

CHILD PROTECTION 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 responded to. In order to achieve this 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 applicants for work within the Pre-School will be interviewed before an appointment is made and will be asked to provide at least one reference from their previous employer. 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 staff will be required to undergo an enhanced CRB check to confirm suitability as soon as they are employed. Since Ofsted changed its procedure on CRB checking, Binfield Pre-School has appointed Capita Education Resourcing to carry out the Enhanced CRB process.

All appointments 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 adults involved in the group, to ensure that they recognise the symptoms of possible physical abuse, neglect, emotional abuse and sexual abuse, and ensure that they are aware of the local authority guidelines for making referrals.

We ensure that all staff know the procedures for reporting and recording their concerns in the setting.

Sponsored By

We have a designated staff member who co-ordinates child protection issues and a designated officer (from the Committee) who oversees this work.

Prevent Abuse by Means of Good Practice

The layout of the rooms allows for constant supervision.

Adults will not be left alone with individual children. An adult who needs to take a child aside for any reason will remain in view of other adults.

Adults who have not be registered as suitable persons will not take children unaccompanied to the toilet or change nappies.

Volunteers do not work unsupervised.

We have procedures for recording the details of visitors to 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.

Staff will keep a record of any child entering a session who has any prior injuries. The parent/carer will be asked to sign this record.

Respond Appropriately 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.

Changes in children's behaviour will be investigated.

Parents will normally be the first points of reference, although specific serious concerns may be referred, as appropriate, to the **Children's Social Care**.

Pre-School will follow the **Local Safeguarding Children Board - Children's Social Care** guidelines.

All such suspicions and investigations will be kept confidential, shared only with those who need to know. These are likely to be the Keyworker, Supervisor and Chairperson. However, should a staff member have concerns regarding a child whose family is particularly close with the Supervisor, then the Supervisor should be by-passed in this instance and any Child Protection concerns aired directly to the Chairperson.

Deal with Allegations against Staff

We ensure that all parents know how to complain about staff or volunteer action within the setting, which may include an allegation of abuse.

We follow the guidance of the **Local Safeguarding Children Board** 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 **Children's Social Care** department to investigate.

We co-operate entirely with any investigation carried out by **Children's Social Care** 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 and families throughout the process.

Are Prepared to take Disciplinary Action

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

Respond to 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.

Keep Records of Suspicions of Abuse and Disclosures

Whenever worrying changes are observed in a child's behaviour, physical condition or appearance, a specific and confidential record will be kept. The record will include, in addition to the name, address and age of the child, timed and dated observations, describing objectively the child's behaviour/appearance, without comment or interpretation, and where possible, the exact words spoken by the child, and the signature of the recorder.

Such records will be signed and dated and kept in a separate file and will not be accessible to people in the Pre-School other than the Supervisor, Chairperson and Keyworker or other member of staff as appropriate.

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

Liaise with Other Bodies

The Pre-School operates in accordance with local authority guidelines. Confidential records kept on children, about who the Pre-School is anxious, will be shared with the Children's Social Care if the Pre-School feels that adequate explanations for changes in the child's condition have not been provided.

The Pre-School is obliged to report to the local authority any concerns about child welfare.

Bracknell Forest Borough Council's Child Protection Team can be contacted on 01344 351533.

Children's Social Care Duty Team 01344 351582

(9am-5pm Monday to Friday)

Out of Hours Duty Team 01344 786543

(5pm-9am and weekends)

Support Families

The Pre-School believes in building trusting and supportive relationships with families, staff and volunteers in the group.

The Pre-School 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 Care Department.

The setting continues to welcome the child and the family whilst investigations are being made in relation to any alleged abuse.