



Safeguarding Children

Statement of Intent

Sunnyside Community Playgroup will work with children, parents and the community to ensure the safety of children and to give them the very best start in life.

The key commitments of Sunnyside Community Playgroup for safeguarding children are:

1. We are committed to building a 'culture of safety' in which children are protected from abuse and harm in all areas of its service delivery.
2. We are committed to responding promptly and appropriately to all incidents or concerns of abuse that may occur and to work with statutory agencies in accordance with the procedures that are set down in 'What to do if you are worried a child is being abused' (DoH 2004) (See information board)
3. We have regard for the Children's Act 1989 and 2004 and Safeguarding Vulnerable Group Act 2006.

Aims

Our aims are to carry out this policy by:

- promoting children's right to be strong, resilient and listened to by creating an environment in our group that encourages children to develop a positive self-image, which includes their heritage arising from their colour and ethnicity, their languages spoken at home, their religious beliefs, cultural traditions and home background;
- promoting children's right to be strong, resilient and listened to by encouraging children to develop a sense of autonomy and independence;
- promoting children's right to be strong, resilient and listened to by enabling children to have the self-confidence and the vocabulary to resist inappropriate approaches;
- helping children to establish and sustain satisfying relationships within their families, with peers, and with other adults; and
- working with parents to build their understanding of and commitment to the principles of safeguarding all our children.

Staffing and Volunteering

Our designated persons (a member of staff) who co-ordinate child protection issues are **Heather Culmer (Playgroup Worker) and Hilary Drew (Playgroup Leader.)**

Our designated officer who oversees this work is **a member of the parent committee.**

- We provide adequate and appropriate staffing resources to meet the needs of children.

Registered Charity No. 299419

Member of the Pre-School Learning Alliance No. 28088



- Applicants for posts within the group 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 disclosure' checks with TMG before posts can be confirmed.
- Where applications are rejected because of information that has been disclosed, applicants have the right to know and to challenge incorrect information.
- We abide by Ofsted requirements in respect of references and DBS checks for staff and volunteers, to ensure that no disqualified person or unsuitable person works at the group or has access to the children.
- Volunteers do not work unsupervised.
- Staff are expected to disclose any conviction, cautions, court orders, reprimands and warnings which may affect their suitability to work with children.
- All mobile phones must be kept in staff hand bags which are then locked away in the cupboard at the beginning of the session. Staff should use the playgroup mobile as their main contact during playgroup hours. They should not be carried by any member of staff, helper or visitor during the session.
- All visitors mobile phones must be kept in the cupboard during their stay.
- Staff medication will be locked away in the filing cabinet. Staff must make the Playgroup Leader aware of any medication being taken and any changes to their medication.
- We abide by the Protection of Children Act requirements 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 have procedures for recording the details of visitors to the group.
- We take security steps to ensure that we have control over who comes into the group so that no unauthorised person has unsupervised access to the children.
- Staff will not use any personal mobile phone, camera or recording device during contracted hours.
- Due to playgroup have no office facilities on the premises our Administrator works from home. All confidential records kept on their computer are password protected, photographs are kept for a maximum of two weeks and then deleted. Only staff have access to this data.

Method

Responding to Suspicions of Abuse

- We acknowledge that abuse of children can take different forms - physical, emotional, and sexual as well as neglect.
- When children are suffering from physical, sexual or emotional abuse, or may be experiencing neglect, this may be demonstrated through the things they say (direct or indirect disclosure) or through changes in their appearance, their behaviour, or their play.
- Where such evidence is apparent, a member of staff makes a dated record of the details of the concern and discusses what to do with the 'designated person' or manager. The information is stored in an incident book, which is locked away in a filing cupboard at Sunnyside.

