

# **Safeguarding Children Policy**

## **Aims**

We intend to create within our pre-school an environment in which children are safe from abuse and in which any suspicion of abuse is promptly and appropriately responded to.

We will follow the procedures for referral in the 'What to do if you're worried a child is being abused' in the event of a concern being raised relating to a child in the setting or an accusation being made against a member of staff. If, after discussion, it is agreed there is a concern we will make a referral to the Social Care Central Advice and Duty Team (SCCADT) from within Wirral Social Services in accordance with the Safeguarding Children Boards Procedures.

## **To protect children we will:**

### **Exclude known abusers**

It will be made clear to applicants for posts within the pre-school that the position is exempt from the provisions of the Rehabilitation of Offenders Act 1974. All people who work directly with the children must have an Enhanced Criminal Records Bureau Disclosure, which will provide reassurance to parents that their children will be safe from harm.

All applicants for work within the pre-school, whether voluntary or paid, will be interviewed before an appointment is made and will be asked to provide at least one reference. All such references will be followed up. In the case of applicants with unexplained gaps in their employment history, or who have moved rapidly from one job to another, explanations will be sought.

All appointments, both paid and voluntary, until designated as suitable, will not be able to work unsupervised with the children. They will be subject to a probationary period and will not be confirmed unless the pre-school is confident that the applicant can be safely entrusted with children.

### **Seek and supply training**

We will seek out training opportunities for all the adults involved in the group to ensure that they recognise the signs and symptoms of abuse whether Physical, Emotional, Sexual and Neglect.

### **Prevent abuse by means of good practice**

Adults will not be left alone for long periods with individual children or with small groups. An adult who needs to take a child aside - for example, for time out after behaviour that needs improvement - will leave the door ajar

Adults who have not been registered as 'fit' persons will not take children unaccompanied to the toilet.

Children will be encouraged to develop a sense of autonomy and independence through adult support in making choices and in finding names for their own feelings and acceptable ways to express them. This will enable children to have the self-confidence and the vocabulary to resist inappropriate approaches.

The layout of our rooms will permit the constant supervision of all children

### **Respond appropriately to suspicions of abuse**

The first concern will be the child. Children whose condition or behaviour has given cause for concern will be listened to, reassured and helped to understand that they themselves are valued and respected and have not been at fault.

Changes in children's behaviour/appearance will be investigated.

Parents will normally be the first point of reference, but if they are not in a position to allay any legitimate anxieties, the matter will also be taken up with SCCADT.

In exceptional circumstances, SCCADT may be the first point of reference.

All such suspicions and investigations will be kept confidential, shared only with those who need to know. The people most commonly involved will be the Pre-School Leader, the member of staff responsible for Safeguarding Children, the child's Key -Person and the management committee chairperson.

If a member of staff or volunteer is accused of any form of child abuse they will be informed by the pre-school leader of the allegation and normally will immediately be suspended on full pay while an investigation is made. If the allegation is against the leader, the committee chair may conduct the investigation. The pre-school leader will report the allegation to SCCADT and follow their advice. Investigations will be in line with the Safeguarding Children Boards procedures and conducted in conjunction with the Safeguarding Children Boards Committee. Confidential records will be kept of the allegations and of all

subsequent proceedings. The person accused may choose to attend any interviews accompanied by a friend or colleague.

Ofsted will be informed of any allegations or concerns of abuse against a child, a member of staff, student or volunteer, or any abuse that is alleged to have taken place on the premises or during a visit or outing.

### **Keep records**

Whenever worrying changes are observed in a child's behaviour, physical condition or appearance, a specific and confidential record will be set up, quite separate from the usual on-going of children's progress and development.

**The record will include**, in addition to name, address and age of the child:  
**timed and dated observations**, describing objectively the child's behaviour/appearance, without comment or interpretation; where possible the exact words spoken by the child;  
**the dated name and signature of the recorder.**

Such records will be kept in a separate file and will not be accessible to people other than the pre-school leader, chair, member of staff responsible for Safeguarding Children and key person for the child.

### **Liase with other bodies**

The pre-school operates in accordance with guidelines laid down by the registering authority. Confidential records kept on children about whom the pre-school is anxious will be shared with SSCADT if the pre-school feels that adequate explanations for changes in the child's condition have not been provided.

The pre-school will maintain ongoing contact with the registering authority, together with names, addresses and telephone numbers of individual social workers, to ensure that it would be easy, in any emergency, for the pre-school and SSCADT to work well together.

Records will also be kept of the local NSPCC contact, or other contact(s) as appropriate.

### **Support Families**

The pre-school will take every step in its power to build up trusting and supportive relationships between families and staff and volunteers in the group.

Where abuse at home is suspected, the pre-school will continue to welcome the child and family while investigations proceed.

Confidential records kept on a child will be shared with parents.

With the proviso that the care and safety of the child must always be paramount, the pre-school will do all in its power to support and work with the child's family.

### **Referrals**

Any referrals will be made in accordance with the procedures set-out within Safeguarding Children file, which is held with the pre-school's central files

### **Key contacts:**

SSCADT - 0151 606 2006

Emergency Duty Team (EDT) - 0151 677 6557 (for emergencies only)

Ofsted - 08456 404040