



The Village Hall, Barking, Ipswich, IP6 8HP  
Tel: 01449 721634  
Registered Charity No: 1159369

## **Safeguarding Children Policy**

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

### **Our aims:**

- Create an environment which is safe and secure for all children
- Enable children to have the self-confidence and the vocabulary to resist inappropriate approaches
- Encourage children to establish and sustain appropriate relationships within their families, with peers and with other adults
- Encourage children to develop a sense of autonomy and independence
- Work with parents to build their understanding of and commitment to the welfare of all our children

### **In order to fulfil these aims:**

- Staff will attend regular safeguarding children training
- Follow guidelines set by the Local Safeguarding Children Board
- Staff will be aware of and follow the settings procedures for recording and reporting incidents
- In consultation with parents/carers we are able to refer children for additional help through the Common Assessment Framework (CAF)
- Follow advice from the Customer First Services team in deciding whether we must inform parents/carers at the time of reporting to the authorities
- Notify the registration authority (OFSTED) of any incident or accident which effects the wellbeing of children
- Follow procedures for contacting the local authority's Children and Young Peoples Services on safeguarding children issues
- Refer to the Counter-Terrorism and Security Act 2015 and follow guidelines set by the Prevent Duty 2015.
- Consult with the Multi-Agency Safeguarding Hub (MASH).

### **To ensure children are safe and protected:**

#### **Staffing and volunteering**

- Our nominated person to co-ordinate safeguarding children issues is: Shelley Symonds (Pre-school Manager) in her absence; Lucy Glendinning (Deputy Manager)
- Adequate and appropriate staffing resources are provided to meet the needs of children



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- All staff have a duty to maintain the wellbeing of children in their care
- Applicants for posts within the setting are clearly informed that the positions are exempt from the Rehabilitation of Offenders Act 1974. Candidates are informed of the need to carry out Enhanced DBS checks and take up references before posts can be confirmed. Where applications are rejected because of information which has been disclosed; applicants have the right to know and to challenge incorrect information and decisions
- We follow OFSTED requirements in respect of references and police checks for staff and volunteers to ensure disqualified or unfit persons are not permitted to work at the setting or have access to children in our care
- Volunteers do not work unsupervised
- We follow Protection of Children Act 1999 guidance 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 safeguarding children
- Procedures are in place for recording all visitors to the setting
- Security procedures are in place to ensure no unauthorised persons are permitted entry to the setting

### **Disciplinary Action**

Where a member of staff or volunteer is dismissed from the setting or internally disciplined because of misconduct relating to a child, Ofsted and the Department of Health will be notified in order for their name to be included on the List for the Protection of Children and Vulnerable Adults.

### **Training**

All staff and adults directly involved with the children in the setting will attend Safeguarding Children training to ensure they recognise the signs and symptoms of possible physical abuse, emotional abuse, sexual abuse and neglect and are aware of the local authority guidelines for making referrals. All staff will be aware of the procedures for reporting and recording their concerns in the setting.

### **Planning**

The layout of the hall and outdoor area allow for constant supervision.

### **Curriculum**

- The setting provides a culture of value and respect for the individual
- This is implemented in such a way appropriate for the age and development of individual children
- Key elements of safeguarding children are introduced into the EYFS activity planning so that children can develop an understanding of why and how to stay safe.



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## **Complaints**

- Parents are made aware of procedures for complaints against staff or volunteers within the setting which may include allegations of abuse
- A policy is in place for allegations made against a member of staff
- Ofsted and the local area designated officer are notified when an allegation is made against a member of staff in line with our procedures
- Disclosing and recording procedures are followed when investigating an allegation made against a member of staff or volunteer

### **If we suspect abuse:**

- Acknowledge abuse of children may take different forms; physical, emotional, sexual or neglect
- Observations will be made to determine behaviour changes or inappropriate play with findings recorded
- Observation will be implemented with sensitivity and staff will take care not to influence the outcome either through the way they speak to children and ask questions of children
- Where a child shows signs and symptoms of 'failure to thrive' or neglect staff will make appropriate referrals. Parental consent will be obtained before the referral unless this causes risk to the child
- Staff will work cooperatively with parents unless this is inconsistent with the need to ensure the child's safety

## **Disclosure made to the setting**

If a child makes a disclosure to a member of staff the adult will:-

- Offer reassurance to the child
- Listen to the child
- Give reassurance that action will be taken
- Disclosure and concern shared with the designated safeguarding officer

The member of staff will observe and listen, no leading questions will be asked.

## **Recording and reporting suspicions of abuse and disclosure:**

Staff will record:-

- Child's name, address and date of birth
- Date and time of the observation or disclosure
- An objective record of the observation or disclosure

Reviewed Oct 2022



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- The exact words spoken by the child
- The name of the person to whom the concern was reported with date and time
- Names of any other person present at the time

These records are signed and dated and stored in a separate confidential file.

The designated person will decide who needs to be notified. If the child's safety is at risk the Customer First team will be contacted immediately on 0808 800 4005. Advice will be taken from the team.

It is the welfare of the child which is of paramount importance therefore this is at the forefront of all actions. Many children have suffered as a result of lack of or poor communication between agencies therefore Government guidance now encourages the full sharing of information. The staff will therefore use professional judgement in sharing information with other agencies that 'need to know' remaining open and honest with parents and children as to why we they feel the need to share information.

Full records of conversations will be maintained when any referral or discussions are held with other agencies or with parents prior to a referral. These records will include dates and times of conversation, name of person spoken to and details of advice given.

### **Informing parents**

The setting aims to involve parents in any referrals before they are made. However, if suspicion of abuse is recorded and the child is considered at risk an immediate referral will be made to the Customer First team (0808 800 4005) and staff will take their advice on informing parents. The setting will contact MASH 0345 606 1499 for help and advice.

### **Confidentiality**

All suspicions and investigations are kept confidential and shared only with those who need to know. If there are concerns within the setting it is important Shelley Symonds – Pre-school Manager is made aware of them. Children will work with a number of different staff in the setting therefore concerns over the well-being of a child will be shared with all staff.

### **Support for families**

- The setting takes every step possible to build a trusting and supportive relationship between families, staff and volunteers in the group
- The setting will continue to welcome the child and their family whilst investigations are being made in relation to abuse in the home situation
- Confidential records made on a child will be shared with the parents or those with parental responsibility only if appropriate under the guidance of the Local Safeguarding Children Board

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- With the provision that the care and safety of the child is paramount; staff will do everything possible to support and work with the family

**Procedure when allegations are made against a member of staff**

- The setting would refer the allegation to the Customer First team (0808 800 4005)
- The setting will inform Local Area Designated Officer (LADO) (0300 123 2044) and follow advice on how to proceed regarding the safety of the child in question
- Ofsted will be informed (0300 123 1231)

**Contact Numbers:**

**Customer First                                    0808 800 4005**

**Multi Agency Safeguarding Hub   0345 606 1499  
(Suffolk)**

**Local Safeguarding Board                    0300 123 2044  
Or     [LADO@suffolk.gov.uk](mailto:LADO@suffolk.gov.uk)**

**OFSTED     0300 123 1231**

Signed: .....  
Chairperson

Date:.....