



# Rainbow Teddies Pre-school Policy Document

## Safeguarding Children and Child Protection

### Safeguarding and Welfare Requirements:

1) **Child Protection** (*Safeguarding/Responding Appropriately To Suspicions of Abuse/Liaise With Other Bodies/Support Families*)

2) **Suitable People** (*Excluding Known Abusers*)

3) **Staff Qualifications, Training, Support and Skills** (*Seek and Supply Training/Good Practice*)

10) **Information and Records**

### EYFS Key Themes and Commitments:

*A Unique Child*

*Positive Relationships*

*Enabling Environments*

*Learning and  
Development*

This policy was adopted at a meeting on: .....

Review Date: .....

Signed: ..... on behalf of the Management Committee

Print Name: ..... Position: .....

Signed: ..... Pre-school Manager



# Rainbow Teddies Pre-school Policy Document

## Safeguarding Children and Child Protection

We intend to create within Rainbow Teddies Pre-school, an environment in which all children feel safe and secure and where their overall well-being is actively supported and promoted; any suspicion of harm or abuse will be promptly and appropriately responded to. We work with statutory agencies in accordance with the procedures described in 'What to do if you're worried a child is being abused' (HMG March 2018) we also refer to 'Working Together to Safeguard Children' (HMG March 2015) and 'Keeping children safe in Education' (DfE Sept. 2018) as/when required.

As part of our ongoing commitment to safeguard all children, the manager completes an annual 'Safeguarding Audit' this is a non-mandatory tool; in the form of an online questionnaire, which has been created by South Gloucestershire Council; they advise settings to complete this as a way to assess internal safeguarding practice; this helps us to consider and clarify what we do well, whilst also highlighting areas for further development and improvement.

We contact our **Local Safeguarding Children's Board (LSCB) through the \*Access Response Team (ART); previously known as First Point**, if we require immediate advice/support regarding concerns about a child's well-being. This would include instances where we consider that a child may be at risk of being drawn into radicalisation and/or terrorism; under our statutory duties under the government's **Prevent Duty** (HMG July 2015) this piece of legislation forms one strand of the government's counter terrorism programme; re: section 26 of the **Counter Terrorism and Security Act 2015**.

**\*Access Response Team (ART): Tel- 01454 866000**

### **Child Protection Officer**

- The designated 'Child Protection Officer' is the manager- Nanda Lee
  - The designated 'Deputy for Child Protection' is Lynne Ashworth
- One or both of the above named officers will be available when the setting is in operation; if not 'in person' then contactable by telephone/mobile (contact numbers held in manager's desk).***

### **Excluding Known Abusers**

- It will be made clear to applicants for posts within the pre-school that the position will be exempt from the provisions of the Rehabilitation of Offenders Act 1974 and subsequent amendments.
- All applicants who wish to work on a regular basis within the pre-school, whether voluntary or paid will be interviewed before an appointment is made and will be asked to provide at least two references. All such references will be followed up.
- Reference will be made to the *Volunteer and Student Placement Policy* and *Safe Recruiting Policy*-as appropriate.
- Proof of Identity will be requested for and copies kept on file.
- Proof of 'right to work in the UK' will be requested and a copy kept on file.
- Proof of qualifications will be requested and copies kept on file.
- 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 short term/occasional voluntary workers will be subject to internal vetting
- All long term or regular voluntary workers will be asked to undergo Enhanced DBS check. This will be paid for by the volunteer. (This will not be deemed necessary where the student is attending full time education at a local school)



# Rainbow Teddies Pre-school Policy Document

- All staff appointed, will need to have an Enhanced DBS Check (paid for by Rainbow Teddies Pre-school where required) before they are allowed to accompany children to the toilets and will remain supervised by other vetted staff at all other activities/experiences until this clearance has been received.
- All permanent appointments, both paid and voluntary, will be subject to a probationary period; until the pre-school is confident that the applicant can be safely entrusted with children.
- In all cases staff will remain vigilant to indicators of inappropriate behaviour being displayed, by any adults who have contact with the children (see *Whistle Blowing Policy*).

