

Rougham Acorns Pre-school and Woodlands Extended Care

Child Protection Policy

At Rougham Acorns and Woodlands we recognise that the welfare of all children is paramount and that all children and young people, regardless of ability or culture, have equal rights of protection. We have a duty of care when they are in our charge and will do everything we can to provide a safe and caring environment whilst they attend our setting. This is supported by our policies and procedures.

Our named child protection officer is **Vanessa Cameron-laker**

Our named deputy child protection officer is **Shelly Faulds**

At all times one of the child protection officers will be on the premises.

Aims

- We will create an environment in our setting which encourages children to develop a positive self image, regardless of race, language, religion, culture, disability or home background.
- Encourage children to develop a sense of autonomy and independence.
- Enable children to have the self confidence and the vocabulary to resist inappropriate approaches.
- To work with parents/carers, to build their understanding and commitment to the welfare of all our children.
- We will respond to concerns and allegations appropriately, and adopt the recommendations of the local Safeguarding children board.
- We will respond to concerns of radicalisation - where children are at risk of being drawn into terrorism or extremist violence.

Staffing and volunteering (please refer to our safer recruitment policy)

- We provide adequate and appropriate staffing resources to meet the needs of the children.
- Applicants for work within the setting are clearly informed that the position is exempt from the provisions of the Rehabilitation of Offenders Act 1974.
- All applicants for work within the setting, whether paid or voluntary, will be interviewed before an appointment is made and will be asked to provide two references. All such references will be followed up.

Rougham Acorns Pre-school and Woodlands Extended Care

- All adults working within the provision will be checked through the Criminal Records Bureau (CRB).

Training

- All new staff, students and volunteers will be given a copy of our Child protection policy on induction.
- All staff will attend Safeguarding children training. This will be updated every two years and an annual refresher attended.
- We ensure that all staff, students and volunteers know the procedures for reporting and recording any concerns they may have regarding suspected abuse of a child.

Secure environment

- Only authorised adults can collect children from the setting.
- We take security steps to ensure that we have control over who comes into the setting so that no unauthorised person has unsupervised access to the children.
- We have procedures for recording details of visitors to the setting.
- Volunteers and students do not have unsupervised access to the children.
- The layout of the playroom and outside area will permit constant supervision of all children.
- Adults will not be left alone for long periods with individual children or small groups.
- If a child does not attend preschool for 2 sessions and we have not heard from the family the reason, we will follow this up with a phone call to the parents. If we feel that the child may be being kept off for other reasons such as radicalisation, we will follow our policy to safeguard the child.
- To maintain a secure environment socially and emotionally for the children, staff will make sure that no child endures peer on peer abuse. (refer to our behaviour policy)

Disclosures

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

Rougham Acorns Pre-school and Woodlands Extended Care

- Offer reassurance to the child
- Listen to the child
- Give reassurance that action will be taken

The member of staff does not question the child.

Procedure to be taken if there are suspicions of abuse

All members of staff are expected to share any concerns about a child with the child protection officer or their deputy.

If thought necessary the child protection officer will make a referral to social services without delay. This should be followed up in writing within 24 hours.

A record of concern must be recorded, even if it is decided that a referral is not required, and it should include the following:

- The child's name and address
- The age of the child
- The date and time of the observation or disclosure
- The exact words of the child
- The name of the person to whom the concern was reported, with date and time
- The names of any other person present at the time

These records are signed and dated and kept in a separate confidential file. (BLUE ENVELOPE IN LOCKABLE DRAWER)

Informing parents/carers

We will normally discuss our concerns with the child's parents and seek their agreement to making a referral to social services unless it is considered that by doing so we would place the child at significant harm or delay a referral.

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 local Safeguarding children board.

Rougham Acorns Pre-school and Woodlands Extended Care

Support to families

Rougham Acorns and Woodlands takes every step to build up trusting and supportive relations among families, staff and volunteers.

We will continue to welcome the child and the family whilst investigations are being made in relation to abuse in the home situation.

The procedure, in the event of an allegation of abuse , against a member of staff or volunteer.

If an allegation or complaint is made against a member of staff or volunteer the matter will be referred to the chairperson of the management body.

We ensure that all parents/carers know how to complain should they have any concerns concerning a member of staff or indeed a volunteer at our setting which may include any allegation of abuse.

On occasion we may seek guidance from a relevant professional at Suffolk County Council's Early Years and Childcare team, or our insurers or the Pre-school Learning Alliance. There is a duty for professionals, including our setting to refer any Safeguarding concerns they have to Customer First and the Local Designated Officer for Safeguarding and to inform Ofsted, regardless of whether the complainant wishes to take the matter further.

We follow the guidelines laid down by Suffolk Safeguarding Children Board when we respond to any allegation made against a member of staff or volunteer that a child has been abused.

We respond to any disclosure by our children, staff members or our volunteers that abuse by a member of staff or volunteer is alleged by accurately recording what they say without questioning/asking leading questions and without interviewing the staff member or volunteer as we understand that this may jeopardise any future proceedings.

We refer any such complaint, whatever this may be, immediately to Customer First by telephone, giving the details of the child, we then contact the Local Designated Officer for Safeguarding (01284758590) and inform Ofsted of the procedures as we understand that it is an offence not to do this.

We cooperate with any investigation carried out by the Local Area Designated Officer for Safeguarding in conjunction with the Police.

Rougham Acorns Pre-school and Woodlands Extended Care

Where the management committee and the Local Area Designated Officer for Safeguarding agree it is appropriate in the circumstances, the Chair Person/Manager will suspend the member of staff on full pay, or the volunteer for the duration of the investigation. This is not an indication of an admission of guilt, but is in place to protect the member of staff, volunteer, children and their families throughout the process.

Disciplinary action

When a staff member or volunteer is dismissed from our setting due to gross misconduct relating to a child, we notify the Independent Barring Board administrators so that their names may be included on the Protection of Children and Vulnerable Adults Barred List.

The member of staff will be suspended on full pay in accordance with our disciplinary procedure until the matter has been investigated by the appropriate authorities.

This Policy will be reviewed annually Next Review date.....

This policy was adopted on

Signed.....Chair

Signed.....Manager