obtained before children are taken on outings.
- Staff will keep records/observations of all children in the setting. This includes detailed written notes on any disclosure of abuse made by a child.
- Mobile phones are not allowed to be carried by staff in the setting. All personal phones must be put away with personal possessions. The manager may, in exceptional circumstances, allow a member of staff to keep their mobile phone with them for a limited amount of time.
- Only cameras owned by the Pre-school and kept on School premises can be used in the setting.
- Staff will inform Ofsted without delay or within 14 days at the latest, of any allegations of serious harm or abuse by any person living, working, or looking after children at the premises (whether that allegation related to harm or abuse committed on the premises or elsewhere), or any other neglect which is alleged to have taken place.
- Staff will also inform Ofsted of the action taken in respect of any allegations as soon as is reasonably practical but in any case, within 14 days.

- Staff will also notify local children's social care services and, if appropriate, the police of any allegations as above.
- All concerns will be kept confidential.
- We meet our responsibilities under the Safeguarding Vulnerable Groups Act 2006 in respect of any person who is dismissed from our employment, or resigns in circumstances that would otherwise have led to dismissal for reasons of child protection concern.
- We work in line with the Government's statutory guidance: 'Working Together to Safeguard Children 2013'.
- Each child will be assigned a key person. Their role is to help ensure that every child's care is tailored to meet their individual needs, to help the child become familiar with the setting, offer a settled relationship for the child and build a relationship with their parents.

**Our Lead Practitioner for Safeguarding children is JOANNE HUNTER
who has attended child protection training on 29/09/18**

The lead officer is responsible for liaison with statutory children's services agencies, and with the LSCB. It is their duty to provide support, advice and guidance to other members of staff.

All staff at this Pre-school have an up-to-date understanding of safeguarding children issues and, through in-house training, are aware of the contents of this policy and how to respond to:

- Significant changes in children's behaviour.
- Deterioration in children's general well-being
- Unexplained bruising, marks or signs of possible abuse or neglect
- Comments children or adults make which give cause for concern
- Inappropriate behavior displayed by other members of staff, or any other person

working with children e.g. inappropriate sexual comments; excessive one-to-one attention beyond the requirements of their usual role or inappropriate sharing of images.

- Issues which cause concern in the child's life at home or elsewhere.

The Pre-school manager is available to discuss initial concerns with parents/carers and offer support and assistance. Should a member of staff have concerns about the well-being of a child they will inform the Pre-school's manager or Lead Practitioner for safeguarding who will take the following action:

- Speak to the child's keyperson
- Speak to Parents/carers

If there are still concerns about the child:

- Contact Children's Social Care Services, Ofsted and if necessary, the police, and take advice.

All members of staff have a responsibility to ensure that appropriate steps are taken.

Where staff suspect sexual abuse has occurred or is likely to occur, the Lead Officer for Safeguarding Children and the Pre-school Manager may contact Children's Social Care Services without first speaking to parents or carers. For all other concerns, parents or carers will be consulted immediately.

Procedure for checking the identity of visitors

- If a visitor or prospective parent is unknown to the setting their credentials will be checked before allowing them to enter the setting
- We ask for at least 1 form of identification and proof of which organization they may work for.
- We ensure that any visitor or prospective parent is supervised throughout their visit
- We record that ID has been checked, together with the visitor's name, reason for visit, time and date in our Visitor's book/log.

Parents and Carers have free access to all information kept on their own child. (Except in exceptional cases where Data Protection Act 1998 stipulates it is against the best interests of the child to do so.)

Essential Contact Details:

MASH TEAM – 01708-433-222 (OUT OF HOURS) – 01708-433-990

LADO - 01708 431 653 lado@havering.gov.uk

Ofsted – 0300 123 1231

Ofsted Whistleblowing advice line – 0300 123 3159

Updated: January 2023 - Reviewed: As & when required

Georgie Porgy's Pre-school Ltd

Procedure to be Followed if an Allegation of Child Abuse is made against a Member of Staff **Part of the Safeguarding Policy**

- We ensure that all parents know how to complain about staff or volunteers within the setting, including an allegation of abuse.
- The person making the allegation will be treated with respect and assured of a thorough investigation.
- The member of staff will be informed of the allegation and given information about possible actions of other agencies.
- Ofsted will be informed as soon as is reasonably practical and in any case within 14 days of the event occurring and advice taken
- Social Services will be informed and advice taken
- The member of staff may need to be suspended pending further enquiry
- The member of staff will be supported through the process of investigation
- The person making the allegation will be kept informed of progress.
- All information will be kept confidential

- All actions will be in line with the complaints procedure.

Any Concerns Contact – Local Authority Designated Officer (LADO)

01708 431 653

Lado@havering.gov.uk

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