

JACK AND JILL PLAYGROUP

CHILD PROTECTION POLICY

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

Aims

Our aims are to carry out this policy by:

- our aims are to create an environment in our playgroup which encourages children to develop a positive self image, regardless of race, languages spoken, religion, culture or 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
- We work with parents to build their understanding of and commitment to the principles of safeguarding all our children.

Liaison with other bodies

- We work within the Medway Safeguarding Children Board`s guidelines.
- We have a current copy of 'what to do if you a worried a child is being abused' for parents displayed on the parents board and all staff are familiar with what to do if they have concerns.
- We have procedures for contacting the local authority on child protection issues, including maintaining a list of names, addresses and telephone numbers of CADS, Police and other agencies ensuring it is easy, in any emergency, for the setting to work quickly together with others. These are kept at the front of the setting`s registers.
- We notify the registration authority (Ofsted) of any incident or accident and any changes in our arrangements which may affect the wellbeing of children.
- Details of the local National Society for the Prevention of Cruelty to Children (NSPCC) contacts are also kept. The current contact telephone number is: 0808 800 5000
- If a referral is to be made to the Children`s Advice and Duty Service (CADS), we act within the Medway Safeguarding Children Board`s guidelines in deciding whether we must inform the child's parents at the same time that a record is made and seek advice from CADS.
- Working with parents/carers to prevent abuse is our primary aim and only when that has failed or in emergency situations we will a consultation be made to CADS. When a consultation is made to CADS, parents will be notified beforehand, except when guidance from social care or the police does not allow this.

Staffing and volunteering

- Our designated officer who co-ordinates child protection issues is –

Ms SALLY HOWARTH (SUPERVISOR/MANAGER) TEL: 01634 717585

- Our deputy designated officer who oversees this work on behalf of the Jack and Jill Playgroup Committee is:

Ms DELIA BRYAN (ADMINISTRATOR/MANAGER) TEL: 01634 717585

- We provide adequate and appropriate staffing resources to meet the needs of children.
- Checks will be undertaken on all adults working in the setting to establish the suitability of a person to work with children. On applying for a position, staff complete an application form which asks for a checkable educational, work history, 2 references will be required, an enhanced DBS check followed by an induction and 3 month probation period on employment. Records of these checks will be kept in accordance with the publication 'Safeguarding Children and Safer Recruitment in Education'.
- Applicants for posts within the setting 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' check 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 setting or has access to the children.
- Volunteers/Students/unqualified staff do not work unsupervised.
- 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 a visitor's book for recording 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.
- We have a collection/contact book where parent/carer informs us if arrangements for collection of their children will be different on the day.

Responding to suspicions of abuse

- We acknowledge that abuse of children can take different forms - physical, emotional, sexual, neglect as well as more widely safeguarding duties of female genital mutilation (FGM), radicalisation and sexual exploitation.
- When children are suffering or may be experiencing any of the above abuses, this may be demonstrated through the things they say (direct or indirect disclosure) or through changes in their appearance, their behaviour, or their play and how they interact with their peers or adults. These may be coming from directly within their families or are the product of outside influences.

- Prevent Duty and Promoting British Values - from 1st July` 15 it has become our duty under section 26 of the Counter-Terrorism and Security Act 2015 to have `due regard to the need to prevent people from being drawn into terrorism`. This includes children in our care and it is our duty to be alert to changes in children`s behaviour, demeanour or personality that may indicate they need help or protection from those influences that promote extremist views or ideology. We will not carry out unnecessary intrusion into family life but we will use our professional judgement in identifying children who might be at risk of radicalisation and following our existing child protection guidelines for reporting concerns and seeking advice.
- Where such evidence is apparent, the child's key person makes a dated record of the details of the concern and discusses what to do with the setting leader or manager who is acting as the 'designated person'. The information is stored on the child's personal file.
- Staff in the setting take care not to influence the outcome either through the way they speak to children or by asking questions of children.

Allegations against staff

- We ensure that all parents know how to complain about staff or volunteers, their actions, words or behaviour if they cause concern inside and outside the setting, which may include an allegation of abuse.
- We follow the guidance of the MSCB 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 Medway`s Designated Officer (LADO) on 01634 331229 to investigate.
- We co-operate entirely with any investigation carried out by Medway Children`s 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 to protect those involved throughout the process.

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 LADO for managing allegations against staff.
- This must also be reported to Ofsted.
- The setting will follow the LA procedures for managing allegations against staff who will then issue further guidance from the MSCB policies and procedures.
- All staff have a copy of playgroup disciplinary procedures on employment

Whistle blowing

- All staff/students/committee members are aware of their duty to raise concerns about the attitude and actions of colleagues. If there are concerns then these should be raised directly to the Supervisor/Manager or Administrator/Manager to record and investigate.