## ***Seek and Supply Training***

- All staff are aware of symptoms of possible abuse: physical; neglect; emotional; and sexual and of their responsibilities in reporting/recording and seeking advice/support.
- All staff attend appropriate (level 1) Child Protection training, every 3 years – this may be an ‘e-learning’ package or at a specific venue (as approved by local authority).
- Staff are mindful that additional barriers exist where children have special educational needs and/or disabilities; as they get to know each individual child and become more familiar with their character and method of communication; whether verbal/non-verbal, staff will be able to more readily recognise any worrying changes in a child’s demeanour; and therefore be able to take the appropriate action.
- The *Child Protection Information Folder* is up-dated and circulated annually, so that all staff can refresh their knowledge.
- Committee members are made aware of their safeguarding duties and given appropriate information.
- Lead Officers undertake higher (level 2) Child Protection training, every 2 years.

## ***General Good Practice***

- All permanent staff who are included in adult:child ratios have relevant Paediatric First Aid training (*as per revised requirements Dfe 2017*).
- Staff are reminded of their duties; with regard to their professional conduct with the ‘Staff Code of Conduct Policy’ (*new in April 2017-as a result of review/Safeguarding Audit*).
- Adults will not be left alone for long periods of time with individual children or with small groups.
- An adult who needs to take a child aside for example, for ‘time-out’ will sit near the child in full view of everyone else
- A record is kept of all instances when a child has had a nappy and/or clothes change- this information is also notified to the parent/carer; in the form of a written note/slip at the end of the session (*new practice in March 2017- as a result of review/Safeguarding Audit*).
- Our *Whistle Blowing Policy* is brought to the attention of all new staff; as part of induction process.



# Rainbow Teddies Pre-school Policy Document

- In the interest of staff protection, parents will be consulted over any issues regarding supporting children at toilet time and any other relevant issues (see *Toileting Policy* and *Additional Needs Policy*)
- All staff, long term volunteer/student placements and committee members will apply for a Disclosure and Barring Service (DBS) Disclosure, as appropriate.
- Adults without a DBS Disclosure will only take children to the toilet when accompanied by another 'vetted' adult.
- Parents/carers only accompany their own children to the toilet (notices on toilet doors and staff reminders)
- 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 report any worries to a trusted adult.
- Children are taught about keeping their bodies healthy and safe through planned activities and through the use of age appropriate stories (e.g. *'No Trespassing-This is My Body!'* P. Fitzgerald/2011)
- Where a child appears to have knowledge of a sexual nature; which would not be expected for their particular age and/or stage of development, \*we would liaise with the parents/carers; keeping a written record of the original incident/event causing concern, along with any associated discussions/meetings. If we were to require further guidance and or support we would contact ART in the usual way.  
  
*\*as long as we do not consider that to do so would put the child concerned at risk of harm.*
- The staff will be deployed to enable full supervision of all areas, both indoors and out.
- Visitors are signed in/out and their reason for visit established before entry to the setting.
- A child's persistent absenteeism from pre-school will be monitored and investigated as appropriate.

## ***Promoting British Values:***

Through our general good practice and adherence to the EYFS we actively support and promote British values; some examples are shown below:

**Democracy-** children contribute to decision making within our setting: choosing toys/resources, discussing and working on projects together (e.g. creating a role play area); taking account of others' views; collaborating and negotiating in normal every day play and situations; with adult guidance as required. Adults model appropriate, democratic behaviour e.g. children will observe adults in discussion about day-to-day matters arising; they will see us taking account of one another's views; the language used and the listening and attention involved in the process- children will also have the opportunity to be 'heard' and to 'listen'; in group activities. Parents/carers and children are invited to complete annual



# Rainbow Teddies Pre-school Policy Document

feedback/questionnaires; about our setting and our working practices- the responses from these are considered, as part of our on-going Self- Improvement Plan (SIP).

