

Woodentops Preschool

1-Safeguarding and Child Protection Policy

Aim: This policy is to ensure that parents, carers and team members are aware of Woodentops Preschool's duty to protect and safeguard the children in our care. This includes minimising risk of harm and accidents, acting to tackle safety concerns.

Designated safeguarding officer (DSO) is Jackie

Deputy DSO's- Karen and Sue

We employ 'suitable' persons

- Everyone employed by Woodentops has an enhanced Criminal Records Bureau (CRB) Disclosure or Disclosure Barring System (DBS) check.
- References are sought for newly employed staff.
- We have regular supervision of staff, managers and owner.
- Child Safeguarding procedures are covered during induction of team members, apprentices', volunteers and work experience students.

Keeping up to date

- All team members have regular safeguarding discussion through Jackie at our monthly staff meetings.
- All team members attend safeguarding training every 2 years.
- As professionals we ensure our knowledge is up to date so we can recognise signs and symptoms of abuse.
- Peer on peer observations are considered good practice, any allegation of Peer on peer abuse is investigated and documented.
- All team members know what to do if a disclosure is made.

Child Protection

If we, as professionals, become concerned about a child's safety, it is our legal duty to pass our concerns onto the appropriate professionals who will assess what to do next. This is for the best interest of the child. We will inform parents when we have done this unless it puts the child at greater risk.

- All team members know the signs and indicators of abuse.
- We keep a record of visitors who come into our preschool setting and have a Visitors Code of Practice.
- Visitors to the setting have constant supervision by team members when with our children.
- We are aware of the need to be as vigilant with all children present within the setting including those with Special needs and/or disabilities.

Photos

- Photos are used for the children's learning journeys and to document their progress.
- Photos of the children will not be used on Woodentops Facebook page or on the website.
- We use Woodentops cameras to take photos of the children, parents must sign the **Enrolment Form** to agree to photos being taken of their child.
- Photos are stored on a secure hard drive and are deleted once the child has left the setting.

Phones

- Team members keep their phones in the committee room or on the bar. If they need to use their phones they check with the manager prior to using it and use it in the committee room away from the children.
- If a team member needs to be contacted, they should be by the work mobile or landline.
- Apprentices and work experience students are not allowed to use their phones or cameras in setting. If they need to take a phone call, they can in the committee room away from the children.
- Visitors do not use their phones in the setting.

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Childrens welfare

- The staff to child ratio is adhered to at all times- 1 adult to 4 two year olds and 1 adult to 8 three to four year olds.
- If children who have not arrived for their normal session and with no contact from parent/carer, we will contact via text messaging after 15 to 30 minutes have elapsed.
- The DSO (Designated Safeguarding Officer), Jackie, is always available when the setting is open, either in setting or contactable by phone.
- The DSO will work closely with Social Services and Local Area Designated Officer (LADO) regarding child protection and welfare.
- Team members observe the children and know their normal behaviour patterns; any significant changes to previous behaviour and development will be noted and brought to the attention of the DSO (Jackie).

Safeguarding Procedure

- If a child discloses to a team member, the DSO will be informed immediately.
- The disclosure is written down, verbatim on the **Early Intervention form**.
- Any other concerns are noted on the **Early Intervention form**. This information is stored securely and only accessible on a need to know basis. Parents are informed (unless it puts the child at risk of being further harmed) by 2 members of staff, one being the DSO or manager, and sign the form plus have a copy.
- Woodentops has a duty to report any suspected or actual abuse. If we identify that a child is at risk we will notify the relevant authorities-Intake and Assessment team **03003008585**, Ofsted-**03001231231**, police and DFE helpline- 02073407264 or email counter.extremism@education.gsi.gov.uk.
- The Intake and assessment team **03003008585** is our first point of contact and will advise us of our next step.
- Ongoing support will be provided to all involved.

Please note

- If we suspect a parent/carer is under the influence of drugs/alcohol, we will contact the Intake and Assessment team and police. Whilst we cannot prevent the parent from leaving with the child/children, we will contact the emergency contact for that child to ask if they could meet the parent.
- If we suspect a parent, carer or colleague is being targeted or drawn into groups that promote violent extremist activities the safeguarding procedure will be instigated.
- We have a duty to safeguard children against extremism and radicalisation, including FGM (Female Genital mutilation), if suspected the safeguarding procedure will be instigated.
- To protect ourselves we record all details of existing injuries in the Accidents/Incidents book, parents are given a copy.

Site Security

- All doors to the building are locked when we are in the building.
- The building is alarmed when no one is in the building.
- The gate is locked when we are outside playing.
- All visitors sign in.
- Children only leave the setting with an adult with parental responsibility or with an adult with parental permission.

Needing help

If a family is struggling, we can get extra support through an **Early Help Assessment**. Please see one of the managers or speak to your child's keyworker.

Additional policies linked to safeguarding

Allegation against staff members, volunteers and/or Work experience students-see number 2

Confidentiality- see number 8

Health and Safety- see number 11

Lost child procedure- see number 14

Visitors policy see number 20

Information sharing policy- see number 24

Looked After Children (LAC) – see number 25.

This policy was adopted on	25 th March 2019
Signed on behalf of the preschool	
Date for review	March 2020