

# 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 and acting to tackle safety concerns. As a setting we must take all necessary steps to keep children safe and well.

Designated safeguarding officer (DSO) is Jackie

Deputy DSO's- Karen and Sue H

### We employ 'suitable' persons

- Everyone employed by Woodentops has an enhanced Disclosure or Disclosure Barring System (DBS) check.
- 2 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 at our monthly staff meetings.
- All team members do safeguarding training annually.
- 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.
- All staff have a regard for the Prevent Duty Act 2015.
- All staff refer to the 'Working together to safeguard children' document. Copies can be found in our Policy folder or online.
- We have a copy of 'What to do if ...' document in our Policy folder and it can also be found online.

### Photos

- Photos are used for the children's learning journeys and to document their fun at preschool.
- Photos are uploaded to the family app.
- None of the children in the photos used on Woodentops Facebook page or website are identifiable.
- 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 that year group has left the setting.

## Phones

- Team members keep their phones in the office 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 office away from the children.
- If a team member needs to be contacted, they should be contacted using the work mobile or landline.
- Apprentices and work experience students are not allowed to use their phones in setting. If they need to take a phone call, they can go in the office away from the children.
- Visitors do not use their phones in the setting.

## 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 or the Family App after 30 minutes have elapsed.
- If we receive no reply, we will phone the parent/ parents.
- If we have no reply, we will phone the emergency person.
- Social services will be contacted if we cannot get into contact with parents and carers.
- The DSO (Designated Safeguarding Officer), Jackie, is always available when the setting is open, either in setting or contactable by phone.
- There is always a DSO in setting.
- The DSO will work closely with Social Services and Local Area Designated Officer (LADO) 0300 300 8142/ 0300 300 4825 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 **Cause for Concern Form**.
- Any other concerns are noted on the **Cause for Concern 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](mailto:counter.extremism@education.gsi.gov.uk).
- The Access & Referral **0300 300 8585** 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 and on the Family App, parents are given a copy.
- We review the accidents and incidents regularly at the managers meetings.

## Site Security

- All doors to the building including the changing room door 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.

## Online Safeguarding

We use an online package called Family app, where parents can access their child's learning journey, their invoices, messages, information and add to their child's information. Parents only can access this through the login they make themselves once they have been sent a login from Woodentops.

We have a Woodentops Facebook page, information is put on the Facebook page including photos of children's hands or feet doing activities but not of their faces.

Children do not access the internet at Woodentops unless supervised by staff for brief fact-finding moments. Woodentops use 'Smartie the Penguin' Book <https://www.childnet.com/resources/smartie-the-penguin> to share with children about keeping themselves safe whilst accessing the internet at home.

Ofcom's 'Children and Parents Media Use and Attitudes Report' (2018 – released in January 2019) found that:

- 1% of 3-4-year olds have their own smartphone and 19% have their own tablet
- 52% of 3-4-year olds go online for an average of nearly 9 hours a week
- 45% of 3-4-year olds use YouTube

## 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 <sup>th</sup> March 2019
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