**Rule of Law**- adults work with children; to agree our setting 'rules'- which are displayed around the setting. We teach children about good social behaviours in the context of their play and with adult planned activities/experiences e.g. sharing, taking turns, using kind hands and voices.

**Individual Liberty and Mutual Respect** – we give children the tools to deal with inner and outer conflict; naming emotions, talking problems through with them; using appropriate language/Makaton (e.g. sharing resources effectively) providing visual aids (e.g. sand timers/photo boards). We remind children that they can say 'no' to someone or 'stop' if they are uncomfortable. We let children know that it is okay to have strong feelings of 'anger', 'sadness' etc. and offer suggestions (if appropriate) on the ways that they can better cope/deal with these strong emotions.

**Tolerance of those with Different Faiths and Beliefs**- through the careful planning of our activities/experiences, children learn about their similarities and differences (e.g. wall display about eye colours) they have the opportunity to learn about the belief systems and culture of others and to share their own family's particular 'culture' e.g. 'what 'My Family did in the Winter Break' . Children have the opportunity to celebrate key Christian events through-out the year e.g. Easter/Christmas, alongside other faith groups' key festivals (e.g. Hindu/Diwali). We actively challenge negative attitudes and stereotypes e.g. "It's fine if boys want to dress up in fairy costumes" and "Girls can be good at football too".

## ***Responding Appropriately To Suspicions of Abuse***

- Changes in children's behaviour/appearance will be monitored/investigated as appropriate.
- We will give regard to the guidelines provided by the local authority regarding identification and reporting of suspected abuse.
- Parents/carers will normally be the first point of contact, unless there is concern that this will put the child at further/greater risk; this will be made clear to the social work team, when a referral is made
- 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 Manager, parents/carers and the person reporting (as appropriate)
- Staff are encouraged to voice *any* concerns with C.P Officers; the safety and welfare of the children is paramount.

## ***Keeping Records***

- Whenever worrying changes are observed in a child's behaviour, physical condition or appearance, it will be reported to the Child Protection Officer and a specific and confidential record will be set up quite separate from the usual on-going records of the child's progress and development.
- We will record instances as stated above and/or where a child has said/done something which gives cause for concern on a '*Concern for a Child's Health and/or Well-Being*' form- this will be discussed with parent/carer and they will be asked to sign the sheet, unless it is considered that this would put the child at further/greater risk; a referral would be made to the local social work team in this instance



# Rainbow Teddies Pre-school Policy Document

- 'Concern for a Child's Health and/or Well-Being' forms will be stored securely/confidentially in a separate file for the child.
- Written records will include: name, address, gender and age of child. It will state time and date of record, an objective account of behaviour/appearance and where possible the exact words spoken/used by the child.
- All such records will be stored separately and securely, accessible only to the Child Protection Officers.

## ***Liaise With Other Bodies***

- Rainbow Teddies Pre-school operates in accordance with local authority guidelines.
- If the pre-school feels that adequate explanations for changes in the child's condition have not been provided, then the confidential records for that child will be shared with the Social Services Department under a referral to the Access Response Team (ART)- previously known as First Point.
- If a referral is made to the local authority, the child's parents/carers will be informed at the same time as the referral, unless there is concern that this would put the child at further/greater risk.
- The group will maintain ongoing contact with the registering authority, including names, addresses and telephone numbers of individual social workers, to ensure that it will be easy, in any emergency, for the pre-school and the Social Services Department to work well together.
- Records will also be kept of the local NSPCC contact, or other contact(s) as appropriate.

## ***Support Families***

- Rainbow Teddies Pre-school will seek to build trusting and supportive relationships with families, 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 the child's parents/carers, with the proviso that the care and safety of the child must always be paramount.