- Staff in the group take care not to influence the outcome either through the way they speak to children or by asking questions of children.
- Sunnyside Community Playgroup have regard to the Governments statutory guidance ‘Working Together to Safeguard Children.’ If we are unable to contact the local children’s social care services in an emergency, we would contact the police.
- If concerned about a child or families well-being (i.e. absence/ suggestive language in play/ unexpected changes in behaviour or routine/ absence without notification) discuss with Designated Safeguarding Person & follow referral procedure. (See attendance policy)

Allegations Against Staff

- We ensure that all parents know how to complain about staff or volunteer action within the group, which may include an allegation of abuse.
- We follow the guidance of the Department for Education when responding to any complaint that a member of staff or volunteer has abused a child.
- We respond to any disclosure by children or staff that abuse by a member of staff may have taken, or is taking place, by first recording the details of any such alleged incident.
- We refer any such complaint immediately to the local authority's designated officer (LADO) to investigate.
- Staff have access to support through LADO telephone 01992 555420 should an allegation be made against them.
- We co-operate entirely with any investigation carried out by social services in conjunction with the police.
- Our policy is to suspend the member of staff on full pay for the duration of the investigation; this is not an indication of admission that the alleged incident has taken place, but is to protect the staff as well as children throughout the process.
- If a staff member is dismissed due to them being deemed unsuitable to work with children the Local Safeguarding Children Board (LSCB) 0300 1234043 will be notified.

Disciplinary Action

- Where a member of staff or a volunteer is dismissed from the group or internally disciplined because of misconduct relating to a child, we notify OFSTED so that the name may be included on the List for the Protection of Children and Vulnerable Adults.

Training

- We will seek out training opportunities for all adults involved in the group to ensure that they recognise the signs and symptoms of possible physical abuse, emotional abuse, sexual abuse and neglect.
- We ensure that all staff know the procedures for reporting and recording their concerns in the group.

Planning

- The layout of the rooms allows for constant supervision. As the building is also used by the church, there are times the congregation may use the lobby area to access toilets. In this

instance, the staff member will ensure all children are kept away from the area and ensure an alternative toilet is used. An additional staff member will be called to watch remaining children to ensure staff ratio's.

Curriculum

- We introduce key elements of child protection into our programme to promote the personal, social and emotional development of all children, so that they may grow to be 'strong, resilient and listened to' and so that they develop understanding of why and how to keep safe.
- We create within the group a culture of value and respect for the individual, having positive regard for children's heritage arising from their colour, ethnicity, languages spoken at home, cultural and social background.
- We ensure that this is carried out in a way that is developmentally appropriate for the children.

Disclosures

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

- offers reassurance to the child;
- listens to the child; and
- gives reassurance that she or he will take action.

The member of staff does not question the child

Recording Suspicions of Abuse and Disclosures

Staff make a record of:

- the child's name;
- the child's address;
- the age of the child;
- the date and time of the observation or the disclosure;
- an objective record of the observation or disclosure;
- the exact words spoken by the child as far as possible;
- the name of the person to whom the concern was reported, with date and time; and
- the names of any other person present at the time.

These records are signed and dated and kept in the incident book stored in a locked filing cupboard at Sunnyside.

All members of staff know the procedures for recording and reporting.

Informing Parents

- Parents are normally the first point of contact.
- If a suspicion of abuse is recorded, parents are informed at the same time as the report is made, except where the guidance of the local Area Safeguarding Children Committee does not allow this.
- This will usually be the case where the parent is the likely abuser. In these cases the investigating officers will inform parents.
- Ofsted must be informed of any allegations of serious harm or abuse within 14 days of the allegation being made.

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 Children, Schools and Families Department.

Support to Families

- The group believes in building trusting and supportive relationships with families, staff and volunteers in the group.
- The group makes clear to parents its role and responsibilities in relation to Child Protection, such as for the reporting of concerns, providing information, monitoring of the child, and liaising at all times with the local social services department.
- The group continues to welcome the child and the family whilst investigations are being made in relation to any alleged abuse.
- We follow the Child Protection Plan as set by the social services department in relation to the group's designated role and tasks in supporting the child and the family, subsequent to any investigation.
- Confidential records kept on a child are shared with the child's parents or those who have parental responsibility for the child in accordance with the procedure and only if appropriate under the guidance of the Children, Schools and Families Department.

Intruder Evacuation

In the event of a threatening intruder, the leader would be informed and staff notified. The children would be removed to the kitchen (secure room) with staff and locked in. Mobile phones and keys to be taken with and police would be called. Vicarage and church office would be notified. Staff will wait with children in the secure room for assistance.

Other related policies to refer to:

- E- Safety Policy, Telephones and photography
- Confidentiality
- Whistleblowing

This policy was revised and adopted at a meeting of Sunnyside Community Playgroup

Held on

Signed on behalf of Sunnyside Community Playgroup

Committee Member

Play Leader