- Jack and Jill Playgroup is committed to good practice and high standards and wants to be supportive of employees. We will not tolerate any harassment or victimisation (including informal pressures) and we will take appropriate action to protect our staff when they raise a concern.
- If after raising concerns, they feel the issues are being ignored or unsatisfactorily resolved by the management or if the concern is management, then they should speak to the designated officer Clare Wilkes (LADO) or Ofsted Whistle Blowing Hotline on 0300 123 3155 for guidance.
- Procedures are displayed in prominent position in the setting. Staff toilet restrooms, staff information board and included in induction process.

Training

- We seek out training opportunities for all adults involved in the setting to ensure that they are able to recognise the signs and symptoms of possible physical abuse, emotional abuse, sexual abuse and neglect which may also include children that may be at risk of radicalisation, extremism, FGM and grooming. We want all staff to be aware of how to report their concerns within the setting and that they are aware of the local authority guidelines for making referrals if necessary.
- We ensure that all staff know the procedures for reporting and recording their concerns in the setting.
- We ensure all staff and management safeguarding training is updated and recorded.

Planning

- The layout of the rooms allows for constant supervision. No child is left alone with staff or volunteers in a one to one situation without being visible or able to be heard by others. Playgroup policy is that minimum of 2 staff in room, one of which must be qualified at any one time.
- Children are encouraged to toilet freely and independently with minimum staff supervision. Children are reminded regularly and overseen washing of hands etc. Child sized toilets and washbasins provided in playrooms.
- We encourage and teach our children to be fully independent with pulling up and down of clothing, cleaning themselves, respecting privacy and staff only assists when absolutely required.
- On occasion when staff `lone` toilet children, ie we maybe using the field for large physical play and children may need to toilet at the setting. The staff taking the children will alert other staff of which child/children they are taking (no more than 4) and where they are going. Door to the toilet areas are always left open and should never be closed so children and staff are in view of other adults in the setting and are able to call for assistance when necessary. Personal care recorded in diaries in kept in toilet areas and initialled by staff attending child.
- This area has been risk assessed as we realise this is an area where staff and children maybe placed in a vulnerable position. Not more than a 1:4 ratio for lone toileting and 1:1 nappy change.

Mobile Telephones

- Staff, volunteers and students are requested to leave all personal mobile telephones before each session in `phone box` provided which is kept in kitchen/staff area.
- Personal mobile phones may only be used in this area.
- Mobiles are not carried around play areas and not to be taken into toilet areas.
- Photographs are not taken of the children on any phones either personal or playgroup owned.
- Parent`s are made aware of our `No Mobile` policy through regular reminders. They are asked not to use mobile telephone`s beyond the walled area on entrance, to finish their calls before entering and will be challenged by staff do so. Clear signage displayed.

Playgroup has its own mobile telephone for use in emergencies and outings etc. Children`s emergency telephone contact details are kept updated on the mobile to be used if we have to vacate the building in an emergency.

Social Networking Sites

- Staff or students must not post anything onto social networking sites such eg Facebook, Twitter that could be construed to have an impact on the nursery`s reputation or relate to the nursery or any children attending the nursery in anyway.
- Staff must not post anything on to social networking sites that could offend any other member of staff or parent using the nursery.
- We discourage staff allowing parents to view their page on social networking sites. We realise there are situations where parents are using our nursery that are already friends, family, neighbours but on social networking sites this must still remain professional at all times and the same guidelines apply. In this case, we also request that staff inform the manager of existing relationships.
- If any of the above points are not followed then the member of staff involved will face disciplinary action, which could result in dismissal.

Use of Cameras

- Cameras are provided by playgroup to be used by staff to collate photographic evidence for observations, activities, childrens EYFS Learning Journeys.
- Cameras sometimes used by children to access IT within setting.
- Parents are made aware of the use of cameras and photographs and give permission to collate evidence for observations on registration within the terms and conditions of registration and the EYFS Profile.
- Parent`s have opportunities to grant or refuse consent for their child's image to be taken or displayed or shared with other agencies before publishing.

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 setting 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 and assure them that they were right to inform us;
- listens carefully to the child and stays calm
- gives reassurance that she or he will take action
- question normally without pressuring and only using open questions

- inform the child that the information will now have to be passed on
- immediately inform the DCPC

Recording suspicions of abuse and disclosures

Staff make a record of information below on a 'record of concern' form using a body map if appropriate:

- 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 child's personal file.

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 Medway Safeguarding Children's Board 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.

Confidentiality

- All suspicions and investigations are kept confidential and shared only with those who need to know. However staff must never guarantee confidentiality to a child nor should they agree to keep a secret. Where there is a child protection concern it must be passed to the DCPC before the end of the day. The DCPC will disclose personal information about a child including the level of involvement of other agencies to other members of staff on a 'need to know basis'.
- Any information is shared under the guidance of the MSCB.
- All staff must be aware that they have a professional responsibility to share information with other agencies in order to safeguard children.

Support to families

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

- The setting 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 setting 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 setting'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 MSCB.

This policy was adopted at a meeting of Jack and Jill Playgroup

Held on: _____

Signed on behalf of the management committee _____

CHAIRPERSON